

**Pacific Northwest District
Kiwanis International**

Manual of
Policies and Procedures
As revised through February 18, 2024

PNW Kiwanis

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Table of Contents

SECTION 1.....	5
PACIFIC NORTHWEST DISTRICT ADMINISTRATIVE POLICY.....	5
100. Policies and Administrative Action.....	5
101. Motions.....	5
103. Environmental Statement.....	5
109. Anniversary of Pacific Northwest District.....	5
110. Club Endorsement of Other Enterprises.....	5-6
136. Official Insignias and Garments.....	6
145. Official Name of a Kiwanis Club	6
151. Flag Display and Protocol.....	6
154. Interclubs	6-8
160. Lieutenant Governor Role.....	8
161. Lieutenant Governor Qualifications	8-9
162. Lieutenant Governor Responsibilities.....	9-10
163. Assistant to Lieutenant Governors.....	10
164. Obligation of Office.....	10
165. Social Media Guidelines.....	10-11
166. District Committee Management by the Governor.....	11-12
167. Special Standing Committees.....	12-15
168. District Key Positions.....	15-17
175. District Endorsement of a Candidate for International Trustee.....	17
176. Conduct Unbecoming a District Officer.....	17
177. Conflict of Interest.....	17-18
178. Records Retention and Destruction.....	18
SECTION 2.....	19
PACIFIC NORTHWEST DISTRICT ADMINISTRATIVE PROCEDURES.....	19
200. Administrative Procedure	19
201. Insurances	19
202. District Bulletin.....	19
203. District Life Membership.....	20
205. Clubs, Adjustment of Financial Indebtedness	20
210. Delinquent Clubs and Convention Delegate Seating.....	20
215. New Clubs.....	21
220. Canada and USA Boundary Markers.....	21
223. Requirements for PNW District Governor-Elect and Governor.....	21-22
225. Guidelines for Governor–elect campaign.....	22-23
235. Procedure for changing club name	23
240. Procedure for Adding or Revising Division Boundaries.....	23-25
245. Procedure for changing Division name.....	25
250. Lt Governor Class Elections.....	25
255. District Board Meetings	25-26

SECTION 3.....27

PACIFIC NORTHWEST DISTRICT FINANCES.....27

300. Finance Committee..... 27
301. Fund Raising Projects Committee.....27, 28
302. Investment Committee.....28, 29
303. Asset Capitalization.....29
304. Annual Year-end Closing of Financial Records.....29
309. Corporate Credit Card.....29
310. Travel funds.....29 30
311. Governors Expenses.....30
312. Lieutenant Governor Expenses.....30
313. District Chair, Program Director and SLP Administrator Expenses.....30-31
315. Expense Report Deadline.....31
316. Expense and Refund Checks..... 31
320. Outreach Fund.....31-32
325. Disaster or Emergency Areas..... 32

SECTION 4.....33

PACIFIC NORTHWEST DISTRICT AWARDS.....33

405. Achievement Awards..... 33
410. Club Bulletin Contest..... 34
420. Lieutenant Governor Newsletter-Bulletin Contest 34
425. Club Officers' Awards..... 34
430. Outstanding Club Secretary Award 35
435. Melvin B. Dennis Trophy for Outstanding Secretary.....35-36
440. Awards for Membership Growth.....36-37
455. Round Robin Interclub Award..... 37

SECTION 5.....38

CONVENTION AND COUNCIL TOPICS.....38

505. District Conventions.....38-40
506. Standing Rules for the House of Delegates of Convention40-42
508. Contractual Agreements..... 42
510. Division Council..... 42
530. Division Election.....42-43

SECTION 6.....44

AFFILIATES, SPONSORED ORGANIZATIONS AND PROJECTS.....44

602. Past Lieutenant Governors Association – The “Bigfoot Brigade” 44
603. Background Checks, Sponsored Organizations..... 44

604	AKtion Club.....	44-45
605.	Circle K.....	45-47
610.	KEY Club.....	47-48
620.	Builders Club.....	48-50
630.	Kiwanis Law Enforcement Camps.....	50
635	Kiwanis Children’s Cancer Program.....	51
636	SIGN Fracture Care International.....	51
637	Save Old Spectacles.....	51
640.	Kiwanis Foundation of Canada.....	51
650.	Pacific Northwest Kiwanis Foundation.....	51
660.	Kiwanis Children’s Fund.....	51
SECTION 7.....		52
CONSENT AND ASSURANCE FORMS.....		52
705.	Consent and Assurance Form for Governor–elect.....	52
710.	Consent and Assurance Form for Lieutenant Governor.....	53
715.	Consent and Assurance Form for District Chairs.....	54
I N D E X.....		55-57
	Appendix A Statement of Investment Objectives.....	58-59
	Appendix B Political Action Committee.....	60-61
	Appendix C Alcohol Guidelines.....	62
	Appendix D Left Blank for future use.....	63
	Appendix E Past Lt Governors Association.....	64-68
	Appendix F Position Description District Youth Protection Manager.....	69
	Appendix G Youth Protection Guidelines.....	70-72
	Appendix H Records Retention Schedule.....	73
	Appendix I Foundation Outreach Letter of Understanding.....	74-76

Section 1

Pacific Northwest District Administrative Policy

100. Policies

The policies of the Pacific Northwest District of Kiwanis International are the principal guidelines under which the district shall supervise and control all chartered clubs and sponsored organizations. (03/07/2009)

101. Motions

All motions pertaining to District Policy passed at a District Board meeting shall be placed in proper form by the Laws and Regulations Chair and then provided to the District Secretary to be included into the Policy and Procedures Manual following the meeting in which the motion was made and prior to the next scheduled meeting of the District Board. (08/14/2009)

103. Environmental Statement

The district declares that it is a “GO GREEN” district, taking initiative to use technology more, use paper less, recycle and reuse according to local “Go Green” practices. (08/14/2009)

109. Anniversary of Pacific Northwest District

The birthday of the district is observed on January 17, because on that date, in 1919, the district was officially formed in Tacoma, Washington.

110. Club Endorsement of Other Enterprises

A Kiwanis club will not accept membership in an organization under the name of Kiwanis International.

A Kiwanis Club shall not consider membership relation to any organization whose purposes are not worthy, whose program is not clearly and definitely defined, and whose leadership is not active. (03/07/2009)

A Kiwanis Club should not be related to any other organization by individual membership except through the action of the Board.

136. Official Insignias and Garments

The district has the privilege of adopting logos, slogans and official regalia. In order for any item to be adopted as “official,” it must meet the requirements of Kiwanis International Bylaws, Policies and Procedures and Branding Guidelines and be accepted by a majority of the District Board at any scheduled board meeting. Once adopted it cannot be changed without like Board approval. This does not preclude the governor from adopting one/year themes and emphasis. (08/25/2016)

145. Official Name of a Kiwanis Club

Clubs wishing to designate their meeting time should not use the words “morning”, “noon”, “night”, “breakfast”, or “evening” as part of the official name of the club.

In general, when any designation is used, it should follow the name of the corporate entity and be joined to it by a hyphen.

151. Flag Display and Protocol

Members of the district are urged to display national flags of both the United States and Canada at Kiwanis meetings.

The flag of the country in which the meeting or function is held, shall be positioned in the appropriate place of honor.

In the United States, the American Flag’s display, protocol for use and Pledge of Allegiance shall be in accordance with the official flag code as adopted by the United States Congress (Found in 4 USC 1 as of November 2003).

In Canada, display and protocol for use of the Canadian Flag shall be in accordance with the adaptations of international usage as published by the Canadian Secretary of State. (Found in “General rules for flying and displaying the Canadian Flag and other flags in Canada.” Secretary of State, Cat. No. 52/74/1978 as of November 2003.) (11/02/2003)

154. Interclubs

1. An interclub meeting is one which is held by two or more Kiwanis clubs (including clubs in formation) or by a Kiwanis club and any K/Kids, Builders Club, Circle K Club,

Key Club, AKtion Club, or Kiwanis Junior club (Europe only). (10/01/2004)

- a. For clubs with a membership of twenty (20) or less members, a minimum of two (2) members in attendance will be required to constitute an interclub meeting. (KI/ 4/04)
- b. For clubs with a membership of twenty/one (21) to thirty (30) members, a minimum of three (3) members in attendance will be required to constitute an interclub meeting. (KI, 4/04)
- c. For clubs with a membership of thirty/one (31) or more members, a minimum of four (4) members in attendance will be required to constitute an interclub meeting. (KI, 4/04)

2. Since the declared purpose of interclubs is to develop fellowship between clubs and encourage involvement of club members with other members of our K/Family and encourage an exchange of meeting programs and valuable service and fund-raising ideas with other clubs to the mutual benefit of each, an interclub shall meet the following criteria: There must be a host club and there must be a business, education, service or social aspect to the meeting or event. (08/23/12)

3. Therefore, in keeping with these criteria, the following shall apply:

- a. Kiwanis International Convention – There is no host club; therefore, no interclub credit can be taken.
- b. District Convention –All convention committee approved hosted functions shall each provide an interclub opportunity. (04/06/2014)
- c. Division Council Meetings – A maximum of one interclub credit is allowed.
- d. Club Leadership Education (CLE) Meetings – A maximum of two interclub credits are allowed. The morning and afternoon sessions each provide an interclub opportunity. (02/29/2017)

NOTE: In order to meet the declared purpose of interclubs, those members visiting the host club should be encouraged to sit apart from their own club members.

NOTE: A Lieutenant Governor or an honorary member cannot be a stand in for a member of another club.

NOTE: Under “3.b.” above, one Service Leadership Program member can be substituted for one Kiwanian.

4. Interclubbing at Service Leadership Programs: Visiting groups shall be composed of the required number of Kiwanians (two, three or four). In addition, members of a K/Kids, Builders Club, Kiwanis Junior (Europe), AKtion Club and/or Key Club must be in attendance. (Note: No Key Club or Circle K Lieutenant Governor or an honorary

member can be a stand in for a member of another club.)

5. Clubs shall be authorized monthly interclub credit for an official Kiwanis interclub meeting held by means of an internet chat room, a video conference, or a telephone conferencing system when the required number of Kiwanians meet with another Kiwanis or Sponsored Youth Club at their regularly scheduled meeting. All other requirements for an official interclub remain in effect and all formal proceedings of date, time, and location are to be made a matter of the visiting club's official club minutes. Interclub credits reported under this portion of the policy shall qualify for Round Robin District Awards. (04/06/2014)

See Round Robin Award Section 455 for more information.

160. Lieutenant Governor Role

1. The Lieutenant Governor shall serve as the leader in the division by helping clubs grow and improve the value of the club experience. The Lieutenant Governor may also assist in expanding the Kiwanis reach and promoting our values by assisting the District Membership Team.

2. The Lieutenant Governor shall serve on the District Board of Directors and is a liaison between the clubs and the District Leadership Team communicating to the clubs the vision and messages of Kiwanis International and the Pacific Northwest District and motivating the members to take appropriate action. (08/16/18)

161. Lieutenant Governor Qualifications

A candidate for the office of Lieutenant Governor shall be a person who is:

1. A proven leader with the ability to motivate and inspire volunteers;
2. Well organized and proficient in time management;
3. Proficient in basic computer literacy and has access to a computer;
4. Committed to building positive relationships with the clubs in his or her division through
 - a. Visiting clubs (in person and through social media),
 - b. Division Council Meetings (in person and through social media),
 - c. Assisting in available Club Leadership Education opportunities,
 - d. Committed to mentoring prospective candidates for the position of Lieutenant Governor,
 - e. Committed to attending Lieutenant Governor Training opportunities as offered by the district (in person and social media),
 - f. committed to becoming aware and proficient in the use of the resources/tools offered by Kiwanis International and the district websites, including data bases currently in use, Secretaries Dashboard, and on-line reporting. (08/25/22)

5. Supported and elected by the clubs in the Division; and
6. Agreeable to signing the Lieutenant Governor Consent and Assurance Form.
(08/16/2018)

162. Lieutenant Governor Responsibilities

The Lieutenant Governor of each division shall have responsibilities which include but are not limited to the following:

1. As Lieutenant Governor/designate, to attend Lieutenant Governor Training, Club Leadership Education in their area, the Winter Board Meeting, and the District Convention;
2. Make a minimum of three (3) visitations to each club in their division, which should include at least one board meeting. While a face-to-face visit is preferred, they are authorized to conduct visitations via electronic means such as an internet chat room, a video conference or a telephone conferencing system. Participation by such methods shall constitute attendance;
3. Attend the Winter Board Meeting and District Convention;
4. Organize and attend Club Leadership Education;
5. Participate in Governor electronic or telephonic conferences in order to be current on happenings within the district and progress on the Governor's agenda;
6. Maintain contact with club officers, especially the President in order to develop stronger team relationships;
7. Lead and support membership initiatives;
8. Participate in club membership events in an effort to support growth initiatives and provide expertise;
9. Guide and assist clubs of fifteen (15) members or less as their small size limits their ability to do projects and tends to wear out club officers; and
10. Monitor club compliance with IRS 990 reporting and state corporate renewal or Canadian society filings as required and appropriate for Canadian clubs. (08/16/2018)

163. Assistant to Lieutenant Governors

The district organization does not provide for assistant Lieutenant Governors. However, the Lieutenant Governors should avail themselves of the services of the Lieutenant Governor/elect and of the Past Lieutenant Governors. The Lieutenant Governors are

EXPECTED to contact the Lieutenant Governor/elect and the Past Lieutenant Governors when their services are needed.

164. Obligation of Office

To clarify for the Governor-elect, Lieutenant Governor and District Chair his/her obligation to Kiwanis when he/she accepts the responsibility of office:

1. The district shall provide a “Consent and Assurance” form outlining the minimum obligations. See Section 7, Consent and Assurance Forms (Items 705, 710, & 715). (03/07/2009)
2. It shall be the duty of the outgoing Lieutenant Governor to present this form to his/her successor, and to obtain his/her signature to indicate that he/she is aware of his/her obligations. (03/01/2020)

165. Social Media Guidelines

1. The district recognizes the right of their members to voice their opinions and view on their own website, social media platforms, and other electronic media. However, all websites, social media platforms and other electronic media operated by or for the district will not allow content that is in conflict with the policies in this section.

2. All District Officers are encouraged to 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.

- 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.
3. 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. (02/22/2019)

166. District Committee Management by the Governor

1. Chairs of all district committees and the members of all but the Committee of Past Governors and the Past Lieutenant Governors Association “Bigfoot Brigade” shall be appointed prior to October 1 by the Governor/elect. The Committee shall be responsible to the Governor and shall make such reports as the Governor may direct. All chairs and the members of committees except the Committee of Past Governors and the Past Lieutenant Governors Association “Bigfoot Brigade” shall be subject to removal by the Governor. (08/20/2003).

