



Kiwanis[®]
NEBRASKA-IOWA DISTRICT

POLICIES & PROCEDURES

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DISTRICT POLICIES & PROCEDURES

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DISTRICT POLICIES & PROCEDURES

Preamble

By definition, a Policy is: “A settled course adopted and followed by a government, institution, body, or individual.”

The purpose of any Policy or Procedure adopted and included here for the Nebraska-Iowa Kiwanis District is to:

- (1) Make for a more efficient operation of the District;
- (2) Furnish operational guidelines to District and Club Officers in a form that is clear, concise, and easy to use; and
- (3) Be the Standard Operating Procedure of this District for all matters that it covers.

The following stated policies and procedures should be considered a working guide to the operation of pertinent functions within the Nebraska-Iowa District of Kiwanis International. These policies and procedures will be used as a reference to answer many questions for those who may be functioning at the District level in a new position for the first time. These policies are and must continue to be in conformity with the Constitution, Bylaws and Policies of Kiwanis International, and with the Bylaws of the Nebraska-Iowa District.

A Policy may be adopted by a majority of all members of the Board of District Trustees and Officers; and, once adopted, will remain in effect until amended or repealed by the same or a subsequent District Board.

We recognize that this document is as fluid as the Nebraska-Iowa Kiwanis District and that there will be changes from time-to-time. The District Board and the chair of the Policies & Procedures Committee have the responsibility of keeping this document up to date.

The Role of the District

The Nebraska-Iowa District is a geographical area in which Kiwanis clubs are associated for administrative purposes. The activities and organization of this Kiwanis District exist to help individual Kiwanis clubs and Kiwanis International advance the Objects, Objectives, Policies and Goals of Kiwanis while not diminishing the services provided by Kiwanis clubs or individual Kiwanians at the club level.

Any club located in a county adjacent to any other Kiwanis District may apply to the District Board of the Nebraska-Iowa District for transfer to such other Kiwanis District. It must first seek the approval of the Kiwanis district in which it is currently housed. Following approval from the home district, the club may make application for such transfer by written petition signed by the club president and secretary of the petitioning club and filed with the District Secretary or Administrator. The District Board must approve or disapprove the petition within (30) days of the date of the filing of the petition. If the petitioning club is not satisfied with the decision of the Board, it may appeal to the delegate body at the next District convention, and the decision of the delegate body is to be forwarded, along with the decision of the District Board, to Kiwanis International. In most instances, the District Governor will facilitate such a transfer by collaborating with the governor of the district where the club is housed.

A transfer to another District becomes effective upon the first day of October following its approval by both the Districts and Kiwanis International.

Changes to District Policies & Procedures

Any recommendation on matters of major importance to be brought to the Board for action will be presented to each Trustee, in writing, at least ten (10) days prior to the meeting at which that recommendation is to be brought to a vote.

"Matters of major importance" include, but are not necessarily limited to, the following:

- Board endorsement for any proposed amendments to District Bylaws that are to be voted on by the House of Delegates at a District Convention;
- Proposed new District Policies and Procedures, or any change to the established District Policies and Procedures;
- The District budget to be presented for adoption, or any change of consequence to the budget as previously adopted for the year;
- When, in the judgment of the Executive Committee, a matter of major importance arises requiring a vote of the Trustees, between regularly scheduled meetings of the Board, the issue may be submitted to Board members and discussed electronically via a meeting called by the Governor or District administrator.

Transaction of Business

All District committee chairs are encouraged to conduct their committee meetings using normal business practice. This includes a prepared agenda and minutes of the proceedings. Meetings may be face-to-face, telephone conference calls, or electronic format. The District maintains contracts with virtual meeting platforms and committee chairs are encouraged to use this method, saving much travel time and expense. Details can be obtained from the District Administrator.

As a non-profit operating in Iowa, we also must ascribe to Iowa law as it relates to conducting business electronically. In the event of a motion calling for a voice vote, please note:

Any voice votes not clearly reflecting the necessary number for a motion to pass must be taken individually, however, only adoption or failure must be included in the minutes. If written votes are desired, they may be made by e-mail, or postal mail within a designated period following the meeting, as determined by the committee. However, any action taken that requires a written response, including email, must receive unanimous approval from the entire committee. Failure to receive a 100% affirmative response will result in the non-adoption of the proposal. Basically, any motion asks committee members to vote in FAVOR of it, giving them the option to say no or abstain instead.

Divisions & Regions

For administrative purposes, the District Board has the power to set up regions and divisions from time to time, to name or number them, and to allocate existing and future clubs to said regions and divisions. The territory of this District is currently divided into sixteen (16) divisions and six (6) regions as follows: (01/26)

- Region 1: Divisions 14, 15 16;
- Region 2: Divisions 12, 13;
- Region 3: Divisions 2, 3, 4;
- Region 4: Divisions 1, 6
- Region 5: Divisions 5, 10, 11; and
- Region 6: Divisions 7, 8, 9.

Any club desiring to be assigned to a division or region other than that to which it is allocated by the Board has the right to apply either in writing or in person, by not more than five (5) club representatives, to the Board of Trustees to be reassigned. If the club is dissatisfied with the action of the Board of Trustees, it may appeal the decision of the Board to the delegate body at the next convention. If the delegate body so decides, the application of such club will be granted.

District Officers

The officers of the District include the Governor, Governor-elect, Immediate Past Governor, Vice Governor, District Administrator, District Treasurer, all Trustees of the Regions, and all Lt. Governors.

Responsibilities of the District Governor

Agreement to Fulfill Duties of Offices

Upon announcement of candidacy for Governor, the candidate or candidates enter into an agreement with this District whereby, if successful, s/he agrees to fulfill the duties of office, as stipulated by the District Bylaws and Policies and Procedures. (2/02)

Duties

The Governor, as an Officer of Kiwanis International and this District, will:

- Fulfill the responsibilities of Governor as defined in the Constitution, Bylaws, Policies, and Procedures of Kiwanis International and in the Bylaws and Policies and Procedures of the District.
- Participate fully in the goals established by the President of Kiwanis International.
- Cooperate with Kiwanis International in programs of a pilot nature for which the District may be selected.
- Develop and refine/update the District's Plan established by the Board of Trustees and oversees the implementation of that plan.
- Actively promote the participation of clubs in the Objects, Goals, and programs of Service.
- Submit all required reports in a timely manner.
- Attend and participate fully in the International Convention.

- Working with the Finance Committee, promote prompt payment of District and club financial obligations to Kiwanis International, and the District, and follow-up on any delinquencies.
- Promote 100 percent filing of each club's Official Monthly Reports.
- Promote the annual filing of each club's IRS Form 990 to maintain non-profit status as a 501c(4).
- Promote the Biennial Report of each club to the respective Administrator of State for Nebraska and Iowa to maintain corporate non-profit viability.
- Promote all club usage of kiwanis.org and related Kiwanis on-line reporting
- Actively promote the Service Leadership Programs (SLP) of Kiwanis International (where applicable), encouraging the opening of new SLP's, and assuring proper supervision of those programs on a local, divisional, and District level.
- Promote (and attend if possible) the District's annual Key Leader Retreat.
- Attend any regional conferences for District Governors, or similar meetings.
- Promote the Kiwanis Children's Fund (formerly known as The Kiwanis International Foundation) as well as the Nebraska-Iowa District Foundation.
- Respond promptly to requests and communications from Kiwanis International.
- When applicable, plan for the official visit to the District by the International President and/or International Trustee/Counselor.
- Plan and develop the theme and program for the District convention, Midyear or Leadership Conference, and delegate to the Governor-elect the responsibility of implementing the education programs and forums at the District convention, with the Governor assuring that adequate time and proper facilities are provided.
- Assure that the International Board Counselor is kept abreast of District developments.
- At the District convention, assure that the visiting International Board Counselor has adequate time to present the message from Kiwanis International, to discuss any problems or concerns, and to provide counseling to members in attendance. The International Board Counselor should receive the courtesies appropriate to a representative of the International President.
- Promote attendance at the International Convention.
- Assure that the books of account of the District are audited in accordance with the District Bylaws and procedures of Kiwanis International.
- Attend the District Convention during the year in which nominee is nominated for the office of Governor.
- Preside over District Convention the year s/he serves as Governor.
- Call and preside over all District Board meetings as specified by the Bylaws of the District and such other special Board meetings as might be necessary.
- Call and preside over all Lt. Governor meetings as specified by the Bylaws and such other meetings as may be necessary.
- While serving as Governor, s/he administers and oversees the operation of this District, utilizing the Executive Committee, as necessary.
- To the fullest extent possible, make use of electronic communications including email, blogs, social media, etc. to further communication with clubs in the District.

Responsibilities of the District Governor-elect

Agreement to Fulfill Duties of Office

The Governor-elect agrees to fulfill the duties of his/her office, as stipulated by Kiwanis International. The terms of such agreement must be fulfilled for the individual to serve as Governor of the District and an Officer of Kiwanis International.

Duties

The Governor-elect, in preparation to be an Officer of Kiwanis International, will:

- Fulfill the responsibilities of Governor-elect as defined in the Constitution, Bylaws, Policies and Procedures of Kiwanis International and in the Bylaws and Policies and Procedures of the District and support the Governor in his/her role as an Officer of Kiwanis International.
- Attend all Governor-elects' meetings required by Kiwanis International.
- Attend the International Convention and the meeting for Governors-elect held at that Convention.
- Organize the training of the incoming Lt. governors and District committee chairs, establishing goals that will further Distinguish Divisions and Clubs in the District. Counsel and coach incumbents throughout the year to assure performance of responsibilities.
- Be responsible for implementing the Club Leadership Education programs.
- Develop a membership growth plan, including specific targeted sites for new club opening, and provide it in writing to the International President-designate prior to the start of the administrative year.
- Be responsible for education programs and forums at the District convention.
- Attend and participate in the SLP administrators' workshops and promote attendance of all SLP administrators and/or their designees.
- Promote (and attend if possible) the District's annual Key Leader retreat.
- Collaborate closely with the Governor in the development and/or implementation of the District's Strategic Plan.
- To the fullest extent possible, make use of electronic communications including email, blogs, social media, etc. to further communication with clubs in the District.
- Know and be ready to accept the responsibilities of the office of the Governor.

Responsibilities of the District Vice Governor

Agreement to Fulfill Duties of Office

Upon announcement of candidacy for Vice Governor, the candidate enters into an agreement with this District whereby, if successful, the candidate agrees to fulfill the duties of office, as stipulated by the Constitution, Bylaws, Policies and Procedures of Kiwanis International and in the Bylaws and Policies and Procedures of the District. The terms of such agreement must be fulfilled for the candidate to serve as Governor-elect of the District. (2/02)

Duties

- Attend all leadership education conferences for District officers.
- Attend the District Convention during the year that the candidate(s) is/are to be nominated for the office of District Vice Governor.
- Attend the International Convention during the year in which the individual is serving as District Vice Governor.
- Attend the District Convention and the District's Midyear or Leadership Conference during the year, in which the individual is serving as District Vice Governor.
- Assist the Governor-elect as coordinator of District Committee activity and perform such other duties as are assigned from time to time by the Governor and/or the District's Board of Trustees.
- Work with the Governor-elect in appointing committee chairs/administrators for Aktion Club, Circle K (CKI), Key Club, Builders Club, and K-Kids by February 1.

- After the annual District convention for each of the applicable Service Leadership Programs organizations, along with the Governor and Governor-elect, actively promote and assure proper supervision of the SLP's on a local, divisional, and District level.
- Working with the CLE Chair and Governor-elect, plan, schedule and conduct proper leadership education conferences, thus becoming knowledgeable of the duties and functions of the Governor.
- Working with the District Youth Protection Coordinator, help to assure that all district volunteers who are subject to the District's Youth Protection Guidelines, have current and clear background checks.
- Collaborate closely with the Governor in the development and/or implementation of the District's Strategic Plan.
- To the fullest extent possible, make use of electronic communications including email, blogs, social media, etc. to further communication with clubs in the District.
- Know and be ready to accept the responsibilities of the office of Governor.

Responsibilities of the Immediate Past District Governor

The Immediate Past Governor agrees to

- Serve as member of the District Board and attend meetings as required.
- Serve as advisor and mentor to the Governor, as well as other Officers as necessary.
- Collaborate closely with the Governor in the development and/or implementation of the District's Strategic Plan.
- Serve as chair of the Nominating Committee for the office of District Vice Governor.
- Attend District Convention and Mid-Year or Leadership Conference, serving as advisory member of the planning committee for both events.
- Be responsible for determination of Distinguished Clubs from his/her year as District Governor.
- Serve as chair of the District Awards Committee (including but not limited to Exemplary Club, Distinguished Member, Outstanding Club Secretary, etc.) and present as appropriate.
- Serve as chair of the District Scholarship Awards Committee.
- To the fullest extent possible, make use of electronic communications including email, blogs, social media, etc. to further communication with clubs in the District.
- Attend annual Kiwanis International Convention.
- Automatically become a member of the Past Governor's Committee and serve as its chair in the year following Immediate Past Governor.

Responsibilities of Regional Trustees

Regional Trustees agree to:

- Help create, approve, and monitor the District budgets, including all applicable Service Leadership Programs.
- Review and recommend District Bylaw and District Policies and Procedures changes.
- Support the District Governor and/or Executive Committee in the management of District personnel.
- Under the leadership and direction of the Governor, monitor the District's Strategic Plan and update, when necessary, for benefit of the District.
- Address District issues by making recommendations as appropriate.
- Attend all District Board meetings called by the District Governor.
- Attend and participate in District Conventions and conferences.
- Serve not more than six (6) consecutive years as a Trustee.
- Perform other duties as assigned by the Governor.

Responsibilities of Lt. Governors

Lt. Governors are the lifeline of the District as each has direct contact with all of the clubs in his/her division. Duties include:

- Fulfilling the responsibilities of Lt. Governor as defined in the Constitution, Bylaws, Policies and Procedures of Kiwanis International and the Bylaws and Policies and Procedures of the District.
- Assisting the Governor in the non-governance work of the District. **Non-governance work is promoting service and growth in the respective Division; growth in existing clubs and SLP's, and opening new clubs and SLP's.**
- Collaborating with the Governor on a membership growth plan for the respective divisions and directing its implementation recognizing the overall goals and timetables of the District's Strategic Plan;
- Developing rapport with the presidents of each of the clubs within the division;
- Serving as the communication link among clubs, divisions, the District, and Kiwanis International;
- Encourage each club in the division to have a digital presence on the Internet.
- Consulting with and assisting clubs in the Division to assure:
 - a. Their proper functioning, including their compliance with the Objects, Objectives, Policies, and Procedures of Kiwanis International;
 - b. Their timely submission of all required government and non-governmental reports and payment of financial obligations; and
 - c. Their participation in the Objects, Goals, and programs of service of Kiwanis International, including SLP's, Young Children, and World-Wide Service projects.
- Not less than quarterly, holding Division Council Meetings (face-to-face or electronic) with club presidents, presidents-elect, Lt. governor-elect, club secretaries and treasurers, committee chairs, past Lt. Governors, and potential club leaders;
- Utilizing to the extent possible the on-line record keeping aspects of kiwanis.org, and assisting clubs in its use as necessary;
- To the fullest extent possible, making use of electronic communications including email, blogs, social media, etc. to further communication with clubs in the Division.
- Planning and arranging the Governor's official visit to the Division;
- Working with District's Youth Protection Coordinator. assures that current and clear background checks are in place where required for all division members;
- Attending the District Convention and Midyear Conference, during the year of Lt. Governorship, and Lt. Governor training as Lt. Governor-designate;
- Actively promoting the Service Leadership Programs of Kiwanis International (where applicable) and assuring proper supervision of those programs on a local and divisional level;
- Attending the International Convention when serving as Lt. Governor and Lt. Governor-designate;
- Attending and participating in all club leadership education (CLE) conferences held in the District and Division as may be requested by the Governor as well as those called by the Governor-Elect if applicable;
- Working with the CLE Certified Trainer, planning and conducting all club leadership education conferences for officers of clubs in the Division as required. Assures Division-wide attendance of incoming officers. In event of unavoidable absence, develops alternate plans to assure 100% club officer participation;
- Assisting the Lt. Governor-designate before s/he takes office by: 1) Attending club meetings; 2) Providing copies of various reports filed with the District or Kiwanis International; 3) Providing information on the strengths and weaknesses of the clubs in

the division; and, 4) Agreeing to act as a special liaison during the coming year as Lt. Governor to all new clubs formed in the division during the current year to assure maintenance of the minimum number of active members needed for chartering of the club, and to assure continued fulfillment of the projects, duties and responsibilities of the new clubs;

- Serving not more than five (5) consecutive years as a Lt. Governor;
- Continually seeking out qualified club members in the division with leadership potential; and
- Recruiting candidates for the office of Lt. Governor and assures the election of the incoming Lt. Governor by no later than the fifteenth of March of each year. This is to assure the attendance of the Lt. Governor-elect at District training in April. Notifies District Administrator and Governor-elect of all required information of the newly elected Lt. Governor-elect.
- Coordinates any necessary division work with Lt. Governor Assistant, if one is elected/appointed, including clubs visits and special event attendance. (01/26)

Responsibilities of the District Administrator

The District Administrator is the constant and continuing contact for the District. In this staff function, the District Administrator.

- Maintains all records of the District;
- Assists the Governor and the District Board in conducting the business of the District;
- Is the executive in charge of the District Office and its departments and, subject to the direction and controls of the District Board, selects and supervises the staff and volunteers;
- Submits to the proper officers, committees, or persons, all communications received from Kiwanis International, and cooperates with the Governor in forwarding all reports required by Kiwanis International;
- Attends and keeps the minutes of the meetings of the District Board and the District conventions;
- Attends all Conventions and District Secretaries' meetings of Kiwanis International;
- Ensures timely and accurate deposit of all incoming funds, including invoicing when necessary;
- Serves as District editor by creating and distributing District newsletters (monthly) and eNewsletters (as required);
- Maintains District-owned technology (office as well as audio/visual)
- Working with the Technology Committee, provides appropriate documents and information to keep the District website current;
- Manages District and KI awards processes assuring awareness of key deadlines;
- Serves as convention manager by assisting the International Convention chair for annual Kiwanis International events—International Convention caucus arrangements and District Dinner, e.g.;
- Serves as the District's event manager for all events sponsored by the District;
- Coordinates hardware/software usage (including contracts) for all District communications, such as telephone, US Mail, conferencing, and virtual meeting formats.
- Makes a report on the "state of the District office" to the District Board at the annual District Convention;
- Gives bond (minimum \$100,000) for the faithful discharge of the duties of such office, in such amount and with such sureties as are required by the District Board;
- Utilizes technology and electronic communications as appropriate;
- Assures adequate backup (hard drive and/or cloud) of all electronic, digital, and paper District records and maintains up-to-date listing of all user passwords;

- Assures appropriate weather-tempered storage of all District archives;
- Provides District Governor with complete backup of all District records;
- Performs such other duties and responsibilities as usually pertain to such office or as may be assigned by the Governor or the District Board; and
- Maintains record keeping of District and SLP credit cards.

