

**ARTICLE I. COMMITTEES**

**Section 1.** The District committee structure includes three classifications of committees: Club Support, District Support, and Special. The Club Support and District Support Committees are standing committees.

<b><u>Club Support</u></b>	<b><u>District Support</u></b>
<b>a.</b> Aktion Club	<b>a.</b> Certified Trainers
<b>b.</b> Builders Club	<b>b.</b> Budget Planning
<b>c.</b> Circle K Club	<b>c.</b> Bylaws, Regulations, and Resolutions
<b>d.</b> Community Service	<b>d.</b> District Convention
<b>e.</b> Human & Spiritual Values	<b>e.</b> District Convention Site
<b>f.</b> Inter-Club and Fellowship	<b>f.</b> Education
<b>g.</b> International Foundation	<b>g.</b> Executive
<b>h.</b> Key Club	<b>h.</b> Finance and Structure
<b>i.</b> Key Leader	<b>i.</b> International Convention
<b>j.</b> Kiwanis Kids (K-Kids)	<b>j.</b> Mid-Year Education Day
<b>k.</b> Public Awareness	<b>k.</b> Past District Governors
<b>l.</b> Membership Growth	<b>l.</b> Past District Treasurers
<b>m.</b> New Club Opening	<b>m.</b> Past Lieutenant Governors
<b>n.</b> Risk Management	
<b>o.</b> Young Children: Priority One	
<b>p.</b> Youth Services	

**Section 2.** Each club support committee cooperates with the appropriate committee of Kiwanis International and promotes the programs suggested by the International Committee to the clubs of the District.

**Section 3.** All District Committees are responsible to the Governor or the Board of Trustees and provide reports as requested. The Governor defines the work of the committees to give direct and effective leadership to further the goals and objectives for the Administrative Year. The Governor may name additional committees under the provisions of Article IV on Special Committees.

**Section 4.** In making appointments to District Chair and Administrator positions, consideration should be given to creating opportunities for newly interested appointees and to creating a mixture of experienced and inexperienced District Chairs and Administrators. Generally, District Chairs and Administrators should not be reappointed to the same district position for more than five (5) consecutive years.

**Section 5.** Unless otherwise stated in this Policy Manual, the Governor-Elect will appoint all District Committee Chairs prior to August 1.

**Section 6.** The term of office for all committees begins October 1, unless otherwise stated.

## **ARTICLE II. CLUB SUPPORT COMMITTEES**

### **Section 1. Composition of Club Support Committees**

- a.** Each of the Club Support Committees consists of: the District Chair and a member appointed from each division who is known as a Division Chair, or a member appointed from each of no less than six (6) regions who are known as Regional Chairs.
- b.** The Lieutenant Governor-Elect is responsible for making appointments of Division Chairs.
- c.** The Governor-Elect is responsible for appointing Regional Chairs, if used.

### **Section 2. General responsibilities of club support committees.**

- a.** The District Chair will provide each Regional or Division Chair with a description of responsibilities and functions of the committee as recommended by Kiwanis International. The Chair will also provide suggestions or special plans for the committee to support the goals and objectives of the District for the administrative year. The Regional or Division Chair is the communication link to transmit the District plans, goals, and objectives to each club chair in the Region or Division.
- b.** Copies of all correspondence from the District, Regional, and Division Chairs will be forwarded to the Lieutenant Governor.
- c.** The Lieutenant Governor will give the names and addresses of the Club Chairs appropriate to the Chair's area of responsibility to each Regional or Division Chair before October 15.

### **Section 3. The following applies to Service Leadership Programs (SLP)**

The SLP Committees assist Kiwanis Clubs in establishing and supporting SLP Clubs in communities and promote the concept of continuing and effective sponsorship by the sponsoring club. The Chair of the Committee will be known as the District Administrator of the specified SLP Clubs. The SLP Committee. The Governor-Elect will appoint the SLP Committees per guidelines provided by Kiwanis International.