2. Multiple Appointments to District Positions: The Governor and other District Officials authorized to make appointments to District Positions shall, in the interest of developing new District leadership talent among Kiwanians throughout the District, make a reasonable effort to distribute appointments so as to include as many Kiwanians as possible.

Exceptions: It is not necessary to completely avoid multiple appointments in a single Kiwanian where one position presumes or requires appointment(s) to other positions (e.g. the Lieutenant Governor Class President automatically becomes a member of the District Finance Committee). Similarly, multiple appointments are appropriate where special talents, experience or education are required in specific appointed positions or a low level of effort is required for one or more multiple appointments. (03/06/2009)

3. Term Limits for District Appointments: The Governor and other District Officials authorized to make appointments to District Positions shall, in the interest of developing new District leadership talent among Kiwanians throughout the District, make a reasonable effort to limit specific District appointments of a single person to three (3) consecutive years. Similarly, no Kiwanian shall be appointed to any District Office for more than five consecutive years.

Exceptions: It is not necessary to completely avoid consecutive appointments for more than five years in extraordinary situations, such as those requiring year-to-year continuity

or special talents, experience or education (e.g. Finance Committee members moving “up the ladder” as knowledge and experience increases).

4. This section does not apply to the positions of District Secretary or District Treasurer. (03/06/2009)

167. Special Standing Committees

The Governor shall appoint Kiwanians to fill all special standing committee chairs subject to board approval.

A standing committee may be composed solely of a chair.

All committees of the district are authorized to meet and conduct business by any method that allows all participants to simultaneously communicate with one another or as otherwise allowed by law. Participation by such methods shall constitute attendance. Normal committee meeting rules and processes apply unless otherwise determined by the committee.

Each standing committee shall serve for a term of one (1) year, but may serve multiple consecutive terms. All Committees, with the exception of the service leadership programs committees shall begin their terms of office on the first day of October. The terms of office of the Committee on Key Club and the Committee on Circle K shall begin at the conclusion of the respective sponsored programs district conventions and continue to the conclusion of the succeeding conventions or until their successors shall be duly selected and qualified.

Service Leadership Programs Committees: The Circle K, AKtion Club, Builders Club, Kiwanis Kids, and Key Club Committees shall be appointed by December 1 and shall assume responsibilities for these programs on April 1. Any action taken by these committees shall be subject to review and the authority of the current Kiwanis district board of trustees under the bylaws and policies of the district. For greater continuity and efficiency, the chairs of the Committees on AKtion Club, Builders Club, Circle K, Kiwanis Kids, and Key Club are encouraged to serve consecutive terms, for such length of time as determined by the district. The chairs of the Committees on AKtion Club, Builders Club, Circle K, Kiwanis Kids, and Key Club will be known as the district administrator for AKtion Club, Builders Club, Circle K, Kiwanis Kids, and Key Club, respectively.

The following committees are required by Kiwanis International policy:

1. **AKtion Club** The committee shall assist Kiwanis clubs and divisions in establishing AKtion Clubs in conjunction with community agencies or organizations that serve the needs of people with disabilities and shall promote the concept of continuing and effective sponsorship upon the part of the sponsoring Kiwanis club(s).

2. **Builders Club** The committee shall assist Kiwanis clubs in establishing Builders Clubs in junior high/middle schools and shall promote the concept of continuing and effective sponsorship upon the part of the sponsoring Kiwanis club.
3. **Circle K (CKI)** The committee shall be responsible for the proper carrying out of the Circle K District organization's functions in accordance with the Kiwanis District Board's approval.
4. **District Convention** The committee shall assist the District Board in implementing the official program and order of business for the convention and Mid-Winter conference of the District. They shall in conjunction with the Governor and District Secretary have overall management responsibility of the events. They shall also implement the site selection process and make recommendation or recommendations to the District Board, who shall make the final selection. See section 505 for additional details.
5. **Finance** The committee shall prepare a budget of estimated income and expenditures for submission to the District Board; receive and review the annual audit; review any financial reports prepared by the Treasurer; and perform such other duties as may be requested by the District Board. See section 300 for additional details.
6. **Human and Spiritual Values** The committee shall encourage clubs to cooperate on broad nondenominational lines to create a greater public consciousness of the importance of human and spiritual values.
7. **Kiwanis International Convention** The committee shall assist in promoting attendance and participation in the annual Kiwanis International Convention.
8. **Key Club** The committee shall be responsible for the proper carrying out of the Key Club organization's administrative functions in accordance with the Kiwanis District Board's approval.
9. **Kiwanis Kids** The committee shall assist Kiwanis clubs in establishing K-Kids clubs in primary/elementary schools and shall promote the concept of continuing and effective sponsorship upon the part of the sponsoring Kiwanis club(s). They shall also promote the Bring Up Grades (BUG) and Terrific Kids programs to Kiwanis clubs in the district.
10. **Laws and Regulations** The committee shall examine the district's bylaws, policies and procedures and shall submit any necessary or recommended revisions to the District Board; shall cooperate with the Board in drafting proposed amendments; and shall report on all properly proposed amendments to the District Bylaws. The committee shall also cooperate with the Board in interpreting the spirit of the district bylaws when necessary and in securing the proper observance

of obligations, standards and practices stated or implied.

11. **Leadership Development and Education** The committee shall assist the District Leadership in developing meaningful educational and training experiences for all Kiwanians at district conventions and conferences, organize and/or promote operations and leadership programs for incoming district and club officers, and promote continuing Kiwanis education within each club. The committee chair shall be the Leadership Development Coordinator.
12. **Service** the committee shall assist clubs in the district in rendering effective service in their communities.
13. **Resolutions** The committee shall review all proposed resolutions for consideration and recommendation to the District Board and shall draft any resolutions directed by the District Board. The committee may modify, combine, edit or not accept any club proposals. The District Board shall have final authority on resolutions to be considered at the convention.

The following are additional District Committees:

14. **Alignment** The committee shall review and study on an ongoing basis the boundary and size of each division of the district and recommend to the Board any changes regarding new or realigned divisions so as to conform to the Bylaws and Policies of the District. The committee shall consist of a Chair, the Governor, the Governor Elect, the Immediate Past Governor, the Laws and Regulations Chair, the Lieutenant Governor Class President and up to three (3) additional members.
15. **Building** The committee shall be responsible for oversight of the operations of the district office building complex. The committee shall consist of a Chair, the Governor, the Governor Elect, the Immediate Past Governor, the District Secretary, the Finance Chair or Vice Chair and four (4) appointed members. The appointed members will serve two-year terms and be appointed by the Governor.
16. **District Fund Raising Projects** The committee shall develop, implement and promote District fund raising projects approved by the Board; develop teams that will actively raise funds for the district; and provide reports on project activities to the Finance Committee. See section 301 for additional details.
17. **District Political Action** The committee shall be formed each year to serve Inter/District political interests within Kiwanis International. They shall involve themselves with amendments, resolutions and candidates intended for consideration at Kiwanis International Convention. See appendix B for additional details.
18. **Diversity, Equity and Inclusion** The committee shall promote the DEI efforts of the District
19. **Executive** The committee shall provide due and proper administration of the Pacific Northwest District Corporation on behalf of the Board. They shall

- consider employment/employee issues and provide the most direct administrative support of district staff. The committee shall consist of the Governor, the Governor Elect, the Immediate Past Governor, the Secretary, the Treasurer, the Finance Chair, the Laws and Regulations Chair and the Lieutenant Governor Class President. The Governor or the Governor's designee shall chair the committee and provide regular reports to the Board.
20. **Kiwanis Children's Cancer Program** The committee shall oversee the program in support of children's cancer research at the three district area research hospitals in Vancouver, BC, Seattle, WA and Portland, OR. They will support the fund-raising effort for the project around the district.
 21. **Law Enforcement Camp** The committee shall coordinate with district clubs for supporting high school students interested in a career in law enforcement to attend the annual camp at the Washington State Patrol Academy. They will ensure that all clubs are aware that this is open to instate and out of state students including Canada.
 22. **Leadership Succession** The committee shall design methods for developing and preparing members for leadership roles at each level of the District.
 23. **Lieutenant Governor Support** The committee shall be a resource to assist Lieutenant Governors in their role as division officers and Board members.
 24. **Save Old Spectacles** The committee shall involve itself in promoting collection and delivery of used glasses in clubs across the district.
 25. **SIGN** The committee shall involve itself in the promotion, fund raising and delivery of surgically implanted nails for the district's only worldwide service project.
 26. **Strategic Planning** The committee shall establish and update the Districts strategic plan in conjunction with the executive team and assist clubs in developing their plans.
 27. **Youth Protection** The committee shall be responsible to communicate the international youth protection guidelines within the district, to help clubs understand their responsibilities in youth protection and to serve as the connection between Kiwanis International and the District Service Leadership Programs on matters of youth protection. The committee shall consist of the Governor, the District Risk Manager, the Key Club Administrator, the CKI Administrator and the Youth Protection Manager who will serve as the Chair of the committee. See appendix F for detailed position description for the District Youth Protection Manager and appendix G for the District's guidelines for Youth Protection.
(03/01/2020)

168. District Key Positions

The Governor shall appoint Kiwanians to fill all Key Positions subject to Board approval and final approval from Kiwanis International unless otherwise noted.

Appointees should have previous experience or training in their subject area; are requested and strongly encouraged not to hold other Kiwanis leadership positions above the club level; and are encouraged to serve multi-year commitments of three years unless otherwise noted.

Additional details regarding Key Positions may be determined by Kiwanis International and stated in the respective position descriptions in International Policies.

The following Key Positions are required by Kiwanis International policy:

1. **Risk Manager** This position shall 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.
2. **Youth Protection Manager** This position shall 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.
3. **Leadership Development Coordinator** This position shall be 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 should have a background in training, education or presentation to groups.
4. **Partnership Coordinator** This position shall be responsible for connecting clubs with Kiwanis International's official partners and supporting clubs in developing and maintaining signature projects in their communities. This person may also help form new partnerships in selected regions, applicable to those areas. This person should have a background in management, marketing or program development.
5. **Public Relations and Marketing Coordinator** This position shall be 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. This person should have a background in marketing, media or public relations.
6. **Membership and Engagement Coordinator** This position shall be responsible for providing direction and support for opening new clubs and encouraging membership engagement in existing clubs via guidelines established by Kiwanis international. This person shall work in collaboration with Area Coordinators appointed by the Kiwanis International President and Kiwanis International staff. This person should have a background in marketing or growth initiatives.

7. **Kiwanis Children’s Fund Representative** This position shall have the duties, term, selection process, and other details related to the position determined by the Kiwanis Children’s Fund Board and communicated with the district.

The following are additional District Key Positions:

8. **Kiwanis Foundation of Canada Representative** This position shall be responsible for informing clubs of the opportunities available through the Kiwanis Foundation of Canada for philanthropy, honors and awards. This person shall make periodic reports to the District Board and have other duties as specified by the Kiwanis Foundation of Canada Board.
9. **PNW Kiwanis Foundation President** This position shall be elected and defined by the PNW Kiwanis Foundation Board. This person shall be responsible for informing clubs of the opportunities available through the PNW Foundation for philanthropy, honors, awards, grants and scholarships. This person shall make periodic reports to the District Board. (03/01/2020)

175. District Endorsement of a Candidate for International Trustee

Individuals intending to secure the endorsement of the District Board or District House of Delegates, in preparation for nomination as candidate for a Kiwanis International Board of Trustees position (as stated in the International Bylaws – [Article XVIII, Section 3, Paragraph 4 as of June 2019]) must first secure endorsement of a majority of the District’s Political Action Committee. Nothing in this section shall preclude the Political Action Committee from putting forward more than one qualified candidate to the District House of Delegates. The PAC may present the same list to the District Board upon approval of the District House of Delegates. The PAC may present direct to the Board if extenuating circumstances such as an unexpected opportunity occurs after the District Convention that could not wait until the next House of Delegates Meeting. (08/22/2019)

176. Conduct Unbecoming a District Officer

Conduct unbecoming a District Officer is defined as any conduct by a District Officer that involves violence, physical intimidation, threats, harassment, abuse or other harm to a member of the public, a member of Kiwanis, or a member of the Kiwanis family (Kiwanis Junior, Circle K, Key Club, Builders Club, K/Kids or AKtion Club); and/or tends or threatens to harm the standing or reputation of Kiwanis, Kiwanis Junior, Circle K, Key Club, Builders Club, K/Kids or AKtion Club. (03/10/2010)

177. Conflict of Interest

The purpose of this policy is to protect the tax/exempt status of the district and to ensure the district and its board members and officers treat one another fairly. When contemplating a transaction or arrangement that might benefit, or appear to benefit, financially or otherwise, the interest of a district board member, officer, or district committee member, or similar interest of a family member or an organization with which

she/he is associated, the board or committee shall act to avoid the conflict as follows:

1. Determine whether a conflict of interest exists or appears to exist. A conflict of interest occurs when a person or a close associate may unfairly benefit, financially or otherwise, from the person's act.
2. A person with a conflict of interest, actual or apparent, shall disclose to the board or committee of which she/he is a member, so other members voting on a matter are aware that the other member's interest may be affected.
3. The board or committee with knowledge of a conflict of interest shall determine whether a benefit might actually accrue to the person. If it so determines the existence of a conflict, it shall prohibit the person from participating or voting on the matter. If it determines that an apparent, but not actual, conflict exists, it may either prohibit the person from participating in the decision or formulate a stratagem that avoids the apparent conflict.
4. If a district committee makes a decision relating to conflict of interest with which an individual disagrees, she/he may appeal to the district board. A person may not appeal a decision made by the board on a conflict of interest.
5. Board members, officers, and district committee members shall not use their positions to obtain employment with the district for themselves, family members, or associates. Board members must wait at least one year after termination of district service prior to application for paid employment with the district.
6. This policy does not replace any state, provincial, federal, or any other laws applicable to the district, but supplements them. (03/04/2012)

178 Records Retention and Destruction

The purpose of this policy is to ensure that necessary records and documents are adequately protected and maintained for their established time frames as outlined in Appendix H. It also ensures that they are correctly disposed of at the proper time. In addition, it serves as an aid for employees to understand their responsibilities for retaining.

