

# LA.-MISS.-W.TENN. KIWANIS POLICIES

## SECTION 100: THE LOUISIANA-MISSISSIPPI-WEST TENNESSEE

### DISTRICT OF KIWANIS INTERNATIONAL

#### 100 DEFINITIONS

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- 100.1 Policy:** Subject to the bylaws and policies of Kiwanis International, a policy of the Louisiana-Mississippi-West Tennessee District is a principle by which the District supervises and controls itself, chartered clubs, divisions, regions, or other groups of chartered clubs. A policy shall remain in effect until such policy is modified, superseded or terminated by action of the Louisiana-Mississippi-West Tennessee District Board of Trustees.
- 100.2 Protocol:** Protocol is the courtesy given to certain offices in Kiwanis recognizing that the person who holds a District of International office, gives substantially of their time and personal resources to fill the position.
- 100.3 Superseded or Terminated Policy or Administrative Procedure:** A superseded or terminated policy shall be a policy of the District or an administrative procedure used by the District; which shall have been superseded, terminated or otherwise become invalid or obsolete.
- 100.4 Written Notice:** Unless a policy states otherwise, “written notice” shall be correspondence prepared and sent by means of U.S. Mail, facsimile transmission, or electronic mail by the District Executive Director.

#### 101 GEOGRAPHY OF THE DISTRICT

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- 101.1 Territorial Limits:** The territorial limits of the Louisiana-Mississippi-West Tennessee District shall be confined to the states of Louisiana and Mississippi and that section of the state of Tennessee which is bounded on the north by the line dividing the states of Kentucky and Tennessee, on the east by the Tennessee River, on the south by a line dividing the states of Tennessee and Mississippi, and on the west by the Mississippi River. Neither the district name nor territorial limits shall be changed unless permission shall first have been obtained from the International Board of Trustees.
- 101.2 Definition of Division:** The District shall be sub-divided into smaller administrative units to be known as “divisions.” The activities and organization of a Kiwanis division shall also exist to help individual Kiwanis clubs and Kiwanis International advance the Objects, objectives, Policies and goals of Kiwanis, as well as increase fellowship.
- 101.3 Boundaries of the Divisions:** The division names and the geographical boundaries of the divisions are as follows:
- A. Division 1A** – located in the northern part of West Tennessee, comprised of the following civil counties: Lake, Obion, Weakley, Henry, Dyer, Gibson, Carroll, Henderson, Benton, Decatur, and Lauderdale.
  - B. Division 1C** – located in the south eastern part of West Tennessee, and the northwestern most county in Mississippi; comprised of the following civil counties: Shelby, Fayette, Hardeman, McNairy, Tipton, Haywood, Madison, and Chester; and in Mississippi: DeSoto.
  - C. Division 2** – located in the northwestern part of Mississippi; comprised of the following civil counties: Tunica, Tate, Coahoma, Quitman, Panola, Bolivar, Sunflower, LeFlore, Tallahatchie, Yalobusha, Grenada, Washington, Humphreys, Holmes, Carroll, and Montgomery.
  - D. Division 3** – located in the south central part of Mississippi; comprised of the following civil counties: Scott, Newton, Lauderdale, Smith, Jasper, Clarke, Jefferson Davis, Covington, Jones, Wayne, Marion, Lamar, Forrest, Perry, and Greene.
  - E. Division 4A** – located in the Greater New Orleans area; comprised of the following civil parishes: Orleans, St. Bernard, Plaquemines, and the part of Jefferson Parish on the west side of the Mississippi River.
  - F. Division 4B** – located in the Greater New Orleans area, and in the southeastern part of Louisiana; comprised of the following civil parishes: the part of Jefferson Parish on the east side of the Mississippi River, along with St. Charles, St. John the Baptist, St. James, Terrebonne, and Lafourche.
  - G. Division 5** – located in the central part of Mississippi; comprised of the following civil counties: Sharkey, Yazoo, Madison, Hinds, Rankin, and Simpson.