Responsibilities of the District Treasurer

The District Treasurer is the “go to” individual in the District for all things financial. In this staff role, the District Treasurer

- Serves as chief financial officer of the district and as a member of the Finance Committee, but not as its chair;
- Maintains the District’s six bank accounts and all financial records and is responsible for proper internal control procedures, including the receipt, deposit, and disbursement of District and Service Leadership Program funds in the manner authorized and prescribed by the District Board;
- Ensures prompt and correct payment of all bills;
- Maintains records and monitors use of District and SLP credit cards;
- Serves as payroll manager and submits quarterly and annual taxes and compiles reports.
- Provides monthly financial reports (budget vs actual) to the Board, regularly reviewing and advising the Board on the financial condition of the District and its Service Leadership Programs;
- Working with the Finance Committee and Executive Committee in analyzing income and expenses, develops annual budget and cash flow projections for the District and presents to the Board for discussion, approval, and implementation;
- At all times, makes available for inspection by the Governor, the District Board of Trustees, or any authorized auditors, the financial accounts, records, and books of the District and its Service Leadership Programs;
- Regularly reviews and advises the District Board on the financial condition of the District and its Service Leadership Programs;
- Gives bond (minimum \$100,000) for the faithful discharge of the duties of such office, in such amount and with such sureties as are required by the District Board;
- Utilizes technology and electronic communications as appropriate;
- Assures adequate backup of all electronic, digital, and paper District records and maintains up-to-date listing of all user passwords;
- Provides hard drive, off-site back up of all financial records; and
- Performs such other duties and responsibilities as usually pertain to such office or as may be assigned by the Governor or the District Board.

Past District Officers

Due to the reservoir of talent and experience available among past District officers, their services should be utilized whenever practical by

- Assisting in strengthening of weaker clubs;
- Opening new clubs;
- Mentoring less experienced leaders;
- Assisting with Club Leadership Education as appropriate;
- Identifying qualified club members with leadership potential; and
- Assisting at conferences and conventions.

Nominating Committee for Candidates for the Office of District Vice-Governor

A nominating committee will be formed each year immediately following the District Convention to identify potential candidates. This nominating committee will be comprised of the outgoing Governor who serves as the Committee's Chair, the two (2) immediate past Governors, and two (2) outgoing Lt. Governors appointed by the Governor, one preferably from Iowa and one from Nebraska.

The committee will meet by virtual or other appropriate means and develop a list of potential candidates. A list of potential candidates from the previous year will be kept on file at the District Office and provided to the committee by the District Administrator. The Committee Chair will seek input from the District Governor under whom the candidate served for reference purposes. It is recommended that the Committee Chair also check with the District Administrator to ensure a potential candidate is qualified and properly vetted. Those agreeing to be nominated must be a member in good standing in their respective clubs and have served as a Lt. Governor in the District, have successfully completed a satisfactory background check, and meet all other qualifications. (04/26)

The Committee Chair will contact the person selected by the committee for nomination to discern their interest, availability and acceptance of the office. The Committee Chair will inform the committee of the candidate's decision. If no further meetings are needed, the Committee Chair will then notify the District Governor and District Administrator of the committee's nomination. (04/26)

The Committee Chair will report the nomination at a District Board meeting held prior to February 15 and a nomination endorsement must be voted on by the Board. (04/26)

An announcement to the membership shall be made no later than February 15.

Members who meet the qualifications for the office of District Vice Governor and desire to serve the District in that capacity may also be nominated from the floor-of the House of Delegates at the District Convention. A person seeking this office through nomination from the floor must meet all qualifications and have completed the required Kiwanis International form by June 20. (04/26)

District Board

The administrative body of the District is its Board of Officers and Trustees. The responsibilities and duties of such board are included in the International Constitution and Bylaws and the District Bylaws. The District Board consists of the Governor, Governor Elect, Immediate Past Governor, Vice Governor, District Administrator, District Treasurer, and all Trustees from the Regions. All matters related to governance are vested in the District Board.

The District Board holds at least two (2) meetings during each year, one prior to October 31 at a time and place designated by the Governor and another in connection with the District convention. If the first meeting is held prior to October 1, any action taken will not become effective until after October 1. A special meeting of the Trustees may be called by the Governor, the District Administrator, District Treasurer, or two-thirds (2/3) of the members of the entire Board. The District Administrator will notify each member of the District Board of Trustees and the Executive Director of Kiwanis International, in writing, of the time, place, and date of any meeting at least three (3) weeks in advance of the meeting. Should the Governor be absent, the Board may designate one of its members to act as chair. One-half (1/2) of the total

members of the District Board of Trustees constitutes a quorum, and a majority vote of those present decides any question, except for those questions for which a greater proportion is specifically required by the District Bylaws. The District Administrator will prepare a written report, approved by the Governor, within thirty (30) days after any special or regular meeting of the Board of Trustees. This report is to be sent to the Executive Director of Kiwanis International, with an overview of the meeting published in the next District Kiwanian, and/or posted on the District's web site.

District Committees

Appointments

Subject to the approval of the District Board-designate, the District Governor, while Governor-elect, will appoint the chairs and members of District committees for the succeeding administrative year. The District Governor may also appoint special committees as needed, subject to the approval of the District Board. The committees should assist the clubs in the District to implement the Objects, Objectives, Policies, Programs, and Goals of Kiwanis.

Committee Terms

Each standing or special committee, except the Committee of Past District Governors and those requested to serve a three (3) year term by Kiwanis International, should serve for a term of one (1) year. All Committees, except for the Committees on Key Club and Circle K (CKI) begin their terms of office on the first day of October. The terms of office of the Committee on Key Club and the Committee on Circle K (CKI) begin at the conclusion of the respective SLP District conventions and continue to the conclusion of the succeeding conventions or until their successors are duly selected and qualified.

In an effort to increase the base of leadership among the committees of the District, it is recommended that no member hold more than one (1) District Office or Standing Committee chairmanship at the same time, with these possible exceptions: 1) Any exceptions necessary to be in conformity with the Bylaws or the Official Policies and Procedures of the District; or 2) A District Officer may, by reason of his/her office, be of special value to a certain committee; therefore, the District Governor may appoint him/her a member of that committee.

Cooperation with International Committees

Each standing or special committee should be in tune with and cooperate with the appropriate committee of Kiwanis International in promoting any program suggested by such International Committee for clubs of the District.

Structure of Committees and Key Positions

The basic committee structure of the District includes but is not limited to the following:

Standing Committees Designated by District Bylaws

- Executive Committee
- Past District Governors Committee
- Nominating Committee
- Awards & Scholarships Committee
- Past Lt. Governors Committee

Standing Committees Designated by Kiwanis International Procedure 220

- Aktion Club
- Builders Club
- Bylaw and Policies
- Circle K
- District Convention
- Finance
- Human and Spiritual Values
- International Convention
- Key Club
- Key Leader
- Kiwanis Kids (K-Kids)
- Leadership Development and Education
- Service
- Resolution

Key Positions

As required and supported by Kiwanis International, the District has the following Key Positions. Key positions are a three (3) year appointed term and may have a committee, appointed by the governor, to assist them.

- Risk Manager
- Youth Protection Manager
- Leadership Development Coordinator
- Partnership Coordinator
- Public Relations Coordinator
- Membership and Engagement Coordinator
- Kiwanis Children's Fund Chair

Special Committees

- Awards and Scholarships
- Club Leadership Education
- Kiwanis International Leadership Committee
- Past Lieutenant Governors
- Young Children
- Parliamentarian
- The Kiwanian/Bulletin Editor*
- Website, Social Media & Technology*
- Strategic Planning

*Standing committee chair reported to Kiwanis International

Membership & Duties of Key Positions & Standing or Special Committees

- ***The Committee on Awards and Scholarships*** develops and administers the District's awards program. The Immediate Past Governor serves as chair and appoints up to three Regional Trustees to oversee the process of 1) introducing new awards; 2) administering appropriate forms and descriptions of awards; 3) communicating awards to clubs in a timely fashion; 4) participating in the selection and notification process; and 5) communicating results. This committee also administers and reviews the District's student scholarship programs for Key Club and Circle K students and may assist the

immediate past governor with distinguished awards, requested. The District's Governor-Elect also serves on this Committee.

- ***The Committee on Bylaws and Policies and Procedures*** examines the District Bylaws and submits recommendations concerning necessary revisions, deletions, and additions to the District Board; cooperates with the Board in drafting proposed amendments and resolutions authorized by the Board. The committee reports on all properly proposed amendments to the District Bylaws to be acted upon by any convention. The committee also cooperates with the Board in interpreting the spirit of the District Bylaws and in securing the proper observance of obligations, standards, and practices, including the adjustment of any grievances. The Committee also studies the District Policies and Procedures and submits any revisions to the District Board for approval.
- ***The Committee on Club Leadership Education (CLE)*** organizes and/or promotes operations and leadership programs for incoming and current club officers and promotes continuing Kiwanis education within each club.
- ***The Committee on Corporate Partnerships*** promotes corporate partnerships at the District level and seeks and encourages corporate partnerships on the District level that could be beneficial to the clubs and divisions in the District. The Partnership Coordinator (3 year term) 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.
- ***The Committee on District Conventions & Conferences*** plans, develops, and executes the official programs and order of business for the conventions and conferences of the District. The Governor serves as chair of this committee or may appoint a committee chair.
- ***The Committee on Education & Leadership Development*** assists the District leadership in developing meaningful educational and training experiences for all Kiwanians at District Conventions and Conferences. The Leadership Development Coordinator (3 year term) 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.
- ***The Executive Committee*** is the sounding board of the governor and administrator to seek advice and counsel to deal with issues and concerns related to District operations. The membership of this committee consists of the Governor, Governor Elect, Vice Governor, and Immediate Past Governor. The District Administrator and District Treasurer serve as non-voting members. This committee will have such authority as designated by the District Bylaws.
- ***The Committee on Finance & Audit, along with the Executive Committee***, meets quarterly to monitor district finances and prepares an annual budget of estimated income and expenditures for submission to the District Board and prepares other financial reports and/or recommendations as may be requested by the District Board. Serves as the District's investment committee, assuring that funds held in reserve are adequately invested and protected. Also assists clubs with Kiwanis-related financial reporting and government-required financial reporting, such as IRS Form 990 and State Biennial Report.
- ***The Committee on Human and Spiritual Values*** has the primary responsibility of annually selecting the District's Layperson of the Year.
- ***The Committee on International Conventions & Kiwanis International Leadership*** promotes the annual International Convention and organizes district activities and caucusing efforts at convention.

- ***The Kiwanian (Newsletter) Committee*** supports the efforts of the District Administrator and/or Bulletin Editor in writing, editing, publishing, and distributing the monthly District newsletter.
- ***Kiwanis Children's Fund Chair (fka Kiwanis International Foundation)***: The District supports the Kiwanis Children's Fund (KCF) by naming a chair to represent the District, provide communication to and from the KCF educate the members, divisions, and clubs as to the scope and direction of the KCF, and encourage club and individual gifts to the KCF.
- ***The Committee on Membership*** assists clubs in the District to maintain an adequate membership, properly orient and induct new members, involve all members in service and club activities, and promote regular attendance at club meetings, service projects, and fundraisers. The Committee also assists the Governor with new club opening, club coaching and club strengthening. The Membership and Engagement Coordinator (3 year term) is responsible for providing direction and support for opening new clubs and encouraging membership engagement in existing clubs via guidelines established by Kiwanis International. This coordinator will work in collaboration with Area Coordinators appointed by the Kiwanis International President and with Kiwanis International Staff.
- ***The Committee on Parliamentarianism*** concerns itself with proper functioning during official meetings such as the House of Delegates where Robert's Rules of Order provide structure and necessary rules in conducting official business.
- ***The Committee of Past District Governors*** is composed of past District governors who are active or senior members of clubs within the District. A quorum of the committee will be a majority, as necessary. The most recent Immediate Past District Governor serves as its chair for a one-year term. The committee determines the timing and locations for meetings, although it typically meets at the time of the District Convention and/or Lt. Governor training and may hold other meetings at the call of the chair. The primary purpose of the Committee of Past District Governors is to support the District Governor in District-wide efforts such as new club opening, membership growth and retention, etc. It considers and reports to the District Board of Trustees its concurrence on all matters referred to it and may initiate subjects for consideration. Decisions and recommendations are to be in writing to the District Governor and District Administrator.
- ***The Committee of Past Lt. Governors***: All Past Lt. Governors who are still active or senior members of a club of this District are members of this committee. This committee supports the work of the District in general and may be called upon to assist in specific activities needing attention. Its purpose is to be available upon call from the District Governor, District Administrator, District Treasurer, Regional Trustees, or Lt. Governors to aid in any situation as may be desired. Past Lt. Governors are urged to support and attend Division Council Meetings and to mentor the current Lt. Governor in the administration of his/her respective division. In addition, the committee actively supports and assists the District leadership team and Kiwanis International in promoting new club opening, membership growth and service programs compatible with Kiwanis ideals and objectives. The Past Lt. Governors also work with Division leadership to encourage, identify, and mentor potential leaders in their respective divisions. The chair is appointed by the District Governor-elect as of October 1 of each year and serves a term of two (2) years. A vice chair or secretary may also be appointed. The committee also determines if it will support or lead any service or fundraising projects during the year.
- ***The Committee on Public Relations & Marketing*** helps to promote the district, its clubs and its Kiwanians. The Public Relations Coordinator (3 year term) 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.

- ***The Committee on 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. The membership of this committee should include at least two past District officers, one of whom is a past District Governor.
- ***The Committee on Risk Management*** keeps current on all insurance/risk management matters including but not limited to general liability and Directors and Officers liability. This committee works closely with the Youth Protection Manager in educating clubs about the International and District policies relating to youth protection and background checking and communicates appropriate knowledge to the District Board, Divisions, and clubs. The Risk Manager (3 year term) 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.
- ***The Committee on Service (Community)*** The purpose of this Committee is to educate and promote service projects to clubs, divisions, and the District based upon the needs of the individual communities. The Governor determines the direction and scope of this Committee using the District's Strategic Plan as a guide.
- ***The Committee on Strategic Planning:*** The purpose of the Strategic Planning Committee is to develop, oversee, and implement the long-range plan for the District. Additionally, it will develop the action/tactical plans necessary to accomplish the goals established in the plan. This committee will be cognizant of the historical records and/or traditions of Nebraska-Iowa District, study possible conflicts with Bylaws and Policies and Procedures of Kiwanis International or District; review any possible legal conflicts or liabilities and will survey policies and/or experiences of other districts, as necessary. It will also project possible effects of its actions on the District as appropriate. The Strategic Planning Committee commits to periodically (annual preferred) reviewing the Plan for progress and accomplishments.
 - The Committee consists of the six (6) Regional Trustees plus the members of the Executive Committee, any Kiwanian in the Nebraska-Iowa District who is a present or past Kiwanis International Trustee who wishes to serve on the Committee, and other Kiwanians as appointed by the District Governor. The Governor, during his/her term as Governor-elect, will appoint one of the Committee members as chair of the Strategic Planning committee starting October 1. Succeeding Governors are not required to continue the previous appointed chair of the committee.
- ***The Committee on Technology/Website/Social Media*** keeps current on technology trends and practices and communicates appropriate knowledge to the District Board, Divisions, and clubs. It also assists clubs in their individual efforts in establishing and maintaining a digital presence. This committee also serves as the webmaster for the District's website and supports the District Administrator in furthering the use of technology for the District.
- ***The Committee on Youth Protection*** assures that all club advisors/liaisons to Service Leadership Programs maintain a clear background check. The Youth Protection Manager (3 year term) 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.
- ***The Committee on Service*** shall assist clubs in the district in rendering effective service in their communities, for example childhood hunger and early childhood development as food insecurity among children and families. The Governor determines the direction and scope of this Committee using the District's Strategic Plan as a guide.

All committees are to provide a copy of their meeting minutes to the District Governor and District Administrator upon their completion and an annual report at least thirty (30) days prior to the District Convention.

Duties & Responsibilities of Service Leadership Program Committees

- ***Service Leadership Programs Committees:*** The role of each of the Service Leadership Program (SLP) Committees is to promote community service with a focus on children as a part of the total Kiwanis Family. The Governor-elect appoints an overall SLP Coordinator as well as chairs of the Committees on Aktion Club, Builders Club, and K-Kids by February 1, and the Key Club and Circle K (CKI) (CKI) Chairs by December 1, prior to the respective SLP conventions. Any action taken by these committees between the date of appointment and October 1 is subject to the approval of the District Governor and the District Board of Trustees. Should there be a vacancy in these committees between the date of appointment and October 1, the Governor-elect should fill such vacancy. Between the period of October 1 and September 30 of the succeeding year for the Committee on Builders and K-Kids Clubs and between the period of October 1 and the succeeding SLP conventions, for the Committees on Key Club and Circle K (CKI), the Governor may appoint interim chairs. Due to the geographical challenges of the District, co-chairs (one in Iowa and one in Nebraska) are encouraged. These committees serve at the pleasure of the District Governor but typically serve more than one year.
 - ***The chairs of the Committees on Aktion Club, Builders Club, Circle K (CKI), K-Kids, and Key Club*** will be known as the Administrator for each SLP, respectively. All chairs and co-chairs must complete a clear background check and be available to attend the Kiwanis International SLP Administrators Conference, which is typically held bi-annually.
 - ***The Committee on Circle K (CKI)*** is responsible for the proper conducting of the Circle K (CKI) Club's District organizational and administrative functions in accordance with the Kiwanis District Board's approval. It also assists Kiwanis clubs in establishing new Circle K (CKI) Clubs and promotes the concept of continuing and effective sponsorship upon the part of the sponsoring Kiwanis club or clubs.
 - ***The Committee on Key Club*** is responsible for the proper conducting of the Key Club District's organizational and administrative functions in accordance with the Kiwanis District Board's approval. It also assists Kiwanis clubs in establishing new Key Clubs and promotes the concept of continuing and effective sponsorship upon the part of the sponsoring Kiwanis club or clubs.
 - ***The Committee on Builders Club*** is responsible for the proper conducting of the Builders Club's organizational and administrative functions in accordance with the Kiwanis District Board's approval. It also assists Kiwanis clubs in establishing new Builders Clubs and promotes the concept of continuing and effective sponsorship upon the part of the sponsoring Kiwanis club or clubs.
 - ***The Committee on Kiwanis Kids*** responsible for the proper conducting of the K Kids organizational and administrative functions in accordance

with the Kiwanis District Board's approval. It also assists Kiwanis clubs in establishing new K Kids Clubs and promotes the concept of continuing and effective sponsorship upon the part of the sponsoring Kiwanis club or clubs. The committee also shall promote the Bring Up Grades (BUG) and Terrific Kids programs to Kiwanis clubs in the district.