1. This applies to both physical and electronic records generated in the course of conducting Kiwanis District operations.
2. The District Secretary shall be the Administrator for ensuring that proper processes and procedures are implemented and adhered to for the records retention schedule.
3. The Administrator shall make recommendations to the District Board for any changes necessary for adherence to changing applicable local, state or federal laws.
4. In the event of any legal action against or concerning the District, the Administrator shall immediately suspend all records destruction associated with the framework of the legal action. Resumption of the scheduled records destruction will only occur with concurrence of Kiwanis International Corporate Counsel.

Section 2

Pacific Northwest District Administrative Procedures

200. Administrative Procedure

Administrative procedure is the method or manner by which there shall be exercised the powers of the district in directing, managing, supervising and controlling the business and funds of the district.

201. Insurances

1. The district shall maintain a crime insurance policy to cover all persons charged with handling district funds or payments in an amount determined appropriate by the Board. The policy will cover at a minimum the Governor, the Secretary, the Treasurer and all district employees.

2. The district shall maintain an officers' and directors' insurance policy to cover district leadership team in an amount determined appropriate by the Board.

3. The district shall maintain a building insurance policy that includes general liability, fire and casualty and building contents in an amount determined appropriate by the building committee and approved by the board.

4. The district shall maintain a liability policy to cover all owned and/or leased vehicles including powered and pulled vehicles in an amount determined appropriate by the Board. (02/15/2015)

202. District Bulletin

1. The district shall publish either in printed form or electronically a district bulletin for distribution to all members and other appropriate parties for the purpose of communicating the activities, programs and information of general interest to the membership.

2. The bulletin shall be published at least four times annually unless determined otherwise by the Board. (02/15/2015)

203. District Life Membership

1. Any Kiwanian in good standing in a Kiwanis Club of the district may be granted District Life Member Status on the payment of a one-time fee of fifteen (15) times the annual district dues.
2. Upon attaining the status of Life Member, that Kiwanian's club is relieved of paying dues to the district. The member's financial obligation to his/her local club and Kiwanis International shall remain intact.
3. All life member funds shall be placed in a restricted fund by the District Treasurer. At the first billing cycle following payment of 15 times the annual district dues, 1/15th of the total will be transferred to the district's general fund and each succeeding year thereafter a like amount will be transferred for 15 years.
4. In the event that a Kiwanian holding life membership shall no longer be in Kiwanis, any remaining funds from their life member payment shall be transferred to the district's general fund at the next dues billing cycle.
5. Any interest that may accrue on these restricted funds shall annually transfer to the district's general fund. (08/25/2022)

205. Clubs, Adjustment of Financial Indebtedness

1. Should conditions within a club develop or circumstances arise which bring the club into financial difficulties, the facts shall be studied by the District Secretary. The history of the club shall be reviewed and should the facts warrant it, upon approval of the Finance Committee, extension of time may be granted and every effort made to assist the club in fulfilling its obligations. Should conditions necessitate it, the Secretary, upon approval of the Board, may authorize cancellation of indebtedness in order to save the club. (03/01/2020)
2. All cancellations of indebtedness shall be reported to the board at its next meeting following the cancellation.

210. Delinquent Clubs and Convention Delegate Seating

Frequently a member of a delinquent club arrives at a District Convention without knowledge of the club's delinquency. The representative of the District Secretary working with the Credentials Committee shall be authorized to cooperate with the club's representative in an endeavor to have the obligations cared for through communication with the club, by acceptance of a personal check or credit card of the representative, or in some other way deemed mutually satisfactory to bring the club into good standing in order that the club may be "officially represented" by its member. (03/07/2009)

215. New Clubs

The Governor shall either preside over the Charter Presentation event of a new club or personally appoint a presiding officer. (03/01/2020)

220. Canada and USA Boundary Markers

The installation of official Kiwanis International peace and friendship markers on the United States-Canada border is under the control of the International Board of Trustees.

1. The sponsorship of any such marker may be by Kiwanis International or by one or more districts, divisions, or clubs.
2. The official names of such markers shall be the Canada-United States Peace Marker. The use of the official Kiwanis International Canada-United States Peace Marker shall be a requirement for official recognition by Kiwanis International. (03/07/2009)
3. All ports of entry at which no marker has yet been installed are open for installation until such time as a prospective sponsor request from Kiwanis International that a specific port of entry be reserved for an installation. When such request is approved, and for a period of twelve months from date of approval, no other sponsor may be granted permission to install a marker at that specific port of entry unless the original sponsor releases it.
4. No marker may be dedicated until it has been permanently installed.

223. Requirements for Governor-Elect and Governor

1. Effective for candidates for Governor or Governor-Elect who would, if elected, assume office on and after October 1, 2009, no candidates for Governor or Governor-Elect may be nominated unless they meet the following criteria:

- a. A member of Kiwanis International for five (5) continuous years.
- b. Must have served as a Club President and Lieutenant Governor. (03/07/09).
- c. Must have the endorsement of his/her club.
- d. Must have the endorsement of his/her division.
- e. Spouse/partner support is recommended.
- f. Must have obtained and read the “Roles And Responsibilities As An Officer Of Kiwanis International”.

- g. Must have attended a minimum of one District and one International Convention.
 - h. Must have attended Club Leadership Training or agree to attend training while candidate (03/10/2010)
 - i. Must have attended training for membership growth and new club building or agree to attend a training session while a candidate
 - j. Must be interviewed by the Past Governor's Committee to ensure that the candidate is qualified and to assist the candidate in developing their focus
 - k. Must have and maintain a clear criminal history background check administered and verified by Kiwanis International while a District Officer. (08/27/2022)
2. Once it has been determined that the candidate has met the objective criteria, the candidate:
- a. Must complete and submit to the District Secretary the District's Consent & Assurance Form for Governor-Elect (see section 705) and sign the KI Agreement By Governor-Elect Candidates To Perform The Duties Of The Offices Of Governor-Elect And Governor
 - b. Should attend the District Board meetings
 - c. Should attend the District Finance Committee meetings.

225. Guidelines for Governor-Elect Campaign

1. Individuals campaigning for Governor-Elect are expected to comply with the following guidelines:
- a. Gross expenditures, regardless of source, shall not exceed \$1,000.00. Travel and interclubs are not included in the \$1,000.00. (03/09/2008)
 - b. Brochures, Pictures, Pins, Ribbons, may be used anywhere in the District Convention Headquarters and Hotel, provided the cost of these items is included in the \$1,000.00. (03/09/2008)
 - c. At the District Convention the District shall provide a booth area for each candidate so that delegates and friends can meet the candidates and discuss issues and views. Each candidate shall be responsible for the operation and manning of his/her booth.
2. Candidates shall be invited to participate in training sessions at the District Convention and the Governor will be responsible to provide for equal exposure of all candidates.

3. Each candidate shall be given five minutes for their presentation to the House of Delegates at the District Convention.
4. A reception may be held by a candidate provided the cost is included in the \$1,000.00. (03/09/2008)
5. Each candidate must submit to the Governor a written report, prior to the election, showing the total of his/her expenditures. The Governor, Governor-Elect and Immediate Past Governor shall constitute a committee to determine if all candidates followed the District Policy and if the committee finds a violation of the policy, the Governor is obligated to so inform the delegate body of the convention at a time prior to said election. (03/10/2010)

235. Procedure for Changing Club Name

1. In order for a club to change its name, the club must accomplish the following:
 - a. Written approval from the division (Lieutenant Governor) of the proposed new name, sent to the Kiwanis International Office.
 - b. Written approval from the District Office of the proposed new name, sent to the Kiwanis International Office. After approval, if the club is not incorporated, the only thing the club need do is:
 - c. Amend its Articles of Incorporation to change its corporate name to that name which has been approved. (A copy of the Certified Amendment, showing date of filing by the state, must be sent to the Kiwanis International Office.)
2. When all necessary materials have been received, Kiwanis International will issue the official change in name.

NOTE: When a club is in the process of changing its name, the club cannot use the new name until it receives notification in writing that the new name has officially been issued by Kiwanis International. To do otherwise, would simply create confusion upon the part of the division, the district, and Kiwanis International.

All materials must be sent to:
Kiwanis International
3636 Woodview Trace
Indianapolis, Indiana 46268
(03/07/2009)

240. Procedure for Adding or Revising Division Boundaries

1. The district has adopted a minimum division size to be six (6) clubs and/or one hundred twenty-five (125) members and a maximum division size to be sixteen (16) clubs

and/or six hundred (600) members. Source for all numbers is the Kiwanis International Official Monthly Report (OMR). From time to time there may be need to change division boundaries or realign divisions due to clubs being added or deleted. Requests for such changes can be petitioned by any club(s), Lieutenant Governor, the Alignment Committee, or District administration. Procedural Steps for petitioning such requests shall be as follows:

- a. Lieutenant Governor request: The Lieutenant Governor will petition the District Secretary with duly signed letters of request from each club president and secretary stating the intent of their respective board.
- b. Club request: The Clubs will petition the District Secretary through a written request from their official board. In turn, the District Secretary shall notify the Lieutenant Governor and together they will seek letters of approval from affected clubs.
- c. Alignment Committee request: The committee is responsible for the ongoing review of the district division structure. Any time a division falls below 6 or rises above 15 clubs, or falls below 125 or rises above 600 members, or is absent a Lieutenant Governor for nine (9) straight months and lacks a Lieutenant Governor-Designate or Elect on file with the district office, this will trigger a review by the committee and they must send to the District Board at their next scheduled meeting a recommendation based on the results of the committee review process.
- d. District Administration request: When the request comes directly from District Administration, the Lieutenant Governor will be notified, and responses from the clubs will be solicited by the District Secretary.

2. Regardless of the method of solicitation, the Governor shall appoint the Alignment committee to examine all facets of the change. The committee review process will consider at a minimum the OMR numbers, the Lieutenant Governor status, the geographic area involved, the size and strength of clubs, input from Lieutenant Governors involved, input from clubs involved, the financial impact, the relative fairness of member representation on the Board compared to other divisions; and other pertinent factors. After completing their review, the Committee will make a recommendation with a detailed plan to the Executive Committee for their concurrence and then forwarded to the Board. The recommendations shall be considered at the next scheduled formal Board meeting.

3. The committee will recommend changes to the Board which support a reasonable number of divisions within the District and that conform to the By-laws and Policies and Procedures of the District. Preference should be given to realigning clubs within existing divisions rather than creating new divisions. In the case of a new division, they must have their lieutenant governor-designate elected, and he/she must have attended the Governor's summer training or arrangements made for training.

4. In any and all cases, the final decision rests with the District Board, as division boundaries are primarily established for efficient District administration.

5. Unless unusual circumstances dictate otherwise, all changes of division boundaries

shall be effective on October 1 of the next administrative year. (08/25/2016)

245 Procedure Changing Division Name

1. In order to change it's name, the Division must accomplish the following:
 - a. Obtain written approval of at least 2/3 of the clubs in the Division.
 - b. Obtain written approval of the Alignment Committee. They will consider the frequency of past name changes in order to not create confusion by constantly names and other factors of impact.
 - c. Submit all approvals to the District Secretary.
2. The District Secretary will forward to the Executive Committee for review prior to submission to the District Board.
3. The District Board shall have final approval.
4. Unless unusual circumstances dictate otherwise, all changes of Division names shall be effective on October 1 of the next administrative year.

250. Lieutenant Governor Class President Election

Each year beginning at its first Board Meeting, or as soon as is practical, the class of Lieutenant Governors shall elect a Class President. The District Secretary will conduct the election of the Lieutenant Governor Class President. (03/01/2020)

255. District Board Meetings

1. Board Meeting Agenda: In consultation with the Secretary, the Governor or his/her designee shall establish the agenda for each Board meeting. Agenda items may be submitted from Board Members. Agenda items from Kiwanis members will be submitted through a Board Member. Agenda items and other proposals should clarify options, offer questions to spur discussion, indicate anticipated costs, and note the Board policy or procedure involved. These materials should be submitted with the agenda request. The Governor may recommend postponing an item, with Board approval, to the next meeting, but shall not discriminate against a particular Board member or item in determining the agenda. (03/10/2010)

2. Advance Materials:

- a. Board meeting materials, including the meeting agenda and supporting documents, will be made available to all Board members and interested Kiwanis members in time for adequate review prior to the Board meeting. Board members will review Board meeting materials in advance of each meeting. (03/10/2010)

- b. 15 Day Rule: In view of the complexity of the decisions made by the Board and their impacts on the members and clubs of the district, any committee or other report that requires an action or decision by the Board be presented, in writing, to the Board at least 15 days before such decision or action is requested. This requirement does not apply to reports that are informal only or are important to the District finances and are initiated by the Finance Committee.

(10/25/2009)

3. Minutes: The Secretary is responsible for keeping the minutes of the meetings of the District Board. The minutes shall contain all motions, whether adopted or lost; the name of the maker of the motion shall be recorded in the minutes; and any Board member may request that his/her vote be recorded in the minutes. Minutes will be reviewed for accuracy, corrected, and approved by vote at the next meeting. (03/10/2010)

4. Standing Rules for District Board Meetings:

a. The official language of this District Board shall be English.

- b. Only members of the Board or others recognized by the Chair may discuss business before the Board, unless granted permission by a majority vote of the Board.
- c. Any main motion or amendment shall be written, signed by the maker and presented to the Governor, or designee, before it is moved.
- d. No person may speak more than three minutes at a time unless allowed to do by the orders of the day or by a majority vote of the Board.
- e. No person may speak more than twice on the same question unless all other members that wish to address the question have spoken or are allowed to do so by a majority vote of the Board.
- f. The maker of a motion shall be entitled to speak first in support of such motion or may immediately yield the floor to another Board member.
- g. A Board member that has been recognized to speak to a motion or amendment cannot make a motion to close debate.
- h. A motion which terminates debate on any main motion pending before the Board will not be in order until 15 minutes of debate has taken place or until no Board member seeks the floor. This minimum time requirement does not include time spent on amendments to the main motion or any other subsidiary motions. The debate on those motions shall be limited to ten minutes or until no Board member seeks the floor.
- i. At the discretion of the Governor, or designee, certain routine items of business may be placed on the Consent Agenda which shall be approved by a single motion and majority vote without debate. Any Board member who wishes to remove an item from the Consent Agenda must make objection to the specific item that he or she wishes to exclude prior the consent agenda being adopted.
- j. Any vote that requires a secret ballot may have two parties each (not required to be a Board member), representing the opposing sides, present at the ballot count.
- k. Any of the above rules may be suspended by a majority vote.
- l. Robert's Rules of Order Newly Revised shall be the parliamentary authority for all matters of procedure not specifically covered by the District's Bylaws or these standing rules. (03/10/2010)

Section 3

Pacific Northwest District Finances

(08/25/2022)

300. Finance Committee

1. The Governor shall appoint a Finance Committee in accordance with the provisions of the District Bylaws. The Committee shall be comprised of 16 (sixteen) members serving in accordance with the following term of office.