- H. **Division 6** – located in the northeastern part of Louisiana; comprised of the following civil parishes: Claiborne, Union, Morehouse, West Carroll, East Carroll, Bienville, Lincoln, Jackson, Ouachita, Richland, Madison, Caldwell, Franklin, and Tensas.
  - I. **Division 7** – located in the south central part of Louisiana; comprised of the following civil parishes: Evangeline, St. Landry, Acadia, Lafayette, and Vermilion.
  - J. **Divisions 8A & 8B** – located in the greater Baton Rouge area; comprised of the following civil parishes: East and West Feliciana, East & West Baton Rouge, Pointe Coupee, Livingston, St. Helena, Ascension, and Iberville. Clubs are not designated into each division by geographical boundaries, but instead by the sponsoring clubs.
  - K. **Division 9** – located in the northwestern part of Louisiana; comprised of the following civil parishes: Caddo, Bossier, Webster, DeSoto, and Red River.
  - L. **Division 10** – located in the north central part of Mississippi; comprised of the following civil counties: Webster, Clay, Choctaw, Oktibbeha, Lowndes, Attala, Winston, Noxubee, Leake, Neshoba, and Kemper.
  - M. **Division 11** – located in central Louisiana; comprised of the following civil parishes: Sabine, Natchitoches, Winn, Grant, Rapides, LaSalle, Catahoula, Avoyelles, and the northern half of Vernon.
  - N. **Division 12** – located in the southwestern part of Louisiana; comprised of the following civil parishes: Beauregard, Allen, Calcasieu, Jefferson Davis, Cameron, and the southern half of Vernon.
  - O. **Division 13** – located in the southeastern part of Louisiana, north of Lake Pontchartrain; comprised of the following civil parishes: Tangipahoa, Washington, and St. Tammany.
  - P. **Division 14** – located in the southern part of Mississippi; comprised of the following civil counties: Pearl River, Stone, George, Hancock, Harrison, and Jackson.
  - Q. **Division 15** – located in the central part of Mississippi, and one parish in central Louisiana; comprised of the following civil counties in Mississippi: Issaquena, Warren, Claiborne, Jefferson, Copiah, Adams, Franklin, Lincoln, Lawrence, Wilkinson, Amite, Pike, and Walthall; and Concordia Parish in Louisiana.
  - R. **Division 16** – located in the northeastern part of Mississippi, and the one southeastern-most county in West Tennessee; comprised of the following civil counties: Marshall, Benton, Tippah, Alcorn, Tishomingo, Lafayette, Union, Pontotoc, Prentiss, Lee, Itawamba, Calhoun, Chickasaw, and Monroe in Mississippi, and Hardin County in Tennessee.
  - S. **Division 17** – located in the south central part of Louisiana; comprised of the following civil parishes: St. Martin, Iberia, St. Mary, and Assumption.
- 101.4 Definition of Region:** The District shall be sub-divided into smaller administrative units to be known as “regions,” grouping multiple divisions. Each region will provide a trustee to serve on the district board for 3-year terms.
- 101.5 Boundaries of the Regions:** The region names and the divisions that comprise each region are as follows:
- a. **Region I – The WestTenn Region;** comprised of Divisions 1A and 1C.
  - b. **Region II – Natchez Trace North Region;** comprised of Divisions 2, 10, and 16.
  - c. **Region III – Magnolia South Region;** comprised of Divisions 3, 5, 14, and 15.
  - d. **Region IV – The Bayou Region;** comprised of Divisions 4A and 4B.
  - e. **Region V – Florida Parishes Region;** comprised of Divisions 8A, 8B and 13.
  - f. **Region VI – The Southwest Region;** comprised of Divisions 7, 12, and 17.
  - g. **Region VII – Red River Region;** comprised of Divisions 6, 9 and 11.

## **102 CHANGE OR REALIGNMENT OF DIVISIONS**

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- 102.1 Realigning Divisions:** The objectives of the realignment of divisions are to establish divisions with adequate strength to carry out the business of Kiwanis in an efficient, economical, and effective manner.
- The following guidelines should be followed when any consideration is being given to the realignment of any divisions or divisions:
- 1. Any proposed new Division should have a minimum of 150 members provided the geographic distance is not in excess of 100 miles between clubs.
  - 2. Any proposed new Division should have a minimum of 5 clubs. Exceptions may be allowed where distance is a factor.

3. A proposal to realign a division may only be made by a District Officer.
4. The realignment of Divisions shall be approved by the District Board of Trustees.

**102.2** To retain a reasonable number of Divisions in the District, and to minimize the financial cost incurred by the District for each Division that exists, preference will be given to the realignment of Clubs within existing Divisions rather than creating a new division.