- ***The Committee on Aktion Club*** is responsible for the proper conducting of the Aktion Club's organizational and administrative functions in accordance with the Kiwanis District Board's approval. It also assists Kiwanis clubs in establishing new Aktion Clubs and promotes the concept of continuing and effective sponsorship upon the part of the sponsoring Kiwanis club or clubs.

Additional Committees

Nothing precludes the right of the Governor to name additional committees, under the provisions of the District Bylaws, which would make it possible for the Governor to give direct and effective leadership to the goals and objectives the Governor has determined for the administrative year. All other committees will be appointed by the Governor-elect with approval of the District Board prior to October 1 and serve at the pleasure of the Governor.

Kiwanis International Officers

Candidates for International Office

When the Nebraska-Iowa District submits a nominee for the Kiwanis International Board of Trustees at an International Convention, the following procedures are to be followed:

- A committee of no more than five Past District Governors appointed by the governor and with representation from both Nebraska and Iowa will review potential candidates and make a recommendation to the Nebraska-Iowa District Board of Trustees regarding any candidates for International Trustee.
- Any recommendation from the Past District Governors' Committee will be a member having met the following qualifications. The nominee must:
 - have been a Governor of the Nebraska-Iowa District;
 - have served on an International Committee;
 - have adequate freedom of his/her own time and adequate financial resources to serve on the International Board;
 - be a member of this District who is willing and able to make a further contribution to Kiwanis International; and
 - be endorsed by the Board of Trustees.

The recommendation of the Past District Governors' Committee is to be submitted to the Board of Trustees; and, if approved by the Board, the nomination will then be presented to the House of Delegates at the next District Convention or next convening House of Delegates for approval.

If the House of Delegates approves the nomination, the name of the person so nominated will then be presented at an International Convention, determined by the District Board of Trustees after consultation with the District Kiwanis International Leadership Committee (KILC).

The Kiwanis International Leadership Committee (KILC)

This committee devises and conducts a plan to present any nominee for an International office to Kiwanians in other Districts and to solicit their support of the Nebraska-Iowa candidate. The committee recommends to the Governor and the District Board of Trustees ways and means of successfully accomplishing the election of the District's candidate. The committee also seeks out background information on candidates for Kiwanis International offices and devises ways and means of informing the membership of the District as to their recommendations of the best-qualified candidates. The Committee keeps the District Governor, the District Office, and the District Board of Trustees fully always informed as to the plans and progress of such action. The Governor and the District Administrator will further communicate this information to the Lt. Governors and general membership.

Membership of KILC

This committee is appointed by the Governor in accordance with the following membership guidelines:

- All former International Trustees and Officers, or candidates from the Nebraska-Iowa District who are still active members in good standing of a Kiwanis club in the District are automatically members of this committee.
- The Governor, Governor-elect, Vice Governor, and the Immediate Past Governor are also members of this committee.
- The Governor may appoint as many Kiwanians as possible who have been past Governors of the District to the committee with at-large status to maintain the committee membership at a minimum of seven. At-large appointments are for a one-year period.
- The Governor, during his/her term as Governor-elect, will appoint a chair to serve during his/her term as governor from those members of the committee listed above.
- The District candidate for a Kiwanis International office will also be a member of this committee.
- Once endorsed by the District, the committee plans and executes the campaign including fundraising, marketing, and advertising to achieve the goal of successfully electing the District's candidate to the International office at the International Convention.
- The District does not underwrite such campaigns financially. The committee develops its own budget and raises the necessary funds for the campaign efforts.

Qualifications for District Officers (04/26)

District Governor

The nominee for District Governor must

- be active in the affairs of the nominees' club, division, and the District;
- have served as Governor-elect of this District;
- have been a Kiwanian with tenure of membership not less than seven years;
- accept the full responsibility and obligation of the office of Governor and commit to fulfill Article III, Section 5 of the District Bylaws; and
- have and maintain a satisfactory criminal history background check conducted and verified by Kiwanis International.

District Governor-elect

The nominee for District Governor-elect must

- have had a least six years membership and must have served as Vice Governor of this District;
- agree to the acceptance of all the requirements for the office of District Governor;
- agree to accept the full responsibility of Article III, Section 6 of the District Bylaws; and
- have and maintain a satisfactory criminal history background check conducted and verified by Kiwanis International.

District Vice Governor

A nominee for the District Vice Governor must

- have been a Lt. Governor of this District;
- have had a least five years Kiwanis membership in the district at time of election; (4/25)
- be endorsed by the District Board;
- agree to the acceptance of all the requirements for the office of District Governor-elect and District Governor;
- agree to fulfill the responsibility of Article III Section 7 of the Bylaws; and.
- have and maintain a clear criminal history background check conducted and verified by Kiwanis International.

District (Regional) Trustees

Any candidate for District Trustee must

- have served as a Lt. Governor of his or her division within the region, or if no viable candidates are available from the region, must have served as a Lt. Governor in the District;
- be an active member in good standing of a club(s) within the Region from which he or she is elected, or in the District in the case of no eligible candidate from the region;
- be endorsed as a candidate for Trustee by the candidate's primary club;
- be willing to fulfill the Trustee requirements as stated in Article III, Section 12 of the Nebraska-Iowa District Bylaws; and
- have and maintain a clear criminal history background check conducted and verified by Kiwanis International.

Lt. Governors

No person should be submitted as a candidate for Lt. Governor or Lt. Governor-elect without the individual's permission, nor without assurance from the individual that s/he meets and agrees to the following:

- The nominee must have been president of a Kiwanis Club or have had equivalent Kiwanis Club leadership and administrative experience;
- Nominee should be active in the affairs of his/her club and division; and
- It is recommended that the nominee have had at least four or five years of Kiwanis membership; and
- have and maintain a satisfactory criminal history background check conducted and verified by Kiwanis International.

District Administrator and District Treasurer

In addition to the qualifications listed in the job descriptions, the nominees presented by the Governor for Board approval should have a Kiwanis tenure long enough that s/he will have adequate knowledge of Kiwanis and the function and activity of the clubs, divisions, regions, District, and International. The District Treasurer will have a professional background in financial management or accounting and an understanding of not-for-profit financial operations and governance.

Elections & Vacancies

Election of District (Regional) Trustees

- Two Regional Trustees are elected annually with their term of office starting October 1 and ending on September 30 three years hence. The full staggered 3-year rotation is Regions 1 and 4 (starting October 1, 2012), Regions 2 and 3 (starting October 1, 2013), and Regions 5 and 6 (starting October 1, 2014). Methods of election include:
 - At the MidYear Conference;
 - At a Regional Meeting called by the respective Trustee and Lt. Governors;
 - By printed ballot via U.S. Mail; and
 - By Electronic vote.
- Candidates for Regional Trustee must be in good standing of a club in his/her respective region, served as a Lt. Governor within the Nebraska-Iowa District, been endorsed by the candidate's primary club and willing to fulfill the duties and responsibilities of Regional Trustee.
- If Midyear Conference is scheduled for elections, interested candidates must notify the District Administrator and current Governor in writing between October 1 and December 31, supplying a brief overview of Kiwanis-related background.
- If no Midyear Conference is scheduled, the District Administrator, trustee and Lt. governors will determine by December 15 a date and method for election and candidate applications will be accepted January 2 through March 1. (04/2024)

Election of Regional Trustee In-Person Procedures

- If held in person at MidYear Conference or similar event:
 - The representatives (those eligible to vote) present, representing not less than one third (1/3) of the clubs of the region, constitute a quorum. The delegates will be the club president and immediate past president or their duly elected alternates. Each club will have one (1) vote for each representative present, with a maximum of two votes per club.
 - The Regional Trustee, current and past Lt. Governors, and current and past Governors in attendance have the privilege of the floor without the right to vote except in the event of a tie vote. In this case, the Regional Trustee is entitled to vote.
 - The meeting will be presided over by a chair, selected by and from among the Region's four Lt. Governors, (typically the current Trustee) providing that the chair is not also a candidate. One of the four Lt. Governors acts as secretary and appoints such vote counters as necessary. The remaining Lt. Governors may fill

the roles of, or appoint, a parliamentarian, a sergeant of arms, and/or a vote counter

- A member of the same Region will nominate the candidate (two minutes).
 - Nothing precludes nomination of candidates from the floor, except that no person can be presented to the Conference as a candidate without the consent of said person first being obtained. Additionally, a candidate nominated from the floor must have completed a clear criminal history background check conducted and verified by Kiwanis International.
 - Each candidate must give assurance of a willingness and ability to carry out the duties and responsibilities of the office of Regional Trustee.
 - Candidates will have up to five minutes to make a presentation to the members of the Region.
 - Ballots will be given to the “personnel of the regional conference” who are the President and Immediate Past President of each club in the Region, or their duly elected alternates.
 - A majority of all valid votes cast will be necessary for elections. If no candidate receives a majority of valid votes cast, a new election will take place immediately, and the person receiving the fewest number of votes will be eliminated. This procedure will be followed until one person receives a majority vote.
- A Regional Trustee-designate is not a District Officer until October 1st of the year elected.

Election of Regional Trustee by Regional Meeting Procedures

If the four Lt. Governors in the Region elect to use the Regional Meeting option, the following process will be followed:

1. The Trustee and Lt. Governors in the Region will coordinate with the Governor and District Administrator to set a date for the election. Said election date is to be no earlier than thirty (30) days from the meeting to set the date, and no later than June 15 of that year.
2. Once the date is agreed upon, the District Administrator will promptly notify all clubs in the Region of the date of the election, and that
 - a. Nominations are open for Regional Trustee. Nomination forms will be attached to the notification. Each candidate is also required to submit to the District Administrator their biographical information and a portrait photo with their nomination form. The completed forms need to be returned to the District Administrator. Note: In keeping with Nebraska-Iowa policies and procedures, it is recommended a person currently serving in another official District capacity not be a Regional Trustee.
 - b. The completed Club delegate form for the ***President*** and ***Immediate Past President***, or their designated club member, needs to be returned to the District Administrator by a date determined by the district administrator and Lt. governors. The appropriate forms will be attached to the notification. These individuals will receive ballots at the meeting.
3. Nominations will still be possible "from the floor" if there is a quorum at the time of the meeting.
4. The District Administrator will provide to all clubs in the region a copy of each candidate's biographical information.

5. Only during the time that the candidate is present in the caucus room will there be any distribution of campaign materials.
6. Again, assuming there is a quorum (1/3 of the clubs in the Region need to be present), the meeting held for purposes of electing the Regional Trustee will be called to order. Each candidate will have the privilege of the floor for a nomination speech of no more than 2 minutes and their own speech for not more than 5 minutes. Once nominations are closed, ballots will be distributed. Completed ballots will be counted and certified by the presiding Lt. Governor(s).
7. After the count for each candidate is verified, the presiding Lt. Governor(s) will notify the District Administrator of the name of the elected trustee.
8. The District Administrator will notify the District membership of the elected trustees in the next regularly scheduled newsletter or e-newsletter.
9. Newly elected Regional Trustees will take office effective October 1 of that year.

If the four Lt. Governors in the Region choose to elect the Regional Meeting via US Mail, the following process will be followed:

Election of Regional Trustee via USPS Mail Procedures

1. The Lt. Governors in the Region will coordinate with the Governor and District Administrator to set a date for the election. Said election date to be no earlier than forty-five (45) days from the meeting to set the date, and no later than June 15, 2012, e.g. (For example: After conferring on March 12th, if the four Lt. Governors agree to hold a mail election, the earliest date for that election would be April 26th.)
2. Once the date is agreed upon, the District Administrator will promptly notify all clubs in the Region of the date of the election, and that
 - a. Nominations are open for Regional Trustee. Nomination forms will be attached to the notification. Each candidate is also required to submit to the District Administrator their biographical information with their nomination form. The completed forms need to be returned to the District Administrator no later than thirty (30) days prior to the election date. Note: In keeping with policies and procedures, a person currently serving in another official District capacity should not be a Regional Trustee.
 - b. The completed Club delegate form for the ***President*** and ***Immediate Past President***, or their designated club member, needs to be returned to the District Administrator by a date determined by the district administrator and Lt. governors. The appropriate forms will be attached to the notification. These individuals will receive ballots.
3. Nominations will cease no later than 30 days prior to election, since there will not be an opportunity for nominations "from the floor" using the mail ballot process.
4. After receiving the appropriate documentation, the District Administrator will provide to
 - a. All clubs in the region a copy of each candidate's biographical information.
 - b. Each voting delegate two copies of the ballot and a mailing envelope, one to be returned to the **District Administrator** AND one to the **District Governor** to verify count. The completed ballots may be returned via U.S. Mail, as an attachment to an email directed to the District Administrator AND District Governor, or via FAX to the District Administrator AND District Governor.

- c. Ballots should be signed and dated for validation purposes. Confidentiality is guaranteed. To be valid, ballots also need to be *post-marked by no later than midnight of the election date*.

Election of Regional Trustee via the Electronic Method Procedures

If it is determined that an election should be held electronically, all of the above procedures still must be followed. The District Administrator, in coordination with the regional leadership, will set the date for the electronic election and notify all clubs. A quorum must be established at the time of the electronic meeting. The District Administrator and/or another district officer may assist with the handling and counting of votes.

After the count for each candidate is verified, the trustee, or chair of the meeting should the trustee be a candidate, will notify the four Lt. Governors, the candidate(s), and each club in the region the name of the elected trustee. The District Administrator may assist in this process.

The District Administrator will notify the District membership of the elected trustees in the next regularly scheduled newsletter or e-newsletter.

Newly elected Regional Trustees will take office effective October 1 of that year.

Vacancy of Lt. Governor or Regional Trustee

Unfortunately, the unexpected vacancy of a Lt. Governor or Regional Trustee happens—death, disability, job change, or other personal circumstances.

1. In the event of a vacancy in the office of Lt. Governor, the District Administrator will notify the clubs in the affected division that a replacement should be elected at a Division Council Meeting to be held within 30 days from the date of the vacancy. If a replacement is not elected by the division, a qualified member will be elected by a majority vote of the District Board.
2. If a vacancy occurs in the office of Regional Trustee, the following applies:
 - a. If the incumbent's term has 17 months or less remaining, a qualified member from a club in the same division or region should be elected by majority vote of the District Board to fulfill the remainder of the term.
 - b. If the term of a Regional Trustee has eighteen (18) months or more remaining, the District Administrator must notify the clubs in the affected division or region that a replacement is to be elected at a division or regional meeting within sixty (60) days of the resignation. In the absence of a replacement being elected by the division or region, a qualified member of a club in the same division or region is to be elected by majority vote of the District Board.
 - c. In the event there are no qualified members of a Region willing and able to serve as a Regional Trustee, the seat for that region shall remain open until such as a qualified candidate is identified. A non-voting representative from the region may be appointed by the District Board.

Election of District Officers above the Level of Regional Trustee

If there is more than one (1) candidate for any office to be voted on at the District Convention, then each Division/Region may hold a caucus at such time as scheduled by the Governor at the District Convention to discuss the qualifications of the candidates. The candidates may address the delegates present at the caucus or at a delegate session.

If caucuses are held, the District Governor schedules each candidate to have not more than five (5) minutes to speak in each room where the caucuses are being held. The Governor may delegate the responsibility of control to any District Officer(s) and/or Lt. Governor(s).

If the candidates address a delegate session, the District Governor will allow enough time on the program so that each candidate will have not more than ten (10) minutes to make a presentation and answer questions from the audience.

During the House of Delegates session and at the time specified by the Governor on the agenda, each candidate may have one (1) nominating speech of three (3) minutes and one (1) seconding speech of one (1) minute. The candidate may select any Kiwanian of his/her choice, who is a delegate or delegate-at-large to the Convention, to make the nominating and seconding speeches. The Governor, prior to the House of Delegates session, should flip a coin with the candidates present to determine which nomination is presented first.

Prior to the election and voting on the District officer at the convention, the Governor must announce the name of any candidate purposely not complying with this policy. The candidates are responsible for the actions of their campaign volunteers.

Offices of District Administrator and District Treasurer

The District Administrator occupies a three-year term. The position is a staff position and is appointed by the Governor serving at the beginning of each three-year term, with the approval of the Board of Trustees at its meeting held at prior District Convention.

The District Treasurer also occupies a three-year term. The District Treasurer is a staff position and is appointed by the Governor serving at the beginning of each three-year term, with the approval of the District Board. Should there be a vacancy of the District Treasurer, similar search procedures to those of the District Administrator should be followed.

The following actions are to be taken by the appointing officer should there be a vacancy:

- Review the tasks currently being performed by the incumbent.
- Review the District office management structure and procedures as practiced in other Kiwanis Districts of comparable size.
- Review, modify as necessary, and present to the Board for approval a recommendation regarding the organization and operation of the NE-IA District office to include:
 - Review the list of tasks to be performed, records to be kept, and events to be attended.
 - Staff needed to accomplish these tasks, including paid staff and/or volunteer staff along with position descriptions, qualifications, and salaries for each.
 - Office location
 - Days and hours the office will be open.
 - Equipment and supplies needed.

Search Committee

Following approval by the District Board, the Governor or Governor-elect should appoint a search and screening committee to advertise the position(s), receive inquiries and applications, screen candidates, interview top ranked candidates, and recommend a candidate(s) for consideration for appointment. The Search committee (including others who are believed to be helpful in the process) will interview final candidate(s) and recommend a candidate for approval by the District Board.

The final candidate(s), in addition to meeting the requirements and qualifications of the position, must also have and maintain a clear criminal history background check conducted and verified by Kiwanis International, as well as an annual surety bond.

Membership of this committee consists of the voting members of the Executive Committee, and any others deemed appropriate by the Governor and/or Governor-elect.

Annual Performance Evaluation of the District Administrator and the District Treasurer

The positions of District Treasurer and District Administrator of the Nebraska-Iowa District of Kiwanis International are staff positions designed to assist the Governor and the Board in the administrative work of the District.

While the District Governor and the Board are the decision makers, the District Administrator and District Treasurer contribute with suggestions and advice based on knowledge and experience gained from the completion of the duties of his/her office. The District Administrator also serves in a support relationship with Lt. Governors, District committees, club officers and members. The incumbent is NOT the personal secretary of any of the officers in the District. The persons in each of these positions perform the duties and responsibilities as outlined in the District Bylaws, their respective job descriptions, and the District Policies and Procedures found elsewhere in this document.