Four members-at-large serving two-year staggered terms (two retiring members will be replaced by the Governor each year).

Twelve Ex-Officio Members, with voting privileges, to serve terms concurrent with specific positions, as follows:

- a. Chair – Three Year Term
- b. Vice-chair –
- c. District Governor
- d. Immediate Past Governor
- e. Governor-Elect
- f. Lt Governor’s Class President (elected)
- g. Lt Governor’s 2nd Representative (appointed by the Governor)
- h. District Secretary
- i. District Treasurer
- j. Chair – Fund Raising Projects Committee
- k. Membership Chair
- l. Convention Chair

2. The Finance Committee shall prepare a budget of estimated income and expenditures for submission to the District Board; receive and review the annual audit; review any financial reports prepared by the Treasurer; and shall submit such other recommendations as may be requested by the Board.

3. Total disbursements paid out by the district shall not exceed the gross amount of the budget adopted by the Board unless the budget is amended and approved by the Board.

301. Fund-Raising Projects Committee

1. The Governor shall appoint a Fund-Raising Projects Committee Chair and Vice-Chair in accordance with the provisions of the District Bylaws. The Committee shall be comprised of at least 5 members

including Public Relations and Marketing Coordinator and the Builder Magazine Editor.

2. The Fund-Raising Projects Committee shall prepare a budget of estimated expenditures and anticipated revenue for submission to the District Finance Committee.
3. On occasions where this committee serves to assist and to train members of clubs in the district in the selling of Kiwanis Decals or other district items they shall determine an appropriate portion of the sales price to cover their expense.
4. Purpose of the Fund-Raising Projects Committee
 - a. Develop innovative fund-raising ideas for the District; plan and initiate these revenue generating ideas for and within the district.
 - b. Serve as a resource center for the fund-raising committees of district clubs.
 - c. Seek on-going corporate sponsorship in support of district revenue generation.

302. Investment Committee

The Investment Committee shall be comprised of the Governor, the Governor Elect, the Finance Chair and a fourth member to be appointed by the Governor. This committee shall be chaired by the finance chair and shall report to the full finance committee, which shall be responsible for making periodic reports to the District Board. The committee shall be responsible for overseeing the investment of financial assets held by the District and make decisions for adjustments as needed.

District assets are categorized as follows:

1. The district office complex (building and property): a fixed asset and is excluded from this policy. The Building Committee manages this asset.
2. Short-term investments: those funds that finance the annual operations of the district within the current administrative year. These funds are comprised of membership dues but augmented with other income sources to ensure sufficient annual operating funds. Most of these funds are received prior to the end of January and are expended prior to the end of September. These funds will be held in low risk, short term treasury or corporate bonds, or cash equivalent investments to ensure funds are always available to fund the annual operations of the district.
3. The Long-term investments: those funds that have a primary objective to create sufficient earnings to partially supplement the district budget and, secondly to build and maintain the district assets. It is the intent of the district to preserve the capital in the long-term investment portfolio and when necessary, withdraw investment earnings to supplement the district budget.
4. The investment committee is authorized to work with a professional Portfolio Firm and Manager whose selection by the committee has been approved by the Board.

For further clarification of the investment objectives and policy see Appendix A.

303. Asset Capitalization

As a non-profit organization, the District does not need to capitalize their assets with the exception of the office building and significant components thereof. This is a responsibility of the Building Committee. They will keep the Finance Committee of all items capitalized. The Finance Committee of the District shall include the impact of capitalized assets where appropriate on any budget or purchase recommendations and financial reports to the District Board.

304. Annual year-end Closure of Financial Records

1. Annually the district shall conduct an audit/review/compilation of the financial records of the district on the following four year rotating schedule:
 - a. Beginning in 2022 conduct a full audit of the 2020-2021 administrative year records.
 - b. In 2023 conduct a compilation of the 2021-2022 administrative year records.
 - c. In 2024 conduct a review of the 2022-2023 administrative year records.
 - d. In 2025 conduct a compilation of the 2023-2024 administrative year records.
2. This schedule shall repeat every four years unless the Board requires a higher or lower level of accountability due to circumstances and/or financial position in a given year.
3. The District shall budget 25% annually of the projected cost of a full four year cycle and accrue the funds on the balance sheet for payment during the cycle.
4. The finance committee shall recommend to the Board for approval the firm to conduct the annual audit/review/compilation. The Finance Committee shall receive the report; and present it to the Board.

309. Corporate Credit Card

1. The Treasurer is authorized to apply for a District's corporate credit card(s) (and line of credit facility) to be acquired. The authorized credit limit for district credit card(s) shall not exceed fifty thousand dollars (USD\$50,000.00) in total.
2. Those authorized to use the card(s) shall be the Governor, District Secretary and District Treasurer.
3. All purchases must be within the budget and deemed reasonable and necessary.
4. The names authorized for use must be updated with the financial institution(s) issuing them on an annual basis or sooner if personnel changes make it necessary.

310. Travel funds

1. The Finance Committee of the district may provide the necessary travel funds in the budget for District Officers and Chairs.

2. All expenses of the District Officers and Chairs shall be on a voucher system.

311. Governor Expenses

1. The Finance Committee of the district shall annually allocate expense funds for the use of the Governor-Elect, the Governor, and the Immediate Past Governor. No such officer shall be reimbursed for more than the total expenses approved by the Board for each year of the three-year cycle. There will be no carry over of unused budget from one year to the next.
2. The expenses to be reimbursed shall be for transportation, lodging, and meals in the performance of their duties, office and mailing expenses, hospitality and other expected expenses, team gifts and awards, pins and promotional items.

312. Lieutenant Governor Expenses

1. The District Budget shall provide funds for a portion of the expenses of the Lieutenant Governors.
2. Up to seventy-five (75%) percent of the allocated funds shall be used to reimburse Lieutenant Governors for round-trip mileage to board meetings, district convention and three visits to each club and to Lieutenant Governor designates to attend Lieutenant Governor training. The amounts for these payments are to be determined by the Finance Committee (Because of the expanse of the Alaska the Great Frontier Division, a flat amount will be determined for reimbursement.)
3. Up to twenty-five (25%) percent of the allocated funds will be set aside to assist Lieutenant Governors with additional expenses. Such additional expenses include, but are not limited to, Board Meeting registration fees, District Convention registration costs, and reimbursement of Kiwanis related travel not included in section 2 above. In order to apply for the additional funding, the Lieutenant Governor must have submitted an annual travel budget to the Governor, be up to date on all visit reports and have submitted all travel expenses reports. The District Treasurer, with the concurrence of the District Governor, will assess the request and if the request is approved will disburse the funds.
4. No funds shall be budgeted for expenses of the Lieutenant Governor-Elect.
5. Any unused funds allocated for Lieutenant Governor expenses will be returned to the General Funds.

313. District Chair, Program Director and SLP Administrator Expenses

1. Incoming District Chairs, Program Directors and Service Leadership Program Administrators are required to submit a budget request for the coming year to the Finance

Committee by June 30th of each year. If the incoming Chair has not been named, this responsibility shall fall to the Governor-Elect.

2. District Chairs, Program Directors and Service Leadership Program Administrators who have a committee budget are required to submit in writing a status report of their expenditures and projected expenditures to the Finance Committee two weeks prior to the Winter Board Meeting.
3. Changes to this section of annual budgets can only be made and implemented following assessment of the merits by the Finance Committee and submission to the Board for final approval and acceptance.
4. Changes to the financial statements (how income, expenses, assets, liabilities and capital expenditures are recorded) will be shared with the finance committee and Board te month following their implementation.

315. Expense Report Deadline

October 31st is established as the final date that expense reports will be accepted from those authorized to submit them for expenses incurred during the previous administrative year. Budgeted funds will not be paid out to those individuals who submit reports after the deadline.

316. Expense and Refund Checks

District expense and refund checks, not presented for payment within ninety (90)days of the date of issue, will no longer be honored.

320. Outreach Fund

1. The purpose of the Outreach Fund is to supplement certain administrative expenses of District Service Leadership Program members not otherwise covered by dues. Eligible expenses could include Kiwanis District Convention registration and room fees, club chartering fees, travel and other administrative expenses not included in budgets for Service Leadership Programs at the District level. The Outreach Fund is not intended to supplement club level expenses unless the club requesting funds lacks a sponsoring Kiwanis Club.
2. Donations to the fund are held as restricted funds by PNW Kiwanis Foundation. Donations of \$100.00 or more will be recognized with an Outreach Medallion. Each additional donation of \$100.00 from the same source will be recognized with a pin indicating the number of each additional \$100.00 donation. All levels will be tracked by the District Outreach Committee.
3. As the Governor is closely involved with the district level of the Service Leadership Programs (SLP's), the Governor will allocate the available funds designated by the PNW Kiwanis Foundation for the approved purposes on behalf of the SLP's. The amount allocated to an SLP may be expended with a written request including receipts and/or invoices signed by that SLP's Administrator. The District Treasurer will ensure that the funds are distributed per the recommendations of the Governor. The amount available for budgeting for the next fiscal year shall be allocated as Policies & Procedures, PNW District

a percentage not to exceed 16% of the current balance of the Outreach Fund held by the PNW Kiwanis Foundation as of October 1st of each year.

4. The Outreach Committee shall be responsible for the raising of Outreach Funds specifically during Mid-Year Board meetings and District Conventions through the use of Outreach auctions, and pin and medallion sales, or any other fundraising activities, plus administer the Outreach medallion recognition program and any other sales of Outreach inventory throughout the year. Funds collected through sales of Outreach Medallions and auctions, less any costs associated with fundraising will be forwarded to the PNW Kiwanis Foundation for investment in the Outreach restricted fund and will not be retained by the Outreach Committee. (for further clarification see Appendix I)

325. Disaster or Emergency Areas

Solicitation for assistance to disaster or emergency areas around the world, including the United States and Canada, may be made by the Pacific Northwest District of Kiwanis International upon the approval of the Governor. Whenever possible and appropriate, disaster and emergency assistance should be directed through the disaster relief funds of the Kiwanis International Foundation and the Kiwanis Foundation of Canada. Gifts may also be sent directly to the Kiwanis District Foundations and/or other Kiwanis charities in the affected area(s). District clubs and members are also encouraged to cooperate with the appropriate governmental agencies and non-profit civic organizations that are dedicated to providing disaster relief such as, but not limited to, the Red Cross or the Salvation Army.

Section 4

Pacific Northwest District Awards

405. Achievement Awards

The awards listed in this section are intended as continuing annual activities. They make provision for promoting recognition of exceptional and outstanding performance rendered throughout the administrative year.

Their criteria and qualifying requirements are subject to change as conditions dictate. All District Awards criteria are posted annually at the beginning of the administrative year. Submission for consideration of awards and deadlines for filing, where appropriate, shall be through the District website.

Each year's Governor, his/her Lieutenant Governors, and his/her District Chairs are encouraged to consider other awards and recognitions that may help to achieve the goals of their respective areas of responsibility.

The following District and International Awards and Recognitions are intended to recognize enthusiastic leadership, reward administrative excellence, encourage membership interest, and improve program quality and generate productive activities. The District Committees responsible must develop rating criteria and be prepared to have these submitted for posting to the district website no later than October 1.

1. COMMUNICATION AWARDS:

Communication awards criteria shall be posted on the district website prior to October 1st as determined annually by the incoming Governor. Since communications is a dynamic process, the criteria may need to be updated to reflect changing times and/or technology.

2. ADMINISTRATIVE EXCELLENCE AWARDS:

- a. Distinguished Awards for divisions, clubs, officers and members shall be determined annually by the Governor. (see Section 425)
- b. Outstanding Club Secretary Awards (see Section 430)
- c. Melvin B. Dennis Outstanding Secretary Trophy (see Section 435)
- d. Lee Price Distinguished Chair Award (see Section 436)
- e. Governor's Cup Award (see Section 437)
- f. Jack Delf Distinguished Service Medal (see Section 438)

3. MEMBERSHIP GROWTH AWARDS: Determined annually by the Governor and membership chair. (see Section 440)

425. Distinguished divisions, clubs, officers and members Awards

It is the responsibility of the Governor to establish criteria, by the beginning of each administrative year, for each of these awards.

430. Outstanding Club Secretary Award

Selection is the responsibility of the District Secretary. (As Amended 03/01/2020)

1. The Outstanding Club Secretary Banner Patch is awarded annually to each club whose secretary has been diligent in submitting all required reports in a timely manner.

2. Required Reports:

- a. Annual District Dues &
Annual International Dues
- b. Certification of Delegates to
District Convention if club has them
- c. Certification of Delegates to
International Convention if club has them
- d. Election Report of next year's Officers
- e. Official Monthly Reports
- f. Official Annual Reports

*Note that deadlines for submitting required reports are posted annually on the District website

435. Melvin B. Dennis Trophy for Outstanding Secretary

Selection is the responsibility of the District Secretary. The Governor may appoint a special committee to assist if desired.

1, Eligibility: The club secretary for the current or most recent administrative year who exemplifies and has demonstrated a high expertise of office and the true spirit of Kiwanis. He/she must have qualified as an Outstanding Secretary. No member may be selected for this honor more than once. (03/01/2020)

- 2. Nomination: Eligible secretaries based on the
- 3. Filing Deadline: Only those nominations submitted on the District website by June 1 will be considered.

2. Trophy Presentation: This award will be made at the next District submission of the required outstanding Secretary records may be nominated by their club.
3. Convention. Recipient's name will be engraved on the permanent trophy in custody at the District Office. A smaller replica will be given for the secretary's personal possession.
4. Send Nominations to: District Office
5. The following should be considered by the nominating club:
 - a. Attendance at:
 - i. Preceding year's District Convention;
 - ii. Preceding year's Club Leadership Education;
 - iii. Not less than 70% of his/her Division's Council Meetings.
 - b. Must have kept accurate records of all club meetings and minutes of all board meetings. Must have qualified for the Outstanding Secretary Award in the preceding year by filing all reports indicated in that criteria
 - c. Additional Considerations:
 - i. Legibility and neatness of records and reports.
 - ii. Cooperation with Club, Division and District leaders.
 - iii. Assistance to President in preparing Board Meeting agendas.
 - iv. Attendance at club meetings, projects and special events.
 - v. Other administrative duties or accomplishments in Kiwanis. (08/25/2016)

436. Lee Price Distinguished Chair Award

Selected annually by the Immediate Past Governor and awarded to the individual who has served faithfully as a District Chair and distinguished themselves as truly outstanding among their peers. The recipient's name shall be engraved on the permanent plaque at the District office along with the presentation of a small personal replica for the individual.

