Capital District Kiwanis Policy Statements

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Capital District Kiwanis Board of Trustees
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PREAMBLE.

The District Policy Statements implement the provisions of the District Bylaws. They define how the day-to-day business of the District is to be carried out. However, the District Bylaws are the primary governing document. They should be consulted first.

These statements are arranged to provide easy access to information on particular subjects. Sections 1 through 16 contain information related to the corresponding Articles in the Bylaws. If there are no additions to the Bylaws in the Policy Statement, it is so noted. The remaining sections contain information on topics that are not directly related to the Bylaws.

SECTION 1 – DEFINITIONS

Article I, Definitions, of the Capital District Kiwanis Bylaws is the authority for this section and there are no additional policies.

SECTION 2 – PURPOSE AND STRUCTURE

A. Organization

a. **District.** The board shall periodically review the alignment of the divisions and regions and make adjustments for the good of the district.

b. **Dissolving Regions.** The Board shall dissolve a Region if, for any reason, there are fewer than two Divisions in the Region. The Board, in consultation with the Lt Governor of the remaining Division, will assign the remaining Division to an adjacent Region. The District Trustee from the dissolved Region will serve the remainder of the term to which elected and not be replaced.

B. Membership

a. **New Clubs**

i. **Adherence to Policies.** All new clubs in the Capital District must adhere to Kiwanis International Procedures, Section 300**:** Clubs.

ii. **New Club Gifts.** When gifts are ordered for presentation to a new Kiwanis club on Charter Night, the order shall be placed through the club secretary of the sponsoring club in coordination with the Lieutenant Governor and regional Formula Committee member, and the funds required for such gifts be secured by the clubs in the Division by whatever methods they agree upon, working through the Lieutenant Governor of the Division. The District is not responsible for such gifts or for orders placed with Kiwanis International for such gifts.

b. **Club Membership**

i. **Membership Levels.** Clubs are strongly encouraged to maintain an active membership of at least fifteen (15), set a goal of a net increase of at least one (1) member per year, and stage pre-induction orientation and formal induction of new members.

ii. **Growth Plan.** Each club should have a growth plan reviewed/updated annually by the club Board of Directors to recruit new membership and retain current members. The growth plan will be presented to the Lieutenant Governor in writing by December 1st of each administrative year. Clubs may request assistance in developing the growth plan from the Lieutenant Governor, division Club Counselor, and/or the District Formula Committee.

1. A Growth Plan should at least include:
    a. Club's membership as of October 1st of the administrative year;
    b. A goal of at least 25 club members or net +1 membership growth – whichever is greater;
    c. Action steps needed to reach goal with appropriate timeline

c. **Clubs Failing to File Reports**

i. **Adherence to Policies.** All clubs in the Capital District must adhere to Kiwanis International Procedures, Section 360.1M, requiring the filing of all reports, which include monthly club reports (and, in some cases, an annual report) and the election report.

ii. **Violation Notification.** When a club fails to file all required reports in a timely manner, as defined by the schedule below, the Executive Director

will, within ten (10) business days, advise the club via email and written correspondence that it is in violation of the Kiwanis International Procedures for Clubs in Good Standing, and that failing to file required reports may result in probation or charter suspension or revocation. The notice shall contain a list of all reports that the club is delinquent in filing.

iii. **Board Action.** At its next meeting, the Board shall review a report of all clubs that are delinquent in filing. The report shall include which club reports and months are delinquent, the communications sent, and responses received from each club, etc. The Board may then take action to include, but not be limited to, probation, suspension, or revocation processes.

1. Monthly reports: As soon as a club is more than two (2) consecutive reports behind in filing, and/or is more than two (2) months behind in filing one (1) or more reports in the current administrative year.

2. Annual report: As soon as a club is more than two (2) months behind in filing the report for the previous administrative year.

3. Election report: As soon as a club is more than two (2) months behind in filing the report.

iv. **Return to "In Good Standing" Status.** If, at any point in this process, prior to charter suspension or revocation, the club complies with the requirements of Kiwanis International Procedures, then the club shall be returned to "in good standing" status and shall be so notified by the Board.

d. **Convention Attendance**

The Executive Director shall maintain a record of clubs represented at District Conventions and Conferences. At the District Board meeting held in conjunction with the District Convention, the Executive Director shall provide the Board a report listing clubs not represented at least one (1) District Convention (including the current one) or District or Regional Conference in the current and preceding Administrative years. This list is intended to help Lieutenant Governors work with clubs and preclude the invoking of Section IV, Section 3 of the Bylaws. In addition, at the first meeting of each new Board, the Executive Director shall provide the Board with a list of clubs that were not represented at a District Convention or Conference during the Administrative year preceding the Board's tenure.

SECTION 3 – OFFICERS

A. District Officers

a. **District Executive Committee.** The District Governor, Governor-elect, Vice Governor, Immediate Past Governor and Executive Director shall constitute the District Executive Committee, which shall meet, as necessary.

b. **Board Meeting Attendance.** When nominated, District Officers commit in writing to perform various duties and attend certain meetings. If a District Officer is absent from one of these meetings, the Officer shall provide a written explanation of the absence to the Board no later than seven (7) days after the missed meeting. The Board shall consider the explanation at their next meeting and determine if the absence is to be excused or not. If no explanation is forthcoming within the designated time period, the absence shall be considered to be unexcused. Should a District Officer have two (2) or more unexcused absences during the administrative year, the Board may take action to vacate that office in accordance with Article IX of the Bylaws.

B. District Trustees

a. **Regional Counselors.** The District Trustee will counsel the region from which elected. As a Counselor, the Trustee is/will:

i. A voice for the Governor and the District in the assigned region;

ii. A conduit for ideas and concerns between the Lt. Governors of the assigned region and the Board;

iii. A mentor for the Lt. Governors in the assigned region;

iv. If needed, a resource the Governor can use to help resolve problems in the assigned region;

v. Attend at least one (1) regional meeting during the year, if the assigned region holds one;

vi. Attend at least one (1) Division or President Council Meeting per division in the assigned region;

vii. Actively work with Lt. Governors and clubs to develop effective programs in their area of responsibility;

viii. Maintain regular communications with the Lt. Governors in the assigned region; and

ix. At the quarterly meeting of the Board of Trustees, report on the status of any club in his/her Region with a membership of fewer than twenty (20).

This report will include membership trends for the last five years, actions taken within the Region, such as visits by Lt. Governor and Growth Team representative, existence and/or review of a club growth plan, progress as of the previous month, and the projected date when club will reach twenty (20) members.

b. **Committee Assignments.** Prior to the next Administrative year, the Governor-Elect shall assign a Trustee to each Committee to serve as liaison between the Committee and the Board. The duties of the Trustee as liaison are to:

i. Have a monthly or bi-monthly meeting with each of assigned committee chair (face to face, if possible, otherwise over the telephone). Be a coach, mentor, and counselor for each committee chair to aid the committee in accomplishing its annual goals.

ii. Attend one (1) or more committee meetings of each committee assigned.

iii. Obtain a written report from each assigned committee one (1) month prior to each quarterly Board meeting. Reports must then be forwarded to the Executive Director.

iv. Be a spokesperson to the Board for resources needed or results accomplished by each assigned committee.

v. Be an active recruiter for the Governor in filling all District Committee vacancies within the counseled region.

C. Lieutenant Governor

a. **General.** Lieutenant Governors are the official representatives of the Capital District and their Divisions at the annual International Convention. Lieutenant Governors sit as an Advisory Council to the District Board at the Board Meeting held in conjunction with the District Convention and at other times designated by the Board. Members of the Advisory Council shall have a voice but not a vote.

b. **Monitoring Membership Levels.** The Lieutenant Governor will monitor the membership levels for the clubs in his/her division by reviewing the monthly/annual reports available from the Kiwanis International Website under Club Management.

i. If a Club has fewer than twenty (20) members, the Lieutenant Governor will convene a meeting within thirty (30) days with the club to advise them of the District and International policies concerning clubs with fewer than twenty (20) members. At this meeting, the Lieutenant Governor will be accompanied by the District Trustee and a Regional Formula Team representative to provide materials for the Club to prepare a growth plan.

ii. The Lieutenant Governor will report to his/her District Trustee quarterly on all clubs below twenty (20) members, their plans, and their progress to date.

c. **Visiting and Evaluation of Clubs.** The Lieutenant Governor will visit each of the clubs in the Division a minimum of three times and file the required reports in a timely manner. The three visits are a Contact Visit, Progress Visit, and a Board Visit. The date of the visit and the form must be filled out completely. Completed forms must be sent to the Executive Director by the due date.

d. **Lieutenant Governor/Divisional Fund.** Divisions may use a divisional account to support out of pocket administrative expenses of the Lieutenant Governor beyond the funds already provided by the District and divisional support items for the division.

i. The Lieutenant Governor-designate should prepare a budget for consideration and agreement to the divisional leadership at the first Divisional Council Meeting of each administrative year.

ii. The Lt. Governor may suggest a recommended club contribution amount per member and clubs in the division may provide a voluntary donation to the fund, However, clubs cannot be penalized for not contributing to the fund.

iii. Funds cannot be held by an individual. Since divisions are not separate legal entities, it is not possible to have a divisional bank account. One club in the division shall agree to hold funds through a line item in their club budget.

iv. An annual report of funds collected and spent shall be completed by the treasurer of the club holding the fund and reported to all clubs in the division.

v. In lieu of a fund, divisions may make ad-hoc collections for the purpose of providing funding as a division for a specific event or cause (i.e. Division Teenager of the Year award, divisional refreshments for an event, etc.). However, again, all requests to clubs are suggestions only and no club can be compelled to contribute.

D. Lieutenant Governor-Elect/Designate

a. **Duties.** The duties of Lt. Governor-Elect/Designate are to:

i. Attend the Midyear Conference and District Convention;

ii. Participate in all training sessions for Lt. Governors-Elect;

iii. Attend and participate in all divisional and regional training sessions for officers;

iv. Attend and participate in division council meetings;

v. Attend and participate in Regional meetings;

vi. Be encouraged to attend the International Convention;

vii. Work with the regional Membership Committee member(s) in the area of membership development and problem clubs where designated by the Lt. Governor;

viii. Fulfill the obligations of the Lieutenant Governor, if through ill health or for other reasons, he or she is unable to carry on;

ix. Carry out any other assignments which the Lieutenant Governor may assign him or her. However, they cannot include the club visitations and other defined obligations of the Lieutenant Governor, unless through ill health or other reasons the Lieutenant Governor is unable to carry on;

x. Compile a Division Directory and have in the hands of all District Officers, District Chairs, and Division Club Presidents by November 1 of their year as Lieutenant Governor;

xi. Develop administrative plans for regular Division council meetings during the term as Lieutenant Governor, a minimum of one (1) each quarter; and

xii. Develop, in conjunction with the other Regional Lt. Governors-Elect, administrative plans for at least one (1) Regional meeting during the term as Lt. Governor.

E. Club Officers

a. **Club Visits.** It is recommended that club officers clear all proposed invitations to the District Governor and District Trustees for club visits with the Lt. Governor prior to extending the invitation; this is so the Lt. Governor can coordinate the Division invitations and activities involving the District Governor and District Trustees. It is recommended that clubs pay for the meals of the Lt. Governor, District Officers, International Officers, Trustees, and Committee Chairs when on official visits.

b. **Installation Ceremonies.** In so far as possible, club officers should invite their Lt. Governor to the “installation of officers" ceremony.

SECTION 4 – DISTRICT BOARD

Article IV, District Board, of the Capital District Kiwanis Bylaws is the authority for this section and there are no additional policies.

SECTION 5 – COMMITTEES

A. Standing Committees as Required by Kiwanis International

Kiwanis International Procedures requires the following district standing committees. Their duties in this district shall be as defined by Kiwanis International and as further defined in their committee descriptions contained in Appendix C.

Aktion Clubs
Builders Club
Bylaws and Policies
Circle K International
District Convention
Finance
Key Club
Key Leader
Kiwanis Children's Fund
Kiwanis International Convention
Kiwanis Kids
Leadership Development and Education
Membership
Service
Resolutions

B. Standing Committees Required by the District

The Capital District also has the following committees. Their duties are defined by their committee descriptions contained in Appendix C.

Achievement
Long Range Planning
Meetings
Past Governors
Past Lieutenant Governors

C. Committee Structure.

The Capital District has separated the required committees into two categories. Policy Formulation Committees and Support Committees.

a. **Policy Formulation Committees**. These committees work with the Board to provide direction and recommend policy for the District in specific areas of operation. They are the Bylaws and Policy Committee, Finance Committee, and

the Long-Range Planning Committee. Policy formulation committees shall adhere to the following guidelines.

i. **Membership.** These committees will consist of two (2) to three (3) District Trustees, three (3) general members and one (1) Past Governor. The composition of each committee is specified in detail in Appendix C – District Committee Descriptions.

ii. **Appointments.**

1. Trustee Appointments. The Board will assign each District Trustee to a one (1) year term on a Policy Formulation Committee.

2. Member Appointments. Every year the Governor-Elect will appoint one general member to each committee for a three (3) year term if there is a vacancy. Consideration should be given to members who bring relevant expertise to the committee. Members may be reappointed. The Past Governors Committee shall recommend one (1) Past Governor to serve on each of the Policy Formulation Committees for a three (3) year term with the Immediate Past Governor as the Chairperson of the Finance Committee. The Governor-Elect, in consultation with the current chair, shall appoint an eligible member of the committee as chair. Exceptions to the member appointment process are stated in Appendix C.

3. Special Appointments. The District Foundation Board shall appoint one (1) member of its Board to serve a one (1) year term as an ex officio member to the Finance Committee; that member may be reappointed.

iii. **Chairs.**

1. Eligibility. Prior to appointment, chairs should have served at least one (1) full year on the committee. Trustees may not chair these committees.

2. Appointment. The chair shall be appointed in accordance with subsection 2 above. When a chair's term will expire at the end of the current administrative year, all members will first be appointed in accordance with subsection 2, and then the Governor-Elect, in consultation with the current chair, shall appoint an eligible member of the committee as chair. The appointee will serve as chair when the term is set to commence until his or her term expires.

3. Reappointments. Committee chairs may be reappointed.

4. Reporting. Chairs will make quarterly written reports to the Board at each quarterly Board meeting via their Supervising Trustee. One (1) month prior to each quarterly Board meeting, chairs will submit written reports to their Supervising Trustees covering the committee's goals, progress toward goals, significant successes, problem areas, and anything else the committee feels should be brought to the Board's attention. The chair will present a formal report to the Board meeting at the District Convention.

iv. **Vacancies.**

1. Members. Should a vacancy occur on a committee during the year, the position or body which appointed the departed member shall appoint a replacement to serve the remainder of the unexpired term.

2. Chairs. Should a chair become vacant, a member shall first be appointed in accordance with subsection a.ii above. Then:

3. Finance Committee. The Past Governor on the committee who most recently served as Governor will assume the chair for the remainder of the year.

4. All other Policy Formulation Committees. The Governor shall appoint an eligible member of the committee as chair.

b. **Support Committees.** These are committees required by Kiwanis International and the District that are not Policy Formulation Committees. Support committees shall adhere to the following guidelines.

i. **Membership.** Each committee will have at least one (1) member from each region. Some committees have additional members as described in these Policy Statements and the committee descriptions. The chair will designate one (1) member from each region as the regional coordinator. If a committee has more than one (1) member in a region, the chair will designate one (1) of those members as the regional coordinator. Chairs will serve as regional coordinators for their home regions. The composition of each committee is specified in detail in Appendix C – District Committee Descriptions.

ii. **Appointments.**

1. Member Appointments. With the exception of the adult committees for school-based Service Leadership Programs (SLPs),

the Governor-Elect, in consultation with the chair and the regional Past Lt. Governor Committees, will appoint members to three (3) year terms beginning October 1 of the coming administrative year. All appointments are to be made prior to February 1. Members may be reappointed. The Governor-Elect, in consultation with the current chair, shall appoint an eligible member of the committee as chair. Exceptions to the member appointment process are stated in Appendix C.

2. Special Member Appointments. For adult committees for school-based SLPs, the Governor-Elect will, in consultation with the District Administrator, appoint members to three (3) year terms. Members may be reappointed. The Governor-Elect, in consultation with the current Administrator, shall appoint an eligible member of the committee as Administrator. To coincide with the International Administrator Training schedule and the school year, appointments and terms will be as follows:

    a. District Administrators will be appointed prior to November 1 of the administrative year in which the appointment will be effective.
    b. Zone Administrators will be appointed prior to February 1 of the administrative year in which the appointment will be effective.
    c. CKI and Key Club terms will begin on April 1 of the year in which appointed.
    d. Builders Club and Kiwanis Kids terms will begin on April 1 of the year in which appointed.

3. Additional Exceptions. The Conventions and Meetings Committee is not required to meet the one (1) member from each region requirement. SEE Service Agreement in Appendix C for committee membership requirements.

iii. **Chairs.**

1. Eligibility. Prior to appointment, chairs should have served at least one (1) full year on the committee.

2. Appointment. The chair shall be appointed in accordance with subsection 2 above, except as noted below. When a chair's term will expire at the end of the current administrative year, all members will first be appointed in accordance with subsection 2, then the Governor-Elect, in consultation with the current chair, shall appoint an eligible member of the committee as chair. The appointee will serve as chair when the term is set to commence (in accordance with subsection 2) until his or her term expires.

3. Reappointments. Committee chairs may be reappointed.

4. Reporting. Chairs will make quarterly written reports to the Board at each quarterly Board meeting via their Supervising Trustee. One (1) month prior to each quarterly Board meeting, chairs will submit written reports to their Supervising Trustees covering the committee's goals, progress toward goals, significant successes, problem areas, and anything else the committee feels should be brought to the Board's attention.

iv. **Vacancies.**

1. Members. Should a vacancy occur on a committee during the year, the Governor shall appoint a replacement from the same region as the departed member to serve the remainder of the unexpired term.

2. Chairs. Should a chair become vacant, a member shall first be appointed in accordance with subsection b.ii above. Then, the Governor shall appoint an eligible member of the committee as chair to serve the remainder of the unexpired term.

v. **General Duties.**

1. The committee will make recommendations to the Board concerning programs in the committee's area of responsibility.

2. The regional members will work with Lt. Governors and clubs to develop effective programs in their area of responsibility.

3. At the request of the Governor, Lt. Governor, or club, the regional members of the various committees will work as a team to provide whatever assistance is needed to make the club an effective and well administrated service organization.

4. Each committee will meet at least three (3) times during the year, including at the District Convention. Committee members will receive training annually by June 1. Committees are encouraged to hold virtual and/or teleconference meetings at other times.

5. Conduct training sessions in the committee's area of responsibility at District Meetings.

6. By June 1, provide the Leadership Development & Education Committee with Kiwanis Minute spots concerning the committee's area of responsibility.

c. The following applies to both Policy Formulation and Support Committees.

i. **Committee Descriptions.** Descriptions for each committee will be maintained in Appendix C of these Policy Statements. These descriptions outline the minimum requirements of membership on the District Committees. The committee chair and all committee members who wish to serve must agree to fulfill the duties outline.

ii. **Trustee Assignments.** See Section 3.B.b.

iii. **Ex-Officio Members.** Ex-Officio members of committees are persons who serve on committees by virtue of their office. Ex-officio members of all District Committees have exactly the same rights and privileges as do all other members, including, of course, the right to vote.

1. The Governor and Governor-Elect shall be ex officio members of all District Committees but shall not count towards quorum of committee meetings.

2. The Executive Director shall be an ex-officio member of the Bylaws and Policy Committee, Finance Committee, and Long-Range Planning Committee.

3. The Immediate Past Governor and an appointed representative of the District Foundation shall be ex-officio members of the Finance Committee with the Immediate Past Governor serving as chairperson.

4. The Parliamentarian shall be an ex-officio member of the Bylaws and Policies Committee.

iv. **Budget.**

1. Funding Requests. By the July 1 each year, Committee Chairs desiring budgets for the coming year will forward their request and justification for operating funds to the Executive Director via the Trustee liaison.

2. Expenditures. During the year, a committee shall not exceed its budget allotment without prior approval of the Board. Should a committee desire additional funding; the chair will forward a

request and justification for such funds to the Executive Director via the Trustee liaison. The request will be reviewed by the Finance Committee and forwarded to the Board for action. All expense vouchers from committee chairs must be sent to the Executive Director for payment via the Trustee liaison.

D. Standing Key Positions Required by Kiwanis International

Kiwanis International Procedures requires and shall significantly support the following key positions. There duties and responsibilities are defined below:

a. **Risk Manager** is the District's point of contact with Kiwanis International for insurance and liability matters. The Risk Manager will instruct clubs on how to avoid or minimize risk and communicate regularly with Kiwanis International. This person should have a background in property or casualty insurance.

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

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

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

e. **Partnership Coordinator.** The Partnership Coordinator is responsible for connecting clubs with Kiwanis International's official partners and supporting clubs in developing and maintaining signature projects in their communities. The Partnership Coordinator may also help form new partnerships in selected regions, applicable to those areas.

f. **Public Relations Coordinator.** The Public Relations Coordinator is responsible for guiding and assisting clubs with public relations via various media and

ensuring adherence by clubs and the district to the branding guidelines established by Kiwanis International.

E. Other District Key Positions.

a. **District Editor** is responsible for preparing the District's official publication, *The Capital Kiwanian*.

b. **District Publication Designer** is responsible for handling all aspects of graphic design, layout and publication of *The Capital Kiwanian*. The positions of District Editor and District Publication Designer may be combined.

c. **Facebook Marketing Specialist** is responsible for planning and executing paid Facebook marketing campaigns on behalf of participating Kiwanis Clubs

d. **Kiwanis Children's Fund Representative** is the District's point of contact between the Kiwanis Children's Fund and the district.

e. **Parliamentarian** advises the presiding officer at District Board meetings, and District Conventions and Conferences on matters of parliamentary procedure. The Parliamentarian shall:

i. be present at all District Board meetings, House of Delegate sessions and any other District meetings where questions of parliamentary procedure may arise. In the absence of the Parliamentarian, the presiding office shall appoint another qualified individual as acting Parliamentarian for the session, and

ii. be an ex officio member of the Bylaws and Policy Committee.

f. **Executive Director** is a paid member of the District Staff whose duties are delineated in the District Bylaws. The job description for the Executive Director is maintained in Appendix E of these Policy Statements.

g. **Historian.** Duties:

i. Maintain the Historical Archives of the District, including:

1. Annual club narrative reports;

2. Record of club charter dates;

3. List of District, regional, division, and club officers;

4. Press clippings reporting Kiwanis activities in the District; and

5. Other information of historical interest provided by Clubs and members.

ii. In coordination with the Executive Director, make the material available through publication and posting on the District Web Site.

F. District Foundation

a. **Administration.** The District Foundation is the 501(c) (3) fundraising arm of the Capital District. The Foundation is administered by its own elected board with a Director from each Division in accordance with its own Bylaws as approved by the District Board. The Foundation President is elected by the Foundation Board.

b. **Bylaws Amendments.**

i. Proposed amendments to the Sections of Incorporation of the District Foundation and amendments to the Bylaws of the Foundation will be submitted to the District Board after the Foundation Board has approved any proposed amendment and requested action by District Board.

ii. Once an amendment is approved by both the Capital District and Foundation Boards, the Executive Director shall submit the proposed amendment to Kiwanis International in duplicate. Attached to each copy shall be a signature sheet containing the signatures of the President and Secretary of the Foundation and the signatures of the District Governor and Executive Director indicating that the proposed amendment has been approved. The signature sheet will also contain a blank fifth signature block for approval by Kiwanis International. The Executive Director will submit both copies to Kiwanis International. Kiwanis International will be asked by covering letter for its approval, indicated by returning one of the two original submitted by the Executive Director. The Executive Director shall retain a third set pending the return of one of originals by Kiwanis International.

iii. Once the amendment has been approved by Kiwanis International, then the amendment shall become effective. If the amendment is to the Sections of Incorporation of the Foundation, it is the responsibility of the Foundation to see that the amendment is filed with the Virginia State Corporation Commission with the requisite fee.

c. **Relationship with the District Board.**

i. Except in the case of an emergency, the District Board shall give the Foundation Board prior notice about action the District Board intends to take that might affect the Foundation to provide the Foundation Board with an opportunity to present its views in person to the District Board.

ii. In cases requiring emergency action by the District Board affecting the Foundation that requires emergency action, the District Board will provide the Foundation Board with opportunity to present its position in person to the District Board as soon as possible thereafter.

d. **Meetings.** The Foundation Board normally meets quarterly with one (1) meeting held in conjunction with the District Convention. In preparing and approving the schedule of activities for the District Convention, the Governor shall arrange the schedule so that the meetings of the District Board and Foundation Board do not conflict.

e. **Programs.** Assist the Governor in meeting the District objectives in: Service Leadership Programs; District Pediatric Trauma Project; and Fundraising Activities at District Conventions and Conferences. The specific duties as they relate to Fundraising Activities are to:

i. In coordination with the Lt. Governors, Past Lt Governors Association, and Service Leadership Programs, solicit sale items from clubs in the District;

ii. Arrange for delivery of donated items to the Meeting site and, at the conclusion of the Meeting, ensure all unsold items are packed for delivery to the next site;

iii. In coordination with the Convention and Meeting Committees, obtain the hotel room, arrange, and decorate the room, receive and display the donated items; and

iv. Operate their Fundraising Activities at the Meeting.

f. **Fundraising.**

i. From Capital District Kiwanians. The Foundation is limited to fundraising projects in the Capital District provided by these Policy Statements or as otherwise authorized by the Board. Specifically, the Foundation is authorized to solicit Kiwanians and clubs of the Capital District to contribute a per member donation to the Foundation for use in the District.

ii. From Other Sources. The Foundation shall: obtain grants to support District and regional service projects; assist clubs in obtaining grants for club service projects; and actively solicit corporate sponsorships for District Service Leadership Programs and Kiwanis training and education events.