The District Administrator and District Treasurer develop his/her annual performance goals each September with the guidance of the Immediate Past Governor, the District Governor and Governor-Elect for the October 1 administrative year. While these goals may be visited any time during the year, it is suggested that the incumbents discuss progress with the Governor around March with the end-of-the year evaluation to take place no later than ninety (90) days after the end of the administrative year. These discussions should be documented and included in the personnel file of each of the incumbents.

A record of the annual evaluation will be prepared by the Governor with appropriate input and review by the Governor-elect and Immediate Past Governor. Goals for the upcoming year will be discussed and agreed upon. The written record will be maintained by the current Governor and passed on to the next in line each year. In other words, the current Governor holds the confidential personnel files of the District Administrator and District Treasurer.

The Evaluation

The following outline suggests items that should be considered in the evaluation of the performance of the persons holding these positions.

Office On-Site Visits:

- The offices appear to be business-like and efficient but also have pleasant atmospheres.
- Club, Division, and District files and records are kept as outlined in the Position Description. Such records can be retrieved, are up-to-date, and complete. The reviewers should examine a sample of such records and files of club, Division, District, and Kiwanis International data.
- Financial records and financial reports issued to District officers should be examined. The latest report of the District Finance Committee should also be examined.
- Financial activities with the Nebraska-Iowa District Foundation and District Service Leadership Programs should be examined.
- Reports to governmental units such as federal and state withholding taxes, Social Security, etc. should be examined.
- Procedures used in producing the District communications such as the “Kiwanian” (both print and electronic versions) and periodic newsletters should be discussed and evaluated.
- Files kept, and procedures followed in fulfilling the event management duties should be examined and discussed. This should include the District Convention, the Midyear Conference, Lt. Governor training, the International Convention, and other events where the District office has a responsibility.
- Examine the travel schedule of the District Administrator and District Treasurer in comparison with the Position Description.
- Review appropriateness of current computer technology, records storage, back-ups, etc.
- While total backup of computer files is expected (whether cloud and/or external hard drive), the District Administrator and District Treasurer will each make a complete hard drive back up and give same to the Governor every six months.
- The District Administrator and District Treasurer will also maintain an up-to-date listing of all passwords and bank access codes and prepare a hard copy for the Governor every six months.

Outside the Office

- The evaluation team should include data on the effectiveness of the person in this position from other District officers including a sample of the members of the Board of Trustees, and from officers and members of local Kiwanis clubs.
- Evaluations should be undertaken with a copy of the current Position Description for this office on hand.
- Signed copies of evaluations should be maintained in the respective personnel files.

Leadership Development & Education

Regional Trustee & Lt. Governor Training & Orientations

The current Governor has the responsibility of orienting the Regional Trustees to District operations and keeping them informed. The Governor-elect has the responsibility to select the faculty of and implement the District Training Session for incoming Lt. Governors and, working with the District Administrator, secure an appropriate site at least a year in advance. These sessions may also be held virtually.

Club Leadership Education

The Governor and the Governor-elect have the responsibility to assure the implementation of all Club Leadership Education in concert with recommendations from Kiwanis International.

Education Programs & Forums at District Convention

The Governor delegates to the Governor-elect, and in coordination with the Education Chair, the responsibility of implementing the leadership education programs and forums at the District Convention and Midyear Conference (in-person, virtual or hybrid). The Governor assures that adequate time and facilities are provided at each event.

When education programs and forums are held in a Region, the Lt. Governors in a Region are responsible for establishing the agenda, securing certified trainers, and locating the training site. As necessary, they will coordinate with the Leadership Development and Education Chair on training materials, and on administrative matters, coordinate with the District Administrator.

Restrictions on Use of Membership & Delegate Lists

A listing of delegates for the District Convention will not be made available to any group or individual before or during the convention for electioneering or for other purposes other than those required by the Bylaws and the necessary conduct of the Convention.

Solicitation of the names and addresses of delegates or delegates-at-large for the District or International Convention or District Conferences other than by the District Office is prohibited. (2/02)

The District Governor may, from time to time, authorize the District Administrator to release to other people, groups, or organizations, the official membership list and/or the official list of the District Officers, including their names and addresses, provided that such list or lists may be furnished to those people, groups, or organizations only in the furtherance of the Objects and Objectives of the Nebraska-Iowa District and of Kiwanis International, and provided further that such lists will never be furnished for the purpose of solicitation from individual members by outside organizations for commercial purposes.

District Convention

Selection of Sites

Upon election as Vice Governor, s/he, along with the District Administrator, will begin making inquiries of various Kiwanis clubs to function as host to his/her convention, as well as surveying possible venues for the convention. Every effort should be made to have the convention in the same state as the District Governor for the year of the convention. (2/02)

Upon identification of the host club/clubs, the Vice Governor should appoint a member to serve as convention chair, as well as any others to serve on the committee, with members of the Executive Committee automatically serving on the committee. The District Administrator will provide a list of facilities needed. (2/02)

The Governor Elect, Vice Governor, and District Administrator will make a preliminary evaluation of the facilities and secure preliminary contracts for the suggested venue(s). The District Board has the power to authorize the District Administrator to sign any necessary contracts.

The chosen facility for the convention should appropriately meet the needs of the members attending and be fiscally responsible for the district.

Operation of the District Convention

The Governor determines the site and is the responsible person in charge of the District Convention. Working with the District Administrator, s/he assembles the Convention Planning Committee and directs the Education Committee to begin its work with the Governor-elect on the Convention's breakout educational sessions.

The District Convention serves as the annual meeting of the Nebraska-Iowa District. In addition to the election of officers, the Governor presides at the House of Delegates to conduct whatever business matters may be appropriate and timely.

The District Convention is also the time for one of the two required meetings of the Board of Trustees. The second required face-to-face meeting is to be held at the Midyear Conference or at such time designated by the Governor (in its initial October meeting or in the absence of a Midyear Conference, e.g.). The Governor presides at each meeting. The Lt. Governors also meet during the District Convention and the Midyear Conference.

The Governor oversees the following:

Convention Chair or Co-chairs

The Governor chooses the Chair or Co-chairs, generally from the city where the Convention is held, and are responsible for following the Governor's wishes and those of the District Administrator if directed by the Governor. The Convention Chair/Co-chair must be organized and must pick subcommittee chairs who will follow the directives handed down by the Governor in such areas (but not limited to): Convention Agenda, Communications, Registration and Reception, Housing, Food, Transportation at Convention, Entertainment, meeting Room Set-ups, etc. Convention planning, including venue selection and contracts, must be planned well in advance of the actual event.

Lt. Governor of the Host Division

The Lt. Governor may have the duty of welcoming the Kiwanians and guests to the Convention, serving on the planning committee, and any other duties or responsibilities as directed by the Governor.

Installation of District Officers at the District Convention

Upon election to an office at the District Convention, District Officers will be installed into their respective offices prior to the adjournment of the convention activities. If present, the International Counselor/Trustee should be asked to install the District Officers. In the absence of a sitting International visitor, a past International officer from the District may be asked to fulfill this responsibility.

District Events

Organization & Operation

Various events of the District are under the management and control of the District Board as specified in the District Bylaws. The Board may delegate such management and control as stated herein and/or by special action. (2/02)

In selecting the Host Club for each District event location, consideration should be given to frequently changing the location to equalize travel as nearly as practical among the many clubs of the District. The exception to this is an event such as Kiwanis Day at The Legislature, the location of which is dictated by the nature of the event itself.

Annual Midyear Conference or Leadership Development Day

- The purpose of the annual midyear activity may include:
 - Training and informing members;
 - Increased interactions and fellowship of members;
 - Recognition and celebration of club and District activities.
- A Leadership Development Day may be offered as an alternative to a midyear conference and may include
 - Training and education for district leadership team;
 - Inclusivity for leaders or other interested members from the district's clubs;
 - Development of leadership skills;
 - Development of membership recruitment and retention.
- Annual Midyear Conference typically has one of four formats:
 - All clubs of the District attend at the same time and place.
 - Regional conferences held at various locations, usually on different dates, but following a similar agenda.
 - An event held for district leadership, with invitations extended also to club members.
 - An event held virtually or a combination of in-person and virtual format
- Management of the Annual Midyear Conference or Development Day:
 - Management and operation of the event(s) remains the responsibility of the District Governor.
 - The District Governor should have a planning committee and a Conference chair.
 - The District Governor is responsible for program content and will work closely with the Program Committee of the Host Club in preparing the schedule of events

and will also work closely with the Technology Chair to assure adequate electronic coverage.

- The District Governor will be the presiding officer at all District events unless the Governor specifically delegates this duty to someone else. The District Governor and partner are the Official Hosts for the District at the Conference(s).
- A "Host Club" will be designated by the District Governor.

- The District Administrator will help to determine the procedures to be followed for:
 - Convention Theme
 - Advertisement—print, video, social media
 - Communications—electronic, newsletter, direct mail
 - Registration and accounting;
 - Financial control;
 - Approval of menus, ticket costs, and related items;
 - Design, production and control of registration forms and tickets;
 - Audio/visual/technology needs;
- The District Administrator works closely with the District Treasurer in
 - developing the event budget;
 - overseeing financial control;
 - entering into the necessary contracts with hotels, entertainment, etc.
 - oversight of training/orientation in consultation with Chairs of the CLE and Education Committees;
 - writing a post-event report to District Officers, clubs of the District and, when required, to Kiwanis International.

Official Visit of Kiwanis International President or Trustee

The District Governor is the Official Host of the District. The Governor will select the Host Club and will collaborate closely with the officers of the Host Club in arranging for facilities, dinner, and program schedule. A service activity may be included as part of the official visit agenda.

The duties of the Host Club, the District Treasurer, and the District Administrator will be the same as for the midyear activity, except there will be no registration fee. There may, however, be a meal/food charge.

Events Not Directly Sponsored by the District

There may be events in which all clubs of the District may be invited to participate, but over which the District Board exercises no control, such as a state- or district-wide golf meet.

Visits of International Personnel

Funds will be budgeted to cover the lodging and travel costs of International officers, international board members or Kiwanis staff/personnel when they are on assignment from Kiwanis International, except that they may be provided lodging that is a direct and necessary part of their assignment.

Clubs or District Officers, when asking for appearances of International personnel other than regularly assigned visits, should expect to pay all travel, lodging, and meals costs of such representatives unless other arrangements are agreed to in writing prior to the visit. Tickets will

be issued gratis for all "District function" meals or other events held during the official assignment period for the International Representative and spouse/partner.

The Nebraska-Iowa District typically shows its appreciation by one or more of the following means as determined appropriate by the Governor:

- Letter of appreciation to the visiting person from the District Governor on behalf of the District;
- A gift of appreciation of a personal nature and/or a donation to the Kiwanis Children's Fund, Nebraska-Iowa Foundation, or World-Wide Service Project within the limits of the District budget.

District Foundation

Incorporation

The District Foundation must be incorporated and file the necessary Articles of Incorporation in the domicile state. The articles must provide:

- A definite commitment of the organization's purpose and funds to a charitable, educational, eleemosynary, and/or scientific use;
- Assured control of the Foundation by Kiwanians by providing that the members, officers, directors, and trustees must be active members in good standing of clubs within the District. Members of Circle K (CKI), Key Clubs, or Aktion Club may be nonvoting members of the Foundation.

Name

The foundation's name must include the name of the Nebraska-Iowa District and will not include the name of any living individual.

Responsibilities to the Nebraska-Iowa Kiwanis District

Either the articles or an agreement executed by the District Foundation with Kiwanis International must provide:

- That the Foundation and its members will always abide by the Constitution and Bylaws and Policies and Procedures of the Nebraska-Iowa Kiwanis District, as adopted, or amended;
- That the Foundation will comply with all conditions and requirements of the District;
- That the Foundation will comply with all conditions, reporting, and requirements of appropriate governmental bodies.

No amendments to the Articles of Incorporation or Bylaws can be made without the consent and approval of the Kiwanis International Board.

The Nebraska-Iowa District encourages support of the purposes and objectives of and contributions to the Nebraska-Iowa District Foundation.

Representation

Every Kiwanian in good standing in the Nebraska-Iowa District is a member of the District Foundation. Each division within the District has a seat on the Foundation board of directors. These twenty-five trustees, along with the Foundation officers, oversee the workings of the Foundation including but not limited to investment of funds and approval of grants. District Lt. Governors are an integral part of the Foundation as they assist in identifying Kiwanians for these important positions.

Contributions

Each club is encouraged to contribute annually to the Nebraska-Iowa District Foundation. These club gifts provide the funding for the monetary grants that clubs can receive for local service projects. The minimum recommended amount is \$6 per member per year. Gifts from individual members are also encouraged at all levels:

\$100	Donor
\$250	Sapphire
\$500	Ruby
\$750	Emerald
\$1000	Bartlett

Gifts are also acceptable in honor of an individual or in memory of an individual.

More information about giving and grants is available on the District web site.

Kiwanis Children's Fund (KCF)

The Kiwanis Children's Fund (formerly Kiwanis International Foundation) provides grants to clubs and districts as well as Key Clubs and Circle K Clubs. These grants help Kiwanians change kids' lives—in the local community and around the globe. Prenatal care and vaccines to protect moms and newborns from tetanus. Safe places to play and learn. Access to nutrient-rich food to boost brain development. Books for preschoolers to encourage a love of reading. Opportunities for youth to develop leadership skills.

The KCF focuses education and literacy, health and nutrition, and youth leadership development, as well as continued efforts to fight maternal and neonatal tetanus and iodine deficiency disorders worldwide.

Like the Nebraska-Iowa District Foundation, clubs are encouraged to make annual contributions to the KCF, with \$10 per member being the recommended minimum. These gifts are turned into grants to local Kiwanis clubs.

More information about giving and grants is available at www.kiwanis.org/childrens-fund.

Kiwanis Marks

The purpose of the Nebraska-Iowa District logo is to identify with Kiwanis International and the Nebraska-Iowa District an individual, a group of individuals, a piece of printed matter, an object, or an article. Only the Board of Trustees, by a majority vote, may designate any item as the official emblem, badge, identification feature, or uniform of the Nebraska-Iowa District. (2/02)

The logo for the Nebraska-Iowa Kiwanis District reflects the overall branding effort rolled out by Kiwanis International in 2016. Our prior logo, showing the geographic outlines of the states of Nebraska and Iowa and the boundaries of our District, joined together with the Kiwanis International Logo was replaced in late 2016. The official District Logo is:



Clubs throughout the District should review the KI graphic standards document and begin using the new logo as quickly as possible, replacing Nebraska-Iowa District with their respective club's name. Kiwanis International will graphically design each club's custom logo in various digital formats, if requested, and at no charge. Questions can be directed to the district's Public Relations Coordinator.

The Nebraska-Iowa District Kiwanis International, a corporation, does not engage in the sale of items, wholesale, or retail, other than those items that are for the District and/or Kiwanis identity and carry the Kiwanis and/or District emblem. (2/02) The District utilizes approved Kiwanis International vendors should it elect to sell emblem-related items.

Examples of Permissible Items Include:

- District identification items in the form of badges, pocket patches, etc. (2/02)
- Souvenir items that are traditional favors for those attending the District Convention or other District-sponsored event. (2/02)

When it is desirable for the District to adopt an item of clothing or other merchandise as an identification feature or uniform, such item or items should be managed through an established retail outlet, preferably one owned or operated by a member of the Nebraska-Iowa District. The purchase of any such items by Kiwanians should never be required. (2/02)

Approval and Management of District Awards

All awards, citations, etc., proposed by any District Officer or Committee Chair must receive the approval of the District Board prior to the announcement of such awards.

In proposing an award program, the person proposing the program or sponsor must furnish the following information and any other information as the Board may call for.

- **Name of sponsor.** E.g., District Committee, Past Governors, etc.
- **Purpose of award.** The award should be designed to recognize outstanding performance or achievement, or to stimulate greater activity in a given field. Examples are to stimulate medium to good clubs to do better or inspire weak clubs to some activity.
- **Scope of the award.** Is it on Division, and/or District level? Will it be based on 'size of club' category or some other scope?
- **Type of Award.** Awards can be a ribbon or patch for club banner, a Certificate, a plaque or cup or some other type.
- **Estimated cost of award(s).**
- **Where and how** will award(s) be announced and presented?

- If **award is based on a contest**, what are the proposed rules and who will do the judging?
- If **award is based on meeting certain criteria**, who will determine what the criteria will be, and when and how will the rules or criteria be issued?

The Board, with assistance from the District Awards Committee, will review the rules of the District awards program each year for all contests or citations designed to span more than one administrative year to keep all awards programs current.

Annual District Sponsored Group Tour

The Nebraska-Iowa District may sponsor a vacation trip annually to spread International goodwill through person-to-person contact with Kiwanians and others in the areas visited. Such trips are referred to as, "The Governor's Trip," and are offered as a vacation to Kiwanians, their families, and their friends, giving them the advantage of low-cost group travel. Sometimes, tours become available before or after International Conventions, which can be used for the Governor's Trip. It will be up to each Governor as to whether he/she wants to sponsor this activity. If the sponsored trip is not a trip organized by Kiwanis International, s/he will work closely with the District Administrator to develop a budget, monitor income and expenses, etc.

District Social Media

The Nebraska-Iowa District has an Internet presence via its website: <https://ne-ia.portalbuzz.com>. Under the care and maintenance of the Technology Committee, the webmaster, his/her committee members, and the District Administrator are responsible for its upkeep and relevancy. The webmaster will ensure the site is secure and safe for all users.

This district website should be a means of bettering the communication among members, clubs, and the district as well as providing numerous resources for members and clubs to easily utilize in a way that is attractive, eye-catching, and user friendly.

The Technology Committee is also responsible for the District's Facebook page: www.facebook.com/NE-IAKiwanisDistrict which is a public group. District members are encouraged to utilize this tool, post Kiwanis-related activities, and "like" the District to better spread the word about Kiwanis.

The District also has an Instagram account, which is administered by the Social Media Chair.

All clubs in the District are encouraged to have a digital presence on the Internet—a web site, Facebook page, etc.

DIVISION PROCEDURES

Election of Division Officers

Lt. Governor (and Lt. Governor Assistant)

Optimally, the Lt. Governor should be elected at the division conference pursuant to Article 7 of the Bylaws of the Nebraska-Iowa District. The only voting representatives of the clubs within the division are the president and immediate past president of each club in the division or their duly elected alternates. Alternatively, the current Lt. Governor will seek to find his or her replacement prior to annual Lt. Governor training which typically occurs in April or May.

A Lt. Governor Assistant may also be elected or appointed at the division conference in geographically large divisions or under other circumstance that requires a Lt. Governor to ask for help to work with clubs within the division. (01/26)

Lt. Governor-elect

Optimally, a Lt. Governor-elect designate should be elected at the division conference of each division in the same manner as the election of the Lt. Governor designate, pursuant to Article 7 of the Bylaws of the Nebraska-Iowa District.