**102.3 Effective Date:** A change which creates a new division shall not become effective until the succeeding October 1. However, after the approval of a new division, the office of the Lieutenant Governor-Elect shall be filled for the next administrative year. Such election shall be in accordance with the Bylaws, and the election shall be by the representatives of the Clubs in the new division. Similarly, the representative of the Clubs in the Division to be retained shall elect their Lieutenant Governor-Elect. The Chairman of such conference shall be a Past Lieutenant Governor who is a member of one of the clubs in the new division or the division to be retained.

### **103 LA.-MISS.-W.TENN. KIWANIS DISTRICT FOUNDATION**

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**103.1 District Foundation:** The La.-Miss.-W.Tenn. Kiwanis District Foundation shall serve as the fund-raising branch of the Kiwanis district.

**103.2 Purpose & Control:** The La.-Miss.-W.Tenn. Kiwanis District Foundation shall be incorporated. The articles must provide:

- A. A definite commitment of the organization's purpose and funds to a charitable, educational, eleemosynary, and/or scientific use.
- B. Assured control of the foundation by Kiwanians by providing that the members, officers, directors, and trustees shall be active members of clubs within the La.-Miss.-W.Tenn. Kiwanis District.

**103.3 Articles of Incorporation:** The Articles of Incorporation of the District Foundation must provide:

- A. That the foundation and its members will at all times abide by the Bylaws and Policies of Kiwanis International, and of the Louisiana-Mississippi-West Tennessee District as adopted or amended.
- B. That the foundation will comply with all conditions and requirements of Kiwanis International.
- C. That no amendments to the articles or any bylaws shall be made without the consent of the International Board.

### **104 - PAST DISTRICT GOVERNORS' COMMITTEE**

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**104.1 Membership:** Membership of the Past District Governors' Committee shall include all of the Past District Governors who are still members of a chartered club within the Louisiana-Mississippi-West Tennessee District. Any Past Governor of another District of Kiwanis International who has relocated and has joined a chartered club within the District shall also be considered as a member of the Past District Governors' Committee.

**104.2 Committee Chair:** The most recent past Governor not serving on the District Board of Trustees shall serve as Chair of this committee.

**104.3 Meetings:** The Past Governors' Committee shall meet at the annual District Convention, and may hold such other meetings as the Committee Chair may deem necessary. All expenses of the Committee shall be borne by the Committee Members.

**104.4 Business:** The Committee shall consider and report on all matters referred to it by the District Board of Trustees. The Committee may initiate subjects for consideration and report its conclusions to the Board.

### **105 PAST DISTRICT OFFICERS' ORGANIZATION**

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**105.1 Membership:** Membership in the Past District Officers' Organization (PDOs) shall be open to any member of a chartered Kiwanis club in the district, who has served as a District Officer of the Louisiana-Mississippi-West Tennessee District, or who has served as a District Officer in another District of Kiwanis International and has relocated to the Louisiana-Mississippi-West Tennessee District.

Membership in the Past District Officers' Organization of the La.-Miss.-W.Tenn. District shall be voluntary.

**105.2 Bylaws:** The bylaws of the PDOs shall be approved by the District Board of Trustees, shall be compatible with the bylaws of the district, and must assure that the association shall not in any way interfere with the authority of the District Board of Trustees.

**106 JOINT BOARD COMMITTEE**

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**106.1 Joint Board Committee:** As a means of maintaining mutual understanding and cooperation between the Kiwanis District Board, and the District Foundation Board of Directors, the Past District Officers Organization Executive Committee, and the Past Governors, a Joint Committee shall be established and maintained, consisting of the District Governor, Governor-Elect, Immediate Past Governor, Executive Director representing the Kiwanis District Board, the Governor, Secretary-Treasurer and District Administrator of both the Circle K District and the Key Club District, the District Foundation President and President-Elect, the Chair and Vice Chair of the PDO Executive Committee, and the Chair of the Committee of the Past Governors. The District Governor shall be Chairman, with the same voting privileges as other members.

The Joint Committee shall meet at the call of the District Governor, but in no event, less than once per administrative year. Ten (10) days advance notice shall be given for committee meetings. A majority of members shall constitute a quorum for the transaction of business, and a majority vote shall be necessary to approve actions.