SECTION 6 – DISTRICT MEETINGS

A. Scheduling

a. **District Convention** The Capital District Convention shall be held annually during the month of August as approved by the District Board of Trustees and the Board of Trustees of Kiwanis International. The meetings should not be less than two (2) days or more than three (3) days in duration.

b. **Midyear Conference** Each year during the period January to April, a Midyear Conference will be held in the following format – district-wide, six regionals, or a combination of a single region and multiple regions going together. The Board will decide which option will be used two (2) years in advance of the scheduled conference based on whether or not a host has come forward and which format would be most beneficial for the District.

   i. District Midyear Conference

   1. Should a club, Division, or Region desire to host a District-wide Midyear Conference, they must present a conference proposal to the Conventions and Meetings Committee for review at the District Convention held eighteen (18) months prior to the proposed Conference.
   2. Upon receipt of a proposal for a District-wide Midyear Conference, the Conventions and Meetings Committee will review the proposal and recommend a course of action to the Board. The Board will receive the report and, in consultation with the Governor-Elect elected at that District Convention, decide no later than eighteen (18) months before the proposed conference start whether to accept the proposal. The meetings should not be less than two (2) days or more than three (3) days in duration. If no proposal is presented, or the proposal(s) presented were not accepted, the Board will direct regions to hold Regional Midyear Conferences during the year under consideration.

   ii. Regional Midyear Conferences

   1. When Regional Conferences are held, the Lt. Governors-Elect, with the assistance of the Regional Trustees, will develop plans for the date, format, and location of their regional conferences and submit them to the Conventions and Meetings Committee no later than April 30 of the year prior to the scheduled conferences. A budget template for regional conferences is maintained in Appendix F of these Policy Statements.

c. The Meetings Committee has the overall responsibility for ensuring that contracting for all meeting locations are completed at least two years in advance.

B. Designation of Host

a. A chartered Kiwanis Club in good standing, group of clubs, a division, or region that desires to host a District Meeting shall extend an invitation, through the region's lieutenant governors, to the Conventions and Meetings Committee at least two (2) years in advance. This invitation shall include dates, hotel(s) capability for housing, conference rooms, and banquet facilities. Upon Committee approval, the Committee Chair shall present the recommendation to the District Board of Trustees for approval. When the District Board approves the recommendation, the Executive Director notifies the Lieutenant Governors of the host region.

C. Designation of the Meeting Chairperson

a. Promptly, after notification, the Host(s) should nominate a Chairperson(s). The nomination is to be made through the Lieutenant Governors for the sitting Governor's appointment. It should be noted that the duties of the Chairperson are time consuming, especially the final three (3) months prior to the Meeting. So, it is essential that the Chair understands and is willing to commit to a position that will have constraints on personal time and obligations.
b. In the case of Regional Conferences, each Regional Chairperson will communicate with the District Trustee serving as counselor to that Region, the Executive Director, the Lt. Governors of the Region, the Conventions and Meetings Committee, and the Leadership Development Coordinator on the progress and plans.

D. Responsibilities of the Capital District Governor

a. The Governor has the overall responsibility to plan and develop the Meeting Program including complete responsibility for the concept, format, schedules, speakers, menus, and fees in consultation with Meeting Chairperson(s). The Governor must approve all planning phases of the Meeting.

b. The Governor and spouse shall be the host to the Kiwanis International Representative and Spouse at the District Midyear Conference (if applicable).

E. Responsibilities of the Capital District Governor-Elect

a. The Governor-Elect has the responsibility for the training programs at all District Meetings. This includes the training of incoming club officers, and Lieutenant Governors as well as educational sessions for the attendees. The Capital District Leadership Development Coordinator is delegated to coordinate the training programs.

b. The Governor-Elect and spouse shall be the host to the Kiwanis International Representative and spouse at the District Convention.

F. Responsibilities of the Executive Director

a. The Executive Director shall communicate to each chartered club and to the Secretary of Kiwanis International an official call to at least sixty (60) days prior to the date off the Meeting. Official Calls to District Meetings shall also appear in *The Capital Kiwanian*.

b. The Executive Director shall be the Treasurer for all Planning Committees and shall be responsible for the payment of all invoices incurred by the Meeting.

c. The Executive Director, as the agent for the Capital District, shall sign all contracts with the Host Venue and all other contracts.

d. The Executive Director shall be responsible for the financial accounting of the Meeting to Capital District.

e. The Executive Director shall record the official minutes of the House of Delegates at District Convention.

f. The Executive Director shall serve as a resource as needed.

G. Responsibilities of the Kiwanis International Representative

a. The appointment of the Kiwanis International Representative occurs after the Kiwanis International Convention. The District Governor is notified by Kiwanis International of the appointment. The Representative has the responsibility of presiding at the Installation Ceremony on Sunday morning of District Convention and will be provided a copy of the Installation Procedures in advance.

H. Meeting Program

a. Capital District Committee Meetings at District Conventions or District Midyear Conferences can be held on Friday between 8 AM and 4 PM. During this time frame, certain training and leadership sessions may also be scheduled. The format for Meetings on Saturday is a combination of general and educational sessions.
    i. The election of Capital District Officers will take place at the District Convention. A House of Delegates business session will be scheduled on Saturday afternoon and the Election of Officers will be held on Sunday morning.

b. Although not a part of the formal portion of the Meeting Program, additional activities or functions may be offered by the Meeting Committee for the purpose

of enhancing fellowship among Kiwanians, spouses, and guests. These activities shall not conflict with the Meeting Program.

c. The scheduling of meetings, which are essential for the Governor and Governor-Elect to attend, shall not overlap.

d. The Governor, Governor-Elect and any candidates for the position of Governor-Elect shall not hold receptions on the evening of the Governor's Banquet at District Convention. Instead, an open reception with a cash bar should be held so all attendees may participate.

I. Responsibilities of the Meeting Chairperson(s)

a. Upon selection, the Chairperson(s) should consult Section 6 of the District Policy Statements for procedures on the District Meetings.

b. The chairperson shall meet with the Governor, Governor-Elect, the Immediate Past Governor, the Executive Director and the Chairperson of the Committee on Finance and Budget for an orientation before beginning meeting preparations.

c. Generally, the Host Venue has been determined when the invitation to host a Meeting was proposed. If not already completed, the Chairperson shall begin negotiating with the Sales Associate of the Host Venue for adequate housing, conference rooms, and banquet facilities. A contract shall be obtained from the Sales Associate outlining cost of rooms, number of rooms, number of handicapped rooms, and number of complimentary rooms. It is customary for the hotel to provide one (1) gratis room for every fifty (50) rooms reserved. Conference areas, additional space requirements and equipment availability and cost shall also be verified.

    i. When additional housing is required outside of the primary facility is needed, the Sales Associate of the Host Venue negotiates with the sales teams of the satellite hotel(s) for additional rooms and rates. This is incorporated in the Host Venue room accommodation contract.

    ii. After the above information has been ascertained, the Chairperson shall confer with the Governor for approval before entering into formal written contracts. Once the formal written contracts are developed, the Executive Director reviews with the Host Venue Sales Associate the contracts and, if satisfactory, signs them as the Capital District Agent. Contracts shall be periodically reviewed by the Chairperson and the Sales Associate for any necessary changes. Any contract requiring a change shall be rewritten, approved by the Governor, and signed by the Executive Director.

iii. The contract with the Host Venue shall clearly stipulate that no bills will be honored unless verified by the Executive Director or designated representative in accordance with the terms of the contract.

d. The Chairperson shall organize a Planning Committee including persons to serve as/oversee:
   a. Vice Chairperson
   b. Secretary
   c. Finance
   d. Physical Arrangements
   e. Housing
   f. Registration
   g. Program and Printing
   h. Entertainment and Speakers
   i. Fundraising and Hospitality
   j. Publicity
   k. Service Leadership Programs and First Timers
   l. Meals/Catering
   m. Flowers and VIPs
   n. Any other sub-committees deemed necessary by the Chairperson.

   i. The Chairperson shall recommend to the Governor members for appointment to the Convention Committee. The Governor will appoint the Executive Director to be the Treasurer for the Planning Committee.

   ii. The Chairperson shall provide information to the committee members of their duties and responsibilities. In addition, the committee members should be aware of the role of the Governor, Immediate Past Governor, Governor-Elect, Vice Governor, Executive Director, the Lieutenant Governor of the Host Division, District Trustee of the Host Region, Leadership Development & Education Coordinator, Host Club President and the Hotel Sales and Registration Associates.

   iii. The Chairperson shall develop an on-going schedule for committee meetings. This plan shall begin no later than a year prior to the previous Meeting. It should outline dates, location of meetings and transactions for the meetings. In addition, any information required by the Capital District should also be noted in the schedule. The Schedule Plan shall be made available to the Governor and Governor-Elect. The Governor should participate in all discussions, if possible. The Governor-Elect should also participate in preparation for the Governorship.

e. The Chairperson shall develop a Financial Plan (budget), detailing proposed income and expenses. The Chairperson shall present the plan to the Capital District Finance Committee for approval at the meeting proceeding the intended Meeting. If approved, the Capital District Finance Chairperson and Immediate

Past Governor, presents the Finance Plan to the District Board of Trustees for approval. When the Plan is approved, it becomes the Budget for the Meeting.

f. The Chairperson shall oversee the accuracy of bills and refer them to the Finance Chairperson of the Planning Committee for recording and forwarding to the Executive Director for payment

g. A presentation inviting Kiwanians to the Meeting shall be made by the Chairperson or a designated person. This invitation shall be presented at the Sunday Closing Session of the preceding Meeting.

h. The Chairperson shall have continued liaison with the Governor, Governor-Elect, Executive Director, Leadership Development Coordinator, Hotel Personnel, and the Conventions & Meetings Committee.

i. The Chairperson shall be responsible for the assignment of complimentary lodging.

j. The Chairperson shall prepare and submit correspondence or reports pertaining to the Meeting as required.

k. The Chairperson shall prepare a list of workshop facilitators and place a notice, for the session, listing time and place in each facilitator's registration packet. Arrangement of workshop facilitators is the responsibility of the Leadership Development Coordinator.

l. The Chairperson shall give the final meal count to the Hotel's Sales Associate 72 hours prior to the meal functions. The payment of the meal function is based on this count. If the attendees number more or less, this figure must be verified and approved by the Meeting Chairperson and the Executive Director before payment.

m. The Chairperson shall consult with the Governor to identify the Kiwanis International Representative, if attending, and any particulars needed for the Representative's visit.

J. Financial Plan/Budget

a. Administrative and complimentary expenses are procured from charges for registration, a meal surcharge, and any Meeting Committee functions. The registration fee should be set at a reasonable cost. Meal costs should be secured in writing from the Host Venue at the time the contracts are negotiated.
b. By developing the Financial Plan/Budget early, Meeting sub-committee chairpersons will have general guidelines for expenditures. The sub-committee chairpersons shall endeavor to maintain expenses as low as prudently possible. The Meeting Chairperson shall review the budgets of the sub-committees with the

respective chairpersons to ensure that the expenses are contained within the budget guidelines. The object is that the Meeting does not incur a deficit.

c. The Financial Plan/Budget shall include the following line items:

i. Cost of registration, meals, and lodging

ii. Estimated Committee expenses, such as:

,

1. Transportation, if required,
2. Telephone expenses,
3. Flowers,
4. Audio/Visual equipment and staffing,
5. Publicity,
6. Postage,
7. Supplies,
8. Badges and Holders,
9. Color Guard Honorarium (donation, if approved by the Committee),
10. Ribbons,
11. Youth Activities,
12. Activities for First Timers,
13. Equipment rental,
14. Gifts,
15. Miscellaneous, and
16. Planning Committee Wrap-up Dinner

iii. Complimentary expenses of the Meeting are:

1. Registration including all meals, functions of the Meeting and lodging for:

a) Governor and spouse/partner (suite where available)
b) Governor-Elect and spouse/partner (suite where available)
~~b)~~c) Vice Governor and spouse/partner
~~c)~~d) Kiwanis International Representative and spouse/partner (if attending)
~~d)~~e) Executive Director and spouse/partner
~~e)~~f) Immediate Past Governor and spouse/partner
~~f)~~g) Capital District CKI Governor
~~g)~~h) Capital District Key Club Governor
~~h)~~i) Meeting Chairperson
~~i)~~j) Editor of *The Capital Kiwanian*

2. As registration costs can be expensed from their own respective SLP Administrator budgets, lodging only shall be provided complimentary for:
    a) Capital District CKI Administrator
    b) Capital District Key Club Administrator

iv. Gifts for Dignitaries

1. A suitable gift valued between $50-$100 shall be purchased and presented to the Kiwanis International Representative (if in attendance at District Convention).

2. A suitable gift valued between $125-$150 shall be purchased and presented to the retiring Governor at District Convention.

v. Additional Standard Expenses

1. Cost of an award for the best District Meeting Exhibit displayed by a District Chairperson at the Meeting.

2. Cost of the Friday breakfast for the Capital District Finance Committee at District Convention. (maximum 10 people)

3. Cost for set-up and hotel service personnel for the Capital District Governor's Reception.

4. Any cost, i.e. flag rental, interpreter, etc. if the Kiwanis International Representative is from outside the U.S.A.

5. Cost of any Meeting function, which the Planning Committee approves, should be self-supporting (i.e. entertainment on Friday night, spouses' activities, etc.)

vi. Not Chargeable to the Meeting

1. Past Governor's Luncheon at District Convention. This Friday Luncheon is arranged by the Meal/Catering Committee under the direction of Past Governors' Chairperson. Cost is individually collected and delivered to the Executive Director for payment.

2. Leadership Luncheon at District Convention. This Friday Luncheon shall be arranged by the Meal/Catering under the direction of the Governor & Governor-Elect. Individual cost is collected and delivered to the Executive Director for payment.

3. Cost of lodging for one (1) night and Governor's Banquet cost for the Teenager of the Year and parents at the District Convention. Payment is the responsibility of the Capital District Foundation.

4. The Meeting Committee may elect to absorb, in a duly approved motion of the Committee, certain other expenses provided that no deficit is created.

5. Should any financial matters become objects of dispute, the Meeting Chairperson will immediately seek counsel with the Governor. In the event expenses exceed income, the deficit shall henceforth be a financial obligation of the Capital District.

6. Any expenses of any service project planned for the District Meeting shall not come from the Meeting or District Budget.

K. Capital District Credentials Committee (District Convention Only)

a. At least sixty (60) days prior to each duly called Convention, the Governor shall appoint a Credentials Chairperson and committee members from any region that does not have an announced candidate.

b. The Convention Chairperson shall arrange for an appropriate area for the Credential desk, plus, table, chairs, and a sign identifying the area.

c. The Convention Chairperson shall determine the hours the Credential Desk is open, concurring with the Credential Chairperson. Normally the desk is open Friday 9:00am – 5:00pm and Saturday 9:00 am - 3:30 pm. The hours should be published in the Convention Program and attendees should be reminded at all general sessions.

d. The delegate ribbons are provided to the Credentials Chairperson by the Executive Director. These ribbons are given at the time the delegate or delegate at-large is certified by the Credential Committee.

L. District Convention Elections Committee (District Convention Only)

a. At least sixty (60) days prior to each duly called Convention, the Governor shall appoint an Election Committee Chairperson. The Chairperson will conduct the elections for the offices of Governor, ~~and~~ Governor-Elect and Vice Governor, as well as for a candidate for International Trustee, as needed. The Chairperson will appoint sufficient members of the committee as Sergeants-at-arms and ballot counters. Each announced ~~Governor-Elect~~Vice Governor candidate will be given the opportunity to appoint an equal number of members to the committee. The committee shall be formed even if there is only one announced Vice

GovernorGovernor-Elect candidate, in order to be prepared if there are additional nominations from the floor.

b. The Convention Chairperson shall confer with the Elections Chair for a suitable location where only certified delegates may enter for ballot counting. The Convention Chairperson should also inquire if any other type of assistance is needed, i.e. ballot boxes, printing of ballots, etc.

M. Final Meeting Report

a. Within, but not later than forty-Five (45) days after the close of the Meeting, the Convention Chairperson shall file with the Capital District Governor and Executive Director, a copy of a complete and detailed report on the events of the Meeting, including the detailing of income and expenditures. Included will be an attendance report prepared by the Finance Sub-committee and detailing the number of Kiwanians registered for the Convention; the number of First Time Convention attendees; the number of guests attending; the number of delegates and delegates-at-large in attendance (if District Convention); the number of persons from each club in the Capital District registered and in attendance, identifying those Kiwanis clubs with no one in attendance at the meeting and the number of Presidents-Elect and Lt. Governors-elect attending.

N. Guidelines for the Sub-Committee Chairpersons

a. **Meeting Secretary**

i. Shall be responsible for recording and maintaining the minutes of all meetings of the Planning Committee as well as the distribution of the minutes to all Committee members, the Governor, Governor-Elect, the Executive Director, and the Meetings Committee Chairperson.

ii. Shall notify members of all meetings.

b. **Finance Chairperson**

i. Shall assist the Meeting Chairperson in preparation of the Financial Plan/Budget in accordance with the Capital District Meeting Budget Guide.

ii. Shall refine the Budget, as necessary.

iii. Shall coordinate with the Executive Director procedures for depositing funds, certifying bills for payment, and forwarding bills.

iv. Shall authenticate all bills, corroborating with the Meeting Chairperson, as necessary.

v. Shall be responsible for receiving and accounting for all funds generated by the Meeting.

vi. Shall work with the Registration Committee to verify online registrations and funds collected. Shall forward on a weekly basis all receipts and bills to the Executive Director.

vii. Shall prepare monthly financial progress reports for presentation at the Planning Meetings.

viii. Shall maintain a running account of registrations broken down by date, Kiwanians, spouse, Service Leadership Program members, and by club, Division and Region. This is to be sent to the Executive Director weekly.

ix. Shall prepare a final analysis of the finances of the Convention/ Conference and forward it to the Executive Director.

c. **Physical Arrangements Chairperson**

i. Shall work with the Hotel Sales Associate to establish:

1. Location and number of conference rooms
2. Location and capacity of banquet facilities
3. Location for Registration area and Convention Office
4. Area for Exhibits. (Tables, linens, chairs, electricity, etc.)
5. Area for Credential Desk (District Convention Only)
6. Area for House of Delegates (District Convention Only)
7. Area for Election Committee (District Convention Only)
8. Location for Caring Corner and Hospitality area

ii. Shall determine availability and cost of audio/visual equipment. Shall arrange for equipment and staff, as necessary.

iii. Shall determine the availability of risers, if needed and the placement of a piano, if used.

iv. Shall work with the Executive Director to establish layouts for District Committee meetings.

v. Shall confer with the Leadership Development Coordinator to establish the schedule of Workshop Sessions.

vi. Once the schedule is established, shall develop Session Set-up Forms with the Leadership Development Coordinator. This form shall include seating

arrangements, equipment needed, number in audience, names on tent card, etc.

vii. Shall confer with the Governor to establish layout for the House of Delegates. (District Convention Only)

viii. Shall provide the Printing Chair with a list of:

1. Door signs with the title of the training sessions.

2. Names for tent cards needed for meeting, workshop sessions and specialized signs, i.e. a chart listing the location of Hospitality Rooms, and Convention Office.

ix. Shall determine Kiwanis banners needed and arrange for their display. Shall also arrange for availability and proper set-up of flags.

x. Shall confer with the Hotel's Banquet Services Manager prior to the Meeting.

xi. Shall develop a daily Matrix Set-up Sheet showing each District Meeting, Board of Trustees, House of Delegates (District Convention only), Workshop Sessions, and Meeting Functions by time, room, presenter, equipment needed, and times the Registration Desk is open. Shall provide the Hotel Set-up Associate with a copy for proper room arrangement.

xii. Shall check each committee, education, and banquet area during the Meeting for proper set-up, equipment, tent cards, and door signs. (NOTE: Large envelopes containing the necessary tent cards, door signs, and arranged by date and time can be prepared for each training session, committee meeting and banquet.)

d. **Registration Chairperson**

i. Shall develop procedures for online registration, refunds, reporting on registration forms to the Finance Chairperson and Executive Director.

ii. Shall prepare, under the direction of the Meeting Chairperson, an online registration form with appropriate information about fees, guest activities, contact person with telephone number, and hotel(s) no less than six (6) months prior to the Meeting.

iii. Shall provide location of online form to the Executive Director and the Editor of *The Capital Kiwanian* no less than five (5) months before the Meeting.

iv. Shall obtain and review with the Meeting Chairperson a list of supplies with prices, i.e. badges, badge holders, envelopes, etc.

v. Shall order supplies no less than six (6) months prior to the Meeting

vi. Shall inventory ribbons and obtain needed ones from the Executive Director and the Foundation Executive Secretary

vii. Shall arrange for any technical assistance prior to and during the times the Registration Desk is open during the Meeting

viii. Shall arrange for equipment needed during the Convention/ Conference and for delivery to the Convention Office.

ix. Shall prepare an envelope for each attendee, badge with complete name and club, spouse/guest badge with complete name, badge holder, tickets ordered, Meeting Program, and generic material such as tourism information.

x. Shall indicate on the outside of the envelope the individual's name, Kiwanis club, and tickets enclosed.

1. Shall devise an appropriate plan for indicating registrants who owe money. (NOTE: One way may be by placing a red dot on the front of the envelope.)

xi. Shall devise a plan for any refunds with the Finance Chairperson.

xii. Shall staff the Registration Desk at the Meeting. The Staff should consist of the Registration Chairperson, technical assistance, and at least three (3) assistants using the following suggested schedule: Friday 8AM-8PM; Saturday 7AM-6PM; Sunday 8-9AM

xiii. Shall prepare a plan for "walk-in" registrants. Necessary supplies, blank registration forms and partially pre-filled envelops, shall be in place. All "walk-in" attendees are required to register and pay the registration fee in order to attend any activity or function of the Meeting. If they desire meal or function tickets, the price is not discounted. If tickets are turned in, after a refund, they can be resold.

xiv. Shall prepare the envelopes for the complimentary guests and have them filed separately form the other envelopes.

xv. Shall alphabetize envelopes in boxes. (NOTE: A good box to use is the size that holds 10 reams of paper.)

xvi. Shall coordinate with Meal/Catering Chairperson meal numbers and special dietary requirements.

e. **Housing and Transportation Chairperson**

i. As stated previously, the Meeting Chair is responsible for assignment of complimentary lodging and reviews this with the Registration Associate of the Host Venue.

ii. Shall inquire of the current class of Lieutenant Governors the type of lodging desired, such as suites, if available, connecting doubles, a double; or two (2) Divisions sharing a double as a Hospitality Room.

iii. Shall review room reservations with the Hotel Registration Associate.

iv. Shall arrange housing so that all VIP's, disabled persons, and District Chairperson and instructors who are presenters are housed in the Host Venue. A list of these people should be provided to the Hotel Registration Associate.

v. Shall inquire if the Host Venue has available equipment for the disabled, i.e. wheelchairs, walkers, etc.

vi. The Host Venue Registration Associate shall work with the Satellite hotel(s) personnel for room assignments.

vii. Room assignments shall remain confidential.

viii. The Host Venue and or/satellite hotel(s) shall confirm room reservations.

ix. Shall have a list of all registrants indicating hotel assignment and room assignment.

x. The Housing Committee shall have a representative on call and stationed at the Registration Desk at all times during the Meeting.

xi. Shall arrange for shuttle service between hotels if needed.

f. **Program and Printing Chairperson**

i. Shall arrange for the printing of all tent cards and all session door signs.

ii. Shall arrange the printing of the following items, to be delivered to the Registration Committee two (2) weeks before the Meeting:

1. Program Booklet and "Meeting At A Glance" card. Number required is to be a committee decision. The Program for the

Meeting will be furnished after it has been established and approved by the Governor.

Meal tickets. Each meal event should have tickets with a different color and show the meal name, date, time, location, and price. Meal tickets are needed for all general sessions where a meal is served. Dietary requirements should also be addressed with special tickets.