If a Lt. Governor-elect does not complete his or her year, a replacement will be elected by a division conference called for this purpose by the Lt. Governor of that division within 30 days of the vacancy of a Lt. Governor-elect. The Lt. Governor-elect will not automatically advance to the position of Lt. Governor, but will be subject to election as Lt. Governor, pursuant to Article 7 of the Bylaws. The duties of the Lt.-Governor Elect include but are not limited to serving as secretary of the division council, assisting in new club opening, rejuvenating, and strengthening existing clubs, and being the liaison with Service Leadership Programs in the division.

Each Lt. Governor-elect is urged to attend such training conferences as are called by the Governor-elect, attend as many division and District events as possible, and know and be ready to accept the responsibilities of the office of Lt. Governor.

Members of the Past Governors' Committee and the Past Lt. Governors' Committee may assist in training of Lt. Governors-elect when asked by the Governor-elect. (2/02)

The Governor-elect may hold a preliminary training session for the Lt. Governors Elect at the Midyear Conference and a follow up session in conjunction with the District Convention. The District will provide financial consideration for Lt. Governors-elect to attend District Convention and for such other training sessions as determined by the Board on recommendation by the Finance committee.

Division Councils

Each Lt. Governor creates a Division Council within his/her Division. The council will be made up of Past Lt. Governors and of club representatives, consisting of the presidents, immediate past presidents, presidents-elect and/or vice presidents, treasurers and secretaries, or their alternates, of the clubs in the Division. The Division Council convenes not less than quarterly for the purpose of discussing the strengths and weaknesses of the Division, sharing administrative, program, and activity ideas. The Council also supports and plans for opening new Kiwanis clubs in the division.

The Division Council will meet at such location and time as determined by the Division Lt. Governor. The Lt. Governor will be the presiding officer. These meetings may also be held virtually.

Prior to the convening of each Council meeting, the Lt. Governor prepares and distributes to the president and Administrator of each of the clubs in the Division a tentative agenda of the meeting.

At the opening of each Council meeting the Lt. Governor will designate a member, normally the Lt. Governor-elect, to act as Administrator of the meeting. The Administrator records the proceedings of the Council and provides the Lt. Governor with a brief write up after each meeting.

Following the Council meeting, the Lt. Governor distributes to each club president and Administrator a brief resume of Council topics, determinations, and suggestions, and any actions taken. Any matter of interest to the International or District Officers should be noted and forwarded to the officers concerned.

The Division Council may only collect funds as approved by the District Governor or the District Board of Trustees. If funds are collected, the Lt. Governor records all funds collected and reports their distribution to the Nebraska-Iowa District Administrator and District Treasurer.

CLUB PROCEDURES

Gifts for New Clubs

Prior practice was that the District provide a newly opened club with starter gifts, such as gong, gavel, name badges, and club banner. This assortment of starter gifts now comes from Kiwanis International via The Membership program.

This does not preclude the sponsoring club, or other clubs, from presenting other gifts at their own expense if they so desire.

The District Governor is a representative of Kiwanis International and, at the charter event, presents the new club with its official charter and start-up gifts. Planning and conducting the charter presentation to the new club should follow the procedures recommended by Kiwanis International.

To assist a new club, the District may consider:

- Covering the first-year cost of membership of the new club in its local Chamber of Commerce (not to exceed \$200);
- Assisting the new club in the purchase of club customized t-shirts (up to \$10 each);
- Providing two paid or partial registrations to the new club's president and/or designees at the next District-sponsored event following the club's charter event.

To assist the sponsoring club of a new club, the District may present at the new club's charter event:

- An incentive award of \$200 to the sponsoring club if the new club opens with 15-24 members; or
- An incentive award of \$400 to the sponsoring club if the new club opens with 25 or more members.

Club Closing Procedures

Should a club be discussing its future status, the first step would be for the club officers to contact the District Governor to determine if perhaps outside assistance and guidance would benefit the current membership. The district has many resources available, such as trained Club Coaches, the Achieving Club Excellence tools, and may recommend to the club that a membership **boost** recruiting activity or other form of membership drive could benefit the struggling club.

Failing all other attempts to keep the club operational, the board of directors of the club should call a meeting of the entire membership to discuss the positives and negatives of closing the club including what will happen to the various projects of the club within the community/schools. If the club sponsors an SLP, arrangements should be made for another club in the area to take over the sponsorship so that the SLP does not become unsponsored. Following this discussion, the president should call for a vote. A quorum would consist of a simple majority of members present at the meeting. It should be noted that a surviving entity that is not a chartered Kiwanis club such as a community club cannot keep the funds generated by a closing club.

If it is determined that the club will close and surrender its charter, it should state thus in a letter to Kiwanis International, with a copy to the District Governor and District Administrator. Additionally, the club should notify its respective Secretary of State of the closure and file a final IRS Form 990 at the appropriate time.

Any remaining funds of the club are to be distributed in the manner set forth in the club's Articles of Incorporation—donating to local organized non-profit 501©3 organizations that benefit children, the District Kiwanis Foundation, or the Kiwanis Children's Fund (International Foundation). Club permanent records and articles such as gong, banner, etc. should be retrieved by the divisional lieutenant governor for archival purposes. Any types of social media should be taken down as appropriate and the Kiwanis name removed from various community directories, such as local chamber of commerce, city entrance signage, town/city directories, web sites, etc.

Members of the closing club should be encouraged to transfer their memberships to other clubs in the area if available. This can be accomplished with no additional dues if the transfer is completed within six months.

Serving of Alcoholic Beverages

Alcohol may be served or consumed at Kiwanis events in a legal and responsible manner, provided such serving or consumption is done in accordance with the customs and applicable laws where the club or other Kiwanis entity is located. (KI 10/83) (KI 1/13)

Because the presence of alcohol at a function greatly increases the risk of personal injury, Kiwanis clubs and other Kiwanis entities must be conscious of liability exposure whenever alcohol is offered. All Kiwanis entities should adhere to the alcohol guidelines established by

Kiwanis International when providing alcohol at an event. See Procedure 173 – Alcohol Guidelines for Kiwanis Clubs and Other Kiwanis Entities. (KI 10/83) (KI 1/13)

Games of Chance

Kiwanis clubs of the Nebraska-Iowa District may participate in lotteries, raffles, drawings, or other games of chance, provided they are operated in conformity with the laws and regulations of the State in which they are operated, and they are of such nature that they might not impugn the good name of Kiwanis. This includes procurement of State gaming licenses and sales tax permits, if applicable.

In operating fund-raising activities of this type, the monies received should be segregated from the administrative funds and can only be used for charitable, educational, religious, or eleemosynary charitable activities. The club agrees not to infringe upon the territory or fund-raising activities of any other Kiwanis club.

Election of Officers

It is the responsibility of the club's board to assure that the annual election of officers occurs on a timely basis. If the club uses a nominating committee, it should begin its work in March so that elections can be held by mid-May. While officers do not take effect until October 1, this early election allows the new officers to become familiar with their roles and participate in the District's Club Leadership Education which typically occurs in the summer. The club secretary should report the elected slate of officers to Kiwanis International via the club management online by June 1.

Reporting

All Kiwanis clubs as non-profit organizations are subject to various government and non-government required reporting. Each club is responsible for:

- Filing its Official Monthly Report to Kiwanis International;
- Filing its Election of Officers Report to Kiwanis International;
- Registering its Articles of Incorporation with its respective Administrator of State (typically at time of charter);
- Filing its Biennial Report for a Domestic Entity with its respective Administrator of State;
- Completing and filing its annual IRS Form 990 as a 501c(4) non-profit organization; and
- If the club also has a foundation, it must also file an annual IRS Form 990 for 501c(3) purposes. (NOTE: If the club has a foundation, it must file TWO IRS Form 990's each year.)

Failure to file the government required reports can jeopardize the club's standing as a non-profit. Reactivating can be a time consuming and expensive process.

Membership Dues

Kiwanis is a dues-paying organization. Each member of Kiwanis pays dues not only to belong but to receive the many services provided by an organization such as this. Annual dues and fees include those paid to the international organization, to the district organization, and to the local club. International dues and fees support not only the staff at the Indianapolis headquarters, but also technology (web site, social media, recordkeeping), insurance (general liability), and the Kiwanis magazine, to name a few. Dues to the district support similar functions. And the local club establishes its level of annual dues to support whatever administrative functions it provides to members. Dues are paid annually as of October 1.

New members: Dues for a new member are prorated depending on what month a member joins. Following the proration, this new member pays international, district, and local dues as of October 1 each year.

The district does allow in its bylaws for a two-year waiver of new member dues for former Service Leadership Program members.

YOUTH PROTECTION GUIDELINES

District Youth Protection Guidelines & Policy on Criminal History Background Checks & Training

To ensure the highest standards of leadership, the Nebraska-Iowa District of Kiwanis International requires a clear criminal history background check for all District positions including but not limited to officers, members of the Board of Trustees, Lt. Governors, chairs of youth service committees, administrators of District Service Leadership Programs, **all Service Leadership Club Advisors** and all chaperones as part of the eligibility criteria to hold such positions.

Additionally, to ensure that adults working with youth are of the utmost moral fiber, the District requires a clear criminal history background check for any Kiwanian or nonmembers working on behalf of the District with youth under age 18 (19 in Nebraska) 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 (19 in Nebraska).

Successful completion of the background check (a “clear check”) is based on verification that none of the convictions stated in Kiwanis International guidelines have been determined for that person. For District officers and Board of Trustee members, a clear check is necessary to be an eligible candidate and thus must be completed before elections are held. For designated District appointees, a clear check is necessary before assuming the position. **For adults working with youth as stated above, a clear check is necessary, generally at least 30 days before the start of the event.**

The District recognizes only the criminal history background checks through Safe Hiring Solutions, the vendor currently approved and utilized by Kiwanis International, as valid.

Safe Hiring Solution conducts the background checks and based on information available determines if the background check is clear or not. The District Governor will be advised if a check indicates a problem or concern that requires further investigation or is determined to be not clear, with the respective functional area being advised if appropriate. A check that is not clear causes automatic denial of the right to hold the position or attend the event in question. In the event a denial is challenged, the District Governor will have final authority on the matter after consultation with Kiwanis International. The individual involved has the right to submit a formal appeal.

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

Background checks are valid for a period of two years. **KI notifies those who need a background check that they need to reapply and sends the link at that time.** Additionally, each Kiwanis member will know of upcoming expirations by viewing the opening page of his/her Kiwanis online member login.

The District will use only the vendor approved and utilized by Kiwanis International for background checks.

Kiwanis International required each club in the Nebraska-Iowa District to inform and train its members with respect to the Youth Protection Guidelines. A week in October is designated by Kiwanis International as Youth Protection Week. Clubs are encouraged to hold a training

session at a regular club meeting on our District Youth Protection policies and guidelines. The Youth Protection Manager will advise the Board of Trustees of progress and compliance at the Midyear Conference and District Convention meetings. The Youth Protection Manager may be called upon to conduct training workshops at District-sponsored conferences and conventions to update clubs on this Policy. KI requires each Youth Protection Manager to hold a session at Mid-year of Annual District Convention or present information in some form.

In addition to a clear background check bi-annually, each member covered by this policy is also required to take the Kiwanis International online Youth Protection training annually. The District Secretary will forward to the Youth Protection Manager any and all reports related to Background Checks.

This Policy may be amended, restated, or terminated at any time by action of the District Board.

This Policy was approved by the Board of Trustees of the Nebraska-Iowa District of Kiwanis International at its meeting on August 5, 2016, to be effective October 1, 2016.

This Policy was revised by the Board of Trustees of the Nebraska-Iowa District of Kiwanis International at its meeting August 10, 2018 to be effective October 1, 2018.

This Policy was revised by the Board of the Nebraska-Iowa District of Kiwanis International at its meeting Aug. 30, 2023 to be effective Oct. 1, 2023.

Lynda Henningsen

District Governor

Jan Burch

District Policy & Procedure Chair

Lisa Brichacek

District Administrator

Criminal Background Check Procedures

To conduct the District policy on criminal history background checks, the following will apply:

Responsibility for costs

Wherever possible, the club will bear the cost for the background checks required by this policy that are not covered by Kiwanis International. The cost of some Service Leadership Program checks may be financed through Kiwanis International. If necessary, the Youth Protection Manager will establish an account with the vendor utilized by Kiwanis International for tracking purposes.

The Procedure

The individual member will request his/her background check via online procedures through Kiwanis' online member management. We recommend using Google Chrome as your browser.

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.

KI will notify the district secretary, district governor and youth protection manager and this information will be reviewed by them.

Any conviction legally reversed or overturned by the proper authorities will not be considered when evaluating the background check.

Discipline and/or Resulting Actions

Individuals with a background check determined to be not clear will be subject to the following actions:

- Current District officers and board members or designated District appointees will be disciplined as determined by the District Board, including but not limited to suspension or removal from their positions.
- Candidates for any District board position or designated District appointment will be considered disqualified as a candidate for such.
Adults wishing to participate in District youth events will not be allowed to do so.
- Not clear checks: If a background check is not clear, the District member or other adult wishing to participate in District youth events may institute an appeal process by providing a written statement requesting a review as well as further background substantiating the reason for the appeal. Such will be reviewed by the Youth Protection Manager in conjunction with the District Governor (and Kiwanis International if necessary). The resulting decision in this process will be deemed final unless the individual wishes to submit a formal appeal as outlined in Accompanying Definitions/Additional Detailed Procedures #3 Formal Appeal Process.

Online Training Procedures

To conduct District policy on Youth Protection training, the following will apply:

1. It is imperative that all individuals covered by this policy receive adequate training for the protection of the covered children, the protection of the district as well as for the individual's protection and well-being.
2. The Kiwanis-provided online training, Youth Protection Guidelines, available through the education department of Kiwanis International will be our primary method of training.
3. Each covered individual will access the training ANNUALLY via his/her own Kiwanis online login.
4. Training may be available face-to-face during annual Club Leadership Education offerings. Those using this method, must have the prior approval of the District Club Leadership Manager, who will report successful completions to the Youth Protection Manager.
5. Individuals not participating in the training annually will be asked to vacate their position.
6. It is important that participating youth are apprised of the District's Youth Protection Guidelines. The Youth Protection Manager will present information annually at the board gatherings of District Key Club and Circle K (CKI)

Youth Protection Guidelines—Definitions

Chaperone: A chaperone is defined as a Kiwanis member, faculty member, parent, legal guardian, or person who is *in loco parentis* (in the place of a parent), twenty-one (21) years of age or older, that has been approved by the Nebraska-Iowa District of Kiwanis International, school or agency and registered with the District and school or agency to accompany the youth members to a specific event.

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

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, s/he must immediately contact the appropriate personnel at the event as well as provide notification to law enforcement personnel as appropriate. SLP Administrators are to advise the Kiwanis District Governor of such incidents as well. All local, state, provincial, and federal laws regarding reporting must be followed. If a participating youth participates in or aware of a situation covered under this policy, the following reporting "ladder" should be followed:

- Chaperone
- Event Coordinator
- Highest level Kiwanis Member at the Event
- Kiwanis Club president (if a club sponsored event)
- Kiwanis District Governor
- District Youth Protection Manager
- District Risk Manager

- **Kiwanis International will be contacted by District Governor for guidance and legal advice**

If the person in question is in the reporting ladder, the incident should be reported to the next position on the ladder.

Overnight Stays: While attending a Kiwanis event that requires overnight stay in a hotel or camp/conference setting, adequate adult chaperoning is expected and must include at least 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 sleeping quarter (e.g., tent) with his/her own child, no adult should share a hotel or dormitory sleeping room or other sleeping quarter with a youth. If sleeping quarters consist of multiple beds, such as a bunkhouse or camp cabin, adults may share the sleeping quarters 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 always, is recommended. All transportation decisions should be made in accordance with local laws and school policies. All individuals transporting youth must have a valid driver’s license as well as proof of personal auto insurance prior to transporting youth.

School District Policies: It is extremely important that Kiwanis club liaisons become familiar with the local school policies as relates to child protection. Kiwanis members may find, e.g., that a school will not allow a student to be transported by anyone but a parent/legal guardian. Or a school may require full documentation of an overnight event or specific school board approval for non-school sponsored events. **The school policy must be followed.**

Medications: The possession and administration of prescription and non-prescription (over the counter) medications by youth at a Kiwanis event should be permitted only by the written permission of the parent/guardian. Put simply, giving an aspirin to a student at a Kiwanis sponsored event, without the written approval of a parent/guardian, is prohibited. All medication will be kept in its original bottle. All prescribed medication must be specifically prescribed for the affected youth. All medication must be administered according to the directions written on the original bottle.

Criminal History Background Checks: Confidential background checks utilizing Safe Hiring Solutions, the current approved vendor of Kiwanis International, are required for all SLP club advisors/sponsors.

Kiwanis Clubs in the Nebraska-Iowa District are required to have a clear criminal history background check—conducted and verified by Kiwanis International—of any member serving as a Kiwanis advisor to any Service Leadership Program club (Aktion Club, Circle K (CKI), Key Club, Builders Club, and K-Kids). All adults working with youth at all Kiwanis International-sponsored events including Key Club International Convention, Key Club Governor and Administrator Training Conference (GATC), and Key Club International Leadership Conference, and any Key Leader weekend, must have a background check that is approved or conducted by Kiwanis International. (See Kiwanis International Policy B and Procedure 197 for complete information regarding criminal history background checks as well as the policy for same by the Nebraska-Iowa District of Kiwanis International.)

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 must prevail. All efforts will be made to effectively address the requirements of each entity.

Personal Information: All documents bearing personal information of any youth attending a Kiwanis event, including registration forms, medical information forms, permission to treat forms, etc. should be treated as confidential. A copy of said documents should be accessible to the chaperone. Original copies are maintained with the program coordinator, e.g., Key Leader Retreat manager. Access to these documents is limited to the Youth Protection Manager, the program manager, and any pertinent chaperones. The documents will be maintained a minimum of three years. After three years of involvement with Kiwanis-related activities, the documents will be destroyed in a manner that maintains confidentiality. The disposal and destruction of all confidential information will 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, s/he should use his/her 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. A photo release must accompany any registration materials. All youth can tag themselves in photos. Kiwanians will refrain from tagging youth in any social media photos. (See Kiwanis International Policy B for complete social media guidelines).

