

Kiwanis Club of Topsail Island Area Policy on Criminal History Background Checks

Criminal History Background Checks

To ensure the highest standards of leadership, the Kiwanis Club of Topsail Island Area needs to ensure that adults working with youth are of the utmost moral fiber, requires a clear criminal history background check for any Kiwanians or non-members working on behalf of the club with youth under age 18. This will also include all adults – both Kiwanians and non-members – registered for, participating in, or staying overnight at any event organized by the club involving youth under age 18. The Club Board may also require a clear criminal history background check for any individual holding an elected or appoint position with the Kiwanis Club of Topsail Island Area.

Successful completion of the background check (a “clear check”) is based on verification that none of the convictions stated in the Kiwanis Club of Topsail Island Area policies as attached or similar thereto have been determined for that person. For adults working with youth as stated above, a clear check is necessary prior to arrival at the club event. The club recognizes only its own criminal history background check process as valid. All background checks shall be reviewed and evaluated by the Club Secretary and determined to be clear or not clear, based on the criteria stated in the Kiwanis Club of Topsail Island Area Policies. The Club President shall be advised if a check indicates a problem or concern that requires further investigation or is determined to be not clear. In either case, the Club Secretary shall notify such person. A check that is not clear causes automatic denial of the right to hold the position or attend the event in question. The Club Board shall have final authority on the matter.

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. All relevant persons who have not had a criminal history background check conducted and verified as clear within the past two years at any given time are subject to a new check.

Kiwanis Club of Topsail Island Area Criminal History Background Checks Procedures

To carry out the club policy on criminal history background checks, the following procedures shall apply:

1. Responsibility for Costs

The Club shall be responsible to pay the charges.

2. Convictions that Cause Ineligibility

A criminal history background check is considered “not clear” if it indicates: a felony or misdemeanor involving moral turpitude; a felony or conviction or registration of a violent and/or sexual nature, involving any type of abuse of a child, involving threatening or intimidating behavior, or otherwise of a physical nature; or a felony related to larceny or theft. Other types of felony convictions will be reviewed on a case-by-case basis by the Club Secretary. Any conviction legally reversed or overturned by the proper authorities shall not be considered when evaluating the background check.

3. Discipline

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

- A.** Current club board members or club appointees will be disciplined as determined by the Club Board, including but not limited to suspension or removal from their position.
- B.** Candidates for any club board position or club appointment will be considered disqualified as a candidate for such.
- C.** Adults wishing to participate in club youth events will not be allowed to do so.
- D.** Conduct unbecoming process may be engaged depending on the convictions identified in the report.