437. Governor's Cup Award

Selected annually by the Immediate Past Governor and awarded to an individual who has distinguished themselves as an invaluable asset to the Governor while in office. This is considered the top award and the recipient's name shall be engraved on the permanent trophy on display at the District office and a small personal replica will be given to the individual

438. Jack Delf Distinguished Service Medal

This selection and recognition is administered by the Past Governors Association of the District and recognizes individuals that have distinguished themselves in Kiwanis and their communities and personal lives. Criteria and nomination forms are on the District website.

440. Awards for Membership Growth

Since Membership Retention and Growth is an on-going concern of vital importance, it is expected that each year's Membership District Chair will develop an awards program to recognize outstanding performance in this endeavor by individual Kiwanians, by Kiwanis Clubs, or by Divisions.

Specific details for such awards and recognitions must have the approval of the Governor.

The finalized program should be developed and available for announcement to the District membership at the beginning of the administrative year.

455. Round Robin Interclub Award

1. The district offers a Round Robin award opportunity to qualifying clubs for conducting specified interclub activity. Adjudicating applications for interclub awards shall be a responsibility of the District Committee on Interclubs. (10/01/2004)
2. In order for a Club to be considered for the annual Round Robin award, the club secretary must submit an application by November 15, signed by the Immediate Past Lieutenant Governor, on the current approved form (available on the district web page). This form should indicate that members of the club have achieved a minimum of twenty-four (24) interclubs in the previous Kiwanis year with a minimum of one with each club in their own division. This minimum also includes an interclub with each of their own Sponsored Youth clubs. (08/23/2013)
3. See Section 154, Interclubs, for interclub rules.

Section 5

Convention and Council Topics

505. District Conventions

1. The annual convention of the district shall be held at such place and date, between March fifteen and September fifteen, as shall be mutually agreed to by the Board of the District and the Board of Trustees of Kiwanis International, except that no district convention shall be held within the period of thirty (30) days prior to, during, or thirty (30) days following the convention of Kiwanis International.
2. The District Conventions Committee shall submit to the District Board for District Convention location:
 - a. A ranking of no more than three (3) locations in order of priority; and
 - b. Seek approval of such locations subject to satisfactory contract arrangements being negotiated by the District Secretary, in consultation with the District Convention Committee and Executive Committee. (02/15/2015)
3. Special conventions of the district shall be called by the Governor upon the request of a majority of the chartered clubs in good standing, or upon the request of three-fourths (3/4) of the members of the Board.
4. The District Convention Committee will solicit bids from convention venues. The bids shall outline all minimum requirements for bids, including sufficient hotel or motel space, sufficient meeting room and banquet space, and any other requirements identified by the District Secretary or the District Convention Committee.
5. Before any district convention is considered by the District Board or awarded to any city or area, the minimum requirements must be met and certified by the District Secretary and the District Convention Committee.
6. The site of the District Convention shall be decided by the District Board as far in advance as possible to secure facilities with two years in advance being the goal. The site of the District Convention shall be within the territorial limits of the district.
7. The Convention Volunteer Coordinator shall be appointed by the District Convention Chair. This person will co-ordinate the solicitation of volunteers, assist as requested by the District Convention Committee Chair and will also serve on the District Convention Committee in the year that is prior, during and after the convention appointed for.
8. The official convention committee shall consist of the following:

a. To be appointed by the Governor:

- i. Chair
- ii. Vice Chair
- iii. Member at Large

b. Ex Officio:

- Governor
- Immediate Past Governor
- Governor-Elect
- District Secretary
- Volunteer Coordinator
- Finance Chair or their designate (02/15/2015)

9. The District Convention committee shall establish uniform registration fee schedules for members and guests to cover all foreseeable convention expenses. (03/06/2011)

10. The District Convention committee is charged with preparation of the Official Program including the selection of speakers, entertainment, luncheons, dinners, banquets and the Governor's Banquet. (02/15/2015)

11. The method of handling hotel reservations and registrations shall be developed by the District Convention chair and District Secretary (02/15/2015)

12. The District Convention Committee shall set the date after which no refunds will be made on cancellations or unused fees paid. (03/06/2011)

13. The District Convention is a District affair. Should any funds be available after all expenses have been paid, those funds will be remitted to the District Treasurer for credit to the proper account. (02/15/2015)

14. Lists of delegates, alternates and delegates-at-large shall not be available to any group or individual before or during the convention for any purpose other than required by the bylaws or necessary for conducting the convention.

15. A suitable sum may be allocated from convention receipts for the purchase of a life membership or other suitable gift for the retiring Governor. A suitable sum maybe allocated for a gift to the International Representative at the convention.

16. Exhibits allowed at District Conventions shall be determined by the District Convention committee. (03/01/2020)

17. Delegates-at-large shall be in agreement with the provision of the District Bylaws.

Namely, the delegates-at-large are: Governor; Governor-Elect; Secretary; Treasurer; Lieutenant Governors; Past Governors; Past Lieutenant Governors.

18. Attendance: Every effort shall be made to have every club represented. Convention attendance shall be the responsibility of the Governor, all district officers, all Lieutenant Governors and the District Convention Committee. (02/15/2015)

19. The Convention Chair and Committees on Elections, Credentials, Resolutions, Sergeant-at-Arms, and the Parliamentarian shall be appointed by the District Governor. (08/14/2009)

506 Standing Rules for the House of Delegates at Convention

1. The official language of the Convention shall be English.
2. Only delegates with official credentials may present motions for vote. (03/01/2020)
3. Delegates shall be identified with a delegate ribbon. When entering the House, Delegates shall be issued a voting device (ballot or electronic voting unit) upon presentation of a delegate certification card. Only delegates may be seated in the area designated for delegates.
4. The Sergeant-at-Arms shall allow delegates to leave and re-enter; however, individual voting devices shall not leave the House. Delegates leaving early must exchange their voting devices for delegate cards from an Elections Committee volunteer; voting devices will be returned to delegates upon re-entry to the House. In no case will a delegate be allowed to cast a ballot for any votes conducted in his/her absence or allow someone else to cast a ballot on their behalf. (03/01/2020)
5. Any main motion or amendment shall be written, signed by the maker, and presented to the Governor or designee before it is moved.
6. No delegate may speak more than three minutes at a time unless allowed to do so by the orders of the day or by a majority vote of the delegates.
7. No delegate may address the assembly a second time on the same question until all delegates who desire to speak on that topic have spoken.
8. The maker of a motion shall be entitled to speak first in support of such motion or may immediately yield the floor to another delegate.
9. Microphones shall be designated by number. Speakers for the main motion shall use the odd numbered microphones, and speakers against the main motion shall use the even

number microphones. The chair will recognize microphones in rotating order. Debate on each issue will begin at microphone one and alternate between those speaking for and those speaking against a motion.

10. A delegate shall not speak for or against a motion and move to close debate on the same recognition.

11. An assistant Sergeant at Arms shall be positioned at each microphone to relay to the chair priority motions, such as a point of order, to the chair.

12. Debate on main motions (i.e., any resolution or proposed amendment to the Bylaws) shall be limited to 15 minutes, at which time the vote shall be taken on the resolution or amendment, unless the House, by a majority vote, orders debate to be extended. Debate on debatable secondary motions from the floor, such as amendments or motions to refer, shall be limited to five (5) minutes, which shall not apply to the 15 minute limit on debate on the main motion. Debate may be closed by a two-thirds (2/3) vote on any immediately pending motion or series of motions at any time.

13. Candidates for the offices of Governor and Governor Elect may have one (1) nominating speech not to exceed three (3) minutes and a seconding speech not to exceed one (1) minute.

14. Any candidate who is unopposed for office may be elected by a voice vote.

15. Each nominee for the offices of Governor and Governor-Elect is entitled to designate up to three people to witness the vote-counting; such persons will be entitled to know the final vote count prior to the destruction of the ballots and may request a recount prior to the ballot's destruction.

16. If no nominee has more than 50% on the first ballot, the nominee with the lowest vote count shall be eliminated. This procedure shall continue until someone has more than 50% of the vote.

17. In the rare event that the two candidates with the fewest number of votes (a tie), all candidates from that round of voting will be given two minutes each to speak before a re-vote is held. If the tie persists in the re-vote, the tie will be settled with a coin toss.

18. The name of the successful nominee will be announced in the House of Delegates after the ballots have been destroyed. The final vote count shall not be publicly announced (subject to Rule 15) or made part of the written record of the district.

19. Any other vote that requires a secret ballot may have two parties each, representing the opposing sides, present at the ballot count.

20. Any of the above rules may be suspended by a two-thirds (2/3) vote of the delegates

present.

21. Roberts Rules of Order Newly Revised shall be the parliamentary authority for all matters of procedure not specifically covered by the Bylaws of Kiwanis International and these standing rules. (03/10/2010)

508. Contractual Agreements

All contracts naming the Pacific Northwest District of Kiwanis, Key Club, Circle K or AKtion Club shall require the signature of the program Administrator or the Conventions Committee Chair plus any two (2) of the following: the Kiwanis District Secretary, Governor and Governor-Elect. This action is primarily for, but not limited to, agreements for convention or meeting space and dates. (02/15/2015)

510. Division Council

The Division Council shall be constituted as follows:

1. The Council Head shall be the Lieutenant Governor.
2. Council Membership shall include the club Presidents and Secretaries, but all other club officers and members are also encouraged to attend Division Council Meetings.
3. Meetings of the Council shall be called by the Lieutenant Governor with due notice to all members in writing.
4. As soon as possible after the start of the administrative year, the Council shall meet and will establish a schedule of meetings. The Council will meet at least once each quarter and will meet more often if agreed upon by the members.
5. It is recommended that the meetings be held at different locations in the Division so as not to cause undue travel by the members and/or to facilitate division members to join the meeting via electronic means such as an internet chat room, a video conference or a telephone conferencing system. Participation by such methods shall constitute attendance. (02/15/2015).
6. The Lieutenant Governor should appoint one of the members to act as secretary.

530. Division Elections

1. Division elections are to be held at a Division Council Meeting in accordance with Article VII Section 5.b. of the District Bylaws.
2. The division elections are to be conducted prior to April 15th.

3. Each club is entitled to have up to three (3) voting delegates. Voting by proxy is not allowed. (08/21/2020)

4. The sitting Lieutenant Governor is to provide to the District Office a written report of the results of the Division Election and a consent form signed by the Lieutenant Governor-Designate by April 15th. (02/19/2017)

Section 6

Affiliates, Sponsored Organizations and Projects

602. Past Lieutenant Governors Association – The “Bigfoot Brigade”

In recognition of valuable experience Past Lieutenant Governors possess and our mutual desire to utilize these individuals in providing assistance to the Pacific Northwest District of Kiwanis International, the district establishes a Past Lieutenant Governors Association that is also to be known as the “*Bigfoot Brigade*”. The current Articles of Association of the Bigfoot Brigade are incorporated into these Policies and Procedures as Appendix E. (08/2003).

603. Background Checks, Sponsored Organizations

Kiwanians and volunteers, covered under a club’s corporate umbrella, who have direct leadership or advisory roles with Sponsored youth organizations with Service Leadership Programs or otherwise have contact with a minor in any of the club’s activities, are required to adhere to the background check policies of their respective communities and educational school districts, as prescribed by state or provincial regulation or requirement. All board approved Chairs and Assist Chairs for Kiwanis branded programs involving youth under the age of 18; all adults (Kiwanians and non-Kiwanians) registered for, participating in, or staying overnight at any event organized by the District or a Club that involves interaction between adults and youth under the age of 18 and any Aktion Club member; and all SLP Advisors are required to have a clear criminal history background check that meets Kiwanis International standards. (03/01/2020)

604. AKtion Club

1. AKtion Club is a service club for adults who live with a disability. The program’s purpose is to assimilate club members into the mainstream of society through community service, leadership development, and fellowship activities.
2. The Governor-Elect shall appoint the District’s AKtion Club Administrator, subject to approval by the District Board. The district shall provide a budget for the AKtion Club administrator, including some financial assistance to attend Service Leadership Program training.
3. There shall be no structure beyond the club level for AKtion Club members or clubs.(03/01/2020)

4. The AKtion Club District Administrator is responsible for representing AKtion Club at the Kiwanis District Convention. (03/01/2020)

605. Circle K

The Governor-Elect will appoint the Circle K Administrator.

1. Responsibilities of the Administrator as defined in the Standard Form for District Bylaws:

- a. (Article VIII, Section 2) The Committee on Circle K Clubs shall assist Kiwanis clubs in establishing Circle K Clubs in universities and colleges, and shall promote the concept of continuing an effective sponsorship upon the part of the sponsoring Kiwanis clubs. The committee shall also be responsible for the proper administration of the Circle K District organization's administrative functions with the Kiwanis District Board's approval.
- b. Report to the Kiwanis District Board on Circle K District and Club status.
- c. See that Kiwanis maintains adequate supervision of District Circle K finances.
- d. Provide leadership training to district Circle K officers.
- e. Build new Circle K Clubs in the district, in cooperation with local Kiwanis Club sponsors.
- f. Work with Circle K district officers in planning the Circle K district convention.
- g. The Administrator, with the approval of the Governor, shall encourage the attendance of the Circle K Governor at all Official District functions with registration, including room and meal costs, paid by the District. Care should be taken to ensure that such invitations do not interfere unduly with the participant's education program.
- h. The names and contact information of members of the Circle K committee.
- i. The names and contact information of the current Circle K District officers.
- j. A list of all chartered Circle K Clubs in the District, with their Kiwanis sponsors.
- k. A copy of the previous year's Circle K budget, including the Kiwanis subsidy.
- l. Annual budget of expenses for the committee.