2. Tickets for any other Meeting function.

3. Envelopes for attendees, if using printed ones.

iii. Shall acquire the necessary photographs and VIP Statements.

g. **Meals/Catering Chairperson**

i. Shall develop the meal prices for any meal that is to be included with a Convention/ Conference function and/or activity.

ii. Shall review meal plans with the Governor for approval. Once prices are established, present them to the Meeting Chairperson for incorporation into the Budget. Final meal contracts must be signed by the Executive Director.

iii. Shall make arrangements to handle special dietary requirements, i.e. vegetarian, allergies, etc.

iv. Shall work with the Past Governor Chairperson to arrange for the Past Governor's Luncheon. (NOTE: This is not a budget item.)

v. Shall work with the Governor and Governor-Elect to arrange the Leadership Luncheon. (NOTE: This is not a budget item.)

vi. Shall arrange for food and beverage items for the Hospitality area, if any.

vii. Shall arrange for food and beverage items for the Capital District Reception.

viii. Shall obtain written contracts with cost of items for the Hospitality area and cost for the Reception. These contracts need the Governor's approval and are forwarded to the Executive Director for signatures.

h. **Publicity Chairperson**

i. Shall plan and implement a suitable public relations and publicity program for the Meeting utilizing all available channels:
    1. *The Capital Kiwanian*
    2. Capital District Website
    3. Capital District-wide Email Blasts
    4. Social Media
    5. Lt. Governors/Trustees
    6. District Public Relations Chairperson

i. **Service Leadership Programs and First Timers Chairperson**

i. Shall coordinate with local Key/CKI clubs to include the use of their personnel in staffing Meeting activities.

ii. Shall arrange for any Service Leadership Program member activities, if any. The cost must receive Committee approval.

iii. Shall be the liaison with guests from any Service Leadership Program clubs.

iv. Shall arrange First Timers activities, if any. The cost must receive Committee approval.

j. **Guest Activities Chairperson**

i. Shall arrange activities for guests on Friday and Saturday.

ii. Shall develop a self-supporting budget for these activities for Committee approval.

iii. Shall arrange for transportation for the activity.

iv. Shall work with the Immediate Past Governor's spouse to arrange some type of activity for Past Governor's spouses.

k. **Caring Corner/Hospitality Chairperson**

i. Interface with the Capital District Foundation's Caring Corner Chairperson to determine the arrangements for Caring Corner.

ii. Communicate the number of tables for crafts, room arrangement and other equipment needed to the Physical Arrangements Chairperson.

iii. Shall arrange for a Hospitality Area. Coordinate with the Meals/Catering Chairperson for type of beverages and food items with cost.

l. **Ceremonies/Speaker Chairperson**

i. Shall handle protocol for all Meeting events.

ii. Shall arrange for a Color Guard Unit for posting colors at the Opening Breakfast and retrieving/retiring the colors at the closing Breakfast.

iii. Shall invite the Mayor or local government official of the Host community to extend a welcome at the Opening Breakfast.

iv. Shall arrange for a Keynote speaker at the Saturday Luncheon and a speaker for the Sunday Breakfast, with the Governor's approval.

v. If possible, arrangements for speakers should be made early in the planning stage. Any costs for speakers will need the Meeting Committee's approval.

vi. Shall arrange for musical interlude prior to the Opening Ceremonies, at meals, and during the meals, if desired.

vii. Shall arrange for entertainment at the Governor's Banquet if desired by the Governor.

viii. Shall coordinate with the Governor to prepare head table (if utilized) seating charts and reserved table list for all meals. Tables may be reserved for Past Governors and Spouses, District Trustees and spouses, District Chairperson and spouses, and the current class of Lieutenant Governors and spouses.

ix. Shall provide a list of head table (if utilized) name cards, and VIP table signs needed to the Printing Chairperson.

x. Shall work with the Physical Arrangements Chairperson for proper set-up of banquet areas.

xi. Shall arrange for ticket takers at all meal functions.

m. **VIP/Flowers Chairperson**

i. Shall provide flower arrangements for the tables at all meal functions.

ii. Shall have flower arrangements and/or gift baskets placed in the rooms prior to the arrival of the:

1. Governor and spouse/partner
2. Governor-Elect and spouse/partner

3. Vice Governor and spouse/partner
~~3.~~4.Executive Director and spouse/partner
~~4.~~5.Immediate Past Governor and Spouse/partner
~~5.~~6.Kiwanis International Representative and spouse/partner~~.~~

iii. Shall arrange for two (2) one dozen bundles of Roses, wrapped and with bows, for presentation at the closing business session Sunday. One dozen is RED for the presentation to the Governor-Designee's spouse, and the other dozen is YELLOW for presentation to the retiring Governor's spouse. (District Convention Only)

iv. Shall provide corsages and boutonnieres for the District Officers and spouses at the Governor's Banquet of District Convention.

v. Shall provide the Planning Committee with a budget for the above flowers for approval.

n. **Exhibits Chairperson**

i. Shall work with the Physical Arrangements Chairperson to determine space availability.

ii. Shall solicit exhibits from Capital District Committee Chairpersons and Clubs three (3) months prior to the event. The communication should also include "Rules for Exhibitors."

iii. Shall arrange for exhibits from area Kiwanis projects (i.e. Pediatric Shock Trauma Unit)

iv. An award shall be presented to the District Committee Chairperson or Club displaying the best exhibit. The Governor and Governor-Elect shall select the best exhibit.

v. Shall develop an exhibit floor plan and finalize all exhibits with the Meeting Chairperson.

vi. Shall arrange for exhibit set-up early Friday, labeling the space for each exhibitor.

vii. Shall staff the exhibit area on Friday to assist exhibitors in their set-up.

viii. No direct or indirect appeal for funds for any purpose shall be made during that period of time that any educational session or other general meeting of the Capital District is being held, unless the appeal is for the Capital District purposes approved by the Capital District Board of Trustees. If, however, any member of the Capital District desires to

present an idea for club fund raising, or to offer a unique product, that person or organization may submit a detailed description of their proposal to the Capital District Fundraising Chairperson, not later than sixty (60) days prior to the date of the event at which the presentation or offering is to be made. If the Chairperson so elects, he/she may authorize booth space for such purpose in the exhibit area at the given Meeting.

ix. Shall organize a Convention Office at the Meeting in consultation with the Meeting Chairperson. It should be adjacent to the Registration Desk. The Center should be equipped with all the necessary equipment and supplies for registration, items of local interest, and a bulletin board for posting notices. It is generally an office area for the Meeting Chairperson, the Registration Chairperson and his/her assistants, and the Physical Arrangements Chairperson.

SECTION 7 – NOMINATION AND ELECTION OF OFFICERS

A. District Governor

a. **Eligibility Requirements.** The District Bylaws Article VII, Section 3.a., states that the Governor-Elect shall be the sole candidate for the office of Governor but also allows for nominations from the floor. Any nominee from the floor, or any candidate for governor in the event the Governor-Elect cannot or decides not to run, must meet the eligibility requirements for Governor-Elect set forth in subsection B.c. below and the District Bylaws, Article III, Section 2.c. to run for Governor.

b. **Required Event Attendance.** A nominee for District Governor shall be willing and able to attend the Kiwanis International Council Meeting following the nominee's election, International and District conventions, International training, and District Leadership Conference (if held), and fulfill the other obligations and requirements as listed in the International and District Bylaws.

B. District Governor-Elect

a. **Eligibility Requirements.** The District Bylaws Article VII, Section 3.a., states that the Vice Governor shall be the sole candidate for the office of Governor-elect but also allows for nominations from the floor. Any nominee from the floor, or any candidate for governor-elect in the event the Vice Governor cannot or decides not to run, must meet the eligibility requirements for Vice Governor set forth in subsection B.c. below and the District Bylaws, Article III, Section 2.c. to run for Governor.

b. **Required Event Attendance.** A candidate for District Governor-Elect shall indicate in writing their intention to attend the International and District conventions, International training, and District Leadership Conference (if held), and fulfill the other obligations and requirements as listed in the International and District Bylaws.

c. All subsections under Vice Governor shall be applicable for candidates for 2023-24 Governor-elect. This subsection shall be in force until September 30, 2023, or upon election of a 2023-24 Governor-elect and Vice Governor and then rescinded thereafter.

~~B.~~C. District Vice Governor

a. **Eligibility Requirements.** Article III, Section 2, Officers of the Capital District Kiwanis Bylaws is the authority for this section and all candidate(s) shall be certified if they have met all eligibility requirements prior to the date assuming office.

b. **Required Event Attendance.** A candidate for District Vice Governor~~-Elect~~ shall indicate in writing their intention to attend the International and District conventions, International training (if held), and District Leadership Conference (if held), and fulfill the other obligations and requirements as listed in the International and District Bylaws.

c. **Filing & Disputes.** Per District Bylaws, a candidate for ~~Governor~~Vice Governor-~~Elect~~ must have the support of the majority of the clubs in the candidate's division. This shall be documented by a letter from the majority of such club presidents indicating the date of the vote by the membership or Board of Directors of each such club. Candidates for the office of Vice Governor~~-Elect~~ must file with the Executive Director a statement indicating their intent to be a candidate and a summary of their club, division and district activities and copies of club support letters. These may be filed no earlier than September 1 of the year prior to the year of candidacy. The filing may be by electronic or paper documents.

i. The Executive Director will make a district wide announcement via electronic means by the second Friday in January of all persons for Governor-Elect whose candidacy submissions are complete. Any candidate who files an intention after that date will be announced within seven (7) days after the candidacy is judged complete.

ii. Disputes concerning the completeness of any candidacy filing will be referred to the Bylaws and Policy Committee. The Committee will recommend Board of Trustees action within fourteen (14) days after receiving the dispute.

d. **Campaign.**

i. **Promulgation of Campaign Rules.** The Executive Director must provide a copy of this Policy Statement concerning campaigning to all persons who file with the District Secretary Treasurer as candidates and any other person who the Executive Director believes to be a potential candidate. Whenever a copy of this Policy Statement is provided to an individual, it will be by certified mail, return receipt requested so that the District will have a permanent record of receipt. Each candidate for Governor-Elect shall provide a copy of this Policy Statement relating to campaigning to his/her campaign manager and all campaign committee members. The candidate shall be responsible for compliance with this Policy Statement by the candidate's campaign manager and campaign committee.

ii. **Active Campaigning.** Active campaigning consists of the following:

1. Distribution of campaign materials, including but not limited to brochures, posters, signs, electronic communication, tangible objects, or documents with the candidate's name, picture, qualifications, campaign logo, and/or theme;

2. Solicitation of votes, commitments, support, and/or endorsement of individuals (other than from the candidate's own club or division and other than those serving on the campaign committee); and

3. Speaking at club, divisional, or regional functions (other than the candidate's own club, division, or region) to gain exposure as a candidate.

Candidates must not begin their active campaign as defined above until the candidacy is judged complete and in accordance with District Policy Statements by the Executive Director and the candidacy is announced to the District.

Active campaigning will not be permitted at the International Convention. Campaigning will be permitted at District-wide Midyear or regional conferences held between January 1 and May 1. Such rules will provide equal exposure to candidates present at the meeting.

iii. **Campaign Activities Prior to Active Campaigning.** Prior to active campaigning, as defined above, a potential candidate or candidate may:

1. Personally, communicate verbally or in writing with selected individuals, one at a time for the purpose of:

a. Informing of his/her desire or intent to run for office, seeking advice,

b. Establishing a campaign committee and chairperson,

c. Setting up campaign committee meetings,

d. Meeting with campaign committee volunteers to plan the campaign, and

e. Securing written authorization from campaign volunteers and supporters indicating that they knowingly have allowed their names to be used in campaign materials.

2. Appear at regional or District meetings, by invitation from the regional Trustee and/or Lieutenant Governors for the purpose of introducing and announcing their candidacy and to become acquainted with the region or division.

3. Attend club meetings upon the invitation of the club president as an observer and become better acquainted with the club.

4. Obtain certification from the Executive Director of all Kiwanis experience and qualifications planned to be used in campaign material prior to using said material in the active campaign as defined above.

5. Prior to or during active campaigning, as defined above, a candidate may not:

a. Use a Governor's Official Visit or a District Trustee's visit to a regional conference as a campaign platform.

b. Attend a Governor's Official Visit outside the candidates own Division without an invitation from the Lieutenant Governor.

c. Solicit funds from the District, Region, Division, Club, or individual Kiwanis members.

iv. **Campaign Activities at the District Convention.** Candidates and their campaigns will adhere to the following rules:

1. Posting and distribution of campaign material must conform to the policies of the Convention hotel. It is the responsibility of the

candidate to ascertain from the Convention Chair (not the hotel) what the policies are.

2. Campaign material will not be placed in Convention Registration Packets.

3. No campaign activities or materials are permitted within two hundred (200) feet of the Convention Registration Desk, Hotel Registration Desk, or the Credentials Committee Desk.

4. In addition, members of the Convention Committee will not be allowed to wear or distribute campaign material for any candidate.

v. **Violation of Campaign Rules.**

1. The Executive Committee and the Chair of the Bylaws and Policy Committee shall be the Committee to hear any alleged violations of the campaign rules in this Policy Statement. The Committee shall not address any complaints unless in writing. Complaints shall be mailed to the Executive Director.

2. Anyone bringing charges against a candidate must have reasonable cause to support those charges. Frivolous charges are not to be made and if the Committee determines that the charges are frivolous, it may impose the same sanctions against the complainant as may be imposed against a candidate for any Campaign violation.

3. A copy of the complaint shall be provided to the candidate involved by the Committee. The candidate involved shall be entitled to provide a written response which shall be filed with the Executive Director within fifteen days (15) after the candidate receives the copy of the complaint. The Committee shall allow the complainant and the candidate to personally address the Committee at a meeting. If the Committee determines there was a violation, it may take any of the following actions:

    a. Issue a private reprimand to the candidate by letter, with no copies to any other individuals; or

    b. Issue a limited reprimand by providing a copy of the reprimand to the Lieutenant Governors; or

    c. Issue a public reprimand by publishing it in *The Capital Kiwanian*.

4. **Disqualification.** In addition to any of the authorized actions detailed above, the Committee may, if it deems the seriousness of the violation is of sufficient magnitude, forward the matter to the Board of Trustees for a determination whether the candidate should be disqualified from continuing as a candidate.

   All matters coming before the Committee shall be deemed confidential and Committee shall not disclose to persons outside the Committee, except by issuing a public reprimand as defined above. If the Committee determines there was no violation, the Committee shall advise the complainant and the candidate in writing.

   If the Committee determines that the complaint is not sufficiently addressed by the current District Policy Statements to reasonably conclude that the candidate should have known the conduct was a violation, but believes that the conduct that is the subject of the complaint should not be allowed, the Committee may propose an amendment to the District Policy Statements to clarify the matter in the future.

C. Executive Director

Article III, Section 2, Officers, of the Capital District Kiwanis Bylaws is the authority for this section and there are no additional policies.

D. District Trustee

a. **Eligibility Requirements.** Article III, Section 2, Officers, of the Capital District Kiwanis Bylaws is the authority for this section and there are no additional policies.

b. **Other Duties.** A candidate for District Trustee shall indicate in writing their intention to perform all the duties of a District Trustee as outlined in the Capital District Bylaws and District Trustee Pre-Election Performance Pledge in Appendix G of this Policy Code.

c. **Required Event Attendance.** A candidate for District Trustee shall also indicate in writing their intention to attend all leadership training conferences, District and International Conventions, and all Board of Trustees meetings during the candidate's term.

E. Lieutenant Governor and Lieutenant Governor-Elect

a. **Eligibility Requirements.** Article III, Section 2, Officers, of the Capital District Kiwanis Bylaws is the authority for this section and there are no additional policies.

b. **Required Event Attendance.** The nominee shall agree to attend the District Convention, District Leadership Conference (if held), Club Leadership Education, and any regional conferences during the nominee's year as Lieutenant Governor-Elect. The nominee also shall agree to attend the Kiwanis-Family Weekend, District Mid-Year Conference (if held), District Convention, International Convention, and any regional conferences during the nominee's year as Lieutenant Governor.

c. **Other Duties.** The nominee shall indicate in writing their intention to perform all the duties of a Lieutenant Governor as outlined in the Capital District Bylaws and Lieutenant Governor Pre-Election Performance Pledge in Appendix G of this Policy Code. The nominee shall agree to fulfill all other duties and obligations of a Lieutenant Governor as outlined in the Kiwanis International Bylaws in working under the direction of the District Governor as supervising District executive in the Division.

d. **Certification.** The Lieutenant Governor shall certify the results of the election to the District Secretary and Kiwanis International immediately following the conference using the Division Election Conference Minutes Form in Appendix H of this Policy Code.

F. International Officers

a. **Eligibility Requirements.** A nominee for endorsement for the office of International Trustee must:

i. Be a past governor, and

ii. Meet all of the requirements, as specified in the International Bylaws and Policy and Procedures.

b. **Normal Process.**

i. Call for Nominees. As soon as the Governor and Executive Director become aware of an opportunity for the Capital District to nominate a candidate for International Trustee, the Executive Director will issue a call for nominees to all Past Governors that are in good standing with Kiwanis International and the Capital District at the time. Potential nominees shall be given a time limit to respond to the call.

ii. Filing. Eligible Past Governors desiring to be a candidate for the office of International Trustee shall provide a written statement or electronic

communication of their intent and qualifications to the Executive Director within the established timeframe.

iii. Filing Review. Not more than ten (10) days after the filing deadline, the Executive Director will review the filing(s), determine if the potential candidates meet all of the requirements to run for International Trustee, and forward all eligible nominee(s) to the nominating committee with a copy being sent to the Board.

iv. All Past Governors have one (1) vote to select a nomination of one (1) candidate for international endorsement. A meeting shall be held at least thirty (30) days prior to the last board meeting before District Convention. In the event that one candidate does not obtain a majority of the votes, a runoff will be held.

v. Board Review. The Past Governors Committee will forward a candidate, via the Governor, to the Board of Trustees for review. After its review, the Board may:

1. Endorse the candidate. The endorsed candidate may use that endorsement for the purposes of campaigning; and in consultation with the candidate and the District Finance Committee, establish a recommended amount of District funds to be spent on the campaign for International Trustee, if the candidate is endorsed by the House of Delegates, or;

2. Withhold endorsement of the candidate

vi. House of Delegates Endorsement. At the District Convention prior to the International Convention when the candidate will be supported, the House of Delegates will authorize the endorsement by the Capital District of one candidate for election to the position of International Trustee. Such endorsement must include explicit approval of the amount of funds to be expended on the campaign. Endorsement will be complete after a majority vote of the House of Delegates.

SECTION 8 – VACANCIES IN OFFICE

A. Governor, ~~or~~ Governor-Elect, or Vice Governor~~—~~. In the event of a vacancy in the office of Governor or Governor-Elect during an administrative year, by a majority vote of the entire District Board, the Board shall elect a Past Governor, current or past Lieutenant Governor, current or past District Trustee, who is an active member of a club in good standing in the Capital District, to become Governor for the unexpired term.

B. Immediate Past Governor. In the event of a vacancy in the office of Immediate Past Governor, the qualified member who served as Governor most recently prior to the Immediate Past Governor, who is willing and able, shall automatically become the Immediate Past Governor.

C. Executive Director. In the event of a vacancy in the office of Executive Director during the administrative year, the Governor shall appoint a qualified member of a club in good standing in the Capital District to fill the office for the unexpired term, subject to the approval of the District Board.

D. Trustee. In the event of a vacancy in office of District Trustee, the vacancy shall be filled as follows:

a. If the term has one (1) year or less remaining, a qualified member from a club in the same region shall be elected by a majority vote of the District Board to serve the unexpired term;

b. If the term has more than one (1) year remaining, the Executive Director shall notify the clubs in the affected region that a replacement District Trustee may be elected by a regional conference to be held within sixty (60) days from the date of such vacancy. In the absence of a replacement being elected by a regional conference, a qualified member of a club in the region shall be elected by a majority vote of the Board.

c. If the person filling the unexpired term serves at least three-fourths (3/4) of the unexpired term, they shall be given credit for serving the full term.

E. Lieutenant Governor. In the event of a vacancy in office of Lieutenant Governor, the vacancy shall be filled as follows:

a. In the event of a vacancy in the office of Lieutenant Governor during the administrative year, the Governor shall notify the Presidents of the affected division that a replacement Lieutenant Governor may be elected by a conference of the division within thirty (30) days from the date of such vacancy. Pending the election, the Governor will appoint one or more Past Lieutenant Governors to carry out such duties of the Lieutenant Governor as may be necessary in the interim. In the absence of a Lieutenant Governor being elected by the division conference, the Governor shall appoint a qualified member of a club in the same division to fill the office for the unexpired term, which shall be subject to the approval of the District Board.

b. If the person filling the unexpired term serves at least three-fourths (3/4) of the unexpired term, they shall be given credit for serving the full term.

SECTION 9 – DISCIPLINE OF OFFICERS

Article IX, Discipline of Officers, of the Capital District Kiwanis Bylaws is the authority for this section and there are no additional policies.

SECTION 10 – REVENUE

Article X, Revenue, of the Capital District Kiwanis Bylaws is the authority for this section and there are no additional policies.

SECTION 11 – FINANCE

A. Reserves.

a. **Definition.** The Capital District shall retain funds in reserve in an amount equal to 1.0 times the current annual operating budget of the Capital District, less budgeted revenue from self-supporting events (e.g. District Conventions, Regional Conferences, K-Family Weekend, Past Governor's Weekend, etc.).

b. **Budgetary Considerations.** In the event that the District ends the Administrative Year with a deficit, the Executive Director, in coordination with the Investment Manager, shall arrange to transfer the dollar amount of the deficit to the operating budget, from the District Reserves. In the event that the District ends the Administrative Year with an excess, the Executive Director shall transfer the amount of the surplus to the Investment Manager for deposit in the District Reserve account. Said transaction shall be completed as soon as sufficient current-year revenue has been deposited in the operating account(s) and reported to the Board of Directors at the next Board meeting following October 1st.

B. Investment Policy. The fiduciary responsibility for the resources of the Capital District of Kiwanis International shall reside with the Board of Trustees.

a. The Board of Trustees, with the advice of the District Finance Committee, shall appoint an Investment Manager(s) who shall have the power to invest the reserve funds of the Capital District in accordance with these District Policy Statements. The investment manager shall not be a current member of the District Board or District Finance Committee.

b. The Finance Committee shall monitor all investment activities and review all activities at least quarterly and submit a quarterly report to the Board of Trustees. The Board of Trustees shall review the performance of investments at each regularly scheduled Board Meeting.

c. The Capital District Board of Trustees has the authority to direct the investment of District reserve funds utilizing the advice and recommendations of the District

Finance Committee. The Board's direction regarding such securities and other investments shall be in accordance with guidelines hereinafter delineated. The assets shall be invested with care, skill, prudence, and circumstances that a prudent person ("prudent man rule), acting in a like capacity and familiar with such matters, would use when considering investments of like character and aim. The investment manager shall invest funds of the Capital District as directed by the Board of Trustees.

d. The Investment Manager shall follow a philosophy that strives for the highest rate of return consistent with minimal risk and volatility of results. The Investment Manager shall accomplish this by utilizing a strategic approach to asset management based upon the fundamental economic and market environment.

e. The investment objectives shall be to manage, through an active advisory relationship, investments of 60% equities and 40% fixed income against a blended benchmark using 60% of the Russell 1000 Index and 40% of the Bloomberg Barclays Intermediate Government/Credit TR Index.

f. Investment guidelines will be a mixed asset approach. Guidelines shall be developed in conjunction with the investment manager(s) and shall be reviewed periodically to ensure compliance with the overall investment philosophy. The portfolio shall be rebalanced annually during the first quarter of the calendar year.

g. Assets shall be invested in a manner consistent with the safeguards and diversity that a prudent investor should adhere to and all transactions undertaken on behalf of the account must be for the sole interest of the Capital District of Kiwanis International.

    i. Assets equal to the mandated reserve shall be invested in fully insured fixed income assets, to include a ladder schedule of certificates of deposit, treasury, or U.S. Government agencies. Investments shall be distributed among financial institutions so that all investments are below the maximum insured limit of the Federal Deposit Insurance Corporation (FDIC).

C. Reimbursement.

a. **General.** Before a District Officer can receive any of the District reimbursements provided for in this section, the Officer must have filed all required reports with the District Office and submit a voucher to the Executive Director within 30 days of the event for which reimbursement is being requested. The Executive Director must receive all requests for reimbursement by September 28th for the current Kiwanis administrative year.

b. **District Trustee.** District Trustees shall receive:

i. registration fees, meal costs, cost of all functions, and lodging (if needed) for the Regional or District-Wide Mid-Year Conference associated with the one visit required as counseling Trustee. These costs will be included in the Conference budget. Other reimbursable expenses may be granted as provided in the Conference budget.

ii. round-trip mileage, registration fees, meal, and function costs, and lodging for a maximum of three nights for District Convention up to budgeted stipend. Other reimbursable expenses may be granted as provided in the Capital District Budget. To qualify for reimbursement as provided in the Capital District Budget for attendance at the District Convention, the individual must have attended all Board meetings and Delegate sessions at the Convention.

iii. an expense reimbursement that approximates the anticipated expenses related to attending the International Convention with the actual amounts determined on an annual basis by Board of Directors. To qualify for reimbursement as provided in the Capital District Budget for attendance at the International Convention, the individual must have attended all Delegate sessions at the Convention. Valid reimbursable expenses for attending the International Convention include:

1. Round-trip economy class airfare for the Trustee only or actual mileage driven round-trip to convention city as long as it does not exceed the cost of a round-trip economy flight.

2. Mileage reimbursement for one round-trip from home to airport if travel is via air.

3. Airport or hotel parking

4. Early registration fees for International Convention (including ticketed meal sessions)

5. Lodging in a standard room for a maximum of four nights at the assigned District hotel or equivalent hotel at the same or lower rate than that charged at the District's assigned hotel.

   NOTE: if a District Trustee is unable to attend the International Convention during their final year in office, and a District Trustee-Designate has been elected for that region, the District Trustee-Designate may attend the Convention and be reimbursed at the same rate as the District Trustee. In order to qualify for reimbursement, the District Trustee-Designate must be elected by a club in their Division as the official delegate at the Convention,

with all appropriate papers filed with Kiwanis International, and attend all delegate sessions at the Convention.

iv. mileage for one Division or President Council Meeting per division in the assigned region per administrative year. The amount of reimbursement per mile shall be governed by the District budget.

c. **Lieutenant Governor.** Lieutenant Governors shall receive

i. mileage only for required Contact Club Visits, Club Board Visits and Club Progress Visits in their division up to a maximum of three (3) visits per club. The amount of reimbursement per mile shall be governed by the District budget and is payable for all reports submitted by the deadline stated on each report. Acceptance of, and mileage reimbursement for, late visits and reports will be at the discretion of the Board of Trustees.

ii. registration fees for Regional Conferences. These fees will be included in the Conference budget. Other reimbursable expenses may be granted as provided in the Conference budget.