Behavioral or Health Issues: Kiwanians are often seen by a young person as a **trusted adult** with personal and/or sensitive information. **Kiwanians should refrain from counseling youth and should notify the person in charge of the activity or in a school/agency notify a counselor, teacher or program leader.**

Club Activities with SLP’s: Many clubs provide direct service to youth, such as reading or tutoring. While impossible to provide specifics for every given situation, club liaisons should be apprised of the respective school’s policies. For instance, a one-time visit to a school to present a program to a classroom most likely would not require a background check. **All members working at a school or agency as a tutor or reading with students need to be in compliance with the local school district or institution. The member should always work in a public space and is under the direction of school staff. Questions should be submitted to the District Youth Protection Manager for assistance**

Education: Every Kiwanis club, as well as the Nebraska-Iowa District, is **required** to inform and educate its members on these guidelines, best practices, and what individuals must do when aware of youth in potentially harmful situations. This education must occur annually, including providing a copy of guidelines to each club member. **Education is to occur at the Club level, but may occur at a District sponsored event, via an educational workshop at a District-produced convention or conference on guidelines and best practices for adults**

working with youth, or through online classes using materials provided by Kiwanis International.

Conflict of Interest: Should there be a conflict of interest, or perceived conflict of interest, in the administration of these policies and procedures up to and including the District Governor, the immediate past District Governor may be called upon to intercede.

Youth Protection Guidelines—Additional Detailed Procedures

As stated in Policy, the Nebraska-Iowa District of Kiwanis International requires a clear criminal history background check and a clear Iowa Sex Offender Registry and/or Nebraska Sex Offender Registry (or geographical area of residence) for any incumbent or candidate for the District's Board of Trustees, officers, Service Leadership Program administrators, designated chairs of Youth Service Committees, as well as adults (age 18 and over) who are directly involved with youth at District-sponsored events and programs.

1. Convictions that Cause Ineligibility

A criminal history background check, including an Iowa and/or Nebraska (or other geographical area of residence) child abuse registry 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.

A. Other Types of Convictions

Other types of felony convictions will be reviewed on a case-by-case basis by the Youth Protection Manager and District Governor.

B. Legally Reversed or Overturned Convictions

Any conviction legally reversed or overturned by the proper authorities will not be considered when evaluating the background check.

2. Discipline

Individuals with a background check determined to be not clear are subject to the following actions:

a. Current specified officers, Board of Trustee members, designated Committee chairs, Service Leadership Program administrators and/or assistant administrators, and other designated positions will be disciplined as determined by the District Governor (in conjunction with Kiwanis International) including but not limited to suspension or removal from their position.

b. Candidates for Board or Committee Positions, Service Leadership Program Administrators, and other designated positions will be considered disqualified as a candidate.

3. Formal Appeal Process

The action of the District Governor resulting from a non-clear background check such as a conviction shown on a background check may be challenged. If the individual wishes to formally appeal the ruling of the District Governor, the following process should be followed:

- a. The formal appeal must be submitted in writing to the District Governor within thirty (30) days from the notification, stating the grounds of the appeal. The appeal may only come from the individual whose background has been checked and found to be not clear.
- b. The District Governor will refer the matter to the Executive Committee of the Board of Trustees within fifteen (15) days of receipt of the appeal.
- c. The Executive Committee will consider the merits of the appeal within ten (10) days to determine if a hearing is warranted.
- d. If a hearing is warranted, the Executive Committee will meet within thirty (30) days to consider the grounds of the appeal and the alleged facts. The person making the appeal will be given twenty (20) days' notice of the committee meeting and will have the right to attend at his/her own expense.
- e. The Executive Committee will report its findings and recommendations to the Board of Trustees within fifteen (15) days after the meeting, with such report to include all relevant information including a summary of discussion and any votes taken in connection with the proceedings.
- f. After considering the Executive Committee report, the Board of Trustees must consider a motion to uphold the appeal, which will require a two-thirds (2/3) vote to adopt.
- g. The results of the appeal will be provided to the claimant in writing within ten (10) days of the final meeting of the Executive Committee.

4. District positions that require a clear check include:

- a. Immediate Past District Governor*
- b. District Governor
- c. Governor-elect
- d. Vice Governor
- e. District Administrator
- f. District Treasurer*
- g. Regional Trustees, District Board of Trustees
- h. Lieutenant Governors
- i. Administrator(s) and Assistant Administrator(s), K-Kids
- j. Administrator(s) and Assistant Administrator(s), Builders Club
- k. Administrator(s) and Assistant Administrator(s), Key Club
- l. Administrator(s) and Assistant Administrator(s), Circle K (CKI)
- m. Administrator(s) and Assistant Administrator(s), Aktion Club
- n. Chair, Youth Services/Service Leadership Programs
- o. ALL SLP ADVISORS**
- p. Assistant Coordinators
- q. Coordinator, Key Leader Retreat*
- r. Site Coordinator(s), Key Leader Retreat*
- s. Other adult volunteers, Key Leader Retreat*
- t. ALL CHAPERONES**
- u. Chair, Risk Management
- v. Chair, Youth Protection

*The background checks for these positions may be funded through Kiwanis International. ALL required background checks will be administered through Kiwanis International. Note that the above list may be updated at any time.

As is the case with all policies and procedures, this document may be amended, terminated, or changed at any time by action of the Board of Trustees.

These definitions and procedures, effective October 1, 2016, were approved by the Board of Trustees of the Nebraska-Iowa District of Kiwanis International at its meeting on August 5, 2016.

These definitions and procedures were revised by the District Board of the Nebraska-Iowa District of Kiwanis International at its Aug. 30, 2023 meeting to be effective October 1, 2023

Lynda Henningsen

District Governor

Lisa Brichacek

District Administrator

FINANCE PROCEDURES

Finance Committee

The Governor-elect designate, during the year serving as Vice Governor,, appoints a Finance Committee composed of at least two Past Governors and the Immediate Past Governor to serve for the coming Kiwanis year. The Governor, the Governor-elect, District Treasurer, District Administrator and Vice Governor serve as ex-officio members of the committee and are to be fully informed of the budget to be proposed prior to its presentation to the District Board. (8/21, 10/24)

The appointment of committee chair will be made by the Governor-elect designate. (10/24)

The Finance Committee will fulfill its responsibilities as prescribed by the District Bylaws.

Information necessary for the development of a proposed budget must be submitted to the Committee so that the budget for the ensuing administrative year can be developed at least one month prior to the first meeting of the incoming Board. Those who should submit budget requests are the District Administrator, District Treasurer, the Governor, the District Convention Chair, District Membership Chair, and any others the Committee may specify.

The Chair of the Committee presents its budget recommendations to the Executive Committee for review and deliberation, then presenting to the District Board, for consideration, at their first meeting. At this meeting, the District Board will adopt a budget for the upcoming administrative year.

An operating statement and monthly budget to actual reports are to be prepared and submitted prior to each District Board meeting by the District Treasurer, with copies submitted to all members of the Board and the Finance Committee.

No line item in the budget may be overspent by more than five (5) percent without the authorization of the District Board; however, the District Board can adjust the budget at any regular or special meeting of that body.

With respect to the funds held in reserve by the District, it is the goal of the District to maintain a full year's funds in the reserve account. The Finance Committee, in its annual budget review and recommendations, is charged with maintaining the appropriate reserves and investing same as appropriate.

No individual or committee may make any commitment, authorize any expense account, or enter into any contract purporting to bind the Nebraska-Iowa District of Kiwanis International in any financial matter without prior approval of the District Board. The district administrator shall have the authority to sign contracts on behalf of the District for events or activities that have received District Board consent. (10/24)

All money collected or received as the result of any project, program or function of the Nebraska-Iowa District must be cleared through the District Office.

In addition to budget-related responsibilities, the Finance Committee is responsible for:

- Overseeing the annual billing for Tomorrow's Leaders' Fund;
- Overseeing the annual billing of District Aktion Club member dues;

- Reviewing Kiwanis Online reports of District membership, club status, and money owed, providing feedback to clubs which may be in arrears;
- Reviewing respective Administrator of State biennial report updates, assuring that all clubs in the District are legal and active; and
- Assuring completion of IRS Form 990 filings for all clubs in the District to assure continued non-profit status under 501c(4) regulations.
- Additionally, assuring completion of IRS Form 990 for clubs that maintain a foundation under 501c(3) regulations.

The Finance & Audit Committee also serves as the District's Investment Committee, directing the appropriate investment of the District's funds (active and reserves). The committee shall work with an approved investment firm, regarding the investments. (10/24)

New Club Opening Expense Reimbursement

Funds from this appropriation may be paid to any member of the District Board or other person(s) designated by the Governor.

The District Budget limits the amount of funds available. This item of the budget may not be over obligated without prior approval of the Board of Trustees. Keeping this in mind, individuals considering drawing on these funds must obtain approval of the District Governor prior to submission of a voucher asking for reimbursement. The following expense items are authorized as reimbursable:

- Travel expenses, at the rate allowed for Lt. Governors in their division, district officers and membership chair travel; (10/24)
- Expenses for refreshments when meeting with key individuals during the initial stages of the new club opening effort.

No one is to be reimbursed from the New Club Opening budget line if reimbursement from Kiwanis International is received.

From time to time, Kiwanis International makes special new club opening grants available to districts. New club organizers are encouraged to check out these financial opportunities when planning to open a new club.

Lt. Governor Expense Reimbursement

District Expense Vouchers, provided by the District Office, will be used for requesting reimbursement of expenses incurred in connection with the Lt. Governors' work with their clubs. Checks covering vouchers of this type will be issued on a schedule determined by the district treasurer. Mileage and postage expenses need to be itemized. Detailed receipts are required for expense items other than mileage. Expenses will be reimbursed up to the limit of each budget account within the following guidelines:(10/24)

- The amount of mileage allowance payable (\$.35 per mile) is limited to the required club visitation reports filed at the time the voucher is submitted. Vouchers may be submitted soon after the expenses are incurred and within 90 days of occurrence is encouraged but must be submitted no later than (10) days prior to the end of the Kiwanis fiscal year.
- Much of the travel, hotel, and meal expenses are covered for Lt. Governors at the Lt. Governor's Training Conference, Midyear Event, and the District Convention. As

procedure varies from event to event, filing of vouchers will be discussed prior to event. Meals for a partner attending an event may or may not be included, with notice of non-payment to be given in advance. (10/24)

- The allowance for attending the International Convention is paid when the District Office receives confirmation of the Convention registration or at another time as determined by the Governor and District Administrator or District Treasurer.
- Should a one-day event, such as Leadership Day/Retreat, be held, the District reserves the right to limit reimbursement for hotel. The “three-hour drive rule” would determine if a member of the district’s leadership team is eligible for overnight reimbursement. Team members traveling less than three hours may request overnight accommodations prior to the one-day event, but it would not be a reimbursable expense. (10/24)

A Lt. Governor Assistant may also request reimbursement for mileage within the division and other qualified expenses for division work, provided that the Lt. Governor is not asking for similar reimbursement.(01/26)

New clubs, once chartered, must be serviced by the Lt. Governor just as are established clubs; and this is chargeable to Lt. Governor Expense. The allowable amount will be automatically increased to include expenses to service the new club on the same basis as the established clubs (\$30 per club per year).

Many Lt. Governors for whatever reason, fail to file for expense reimbursement, thinking it is a contribution to the District. Because such are considered budget approved expenses, Lt. Governors are encouraged to file. If reimbursements are not requested, it is difficult to ascertain just how much it costs to run the District. If looking for a contribution to the District, please consider writing a check to the Nebraska-Iowa District Foundation with your approved reimbursements.

District Board Member Expense Reimbursement

District Expense Vouchers will be used for requesting reimbursement of expenses incurred relating to the expenses. Checks covering expenses of this type will be issued on a schedule determined by the district treasurer.

Mileage (\$.35/mile) and postage expenses need to be itemized. Detailed receipts are required for expense items other than mileage. Vouchers will be paid up to the limit of each respective budget account within the following guidelines: (10/24)

- The amount of mileage allowance payable is limited to the required attendance at meetings scheduled by the District Governor. Vouchers may be submitted soon after the expenses are incurred or within 90 days but must be submitted no later than (10) days prior to the end of the Kiwanis fiscal year.
- Much of the travel, hotel, and meal expenses are covered for the Trustee and partner to attend the Midyear event and the District Convention. As procedure varies from event to event, filing of vouchers will be discussed during the related Board meeting.
- There is a minimal allowance for attending the International Convention.
- Should a one-day event, such as Leadership Day/Retreat, be held, the District reserves the right to limit reimbursement for hotel. The “three-hour drive rule” would determine if a member of the district’s leadership team is eligible for overnight reimbursement. Team

members traveling less than three hours may request overnight accommodations prior to the one-day event, but it would not be a reimbursable expense. (10/24)

Other District Member's Expense Reimbursements

Budget allowances are established for the reimbursement of mileage, hotel and meal expenses, incurred by each officer in the fulfillment of his/her respective position. The voucher system procedures explained above apply to other District Officers, Lt. Governors Elect, and District Committee volunteers authorized by the Governor to receive expense reimbursements.

- Should a one-day event, such as Leadership Day/Retreat, be held, the District reserves the right to limit reimbursement for hotel. The "three-hour drive rule" would determine if a member of the district's leadership team is eligible for overnight reimbursement. Team members traveling less than three hours may request overnight accommodations prior to the one-day event, but it would not be a reimbursable expense. (10/24)

Limitations & Modifications

The amount payable from any of the accounts discussed above is strictly limited by the budgeted amount as adopted by the District Board. The Board may modify the initial budget amount during the year in accordance with the District Policies and Procedures.

The District reserves the right to deem certain expenses non-allowable and adjust/deny reimbursement accordingly. (10/25)

Non-allowable expenses include the following (10/25)

- Alcoholic beverages
- Airfare costs in excess of lowest available airfare (*for example, above coach or economy*)
- Rental cars (*this does not include Uber, Lyft, etc.*)
- Personal items, entertainment, snacks or non-event-related meals
- Travel or travel-related expenses for family members outside of the district; the exception being if the spouse of the governor or governor-elect is invited to take part in a training or office-specific event hosted by Kiwanis International

These items may be waived for district staff under specific circumstances and with pre-authorized consent by the District Executive Committee. (10/25)

Waiving of Registration Fees

Members of K-Kids, Builders Clubs, Key Clubs, Aktion Clubs, and Circle K (CKI) Clubs will not be charged a Registration Fee for Nebraska-Iowa District Kiwanis functions such as Midyear events or Annual Conventions. If registration for these events includes meals, only meal costs will be charged if SLP members want to eat with the group, or they can opt to eat elsewhere.

Credit Card Payments (10/24)

The District will maintain a credit card, held by the district administrator, for the purposes of paying for goods and services. Appropriate tracking of purchases will be provided to the district treasurer on a monthly basis and reviewed by the Finance Committee as part of the overall budget/financial review process.

When to pay by credit card and when to pay by check shall be determined through best practice by the district administrator and district treasurer.

Electronic Payments Receivable (10/24)

The District will receive payments electronically as deemed appropriate. The provider (Square, RegFox, for example, or others) will be determined based upon the need and is subject to recommendation of the administrator and review of the treasurer and Finance Committee.

When electronic payments are received for registration of an event or for a product, the District shall be a good steward of member dues generated funds and pass along processing fees to the payer. The determination of how best to collect those fees shall be at the discretion of the administrator and treasurer. If the electronic payment is a donation or event sponsorship, the District may assume the costs of the processing fees.

SERVICE LEADERSHIP PROGRAM PROCEDURES

Tomorrow's Leaders Fund

Each Kiwanis Club in the District that does not sponsor a K-Kids Club, Builders Club, Key Club, or Circle K (CKI) (CKI) Club is asked to contribute one dollar (\$1.00) per member per year to the **Tomorrow's Leaders Fund** with the Finance Committee overseeing the annual contribution request to clubs in the District. Any other clubs who wish to assist the District's Service Leadership Programs are likewise encouraged to donate.

The District Treasurer of the Nebraska-Iowa Kiwanis District Foundation maintains this fund as a separate account/line within the District Foundation. Such fund activity is to be reviewed annually.

When the District Administrators of K-Kids, Builders Clubs, Key Clubs, Circle K (CKI) Clubs, or the District SLP Coordinator see where financial resources are needed, he or she can make a request to the District Governor for funds from the Tomorrow's Leaders Fund. (02/02)

Upon approval by the Governor, the Nebraska-Iowa Kiwanis District Foundation Treasurer may disburse the authorized funds.

Kiwanis clubs that contribute to the fund will be given credit for the support of our Service Leadership Programs.

K Kids Procedures

Chartering

Upon acceptance of a Petition for Charter and payment of the required charter fees of ~~\$180.00~~ paid by the Sponsoring Club to Kiwanis International, the sponsoring Kiwanis club will receive the charter certificate, a sponsoring insignia, and membership cards and pins for the number of members reported to Kiwanis International.

Dates of Charter

A K-Kids club is to be considered chartered during the administrative year if the Petition for Charter and charter fee are mailed to the International Office and postmarked no later than midnight, September 30, of that year.

Number of Kiwanis Clubs Sponsoring a K Kids Club

Typically, no more than two (2) Kiwanis clubs may officially sponsor a K-Kids club. A Circle K (CKI) or Key Club may cosponsor a K-Kids club with a Kiwanis club.

Primary Responsibilities of a Sponsoring Club

The sponsoring Kiwanis club(s) must comply with the following "Requirements of Sponsorship" and a statement providing evidence of such should be approved by the Kiwanis club's board of directors and signed by the Kiwanis club president at the time of petitioning for charter or at any time when a Kiwanis club assumes partial or full sponsorship of a K-Kids Club:

Appoint a Kiwanis Advisor to the K-Kids club and ensure s/he receives adequate orientation/training;
Ensure the Kiwanis Club Advisor has obtained a clear criminal background check.
Ensure Kiwanis members attend every meeting;
Maintain an expense line item in the Kiwanis club's service account to support the activities of the K-Kids club;
Meet with the school principal and faculty advisor before the beginning of the school year;
Ensure that all K-Kids members pay their annual membership fees;
Ensure that K-Kids club officers receive proper training following election;
Hold a planning session involving the leadership of both clubs; and,
Host or participate in two joint activities involving the membership of both clubs

A wealth of information is available on the Kiwanis International web site: www.kiwaniskids.org. Another reliable source of information is the District K Kids Administrator whose contact information can be found in the annual District Leadership Guide or on the District web site.

K Kids Club Structure

K-Kids Club are to be organized only at elementary schools that have been certified by the appropriate national or state board of education. A K-Kids Club may be established and maintained in an elementary school, provided a Kiwanis club agrees to sponsor the club and has support of the elementary school administration. (2/02)

Kiwanis clubs may also agree to sponsorship with other approved entities such as a YMCA or public library.

There is to be no structure beyond the club level (division, zone, region, or District) for K-Kids club members or clubs. Participation of K-Kids club members in overnight functions beyond the club level is not permitted, as is overnight attendance of K-Kids club members at Kiwanis family District and multi-District events.