# LA.-MISS.-W.TENN. KIWANIS POLICIES

## SECTION 200: DISTRICT BOARD & COMMITTEES

### **201 DISTRICT BOARD MEETINGS**

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- 201.1** Each member of the District Board of Trustees has the responsibility and duty to attend all Official Meetings of the District Board during the Kiwanis Year.
- 201.2** Each meeting of the District Board of Trustees shall be an open meeting to all Kiwanians choosing to attend. No active participation by visitors shall be permitted, until after all discussion by the members of the Board of Trustees is completed, but before a final vote is taken on the item on the floor.
- 201.3** The Governor shall advise each Committee Chairman of any required presentation which will be expected to make in advance of such board meeting.
- 201.4** In consultation with the Governor, the Executive Director shall establish and distribute the agenda for each meeting to all members of the District Board of Trustees at least seven (7) days prior to the Board Meeting. Agenda items may be submitted from Board Members.
- 201.5** Additional items for any Board Meeting may be added during the Board meeting, providing a majority vote by the Board of Trustees allows the items to be presented. Items not requiring action by the Board of Trustees may be presented by any member of the Board of Trustees, for discussion only, under "New Business". No items for discussion shall be accepted by the Board unless presented by a member of the Board of Trustees.
- 201.6** At the first Board Meeting of the Administrative Year, the following items shall be acted upon by the Board of Trustees:
- A. Evaluation of job performance of the Executive Director
  - B. Evaluation of the performance of the District Board of Trustees
  - C. Approve appointment of District Committee Chairmen
  - D. Selection of the auditor for the District books for the preceding year.
  - E. Consideration and adoption of budgets for the Kiwanis District.
- 201.7** 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.
- 201.8** Any items to be presented to the District Board of Trustees requiring action of the Board, must be provided in writing to the Governor and District Executive Director at least thirty (30) days prior to the Board Meeting, for distribution and study.
- 201.9** To ensure the accuracy of the minutes, District Board meetings shall be recorded. Recordings shall be retained by the Executive Director or designee until the minutes of a meeting have been approved by the Board, at which time, the recording of the approved meeting may be destroyed.
- 201.10** The Executive Director or designee is responsible for keeping the minutes of the meetings of the District Board. The minutes shall contain all main 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 and approved by vote at the next Board meeting.
- The Executive Director shall make copies of the minutes of all District Board meetings available to all Board members, and, upon request, to interested Kiwanians.

### **202 DISTRICT BOARD COMMITTEE RESPONSIBILITIES**

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#### **202.1 THE EXECUTIVE COMMITTEE:**

The members of the Executive Committee shall be the Governor, the Governor-Elect, Immediate Past Governor, Executive Director, and the Board Chair of the Budget & Finance Committee, if not one of the above named officers.

The Governor shall serve as Chair of the Executive Committee.

The Executive Committee shall have the following responsibilities:

- A. Authority between Board Meetings:** Between meetings of the District Board, if the need arises, the administrative authority of the Board is delegated to the Executive Committee on all matters. The action of the Executive Committee shall have full force and effect. Any action by the Executive Committee, unless disapproved by the Board, shall be formally ratified by the Board. This delegation of authority shall not include the right to waive or change policy.
- B. Other Authority:** During District Board meetings, only the following matters may be referred to the Executive Committee for consideration and recommendation:
  - i. Personnel matters.**
  - ii. Grant Requests:** Prioritization of the requests from the Kiwanis District, Key Club District, or Circle K District for funds from the Kiwanis District Foundation.

## **202.2 POLICY, PROCEDURES & GOVERNANCE (PP&G) COMMITTEE:**

The members of the Policy, Procedure & Governance Committee shall be appointed by the Governor for his/her year, from the District Board of Trustees.

For continuity, the Governor should attempt to appoint the Committee Chair from those members who served the previous year. The Committee Chair shall also serve as the District Chairman on Laws, Resolutions & Policies.

The PP&G Committee is charged with reviewing all issues regarding the governance of the La.-Miss.-W.Tenn. District. Specifically, the Committee shall suggest amendments to the Kiwanis Family Organizations' Bylaws, Policies, and Procedures, and review any amendments submitted by clubs.

The PP&G Committee should work with the Executive Director to prepare meaningful resolutions for presentation to House of Delegates at the Annual Convention.

## **202.3 COMMUNICATIONS & EDUCATION COMMITTEE:**

The members of the Board Committee on Communications & Education shall be appointed by the Governor for his/her year, from the District Board of Trustees.

For continuity, the Governor should attempt to appoint the Committee Chair from those members who served the previous year.