1. Reimbursement of Trustees and Lt. Governors for registration costs (not including late fees) and meal functions shall be provided for in the District Budget within individual line items, when possible. These are not expenses of the Meeting. Which costs will be reimbursed to Trustees and Lt. Governors after attendance at Meeting shall be communicated at the beginning of the Kiwanis year after adoption of the Capital District Kiwanis Budget.

iii. round-trip mileage, registration fees, meal, and function costs, and lodging for a maximum of two nights for District Convention up to budgeted stipend. Other reimbursable expenses may be granted as provided in the Capital District Budget. To qualify for reimbursement as provided in the Capital District Budget for attendance at the District Convention, the individual must have attended all Delegate sessions at the Convention. No Stipends will be paid if the Lieutenant Governor Designate is currently serving as Lieutenant Governor and has not submitted their clubs visit reports.

d. **Lieutenant Governor Designee.** Lieutenant Governors Designate shall receive:

i. the cost of lodging and meals for the District Leadership Conference (if held). Other reimbursable expenses may be granted as provided in the Capital District Budget.

ii. round-trip mileage, registration fees, meal, and function costs, and lodging for a maximum of two nights for District Convention up to budgeted stipend. Other reimbursable expenses may be granted as provided in the Capital District Budget. To qualify for reimbursement as provided in the Capital District Budget for attendance at the District Convention, the individual must have attended all Delegate sessions at the Convention.

iii. an expense reimbursement that approximates the anticipated expenses related to attending the International Convention with the actual amounts determined on an annual basis by Board of Directors. To qualify for reimbursement as provided in the Capital District Budget for attendance at the International Convention, the individual must have attended all Delegate sessions at the Convention. Valid reimbursable expenses for attending the International Convention include:

1. Round-trip economy class airfare for the Lieutenant Governors Designate only or actual mileage driven round-trip to convention city as long as it does not exceed the cost of a round-trip economy flight.

2. Mileage reimbursement for one round-trip from home to airport if travel is via air.

3. Airport or hotel parking

4. Early registration for International Convention (including ticketed meal sessions).

5. Lodging in a standard room for a maximum of four nights at the assigned District hotel or equivalent hotel at the same or lower rate than that charged at the District's assigned hotel.

e. District Committees

i. **Travel.** Reimbursements for travel expenses incurred by members of District Committees and other Subject Matter Experts (SME) shall follow the policies listed below:

1. Travel reimbursement should only be considered for activities conducted outside a member's own region. In such circumstances, reimbursement for mileage at the current prevailing District rate will be provided as long as the travel was authorized in advance in writing by the District Meeting Chairperson or supervising trustee.

2. With prior written approval of the District Governor, those SME who are asked to travel one-way more than one-hundred eighty (180) miles from their home on District business may also be reimbursed one (1) night's lodging expense up to the U.S. General Services Administration established per diem rates for that zip code. (see http://www.gsa.gov/portal/category/100120)

3. The travel expenses for officially invited program speakers to Midyear Conferences or the District Convention are to be covered by the respective event's budget. Regions need to account for the travel of SME from outside their region when they draft their Midyear Conference budgets.

4. District Committees need to plan for mileage reimbursements in their submitted budgets for their members to speak outside of their home region at any other event other than the district events (Midyear Conferences and the District Convention) such as club or divisional meetings.

5. Other expense reimbursements to members that fall outside of these guidelines should be handled on a case-by-case by the board through budgeted district funds within the Kiwanis administrative year in which they occurred.

6. Regional coordinators will be reimbursed by the District for attending the District Leadership Conference (if held) in accordance with the annual budget. Other committee members from the region may attend at their own expense.

7. All travel reimbursement requests should be submitted to the supervising Trustee for approval before being turned in to the Executive Director for payment.

SECTION 12 – OTHER AUTHORITIES

In the event of a conflict between these Policy Statements and the Capital District Bylaws, the Bylaws will govern.

SECTION 13 – AMENDMENTS

A. Approval. Any changes to these policy statements or any appendixes directly related to policies may be made with the approval of a simple majority of the District Board of Trustees.

B. Process. The Bylaws and Policy Committee has the responsibility for reviewing recommendations from any committee with policy implications and provide recommendations to the District Board.

C. Notice. Notice of proposed amendments shall be received by the Executive Director at least thirty (30) days prior to the board meeting. The Executive Director shall send a notice of all proposed amendments to each District board member not less than fifteen (15) days prior to the board meeting. Notice of proposed amendments must contain the language of the Policy Statement proposed to be amended, the language of the proposed amendment, and a clear explanation of the purpose to be achieved by the amendment. Wherever practicable, notice must contain the recommendation of the relevant committee regarding the proposed amendment.

D. Non-Substantive Changes. The Bylaws and Policy Committee shall be permitted to make grammatical, typographical, formatting, housekeeping, and other non-substantive changes to the District Policy Statements without approval of the District Board.

SECTION 14 – SEVERABILITY

In the event that any provision pf these Policy Statements is held invalid, all other provisions shall remain in effect.

SECTION 15 – INCORPORATION AND DISSOLUTION

Article XV, Incorporation and Dissolution, of the Capital District Kiwanis Bylaws is the authority for this section and there are no additional policies.

SECTION 16 – GENERAL PROVISIONS

Article XVI, General Provisions, of the Capital District Kiwanis Bylaws is the authority for this section and there are no additional policies.

SECTION 17 – COMMUNICATION WITH MEMBERS

A. Copies of all letters and other correspondence to clubs on the part of the Governor, Governor-elect or Lieutenant Governors concerning club reports or other such matters which are a part of the District office records, shall be sent to Executive Director's office.

B. A copy of all letters or communications from the Executive Director to clubs concerning reports, dues, etc., shall be sent to the Lieutenant Governor of the division involved and to the District Governor and District Governor-Elect.

C. Copies of communications from an individual club to the Executive Director concerning District affairs (as referred to in A above) shall be sent to the Lieutenant Governor of the respective division.

D. Capital District Policy will permit utilization of electronic communications in all district, division and club communications. Utilization of electronic media to communicate time sensitive material will require that the sender verify receipt of the material by the intended recipient by verbal communication or by return electronic communication.

SECTION 18 – ATTENDANCE AT KIWANIS FAMILY EVENTS SPONSORED BY OTHER KIWANIS DISTRICTS

A. The Kiwanis Executive Director shall maintain an approved list of annual events sponsored by other Kiwanis Districts. Once an event is approved by the Capital District Kiwanis Board, participants to the event do not have to seek permission each year to attend, but funding approval in advance is required unless the adopted budget for the Capital District already includes the event in question.

B. The Kiwanis Governor and Sponsored Youth Administrators shall request at the beginning of each administrative year visits to any additional events for approval by the Kiwanis Board. Additions to the approved list can be made anytime during the administrative year by the Kiwanis Board if the need should occur.

C. If attendance at a special event fall between Kiwanis Board Meetings the Kiwanis Governor may give permission to attend an event provided funding exists in an adopted budget or is assured in some other way with the Governor's approval in advance of the event. In such cases, the District Secretary shall be notified in writing by the Governor. The letter of approval and supporting information shall be forwarded to the Kiwanis Board at the next mailing from the District Secretary for information purposes.

D. The Kiwanis Governor or District Administrator of the other K-Family District in which an event is to be held shall be notified in writing of planned attendance by the Capital District K-Family representatives at the event sponsored by their District.

E. Members of the Capital District CKI and Key Club cannot attend special events in other Districts without approval of the Capital District Administrator and the administrator of the district in which the event is held.

F. Adequate liability insurance coverage through Kiwanis International or otherwise shall be a pre-requisite to Capital District K-Family visits to any event in any other K-Family Districts. Written evidence or certification of such coverage shall be filed with the Executive Director in advance of any visit. The amount of insurance coverage considered adequate shall be determined by Kiwanis International whose decision shall be final and binding on all parties.

SECTION 19 – CLUB SOLICITATION

A. All solicitations by clubs, divisions, or regions for funds for any purpose shall confined to the territorial limits of the club, division or region making the appeal, by mutual understanding or agreement of any club outside of the division or another division.

B. Clubs shall not be circularized for the sale of any commercial product, whether the same be sold by another club or otherwise.

C. No club shall circularize other clubs for the promotion of any project or program outside of its District without prior approval of Kiwanis International.

SECTION 20 – CAPITAL DISTRICT PEDIATRIC TRAUMA UNIT PROJECT

A. The Capital District adopts, as a District project, the support of Pediatric Trauma Units located within the District. This support of pediatric trauma units is to be encouraged by any or all of the following ways:

a. To educate Kiwanis Club members and communities about pediatric trauma units, the services they offer and the location of these trauma units in our District.

b. To encourage Kiwanis clubs to implement programs of child safety provided by one or more of the pediatric trauma units.

c. To solicit individuals through the Capital District Foundation for the support of these pediatric units in our District.

d. To assist local rescue organizations in transportation facilities necessary transport injured or critically ill children to the nearest pediatric trauma unit.

A. The Governor and Board of Directors of the Capital District Foundation shall form a committee to distribute contributions received for pediatric trauma units and to determine the units to receive those contributions.

SECTION 21 – GRIEVANCE PROCEDURES

A. In the complex world, we all face on a daily basis, Kiwanians and our Kiwanis organizations will undoubtedly encounter changes, differences in opinions and viewpoints and sometimes even disputes. Hopefully, any such disputes will be few and far between but if and when they do arise there needs to be a system or process for dealing with the situation promptly, fairly and efficiently. The name of Kiwanis must be preserved at all levels and hurt or damage to individual persons and the Kiwanis organizations with which they are affiliated should be minimized. It is therefore the policy of the Capital District of Kiwanis International that any Kiwanian, foundation, club, or sponsored youth organization within the jurisdiction of the Capital District

having a Kiwanis related grievance, dispute or complaint that extends beyond the single local club or organization level should refer it immediately to the Governor of the Capital District for handling as the Governor deems appropriate.

B. The Governor shall have the authority to seek approval of any proposed solution from the District Board if time permits and if the Governor feels such approval would be helpful or appropriate, but approval of the District Board is not required to make the Governor's action valid and enforceable. If the Governor did not seek the approval of the Board, any party to the grievance may appeal the Governor's decision to the District Board of Trustees through a letter to the Executive Director requesting the Board consider the grievance and the decision. The decision of the Board will be final.

C. Every effort should be made to limit the dissemination of mere allegations or even factual information to those parties only who need to know in order to and dealt with the specific problem at the lowest possible level. This will avoid unnecessary broad widespread reporting of the problem, the allegations, the facts or the personalities and Kiwanis organizations involved and hopefully will produce prudent and effective damage control before irreparable harm is caused or done.

SECTION 22 – KIWANIS RELATED LITIGATION: CONTEMPLATED, THREATENED OR ACTUAL

A. The effectiveness of all that we do as Kiwanians depends in large measure on building, advancing, and protecting the good name of Kiwanis. Our good name is threatened anytime a Kiwanis related dispute, controversy or complaint moves past the individual Kiwanians or Kiwanis organizations involved into the public sector where it may become more widely known and publicly reported by media or others. No matter who ultimately appears to win the fight, the Kiwanis image and reputation will likely suffer, so Kiwanis itself and all others will lose something very precious.

B. Whenever a Kiwanis related problem reaches the stage where litigation is contemplated or threatened either by or against Kiwanis, it is the policy of Capital District of Kiwanis International that prior to the commencement of litigation (before the first formal pleading is filed with any court), that the Governor of the Capital District be notified by the individual Kiwanian or Kiwanis club, foundation or other Kiwanis organization under the jurisdiction of the Capital District. Such notification shall be in writing and shall include the party's intentions, the reasons therefore and other facts, opinions or matters considered relevant to a complete understanding of the entire problem. The notification should also explain, if possible, how, and why the proposed litigation will enhance or at least not damage the good name of Kiwanis.

C. The Governor will, in turn, immediately inform the District Board and seek its collective opinion on whether the contemplated or threatened litigation would be detrimental to Kiwanis.

SECTION 23 – SEXUAL HARASSMENT

A. It is the clear and distinct policy of the Capital District of Kiwanis International that all of its members shall conduct themselves at all times in a responsible manner to avoid even the slightest inference that any sort of sexual harassment has occurred between a Kiwanian and any other member of society. This must be especially true in Kiwanis related meetings, projects, and functions, including sponsored youth.

B. Every Kiwanian is urged to monitor one's own behavior and conduct with an abundance of caution and to helpfully remind other Kiwanians if and when they appear not to be as alert and as vigilant as they should be in taking adequate precautions.

C. Several behavioral suggestions are in order to carry out this policy:

a. Strive to have at least two adults present at all times when Kiwanians and sponsored youth are meeting together or are traveling together, even briefly.

b. Avoid the unnecessary touching of others, whether adults or youth.

c. Avoid sexually suggestive language, off-color jokes, or stories.

d. Avoid the distribution of pictures, audio or videotapes or printed materials including e-mail messages or media of any kind containing sexually suggestive language or scenes.

e. Avoid all activities/projects that involve one-on-one contact between adults and youth ("Lone Ranger projects").

D. Alleged violations reported to any club will be documented and promptly and discretely investigated, and proper authorities, including the Division and District Risk Managers and Kiwanis liability insurance carriers should be notified immediately if anyone files a complaint about the conduct of a Kiwanian.

E. Violations of these policies should be grounds for revocation of Kiwanis membership, at the discretion of a Club's Board of Directors, or in the case of a District matter, the Board of Trustees.

F. A copy of this policy shall be made available to all Club members and shall be a part of the materials provided to new members at the time they join.

SECTION 24 – SOCIAL MEDIA GUIDELINES

A. All District Officers shall adhere to the following guidelines when posting to a Blog, making comments online, or using Facebook, Twitter, YouTube, LinkedIn, Flickr, or any other tools that fall within the social media realm. Recognizing that the individual actions

of each Kiwanis club member reflect upon the entire organization, the Board urges all clubs to adopt a similar policy and for all Kiwanis members to abide by these guidelines.

a. Be aware that you are responsible, legally, and morally, for what you say and post online.

b. Remember that your audience may include Kiwanis family members and nonmembers, both adults and youth, from many cultures throughout the world.

c. Talk about your Kiwanis experience in positive terms.

d. Make it clear that you are speaking only for yourself and any views posted are yours alone.

e. Online conversations should be open, honest, and honorable.

f. Do not post any items, make any comments, or share any material that would be inappropriate for children to read, view or share.

g. Add value to the conversation.

h. Know when to respond. You may disagree with a post, but never fight or air grievances online, and don't get caught up in someone else's rant or rage.

i. Do not use foul language.

j. Do not speak of others in derogatory or degrading terms.

k. Prior to posting any media online, obtain permission from any individuals who appear in that media. It could be illegal to do otherwise.

l. Adhere to copyright and fair use.

m. Use factual information and cite sources.

SECTION 25 – OFFICIAL VISIT OF PRESIDENT OF KIWANIS INTERNATIONAL

The President of Kiwanis International makes an official visit to the Capital District every five years. The following guidelines are offered for hosting the event.

A. Soon after the election of the Governor-elect for the year of the official visit of the International President, the Governor-elect shall nominate for appointment by the Governor a chair of a committee to make arrangements for the occasion.

B. Kiwanis practice is that Kiwanis International underwrites the travel cost of the International President and spouse to the host area. The District is responsible for all costs of lodging (preferably a suite), food, local transportation, and entertainment while the International President is in the District.

C. The chair must organize a committee, much like the committee for the Mid-Winter or District Convention to prepare for the visit. The Committee develops a recommendation to the Governor of the year of the visit outlining the activities to be carried out. A financial plan is then developed of the cost of the activities that is self-supporting as no District funds are usually provided to help with the cost.

In addition to the International President's (and spouse's) food, lodging and entertainment, funds should be budgeted for a suitable gift of approximately $100, flowers, programs, a reception either before or after the official banquet to allow District leaders to meet the International President, an official banquet dinner, including the meals of the Governor and spouse, and entertainment. While some of the costs may be offset by advertisements in the program, the dinner ticket should be priced to include all remaining costs.

The chair presents the plan for the approval of the Board of Trustees at their meeting at the District Convention preceding the administrative year of the International President's Official Visit.

D. In accordance with the usual practice, the Executive Director approves all contracts, receives all moneys, and pays all bills after the chair approves them.

E. The chair shall make a final report to the Executive Director as soon as possible after the Official Visit and the Executive Director will a copy available to the chair of the next Official Visit.

SECTION 26 – CRIMINAL HISTORY BACKGROUND CHECKS

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

- Any district board-approved chairperson(s) and their assistants for Kiwanis-branded programs involving youth under age 18;
- All district officers (Board of Trustees members and Lt. Governors)

Clear Check: Successful completion of the background check (a "clear check") is based on verification that none of the convictions stated in Kiwanis International Procedure or similar thereto have been determined for that person.

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

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

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

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

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

Cost: The District shall be responsible to pay the charges. Checks shall be conducted as inexpensively as reasonably possible to assure accurate results.

Convictions that Cause Ineligibility: A criminal history background check is considered "not clear" if it indicates: a felony or misdemeanor involving moral turpitude; a felony or conviction or registration of a violent and/or sexual nature, involving any type of abuse of a child, involving threatening or intimidating behavior, or otherwise of a physical nature; or a felony related to larceny or theft. The district shall refer to the representative examples of such convictions found in Kiwanis International Procedure. Other types of felony convictions will be reviewed on a case-by-case basis by the District Secretary. Any conviction legally reversed or overturned by the proper authorities shall not be considered when evaluating the background check.

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

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

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

accordance with the district policy and procedure on background checks.

2. **Appeal Process**
   The action resulting from a conviction shown on a background check may be appealed by the following process:

   A. The appeal must be submitted in writing to the District Secretary* within thirty (30) days from notification, stating the grounds of the appeal. The appeal may only come from the person who has been checked.

   B. The District Secretary* shall refer the matter to the Background Check Appeals Committee within fifteen (15) days of receipt.

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

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

   E. The appellant shall have the option to have legal counsel present, at his/her own expense. If the appellant has legal counsel present, the district may also wish to have legal counsel present.

   F. The Appeals Committee shall hear testimony and consider the evidence presented. All parties shall be allowed to ask questions of witnesses. The hearing shall be recorded.

   G. The Appeals Committee shall report its findings and recommendations to the District Governor and District Secretary within fifteen (15) days after meeting, with such report to include all relevant information including a summary of discussion and any votes taken in connection with the proceedings. The report shall then be forwarded to the District Board to consider at the next scheduled Board meeting or a special Board meeting.

   H. After considering the Appeals Committee report, the District Board, shall consider a motion to uphold the appeal, which shall require a two-thirds (2/3) vote to adopt. If not adopted, the appeal shall be considered denied and the original action shall stand.

SECTION 27 – CONFLICT OF INTEREST

A. General. In order to protect its interests as a tax-exempt organization, the Capital District, when contemplating a transaction or arrangement that might benefit the private financial interest of an interested person, shall exercise due diligence to assure no conflict

of interest exists and/or it shall take appropriate disciplinary and corrective action if, upon investigation, a conflict of interest is determined to exist.

B. Definition of 'interested person.' Any District officer or member of a committee with powers delegated to it by the district board who has a direct or indirect financial interest.

C. Definition of 'financial interest.' Any of the following circumstances, directly or indirectly, through business, investment, or family:

a. An ownership or investment interest in any entity with which the District has a transaction or arrangement;

b. A compensation arrangement with the District or with any entity or individual with which the District has a transaction or arrangement; or

c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the District is negotiating a transaction or arrangement.

d. Compensation includes direct and indirect remuneration, as well as gifts or favors that are not insubstantial.

e. A financial interest is not necessarily a conflict of interest, unless determined to be so by the District Board.

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

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

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

District for services is precluded from voting on matters pertaining to that member's compensation.

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

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

SECTION 28 – YOUTH PROTECTION GUIDELINES

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

Education: Every Kiwanis club is expected to educate its members on the Kiwanis Youth Protection Guidelines. Each year, a club should provide members with a copy of the Guidelines with educational training—informing them of the highest standards of conduct and awareness. In addition, every Kiwanis district is expected to help inform and educate. During every district-produced convention and conference, the district is expected to provide an educational forum or workshop regarding the Guidelines and best practices for adults who work with youth. Districts should use materials provided by Kiwanis International.

Every member should attend a training annually—whether offered by the club or district, or via the online tool.

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), 21 years of age or older, who has been approved by the school or agency and registered with the school or agency to accompany the youth members at the specific event.

Criminal History Background Checks: Kiwanis clubs 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, Key Club, Builders Club and K-Kids). Kiwanis International's criteria shall be followed to determine whether the background check is considered 'clear.' Background checks shall be valid for no more than two years. SLP clubs that petition to charter will only be approved once the appointed Kiwanis advisor has a clear criminal history background check conducted by Kiwanis International. Clubs are strongly encouraged to ensure confidential background checks for all adults who will work directly with youth outside of the school and/or who may not have undergone a background check. The criminal history background check should conform to applicable local and state/provincial laws and requirements.

Kiwanis International requires clear criminal history background checks conducted by its provider for all adults working with youth at all Kiwanis International-sponsored events. These include the Key Club International Convention, the Key Club Governor and Administrator training conference, the Key Club International Leadership Conference, and any Key Leader weekend.

All district chairpersons and committee members for all Service Leadership Programs are required to have a clear criminal history background check conducted by Kiwanis International. A district may also require criminal history background checks for other adults working with youth as part of district programs or events. (See Kiwanis International Policy B and Procedure 197 for complete information regarding criminal history background checks.)

Overnight Stays: While attending a Kiwanis event that requires overnight stay in a hotel or camp/conference setting, adult chaperoning must include no fewer than one adult male for each 10 or part of 10 youth males, and one adult female for each 10 or part of 10 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. In the event that 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: When transporting youth, the best practice is having three people in the car at all times with documented approval from the parent or guardian for the transportation arrangements. When both of these conditions cannot be met, one of them should be. All transportation decisions should be made in accordance with local laws and school policies.

Use of Alcoholic Beverages, Tobacco, Marijuana, and Other Substances: While attending any Kiwanis event that is produced primarily by or for the benefit of youth, adults are expected to refrain from using or being under the influence of alcoholic beverages, tobacco, and/or marijuana products, even if prescribed for medicinal use. In addition, the use and/or possession of illegal drugs or the improper/illegal use of legal drugs is prohibited.

Medications: The possession of prescription and nonprescription (over the counter) medications by youth at a Kiwanis event should be permitted only with the written permission of the parent/guardian.

Reporting: If a Kiwanian observes troubling behavior involving a youth at a Kiwanis event or becomes aware of a situation that is illegal or potentially unsafe for a young person at a Kiwanis event, he or she must immediately contact the appropriate personnel at the event and provide notification to law enforcement personnel as appropriate. If the Kiwanian becomes aware of the troubling behavior after the event, he/she must contact leaders of the event and provide notification to law enforcement personnel as appropriate. All local, state, provincial and federal laws regarding reporting must be followed.

Personal Information: All documents bearing personal information of any youth attending a Kiwanis event, including registration forms, medical information forms, permission-to-treat

forms, etc. should be treated as confidential. Processes that protect this information must be created, including minimizing the number of people who have access to any such documents. The documents shall be maintained for a minimum of three years or longer as may be required by applicable state/provincial laws and regulations. After the maintenance period has expired, the documents shall be destroyed in a way that maintains confidentiality, such as shredding. The disposal and destruction of all confidential information shall conform to applicable state/provincial laws and regulations.

Youth and Social Media: For any social networking site that involves requesting a connection (such as inviting someone to be a friend on Facebook), adults should never initiate such connections with youth. If a youth requests such a connection from a Kiwanian, he/she should use their best judgment in responding. Adults should treat their interaction with youth on social networking sites as though the interaction were occurring in public, in front of other adults and young people. In other words, if it would not be appropriate to say something to a young person in public, it should not be said as a comment on a social networking site either.

Kiwanians should refrain from interactions that can be seen as excessive (such as constantly "liking" or commenting on a person's posts on Facebook). Prior to posting any media online, such as photographs, obtain permission from any and all individuals (or parents for minors) who appear in those media; it could be illegal to do otherwise. (See Kiwanis International Policy B for complete social media guidelines.)

Behavioral or Health Issues: Kiwanians are often seen by a young person as an adult to trust with personal and/or sensitive information. Kiwanians should refrain from counseling youth and should instead find, or assist the young person in finding, appropriate expert assistance.

Conflicts with Other Rules: Whenever these guidelines conflict with local school policies or rules, or local state/provincial, or national laws or regulations, the highest applicable standards for conduct shall prevail.

SECTION 29 – ALCOHOL GUIDELINES

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

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

Kiwanis International Guidelines for Serving Alcohol

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

entity naming the district and Kiwanis International as an additional insured on its alcohol liability policy. When it is not possible or practical to hire a professional entity, the following steps should be taken to reduce the chance of an occurrence:

- Prevent underage service; check identification on all patrons 40 and younger.
- Alcohol consumption must remain on the premises, with prominently displayed signs that inform attendees of this requirement.
- Entrance to the facility or event must be staffed by club members.
- Control consumption and avoid over-serving.
- Food should be readily available at the event.
- Minors at event limited to areas without alcohol.
- Enlist volunteer support in watching over the grounds.
- Consider the presence of local police.
- Be sure to check with the local municipality, state, or province whether a license is required for your event. If a license is required and one is not obtained, there will be no coverage for an injury attributable to alcohol. Coverage will not be provided without a valid license.

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

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

If the district conducts an event that is outside of the above circumstances, it will purchase primary alcohol liability for the event, with limits of at least US$1,000,000 per occurrence. The Kiwanis insurance policy would be in excess of the event coverage.

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

SECTION 30 – YOUTH OUTREACH FUNDS

A. CKI Youth Outreach Fund.

a. **Background -** Based on its size, CKI (Circle K) member dues do not fully fund their district operations. The CKI Youth Outreach Fund allows Capital District Kiwanis clubs who do not presently sponsor a CKI club to donate directly to the CKI district operations account.

b. **Solicitation of Funds –** The CKI District Governor and Administrator can and should make one request annually of Kiwanis clubs in the Capital District through

whatever means they feel are most applicable to get donations for the Youth Outreach Funds.

c. **Handling of Funds** – Funds received from Kiwanis clubs should be sent to the CKI District Administrator so that they are tracked properly, and clubs are acknowledged for their donations. Those funds are then either directly deposited or sent to the Kiwanis Executive Director for depositing to the CKI district's operational account and updated in the CKI district's financial records.

d. **Oversight –** While the CKI District Board of Trustees may assign expenses to be used against the Youth Outreach Funds collected in their budget, ultimately the Kiwanis District Finance Committee and Board of Trustees have final approval over any major changes to the CKI budget.