- m. Any information regarding committee stationery and the District Circle K bulletin.
 - n. Ensure that the minutes of each Circle K Board meeting are received by the District office no later than 45 calendar days following each Circle K Board meeting. (03/10/2010)
2. The Governor-Elect will provide the following:
- a. Information regarding required attendance and participation in Kiwanis District meetings or conferences.
 - b. Responsibilities for providing copy for the District Bulletin.
 - c. Information regarding assistance available from the District Office in promotion or other communication among clubs, divisions or members of the Circle K committee.
 - d. Any reports which the District or the Governor-Elect will require.
3. Here is a suggested calendar for the Circle K administrative year:
- a. May through October - Identify potential new Circle K Clubs to be developed in the district during the coming year.
 - b. November - Confirm that all Kiwanis Clubs with active Circle K Clubs have paid Sponsorship Fees to Circle K International
 - c. December - Confirm Circle K District convention plans with the Circle K district board: Forward to Circle K International the name of city, dates, hotel, Host Circle K Club and Host Kiwanis Club.
 - d. January - Review reactivation progress of all weak or non-meeting Circle K Clubs with sponsoring Kiwanis Clubs and Circle K district officers.
 - e. February through April - Review final planning for district Circle K convention, hold convention and provide leadership training for new Circle K district officers.
 - f. May - Complete chartering process for all newly-formed Circle K Clubs.
 - g. August - Attend Circle K International Convention.
4. A detailed explanation of the Kiwanis District's responsibilities for its Circle K District, as outlined in bulletin CK#11, ("The Circle K District - Kiwanis District

Functioning”), is available from Kiwanis International.

610. KEY Club

The Governor-Elect will appoint the KEY Club Administrator.

1. The KEY Club Administrator and committee shall:

- a. Assist Kiwanis clubs in establishing Key Clubs in high schools, and shall promote the concept of continuing an effective sponsorship upon the part of the sponsoring Kiwanis Club. The committee shall also be responsible or adequate supervision of the Key Club district organization’s administrative functions with the Kiwanis District Board’s approval.
- b. Report to the Kiwanis District Board on Key Club status.
- c. Ensure that the District Board maintains adequate supervision of Key Club District finances.
- d.. Provide leadership training to Key Club District Officers.
- e. Aid in building new Key Clubs in the district, in cooperation with local Kiwanis Club sponsors.
- f. Work with Key Club District Officers in planning the Key Club District Convention.
- g. The Administrator, with the approval of the Governor, should encourage the attendance of the Key Club Governor at all Official District Functions with registration, including room and meal costs, paid by the District. Care should be taken to ensure that such invitations do not interfere unduly with the participant’s education program.
- h. Ensure that the minutes of each Key Club Board meeting are received by the District office no later than 45 calendar days following each Key Club Board meeting. (03/10/2010)

2. The Administrator will provide the following:

- a. The names and contact information of members of the Key Club committee.
- b. A list of all chartered Key Clubs in the district and their sponsoring Kiwanis clubs.
- c. A copy of the Key Club committee budget.

- d. Information regarding required attendance and participation in Kiwanis District meetings.
- e. Any reports which the District, the Governor, or the Governor-Elect will require.
- f. News Copy for the Kiwanis District Bulletin. Check with the District Secretary for deadlines.

3. Administration:

- a. The Key Club committee shall approve any and all travel of the Key Club District Officers. Any travel outside of the district, other than the Key Club International Convention shall require the approval of the Kiwanis District Governor.
- b. The District Administrator shall be in attendance at all district Key Club board meetings. These shall not exceed four, including the District Convention.
- c. The Key Club committee shall oversee and approve the location, finances, and workshops of the District Convention. The convention budget must be approved by the Kiwanis District Board.

4. Finances:

- a. The responsibility for the collection and follow up on the District and International dues is that of the Key Club Treasurer under the supervision of the District Administrator.

620. Builders Club

Procedures and Responsibilities:

- 1. KIWANIS INTERNATIONAL is responsible for the following:
 - a. Accounting to the District concerning the number of clubs, etc.
 - b. News-Letter
 - c. Corresponding with the District Office
 - d. Corresponding with the District Chair
 - e. Issuing the Club Charter
 - f. Revocation of the Club Charter

2. The DISTRICT is responsible for the following:

- a. Keeping the District Chair informed of activities.
 - i. Number of clubs reporting (club to school and school to club).
 - ii. Forwarding club reports to District Chair.
- b. Keeping accurate list of active clubs.
- c. Providing support services to Lieutenant Governors.
- d. Keeping a small supply of Builders Club pins.
- e. Keeping a small supply of Builders Club advisor's pins.
- f. Forwarding requests for information to District Chair.

3. BUILDERS CLUB DISTRICT CHAIR is responsible for the following:

- a. Keeping public relations material and packets.
- b. Having a supply of Builders Club pins and advisor's pins on hand.
- c. Being responsible to Lieutenant Governors for information and supplies.
- d. Being responsible to individual Kiwanis clubs for:
 - i. Supplies
 - ii. Advise
 - (a). How to start one
 - (b). Approach to take
 - (c). Responsibilities to club
 - (d). Responsibilities to advisor
 - (e). Activities Builders Clubs may take
 - (f). How to keep clubs going from year to year
 - iii. Making presentations to
 - (a). Clubs
 - (b). School districts
 - (c). Division council meetings
 - (d). Participating in installations, when possible.
- e. Being responsible to keep the district informed.

4. LIEUTENANT GOVERNOR is responsible for the following:

- a. Making sure all clubs report monthly
- b. Reporting accurate member numbers in Division

- c. Attending a Builders Club Meeting (at least once a year)
 - d. Helping Clubs organize
 - e. Trouble shooting if Kiwanis Club having problems with Builders Club
 - f. Keeping the District informed
 - g. Keeping the District Chair informed
 - h. Sending a request for information material to District Chair
5. THE SPONSORING KIWANIS CLUB is responsible for the following :
- a. Reporting to Lieutenant Governor about the Builders Club including, but not limited to, its activities
 - b. Working with school officials (Superintendent / Principal)
 - c. Working with school advisor
 - d. Attending every meeting
 - e. Having two people directly responsible for the Club
 - f. Having Builders Clubs participate with Kiwanis Club in community activities
 - g. Publicizing Activities
 - h. Giving recognition to Builders Club and its advisor
 - i. Keeping active in all Builders Club activities
 - j. Requesting materials from District Chair
 - k. Requesting the Club's Charter from Kiwanis International
 - l. Keeping the Lieutenant Governor & District Chair informed about the Builders Club including, but not limited to, its activities.

630. Kiwanis Law Enforcement Camps

The Kiwanis Law Enforcement Camps shall be recognized as a district committee. A district chair for Kiwanis Law Enforcement Camps shall be appointed by the Governor. (02/28/2016)

635. Kiwanis Children's Cancer Program

The Kiwanis Children's Cancer Program (KCCP) shall be recognized as a district project. A District Chair for KCCP shall be appointed by the Governor. The KCCP Committee shall assist programs, and provide liaison between same, that support Kiwanis Children's Cancer Program Research Fellowships at Children's Hospitals throughout the district.

636. SIGN Fracture Care International

The SIGN Fracture Care International Program (SIGN) shall be recognized as a district project. A District Chair shall be appointed by the Governor for this project. (02/19/2017)

637. Save Old Spectacles

The Save Old Spectacles Program (SOS) shall be recognized as a district project. A District Chair shall be appointed by the Governor for this project. (02/19/2017)

640. Kiwanis Foundation of Canada

The Pacific Northwest District of Kiwanis, as one of three Kiwanis districts operating in Canada, acknowledges and supports the purpose, programs and function of the Kiwanis Foundation of Canada. (08/14/2009)

650. Pacific Northwest Kiwanis Foundation

The district acknowledges and supports the purpose, programs and function of the Pacific Northwest Kiwanis Foundation. (08/14/2009)

660. Kiwanis Children's Fund

The district acknowledges and supports the purpose, programs and function of the Kiwanis Children's Fund (08/14/2009)

Section 7

Consent and Assurance Forms

705. Consent and Assurance Form for Governor–elect

To be signed by all candidates for election to the office of Governor elect.

I, _____, certify that I am a candidate for election to the office of Governor-Elect for the 20____ Kiwanis year.

I certify that I have read section 223, “Requirements for Governor-Elect and Governor” and that I meet all of the requirements set out therein including maintaining a clear criminal background check administered by Kiwanis International at a minimum through my time as Immediate Past Governor.

I further certify that I have read the District’s Guidelines for that office and which are listed below:

It is highly recommended that candidates for Governor-Elect have:

- A. Willingness to accept and fulfill to the best of their abilities the duties and responsibilities of this office and eventually the duties and responsibilities of the office of District Governor.
- B. Good Health. Good physical and mental capacity.
- C. Adequate time to serve as Governor-Elect and as Governor, and as Immediate Past Governor.
- D. Adequate financial ability and competence.
- E. Family cooperation. Members of the household should be willing and able to share in the “Governor’s” commitment to service through their own supportive attitudes and, where reasonably possible, also their efforts through giving of time and talent. (11/02/2003).
- F. Written business or professional commitment of time required from employer or associates.
- G. Adequate and available means of transportation.
- H. Adequate secretarial help without dependence on the district office staff .
- I. The ability to use electronic communication and Microsoft Office.

Dated this _____ day of _____, 20____

Signature.....
Please return signed form to District Office within 15 days. FORM 705 (03/10/2010)

710. Consent and Assurance Form for Lieutenant Governor

LIEUTENANT GOVERNOR’S DUTIES AND RESPONSIBILITIES

Prior to election to the office of Lieutenant Governor of Division of the Pacific Northwest District of Kiwanis International, I have been informed of the Duties and Responsibilities of that office and understand them to be as follows:

1. As Lieutenant Governor-Designate, I will attend the District Convention held during the current year and will attend the Training Sessions and Board Meetings held before and after the convention.
2. As Lieutenant Governor, I will arrange and conduct a Training Conference for Club Officers following the District Training Conference and prior to October 1st.
3. As the Lieutenant Governor, I will make a minimum of one “CONTACT VISIT” to each club in the Division. The “CONTACT VISIT” and report will be made prior to October 1st.
4. In addition to the “CONTACT VISIT”, I will make and report one “OFFICIAL CLUB VISIT” and one “OFFICIAL BOARD VISIT” to each club in the Division. I will make a minimum of three visitations to each and every club in the Division as part of the Lieutenant Governor’s duties.
5. The required Contact Visitation will be completed and the report filed by October 1st. The Quarterly Evaluation reports will be filed by January 15th, April 15th and July 15th (fifteen days after the close of each quarter).
6. As the Lieutenant Governor, I will attend all District Board Meetings, Midwinter Conference and District Board Meeting, District Convention, and any training afforded by the District.
7. Attendance at the International Convention is a highlight of the Lieutenant Governor’s year in office. I will attend if at all possible.
8. As Lieutenant Governor, I shall promote the International, District and Divisional Programs of Services; and District and Division Goals as set forth by and under the direction of the District Governor.
9. As Lieutenant Governor, I will issue a monthly bulletin to the clubs of the Division, the Governor and the District Secretary.
10. As Lieutenant Governor, I will secure a successor in the manner provided in ARTICLE XII, Section (2) of the District Bylaws. In no event shall election of a successor be delayed beyond the limits specified in the Bylaws.

At the same time, I will secure a qualified individual to serve as Lieutenant Governor-Elect for the succeeding year.

I have read the foregoing outline of a Lieutenant Governor’s Duties and Responsibilities, and believe that I can fully and faithfully execute the duties of the office if elected Lieutenant Governor of my Division.

Signed _____ Date.....

Club _____ Division.....

PLEASE SIGN AND RETURN TO THE DISTRICT OFFICE AT ONCE

Form 710 (2 copies—one to be sent to District Secretary, one retained by Lieutenant Governor Designate)

715. Consent and Assurance Form for District Chairs

MINIMUM REQUIREMENTS FOR DISTRICT CHAIRS, PROGRAM DIRECTORS AND SERVICE LEADERSHIP PROGRAM ADMINISTRATORS

1. Attend the District Chair Training Session preceding the administrative year.
2. Attend and participate in the Midwinter Conference and Board Meeting if called by the Governor.
3. Attendance at the International Convention is encouraged.
4. Attendance and participation in the District Convention is strongly encouraged.
5. Be available to assist your successor.
6. Attend Division Council Meetings if requested and if able.
7. Keep the Governor, Governor-Elect and District Secretary advised of all activity. File the required reports of activity and provide written reports for Board Meetings.

I have read the foregoing outline of the Duties and Responsibilities of District Chairs, Program Directors and Service Leadership Program Administrators. I will do all within my power to develop and promote a program for the activity of the committee which I will head. I believe that I can fully and faithfully execute the duties if appointed. I will endeavor to make the best possible utilization of the members assigned to my committee.

Signed _____ Date _____

Committee _____

Sign and return one copy to the District Office at once. Retain second copy for your records.

FORM 715 ((02/22/2019))

Convention.....	38
Convention committee.....	38
Convention Delegate Seating	20
Convention, District.....	38
Corporate Credit Card.....	29
Credit card, authorization	29
Criteria, Governor & Governor-Elect.....	21, 22
D	
Deadline, expense report	31
Deadline, Mel Dennis Award.....	35, 36
Delinquent Clubs.....	20
Disaster assistance.....	32
DISTRICT BOARD MEETINGS.....	25, 26
District Bulletin.....	19
District Chair, Program Director and SLP Administrator Expenses.....	30, 31
District Chairman, Builders Club.....	48, 49, 50
District Committee.....	12
District Life Membership.....	20
District Youth Protection.....	70, 71, 72
Division Boundaries.....	23, 24, 25
Division Council.....	42
Division Elections.....	42, 43
E	
Elections, Lieutenant Gov. Class.....	25
Emergency assistance.....	32
Environmental Statement.....	5
F	
Finance & Fundraising Committee, LG rep	27
Finance and Fund Raising Committee.....	27
Financial Indebtedness.....	20
Flag.....	6
Flag, Canadian.....	6
Flags, Protocol.....	6
Fund Raising Projects Committee.....	27, 28
G	
Governor Expenses.....	30
H	
Host club.....	7
House of Delegates, Standing Rules.....	40, 41, 42
I	
Indebtedness, cancellation of.....	20
Insignias and Garments.....	6
Insurances.....	19
Inter-clubs.....	6, 7, 8
interclubs purpose of.....	7
International Candidates From the PNW.....	60
International Trustee, Candidate for.....	18, 60
Investment Committee.....	28, 29
Investment Objectives and Policy.....	58, 59
K	
KEY Club.....	47, 48
KEY Club Administrator, duties.....	47, 48
KEY Positions.....	15, 16, 17
Kiwanis Children’s Cancer Program	51
Kiwanis Foundation of Canada.....	51
Kiwanis International Foundation.....	51
Kiwanis Law Enforcement Camps.....	50

L	
Lieutenant Governor Expenses.....	30
Lieutenant Governor Qualifications.....	8, 9
Lieutenant Governor Responsibilities.....	9, 10
Lieutenant Governor Role.....	8
Lieutenant Governor, assistant	10
M	
Melvin B. Dennis Outstanding Secretary Trophy	35, 36
Mid-year Conference.....	13
Minutes.....	26, 27
Motions.....	5
Multiple Appointments	11, 12
N	
Name change, club.....	23
New Clubs	21
O	
Obligation of Office, Officers.....	10
OMR.....	25
Other Enterprises.....	5
Outreach Fund.....	31, 32
Outstanding Secretary Awards.....	35
P	
Pacific Northwest Kiwanis Foundation.....	51
Past Lieutenant Governors.....	44, 64, 65, 66, 67, 68
Pledge of Allegiance.....	6
Policy defined.....	5
Political Action Committee.....	14, 60, 61
R	
Records Retention and Destruction.....	18, 73
Refund	39
Registration.....	39, 45, 47
Requirements, Governor, Candidate for.....	21, 22
Requirements, Governor/elect, Candidate for.....	21, 22
Reserved seating, convention.....	61
Round Robin Award.....	8, 37
S	
Save Old Spectacles	51
SIGN Fracture Care International	51
Social Media Guidelines.....	10, 11
Standing Rules For District Board.....	25, 26
T	
Term Limits for PNW District Appointments.....	12
Themes, Governor's	6
Travel funds.....	29, 30
Travel, Key Club	47, 48
V	
voucher system, Dist. Officers & Chairs.....	29, 30
Vouchers, Bigfoot Brigade.....	67
Y	
Youth Protection Guidelines.....	70-72
Z	

Appendix A

Statement of Investment Objectives (03/31/2022)

Short Term Investments

The Board authorizes funds in the short-term investment portfolio be placed in investments that provides immediate liquidity. Based upon the cash needs of the District, the Investment Committee may authorize investment in short term money market instruments that mature progressively within a three-to-six-month period. Securities may include US Treasury Bills, US Treasury Notes, Corporate bonds, Federal Agency notes and certificate of deposits.