It is suggested that the Governor-Elect serve on the Communications & Education Committee to provide guidance on the forums, workshops, and educational sessions for incoming club and district officers at the Kiwanis District Convention, Lt. Gov.-Elect Training, and the CLE Conferences to effectively prepare the officers for the upcoming year of service.

The Board Committee on Communications & Education is assigned Board responsibilities for all District Meetings and Communications, which includes the annual Kiwanis District Convention, Mid-Winter Conference, Mid-Year Regional Conferences, Lieutenant Governor Training Conference, Club Leadership Education & Planning Conferences, and be knowledgeable of the programming and plans for the Kiwanis International Convention. The C&E Committee shall review the logistical aspects of the Key Club and the Circle K District Conventions, as well as the District directory and District communications including *The La.-Miss.-W.Tenn. District News* and all web sites. The Committee is also charged with reviewing all concerns related to education and training programs.

## **202.4 SERVICE COMMITTEE**

The members of the Board Committee on Service shall be appointed by the Governor for his/her year, from the District Board of Trustees.

For continuity, the Governor should attempt to appoint the Committee Chair from those members who served the previous year.

The Board Committee on Service is assigned Board responsibilities for all aspects of Service, as provided by clubs. The committee shall oversee the efforts and communications of the District Service Project, Kiwanis International Global Campaign for Children, and the various Service Committee Programs: Children & Youth Services, Human & Spiritual Relations, Service, and Young Children: Priority One.

**202.5 THE BUDGET & FINANCE COMMITTEE:**

The members of the Board Committee on Budget & Finance shall be appointed by the Governor for his/her year, from the District Board of Trustees.

It is recommended that the Governor-Elect serve on the Budget & Finance Committee to better familiarize himself/herself with all aspects of the District's budgetary process.

For continuity, the Governor should attempt to appoint the Committee Chair from those members who served the previous year, or the Governor-Elect.

The Budget & Finance Committee is charged with reviewing all financial matters involving the Kiwanis District or any of its sponsored organizations, including budgets, requests for over-expenditures, and alternative income. Specifically, the Committee shall:

- A. Budgets:** Review the proposed Kiwanis District, Key Club District, and Circle K District budget assumptions and budgets for the next administrative year and present them to the Board for final approval at the first Board Meeting of the administrative year.
- B. Expenditures:** Review requests for budget over-expenditures and determine their overall effect on Kiwanis finances, and the fund to be used if the Board approves the recommendation.
- C. Reports:** At each meeting, analyze and report to the Board on the current financial statements for Kiwanis, Key Club, and Circle K and the variations from budget.

The Budget & Finance Committee is also charged with reviewing and making recommendations, when deemed necessary, to the District Board on all aspects related to office services, information technologies, and human resource matters.

Refer to Policy No. 701 for a more detailed list of responsibilities.

**202.6 SERVICE LEADERSHIP PROGRAMS COMMITTEE:**

The members of the Board Committee on Service Leadership Programs shall be appointed by the Governor for his/her year, from the District Board of Trustees.

For continuity, the Governor should attempt to appoint the Committee Chair from those members who served the previous year.

The Service Leadership Programs Committee is assigned Board responsibilities for all matters involving the Service Leadership Programs within the District. The programs under the watch of this committee shall include, but not be limited to Circle K District, Key Club District, Builders Clubs, K-Kids, Aktion Clubs, and the Key Leader Conferences. The Committee shall encourage Kiwanis Board Members to attend and represent the Board at all Key Club and Circle K District Board Meetings, Conferences, and Conventions.

**202.7 MEMBERSHIP GROWTH**

The members of the Board Committee on Membership Growth shall be appointed by the Governor for his/her year, from the District Board of Trustees.

For continuity, the Governor should attempt to appoint the Committee Chair from those members who served the previous year.

The Board Committee on Membership Growth is assigned Board responsibilities for all matters involving membership growth, new club building, and membership retention. The committee should develop an annual Growth Plan for the District, encompassing ways to increase membership and build new clubs. The Governor will work with the Kiwanis International Area Director to determine key locations to build clubs during the year.

**202.8** All Board Committees, with the exception of Executive, are additionally charged with reviewing the Policies, Procedures, Strategic Plan, programs, and services of the Kiwanis District, the Key Club District, and the Circle K District, which are relevant to each committee areas of concern. A Board Committee may, as a result of such review, recommend to the District Board the creation, revision, or discontinuance of such Policies, Procedures, systems, programs, or services.

**202.9** At times, special board committees are required to ensure proper functioning of special events or issues and may be appointed by the Governor to work on various issues or projects.