B. Key Leader Youth Outreach Fund.

a. **Background –** Approved by the 2013-14 Kiwanis District Board, the purpose of this fund is to allow Kiwanis clubs who can't identify potential Key Leader student attendees to donate the amount of a full or partial Key Leader registration to the District's Outreach Fund, so that the funds could be matched with a student who wants to attend the event but lacks the financial resources to do so.

b. **Solicitation of Funds –** The Key Leader District Chair and his/her committee can and should make one request annually of Kiwanis clubs in the Capital District through whatever means they feel are most applicable to get donations for the Key Leader Youth Outreach Fund.

c. **Handling of Funds** – Funds received from Kiwanis clubs should be sent to the Key Leader District Chair so that they are tracked properly, and clubs are acknowledged for their donations. Those funds are then either directly deposited or sent to the Kiwanis Executive Director to be deposited in the Kiwanis operational account and credited to the Key Leader Outreach Fund line item.

d. **Granting of Funds –** The Key Leader District Chair and their committee shall solicit for potential student attendees who are in need of financial assistance to attend their first Key Leader event. This can be done through the assistance of the Key Club District Committee. Once these students are identified, it is at the discretion of the Key Leader District Chairperson to register the students and notify the Kiwanis Executive Director to make payment to Kiwanis International for these students from the Outreach Fund.

e. **Oversight –** The supervising Trustee should be notified of all scholarships provided for each Key Leader event and can report on this to the Capital District Finance Committee or Board of Trustees as needed.

SECTION 31 – RECORD RETENTION AND DESTRUCTION

Purpose
In accordance with the Sarbanes-Oxley Act, which makes it a crime to alter, cover up, falsify, or destroy any document with the intent of impeding or obstructing any official proceeding, this policy provides for the systematic review, retention, and destruction of documents received or created by the Capital District Kiwanis International in connection with the transaction of organization business. This policy covers all records and documents, regardless of physical form, contains guidelines for how long certain documents should be kept, and how records should be destroyed (unless under a legal hold). The policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records, and to facilitate the Capital District Kiwanis International's operations by promoting efficiency and freeing up valuable storage space.

Document Retention
The Capital District Kiwanis International follows the document retention procedures outlined below. Documents that are not listed but are substantially similar to those listed in the schedule, will be retained for the appropriate length of time.

Corporate Records	
Annual Reports to Secretary of State	Permanent
Articles of Incorporation	Permanent
Board Meeting and Board Committee Minutes	Permanent
Board Policies/Resolutions	Permanent
Bylaws	Permanent
Fixed Asset Records	Permanent
IRS Application for Tax-Exempt Status	Permanent
IRS Determination Letter	Permanent
State Sales Tax Exemption Letter	Permanent
Contracts (after expiration)	at least 7 years
Correspondence (general)	at least 5 years

Accounting and Corporate Tax Records	
Annual Audits and Financial Statements	Permanent
Depreciation Schedules	Permanent
IRS Form 990 Tax Returns	Permanent
General Ledgers	at least 7 years
Business Expense Records	at least 7 years
IRS Forms 1099	at least 7 years
Journal Entries	at least 7 years
Invoices	at least 7 years
Cash Receipts	at least 7 years
Credit Card Receipts	at least 7 years

Bank Records	
Check Registers	at least 7 years

Bank Deposit Slips	at least 7 years
Bank Statements and Reconciliation	at least 7 years
Electronic Fund Transfer Documents	at least 7 years
Payroll and Employment Tax Records	
Payroll Registers	Permanent
State Unemployment Tax Records	Permanent
Earnings Records	at least 7 years
Garnishment Records	at least 7 years
Payroll Tax Returns	at least 7 years
W-2 Statements	at least 7 years
Employee Records	
Employment and Termination Agreements	Permanent
Retirement and Pension Plan Documents	Permanent
Records Relating to Promotion, Demotion, or Discharge	at least 7 years after termination
Accident Reports and Worker's Compensation Records	at least 5 years
Salary Schedules	at least 5 years
Employment Applications	at least 3 years
I-9 Forms	Most current, at least 3 years after termination
Timecards/Sheets	at least 7 years
Legal, Insurance, and Safety Records (if applicable)	
Insurance Policies	Permanent
Real Estate Documents	Permanent
Stock and Bond Records	Permanent
Trademark Registrations	Permanent
Leases	6 years after expiration
General Contracts	3 years after termination

Electronic Documents and Records

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files, including records of donations made online, that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an e-mail message, the message should be printed in hard copy and kept in the appropriate file or moved to an "archive" computer file folder. Backup and recovery methods will be tested on a regular basis.

Emergency Planning

The Capital District Kiwanis International records will be stored in a safe, secure, and accessible manner. Documents and Financial files are essential to keeping the Capital District Kiwanis International operating in an emergency will be duplicated or backed up at least every week and maintained off-site.

Document Destruction
The Capital District Kiwanis International Executive Director is responsible for the ongoing process of identifying its records, which have met the required retention period, and overseeing their destruction. Destruction of financial, Board, and personnel-related documents will be accomplished by shredding.

Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

Compliance
Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against the Capital District Kiwanis International and its employees and possible disciplinary action against responsible individuals. The Board of Trustees will periodically review these procedures with legal counsel or the organization's certified public accountant to ensure that they are in compliance with new or revised regulations.

SECTION 32 – WHISTLEBLOWER

Capital District Kiwanis International requires directors, officers, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Capital District Kiwanis International, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility
This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that Capital District Kiwanis International can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees, and volunteers to report concerns about violations of Capital District Kiwanis International’s code of ethics or suspected violations of law or regulations that govern Capital District Kiwanis International’s operations.

No Retaliation
It is contrary to the values of Capital District Kiwanis International for anyone to retaliate against any board member, officer, employee, or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of Capital District Kiwanis

International. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

Reporting Procedure
Capital District Kiwanis International has an open-door policy and suggests that employees share their questions, concerns, suggestions, or complaints with their supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with the District Governor. Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to the Capital District Kiwanis International's Executive Director or District Governor, who has the responsibility to investigate all reported complaints.

Compliance Officer
The Capital District Kiwanis International's Executive Director is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Compliance Officer will advise the Board of Trustees of all complaints and their resolution and will report at least annually to the District Governor on compliance activity relating to accounting or alleged financial improprieties.

Accounting and Auditing Matters
The Capital District Kiwanis International's Executive Director shall immediately notify the Finance Committee of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the committee until the matter is resolved.

Appendices

A. Revision History

B. District Committees, Staff and Key Positions List

C. District Committees Descriptions

D. District Key Position Descriptions

E. Budget Template for Regional Conferences

F. Sample Club Policy Code for Background Checks

G. District Forms

Appendix A – REVISION HISTORY

February 1, 2002

Section 7 E (12) (c) - changed the Web Page Contest awards from two ribbons in each of five size categories to 10 ribbons for best pages regardless of club size.

Section 8 A (5) - added Friday afternoon room requirements to the matrix.

September 13, 2002

Standing Committees – CKI Clubs
Section 7 E (7) (b) ii - added definition of the Zone Administrators duties and responsibilities

April 12, 2003

Officers
Section 5. B. - reduced the number of reimbursable Lt Governor club visits from three to two.

Finances
Section 15 D. (2) – (4) - set the goal for reimbursement of Lt Governors Elect attending the International Convention to the amount of the Convention Registration fee. Actual amount is to be determined by the board.

September 6, 2003

Standing Committees – Capital District Foundation
Section 7 E (4) (b) iii – increased the amount the Foundation can solicit per member from $1 to $2.

February 26, 2005 – Revised to incorporate Shaping Initiative. Major changes include:

District Officers
Section 5 B – Defined additional duties for District Trustees

Committees
Section 7 – Completely redesigned Committee structure and redefined Committee duties and responsibilities

Conventions
Section 8 – Incorporated the Convention Planning Manual by reference
Section 8A – Provided for rotation of District Convention hosts among regions and the possibilities of regional Midwinter Conferences

Nomination and Election of Officers

Section 10E – Revised procedure for selecting candidate for the office of International Trustee.

November 4, 2006

Section 7 C-19-A Meetings

Section 10- B District Governor-elect

Section 10-F International Officers

June 1, 2007

Section 5-B District Trustees – Committee Portfolios

February 8, 2008

Change all references to SOAP to SLP, Changed Education & Training to Leadership Development Committee, Change K-Kids to Kiwanis Kids, and Moved the digital District under the Communications and Public Relations Committee.

May 30, 2008

Permit the Trustees to be proactive in their relationships with Lieutenant Governors and Clubs. Add Governor to those who can activate club support committees in a region.

August 15, 2008

Changed the composition of the District Policy Statements and the duties of the Finance and Long-Range Planning Committees.

February 2009

Section 7-C-20 Meetings Committee: brought policies in line with the current responsibilities of the committee; the committee will assist the District Convention Committee

Section 7-D-3 District Convention Committee: made the District Convention Committee a permanent committee of the Capital District; developed additional committee responsibilities

Section 8: reorganized section; eliminated rotation of District Convention sites to different regions; allowed for the district to hold a district-wide Midwinter Conference and regional Midwinter Conferences in the same year

June 5, 2009

Section 4 Membership: restated applicable policies concerning clubs with low membership from the Kiwanis International Policy Code; developed internal district policies to notify and assist clubs with low membership

August 21, 2009

Section 8 Conventions: clarified who is eligible to serve on the Credentials Committee

Section 10 Nomination and Election of Officers: clarified the eligibility requirements for district office and endorsement for International Trustee; moved the eligibility requirements for District Trustee from the Bylaws to the Policy Code

Section 15 Finances: revised and more clearly stated the investment policy of the Capital District

February 26, 2010

Section 5 Officers: more clearly defined the responsibilities of District Trustees as they relate to working with District Committees

Section 7 Committees, Support Groups, and Staff Positions: better organized the section as to who serves on District Committees and what the official duties are; in addition, created service agreements in a new appendix for all Policy Formation and Club Support District Committees to clearly define the responsibilities and expectations of committee chairs and members

June 5, 2010

Sections 3-5: cleaned up these sections

Section 7 Committees, Support Groups, and Staff Positions: created descriptions for all committees and groups once designated "District Support Committees" and moved all language that deals with these groups to a new appendix; moved the District Foundation to its own sub-section; changed all references from "Club Support Committees" to "Support Committees"

Sections 8-9: cleaned up these sections, specifically those that relate to the policies and procedures for District Conferences and Conventions

Section 10 Nomination and Election of Officers: eliminated an optional eligibility requirement for Lt. Governors that specifies that candidates should be members of Capital District club(s) for the preceding four years

Section 15 Finances: eliminated old language that allocated member dues to District Conventions and Conferences; the District Board had previously determined that dues will no longer be allocated to such events in this manner

November 6, 2010

Section 4 Membership: added a section sub-section C that reiterates the importance of filing all required reports in a timely manner, and outlines steps to notify clubs that are delinquent in filing to remedy such situations

February 5, 2011

Appendix C: changed the name of the Leadership Development Committee (formerly called the Training and Education Committee) to just "Education Committee;" updated the duties of the District Committee

Section 28 Social Media Guidelines: established new social media guidelines consistent with the recent policies adopted by the Kiwanis International Board

Section 8 Conventions, Section 9 Convention Procedures: eliminated the Meetings Committee and District Convention Committee and created in its place a new District Committee named the "Conventions and Meetings Committee;" updated the Policy Code with the new responsibilities of the Committee and process for selecting and approving District Conventions and Conferences

Various Sections: updated the Policy Code to reflect the decision by the District Board to eliminate the District Leadership Conference; added Appendices E and F for the Executive Director job description and budget template for regional conferences

June 4, 2011

Section 10 Nomination and Election of Officers: changed the way in which International Trustees are endorsed in the District. The new language allows the Board to act on the House of Delegates' behalf if circumstance or time limitations require that an International Trustee endorsement decision be made before the House of Delegates meets.

October 15, 2011

Section 5 Officers: changed the responsibilities of District Trustees to require at least one official visit to a Division or President Council Meeting per division in the region they advise. Readjusted section numbering.

Section 15 Finances: changed policy to allow District Trustees-Designate to attend the International Convention should the outgoing District Trustee from the same region be unable to attend. Also clarified that only mileage for the required one Divisional Council Meeting per division will be reimbursed.

Appendix D: District Support Committees & Group Descriptions:

> New Club Building Service Agreement: changed committee structure to include one Lieutenant Governor-Designate-appointed New Club Builder per division, and a Governor-Designate-appointed Chair.

Club Growth Committee Service Agreement: changed committee structure to include one Lieutenant Governor-Designate-appointed Club Growth Counselor per division, and a Governor-Designate-appointed Chair.

Section 19 Amendments: changed policy to allow The Bylaws and Policy Committee to make grammatical, typographical, formatting, housekeeping, and other non-policy changes to the District Policy Statements without approval of the District Board.

February 4, 2012

Section 15 Finances:

Minor word changes, renumbering.

Combined B(2) and B(4), clarified and simplified wording.

Changed 50% limit on Finance Committee Authority to a target "not to exceed 50%." Changes in the budget or market conditions may cause the percentage in equities to exceed 50%, and current policy requires that those investments exceeding 50% be sold or converted to fixed income investments. That activity could result in avoidable transaction fees, but more importantly, could artificially force a sale at a time that is disadvantageous to the District's long term financial health (i.e., force a sale "when the market is down"). The change provides the Finance Committee with a goal to strive for but allows discretion to sell or convert "excess" equities when it is considered advantageous to the District.

Section 7 Committees, Support Groups and Staff Positions: added staff positions of District Convention Registration Specialists and District Convention Program Editor.

March 5, 2012

Section 15 Finances:

Clarified and defined reserves as the annual operating budget less budget revenue from self-supporting events (e.g. District Conventions, Regional Conferences, K-Family Weekend, Past Governor's Weekend, etc.).

Added Reserves sub-paragraph (2) Budgetary Considerations to clarify procedures regarding deficits/surpluses at the end of the Administrative Year.

Added provision for the rebalancing of portfolio/investments.

May 19, 2012

Section 7 Committees, Support Groups, and Staff Positions:

Changed all references of "Foundation Secretary" to "District Secretary" in subparagraph (2), transferring the responsibility of submitting Capital District Foundation Bylaws

Amendments to Kiwanis International from the Foundation Secretary to the District Secretary.

Section 10 Nomination and Election of Officers and Appendices:
Added the District Trustee and Lieutenant Governor Performance Pledge Forms to the Policies and added completion of these documents to the responsibilities of District Trustee (subsection D) and Lieutenant Governor and Lieutenant Governor-Elect (subparagraph 4).

Section 9 Convention Procedures (now Policies and Procedures for Conventions/Conferences):
Changed the section titled from "Convention Procedures" to "Policies and Procedures for Conventions/Conferences." Removed the current Section 9 text and inserted the Policies and Procedures for Conventions/Conferences in its entirety (these District Convention Policies, until May 19, 2012, were a separate Governing Document), and reformatted numbering to match that of the District Policy Statements.

Section 4 Membership:
Added subsection E "Definition of "in good standing" to clarify what it means to be "in good standing."

Section 10 Nomination and Election of Officers and Appendices:
Added the Division Election Conference Minutes Form to the District Policies and added the completion/certification of this document to the responsibilities of the Lieutenant Governor and Lieutenant Governor-Elect (sub paragraph 5 Certification).

Section 10 Nomination and Election of Officers and Section 30 Criminal History Background Checks:
Added "Section 30 – Criminal History Background Checks" outlining policy and requirements for completion of criminal history background checks, and requirements of completion to the Section 10 responsibilities of District Governor-Elect (subsection B), Executive Director (subsection C), District Trustee (subsection D), and Lieutenant Governor and Lieutenant Governor-Elect (subsection E).

August 24, 2012

Section 9 - Added responsibility to take official minutes at Convention House of Delegates to duties of Executive Director.

Section 9 - Eliminated requirement for pool for Ducky Derby.

Section 10 - Updated to clarify and restructure the process of nominating candidates for International Trustee.

Section 5 & 15 - Clarifies required Lieutenant Governor visits to clubs, club visit reporting, and mileage reimbursement.

Section 7 and Appendix – Renames a number of standing committees to align them more closely with Kiwanis International. Young Children: Priority One becomes Children and Youth Services, Budget and Finance becomes Finance, Community Service becomes Service, Education becomes Kiwanis Education, Club Growth becomes Membership, Communications and Public Relations becomes Public Relations.

Section 31 - adopts a District Policy on Conflict of Interest as prescribed by Kiwanis International.

Section 32 - adopts a District Policy on Adults working with sponsored youth programs as prescribed by Kiwanis International.

Section 7, 9, 10 - replaces all references to the e-Builder, Mini Builder and Capital Builder with *The Capital Kiwanian*, and creates the Staff Position of District Publication Designer.

Appendix – eliminated the Administration & Club Operations and International Understanding committees. Creates the Fundraising committee.

Section 8 & 9 - eliminates repetition between Sections 8 and 9 (after the merger of the District Convention Policies into Section 9 of the District Policy Statements) and retitles each section so that Section 8 relates to Midwinter Policies, and Section 9 exclusively covers District Convention Policies.

Section 8 - removes references to senior and privileged members.

May 11, 2013

Updated Appendix G with revised versions of Trustee and Lt. Governor Pledge Forms that include information about required KI background check.

August 16, 2013

Added staff position and job description for District Youth Protection Manager, revised Background Checks in Section 30, revised Youth Protection Guidelines in Section 32, and adopted new Alcohol Guidelines in Section 33.

February 8. 2014

Removed Governor-Elect as Chair of the Conventions and Meetings Committee and added Executive Director as permanent member. Added new travel reimbursement stipulations to District Committees and Subject Matter Experts in Section 7. Added Sample Club Policies for Background Checks to Appendix G.

May 10, 2014

Modified policies to create regional educational conferences (instead of Midwinters) and nomination timeline for Governor-Elect both affected by shifting District Convention to the Spring starting in 2015.

Sept 21, 2014

Modified Section 4 – Sub-section B to remove the punitive measures from low club membership.

January 31, 2015
Revised eligibility requirements for District Officers listed in Section 10. Added a proviso to take effect in 2017 that would require Governor-Elect candidates to have completed a term as district trustee.

Changed a reference to Foundation Trustees to Directors in Section 7.

February 18, 2015
Modified Section 15 Subsection C to add requirement that requests for reimbursement to district officers must be submitted within 90 days of the event and all reimbursements for that Kiwanis year must be turned in by September 28th.

April 10, 2015
Modified Section 5 Subsection C to address how late Lt. Governor visits and/or reports are handled.

August 8, 2015
Modified Section 15 to clarify what expenses are reimbursable for district officers attending the District and International Conventions. Added Section 34 explaining Youth Outreach Funds.

August 13, 2016
Revised Section 32 (Youth Protection Guidelines) and Youth Protection Manager job description to be consistent with changes made by KI. Added Consent & Release and Transportation Authorization Forms to Appendix G.

November 11, 2017
Re-formatted the Policy Statement to conform with the current Capital District Bylaws. This resulted in condensing the current Policy Statement Sections 1 – 21 to a new format of Sections 1 – 16. The sections after this will also be renumbered starting with Section 17.

Created new Sections:
Section 1 – Definitions. Defined the ex-officio committee members position on committees. Not a voting member nor factored into the quorum requirement.

Section 2 – Purpose and Structure. Essentially combined the previous Sections 1 – 4 into one.

Section 3 – Officers. Defined the district officers, moved Assistant Executive Director to Staff section, and clarified Trustee Assignments to committees.

Section 4 – District Board. Added language from Bylaws for clarity on who is the board and when they meet.

Section 5 – Committees. Major change was included the list of committees and their duties from the Kiwanis International Policy as required Standing Committees. Created subsection on the Other District Committees. Defined that the district has two forms of committees – Policy Formulation and Support. Then defined what committees are under the Policy Formation status.

Other changes in this section were: Clarified that the Conventions and Meetings Committee does not comply with one member from each region, added Trustee Committee Assignment language form previous section, expounded on Ex-Officio Members, included all staff positions required by Kiwanis International, added the Historian as a staff position and Deleted District Convention Registration Specialist and District Convention Program Editor.

Section 6 – Changed Midwinter to Mid-Year. Defined what a Mid-Year convention was. Moved the entire section on District Convention to the Appendix Section as Appendix H.

Section 7 – Nomination and Election of Officers. Modified the Eligibility Requirements for running for Governor-Elect. It now requires that the person be a member in good standing of a Kiwanis Club for a minimum of 6 years. Removed the requirement of being a member of a Capital District club as well a Kiwanis International and reduced the length of time from 9 years. Also, the person must have fully completed their term as Trustee in the Capital District and have been a Lieutenant Governor in the Capital District. Also removed the length of time requirements to be nominated for Trustee or Lieutenant Governor.

Section 11 – Finance. Changed the time for submitting reimbursement requests from 90 days to 30 days after the event.

Section 13 – Amendments. Inserted language on time frames and process for submitting amendments to the Policy Statement.

Past Governors Committee Service Agreement. Changed the language for who is the chair from immediate past to penultimate past Governor. Also, the terms were reduced from 3 years to 1 year.

May 12, 2018

The board met to make adjustments to the Policy Statements as recommended by Kiwanis International after their review of the November 11, 2017 changes. These resulted in removing duplicate language and any language that was controlled by Articles in the Capital District Bylaws. These changes did not alter the substance of the November 11, 2017 updates. However, a major change to the Policy Statements occurred in Section 7, Nominations and Election of Officers. Based on a requirement in the instructions in the 2014 Kiwanis International update to District Bylaws, all language concerning eligibility for officers MUST be in the Bylaws and approved by the House of Delegates, not in Policy.

May 16, 2020

- Updated all references from Kiwanis Education to Leadership Development and Education.
- Moved reimbursement language from a variety of Sections (3, 5, & 6) to Section 11 – Finance for consistency.
- Updated Section 6 to be more thorough and complete guidelines for District Meetings.
- Deleted a misleading reference regarding ex-officio members of Policy Formation Committees.
- Fixed statements about past governors serving on policy formulation committees in Section 5 and Appendix C so that they are in sync.
- Updated Appendix B properly listing District Committees, Staff and Key Positions
- Appendix C now contains committee descriptions, rather than Service Agreements
- Appendix D now contains key position descriptions provided by Kiwanis International for required positions.

August 21, 2020

Language added to Section 5 Committees to clarify that ex-officio members of District Committees have full privileges including the right to make motions and vote. Additionally, designation of Immediate Past Governor as Chairperson of the Finance Committee was re-added to policy statements after its temporary removal. .

May 16, 2021

- Changes to Section 11 Finance to update indices used to benchmark performance of investments and capacity of investment advisor
- Expansion of the voting body of the PG Committee in Section 7 that selects the nominee for International Office
- Clarification in Section 5 on the term of past governors appointed to policy formulation committees
- Addition of new Section 31 Records Retention and Destruction policy
- Addition of new Section 32 Whistleblower policy

September 17, 2021

- As a result of district bylaw amendment passed by the 2021 Education & Leadership Conference Business Session, changing the title of District Secretary-Treasurer to Executive Director, all references in this document were updated accordingly.

November 13, 2021

- Updates were made to the Key Club Support Committee job description
- New language was added to Section 3 C regarding Lt. Governor/Divisional funds
- SLP Administrators were moved to 3-year appointments with a maximum term limit of 6 consecutive years

March 4, 2022

- Revised active campaigning rules for District and Regional Midyear Conferences to permit governor-elect campaigning.
- Clarified eligibility requirements for candidates seeking the office of governor-elect to specify that bylaws requirements must be met by date assuming office.

Appendix B – DISTRICT COMMITTEES, STAFF AND KEY POSITIONS

District Committee Name	Committee Type	Led By
Achievement / Resolutions	Support	Chairperson
Aktion Club	Service Leadership Program	Aktion Club Administrator
Builders Club	Service Leadership Program	Builders Club Administrator
Bylaws and Policies	Policy Formulation	Chairperson
Circle K International	Service Leadership Program	CKI Administrator
District Convention	Support	Chairperson
Finance	Policy Formulation	Chairperson
Key Club	Service Leadership Program	Key Club Administrator
Key Leader	Service Leadership Program	Chairperson
Kiwanis Children's Fund	Support	KCF Representative
Kiwanis Convention	Support	Chairperson
Kiwanis Kids	Service Leadership Program	Kiwanis Kids Administrator
Leadership Development and Education	Support	Leadership Development Coordinator
Long Range Planning	Policy Formulation	Chairperson
Meetings	Support	Chairperson
Membership	Support	Membership Coordinator
Past Governors	Support	Chairperson
Past Lt. Governors	Support	Chairperson
Service	Support	Chairperson

District Staff
Executive Director
The Capital Kiwanian Designer
The Capital Kiwanian Editor
Facebook Marketing Specialist
District Key Positions
Historian
Parliamentarian
Partnership Coordinator
Public Relations Coordinator
Risk Manager
Youth Protection Manager

Achievement*

Other Committees Encompassed Within This Committee: Resolutions*

Chairperson: The Immediate Past Governor shall serve a one (1) year term as Chairperson. In the event the Immediate Past Governor is unable to serve for some or all of the term, the Past Governors Committee will select a chairperson for the remainder of the term.

Membership: The Chairperson shall appoint members as necessary to one (1) year terms to assist in completing the Committee's duties. To meet the Kiwanis International requirements for the Resolution functions of this Committee, the Past Governors Committee will appoint a Past Governor to serve a one (1) year term.

Duties: This Committee shall develop and implement programs to recognize outstanding achievement by Kiwanians, clubs, and divisions within the District.

1. Work throughout the year with the Lt. Governors and other District Committee members to identify significant achievements.

