



Kiwanis[®]

CAPITAL DISTRICT

Capital District, Kiwanis International
2025-2026 Special Board of Trustees Meeting
Sunday, June 14, 2026 - 7pm
Zoom Online Conference

1. Welcome
2. Declaration of Quorum
3. Matters for Approval and/or Discussion
 - a. Agenda Point - Bylaws & Policies - Update Policy Statements regarding Lt. Governors, Lt. Governors at Large and eligibility requirements for Governor, Governor-Elect and Vice Governors.
 - b. Agenda Point - Bylaws & Policies - Update the Achievement Committee description to include new recognitions
 - c. Agenda Point - Bylaws & Policies - Update the LTG and LTG-E pledge form
 - d. Agenda Point - District Convention - Approval for 1 free package registration (\$250) to the 2026 District Convention to be offered to each of the 7 newly chartered clubs since 2025 DCON to be allocated from Membership Committee
 - e. Agenda Point - Membership - New Club Regional Opening Agreement for Olney and Sykesville, MD
4. Adjournment

CHANGES TO CAPITAL DISTRICT POLICIES RECOMMENDED BY THE BY LAWS AND POLICY COMMITTEE 5/26/2026 1

SECTION 3 – OFFICERS

F. 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.

ADD

- b. Lieutenant Governors at Large. A Kiwanis member appointed from a club outside the division to serve as Lt. Governor for a division that has not elected one of their own.

Rational To establish the description of Lieutenant Governor at Large

SECTION 3 – OFFICERS

F. Lieutenant Governor

- 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, **Club** Progress Visit, and a Board **Meeting** Visit **and a Club Experience 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.

- i. **Lieutenant Governors at Large are not required to make in-person club visits, however, all reports normally required by a Lt. Governor must still be completed.**

Rational To state the expectations meeting attendance by a Lieutenant Governor at Large

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SECTION 3 – OFFICERS

F. Lieutenant Governor

Division Council Meetings – Conduct regular Division council meetings during the term as Lieutenant Governor, a minimum of one (1) each quarter. ~~It is recommended that these meetings be in-person, if possible.~~

i. Lieutenant Governors at Large – are required to hold at least two (2) quarterly Divisional Council Meetings in-person and may hold two or more virtually.

Rational To add Division Council meetings to Policies and to establish expectations of the type and frequency of meetings

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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. Nominees for District Governor shall have been a member of a Kiwanis club in this district for at least six (6) years;

Rational To place the requirement for years of Kiwanis membership in the Eligibility section

SECTION 7 – NOMINATION AND ELECTION OF OFFICERS

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. Nominees for District Governor-elect shall have been a member of a Kiwanis club in this district for at least five (5) years.

Rational To establish a minimum requirement of Kiwanis Membership for this office leading to a six-year requirement for Governor

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SECTION 7 – NOMINATION AND ELECTION OF OFFICERS

C. District Vice Governor

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. Nominees for District Vice Governor shall have been a member of a Kiwanis club in this district for at least four (4) years;

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Rational "The Bylaws & Policies Committee believes that reducing the number of years required to be a nominee for Vice Governor from 6 to 4 will increase the potential candidate pool and therefore suggests the change."

SECTION 7 – NOMINATION AND ELECTION OF OFFICERS

C. Lieutenant Governor and Lieutenant Governor-Elect

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. [a. Eligibility Requirements. Article III, Section 2, Officers, of the Capital District Kiwanis Bylaws is the authority for this section.](#)

- I. ~~In addition, all nominees for the position of Lieutenant Governor and Lieutenant Governor-Elect must have completed at least one term as a Kiwanis club officer.~~

Rational To change the requirements for nomination for Lieutenant Governor and Lieutenant Governor Elect from having served as a Club President to having served as a Club Officer.

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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. Present those recognitions annually at the Midyear Conference.
- Certify to Kiwanis International those clubs meeting the criteria established for the Distinguished Club Award. Present those recognitions annually at the Midyear Conference.
- ~~• 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.
- Present the Excellence in Membership Growth Award – using information from the monthly report, identify top clubs in several membership tiers that excelled at increasing their club’s membership.
- Present the Excellence in Interclubbing Award – using information from the monthly report, identify top clubs in several membership tiers that excelled at conducting and participating in Interclub activities.
- Present the Excellence in Service Award – using information from the monthly report, identify top clubs with the highest total service hours per member.
- Present the Excellence in Philanthropy Award – using information from the monthly report, identify top clubs with the highest total fundraising per member.
- Present the Outstanding Club President Award – to be judged by the Achievement Committee based on applications submitted during the period of May 15 - July 31. Individuals may self-nominate for these honors or be nominated by someone else.
- Present the Outstanding Club Secretary Award – to be judged by the Achievement Committee based on applications submitted during the period of May 15 - July 31. Individuals may self-nominate for these honors or be nominated by someone else.
- Present the K-Kids Advisor of the Year Award – to be judged by the Achievement Committee based on applications submitted during the period of May 15 July 31. Individuals may self-nominate for these honors or be nominated by someone else.

- Present the Builders Club Advisor of the Year Award – to be judged by the Achievement Committee based on applications submitted during the period of May 15 - July 31. Individuals may self-nominate for these honors or be nominated by someone else.
- Present the Aktion Club Advisor of the Year Award – to be judged by the Achievement Committee based on applications submitted during the period of May 15 - July 31. Individuals may self-nominate for these honors or be nominated by someone else.
- Assist Governor as needed for presentation of Outstanding District Committee Chairperson, Outstanding Lt. Governor and Outstanding Board Member.