**202.10** If an item, study, or report is referred to more than one Board Committee, the District Governor shall designate which committee shall have primary responsibility, but the committees should consult with each other.

## 203 DISTRICT COMMITTEES

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**203.1** Subject to the approval of the district board of trustees, the district governor, while governor-elect, shall appoint the chairmen and members of district committees for the succeeding administrative year. The governor may also appoint committees as needed, subject to the approval of the district board of trustees. Such committees should assist the clubs in the district to implement the Objects, objectives, Policies, programs, and goals of Kiwanis.

### 203.2 - Structure

A. **Standing Committees:** The basic committee structure, as suggested by Kiwanis International, may include the following standing committees:

**Administrative Committees:**

1. Achievement
2. District Convention
3. Finance and Fund Raising
4. Laws and Regulations (Laws, Resolutions & Policies)
5. Membership Growth and Orientation
6. New Club Building
7. Past District Governors
8. Public Relations
9. Education and Club Development

**Service Committees:**

10. Service
11. Human and Spiritual Values
12. Young Children: Priority One
13. Children & Youth Services

**Sponsored Programs Committees:**

14. Aktion Club
15. Builders Club
16. Circle K
17. Key Club
18. K-Kids

B. **Standing Committee Terms:** Each standing committee with the exception of the Committee on Key Club and the Committee on Circle K, 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.

C. **Cooperation with International Committees:** Each standing committee shall at all times cooperate with the appropriate committee of Kiwanis International in promoting in clubs of the district any program suggested by such International Committee.

D. **Sponsored Programs Committees:** The Aktion Club, Builders Club, K-Kids, and Key Leader 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.

The chairmen of the Committees on Aktion Club, Builders Club, Circle K, K-Kids, and Key Club will be known as the district administrator for Aktion Club, Builders Club, Circle K, K-Kids, and Key Club, respectively. The chairmen of the Committee on Key Leader shall be known as the district chairman.

E. **Past District Governors Committee:** The Committee of Past District Governors shall be composed of past district governors who are active members of clubs within the district and a quorum of the committee shall be a majority thereof.

F. **Young Children: Priority One Committee:** The governor shall be given the option of naming the committee or committees on Young Children: Priority One in terms of the programs themselves.



- G. **Additional Committees:** Nothing shall preclude the right of the governor to name additional committees, under the provisions of the Standard Form for District Bylaws, which would make it possible for the governor to give direct and effective leadership to the goals and objectives the governor has determined for the administrative year with the approval of the district board. All other committees shall be appointed by the governor-elect prior to October 1 and shall serve at the pleasure of the district governor.

### 203.3 - Duties

#### A. Administrative Committees:

1. **The Committee on Achievement** shall encourage all Kiwanis clubs in the district to prepare and submit Annual Club Reports in accordance with the rules formulated by Kiwanis International and shall select outstanding reports for appropriate recognition.
2. **The Committee on the District Convention** shall assist the district board in formulating the official program and order of business for the conventions of the district.
3. **The Committee on Finance and Fund Raising** shall suggest methods of developing club budgets. The committee shall also recommend to clubs ideas for local fund-raising activities.
4. **The Committee on Laws and Regulations** shall examine the district bylaws and shall submit any recommendations concerning revisions thereof to the district board, shall cooperate with the board in drafting proposed amendments authorized by the board, and shall make a report on all properly proposed amendments to the district bylaws to be acted upon by any convention. The committee shall also cooperate with the board in interpreting the spirit of the district bylaws and in securing the proper observance of obligations, standards, and practices arising thereunder, including the adjustment of any grievances. **The committee** shall consider resolutions submitted by the International Board, the district board, or by a chartered club, when submitted to the chairman in writing thirty (30) days prior to the date of the annual district convention. The committee shall also have the authority to originate resolutions and to modify, combine, and edit all resolutions submitted to it.
5. **The Committee on Membership Growth and Orientation** shall cooperate with all clubs in this district to help them maintain an adequate membership, properly orient and induct new members, involve all members in service and club activities, and promote regular attendance at club meetings.
6. **The Committee on New Club Building** shall study the opportunities for introducing Kiwanis into new communities located within the district and shall stimulate and cooperate with chartered clubs of the district in their efforts to enlarge the field of Kiwanis service by the building of new clubs.
7. **The Committee of Past District Governors** shall consider and report to the district board its conclusion on all matters referred to it. It shall initiate subjects for consideration and report to said board its conclusions. A summary of its proceedings shall be provided to each member of the committee and to the district governor and district secretary. The committee shall meet at the time of the district convention and may hold other meetings at the call of the chairman.
8. **The Committee on Public Relations** shall concern itself with the material and the media by which the public shall receive a true knowledge of the Objects, ideals, programs, and achievements of Kiwanis International and of the districts and the clubs thereof.
9. **The Committee on Education and Club Development** 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.