2. Bring significant achievements to the attention of the regional member of the Public Relations Committee to gain maximum publicity for the achievement. Specific duties include:
   - Working with the Lt. Governor and club secretaries to ensure the annual report documents significant achievements and is submitted on time.
   - Ensuring the Lt. Governor and counseling Trustee are aware of any club problems with submitting the annual report.

3. Be in charge of the resolutions process at District Convention (since the presentation of resolutions to the House of Delegates is an appropriate way to recognize significant achievements). Specific duties include:
   - Considering resolutions submitted by the Kiwanis International Board of Trustees, District Board of Trustees, or a chartered club, as provided in Section 2 of Article IX of the District Bylaws. The Committee may originate resolutions and modify, combine, and edit all resolutions submitted to it. The Committee will present its recommendations on these resolutions to the District Board and, subject to the approval of the Board, to the House of Delegates at the District Convention.
   - Originating Recognition, Appreciation, and Memorial Resolutions and present these types of resolutions at District Conferences and to the House of Delegates at the District Convention.

Awards:

To recognize significant achievements, the Committee shall:

- Present first place and honorable mention ribbons in the four (4) membership size categories for single service and multiple service projects based on the narrative section of the club annual report annually and forward the first-place winners in each category to Kiwanis International for entry into the International Service Award competition.
- Certify to Kiwanis International those Divisions and Lt Governors meeting the criteria established for the Distinguished Division Award.
- Certify to Kiwanis International those clubs meeting the criteria established for the Distinguished Club Award.
- Present the Distinguish Club Member Award consisting of a “Walking K” pin and certificate to club members meeting the criteria established by the Committee.
- Present copies of resolutions (suitable for framing) adopted by the House of Delegates recognizing significant achievements.

Aktion Club

Committee Type: Support Committee

Chairperson: Aktion Club District Administrator (See Appendix D)

Membership: This committee will have one (1) member from each region; these members shall be known as Aktion Club Zone Administrators.

Background: While Aktion Club is an official branded program of Kiwanis International, Aktion Clubs have no organizational structure above the local level. Each Aktion Club is a partnership between a Kiwanis club and a professional organization that looks after adults living with disabilities.

Duties:

1. Promote the concept of continuing and effective sponsorship of Aktion Clubs throughout the District upon the part of the sponsoring Kiwanis Clubs.

2. Provide expertise and assistance to Kiwanis Clubs in establishing Aktion Clubs and provide the interface among Aktion clubs, other District Kiwanis family clubs, the Capital District, and Kiwanis International.

Builders Club

Committee Type: Support Committee

Chairperson: Builders Club District Administrator (See Appendix D)

Membership: This committee will have one (1) member from each region; these members shall be known as Builders Club Zone Administrators.

Background: This committee is the adult committee for middle school Kiwanis family clubs. While Builders Club is an official branded program of Kiwanis International, Builders Clubs have no organizational structure above the local level. The school provides a faculty advisor who is primarily responsible for operation of the club. The sponsoring Kiwanis club assumes specific responsibilities for their Builders Club(s) and appoints a Kiwanis Advisor to be the main point of contact and interface among the Builders Club, faculty advisor, and Kiwanis.

Duties:

1. Promote the concept of continuing and effective sponsorship of Builders Clubs throughout the District upon the part of the sponsoring Kiwanis Clubs.

2. Provide expertise and assistance to Kiwanis Clubs in establishing Builders Clubs in middle schools and provide the interface among Builders Clubs, other District Kiwanis Family clubs, the Capital District, and Kiwanis International.

Bylaws and Policies

Committee Type: Policy Formulation Committee

Membership: This committee will consist of two (2) to three (3) District Trustees, three (3) general members and one (1) Past Governor appointed by the Past Governors Committee. The District Parliamentarian, Executive Director, Governor, ~~and~~ Governor-Elect and Vice Governor are ex officio members of this committee.

Duties:

1. Establish detailed goals and recommend policies for the coming administrative year in order to meet the objectives of the long-range plan.

2. Review recommendations from any committee with policy implications and provide recommendations to the District Board.

3. Assist the Board in interpreting the spirit of the District Bylaws and in securing the proper observance of obligations, standards, and practices arising there under, including the adjudication of any grievances.

4. Draft proposed changes to the District Policy Statements for approval by the Board.

5. Draft proposed amendments to the District Bylaws for approval by the Board and the House of Delegates.

6. Submit such other recommendations as may be requested by the Board.

Circle K International

Committee Type: Support Committee

Chairperson: Circle K International District Administrator (See Appendix D)

Membership: This committee will have one (1) member from each region; these members shall be known as CKI Zone Administrators.

Background: This committee is the adult committee for college-based Kiwanis family clubs. CKI is structured similarly to Kiwanis in that it is organized into clubs and districts which are part of an overarching international organization. CKI members have the primary responsibility for operating their organizations. Schools provide a faculty advisor who is the primary advisor to the CKI club president. The sponsoring Kiwanis club assumes specific responsibilities for their CKI club and appoints a Kiwanis Advisor to be the main point of contact and the interface among the CKI club, faculty advisor, and Kiwanis.

Duties of the Zone Administrators: The Zone Administrators will give guidance to all sponsoring Kiwanis Clubs and CKI clubs in their division and provide education/counseling to new CKI clubs as well as other non-sponsoring Kiwanis clubs in the division. Zone Administrators will work closely with the District Administrator and other members of the Kiwanis District Committee on CKI to assist the CKI District Board in their ongoing activities. Specifically, Zone Administrators will:

Divisional:

- Serve as a liaison between the Kiwanis Clubs and CKI clubs in the division.
- Work with sponsoring Kiwanis clubs, as necessary, to ~~insure~~ensure dues are paid promptly.
- Attend CKI Divisional President's Council Meetings (PCMs) when possible.
- Work on new club building with Kiwanis Lt. Governor and CKI Lt. Governors
- Attend at least one (1) club meeting and/or project of each CKI club in the division
- Communicate with the respective CKI Lt. Governor at least once a month.
- Meet the new CKI Lt. Governor in person to develop divisional plans for the year as soon after the annual CKI District Convention as possible
- Assist with Youth Outreach Program by contacting Kiwanis clubs that do not sponsor CKI clubs

District:

- Communicate with the District Administrator on an as needed basis
- Step in for the District Administrator and/or Assistant Administrator in their absence
- Attend at least one (1) District Board Meeting
- Participate in CKI workshops given at District Convention and Key Club District Convention if possible.

- Attend, where possible, the annual CKI District Convention, Kiwanis Family Weekend, Fall Training Rally, Spring Officer Training Rally, and District Officer Training Conference

District Convention

Committee Type: Support Committee

Membership: The chairperson appointed by the Governor-Designate shall select necessary members to fill the roles as defined in Section 6~~.~~. While it is ~~recommend~~recommended that as many committee members as possible come from the area where the convention will physically take place, this is not a requirement.

Duties: The Committee's main responsibility is the successful planning and execution of the annual District Convention.

Finance

Committee Type: Policy Formulation Committee

Chairperson: The Immediate Past Governor shall serve a one (1) year term as Chairperson. In the event the Immediate Past Governor is unable to serve for some or all of the term, the Past Governors Committee will select a chairperson for the remainder of the term.

Membership: This committee will consist of two (2) to three (3) District Trustees, three (3) general members and the Immediate Past Governor. The District Foundation Board shall appoint a member of its Board to serve a one (1) year term as an ex officio member of the Committee; that member may be reappointed. The Executive Director, Governor and Governor-Elect are ex officio members of this committee.

Duties: The Committee shall hold a meeting quarterly before each meeting of the District Board to discharge its duties as outlined below.

1. Prepare, review, and amend as necessary the annual budget of estimated income and expenses prepared by the Executive Director and submit the recommended annual budget to the Board.

2. Review the proposed budgets for all Kiwanis family district conventions and conferences and submit recommendations to the Board.

3. Review the proposed annual budgets for Service Leadership Programs (SLPs) and SLP Administrators and submit recommendations to the Board.

4. Assess the fiscal implications of the Long-Range Plan and inform the Long-Range Planning Committee and Board.

5. Review recommendations with financial implications from any committee and provide recommendations to the Board.

6. Submit such other recommendations as may be requested by the Board.

Key Club

Committee Type: Support Committee

Chairperson: Key Club District Administrator (See Appendix D)

Membership: This committee will have one (1) member from each region; these members shall be known as Key Club Zone Administrators.

Background: This committee is the adult committee for high school Kiwanis family clubs. Key Club International is structured similarly to Kiwanis in that it is organized into clubs and districts which are part of an overarching international organization. Key Club members have the primary responsibility for leading their organization in consultation with their advisors. Schools provide a faculty advisor who is the primary advisor to the Key Club president. The sponsoring Kiwanis club has specific obligations to their Key Club(s) and appoints a Kiwanis Advisor to be the main point of contact and the interface among the Key Club(s), faculty advisor, and Kiwanis.

Duties of the Zone Administrators: The Zone Administrators are assigned responsibility for one (1) or more Key Club divisions and are the primary advisor to Key Club Lt. Governors. Zone Administrators are the primary interface among sponsoring Kiwanis clubs, Kiwanis Divisions, and Key Clubs.

Divisional:

- Serve as a liaison between the Kiwanis Clubs and Key Club in the division.
- Work with sponsoring Kiwanis clubs, as necessary, to ensure dues are paid promptly.
- Attend all Key Club Divisional Council Meetings (DCMs).
- Work on new club building with Kiwanis Lt. Governors and Key Club Lt. Governors
- Attend at least one (1) club meeting and/or project of each Key Club in the division.
- Communicate with the respective Key Club Lt. Governor at regular intervals each month as needed.
- Meet the new Key Club Lt. Governor in person to develop divisional plans for the year as soon after the annual Key Club District Convention as possible

District:

- Communicate with the District Administrator on an as needed basis
- Help facilitate conflict resolution between students and sponsoring Kiwanis Club(s)
- Promote and adhere to Kiwanis International Youth Protection Guidelines in consultation with the Kiwanis District Youth Protection Manager
- Step in for the District Administrator and/or Assistant Administrator in their absence
- Attend all District Board Meetings
- Participate in Key Club workshops given at District Convention and CKI District Convention if possible.

- Attend the annual Key Club District Convention, Kiwanis-Family Weekend and Key Club Fall Rally

Key Leader

Committee Type: Support Committee

Chairperson: Key Leader District Chairperson (See Appendix D)

Membership: This committee will have at least one (1) member from each region. The chairperson will designate one (1) member from each region (other than their own) as regional coordinators. The person in charge of a Key Leader event is referred to as the Site Coordinator.

Duties: This committee shall coordinate activities relating to the operation of a District Wide Key Leader Program. Specific duties include:

1. Coordinate with Kiwanis International the implementation of a Key Leader Program within the Capital District.

2. Select appropriate location, staff, advisors, and necessary adult consultants.

3. Create a process to maintain the recruitment of participants in an ongoing Key Leader Program.

4. Oversee operations of a Key Leader Program within the District.

5. Monitor progress, participation, and results of a Key Leader Program.

6. Promote a Key Leader Program and assist clubs, upon request, with all aspects relating to participating with the program.

7. Report, through the appropriate District Trustee, efforts, and results of all events to the Board.

Kiwanis Children's Fund

Committee Type: Support Committee

Chairperson: Kiwanis Children's Fund Representative

Membership: This committee will have at least one (1) member from each region.

Duties: The Committee's main responsibility is to increase awareness of the Kiwanis Children's Fund for donations by clubs and individuals as well assistance with club grant request writing.

Kiwanis Convention

Committee Type: Support Committee

Chairperson: Chairperson

Membership: This committee will have at least one (1) member from each region.

Duties: The Committee's main responsibility is to increase awareness and promote attendance at the Kiwanis International Convention.

Kiwanis Kids

Committee Type: Support Committee

Chairperson: Kiwanis Kids District Administrator (See Appendix D)

Membership: This committee will have one (1) member from each region; these members shall be known as Kiwanis Kids Zone Administrators.

Background: This committee is the adult committee for elementary school Kiwanis family clubs/programs. While Kiwanis Kids is an official branded program of Kiwanis International, Kiwanis Kids have no organizational structure above the local level. The school provides a faculty advisor who is primarily responsible for operation of the club. The sponsoring Kiwanis club assumes specific responsibilities for their Kiwanis Kids Club(s)/program(s) and appoints a Kiwanis Advisor to be the main point of contact and interface among the Kiwanis Kids Club, faculty advisor, and Kiwanis.

Duties:

1. Assist Kiwanis Clubs in establishing Kiwanis Kids Clubs and/or programs (detailed below) in elementary schools.
2. Promote the concept of continuing and effective sponsorship upon the part of the sponsoring Kiwanis clubs.
3. Provide the interface for Kiwanis Kids Clubs/programs among Kiwanis clubs, the Capital District, and Kiwanis International.

Terrific Kids Program: The Terrific Kids program provides teachers with a tool to reward students for special achievements that may otherwise go unnoticed. A sponsoring Kiwanis club helps support the Terrific Kids program at the school. The Kiwanis club plans Terrific Kids parties, provides recognition, and establishes partnerships with local community businesses to secure support for the program. Sponsoring businesses have the option of providing coupons, giveaways, or food for Terrific Kids parties.

Bring Up Grades (BUG) Program: BUG is a program designed to provide recognition to students who raise their grades to an acceptable range and maintain or continue to raise them from one grading period to the next. A sponsoring Kiwanis club helps support the BUG program at the school. The Kiwanis club plans BUG recognition events, provides awards, and establishes partnerships with local community businesses to secure support for the program. Sponsoring businesses have the option of providing coupons, giveaways, or food for BUG parties.

Leadership Development & Education*

Committee Type: Support Committee

Chairperson: Leadership Development Coordinator (See Appendix D)

Membership: Membership will consist of all active Certified Instructors.

Duties: This committee will provide education and training to all Kiwanians in the District. Specific duties include:

1. Receive Kiwanis International approved applications from qualified Kiwanians. Evaluate and recommend to the Governor, Governor-Elect, Executive Director, and Master Instructors the applicants they consider to be qualified to serve as Certified Instructors. ~~Liaise~~Consult with all Certified Instructors regularly.

2. Review the Kiwanis International approved Club Leadership Education package and make additions that will include information on the Capital District.

3. Schedule the necessary Education Conferences in the six (6) Regions to provide the opportunity for all club leaders to participate in a Club Leadership Education session. Assign Certified Instructors to each session consistent with availability and proximity to the conferences.

4. Assist the Governor-Elect in preparing the training schedule for the District Convention.

5. Assist the Regional (or District) Conference Chair(s) in preparing the training schedule(s) for conferences.

6. Provide training in specialized topics, such as the club treasurer, secretary, and board member training, as requested by Lt. Governors or club presidents.

7. Update and publish a booklet of Kiwanis minute education spots annually.

8. Assist the Governor and Governor-Elect when requested.

Long Range Planning

Committee Type: Policy Formulation Committee

Membership: This committee will consist of two (2) to three (3) District Trustees, three (3) general members and one (1) Past Governor appointed by the Past Governors Committee. The Executive Director, Governor and Governor-Elect are ex officio members of this committee.

Duties:

1. Prepare a five (5) year and one (1) year plan setting out specific annual goals and objectives for the District during that period. The plans should be based on the plans submitted by the clubs and divisions.
   - Provide appropriate supervision and direction to the individual club presidents in the preparation of five (5) and one (1) year plans to be submitted to the Lt. Governor by 15 April of each year.
   - Provide appropriate supervision and direction to the Lt. Governors in the preparation and collation of five (5) and one (1) year plans to be submitted to the Long Range Planning Committee by 1 May of each year.

2. Be the primary facilitator for the annual assessment conducted by the District Board in November. The Committee will develop assessment procedures and survey instruments, collect data, and make the results of the assessment available to the members of the District. Such assessment shall be based on the approved plans submitted by clubs, divisions, and the Committee.

3. Based on the assessment, revise the annual goals, and add another year to the long range plan. The revised plan is to be distributed to District Board and Committee members annually in May.

4. Review recommendations from any committee for consistency with the long range plan and provide recommendations to the Board; these reviews shall include potential revisions to the District Long Range Plan.

5. Submit such other recommendations as may be requested by the Board.

Meetings

Committee Type: Support Committee

Membership: This committee will be composed of eight (8) members who have prior experience with negotiations and contracting for meeting facilities. Geographic diversity should be a consideration. However, these members do not need to represent individual regions. The Executive Director as signatory for all contracts is always a member of this committee.

Duties:

1. Develop and maintain a comprehensive list of meeting facilities in the Capital District that meet the requirements set forth in the Policy Code.

2. Solicit proposals, evaluate proposals, and present contracts for future meeting sites no less than three (3) years in the future. When it is advantageous to the District, multi-year contracts at the same location or with the same facilities will be submitted. The Board will approve all proposals before the contracts are signed by the Executive Director.

3. Review the current policies relating to District Conventions and Conferences and suggest revisions to the Board, as appropriate, to meet the current and future needs of the Capital District. Revisions should be presented for review and approval annually at the February board meeting.

4. Provide assistance, as requested, to each Regions in soliciting and evaluating proposals for Regional Conference sites.

5. Maintain Kiwanis family calendar of all meetings to ensure that no scheduling conflicts occur with District Conventions, District or Regional Midyear Conferences or any other District Meetings. All events must be cleared by the Committee prior to entering into any contracts or other non-cancellable commitments.

6. Review proposals and recommend to the District Board, hosts and sites for future District Conventions and District Midyear Conferences, if held and assist in the creation of proposals, if necessary.

Membership

Committee Type: Support Committee

Chairperson: Membership Coordinator (See Appendix D)

Membership: Each Lieutenant Governor-Designate will appoint a Club Counselor for their division who will serve on the committee.

Duties: This committee will provide expertise and assistance to facilitate growth of existing clubs. Specific duties include:

1. Ensure clubs maintain active membership recruitment and retention programs using resources and ideas provided by Kiwanis International.

2. Assist clubs in developing a comprehensive orientation program to be provided to all prospective members.

3. Assist clubs in conducting a meaningful induction ceremony for each new member.

4. Conduct exit surveys with members leaving Kiwanis.

Awards: Annually, the committee will present two (2) sets of first place and honorable mention ribbons in the five (5) membership size categories for membership growth based on net growth in members and percentage increase in members.

Past Governors

Chairperson: The penultimate Past Governor will serve as chairperson for the Past Governors Committee. In the event the penultimate Past Governor is unable to serve for some or all of the term, the Past Governors Committee will select a chairperson for the remainder of the term.

Membership: All Past Governors of any Kiwanis District are members of the Committee as long as they are members in good standing of a Capital District Kiwanis Club.

Duties: The Committee functions as a senior advisor to the District Governor and District Board. Specific duties include:

1. Consider and report to the Governor and District Board its conclusions on all matters referred to it. The Committee, or appropriately constituted sub-committees, may initiate studies and discussions on subjects of interest to the District and report their conclusions and recommendations to each member of the Committee, District Governor, and Executive Director.

2. Assigning a different Past Governor to each of the following:
    a. one (1) year term on the Long Range Planning Committee
    b. one (1) year term on the Bylaws and Policy Committee
    c. one (1) year term on the Achievement Committee

    Should a Past Governor on any of those committees be unable to complete their term, the Past Governors Committee will appoint another Past Governor to serve the remainder of the term.

3. Adopt rules and procedures for the conduct of the association (since the Committee also functions as an association of Past Governors), provided that rules and procedures do not conflict with the District Bylaws or Policy Statements.

4. Verify and certify to the District Board that the candidate(s) for International Trustee meet the requirements to run, should one (1) or more Capital District members desire to run for the office of International Trustee.

5. Meet annually at the District Convention and hold other meetings at the call of the Chairperson.

Past Lt. Governors

Chairperson: At the District Convention, the Committee shall elect one (1) of its members as Chairperson. Should the chairperson be unable to complete the term, the Governor will appoint a member of the Committee to serve as acting chairperson until the next regular or called meeting of the Committee.

Membership: All Past Lt. Governors of a Division in any Kiwanis District are members of the Committee as long as they are members in good standing of a Capital District Kiwanis Club. Members of the Past Lt. Governors Committee are encouraged to establish Division Past Lt. Governor Associations to serve as senior advisors to Division Lt. Governor.

Duties: The Committee functions as an advisor to the District Governor and District Board. Specific duties include:

1. Consider and report to the Governor and District Board its conclusions on matters referred to it. The Committee, or appropriately constituted sub-committees, may initiate studies and discussions on subjects of interest to the District and report their conclusions and recommendations to each member of the Committee, District Governor, and Executive Director.

2. Establish regional sub-committees that have the specific responsibility of advising the Governor-Elect on District Committee assignments to Club Support Committee.

3. Adopt rules and procedures for the conduct of the association (since the Committee also functions as an association of Past Lt. Governors), provided that rules and procedures do not conflict with the District Bylaws or Policy Statements.

4. The District Committee shall meet at District Convention and may hold other meetings at the call of the Chairpersons.

Service

Committee Type: Support Committee

Other Committees Encompassed Within This Committee: Human & Spiritual Values

Membership: This committee will have at least one (1) member from each region. The chairperson will designate one (1) member from each region (outside of their own) as regional coordinators.

Duties: This committee assists with all service activities throughout the District (other than the Service Leadership Programs). Specific duties include:

1. Assist clubs in conducting community surveys and developing service projects tailored to the needs of their communities.

2. Coordinate with the Lt. Governors to identify needs in the region and develop regional service projects.

3. Promote Human and Spiritual values through cooperation on broad nondenominational lines between clubs and local religious leaders/ groups in creating a greater public consciousness of the importance of religious and spiritual values. Encourage members to support these values by precept and example in the members' own communities.

4. Administer the Teenager of the Year program (described below) for each region and the District by publicizing the programs to clubs.

   Teenager of the Year Program:

   Prior to District Convention, conduct the annual District Teenager of the Year contest, which includes:
   - Establishing an equitable judging procedure for the District selection.
   - Encouraging each club to select a club Teenager of the Year.
   - Coordinating with each Lt. Governor to select a division Teenager of the Year from the club selections.
   - Selecting the District Teenager of the Year from the division nominations.
   - Arranging, with the support of the Capital District Foundation, for the District Teenager of the Year and parents to attend the District Convention banquet and presenting suitable recognition (typically, a plaque and scholarship funds) to the District Teenager of the Year at the banquet.

Aktion Club District Administrator

Position summary

Responsible for providing high-quality, efficient leadership to, and administration of, the Aktion Clubs in the Capital District as a vital component of the Kiwanis family. ~~A significant~~Significant contribution of time and personal resources are usually required. The administrator is appointed to serve a three-year term on the SLP calendar (April 1-March 31). The same individual may not serve more than two consecutive three-year terms.

Position responsibilities

AMBASSADORSHIP

District administrators are the "face" of the program in the district. This means they should be advocates for the program, represent the program at district events and generally serve as the primary "go-to" person for the program in the district.

Position requirements:

- Serve as primary liaison between Aktion Clubs and the Capital District.
- Develop a positive working relationship with the Kiwanis district governor, governor elect, vice governor, executive director ~~secretary~~ and other district leadership.
- Provide training and information on Aktion Club sponsorship at district events.
- Attend the Kiwanis district convention, mid-year conference and other meetings/ conferences as appropriate.
- Promote the Aktion Club program throughout the Capital District through articles, social media, ~~newsletters~~newsletters, and presentations.
- Understand the "Working with Aktion Club Member Guidelines" document and how it relates to Aktion Club programming.

Additional best practices:

- Meet with the incoming Kiwanis district governor to clarify roles and expectations of the Aktion Club district administrator.
- Communicate and develop a working relationship with all Kiwanis-family district administrators to strengthen all Service Leadership Programs in the Capital District.
- Communicate with the sponsoring Kiwanis club, sponsoring agency and any other relevant parties.

OPENING NEW CLUBS

District administrators are the primary drivers for strengthening membership in the Capital District. Their role is to support new clubs through the club-opening and chartering processes. Administrators should also find opportunities in the district to promote the program to potential host sites (e.g., agencies working with individuals who have disabilities, group homes, etc.).

Position requirements:

- Facilitate the relationship between potential Aktion Club host sites and Kiwanis clubs.
- Develop effective strategies for membership recruitment, development, and retention for existing Aktion Clubs.
- Present Aktion Club to potential sponsoring Kiwanis clubs and potential sponsoring local and state agencies.

CLUB SUPPORT

District administrators should offer regular communication and support to both Kiwanis advisors and club advisors. Administrators should find ways to recognize the work of the advisors and develop ways to help them do their best work.

Position requirements:

- Coordinate a communication plan with the Aktion Club advisors and members, with a focus on strengthening existing clubs.
- Encourage and assist clubs to complete the quarterly report.

Additional best practices:

- Develop a schedule for communicating with both Kiwanis advisors and club advisors,
- with clear objectives and goals for the communication.
- Attend club meetings and division council meetings as invited, when possible.
- Provide educational materials and resources to advisors:
    - Service project ideas.
    - Fundraising ideas.
    - Club officer training.
    - Preferred charity information.
    - Information provided through weekly emails from Kiwanis International, as appropriate.

COMMITTEE LEADERSHIP

District administrators are encouraged to establish and oversee a committee of adults to help carry out district responsibilities. Therefore, it's important for administrators to be good leaders/coaches and good at putting people in positions where their strengths match program needs.

Position requirements:

- Communicate with and train committee members to promote Aktion Club programs within the district.

LIAISON TO KIWANIS INTERNATIONAL

District administrators are the primary link between the Kiwanis International staff and the Capital District. Responsibilities include providing updates, responding to requests, providing assistance in billing/membership issues, forwarding information and representing the interests of Kiwanis International.

Position requirements:

- Assist with Aktion Club dues collections.
- Support Kiwanis International's efforts to maintain current records of advisors' names and contact information.
- Provide constructive input regarding program development.

Additional best practices:

- Forward news articles and photos for use on websites and in publications of Aktion Club International (shareyourstory@kiwanis.org).
- Attend the Kiwanis International convention and assist Kiwanis International staff with promoting SLP sponsorship.