Long Term Investments

The Board authorizes up to sixty-five percent (65%) of assets in the investment account to be placed in equity investments primarily to provide for capital appreciation and, secondarily, minimal dividend. The Board recognizes it may experience short-term volatility and risk of loss from assets held in this category. The Board authorizes up to thirty-five percent (35%) be placed in fixed income securities and the remaining in cash positions.

A. Equity Securities (60-65%)

The Board authorizes assets be placed in a managed portfolio, where individual equity issues are selected on a discretionary basis and assets are managed under a fee-based format. The Board prefers to invest in a mixture of Large-Cap growth and/or value, Small-Medium Cap growth and/or value, and international growth and/or value. The Board seeks long-term performance, but prefers to manage risk through diversification, asset allocation, and risk management analysis. The Board authorizes the use of risk management strategies, including the sale of securities, to protect gains and manage risk, as well as alternative investments, as deemed appropriate under the discretion of the portfolio manager and oversight of the Investment Committee.

B. Fixed Income Securities (30-35%)

The Board authorizes investment primarily in bonds and fixed income investments selected to maximize income while managing risk and ensure liquidity should funds be needed unexpectedly. The Board prefers a fixed income investment style that does not take excessive risk in terms of portfolio maturity schedule and duration. The preferred average maturity is three (3) to four (4) years to manage volatility and risk. The portfolio may include securities with a longer-term maturity with a highly probable call feature within the planned maturity schedule.

The Board authorizes using risk management strategies, including the sale of securities, to protect gains and manage risk, as deemed appropriate. The Board also recognizes the portfolio may include fixed mutual funds with a specialty in specific fixed income classes that have exhibited superior long-term performance to provide diversification.

Supervision and Administration

The Board recognizes that additional investment classes may be available to improve performance and manage risk. The portfolio manager should have discretion to invest in such investments as deemed appropriate. For assets that are not managed under a discretionary arrangement, the Investment Committee should not invest in any alternative investments unless so approved by the Board or unless the Investment Policy guidelines specified herein are amended.

The Investment Committee is responsible to supervise the investment of assets and will work with an investment professional in reviewing investment results. The Board expects the investing to be in accordance with the established guidelines. The Board anticipates the investment professional to be available to annually review the

portfolio and the Investment Committee should be provided data on a timely basis to monitor the investments. This should be in the form of monthly or quarterly statements providing portfolio valuations and transaction activity.

The Investment Committee shall review the performance of the investment firm authorized to manage the portfolio every 2 years, and if performance concerns are present, to solicit additional RFP's.

The Investment Committee shall provide regular reports to the Finance Committee on asset performance in a timely manner for reporting to the Board. All extremely volatile changes will be elevated to the Board level in an expedited manner.

Appendix B

Political Action Committee (PAC)

(08/13/2004)

The PNW Political Action Committee (PAC) shall be formed each year to serve Inter-District political interests within Kiwanis International. The committee will involve itself with resolutions and candidates intended for consideration of Kiwanis International.

The PAC Chair shall be proposed and ratified by the PNW Board, just as any other PNW chair excepting, in any year when the PNW District is endorsing a candidate for International Office. In that case, the prospective International candidate, having received the endorsement of the District, will first select a PAC chair nominee and then recommend his/her selected chair nominee to the Governor who, if he/she so approve, will then propose the nominee for ratification. After the Governor refers the selected nominee to the PNW Board, the Board must decide, by at least a simple majority, whether or not the selected PAC Chair nominee shall take office. With the approval of all three / International Candidate, Governor and the PNW Board / the PAC Chair is then designated.

Besides the PAC Chair, the committee members shall include the Governor, Immediate Past Governor, Governor/Elect, District Secretary, District Treasurer, any person who is currently a member of the Kiwanis International Board of Trustees, any person who is a current member of the Kiwanis Children's Fund Board of Trustees and others as the Governor shall consider qualified to work with the political proceedings of Kiwanis International, on behalf of the PNW.

1. INTERNATIONAL CANDIDATES FROM THE PNW

PNW Members who are candidates for International Office should announce their candidacy far enough in advance that the PNW may consider budgeting financial assistance to help with the candidate's campaign. The PAC will review a candidate's plan for PNW support and assist with communicating needs to the related elements of the PNW especially the Finance Committee and the Board. As noted elsewhere in the Policies and Procedures (Section 175 District Endorsement of a Candidate for International Trustee) candidates must also demonstrate PNW support by gaining approval of the Past Governors, and the PAC. (03/01/2020)

2. KEEPING WRITTEN RECORDS

Appropriate written PAC minutes and inter/district PAC communications (i.e. a record of support given to, and support received from candidates or resolutions involving other districts) should be properly maintained by the PAC chair. Records must, of course, be available to the Governor and other interested Kiwanians of the district, upon request.

3. DISTRICT CAUCUS AT INTERNATIONAL CONVENTION

District Delegates to International Convention shall attend a District Caucus at a time and place designated and communicated by the District Secretary. The caucus shall be the appropriate venue for candidate presentations and PAC recommendations to the voting delegates. The PAC shall carefully weigh the political interests of the district in making recommendations to the voting delegates. The PAC shall also remind the delegates that their vote is their own, and acknowledge that they must represent themselves // and their clubs // as they consider appropriate.

4. PAC RESERVED SEATING AT INTERNATIONAL CONVENTION

At Delegate Sessions of the International Convention, where matters that require voting are to be considered, the District Secretary should ensure that seats are reserved for members of the PAC and district Past Governors. The seats should be located on the first row of the prescribed district seating area and next to a front aisle. Having seats located in front of the district delegate group that are accessible to others as well will help to facilitate consultation within district membership as well as with members of other Districts regarding issues or candidates that may arise or change during the Delegate Session.

Appendix C

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 the district 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.

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:

1. Prevent underage service; check identification on all patrons 40 and younger.
2. Alcohol consumption must remain on the premises, with prominently displayed signs that inform attendees of this requirement.
3. Entrance to the facility or event must be staffed by club members.
4. Control consumption and avoid over/serving.
5. Food should be readily available at the event.
6. Minors at event limited to areas without alcohol.
7. Enlist volunteer support in watching over the grounds.
8. Consider the presence of local police.
9. 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:

1. There are up to 500 participants at the event.
2. The event is a one/day event.
3. 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. (04/06/2014)

Appendix D

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Appendix E

Past Lieutenant Governor's Association

Bigfoot Brigade

May be found posted on the PNW District Webpage at:

<http://www.pnwwikiwanis.org/PNWKIResources/pltga.html>

and, are

Included here on the following pages.
(08/25/2022)

**ARTICLES OF ASSOCIATION
PAST LIEUTENANT GOVERNORS ASSOCIATION
PACIFIC NORTHWEST DISTRICT
KIWANIS INTERNATIONAL**

“Pacific Northwest Bigfoot Brigade”

ARTICLE1 – NAME

Section 1.01 This organization shall be known as the **Pacific Northwest Bigfoot Brigade**, AKA “Bigfoot Brigade”, a Past Lieutenant Governor’s Association, Pacific Northwest (PNW) District of Kiwanis International.

ARTICLE 2 – MISSION:

Section 2.01 The mission of the Association is to provide assistance to and promotion of the Pacific Northwest District of Kiwanis International.

ARTICLE3 – PURPOSES:

Section 3.01 The mission shall be accomplished through the following objecti

- A. To promote continuing interest and participation of Past Lt. Go
- B. ^{vernors in} To provide an opportunity for fellowship among Past Lt. Governors.
- C. To assist in the promotion of Kiwanis Sponsored Organizations and Clubs.
- D. To assist in the promotion of Division Projects.
- E. To act as an advisor and consultant to the Kiwanis Clubs in the PNW District, upon the request of the Governor, current Lt. Governor, or Kiwanis Club.
- F. To assist in increasing membership within the Divisions of the PNW District.
- G. To assist with club membership retention.
- H. To provide leadership assistance for the expansion of clubs throughout the Divisions of the PNW District.
- I. To assist in the District Convention and Mid-Winter Conference as requested by the District Governor.
- J. To promote the adoption and use of Division Councils in every Division.
- K. To aid in creating harmony and unity in the Divisions at their request.
- L. To seek out and encourage qualified Kiwanians for election as Lt. Governors.
- M. To promote attendance at PNW District and International Conventions.

ARTICLE4 – MEMBERSHIP:

Section 4.01 Past Lieutenant Governors of Kiwanis International in good standing in a Kiwanis Club in the Pacific Northwest District of Kiwanis International are eligible for membership in this association.

Section 4.02. Active membership in the Past Lieutenant Governor’s Association will be maintained by payment of annual dues or of a onetime lifetime dues.

ARTICLE5 –BOARD:

Section 5.01 ORGANIZATION – The Board shall be made up of elected Officers for leadership and Directors for oversight.

- Section 5.02** DUTIES – The Board shall enter upon their official duties on the first day of October of each year, and shall serve for a term of two years, except for the Chairperson, Chairperson Elect and Vice Chairperson which serve for a term of one year, or until their successor shall be duly qualified, nominated and elected.
- Section 5.03** OFFICERS - The officers shall be a Chairperson, Chairperson Elect, Vice Chairperson, Secretary, and Treasurer whose duties shall be those generally pertaining to such offices
- Section 5.04** The Chairperson Elect succeeds the Chairperson and the Vice Chairperson succeeds the Chairperson Elect. Only the Vice Chairperson’s office shall be elected at the annual meeting. Should any of these offices become vacant for any reason the person next in line will advance to the next highest position without an election. If the Vice Chairperson's position becomes vacant, that position will remain vacant until the election at the next annual meeting of the Pacific Northwest Bigfoot Brigade.
- Section 5.05** The Secretary and Treasurer shall be elected bi-annually for a two-year term.
- Section 5.06** DIRECTORS – The Directors shall be two elected Past Lt. Governors from each Region as defined by the Board of the Past Lieutenant Governor’s Association, and two elected *Directors at Large* whose duties shall be those generally pertaining to such offices. Directors shall be elected bi-annually for a two-year term.
- Section 5.07** The election of the Officers and Directors shall be held at the annual meeting of the Pacific Northwest Bigfoot Brigade.

ARTICLE 6 – COMMITTEES:

- Section 6.01** The Association Chairperson shall appoint all Committees and Chairpersons necessary to insure proper functioning of this organization.

ARTICLE 7 – MEETINGS:

- Section 7.01** The annual meeting of the Pacific Northwest Bigfoot Brigade shall take place in conjunction with the PNW District Convention each year. The members present at the annual meeting of the membership shall constitute a quorum, provided at least twenty (20) active members are present.
- Section 7.02** The Board of the Pacific Northwest Bigfoot Brigade shall meet twice a year at the PNW District's Mid-Winter Conference and District Convention. A quorum of the Board shall consist of 50% plus one of the currently elected Board members.
- Section 7.03** Notification of the annual meeting shall be by the Chairperson, or other designate, via email at least thirty (30) days in advance of the meeting. Notification of a Board meeting shall be by the Chairperson, or other designate, via email at least fifteen (15) days in advance of the meeting.
- Section 7.04** Board meetings are open to the members of the Pacific Northwest Bigfoot Brigade. However, only Board members may make motions and vote during Board meetings.
- Section 7.05** Other official meetings of the Board or membership may be held on call of the Chairperson, with the approval of the PNW District Governor, provided that such meetings not be held less than thirty (30) days prior to the District Convention.
- Section 7.06** Notification by e-mail by the Chairperson, or other designate, shall be made

at least fifteen (15) days in advance of any other official meeting.

ARTICLE 8 – NOMINATION AND ELECTION OF OFFICERS:

Section 8.01 The election of Officers shall be held at the annual meeting.

Section 8.02 Voting shall be by ballot or voice vote if single slate is presented and shall not be cumulative. There shall be no voting by proxy.

Section 8.03 The Chairperson shall appoint a nominating committee if possible. This committee shall consist of three active members of the Pacific Northwest Bigfoot Brigade.

- A. The Chairperson shall designate the chairman of this committee at the PNW District's Mid-Winter Conference.
- B. The duties of this committee shall be to make nominations, with the consent of the nominated, and to prepare a ballot for the election of said officers.
- C. Further nominations for the Vice Chairperson from the floor may be made at the annual meeting, provided the nominee has given consent.
- D. The recommendations of the Nominating Committee and any proposed articles of association changes shall be e-mailed to the active membership at least thirty (30) days prior to the annual meeting.

ARTICLE 9 – MINUTES OF MEETING:

Section 9.01 The Secretary shall keep written minutes of each meeting, and shall disseminate the important activities through e-mail.