The term of office of the SLP Committee begins on April 1 and continues until March 31 of any given administrative year, or until their successor has been approved. Any action taken by the SLP Committee between the date of appointment and October 1 will be subject to the approval of the incumbent District Governor. If there is a vacancy on the committee between the date of appointment and October 1, the Governor-Elect will appoint a replacement.

- a.** Aktion Club - The Committee on Aktion Clubs assists Kiwanis Clubs in establishing Aktion Clubs in their communities and promotes the concept of continuing and effective sponsorship by the sponsoring club. The Chair of the Committee will be known as the District Administrator of Aktion Clubs. In addition to the above responsibilities, the Committee on Aktion Clubs will be responsible for the items below:
  - a.** The Committee will solicit applications from Ohio Aktion Club members in good standing who are interested in serving as an Aktion Club Ambassador. The person selected would be announced at the Annual Aktion Club Leadership & Education Day and would serve during the following Kiwanis Administrative Year. This ceremonial position would serve as the public face of Ohio's Aktion Clubs and attend

various Ohio District Events (i.e., MYED, District Convention, Aktion Club Leadership & Education Day, and any other events as determined by the Committee).

- b. The Committee on Aktion Clubs is responsible for planning and executing the annual conference.
  
- b. Kiwanis Kids (K-Kids) The Committee on K-Kids assists Kiwanis Clubs in establishing K-Kids Clubs in elementary schools and promotes the concept of continuing and effective sponsorship by the sponsoring club. The Chair of the Committee will be known as the District Administrator of Kiwanis Kids (K-Kids).
  
- c. Builders Club -The Committee on Builders Clubs assists Kiwanis Clubs in establishing Builders Clubs in junior high/middle schools and promotes the concept of continuing and effective sponsorship by the sponsoring club. The Chair of the Committee will be known as the District Administrator of Builders Clubs.
  
- d. Key Club - The Committee on Key Club is responsible for the proper administration of the Key Club District with approval of the Kiwanis District Board. The Chair of the Committee on Key Club will be known as the District Administrator of Key Club. At the same time, the Governor-Elect will appoint a Youth Protection Manager.

**e. Youth Protection**

- 1. The Youth Protection Manager reports to the Ohio District Kiwanis Governor .
- 2. The responsibilities of the Youth Protection Manager are to communicate the basics of Youth Protection Guidelines within the district, to help clubs understand their responsibilities in youth protection and to be a connection between Kiwanis International and the Kiwanis district/Service Leadership Programs on issues of youth protection.

**f. Circle K -** The Committee on Circle K is responsible for the proper administration of the Circle K District with approval of the Kiwanis District Board.

Circle K is led by its elected members and therefore all Kiwanians who work with the Circle K board shall not adversely influence the operations of the Circle K District. Any direct intervention to be taken in regards to the operations of the Circle K District must be approved by the Kiwanis District Board.

The Chair of the Committee on Circle K Club will be known as the District Administrator of Circle K Club.

**g.** The Committee on Key Leader shall work to promote the Key Leader program in the Ohio District. The committee will also work with the clubs of the District in providing financial support and information for the Key Leader program. The Chair of the Committee on Key Leader will be known as the District Administrator of Key Leader.

**Section 4.** The Committee on Community Services advises and encourages the clubs of the District to provide effective community services. The committee encourages the clubs to increase participation in community service and makes proposals to clubs for effective community services.

**Section 5.** The Committee on Human and Spiritual Values encourages clubs to cooperate on broad nondenominational lines with local religious leaders and groups to create a greater public

consciousness of the importance of religious and spiritual values. All clubs should be open and inviting to members.

**Section 6.** The Committee on Inter-Club and Fellowship promotes and encourages the development of fellowship among Kiwanians and our Service Leadership Program (SLP) through organized club visits and other activities where the membership of one club is involved with the membership of another club or K family organization.