Club Administrative Expenses

Costs of K-Kids club administrative expenses are to be paid only from club membership dues collected from members, specific administrative fund-raising activities, and support from the sponsoring Kiwanis club. Funds raised for community service projects cannot be used to pay for club administrative expenses.

Club Fund Raising Activities

Although a K-Kids club often receives financial support from its sponsoring Kiwanis club, the K-Kids club has the responsibility to raise the funds necessary to implement its service activities. The following guidelines apply to fund-raising activities:

Value: K-Kids clubs may not solicit financial assistance from individuals, businesses, or organizations by the sale of products, goods, or services without giving something of real economic value in return.

Involvement: The activity should normally involve personal K-Kids club member participation.

Practices: Fund-raising practices require a public announcement of the purpose of the fund-raising activity to enhance support and assure good public relations.

Cooperation: Normal cooperative Kiwanis sponsorship relationships should be maintained, avoiding any possible indication that might be construed as Kiwanians contributing under undue pressure.

Lotteries: Raffles, Drawings, or Other Games of Chance: A K-Kids Club may not raise funds by a lottery, raffle, drawing, or other games of chance.

K-Kids Membership Fees

There are no individual membership fees for K Kids.

Builders Club Procedures

Builders Club is a student-led service club for students in junior high/middle school. Builders Club was originally developed by and is modeled after, Kiwanis International, a global network of men and women serving the children of the world. The stated purpose of Builders Club is to develop leadership through service to the school and community.

Proposed name of club: For a school-based club, the club name must include the name of the school. For a community-based club, the club name must be descriptive of the geographic or community setting. Ex: Boys and Girls Club of Bloomington

Petition for Charter:

Upon acceptance of a Petition for Charter with club bylaws and payment of required charter fees of \$400 by the Sponsoring Club, the sponsoring Kiwanis club will receive the charter certificate, the charter kit which includes gavel/gavel block, advisor toolkit, member & officer toolkit, member & officer stickers/decals and additional resources.

Allow at least 4 to 6 weeks for processing and return of official charter certificate and materials.

Primary Responsibilities of a Sponsoring Club

The Kiwanis club/sponsoring organization agrees to annually support the following Requirements of Sponsorship for the Builders Club:

1. Appoint a representative advisor to the club and ensure he/she receives adequate orientation/training.
2. Ensure the advisor attends every meeting or event.
3. Maintain an expense line item in the organization budget to support the activities of the club.
4. Meet with the school principal or organization manager before the beginning of the school year.
5. Ensure all dues and fees are paid.
6. Ensure club officers receive proper training following election.

7. Hold a planning session involving the leadership of Kiwanis club/sponsoring organization and the Builders Club officers.
8. Host or participate in joint activities involving the membership of the Builders Club and the Kiwanis club/sponsoring organization.
9. Invite Builders Club members to attend Kiwanis/sponsoring organization meetings.
10. Ensure Builders Club members are provided training opportunities beyond the club level. A wealth of information is available on the Kiwanis International web site: www.buildersclub.org. Another reliable source of information is the District Builders Club Administrator whose contact information can be found in the annual District Leadership Guide or on the district web site.

Club Fees

A sponsoring Kiwanis club pays the initial chartering fee for Builders Clubs, which can be up to US \$400 or more depending on geographic location and additional materials purchased for the club. To find out how much it would cost to charter a Builders Club at your junior high/middle school or community-based organization serving junior high/middle school students, go to <https://www.buildersclub.org/start-a-club/> or contact your Builders club district administrator.

Every year thereafter, a sponsoring Kiwanis club pays an annual renewal fee of US\$215. The renewal fee will be included on the Kiwanis club's invoice in the online reporting system. For Builders Clubs without a sponsoring Kiwanis club, the club is billed directly on an annual basis. This fee provides a program kit with club and member materials.

There is no dues structure for Builders Clubs, unless adopted by the local club. If your club chooses to collect member dues, establish that expectation – including the amount – in your club bylaws. Aim to keep these dues at a minimal amount so that no member is prohibited from joining. Plan to use those funds for club-level projects and expenses.

Builders Clubs receive a program kit annually. The kit includes essential tools such as an advisor guide, member handbooks, buttons and more. View samples of program kit items on the club advisor webpage. Sponsoring Kiwanis clubs are able to update the membership counts and shipping addresses for the program prior to the shipment of the kits. Instructions are emailed to the Kiwanis club secretary and can also be found online at buildersclub.org/renewal.

Key Club Procedures

Key Club Structure

The responsibility and control of the Nebraska-Iowa District of Key Club is the responsibility of the Kiwanis District Board. This Board, acting through the Kiwanis District Governor and the Key Club Administrator, counsels, directs, and exercises final authority over all Key Club activity on the District level.

Key Clubs are organized only at high schools that have been certified by the appropriate national or state board of education. A Key Club may be established and maintained in a high school, provided a Kiwanis club agrees to sponsor that club and it has support of the high school administration. (2/02)

Kiwanis clubs may also agree to sponsorship with other approved entities such as a YMCA or public library.

In 2014, the responsibilities of the Kiwanis District Administrator of Key Club were distributed among three individuals recognizing the vast geographical dispersion of the Key Clubs in the District. These individuals also are designated as District Advisers and are advisory members of the District Key Club Board of Trustees. This procedure should be at the discretion of the Key Club District Administrator from year to year, based on the needs of the district.

The District Key Club Administrators or his/her representative approved by the Kiwanis District Board give guidance to and exercise control of the finances, organization, discipline, and programming of all meetings of the Key Club District Board of Trustees, and the annual District Convention, and all other authorized meetings.

The Key Club District Board should hold not more than three meetings annually, one in connection with its District Convention if no Key Club International dates conflict, and one during a suitable vacation period. Other, special meetings of the District Board may be called only with the approval of the Kiwanis District Administrator and the Kiwanis District Governor.

A Key Club District convention should be held annually on a weekend or a vacation period. The Kiwanis District Board must approve the date and place.

A Key Club District Officers Training Conference and possible Board meeting may be scheduled on a weekend or a vacation period. The Key Club District Administrator and Kiwanis District Governor must approve the date and place.

District Key Club travel funds may be used for Key Club District and/or International Key Club officers travel to the Key Club District Board meetings, convention, and training conferences if they are within the approved budget.

Invitations should be extended to International and District Officers under the following guidelines:

- The Key Club District Administrator approves before invitation is extended.
- The District cannot obligate itself to pay any part of the International Officers expenses that would cause any over-expenditure of the amount budgeted for this purpose.
- Only assigned International or District Officers may be funded; others may be invited at their own expense.

Correspondence (voice, print, electronic) should be the prime means of communication. Except on rare occasions, there is no need for more than two trips to each club by a Lt. Governor. Club visits can be approved on an electronic basis, with the approval of the District Key Club Administrator.

The maintenance of all Key Club District records will be under the supervision of the Kiwanis District Board.

A wealth of information is available on the Kiwanis International web site: www.keyclub.org. Another reliable source of information is the District Key Club Administrators whose contact information can be found in the annual District Leadership Guide or on the District web site.

Financial Management (4/25, 8/25)

The District Administrator(s) in conjunction with the Key Club District officers, annually prepares and submits its budget to the Kiwanis District Board. The Kiwanis District Board approves the Key Club District Budget, District Convention Budget, and all related finances.

The District Administrator of Key Club is responsible to the Kiwanis District Board for the control of District budget and finances.

The Kiwanis District Treasurer and Kiwanis District Administrator are also designated as Financial Counselors to the Key Club District. The District Treasurer guides the Key Club District Administrator and supervises the collection of District dues and the banking and disbursement of District funds, along with Key Club International.

All disbursements will be by District Key Club check or credit card. The Kiwanis District Treasurer or other approved signatory must sign all District checks. Each check must be supported by a voucher or invoice signed by the Key Club District Administrator or District Treasurer and the District Administrator, indicating that it is ready and proper for payment. All payments by credit card must follow SLP Credit Card Policy and Procedure, as outlined in separate section.

The depository for Key Club District funds is the same as for Kiwanis District funds. The Kiwanis District Treasurer and Kiwanis District Administrator make all deposits for the Key Club District. All monies received should be by check or an electronic payment method approved by the Kiwanis District. Personal payment applications – such as Venmo, PayPal, Zelle – are not to be setup or used by the SLP Administrator or Governor for District business.

Allowable reimbursements and/or credit card purchases must also follow policy and procedures outlined in the Financial Procedures for the Kiwanis District.

A complete and standardized system of financial records will be created for the District Key Club and approved as a continuing procedure by the Kiwanis District Board. From these records, the District Treasurer supervises the preparation and verifies the accuracy of a report concerning the condition of District finances.

A budget for the District, showing expected sources and amount of income, as well as itemized estimated expenditures, will be presented by the District Treasurer to the Kiwanis Board for its approval no later than at the Board meeting held in conjunction with the District Convention. A similar budget for the District Convention will be presented for the Kiwanis Board's approval at the annual Kiwanis Midyear Conference.

The Key Club Administrator prepares or supervises the preparation of detailed financial information concerning any Key Club District event as required within 60 days of the close of said event and submits to the Kiwanis District Treasurer.

Requests for reimbursements as well as purchases made with the Key Club credit card should follow policy established by the Kiwanis District under its Financial Limitations & Modifications section and as outlined below. (10/25)

The Kiwanis District reserves the right to deem certain expenses non-allowable and adjust/deny reimbursement accordingly.

Non-allowable expenses include the following

- Alcoholic beverages
- Airfare costs in excess of lowest available airfare (*for example, above coach or economy*)
- Rental cars (*this does not include Uber, Lyft, etc.*)
- Personal items, entertainment, snacks or non-event-related meals
- Travel or travel-related expenses for family members outside of the district

These items may be waived under specific circumstances and with pre-authorized consent by the Kiwanis District Executive Committee.

Nebraska-Iowa District Board Key Club Scholarships

When authorized, the Nebraska-Iowa District Board Key Club Scholarship is to be awarded to a Key Club senior or seniors who are passionate about making a difference in the world. These students have

- A heart to serve
- Answered the call to lead
- Exercised the courage to engage.

They go the extra mile and encourage others to do the same.

Nominees may be submitted by either the Key Club Faculty Advisor, the Key Club Kiwanis Advisor, or the president of the sponsoring Kiwanis Club. Nominees cannot be related to the person making the recommendation.

Funds the Nebraska-Iowa District receives from the Kiwanis Children's Fund each year support this annual scholarship and, when approved, may be divided among the winners, along with other possible beneficiaries. The judges will decide how to divide up the available scholarship money based on the number and quality of the nominations.

The estimated value of the annual scholarship fund changes each year depending on how much the District receives from the Kiwanis Children's Fund. This makes it especially important for all Nebraska-Iowa District Kiwanis Clubs to contribute its Annual Club Gift to the KCF.

The scholarship(s) will be presented locally to seniors at the end of the school year during their school's award ceremonies. The goal is to honor the students in front of their peers and to maximize the Kiwanis brand in the local community.

A committee chaired by the Immediate Past District Governor of the Nebraska-Iowa District Board determines the criteria. The announcement of this scholarship availability will be sent out by email to all Faculty and Kiwanis Club advisors and the president and Secretary of the sponsoring Kiwanis Club.

Scholarship judges will include three members of the Nebraska-Iowa District Board. Input from the Nebraska-Iowa Key Club Administrators is welcomed.

A representative from the Nebraska-Iowa District will attend the school of the selected Key Club member to present the scholarship, typically at the senior awards ceremony. The recipients and parents may be asked to attend District Convention to be recognized by the convention attendees.

Application Instructions:

1. Acquire application form from Key Club Administrator, website or district office.
2. Submit completed application form as instructed.

The deadline for applications will be in April and determined by Awards and Scholarship Committee. Selections will be made in April.

Circle K International (CKI) Procedures

Responsibilities & Obligations

The responsibility and control of the Nebraska-Iowa District of Circle K International (CKI) is the responsibility of the Kiwanis District Board. This Board, acting through the Kiwanis District Governor and the Circle K International (CKI) District Administrator will counsel, direct, and exercise final authority over all Circle K activity at the District level.

The CKI District Administrator is also designated as District Adviser. The CKI District Administrator is an ex officio member of the Circle K International (CKI) District Board.

Circle K International (CKI) clubs may be organized only at standard degree-granting colleges, universities, and junior colleges, and vocational technical schools that have been certified by the appropriate national or state board of education. A Circle K International (CKI) club may be established and maintained in such a school, provided a Kiwanis club agrees to sponsor the club and it has the support of the school administration. (2/02)

The Circle K International (CKI) District Administrator or representative approved by the Kiwanis District Board gives guidance to and exercises control of the finances, organization, discipline, and program of all meetings of the Circle K International (CKI) District Board the annual District Convention, and all other authorized meetings.

The Circle K International (CKI) District Board should hold not less than three meetings annually, one in connection with its District Convention, one during a suitable vacation period, and one or two months prior to the District Convention. Other special meetings of the District Board may be called only with the approval of the CKI District Administrator. The Fall Day of Service is typically held during the fall semester as a one-day experience focused on service, leadership, and fellowship. The CKI district board runs this activity.

A Circle K International (CKI) District Convention should be held annually on a weekend or a vacation period, typically the end of February/early March. The CKI District Board must approve the date and place. This event includes social activities on Friday night and workshops, service projects, election of officers, House of Delegates, etc. on Saturday. The host club manages the Friday evening activities and the CKI District Board runs the Saturday events.

Any club in good standing in the District may host an event. A Circle K International (CKI) District Officers Training Conference and possible board meeting may be scheduled on a weekend or a vacation period. The CKI District Administrator must approve the date and place.

Circle K International (CKI) District travel funds may be used for CKI District and/or Circle K International (CKI) officers travel to the District Board meetings, convention, and training conferences if they are within the approved budget.

Invitations should be extended to International and District Officers under the following guidelines:

- CKI District Administrator approves before invitation is extended.
- The CKI District cannot obligate itself to pay any part of the International Officers expenses that would cause any over-expenditure of the amount budgeted for this purpose.

- Only assigned CKI International or District Officers may be funded; others may be invited.
- Correspondence (print, email, text, or other electronic means) should be the primary means of communication.

The maintenance of all Circle K International (CKI) District records is to be under the supervision of the Kiwanis District Board.

A wealth of information is available on the CKI International web site: www.circlek.org. Another reliable source of information is the Circle K International (CKI) District Administrator whose contact information can be found in the annual District Leadership Guide or on the District web site.

Financial Management (4/25, 8/25)

The Kiwanis District Board approves the Circle K International (CKI) District Budget, and all District finances.

The District Treasurer of Circle K International (CKI) is responsible for assisting with the CKI District budget and finances.

The Kiwanis District Administrator and District Treasurer are also designated as Financial Counselor to the Circle K International (CKI) District. They guide the Circle K International (CKI) District Administrator and Treasurer and supervise the collection of District dues and the banking and disbursement of District funds.

All disbursements will be by District check or credit card. The Kiwanis District Treasurer or other approved signatory must sign all District checks. Each check must be supported by a voucher or invoice signed by the Circle K International (CKI) District Governor or Treasurer and the Administrator, indicating that it is ready and proper for payment. All payments by credit card must follow SLP Credit Card Policy and Procedure, as outlined in separate section.

The depository for Circle K International (CKI) District funds is the same as for Kiwanis District funds. The Kiwanis District Treasurer and Kiwanis District Administrator makes all deposits for the CKI District. All monies received should be by check or an electronic payment method approved by the Kiwanis District. Personal payment applications – such as Venmo, PayPal, Zelle – are not to be setup or used by the SLP Administrator or Governor for District business.

A complete and standardized system of financial records is created for the Circle K International (CKI) District and approved as a continuing procedure by the Kiwanis District Board. From these records, the Kiwanis District Treasurer supervises the preparation and verifies the accuracy of a report concerning the condition of District finances.

A budget for the CKI District, showing expected sources and amount of income, as well as itemized estimated expenditures, will be presented by the CKI District Governor to the Kiwanis Board for its approval no later than at the Board meeting held in conjunction with the Kiwanis District Convention.

The CKI Administrator prepares or supervises preparation of detailed financial information concerning any CKI event as required within 60 days of the close of said event and submits to the Kiwanis District Treasurer.

Requests for reimbursements as well as purchases made with the CKI credit card should follow policy established by the Kiwanis District under its Financial Limitations & Modifications section and as outlined below. (10/25)

The Kiwanis District reserves the right to deem certain expenses non-allowable and adjust/deny reimbursement accordingly.

Non-allowable expenses include the following

- Alcoholic beverages
- Airfare costs in excess of lowest available airfare (*for example, above coach or economy*)
- Rental cars (*this does not include Uber, Lyft, etc.*)
- Personal items, entertainment, snacks or non-event-related meals
- Travel or travel-related expenses for family members outside of the district

These items may be waived under specific circumstances and with pre-authorized consent by the Kiwanis District Executive Committee.

Mascot

The mascot of the Nebraska-Iowa District of Circle K International (CKI) is Consuela the Cow. Consuela the Cow's official date of birth is designated as her day of creation which was February 23rd, 2007. She has two hearts, one for Iowa and one for Nebraska.

Website

The official web address for the Nebraska-Iowa District of Circle K International (CKI) International website is www.nicirclek.org. It is maintained by the CKI Public Relations Specialist. The CKI district board determines the funding necessary for the upkeep of the website for the year and as needed.

This Circle K International (CKI) district website should be a means of bettering the communication between members, clubs, and the district as well as providing numerous resources for Circle K International (CKI) members and clubs to easily utilize in a way that is attractive, eye-catching, and user friendly. Resources on the district website should include, but are not limited to monthly reports, the district bulletin, a password-protected district directory, the district's governing documents, promotional/registration materials for district-sponsored events and/or projects and programs, a link to the Circle K International (CKI) International Website, awards, educational materials on the club, district and international level and other resources as deemed necessary by the district board of officers.

The group also maintains a digital presence via a Facebook page: ***Facebook/Nebraska-Iowa District of Circle K International***. Many of the same criteria for website usage outlined above apply to the Facebook page. Other forms of digital communication may also be used to communicate among the members of the Ne-Ia CKI organization.

District Publication

The official CKI publication of the Nebraska-Iowa District is the ***N-I Informer***. The CKI Public Relations Specialist compiles and distributes the ***N-I Informer*** a minimum of two (2) times annually. It includes but is not limited to 1) News from the Areas; 2) News from International; 3) Recent and upcoming event information; and 4) Pictures relating to the Nebraska-Iowa CKI District.

Event Forms

Event forms are necessary for 1) registrations for events; 2) Code of Conduct explaining rules of etiquette to be followed for all Circle K International (CKI) functions; and 3) medical forms to be completed prior to the start of district functions.