1. I allow my name to be placed in nomination for Lieutenant Governor/Lieutenant Governor-Elect.
2. If elected, I will successfully complete a Kiwanis International background check.
3. If elected, I will attend the Lieutenant Governor Training Conference, the Capital District Convention, and the Capital District Midyear Conference. It is also recommended that the Lieutenant Governor attend Kiwanis International Convention, if possible.
4. As Lieutenant Governor-Designate in coordination with the current Lieutenant Governor, I will arrange a Club Leadership Education session with a Certified Instructor prior to August 1.
5. As Lieutenant Governor-Designate, I will make a minimum of one Contact Visit to each club in the Division between July 1 and October 31 and file the Contact Report with the District Office.
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 and file the Board Meeting Visit Report with the District Office.
7. As Lieutenant Governor, I will make a minimum of one Club Experience visit to each of the clubs in the Division between March 1 and June 30 and file the Club Experience Visit Report with the District Office.
8. As Lieutenant Governor, I will conduct a minimum of four (4) quarterly Division Council Meetings during my term.
9. As Lieutenant Governor, I will coordinate with the other Lieutenant Governors of my region to schedule, plan and execute a Midyear Conference (unless a District Midyear Conference is held) that shall include the election of a District Trustee (when needed) according to the Capital District Bylaws.
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 January 1 and April 1, convene an election conference for Lieutenant Governor and Lieutenant Governor-Elect in the manner prescribed by the District Bylaws. I will file the Division Election Report with the District Office no later than April 15.
12. As Lieutenant Governor, I will perform all other duties as requested by the Governor or Board of Trustees.

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Jeffrey Wolff <jmwolff@gmail.com>

Recommendation to the District Board

2 messages

Jennifer Mackowski <hawkinsja81@gmail.com>

Thu, May 28, 2026 at 5:15 PM

To: Tim Gillette <tgillette1981@yahoo.com>, Jeffrey Wolff <jeffrey.wolff@capitalkiwanis.org>, Dave Lurie <dpalurie@verizon.net>

The 2026 Capital District Convention planning committee makes a recommendation to the board to fund (1) representative from each of the (7) newly chartered clubs for the October 2025-September 2026 year to attend the 2026 district convention. The representative would receive a full ticket (all meals + casino night comped). If all (7) clubs took advantage of this offer, the district would pay \$1750.

Is this sufficient? Thank you in advance!

Jen

Jennifer Mackowski
Managing Partner

Stevenson Ridge
6901 Meeting Street
Spotsylvania, Virginia 22553
540.582-6263
www.stevensonridge.com

Emerging Civil War, Treasurer
Kiwanis of Fredericksburg, Past President

Office Hours: Closed on Mondays; Tuesday-Friday 9:00am – 5:00pm; weekends by appointment only.

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Jeffrey Wolff <jeffrey.wolff@capitalkiwanis.org>

Thu, May 28, 2026 at 5:17 PM

To: Jennifer Mackowski <hawkinsja81@gmail.com>

Cc: Tim Gillette <tgillette1981@yahoo.com>, Dave Lurie <dpalurie@verizon.net>

Thanks Jennifer. The BoT can decide who in the club should be the user of the free registration, probably the club president or secretary if they are available.

[Quoted text hidden]



New Club Regional Opening Partnership Agreement

The Kiwanis District of _____ agrees to enter into a growth partnership with Kiwanis International. The district accepts responsibility for providing support and oversight for the establishment of new Kiwanis club(s) within the _____ area(s).

This partnership is collaborative in nature. Kiwanis International will provide guidance, training and limited assistance in organizing club(s) within the designated region. The district, however, is accountable for leading the planning process; assembling and supporting the development team(s); and nurturing, sustaining and strengthening the new club(s) through district leadership, division leadership, club coach(es) and sponsoring club(s).

District Commitments

We, the District, pledge to complete the following (please check all that apply):

- Designate the individuals who will support the new club opening:**
 - One new club coordinator to serve as lead for each site, with full commitment to the process.
 - Up to three additional core team members from the sponsoring club to participate in club-building activities (team members may rotate daily). These individuals will assist in recruitment efforts in collaboration with the Kiwanis International recruitment support team.
 - At least one official club coach committed to working with the new club for a minimum of two years.
- Discuss the potential designation of seed members.**
- Assist in compiling and reviewing a prospect list** — and, when a list is provided, help complete missing information.
- Support appointment setting** by developing a district call team that will collaborate with Kiwanis International call support during the planning phase.
- Support the district new club opener and core team** during the targeted recruitment week. Specifically, the district will provide two to four members per site, per day, for three consecutive days to participate in community engagement efforts.
- Provide interclubs** for the first pre-organizational and/or official organizational meeting. The sponsoring club (2–3 members) must attend alongside the club coach to demonstrate support.
- Assist the club coach and lieutenant governor** in mentoring, supporting and guiding the new club.
- Guide new members** through planning their first service project, with participation from the sponsoring club.
- Monitor the new club for two years** and maintain membership levels required to remain in good standing with Kiwanis International and the district.

Through this agreement, we — the District — affirm our commitment to building, supporting and sustaining the new club beyond the initial opening period.

Approved by the District Board of Directors on this date: _____ 20_____

Governor: _____

Governor-Elect: _____

Lieutenant Governor: _____

District Membership Coordinator: _____