**Section 7.** The Committee on International Foundation works with the Kiwanis International Foundation to encourage clubs to participate fully in the programs and activities of the International Foundation including financial support of the International Foundation.

**Section 8.** The Committee on Public Awareness is concerned with the material and the media by which the public receives knowledge of the ideals, Objects, programs, and achievements of Kiwanis International, the Ohio District, and the clubs of the Ohio District. It recommends strategies for increasing public awareness and membership awareness of club, SLP, and District activities.

**Section 9.** The Committee on Membership Growth recommends approaches for attracting new members, for the proper orientation and induction of new members, for the effective involvement of the members, for the retention of members, and for the promotion of attendance at club meetings, projects, and activities.

**Section 10.** The Committee on New Club Opening considers opportunities for establishing new Kiwanis Clubs in communities located within the District, and stimulates and cooperates with chartered clubs of the District in their efforts to enlarge the field of Kiwanis service by the opening of new clubs.

**Section 11.** The Committee on Young Children: Priority One promotes and encourages clubs in the implementation of this major program of Kiwanis International for children prenatal through age-5.

**Section 12.** The Committee on Youth Services promotes and encourages clubs in the implementation of this major program of Kiwanis International for children ages 6-18.

**Section 13.** The Committee on Risk Management provides clubs and members about how to mitigate risk and promotes awareness of potential liabilities to the club, the officers, and the members.

### **ARTICLE III. DISTRICT SUPPORT COMMITTEES**

**Section 1.** For District Support Committees, where it is not specified in the Bylaws or Policy Manual of the Ohio District or in the Constitution and Bylaws of Kiwanis International, the members are appointed by the Chair who will also determine the number of members on the committee. The committee membership information will be forwarded to the Governor-Designate prior to September 1.

**Section 2.** The Committee on Certified Trainers is responsible for the training of Club Officers and club leadership. Kiwanis International has trained selected district Kiwanians as Certified Instructors to deliver the Club Leadership Education Program for Club Officers as provided by Kiwanis International. The committee will promote the program and work with Kiwanis International in the implementation of the leadership training program.

**Section 3.** The Budget Planning Committee is responsible for the development of the Kiwanis District Budget for the subsequent year. The budget will be developed in accordance with the guidelines contained in this policy manual and be submitted to the Finance and Structure Committee for their review, approval, and recommendation to the District Board of Trustees. See Article V.A Annual Budget for additional information in regards to the budget.

**Section 4.** The Committee on Bylaws, Regulations and Resolutions reviews the District Bylaws and the District Policy Manual. It submits recommendations concerning revisions to these documents to the Board of Trustees. It consults with the Finance and Structure Committee and the Board of Trustees to draft proposed amendments to the District Bylaws authorized by the Board of Trustees. It makes a report on all properly proposed amendments to the District Bylaws to be acted upon by the delegate body at any convention. The Committee assists the Board of Trustees in interpreting the spirit of the District Bylaws and the District Policy Manual.

In addition, the committee will consider resolutions submitted by the Board of Trustees of Kiwanis International, the Board of Trustees of the District, or by a chartered club. Resolutions must be submitted to the chair in writing, thirty (30) days prior to the date of the annual District Convention. The Committee has the authority to originate resolutions.

**Section 5.** The Committee on District Convention assists the Governor in developing the official program and order of business for the conventions of the District. (Consult the Ohio District Convention Chair Handbook for additional information.) The Committee will work with the Committee on Education Chair to schedule the educational events at Convention as planned by the Committee on Education in conjunction with the Governor-Elect.

**Section 6.** The District Governor will appoint the Committee on District Convention Site Location. This committee should include at least two Past District Convention Chairs. The District Governor will appoint one as Chair. The District Executive Director will serve as an ex-officio member of this committee.

Region Selection: Sites should be considered based on standard rotation for sites within four regions of the Ohio District. Each region would have the opportunity to host a District Convention every four years. If a region passes on the opportunity, they may have to wait until the cycle comes around to again host a District Convention.