#### B. Service Committees:

10. **The Committee on Service** shall study, devise, and suggest methods and means whereby the clubs of the district can render effective community services. Areas of concern shall include agriculture, conservation, environment, pollution, public and business affairs, and safety, as well as other areas which the committee may deem pertinent. It shall inspire the clubs to increasing participation in these activities and shall make proposals to clubs of means whereby such purposes may be accomplished.
11. **The Committee on Human and Spiritual Values** shall encourage the clubs to cooperate on broad nondenominational lines with local religious leaders and groups in creating a greater public consciousness of the importance of religious and spiritual values, and shall urge each of the members of clubs in the district to support by precept and example the work of the member's own church and community.
12. **The Committee on Young Children: Priority One** shall study, devise, and suggest methods and means to clubs to assist them in implementing Young Children: Priority One.

13. **The Committee on Children and Youth Services** shall study, devise, and suggest methods and means to clubs to assist boys and girls to adjust themselves to their environment and become adapted to the social, economic, and moral demands which they may encounter, and shall develop ways and means of assisting in the guidance of youth in the selection of proper and suitable vocations, as well as other areas which the committee may deem pertinent. It shall endeavor to inspire the clubs to an increasing participation in these activities and shall make proposals to the clubs of means whereby such purposes may be accomplished.

**C. Sponsored Programs Committees:**

14. **The Committee on Aktion Clubs** 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).
15. **The Committee on Builders Club** 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.
16. **The Committee on Circle K** shall be responsible for the proper carrying out of the Circle K District organization's administrative functions in accordance with the Kiwanis district board's approval.
17. **The Committee on Key Club** shall be responsible for the proper carrying out of the Key Club District organization's administrative functions in accordance with the Kiwanis district board's approval.
18. **The Committee on K-Kids** 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.

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## **204 DISTRICT BULLETIN AND OTHER PUBLICATIONS**

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- 204.1 *The La.-Miss.-W.Tenn. News* shall be the primary Official Publication published by the District.
- 204.2 The Governor-Designate shall appoint the Editor of the District Bulletin for the administrative year. The Governor-Designate and the Editor shall determine the dates of publication.
- 204.3 District Committee Chairmen are encouraged to utilize the District Bulletin as their primary means of communication with the clubs.
- 204.4 Articles and editorials shall be chosen to interpret, amplify, and extend Kiwanis' Objects, objectives, programs of service, current resolutions, and ideals, both in specific topics and in general application.
- 204.5 Space limitations prevent publication of routine club activities such as news of club meetings, anniversaries, speakers, and presentations. Reports selected shall be limited to successfully completed or established service or fund-raising projects. Priority will be given to projects of an unusual or innovative character.

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## **205 INTERNATIONAL ACTION COMMITTEE (IAC)**

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- 205.1 **Purpose:** The purposes of this committee are:
  - A. To study the qualifications of and make recommendations to the House of Delegates on candidates for International offices from the La.-Miss.-W.Tenn. District.
  - B. To support the candidate for International office and to continue that support upon election as an International officer.
  - C. To study the qualifications of and make recommendations on candidates for International office from other Districts.
  - D. To study and approve or reject requests from other Districts to nominate or second candidates for International office.
  - E. To study and recommend actions to be taken on amendments, resolutions and other matters to be considered at International Conventions.
  - F. To keep the general membership of the La.-Miss.-W.Tenn. District informed on the nature of the IAC and of the matters to be considered at International Conventions.
- 205.2 **Procedures:**
  - A. The IAC will consider recommendations made to it concerning candidates and all other matters to be considered

at International Conventions.

- B. Recommendations of the IAC will be presented to the district membership and at the District Caucus at International Conventions.
- C. The IAC shall meet:
  - 1. At the District Convention to elect the Chair and consider any other matters.
  - 2. At least 30 days prior to the International Convention.
  - 3. With ten (10) days notice, on call of the District Governor or the chairman, or at the request of a majority of its members.