District Officers Election Procedures

The elections of Governor, District Secretary, Treasurer, and Public Relations Specialist take place in the House of Delegates at the District Convention. A Candidate's club must be in good standing with the Nebraska-Iowa District and Circle K International (CKI) in order to run for district office. Candidates can announce their intent to run for office at District Convention any time before the second session of caucusing. All candidates must caucus in the second round of caucusing and all candidates announcing their intent to run before the first session of caucusing must also caucus in the first session. All candidates must be present for the entire House of Delegates session(s) and must be present for all sessions of caucus taking place after the candidate has announced his/her intent to run.

All elections will be by secret ballot unless the House of Delegates votes to have an election by acclamation. The ballot counting will be conducted by the CKI District Administrator. The elections at the House of Delegates take place in this order: Governor, District Secretary, Treasurer, and then Public Relations Specialist. Election of the District Officers is to be determined by a majority vote of 50% plus one from the House of Delegates.

Election to an office is determined by a majority of the ballots cast (not including abstentions). If three or more candidates run for any office, and no one receives a majority vote, the two candidates with the highest number of votes will appear on the final ballot. The candidate receiving the majority of the votes cast on the final ballot will be elected. In the event of a tie between two candidates running for the same office the governor will cast the final ballot to break the tie.

Any candidate not elected to the office for which they are running may drop down to another office. A member in good standing, absent from District Convention will be allowed to run for

District office. The candidate must select another member to be his/her representative by proxy. The candidate must sign and submit the Candidates' Agreement prior to the District Convention. This form will be made available thirty (30) days prior to the District Convention. The candidate and the proxy must both sign the Proxy Authorization Form, and have it submitted prior to District Convention. This form will also be made available thirty (30) days prior to the District Convention. The proxy must attend the candidate's meeting on the first night of the District Convention. The candidate must make campaign material available for two (2) rounds of caucusing. The proxy may 1) introduce the candidate; 2) distribute campaign materials (e.g., flyers, candy, video, etc.) during caucus sessions; 3) make nominations specified in the Proxy Authorization Form (if the proxy is a delegate) at the House of Delegates; and accept nominations specified in the Proxy Authorization Form at the House of Delegates. The proxy and the delegates may not contact the candidate in any way during caucus sessions or the House of Delegates. However, the candidate may put contact information on the campaign material to be used outside of caucus and House of Delegate sessions.

House of Delegates Procedures

House of Delegates will take place at every District Convention. The District Governor of the current year will run it. In the event the District Governor is not present for the House of Delegates, then a member of the District Board will be appointed to preside over the session(s) by the Governor and District Administrator(s). The presiding officer may also choose to name a parliamentarian and a timekeeper.

Delegates at the House of Delegates must be from a club in good standing in the Nebraska-Iowa District. Each club in good standing is allowed two (2) delegates and two (2) alternates at each session of the House.

Business to be conducted includes but is not limited to:

- Roll call of clubs,
- Report from Credentials Committee,
- Reading of the rules of the house,
- Reading of any amendments to the District Bylaws,
- Reports from the Lt. governors and committee chairs,
- Elections of officers,
- State of the District address by the current Governor, and
- Reading of resolutions.

Service Leadership Program Credit Cards

The Kiwanis District will issue to the Key Club District Administrator and to the Circle K International (CKI) Administrator a credit card for their respective SLP district. The credit card is to be used only for official district business, not personal expenses.

Purchases made on the card must be documented with a detailed receipt, invoice, folio or other proof of purchase deemed acceptable by the Kiwanis District Treasurer.

It is the responsibility of the SLP administrator to monitor card balances and document purchases as requested by the Kiwanis District's Treasurer and Administrator.

Card Usage

Expenses placed on credit card must also follow any allowable and non-allowable purchases as outlined in the Financial Procedures for the Kiwanis District.

Documentation and Payment

The Key Club or CKI Administrator shall submit on a monthly schedule all receipts, invoices, folios or other proof of purchase deemed acceptable by the Nebraska-Iowa Kiwanis District treasurer.

Each purchase shall be tracked by date, amount, reason for purchase and whether it should be allocated to SLP administration expense or student/board expense. This information, placed on a "tracker" form created and/or approved by the Kiwanis District administrator or treasurer, is to be submitted on a monthly schedule along with detailed receipts.

Any debt on the SLP district's credit card shall be paid off monthly on or about statement due date by the Kiwanis District administrator or treasurer.

Card Limit And Exceptions

The monthly spending limit on each credit card is \$7,500.

Should there be pending purchases that are larger than the available balance on the card, an early payment (prior to the regular payment on the 20th of the month) may be requested. The Key Club or CKI administrator may submit in writing (email accepted) this request to the Kiwanis District treasurer and/or administrator. The request is to include:

- Amount to be paid
- Date to be paid, given that request date is at least 48 hours prior to payment date
- Reason for request

Should there be pending purchases that exceed the monthly spending limit on the card, the SLP administrator may request purchase support from the Nebraska-Iowa Kiwanis District, using the following procedures.

- Written request to the Nebraska-Iowa District administrator and treasurer at least five days prior to expected purchase date
- Work with Nebraska-Iowa District administrator and treasurer to determine best method for proceeding with purchases.

Should there be pending purchases that exceed the monthly spending limit on the card, the SLP administrator may use a personal credit card to make the purchase and then receive reimbursement, with the following procedures.

- Purchase(s) documented with receipt, invoice, folio or other proof of purchased deemed acceptable by the Kiwanis District Treasurer
- Purchase(s) documented on Credit Card Purchase Detail Form (same as used for district card purchases)
- Nebraska-Iowa Kiwanis Reimbursement Request form submitted with above documentation
- Reimbursement request submitted once a month and in a cycle agreed upon with the Kiwanis District Treasurer

Should there be pending purchase(s) that would exceed the monthly sending limit on the card, the SLP administrator may request a temporary increase. Any temporary monthly spending limit is not to exceed \$15,000 and the following procedures are to be used.

The Key Club or CKI administrator shall:

- Submit a written request 30 days in advance to the Kiwanis District administrator and treasurer.
- Include with the request a reason for additional spending authority, the temporary amount requested and dates needed.
- Be in compliance with other policies and procedures for credit card use.
- Prior to approval or denial of request:
- The Kiwanis District Administrator will verify balances for all credit cards under the Nebraska-Iowa Kiwanis District's umbrella and assess request as part of the overall monthly balance.
- The Kiwanis District Treasurer will verify the SLP's bank accounts to ensure any balance due can be payable upon statement due date.

Aktion Club Procedures

Chartering

Upon acceptance of a Petition for Charter and related documents by Kiwanis International, the sponsoring Kiwanis club(s) will receive the charter certificate. Additional items provided by Kiwanis International depend on the level of New Club Chartering Options chosen. The Chartering Fee* is normally paid by the sponsoring club(s).

- Option 1: \$600.00 (charter kit includes gavel/gavel block, Charter banner, member cards, certificates, pins, and additional resources). For an additional \$50, a felt club banner is included.
- Option 2: \$400.00 (charter kit includes gavel/gavel block, cards, certificates, pine, and additional resources).
- For a traditional gong, please visit the Aktion Club store online.

The first-year dues for all members (\$8.00 per member) may also be paid as a part of the chartering fee.

*Prices subject to change.

A wealth of information is available on the Kiwanis International web site: www.aktionclub.org. Another reliable source of information is the District Aktion Club Administrator whose contact information can be found in the annual District Leadership Guide or on the District web site.

Dates of Charter

An Aktion club is to be considered chartered during the administrative year if the Petition for Charter and charter fee are mailed to the International Member Services Office prior to the end of the fiscal year. The official date of the charter will be that date as assigned by Kiwanis International. To assure the official date of charter is within the fiscal administrative year, it is important that all documents and fees be sent to the International office at least two weeks prior to October 1.

Number of Sponsoring Kiwanis Clubs

An Aktion club may be sponsored by one or more Kiwanis Clubs. Either a Circle K (CKI) or Key Club may cosponsor an Aktion club with a Kiwanis club. Kiwanis clubs may also agree to sponsorship with other approved entities such as a YMCA, public library, or entity whose purpose is to serve adults with disabilities/special needs.

Primary Responsibilities of a Sponsoring Kiwanis Club

The Kiwanis club must comply with the following “Requirements of Sponsorship” and a statement providing evidence of such should be approved by the Kiwanis club’s board of directors and signed by the Kiwanis club president at the time of petitioning for charter or at any time when a Kiwanis club assumes partial or full sponsorship of an Aktion Club:

- Appoint a Kiwanian or a committee of Kiwanians to be the Aktion Club Advisor(s);
- Ensure the Kiwanis Club Advisor has obtained a clear criminal background check;
- Ensure Kiwanis members attend every meeting and events;
- Maintain an expense line item in the Kiwanis club’s service account to support the activities of the Aktion club;
- Meet with the sponsoring organization’s manager each year;
- Ensure all dues and fees are paid;
- Make sure Aktion Club officers receive proper training;
- Schedule an annual meeting with Kiwanis and the Aktion Club Leadership;
- Host or participate in joint activities involving the membership of both clubs;
- Invite Aktion Club members to attend Kiwanis meetings; and
- Ensure Aktion Club members are provided training opportunities beyond the club level.

Aktion Club Structure

An Aktion Club is often organized with a community agency serving those living with a disability. This not an absolute requirement as an Aktion Club may be chartered with only the Kiwanis Club as a sponsoring entity. It is recommended the club meet twice monthly; however, some may choose to meet once per month.

There will be no structure beyond the club level (division, zone, region, or District) for Aktion club members or clubs. An Aktion Club District Governor may be selected at the discretion of the District Aktion Club Administrator.

Aktion Club Administration

All Aktion Clubs must operate within the structure of the Aktion Club Bylaws. This is a part of the “Petition to Charter” document.

Aktion Clubs operate on fiscal year, October 1 to September 30—the same as all Kiwanis Clubs. Aktion Clubs annually elect a president, president-elect, Administrator, and treasurer and board members. It is suggested the board meets bi-monthly.

Aktion Club Finances

An Aktion Club treasury may be held in a variety of methods with both an Administrative and Service Bank account. Distribution of funds from these accounts is to be like that of the sponsoring Kiwanis Club:

- **Funds held and distributed by the sponsoring Kiwanis Club.** The sponsoring Club treasurer must maintain a separate accounting structure to account for all Aktion Club Funds. The IRS Form 990 Annual Report is to be filed by the Sponsoring Kiwanis Club.

- **Funds held and distributed by the Sponsoring Agency:** The sponsoring Club treasurer must maintain a separate accounting structure to account for all Aktion Club Funds. The IRS Form 990 Annual Report is to be filed by the Sponsoring Agency.
- **Funds held and distributed by the Aktion Club:** The Aktion Club may choose to obtain its own IRS EIN number and maintain its own bank accounts. It is recommended the Sponsoring Kiwanis Club identify a member to assist the Aktion Club treasurer with all banking and reporting requirements.

Member Insurance Coverage

The sponsoring Kiwanis Club insurance policy provides insurance coverage for Aktion Club members and activities as related to Kiwanis and club projects.

Membership Fees

All Aktion Club members pay annual dues of \$8.00 to Kiwanis International by November 30 of each year. Effective October 1, 2018, the District Board implemented a District dues amount of \$2.00 per member. Each Aktion Club will receive an invoice each year from the District Administrator for the amount owed by each Aktion Club. The intent of this district amount is to subsidize meal costs for Aktion Club members attending District Kiwanis conventions or other district activities. It is imperative that Aktion Club advisors maintain current member rosters with Kiwanis International. Passwords and directions to the “Membership Update Center” will be issued by Kiwanis International annually.

YOUNG CHILDREN PROCEDURES

Young Children (formerly known as Young Children Priority One/YCPO) is an ongoing community service project of Kiwanis International that addresses the needs of children ages zero to eight. These needs can vary from community to community so local Kiwanis clubs should assess what the youngest members in their area need the most and develop projects around those needs.

All clubs are encouraged to conduct at least two Young Children (YC) projects each administrative year, although many clubs can and will do more. These projects could be “hands on” service, as well as providing financial support to an organization for a specific project benefiting children zero to eight.

YC efforts focus on four key areas:

- Maternal and Child Health;
- Child Care and Development;
- Parent Education and Support; and
- Safety and Pediatric Trauma.

Clubs looking for YC project ideas should visit the Kiwanis International web site for further information at:

[http://www.kiwanis.org/kiwanisone/serve/young-children-priority-one-\(ycpo\)#.VdjA1vIVhHw](http://www.kiwanis.org/kiwanisone/serve/young-children-priority-one-(ycpo)#.VdjA1vIVhHw)

District-wide YC information can also be accessed by contacting the District's YC chair with additional information also available on the District web site.

Clubs that complete YC projects are urged to report their projects to Kiwanis International via the Official Monthly Report prepared and submitted by the club's Administrator each month.

KEY LEADER RETREAT PROCEDURES

Kiwanis Key Leader is an interactive leadership program for high school students. Its mission is to provide a life-changing experience that inspires young people to achieve their personal best through service leadership and helping others succeed.

The retreat creates a comfortable setting that helps everyone discover talents within themselves. One of our attendees said, *"It was the spark that changed who I was and paved a brighter future for who I can become."*

Events are open to all students who have completed the eighth grade, including those currently in Key Club and students who have not yet been a part of a Kiwanis family program. There is no limit on the number of participants from the same school.

The Kiwanis Key Leader program is built on five essential principles. These principles reflect our mission to inspire young people to achieve their personal best through service leadership:

- Personal Integrity—doing the right thing;
- Personal Growth--Developing in mind, body, and spirit;
- Respect—Showing consideration for self, others, and property;
- Building Community—Developing relationships to achieve positive goals;
- Pursuit of Excellent—Expecting and achieving the best.

In the Nebraska-Iowa District, the retreat is usually held the 1st or 2nd weekend in November. The cost is typically around \$250 per student. The curriculum is developed by Kiwanis International with the District utilizing the services of a certified Key Leader facilitator.

Where to hold the event (either Nebraska or Iowa) is determined in advance by the Committee Chair with the District Governor and Board of Trustees, and in communication with Kiwanis International. Facilities contracts and facilitator arrangements are typically arranged at least a year in advance.

A chartered bus is typically arranged for long distance attendees. Students will arrive for registration between 4:00 and 6:00 PM on Friday and depart around noon on Sunday. To maintain the integrity of the Key Leader experience, latecomers and early departures are strongly discouraged.

The District Foundation manages the financial aspects of Key Leader. Contributions are tax deductible. We actively seek corporate sponsorships. The District manages the administrative and program details of the annual Retreat. Adult volunteers are needed each year. A Kiwanis background check is required of all volunteers. The students experience large and small group curriculum, hands on activities, indoor and outdoor activities, and even a ropes confidence/teambuilding course.

Clubs are urged to make plans to budget for this unique and life changing Kiwanis event for our youth and to work with the local Key Club advisor (or high school guidance counselors) in inviting students to attend.

RECORD OF CHANGES/ADDITIONS/DELETIONS TO PROCEDURES

DATE	SUBJECT MATTER	PAGES/SECTIONS AFFECTED
August 24, 2015	Young Children Priority One	Page 62
August 27, 2015	Added procedure of maintaining District list of user passwords	Page 12/Responsibilities of District Administrator-District Treasurer
August 27, 2015	Further explanation of procedures for District Administrator-District Treasurer	Page 26/Annual Performance Evaluation of the District Administrator-District Treasurer
August 15, 2016	Added the District's Youth Protection Guidelines and Procedures	Pages 42-50
August 15, 2016	Camp OK Procedures	Page 72/Camp administered by District Foundation
August 15, 2016	Tomorrow's Leaders Fund	Page 52/removed banner patch as recognition item
January 31, 2017	Election of Regional Trustees at a Regional Meeting	
January 31, 2017	Election of Regional Trustees via USPS Mail Ballot	
January 31, 2017	Insertion of new Nebraska-Iowa District logo	
January 31, 2017	Notification of Desire to be a candidate for Regional Trustee	Page x to page 25
April 4, 2017	Insertion of Key Club Procedures	Pages 67-69
June 5, 2017	Insertion of Board of Trustees Key Club Scholarship Procedures	Pages 69-70
March 28, 2019	Young Children Priority One updated to Young Children	Page 80
June 5, 2017	Insertion of further procedures for District Governor nominating committee	Page 16

January, 2019	Addition of club closing provisions, refinement of Regional Trustee procedures, and general restatement of the entire document.	throughout
December, 2018	Separation of District Administrator and District Treasurer, adding duties of the District Treasurer (Amendment No. One)	throughout
December, 2018	No longer excluding Cedar County from territory of Nebraska-Iowa District (Amendment No. Two)	Page 8 and 9
September 30, 2019	Restatement of Entire Document	throughout
Oct. 1, 2023	Restatement of Entire Document	throughout
April 26, 2024	Election of District Regional Trustees	Page 27
Oct. 12, 2024	Clarification on Finance Committee and Addition of credit card policy and procedures in District Finance section	Page 59
April 26, 2025	Key Club & CKI Credit Card policy & procedures added; start modernization of policy	Page 65-72
April 26, 2025	Remove vice governor criteria requirement of one year lapse after being Lt. governor	Page 26
Aug. 1, 2025	Modernization of Key Club and CKI Financial management (removal of no longer in use practices)	Pages 65, 69
Oct. 4, 2025	Expand Financial Limits & Modifications	Pages 59, 67, 71
Jan. 24, 2026	Relist Regions due to redistricting; add possibility of and reimbursement limitations for a Lt. governor assistant; remove index pages	Pages 10, 14, 42, 57, 84-89
April 18, 2026	Update narrative for Nomination Committee and bring in line with procedures currently used; change trustee candidate qualifications based on amended bylaws; Change years of membership in the district from seven years to five years in criteria for vice governor.	Nominating Committee for Candidates for the Office of District Vice-Governor (Page 17); Qualifications for District Officers (Page 26)

NOTE: Page Numbers noted above may have changed due to updates and restatements.

This document of Policies and Procedures was adopted by the Board of Trustees of the Nebraska-Iowa District of Kiwanis International at its meeting held August 7, 2015.

Original document dated August 12, 2006
Revised February 3, 2012; February 20, 2013; August 1, 2014;
February 1, 2015, & Posted JULY 31, 2015
Further Revisions made August 16, 2016, and June 26, 2017
Restated September 30, 2019
Restated Aug. 30, 2023 for effective date Oct. 1, 2023
Revisions approved by District Board April 26, 2024
Update approved by District Board Oct. 12, 2024
Update approved by District Board April 26, 2025
Update approved by District Board Aug. 1, 2025
Update approved by District Board Oct. 4, 2025
Update approved by District Board Jan. 24, 2026
Update approved by the District Board April 18, 2026

Changes/Additions/Deletions may be made to this document once approved by the Policies & Procedures Committee of the Nebraska-Iowa District.

END OF DOCUMENT



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