DISTRICT EVENT MANAGEMENT

The district administrator may plan and execute an Aktion Club district convention and/or conference.

Position requirements:

- Serve as individual assuming responsibility at all Aktion Club district events
- Host an annual Aktion Club district convention:
    - Promotion.
    - Program/schedule development:
        - Convention registration fees.
        - Keynote and workshop speakers.
        - Convention program (possible advertising).
    - Execution of event.
- Coordinate the annual contests and awards, elections.

SUGGESTED QUALIFICATIONS

Educational background:

- Bachelor's degree preferred, but not required.

Experience:

- Working with individuals who have disabilities.
- Building effective teams.
- Maintaining positive working relationships.
- Communicating and supporting a network of people.
- Developing, presenting, and delivering strategic program plans.
- Dealing with conflict management.
- Financial planning and budgeting.
- Event planning.

Other:

- Computer proficiency.
- Internet and email access.
- Kiwanis membership.
- Previous experience with Aktion Club.

Builders Club District Administrator*

Position summary

Responsible for providing quality and efficient leadership to, and administration of, the Builders Clubs in the Capital District as a vital component of the Kiwanis family. ~~A significant~~Significant
contribution of time and personal resources are usually required. The administrator is appointed to serve a three-year term on the SLP calendar (April 1-March 31). The same individual may not serve more than two consecutive three-year terms.

*****This position may be combined with the K-Kids Administrator and will be referred to as Advocate at the District level.

Position Responsibilities

AMBASSADORSHIP

District administrators are the "adult face" of the Builders Club program in the district. This means they should be advocates for the program, represent the program at district events and generally serve as the primary "go-to" person for the program in the district.

Position requirements:

- Serve as primary liaison between the Builders Club program and the Capital District.
- Develop positive working relationships with the Kiwanis district governor, governor elect, vice governor, executive director ~~secretary~~ and other district leadership.
- Provide training and information on Builders Club sponsorship at district events.
- Attend the Kiwanis district convention, mid-year conference and other meetings and conferences as appropriate.
- Promote the Builders Club program throughout the Capital District through articles, social media, newsletters, and presentations.
- Understand the Youth Protection Policy and Procedures and how they relate to Builders Club programming.

Additional best practices:

- Meet with incoming Kiwanis district governor to clarify roles and expectations of the Builders Club district administrator position.
- Communicate and develop a working relationship with all Kiwanis-family district administrators to strengthen all Service Leadership Programs in the Capita district.
- Communicate with sponsoring Kiwanis club, sponsoring agency and interested others.

OPENING NEW CLUBS

District administrators support new clubs through the club-opening and chartering processes. Administrators should also find opportunities in the district to promote the program to potential host sites (e.g., schools, agencies, etc.).

Position requirements:

- Provide assistance by facilitating the relationship between potential Builders Club host sites and Kiwanis clubs.
- Develop effective strategies for membership development and retention for existing Builders Clubs.
- When a Builders Club is chartering without a Kiwanis sponsor, certify to Kiwanis International that no Kiwanis club is available as a sponsor or interested in providing sponsorship.

CLUB SUPPORT

District administrators should offer regular communication and support to both Kiwanis advisors and faculty advisors. Administrators should find ways to recognize the work of the advisors and develop means to help them do their best work.

Position requirements:

- Coordinate a communication plan with the Kiwanis and faculty advisors, with a focus on strengthening existing clubs.
- Encourage and assist clubs to complete the annual report.

Additional best practices:

- Develop a schedule for communicating with both Kiwanis advisors and faculty advisors with clear objectives and goals for communication.
- Attend club meetings and division council meetings as invited when possible.
- Provide educational materials and resources to advisors:
    - Service project ideas.
    - Fundraising ideas.
    - Club officer training.
    - Preferred charity information.
    - Information provided through weekly emails from Kiwanis International, as appropriate.

COMMITTEE LEADERSHIP

District administrators should oversee a committee of adults to help carry out district responsibilities. Therefore, it's important for administrators to be good leaders/coaches and good at putting people in positions where their strengths match program needs.

Position requirements:

- Communicate with and train committee members to promote Builders Club programs within the district.
- Train committee members to collaborate on the district goals for Builders Club.

LIAISON TO KIWANIS INTERNATIONAL

District administrators are the primary link between the Kiwanis International staff and the district. Responsibilities include providing updates, responding to requests, providing assistance in billing/membership issues, forwarding information and representing the interests of Kiwanis International.

Position requirements:

- Assist with Builders Club annual renewal fee.
- Support Kiwanis International's efforts to maintain current records of advisors' names and contact information.
- Provide constructive input regarding program development.
- Attend district administrator training offered by Kiwanis International.
- Coordinate the annual district contests and awards and submit winners to Kiwanis International.

Additional best practices:

- Forward news articles and photos for use on websites and in publications of Builders Club at Kiwanis International (shareyourstory@kiwanis.org).
- Attend the Kiwanis International convention and assist Kiwanis International staff with promoting SLP sponsorship.

SUGGESTED QUALIFICATIONS

Educational background:

- Bachelor's degree preferred, but not required

Experiences:

- Experience in youth activities and/or leadership development
- Building effective teams
- Continuous innovation
- Capable of maintaining positive working relationships
- Strong communication and support abilities
- Ability to develop, present and deliver strategic program plans
- Conflict management
- Financial planning and budgeting
- Event planning

Skills:

- Computer proficiency

Other:

- Kiwanis membership
- Previous experience with Builders Club
- Internet and email access

Circle K International District Administrator

Position summary

Responsible for providing high-quality, efficient leadership. To oversee administration of the CKI in the Capital District and provide leadership to Kiwanis district committee on CKI as a vital component of the Kiwanis family. A significant contribution of time and personal resources are usually required. The administrator is appointed to serve a three-year term on the SLP calendar (April 1-March 31). The same individual may not serve more than two consecutive three-year terms.

Additional information

The district administrator will work most closely with the CKI district governor, communicating on a weekly basis. It is essential the administrator be able to establish a close, yet professional, working relationship with CKI district leaders. The district administrator may serve as an adviser to club officers, advisors, and members on issues related to service, leadership development and club administration.

AMBASSADORSHIP

District administrators are the "adult face" of the program in the district. This means they should be advocates for the program, represent the program at Kiwanis-family district events and generally serve as the primary "go-to" person for the program in the district.

Position requirements:

- Serve as primary liaison with the CKI governor between the CKI and the Capital District.
- Develop a positive working relationship with the Kiwanis district governor, governor elect, vice governor, executive director, ~~secretary~~ and other district leadership to administer the CKI district organization.
- Provide training and information on CKI sponsorship at district events.
- Attend the Kiwanis district convention, mid-year conference, meeting of the Capital District board of trustees and other meetings/conferences as appropriate and/or invited.
- Promote the CKI program throughout the Capital District through articles, mailing and presentations.
- In coordination with the CKI district governor, provide a report to the Capital District board that highlights the activities of the CKI district board as well as the CKI district.
- Assist the district treasurer and budget committee in financial planning and reporting.
- Attend the annual Governors and Administrators Training Conference sponsored by CKI.
- Serve as ex-officio (non-voting) member of the CKI district board. You or your designee must be present at all official board meetings.
- Understand the Youth Protection Policy and Procedures and how it relates to CKI programming.

Additional best practices:

Meet with the incoming Kiwanis district governor to clarify roles and expectations of the Circle K International district administrator.

District Editor and District Publication Designer

Position summaries

District Editor is appointed by the District Board of Directors annually and is responsible for preparing the District's official bi-monthly publication, *The Capital Kiwanian*. Duties include gathering and writing articles, editing for grammar, soliciting ads, and distribution of the publication once the design is complete.

District Publication Designer is appointed by the District Board of Directors annually and is responsible for handling all aspects of graphic design, layout and publication of *The Capital Kiwanian* -- including identifying and purchasing stock photography on behalf of the District.

The positions of District Editor and District Publication Designer may be combined.

District Facebook Market Specialist

Position Description:
Responsible for planning and executing paid Facebook marketing campaigns on behalf of participating Kiwanis Clubs. The individual will be an administrator on the club's Facebook account during the campaign period, which requires constant client communication and relationship management.

Appointed by: District Board of Trustees annually

Position Requirements

- Writing Copy for Facebook Ads
- Generating leads using Facebook Ads
- Craft landing pages and lead generation forms for content to distribute through relevant paid programs.
- Continuous monitoring of results and improving of ads
- Reporting of results of Facebook Campaigns
- Manage the strategy and setup of all campaigns for participating clubs.

Position Qualifications

- BA/BS or equivalent working experience.
- Knowledge of Facebook META Business Suite
- Good written communication skills
- Detailed-oriented and organized

Compensation
Up to 15 hours/month at $30/hour with a yearly cap of $5,000. Working hours will be recorded on a monthly time sheet.

District Membership Coordinator

Position description:

The Capital District's membership coordinator is responsible for membership growth in the district and for providing direction and support for club opening and membership strengthening. This position collaborates with the district leadership team to develop goals and objectives for inviting and retaining members.

Appointed by: District Governor and/or District Governor-Elect

Experience requirements:

- Membership in a club that has maintained or increased its membership.
- Club-opening experience through a club opening event.
- Capable of maintaining positive working relationships.
- Strong communication and support abilities.
- Developing, presenting, and delivering strategic program plans.
- Enhancing others' skills and productivity.
- Well-versed and qualified in conflict management.

Required attributes and skills:

- Commitment to the district's membership goals, plan and strategies.
- Knowledgeable in club opening and club coaching resources, both through the district and Kiwanis International.
- Effective communicator and facilitator.
- Sound judgment as well as a positive and enthusiastic attitude.
- Skillful and diplomatic when working with volunteers, potential new members, and community leaders.
- Effective team-building skills.
- Firm, decisive and pragmatic.
- Proficiency in the use of spreadsheets, word processing software, presentation software as well as email, calendar, and management tools.

Your responsibilities

Build and develop a team

- Recruit and train a team of club openers and coaches in the district.
- Participate in regular team meetings and conference calls.
- Motivate, coach, recognize and reward team members.
- Provide communication, direction, and leadership to team members.

Club opening

- Coordinate club opening efforts within the district.
- As appropriate, coordinate a club-opening event with a Kiwanis International club opening specialist and Kiwanis International Area Director.
- Direct and support club-opening and membership initiatives in the following

activities:

- Collaborate with lieutenant governors in selecting division-team members for growth efforts.
- Appoint and appropriately report club coaches and club openers to the Area Coordinator.
- Arrange date and location of training for the district membership team in concert with the Kiwanis International Area Director.
- Assist in developing and implementing region and/or division membership plans for club opening.

Club strengthening

- With Kiwanis International and district leaders, develop supporting goals, strategies, plans and budgets to promote membership-strengthening within the district.
- Collaborate with lieutenant governors in identifying clubs for coaching efforts.

To the district

- With the assigned Kiwanis International Area Director, coordinate efforts within the district to ensure that the membership goals and strategies align.
- Provide regular membership progress reports to appropriate personnel.
- Ensure coordination with Kiwanis International and the district leadership.
- Identify, address, and resolve district membership team issues.
- Manage budget and expenses related to Kiwanis International district membership support.
- Coordinate and/or conduct education forums at regional and district events.
- Ensure appropriate recognition is provided at district conventions and meetings, as well as in district publications.

Commitments

- Service for three years.
- Attendance at on-site training hosted by Kiwanis International or in the area.
- Ability, availability, and willingness to travel.
- Ability to invest significant amount of Kiwanis time.

This is a voluntary position. We appreciate your dedication to Kiwanis and your community.

District Risk Manager

Responsibilities:

To communicate the basics of the liability insurance program to members in the Capital District. Provide club risk-management training and club safety coordinator training. Communicate district issues and activities to the Kiwanis International risk manager.

Duties:

- Learn and understand the contents of the Club Insurance Resource Guide and Optional Insurance Resource Guide, serving as a resource for the clubs on both. Provide answers to basic questions and instruct the clubs how to use the materials provided.
- Serve as a resource for clubs in the Capital District, providing information and possibly training to the club safety coordinators and clubs. Submit risk-management articles for the district bulletin and conduct workshops at the district convention.
- Be an advocate for the risk-management program in the Capital District, working closely with the district volunteer leaders and staff to mitigate liability issues.
- Help clubs identify a safety coordinator and ensure the club safety coordinator is familiar with the Club Insurance Resource Guide and uses it in the planning of club events.
- Work closely with the district youth protection manager on mitigating risk.
- Regularly communicate club activities and issues with Kiwanis International's risk manager.
- Attend the district risk manager training provided by Kiwanis International.

Qualifications:

- A background in property or casualty insurance, as an agent or insurance company employee; an attorney familiar with negligence and liability law; or a person with a good business background, possibly as a business owner or manager.
- Active status as a Kiwanis member in good standing who does not hold any other district or international volunteer leadership position.
- Ability to hold the position for a three-year term. The district risk manager training will be conducted as needed, but not less than once every three years.
- Ability to speak in public and conduct workshops and training sessions.

Reporting relationship:

This position reports jointly to the Kiwanis International risk manager and to the district governor. Kiwanis International should have input on the candidate, with the recommendation of the district governor and governor-elect.

Executive Director

Summary:

The Executive Director of the Capital District is the sole administrative staff of the District and is appointed annually and is responsible to the Capital District Board of Trustees. This individual is responsible for providing support to district officers, communicating with Kiwanians and Kiwanis Clubs, acting as a liaison with Kiwanis International and all Kiwanis International districts and entities, maintaining all district records and performing all administrative and financial duties assigned by the Capital District Board of Trustees. Attendance at training scheduled by Kiwanis International will be required.

Qualifications:

- Demonstrate experience with administrative functions including report preparation, task management and financial data management
- Knowledge of the Kiwanis family structure and function
- Excellent verbal and written communication skills
- Exhibit knowledge of and experience with basic computer programs (i.e., Word®, Excel® and Publishing®, or similar programs)
- Experience managing club or similar websites
- Experience that demonstrates the ability to perform the tasks of the Executive Director
- Evidence of ability to work independently and to meet deadlines
- Satisfactory completion of Kiwanis International background check
- Bondable

Preferred Experience:

- Organizational administrative experience
- Secretarial experience within the Kiwanis family
- Kiwanis administrative experience at club, division, or district level
- Event planning

Duties and Responsibilities:

- In addition to Duties and Responsibilities addressed in the Capital District Bylaws and Policy Statements:
- Administrative
    - provide administrative continuity for the Capital District
    - staff liaison between Capital District and International
    - support of CKI and Key Clubs
    - maintenance of district directory records
    - District Board support (including agenda preparation and report distribution)
    - attendance at district and international training and events
    - report review
    - information dissemination
    - Responsible for all District purchasing, procurement and contracts
    - District and event planning and related contract review
    - Bylaw and policy preparation
- Financial
    - receiving and accountability of funds

    - funds deposit management
    - funds disbursement (including CKI and Key Club)
    - journal and accounts bookkeeping
    - maintenance of all financial records (including CKI and Key Club)
    - budget preparation in conjunction with finance committee
    - submission of all IRS and other financial and corporate filings
- Communication
    - participates with any District committee dealing with administration and operation of clubs in the Capital District
    - correspondence
    - annual report to House of Delegates
    - report preparation
    - correspondence with clubs
    - interaction with Kiwanis International and other Kiwanis districts
- Electronic
    - club support for Kiwanis electronic communications and websites
    - participation in district web-site maintenance
- Committees
    - District Executive Committee
    - ex officio member of all Policy Formulation Committees
    - Serves as Treasurer of all conference and convention committees

District Youth Protection Manager

Responsibilities:

- Advocate within the district the importance of youth protection to both the youth served by Kiwanis and the Kiwanis members, as well as the necessity of complying with Kiwanis Youth Protection Policy and Procedures.
- Help clubs understand their responsibilities in youth protection.
- Serve as a connection between Kiwanis International and the Capital District and youth clubs on issues of youth protection.
- This position reports to the District governor.

Duties:

- Learn and understand the contents of the Youth Protection Policy and Procedures and serve as a resource for members in the district. Provide answers to questions and instruct the clubs on using the materials provided.
- Know the local/state/provincial laws related to reporting for your district.
- Provide and/or coordinate for Capital District staff and leadership to receive annual training on the Youth Protection Policy and Procedures.
- Serve as a resource to the SLP Kiwanis advisors or SLP club chair on their responsibilities related to Kiwanis Youth Protection Policy and Procedures.
- Submit youth protection articles for the district bulletin.
- Conduct workshops and training at district events, using materials provided by Kiwanis International. Such events include, but are not limited to, the Kiwanis district convention, Key Club district convention, other district-sponsored conferences or trainings (e.g., mid-year conferences, regional trainings, etc.).
- Regularly communicate with Kiwanis International regarding club activities and policy issues.
- Help ensure that Kiwanis clubs comply with the Youth Protection Policy and Procedures.
- Assist Kiwanis clubs and district in complying with background check policies.
- Attend the Youth Protection Policy and Procedures training and stay up to date on trends that affect youth protection.

Qualifications:

- A background in youth work, education or law enforcement is ideal.
- Active Kiwanis member in good standing.
- Ability to speak in public and conduct workshops and training sessions.
- Clear criminal history background check administered by Kiwanis International.

It is strongly encouraged that the individual appointed to this position serves a minimum term of three years. As indicated in Kiwanis policy, the Youth Protection manager should not hold any other district or international volunteer leadership positions.

Historian

Duties:

1. Maintain the Historical Archives of the District, including:
   - Annual club narrative reports;
   - Record of club charter dates;
   - List of District, regional, division, and club officers;
   - Press clippings reporting Kiwanis activities in the District; and
   - Other information of historical interest provided by Clubs and members

2. In coordination with the District Webmaster, make the material available through publication and posting on the District Website.

Key Club District Administrator

Position summary

Responsible for providing efficient, high-quality leadership to, and administration of, the Key Clubs of the Capital District and the Kiwanis district committee on Key Club as vital components of the Kiwanis family. A significant contribution of time and personal resources are usually required. The administrator is appointed to serve a three-year term on the SLP calendar (April 1-March 31). The same individual may not serve more than two consecutive three-year terms.

Position responsibilities

AMBASSADORSHIP

District administrators are the "adult face" of the program in the district. This means they should be advocates for the program, represent the program at district events, and generally serve as the primary "go-to" person for the program in the district.

Position requirements:

- Serve as primary liaison between the Key Club and the Capital District.
- Develop a positive working relationship with the Kiwanis district governor, governor elect, vice governor, executive director ~~secretary~~ and other district leadership to administrator the Key Club district organization.
- Provide training and information on Key Club sponsorship at district events.
- Attend the Kiwanis district convention, mid-year conference, meeting of the district board of trustees and other meetings/conferences as appropriate.
- Promote the Key Club program throughout the Kiwanis district through articles, mailing and presentations.
- In coordination with the Key Club governor, provide a report to the Capital District board which highlights the activities of the Key Club board as well as the Key Club district.
- Assist the district treasurer and budget committee in financial planning and reporting.
- Understand the Youth Protection Policies and Procedures and how they relate to Key Club programming.

Additional best practices:

- Meet with the incoming Kiwanis district governor to clarify roles and expectations of the Key Club district administrator position.
- Communicate and develop a working relationship with all Kiwanis-family district administrators to strengthen all Service Leadership Programs in the Capital District.

OPENING NEW CLUBS

District administrators are the primary drivers for opening new clubs in the districts.
They support new clubs through the club-opening and chartering processes. Administrators should also look for opportunities in the districts to promote Key Club to potential host sites such as schools and agencies.

Position requirements:

- Provide assistance by facilitating the relationship between potential Key Club host sites and Kiwanis clubs.
- Help Key Club district officers develop strategies for membership development and retention for existing Key Clubs.
- When a Key Club is chartering without a Kiwanis sponsors, certify to Kiwanis International that no Kiwanis club is available as a sponsor or interested in providing sponsorship.

CLUB SUPPORT

District administrators should offer regular communication and support to both Kiwanis advisors and faculty/facility advisors. Administrators should find ways to recognize the work of the club advisors and develop means to help them do their best work.

Position requirement:

- Coordinate a communications plan with the Key Club advisor, Key Club members and the Key Club district governor, with a focus on strengthening existing clubs.

Additional best practices:

- Develop a schedule for communicating with both Kiwanis advisors and faculty advisors, with clear objectives and goals.
- Attend club meetings and division council meetings (as invited) when possible.
- Provide educational materials and resources to advisors:
    - Service project ideas. o Fundraising ideas.
    - Preferred charity information.
    - Information provided through weekly emails from Kiwanis International, as appropriate.

COMMITTEE LEADERSHIP

District administrators should oversee a committee of adults to help carry out district responsibilities. Therefore, it's important for administrators to be good leaders/coaches — and effective at putting people in positions where their strengths match program needs.

Position requirements:

- Serve as a chair of the district committee on Key Club.
- Train committee members to collaborate on the district goals for Key Club.

LIAISON TO KIWANIS INTERNATIONAL

District administrators are the primary link between the Kiwanis International trustee who serves as board counselor and staff and the Capital District. This could include forwarding information, providing updates, responding to requests, providing assistance in billing/ membership issues and representing the interests of Kiwanis International.

Position requirements:

- Assist with Key Club dues collections.
- Support Kiwanis International's efforts to maintain current records of advisors' names and contact information (shareyourstory@kiwanis.org).

- Provide constructive input regarding program development.

Additional best practices:

- Forward news articles and photos for use on websites and in publications of Key Club International.
- Attend Kiwanis International convention and assist Kiwanis International staff with promoting SLP sponsorship.

BOARD ADVISING

District administrators serve as the district's Kiwanis representative to the Key Club governor and to the district board, including supervision of board meetings, coordination of training of board members and overseeing financial aspects of the Key Club district.

Position requirements:

- Complete a District Team Agreement with the Key Club governor annually and uphold each point of agreement.
- Guide, counsel and advise the Key Club district board and officers.
- Coordinate the training of the Key Club district board and officers to include strategic planning and goal-setting, organizational and financial management, Kiwanis-family structure, teambuilding and leadership development.
- Oversee the management of Key Club district finances, consistent with policies and procedures of Key Club International and the Kiwanis district.
- Oversee the administrative operations of the Key Club district.
- Serve as ex-officio (non-voting) member of the Key Club district board.

DISTRICT EVENT MANAGEMENT

The district administrator, in conjunction with the Key Club district board, shall plan and execute the Key Club district convention.

Position requirements:

- Ensure the planning and execution of all Key Club district board meetings, conferences, and conventions.
- Serve as the individual assuming responsibility at all Key Club district events.
- Host an annual Key Club district convention, with duties that include:
    - Promotion.
    - Program/schedule development:
        - Convention registration fees.
        - Keynote and workshop speakers.
        - Convention program (possible advertising).
    - Execution of event.
- Coordinate the annual contests and awards, elections.
- Submit annual District Report Form.

SUGGESTED QUALIFICATIONS

Educational background:

- Bachelor's degree preferred, but not required.

Experience:

- Building effective teams.
- Continuous innovation.
- Positive working relationships.
- Strong communication and support.
- Ability to develop, present and deliver strategic program plans.
- Conflict management.
- Experience in high school student activities or leadership development.
- Financial planning and budgeting.
- Event planning.

Skills:

- Computer proficiency.

Other:

- Kiwanis membership.
- Previous experience with Key Club.
- Internet and email access.

Key Leader District Chairperson

MAIN FOCUS
Recruit and train a volunteer team that comes from all parts of the district. This team should include members to market the program throughout the district to Key Clubs, Kiwanis members, schools, and collaborative partners. This position focuses approximately 70% on administrative work and approximately 30% working directly with teens.

ADDITIONAL FOCUS
Appoint and then support the site coordinator for each district event. There may be one site coordinator for all district events, or there may a site coordinator for each event.

MAIN FOCUS GOAL
The goal for your district is to run event(s) with 60 students, 8 to 10 student facilitators and 10 adult chaperones, with an equal mix of Key Club and non-Key Club students.

MANDATORY TRAINING
Kiwanis International requires that the district chair attend their annual Key Leader regional training conference.

TIME COMMITMENT
This position requires about two to three hours per week during the full calendar year to market to and recruit students. During the four to six weeks before the event, this position can require up to eight hours per week. The district chair is strongly encouraged to attend a minimum of one district Key Leader event each year and to check in by phone or email with the site coordinator regarding additional events. The focus on attendance should be prioritized on new events or events with new leadership.

REQUIREMENTS
- Experience working with teens.
- Ability to speak in front of groups of teens and adults to market the program.
- Daily access to email and the Internet, especially during the four to six weeks prior to the event.
- Ability to travel periodically to promote the program throughout the district at schools and clubs, including promotion at Key Club and Kiwanis district conventions.
- Ability to develop a marketing plan to be used throughout the year.
- Ability to research camp locations and dates to recommend ideal Key Leader events that serve the district well.
- Ability to build relationships with other Service Leadership Program chairs in the district to cross-market and cross-promote the programs.
- Attendance at mandatory training, as necessary.
- Development of a team of core volunteers who can help market and chaperone district events.
- Commitment to ensuring all overnight volunteers have submitted a background check three weeks prior to the event and/or within the requirements of Kiwanis International, whichever is greater.

- Understand the Youth Protection Policy and Procedures and how they relate to Key Leader events.

APPOINTMENT

The Kiwanis district governor appoints the Key Leader district chair annually. The district chair will then appoint a representative committee to conduct the marketing, and one person for each Key Leader event to be the site coordinator. Both the site coordinator and the district chair make up the district leadership for Key Leader. Each site coordinator will also appoint 10 committee members, who will help with marketing the event and chaperoning during the event

Kiwanis Kids District Administrator*

Position summary

Responsible for providing quality and efficient leadership to, and administration of, the K-Kids Capital District as a vital component of the Kiwanis family. ~~A significant~~Significant contribution of time and personal resources are usually required. The administrator is appointed to serve a three-year term on the SLP calendar (April 1-March 31). The same individual may not serve more than two consecutive three-year terms.