ARTICLE 10 – REVENUE:

Section 10.01 The Treasurer shall receive all monies from dues, donations, other gifts and fund raising events and deposit them in the Past Lieutenant Governor's Association Account held at the Pacific Northwest District of Kiwanis International, shall maintain an accurate accounting of all funds and be prepared to give an accounting of receipts and disbursements at the annual meeting or at any other time they are called on to do so.

ARTICLE 11 – FINANCE:

Section 11.01 The fiscal year of the Pacific Northwest Bigfoot Brigade Association shall begin on the first day of October each year and end the last day of September of the following year.

Section 11.02 The Treasurer shall submit a financial report to the membership at the annual meeting or at any other time called to do so.

Section 11.03 The Pacific Northwest District of Kiwanis International shall be the official depository for the Pacific Northwest Bigfoot Brigade and will disburse all funds at the order of the Association.

Section 11.04 All funds shall be deposited in the name of the Pacific Northwest Bigfoot Brigade. *Vouchers* drawn on the Pacific Northwest Bigfoot Brigade account shall be signed by any two (2) of the officers of the *Association*.

ARTICLE 12 – ACTIVITIES:

Section 12.01 The Pacific Northwest Bigfoot Brigade shall seek by fair discussion at its annual meeting, and in other ways, to develop and implement programs to promote Kiwanis within the PNW District.

ARTICLE 13 – RULES OF ORDER:

Section 13.01 “Robert’s Rule of Order Newly Revised (current edition)” shall be the parliamentary authority for all matters of procedure not specifically covered by these Articles.

ARTICLE 14 – APPROVAL AND AMENDMENTS:

Section 14.01 These Articles shall be adopted by a majority vote of active members present at the annual or any special meeting.

Section 14.02 Any amendment to these Articles may be adopted on the affirmative vote of two-thirds (2/3) of the active members present at the annual or any special meeting, provided written notice of the proposed amendment shall have been publicized thirty(30) days prior to the meeting by e-mail to the active members.

Section 14.03 These Articles and all Amendments or additions shall not be effective unless approved by the Board of Directors of the Pacific Northwest District of Kiwanis International.

ADOPTED September 20, 2002
Past Lt. Governors Association of the
Board PNW Bigfoot Brigade
By: Ken Brink, Chair

Approved March 2, 2003
Pacific Northwest District Kiwanis
International Board of Trustees
By: Sylvester Neal, Governor

AMENDED August 21, 2015
Past Lt. Governors Association of the
Board PNW Bigfoot Brigade
By: Margie Wilson, Chair

Pacific Northwest District Kiwanis
International Board of Trustees
By: Bob Munger, Governor

AMENDED August 26, 2016
Past Lt. Governors Association of the
Board PNW Bigfoot Brigade
By: Margie Wilson, Chair

Pacific Northwest District Kiwanis
International Board
By: Jackie Sue McFarland, Governor

AMENDED August 20, 2021
Past Lt. Governors Association of the
Board PNW Bigfoot Brigade
By: Gregory L Garcia, Chair

Pacific Northwest District Kiwanis
International Board
By: Lonnie Johnson, Governor

AMENDED August 25, 2022
Past Lt. Governors Association of the
Board PNW Bigfoot Brigade
By: Nicholas Hafez, Chair

Pacific Northwest District Kiwanis
International Board
By: Greg Wegrich, Governor

Appendix F

Position Description: District Youth Protection Manager

The Governor will appoint a Kiwanian to serve as District Youth Protection Manager and he/she will serve as Chair of the District Youth Protection Committee subject to approval of the Board.

Responsibilities:

1. To communicate the basics of the Youth Protection Guidelines within the district.
2. To help clubs understand their responsibilities in youth protection.
3. To be a connection between Kiwanis International and the Kiwanis District Service Leadership Programs on issues of youth and Aktion Club youth and adults protection.

Duties

1. Learn and understand the contents of the Youth Protection Guidelines and serve as a resource for the clubs. Provide answers to basic questions and instruct the clubs as to how to utilize the materials provided.
2. Know the local /state/provincial laws related to reporting for your District.
3. Provide and/or coordinate for Kiwanis District staff and leadership receive annual training on the Youth Protection Guidelines.
4. Provide information and training for the Club SLP advisors or Club SLP chair.
5. Submit youth protection articles for the district bulletin.
6. Conduct workshops and training at district events using materials provided by Kiwanis International and the District. Such events include, but are not limited to, Kiwanis district convention, Key Club district convention, Kiwanis Regional Conferences, Club President Training, Lt. Governor Training etc.
7. Regularly communicate with the Kiwanis International regarding Club activities and issues that arise.
8. Attend the Youth Protection Guidelines annual training and seek to keep up to date on trends impacting youth protection.

Qualifications:

1. A background in youth training, education or law enforcement is ideal.
2. Active Kiwanis member in good standing.
3. Ability to speak in public and conduct workshops and training sessions.
4. Clear criminal history background. Check to be administered by Kiwanis International.
5. It is strongly encouraged that the individual appointed to this position serves a minimum of a three/year term.

(04/06/2014)

Appendix G

Youth protection policies and procedures updated October 2021

These policies can be found in Kiwanis International Policies and Procedures as Procedure 432.

All adults working with youth under the age of 18 at any Kiwanis event are required to read/understand, agree to and abide by these policies.

Education: Every Kiwanis club is expected to inform and educate its members on these policies, best practices and required actions for individuals who become aware of youth in potentially harmful situations. This education must occur annually, including providing a copy of these policies to each club member. Every Kiwanis district is expected to provide an educational forum or workshop at every district-produced convention and conference regarding policies and best practices for adults working with youth, using materials provided by Kiwanis International.

Chaperone: A chaperone is defined as a Kiwanis member, faculty member, parent, legal guardian or person who is in *loco parentis*, twenty-one (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.

Chaperone addition: Chaperones for overnight events: A minimum of one adult per 10 students must be serving as chaperones during the entirety of an overnight event. Chaperones for single-day events: A minimum of one adult per 50 students must be serving as chaperones during the entirety of a single-day event.

All chaperones (club members and non-members) participating in any single-day or overnight Service Leadership Programs event must have a clear criminal history background check and must have completed Kiwanis International youth protection training. Additionally, chaperones must follow all applicable policies and procedures.

Criminal history background checks: Kiwanis International requires clubs to have a clear criminal history background check for any club member serving as an advisor to any Service Leadership Programs club. The check must be conducted and verified by Kiwanis International. Persons without a clear criminal history background check may not serve as the advisor. Approved background checks shall be valid for no more than two years. Kiwanis advisors shall acquire a new criminal history background check upon their initial appointment to the position.

District administrators for Service Leadership Programs: Kiwanis International requires all SLP district administrators to complete an application process, which includes submission of a completed application, having a clear background check conducted and verified by Kiwanis International and completion of Kiwanis International youth protection training and any other elements that may be required by Kiwanis International. After receipt of an individual's application and verification of all required elements, Kiwanis International will review the information and decide, in its sole and absolute discretion, whether the individual is accepted to become an SLP district administrator. Kiwanis has no obligation to allow an individual to become an SLP district administrator based solely on a "clear" background check. Denial may be appealed via the process outlined in Procedure 197.

Overnight events: All adults (club members and non-members) registered for or staying overnight at any Service Leadership Programs event must have a clear criminal history background check and must have completed Kiwanis International annual youth protection training. However, parents/guardians of participating students who are not chaperones may attend the event for a maximum of one overnight stay without a criminal history background check.

Overnight stays: While attending a Kiwanis event that requires an overnight stay in a hotel or camp/conference setting, adequate adult chaperoning is expected and must include no fewer than one adult male for each ten or part of ten youth males, and one adult female for each ten or part of ten youth females. Except for a parent sharing a sleeping room or other sleeping quarters (e.g., a tent) with his/her own child, no adult should share a hotel or dormitory sleeping room or other sleeping quarters with a youth. In the event that sleeping quarters consist of multiple beds (such as in 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 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.

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 non-prescription medications by youth at a Kiwanis event should be permitted only by 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/she must immediately contact the appropriate personnel at the event, as well as provide notification to law enforcement personnel as appropriate. All local, state, provisional and federal laws regarding reporting must be followed. 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. Kiwanis International now offers a 24-hour, confidential helpline at 1-866-607-SAFE. The helpline can be used if you think a youth has been harmed or their safety and well-being are at risk.

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 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, the Kiwanian should use his/her best judgment in responding. Adults should treat their interaction with youth on social networking sites as though the interaction were occurring in public, in front of other adults and young people. In other words, if it would not be appropriate to say something to a young person in public, it should not be said as a comment on a social networking site either. Kiwanians should refrain from interactions that can be seen as excessive (such as constantly “liking” or commenting on a person’s posts on Facebook). Prior to posting any media online, such as photographs, obtain permission from any and all individuals (or parents, for minors) who appear in that 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 adults 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 policies conflict with local school policies or rules, or local state/ provincial, or national laws or regulations, the highest applicable standards for conduct shall prevail.

Appendix H
Records Retention Schedule

Record Type	Retention Period	Location hard copies
Accounts Payable/Receivable	7 years	yr 1: lateral files main office yr 2-4: lateral files main office storage yr 5-7: basement-back corner
Audit reports/Financial Statements 990	Permanent	yr 1-4: lateral files main office yr 5+: basement-back corner
Annual report	Permanent	Electronic
Bank Statements	7 years	yr 1: lateral files main office yr 2-4: lateral files main office storage yr 5-7: basement-back corner
Building Property, deeds, etc	Permanent	DSEC locked file in office
Contracts-DCON	5 yr after end	DSEC lateral files main office
Contracts, lease agreements	5 yr after end	DSEC locked file main office DSEC lateral files,
Corporate records: Board minutes, articles of incorporation, by-laws	Permanent	bookshelves or basement-back corner Electronic or physical -1 copy
DCON agenda/program	Permanent 3 years from date of hiring	DSEC locked file in office/or electronic
Employment records - non hired	7 years after separation	DSEC locked file in office
Employee Personnel Records	Until plan terminated	lateral file main office closet
Health Insurance Plans-active employees		current-office lateral files, then basement corner
Investment records	7 yr after sale 3 years after superseded	
Job Descriptions	Permanent	electronic
Law suites	Permanent	Electronic
Material of historical value (pictures, publications)	Permanent	Electronic or physical.
Payroll documents: payroll deductions, earnings, time, etc.	termination+7 years	held with QBO

Appendix I
Leadership Outreach Fund
Service Letter of Understanding
March 2017
Updated October 2023

This is a letter of understanding by and between the Pacific Northwest Kiwanis District of Kiwanis (DISTRICT) and the Pacific Northwest Kiwanis Foundation (FOUNDATION), regarding the Service Leadership Outreach Fund, and is formed to establish the working relationship between the DISTRICT and the FOUNDATION regarding the Fund.

Where As: The DISTRICT formally requested the FOUNDATION to assume the Outreach Fund balance and to act as the receiver and holder of a restricted fund for the purposes of the Outreach Program, and

Where As: Support of Service Leadership Programs is included in the mission of the FOUNDATION, and

Where As: The FOUNDATION Directors agreed to incorporate the Outreach Fund into the FOUNDATION investment portfolio

It is understood that:

- A. Funds received by the FOUNDATION on behalf of the Outreach Program will be restricted funds to help support the DISTRICT Service Leadership youth activities such as offsetting some expenses related to Kiwanis District Conventions fees, and travel expenses not included in the administration budget for Service Leadership programs at the DISTRICT level.
- B. The FOUNDATION will be the official but not exclusive receiver of funds for Service Leadership Outreach Funds for the DISTRICT. Funds directed at the Outreach Fund received by the District (including funds raised on behalf of the District for Outreach by Clubs) will be transferred/forwarded to the FOUNDATION to be placed into the restricted fund.
- C. The FOUNDATION will issue tax receipts to all donors as requested by the donor or for all amounts of \$250 or more less market value of any received goods and services.
- D. The FOUNDATION Treasurer will provide to the DISTRICT Secretary an annual report no later than October 31st. This report will summarize activity for the prior 12-month period and include a calculation of the maximum available disbursement amount based on the investment fund statement ending September 30. Per District Policy, this maximum available disbursement will be 16% of the restricted fund

balance as of September 30th.

- E. The FOUNDATION Board will take action at their Annual Meeting to pre-authorize the FOUNDATION Treasurer to disburse up to the calculated maximum available as described in Section D above.
- F. The DISTRICT Governor through the District Treasurer will submit a request to the FOUNDATION Treasurer for funds disbursement not to exceed the calculated maximum amount available. Said request will be accompanied by a statement describing the general intended use of the funds for the year. Based on this request, the FOUNDATION Treasurer will do a one-time lump sum disbursement to the DISTRICT for the fiscal year.
- G. The DISTRICT will administer/distribute the funds throughout the fiscal year in accordance with established District policy and the stated intended uses. Unused funds shall be returned to the FOUNDATION for reinvestment in the Outreach Fund.
- H. Any request for additional funds beyond the calculated maximum amount available must first be made by the Governor to the District Board for consideration and approval before requesting the funds from the FOUNDATION.
- I. As the intended use of the Outreach Fund by the DISTRICT provides services included in the FOUNDATION organizational documents, there will be no administrative fees charged or otherwise collected by the FOUNDATION for FOUNDATION administrative expenses related to this restricted fund.
- J. The Outreach Fund will pay fees as charged by the investment advisor / firm (currently UBS) for management of the Outreach fund portfolio.
- K. The DISTRICT Office will administer the Outreach Medallion recognition program or any other related donor recognition. It is acknowledged that the DISTRICT at their discretion may accomplish the medallion program or other Outreach fundraising through Clubs or other entities. Funds collected through sales of Outreach Medallions or other Outreach Program fundraising efforts will be forwarded to the FOUNDATION for investment in the Outreach restricted fund and will not be retained by the DISTRICT to supplement current year activities.
- L. The FOUNDATION and DISTRICT will review the operation of this agreement annually and reserve the right to terminate this arrangement on a minimum of six (6) month notice. Upon a decision to terminate this agreement, all funds restricted for the Outreach program will nevertheless be paid out as directed in this outline and in accordance with restricted fund responsibilities.

This letter of understanding is not exclusive and is presented in good faith to cover the most basic of concerns.

Nicholas Hafez date 10/10/2023
Nicholas Hafez, Governor
Pacific Northwest Kiwanis District

Delanie Delimont 10/10/23
date _____
Delanie Delimont, Secretary
Pacific Northwest Kiwanis District

Mary Crozier date 10/10/23
Mary Crozier, President
Pacific Northwest Kiwanis Foundation

Richard Steiner 10/10/23
date _____
Richard Steiner, Secretary
Pacific Northwest Kiwanis Foundation