The four Regions would be made up of several Divisions with the suggested grouping as follows:  
Northeast Region---Divisions 13, 14, 15, 16, 22, 24, 26  
Central/Southeast Region---Divisions 9, 10E, 10W, 10S, 11S, 17, 18  
Southwest Region---Divisions 3, 4, 5, 6/7, 8  
Northwest Region ---Divisions 1N, 1S, 2, 11N, 12

An invitation from any chartered club in good standing or division for holding an annual convention in its region, delivered in writing to the District Executive Director, will be forwarded to the District Governor and to this committee for consideration. The District Executive Director will provide to the interested club the packet of criteria and expectations. The club or division must submit the included response forms in order to be given consideration.

The Committee on District Convention Site Location makes recommendations for the District Convention site at least two years in advance. The Committee evaluates venues and makes a recommendation to the District Governor and to the District Board of Trustees within 6 months of approval of the recommendation of the region selection.

**Section 7.** The Committee on Education assists the district leadership in developing meaningful educational experiences for all Kiwanians at District Conventions and conferences including the Mid-Year Education Day. It ensures that the forums and educational offerings are coordinated between conferences and conventions to provide a variety of experiences without unnecessary duplication. The Committee on Education and Club Development promotes continuing Kiwanis education within each club. The Committee evaluates the previous year's education programs.

**Section 8.** The Executive Committee is defined in the Ohio District Bylaws.

**Section 9.** The Finance and Structure Committee is defined in the Ohio District Bylaws.

**Section 10.** The Committee on International Convention works to promote attendance at the International Convention by having an information booth at the District Convention and the Mid-Year Education Day. They will also provide articles for the District newsletter and share goals for attendance at the convention. When the Ohio District has a candidate for an International office, the committee will work in cooperation with the International Elections Committee in supporting the candidate.

**Section 11.** The Committee on MidYear Education Day assists the Governor in developing the official program and order of business for the MidYear Conference. The Committee will work with the Education Committee to schedule the educational events at MidYear Education Day as planned by the Education Committee.

**Section 12.** The Committee of Past District Governors is composed of Past District Governors of this District who are active members of clubs within the District. The Committee determines the method of selecting their Chair whose name will be submitted to the Governor-Elect prior to September 1.

The Committee of Past District Governors considers and reports to the Governor on all matters referred to it. It also initiates topics for consideration and reports its conclusions to the Governor. A summary of its proceedings is provided to each member of the committee, to the District Governor, and to the District Executive Director.

**Section 13.** The Committee of Past District Treasurers is composed of Past District Treasurers of this District who are active members of clubs within the District. The Committee determines the method of selecting their Chair whose name will be submitted to the Governor-Elect prior to September 1.

The Committee of Past District Treasurers will consider and report to the Governor its conclusion on all matters referred to it. It will initiate subjects for consideration and report its conclusions to the Board. A summary of its proceedings will be provided to each member of the committee, and to the District Governor and District Executive Director. The committee will meet at the time of the District Convention and may hold other meetings at the call of the chair.

**Section 14.** The Committee of Past District Lieutenant Governors is composed of Past District Lt. Governors of this District who are active members of clubs within the District. The committee is governed by their own bylaws. The Committee determines the method of selecting their Chair whose name will be submitted to the Governor-Elect prior to September 1.

The Committee of Past Lieutenant Governors considers and reports to the Governor on all matters referred to it. It also initiates subjects for consideration and reports its conclusions to the Board. A summary of its proceedings is provided to each member of the committee, to the District Governor, and to the District Executive Director. The committee meets at the time of the District Convention and may hold other meetings at the call of the chair.

#### **ARTICLE IV. SPECIAL COMMITTEES**

**Section 1.** Special committees may be appointed by the Governor and will perform the duties as defined in their creation. Each committee will be responsible to the Governor and will make reports as requested by the Governor. All Special Committee members serve at the pleasure of the Governor during the term of the Governor.