*****This position may be combined with the Builders Club Administrator and will be referred to as Advocate at the District level.

Position Responsibilities

AMBASSADORSHIP

District administrators are the "adult face" of the K-Kids program in the district. This means they should be advocates for the program, represent the program at district events and generally serve as the primary "go-to" person for the program in the district.

Position requirements:

- Serve as primary liaison between the K-Kids program and the Capital District.
- Develop positive working relationships with the Kiwanis district governor, governor elect, vice governor, executive director~~secretary~~ and other district leadership.
- Provide training and information on K-Kids sponsorship at district events.
- Attend the Kiwanis district convention, mid-year conference and other meetings and conferences as appropriate.
- Promote the K-Kids program throughout the Kiwanis district through articles, social media, newsletters, and presentations.
- Understand the Youth Protection Policy and Procedures and how they relate to K-Kids programming.

Additional best practices:

- Meet with incoming Kiwanis district governor to clarify the roles and expectations of the K-Kids district administrator position.
- Communicate and develop a working relationship with all Kiwanis-family district administrators to strengthen all Service Leadership Programs in your district.
- Communicate with sponsoring Kiwanis club, sponsoring agency and interested others.

OPENING NEW CLUBS

District administrators support new clubs through the club-opening and chartering processes. Administrators should also find opportunities in the district to promote the program to potential host sites (e.g., schools, agencies, etc.).

Position requirements:

- Provide assistance by facilitating the relationship between potential K-Kids host sites

and Kiwanis clubs.
- Develop effective strategies for membership development and retention for existing K-Kids clubs.
- When a K-Kids club is chartering without a Kiwanis sponsor, certify to Kiwanis International that no Kiwanis club is available as a sponsor or interested in providing sponsorship.

CLUB SUPPORT

District administrators should offer regular communication and support to both Kiwanis advisors and faculty advisors. Administrators should find ways to recognize the work of the advisors and develop means to help them do their best work.

Position requirements:

- Coordinate a communication plan with the Kiwanis and faculty advisors, with a focus on strengthening existing clubs.
- Encourage and assist clubs to complete the annual report.

Additional best practices:

- Develop a schedule for communicating with both Kiwanis advisors and faculty advisors, with clear objectives and goals for communication.
- Attend club meetings and division council meetings as invited, when possible.
- Provide educational materials and resources to advisors:
    - Service project ideas.
    - Fundraising ideas.
    - Club officer training.
    - Preferred charity information.
    - Information provided through weekly emails from Kiwanis International, as appropriate.

COMMITTEE LEADERSHIP

District administrators should oversee a committee of adults to help carry out district responsibilities. Therefore, it's important for administrators to be good leaders/coaches and effective at putting people in positions where their strengths match program needs.

Position requirements:

- Communicate with and train committee members to promote K-Kids programs within the district.
- Train committee members to collaborate on the district goals for K-Kids.

LIAISON TO KIWANIS INTERNATIONAL

District administrators are the primary link between the Kiwanis International staff and the district. Responsibilities include providing updates, responding to requests, providing assistance in billing/membership issues, forwarding information and representing the interests of Kiwanis International.

Position requirements:

- Assist with K-Kids annual renewal fee.
- Support Kiwanis International's efforts to maintain current records of advisors' names and contact information.
- Provide constructive input regarding program development.
- Attend district administrator training offered by Kiwanis International.
- Coordinate the annual district contests and awards and submit winners to Kiwanis International.

Additional best practices:

- Forward news articles and photos for use on websites and in publications of K-Kids at Kiwanis International (shareyourstory@kiwanis.org)
- Attend the Kiwanis International convention and assist Kiwanis International staff with promoting SLP sponsorship.

SUGGESTED QUALIFICATIONS

Educational background:

- Bachelor's degree preferred, but not required

Experiences:

- Youth activities and/or leadership development
- Building effective teams
- Continuous innovation
- Positive working relationships
- Strong communication and support abilities
- Ability to develop, present and deliver strategic program plans
- Conflict management
- Financial planning and budgeting
- Event planning

Skills:

- Computer proficiency

Other:

- Kiwanis membership
- Previous experience with K-Kids
- Internet and email access

Leadership Development Coordinator

Position summary

Provide strategic direction of classroom education programs within the Capital District on behalf of Kiwanis International.

Position responsibilities:

- Work closely with Kiwanis International staff to achieve the strategic objectives of the education programs and designing leadership education opportunities within the Capital District.
- Ensure consistency in education programs and delivery.
- Coordinate the calendar and facilitator assignments for club president, club secretary education and others (as applicable).
- Serve as the liaison between certified instructors and Kiwanis International.
- Facilitate the Train the Trainer program, as requested.
- Evaluate instructors annually, using the established process.
- Conduct classroom education sessions for club president education, club secretary education and others (as applicable).
- Be a positive, enthusiastic facilitator who uses the required curriculum approved by Kiwanis International.
- Act as an advocate and representative of the Capital District and Kiwanis International.
- Participate in an annual evaluation process.
- Develop ideas to enhance leadership development training.
- Develop alternative means of delivery when classroom education is not available.

Qualifications

Kiwanis requirements:

- Previous experience as of lieutenant governor or higher is preferred.

Experience:

- Previous adult education instruction/facilitation.
- Ability to work as part of a team.
- Strong interpersonal skills.
- Ability to adapt in a group setting.
- Ability to lead and engage adults in an interactive learning environment.
- Capable of maintaining positive relationships.
- Excellent written and oral communication skills.
- Management experience a plus.

Skills requirements:

- Microsoft Office Suite products, with proficiency in PowerPoint.
- Ability to use basic functions in SharePoint.
- Current facilitation technology, including an LCD projector and laptop.

Other requirements:

- Kiwanis family experience a plus.
- Weekend and evening work.
- Three-year commitment.
- Email and Internet proficiency.

Partnership Coordinator

Position summary

Communicate partnership opportunities, news, and updates to the district.

Responsibilities:

- Coordinate partnership promotion, education, and advertising in the Capital District communication channels and at meetings/events.
- Serve as district liaison to the Kiwanis International corporate relations team regarding partnership opportunities and activities in the district.

Duties:

- Learn and understand the Kiwanis International corporate partnerships structure, as well as the organization's existing partners.
- Articulate both verbally and in writing the ways Kiwanis clubs can engage with our partners.
- Help include information about Kiwanis partners in district publications, websites and social media placements.
- Coordinate partner activities (e.g., convention workshops, speaking opportunities, exhibiting, etc.) at pertinent district events. If a partner can't be present, serve as the advocate for the partnership by leading a workshop and/or hosting an exhibit space.
- Work closely with the Service Leadership Programs and district administrators to incorporate partner communications and activities.
- Communicate with the Kiwanis International corporate relations team regarding club and district partnership activities.
- Attend Kiwanis International-sponsored district partnerships coordinator training events.
- Suggest new partner leads to the Kiwanis International corporate relations team.
- Encourage clubs to indicate how they are interacting with partners in the monthly and annual club reports.
- As assigned, complete high-level activity reports to the Kiwanis International corporate relations team using the provided template.

Qualifications:

- A background in marketing, business-to-business sales, or corporate relations.
- Active Kiwanis membership in good standing who is not currently serving in another district or international volunteer leadership position.
- Ability to commit to the position for a three-year term and ensure a seamless transition to a successor.
- Ability to attend district partnerships coordinator training that will be conducted on an as-needed basis. (This will occur at least once every three years.)
- Ability to speak in public and conduct workshops and training sessions.
- Ability to create and lead a team to support your efforts, if needed.

Reporting relationship:

This position reports jointly to the Kiwanis International corporate relations team and to the district governor. Kiwanis International will have input on the candidate, along with the recommendation of the district governor and governor-elect.

Public Relations Coordinator

The Public Relations Coordinator for the Capital District is the champion of messaging, branding and image within the district. In this role, a member can lead the district in strategic public relations planning and implementation of a public relations plan. This includes working with other district leaders and Kiwanis International and providing education and counseling to clubs and members. The public relations coordinator should have professional or working experience in the fields of public and or media relations, marketing, advertising, branding, journalism or the equivalent of such fields.

The district public relations coordinator will:

- Commit to a multi-year term.
- Serve as the district's brand ambassador.
- Understand the Kiwanis brand and adhere to brand standards.
- Know what PR, branding and marketing resources are available and how to use them.
- Understand and provide counsel on the Kids Need Kiwanis Campaign and find out how to use campaign resources.
- Possess excellent communication and interpersonal skills, including writing and editing.
- Understand target audiences and key audiences for message distribution.
- Provide project management advice and counsel.
- Coach the district governor and his or her team on a year-long public relations strategy.
- Provide media training, message development and counseling to district leadership.
- Provide media training, message development and counseling to clubs when needed.
- Help local clubs appoint a qualified club member to the role of club public relations chair.
- Be available for consultation with leadership and clubs.
- Have a good working relationship with district and area media representatives, know who they are and be familiar with local media outlets.
- Know how newsrooms work at newspapers and at television and radio stations.
- Help clubs write a story pitch and help pitch stories when needed.
- Advise district leadership and clubs on when and how to send news releases.
- Work with clubs and Kiwanis International to develop targeted media lists.
- Know and understand content management for websites and social media channels.
- Be adept at social media and understand the audience for each channel.
- Understand crisis communications and act in a timely manner when necessary.
- Attend conferences, meetings and other events and teach public relations classes or seminars.

Appendix E – SAMPLE BUDGET FOR REGIONAL CONFERENCES

Kiwanis Capital District

Budget Submission

Capital District
Kiwanis International

Instructions: Please complete all spreadsheet cells highlighted in pink. Make sure that total income equals total expenses (or net income equals zero) before submitting to the Budget & Finance Committee for review.

Meeting Name:
Proposed Meeting Date:

Income

	#	Fee Per Person	Total Fees
Registration Fees			
Kiwanians			$ -
Guests			$ -
VIPs		$ -	$ -
SLP Members			$ -
Other: Please Specify			$ -
	0		$ -

Are meals included in this registration fee?
If yes, skip to alternative income.
If no, please detail meal income.

	#	Fee Per Person	Total Fees
Meals Served			
Meal #1			$ -
Meal #2			$ -
Meal #3			$ -
Meal #4			$ -
	0		$ -

	Expected Income
Alternative Income	
Source #1	
Source #2	
Source #3	
Source #4	
	$ -

Please list any other events you plan on having at the meeting:
Event #1
Event #2
Event #3
Event #4

Expenses

	#	Cost Per Person	Total Cost
Meal Expenses			
Meal #1			$ -
Meal #2			$ -
Meal #3			$ -
Meal #4			$ -
	0		$ -

	Total Cost
VIP Expenses	
VIP Hotel Rooms	
VIP Meals	
Misc.	

Registration Expenses	Total Cost
Envelopes	
Name Tags	
Tag Holders	
Signs	
Tent Cards	
Tickets	
Printing	
Misc.	

Other Items	Total Cost
Room Rental	
Gifts	
Flowers	
Postage	
Telephone	
Honor Guard	
Audio/Visual Aids	
Publicity	
Entertainment	
Speakers	
Awards	
Other: Please Specify	
Other: Please Specify	
Misc.	

TOTAL INCOME	$ -
TOTAL EXPENSES	$ -
NET INCOME	$ -

Note: Please make sure that total income equals total expenses (or net income equals zero).

Appendix F – SAMPLE CLUB POLICY ON BACKGROUND CHECKS

Sample Policy and Procedures for Clubs On Criminal History Background Checks
Capital District

Applicability: To ensure the highest standards of leadership and that adults working with youth are of the utmost moral fiber, the Kiwanis Club of _____ requires a clear criminal history background check for (*select those that apply to your club, unless required*):

- ☒ **Required:** any member serving as advisor to any Service Leadership Program club, program, or activity.
- ☐ **Encouraged:** all club members who will be working with youth or who may not have undergone a background check.
- ☐ **Not Required:** A check shall not be required if the individual has had a check by SHS within the past two years because he or she attends Key Club International Conventions or Key Leader events.

Options

- ☐ All officers and Directors as criteria for holding office.
- ☐ All persons making a new application for membership.

Clear Check: Successful completion of the background check (a "clear check") is based on verification that none of the convictions stated in Kiwanis International Procedure 197 (see attached). A club cannot or subtract from this list.

Service Provider:
This club shall use the following options for their criminal history background check service provider *(check all that apply*):

- ☐ Local Courts, etc. (specify) _____
- ☐ Local Police of Sheriff's office (specify) _____
- ☐ Local vendor/provider of background checks (specify) _____
- ☐ Safe Hiring Solutions, Kiwanis International preferred vendor.

An exception to the above will be for those Service Leadership Program advisors that are employed by a school system or club members who, by virtue of their employment, have had a current (not older than two years) criminal background check completed. These individuals will be required to provide the Club Secretary proof that they have a "clear check."

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

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

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

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

Responsibility for Costs: (select the appropriate option)

- □ The Club shall be responsible to pay the charges. Checks shall be conducted as inexpensively as reasonably possible to assure accurate results.
- □ Each individual member responsible for a background check will be responsible to pay the cost. Checks shall be conducted as inexpensively as reasonably possible to assure accurate results.
- □ Each applicant for membership will be responsible to pay the cost. Checks shall be conducted as inexpensively as reasonably possible to assure accurate results.

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 sex offender registration of a violent and/or sexual nature, involving any type of abuse of a child, involving threatening or intimidating behavior, or otherwise of a physical nature; or a felony related to larceny or theft. The club shall refer to the representative examples of such convictions found in Kiwanis International Procedure (see attached). 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.

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

Appeal: Anyone subject to action as a result of a background check shall have the right to appeal such action. However, they will not have a right to appeal or retry the original conviction.

1. **Appeal Committee**
   The Secretary and President of the Club will constitute the Appeal Committee.

2. **Appeal Process**
   The action resulting from a conviction shown on a background check may be appealed by the following process:

   A. The appeal must be submitted in writing to the Club Secretary within thirty (30) days from notification, stating the grounds of the appeal. The appeal may only come from the person who has been checked.

   B. The Club Secretary shall refer the matter to the Club President within fifteen (15) days of receipt.

   C. The Club President shall consider the merits of the appeal within ten (10) days to determine if a hearing is warranted.

   D. If a hearing is warranted, the Club President and Secretary shall meet within thirty (30) days to consider the grounds of the appeal and the alleged facts. The person making the appeal shall be given twenty (20) days' notice of meeting and shall have the right to attend at his/her own expense.

   E. The appellant shall have the option to have legal counsel present, at his/her own expense. If the appellant has legal counsel present, the club may also wish to have legal counsel present and/or seek the guidance of the District Risk Manager.

   F. The Appeals Committee shall hear testimony and consider the evidence presented. All parties shall be allowed to ask questions of witnesses. The hearing shall be recorded.

G. The Appeals Committee shall report its findings to the appellant within fifteen (15) days after meeting.

H. If the Appeals Committee cannot come to a consensus, the Club's Board of Directors shall have final authority on these matter

Appendix G – DISTRICT FORMS

Pre-Election Performance Pledge
District Trustee

I, _____, a member in good standing of the Kiwanis Club of _____ as a nominee for the office of District Trustee of the _____ region of the Capital District, do hereby agree to the following:

1. I allow my name to be placed in nomination for District Trustee.
2. I will successfully complete a Kiwanis International Criminal Background Investigation.
3. If elected, I will attend the Governor-Elect's Leadership Team Education Conference, the Capital District Convention, the International President's Visit (as appropriate), the Educational Conference (for my region), the International Convention, all Capital District Board of Trustees Meetings, at least one Council Meeting of each Division in my region and all other conferences as outlined by Kiwanis International or the Governor of the Capital District during my term as District Trustee.
4. As District Trustee, I will serve as a counselor to my assigned region.
5. As District Trustee, I will serve on one or more of the Policy Committees and assume a portfolio of responsibilities for Club Support Committees and District Support Groups.
6. As District Trustee, I will ensure representation from my region on all District Support Committees and assist clubs with requests for assistance from said committees.
7. As District Trustee, I will promote the International, District, and Division programs of service, and the District and Division goals as set forth by and under the direction of the Governor.
8. As District Trustee-Designate and District Trustee, I will allow my contact information to be posted on the District Web Site.
9. As District Trustee, I will perform all other duties as requested by the Governor or Board of Trustees.

I have read the duties and responsibilities of District Trustee as outlined by Kiwanis International and the Capital District and I will fully and faithfully execute the duties of the office, if elected.

Signature: _____ Date: _____

This consent form must be completed by the candidate prior to his or her name being placed in nomination for the office of District Trustee. The signed pledge of the elected candidate shall be sent to the Capital District Secretary-Treasurer immediately following the election.

May 10, 2014

Pre-Election Performance Pledge
Lieutenant Governor

I, _____, a member in good standing of the Kiwanis Club of _____ as a nominee for the office of Lieutenant Governor-Elect or Lieutenant Governor-Designate of Division _____, of the Capital District, do hereby agree to the following:

1. I allow my name to be placed in nomination for Lieutenant Governor-Elect/Designate.
2. I will successfully complete a Kiwanis International Criminal Background Investigation.
3. If elected, I will attend the Governor-Elect's Leadership Team Education Conference, the Capital District Convention, the International President's Visit (as appropriate), the Educational Conference (for my region), the International Convention, all meetings of the Lt. Governor Advisory Council and all other conferences for the Division and clubs of the Division as outlined by Kiwanis International or the Governor of the Capital District during my year as Lieutenant Governor.
4. As Lieutenant Governor-Designate, I will arrange a Club Leadership Education session with a Certified Instructor following the Leadership Team Education Conference and prior to September 1.
5. As Lieutenant Governor-Designate, I will make a minimum of one Contact Visit to each club in the Division between August 1 and September 30. I will file the Contact Report with the District Secretary no later than October 15.
6. As Lieutenant Governor, I will make a minimum of one visit to the Board of Directors Meetings of each of the clubs in the Division between November 1 and February 28. I will file the Board Evaluation Report with the District Secretary by March 15.
7. As Lieutenant Governor, I will make a minimum of one Progress visit to each of the clubs in the Division between March 1 and May 31. I will file the Progress Report with the District Secretary by June 15.
8. As Lieutenant Governor, I will coordinate with the other Lieutenant Governors of my region to schedule, plan and execute a Regional Education Conference that shall include the election of a District Trustee (when needed) according to the Capital District Bylaws.
9. As Lieutenant Governor, I will coordinate with Regional counterparts and committee members to conduct regional projects and programs.
10. As Lieutenant Governor, I will promote the International, District, and Division programs of service, and the District and Division goals as set forth by and under the direction of the Governor.
11. As Lieutenant Governor, I will between March 1 and April 1, convene an election conference for Lieutenant Governor-Designate and Lieutenant Governor-Elect in the manner prescribed by the District Bylaws. I will file the Division Election Report with the District Secretary no later than April 15.
12. As Lieutenant Governor-Elect/Designate and Lieutenant Governor, I will allow my contact information to be posted on the District Web Site.
13. As Lieutenant Governor, I will perform all other duties as requested by the Governor or Board of Trustees.

I have read the duties and responsibilities of Lieutenant Governor as outlined by Kiwanis International and the Capital District and I will fully and faithfully execute the duties of the office, if elected.

Signature: _____ Date: _____

This consent form must be completed by the candidate prior to his or her name being placed in nomination for the office of Lieutenant Governor-Designate or Lieutenant Governor-Elect. The signed pledge of the elected candidate shall be sent to the Capital District Secretary-Treasurer immediately following the election.

May 10, 2014

Capital District Regional Election Conference Minutes

On the ___ day of _____, 20__, the _____ Region Election Conference was held at the _____

The Nomination Committee placed the following person(s) in nomination for the office of District Trustee:

_____ from the Kiwanis Club of _____

_____ from the Kiwanis Club of _____

Nominations from the floor:

_____ from the Kiwanis Club of _____

_____ from the Kiwanis Club of _____

All candidates met the requirements to serve as District Trustee and have read and signed the Pre-Election Performance Pledge.

By a majority vote of the delegates present at the Election Conference, _____ was duly elected to serve as District Trustee.

Signature: _____ Date: _____
Election Committee Secretary

Signature: _____ Date: _____
Election Committee Chairperson

These minutes must be completed immediately following the Regional Election Conference and sent to the District Secretary Treasurer along with the signed pledge form.

February 11, 2013

Capital District Division Election Conference Minutes

On the ___ day of _____, 20__, the Division ____ Election Conference was held at the
_____

The Nomination Committee placed the following person(s) in nomination for the office of Lieutenant Governor:

_____ from the Kiwanis Club of _____

All candidates met the requirements to serve as Lieutenant Governor and have read and signed the Pre-Election Information Pledge.

By a majority vote of the delegates present at the Election Conference,
_____ was duly elected to serve as Lieutenant Governor.

The Nomination Committee placed the following person(s) in nomination for the office of Lieutenant Governor-Elect:

_____ from the Kiwanis Club of _____

_____ from the Kiwanis Club of _____

Nominations from the floor:

_____ from the Kiwanis Club of _____

_____ from the Kiwanis Club of _____

All candidates met the requirements to serve as Lieutenant Governor and have read and signed the Pre-Election Information Pledge.

By a majority vote of the delegates present at the Election Conference,
_____ was duly elected to serve as Lieutenant Governor-Elect.

Signature: _____ **Date:** _____
Election Committee Secretary

Signature: _____ **Date:** _____
Election Committee Chairperson

These minutes must be completed immediately following the Division Election Conference and sent to the District Secretary Treasurer along with the signed pledge form.

April 11, 2012

CAPITAL DISTRICT KIWANIS

Participant: _____ Date of Birth: _____/_____/_____

Name of Parent/Guardian (if Participant is under the age of 18): _____

Kiwanis Club: _____

In return for being permitted to participate in events sponsored by or connected to Kiwanis International, Inc. ("Kiwanis"), Capital District Kiwanis, and/or the above mentioned Kiwanis Club, I agree to allow Kiwanis to use the following ("My Information") for any purpose whatsoever, and in any media throughout the world, including, but not limited to, publication in newspapers, magazines and other print and electronic media (including Kiwanis-affiliated websites):

The below information shall collectively be referred to herein as "My Information":

___ my first name ___ my last name ___ my voice ___ my photograph and/or film footage that includes me

___ the photographs, film footage, artwork or other works created by me and described on Exhibit A (the "Works")

___ the following biographical material related to me (please specify – age, school, state of residence, etc.)

_____

I release, discharge and hold harmless Kiwanis and its respective affiliates, directors, officers, licensees, sublicensees, and agents from and against any and all claims and liabilities based on or arising out of the use, reproduction, transmission, display, publication, print or dissemination of My Information as authorized by this Consent and Release, including, but not limited to, any and all claims of copyright infringement, libel, defamation, invasion of the right of privacy or infringement of the right of publicity.

I waive any right to inspect or approve any publication or medium in which My Information may be used pursuant to this Consent and Release.

This Consent and Release is effective from the date set forth below in perpetuity and shall be binding upon my heirs, successors, assigns and legal representatives, and shall inure to the benefit of the legal representatives, licensees, successors and assigns of Kiwanis.

This Consent and Release: (i) shall be construed in accordance with and shall be governed by the laws of the States of Virginia, Delaware, Maryland and the District of Columbia; (ii) may not be amended except in writing signed by both parties; and (iii) constitutes the entire agreement of the parties hereto with respect to the subject matter hereof.

I warrant I am over the age of eighteen (18), that I have read this Consent and Release, and that I understand and agree with its terms.

_____ Date: _____
Signature

_____
Printed Name

_____ _____ _____ _____
Street Address City State Zip

CONSENT OF PARENT OR LEGAL GUARDIAN (if participant is under age 18)
I am the parent and/or guardian of the above-named Participant, who is aged _____. I have the legal right to consent to and do consent and agree to the terms and provisions of this Consent and Release.

_____ Date: _____
Signature

_____
Printed Name

_____ _____ _____ _____
Street Address City State Zip

Exhibit A: Works (insert description of "Works" here) _____

_____

Kiwanis TRANSPORTATION AUTHORIZATION FORM

CAPITAL DISTRICT KIWANIS

With your child's participation in the below identified Kiwanis Service Leadership Program (SLP) club, there may be occurrences when transportation will be necessary. Please read, complete and sign this form if you agree to authorize a Kiwanis Member to transport your child.

Student's name: _____ Date of Birth _____

Participates in: (Please select one): **Key Club** **Builders Club** **K-Kids** **Aktion Club**

I authorize any member of the Kiwanis Club of _____ or any Key Club Zone Administrator or Capital District Kiwanis Officer to transport my child to the following events (check all that apply):

- ❑ Service projects (SLP and Kiwanis Club)
- ❑ SLP and Kiwanis meetings
- ❑ Other (be specific) _____
- ❑ SLP and Kiwanis district events
- ❑ SLP and Kiwanis international events

I understand that this authorization will remain in effect for the above events for the duration of my child's participation in the designated Service Leadership Program and that I may revoke it at any time.

The Kiwanis International Transportation guideline is: *When transporting youth, the best practice is the "rule of threes", with at least three people in the vehicle at all times along with documented approval from a parent or guardian for the transportation arrangements. When both of these conditions cannot be met, one of them should be. All transportation decisions should be made in accordance with local laws and school policies.*

I agree to hold Kiwanis International, Capital District of Kiwanis International, and the local Kiwanis Club harmless in the event of injury or property damage. In addition, I agree not to assert against Kiwanis International, in any court of law, any claim or claims that the student and/or parent or legal guardian had, now have, or may have in the future, whether known or unknown, based on any injuries sustained by the student while being so transported.

I have read the foregoing release, authorization, and agreement before affixing my signature below, and warrant that I fully understand the contents thereof.

_____ _____

Print Name of Parent/Guardian Date

_____

Signature of Parent/Guardian

Emergency Contact Number: _____

Approved by District Board 8/13/2016