**205.3 Committee Membership:** The membership of the IAC will consist of the following Kiwanians.

- A. The Governor
- B. The Governor-Elect
- C. All Past Governors
- D. The District Executive Director
- E. The IAC Chair

**205.4 Officers:** The Chair shall be a Kiwanian elected by the committee from the District membership. No current candidate for International office shall serve as the chair of the Committee.

**205.5 Rules of Conduct:** The recommended positions of the IAC shall be the only official opinions supported by Committee members. Committee members should not wear any election paraphernalia for any candidate for International Office other than the District's candidate while serving in their official capacity as a Committee member. This policy is in no way intended to restrict any IAC member from supporting any candidate or rendering personal opinions on any subject while participating in IAC committee deliberations.

# LA.-MISS.-W.TENN. KIWANIS POLICIES

## SECTION 300: DISTRICT OFFICERS

### 300 - DISTRICT OFFICERS

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- 300.1** The administrative body of a district shall be its board of trustees. The responsibilities and duties of such board are included in the International Bylaws and the District Bylaws.
- 300.2** The duties and responsibilities of the District Officers are set forth in the International Bylaws, the District Bylaws, and in the District Policies.
- 300.3** Due to the reservoir of talent and experience available among past district officers, their services should be utilized whenever practical, and especially to assist the strengthening of weaker clubs, to build new clubs, and to assist at conferences and conventions.

### 301 - RESPONSIBILITIES OF THE DISTRICT GOVERNOR

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- 301.2** The Governor, as an officer of Kiwanis International, shall:
- A.** Fulfill the responsibilities of governor as defined in the Bylaws, Policies, and Procedures of Kiwanis International and in the district bylaws and policies.
  - B.** Develop a growth plan for the district and supervise the implementation of that plan.
  - C.** Actively promote the participation of clubs in the Objects, Goals, and programs of service, including Young Children: Priority One.
  - D.** Submit all required reports to Kiwanis International in a timely manner.
  - E.** Attend and participate fully in the International Convention.
  - F.** Promote prompt payment of district and club financial obligations to Kiwanis International, the district, and follow-up on any delinquencies.
  - G.** Promote 100 percent filing of annual club reports.
  - H.** Actively promote the sponsored programs of Kiwanis International and assure proper supervision of those programs on a local, divisional, and district level.
  - I.** Attend the regional conference for district governors.
  - J.** Promote the Kiwanis International Foundation and the Kiwanis District Foundation.
  - K.** Respond promptly to requests and communications from Kiwanis International.
  - L.** When applicable, plan and make arrangements for the official visit to the district by the International President.
  - M.** Plan and develop the program for the district convention and mid-year conference, and delegate to the governor-elect the responsibility of implementing the leadership education programs and forums at the district convention, with the governor assuring that adequate time and proper facilities are provided.
  - N.** Assure that the International Board is kept abreast of district developments.
  - O.** At the district convention, assure that the International Board Counselor has adequate time to present the message from Kiwanis International, to discuss any problems or concerns, and to provide counseling to members in attendance. The International Board Counselor should receive the courtesies appropriate to a representative of the International President.
  - P.** Promote attendance at the International Convention and the District Convention.
  - Q.** Assure that the books of account of the district are audited in accordance with the Standard Form for District Bylaws.

### 302 - RESPONSIBILITIES OF THE DISTRICT GOVERNOR-ELECT

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- 302.1** Upon announcement of candidacy for governor-elect, candidates shall enter into an agreement with Kiwanis International whereby, if successful, the candidate agrees to fulfill the duties of office, as stipulated by Kiwanis International.

International. The terms of such agreement must be fulfilled in order for the candidate to serve as governor of the district and an Officer of Kiwanis International.

- 302.2** The governor-elect, in preparation to be an Officer of Kiwanis International, shall:
- G. Fulfill the responsibilities of governor-elect as defined in the Bylaws, Policies, and Procedures of Kiwanis International and in the district bylaws, and support the governor in his/her role as an Officer of Kiwanis International.
  - H. Assist the Governor when requested by the Governor. Expenses incurred in such service shall be reimbursed by the District as budgeted in the annual District Budget.
  - I. Be responsive to the wishes of the Governor as these relate to the promotion of District Goals and Programs. The Governor-Elect has no authority over incumbent Lieutenant Governors or District Chairmen and shall respect the functions, privileges, and obligations of the District Governor.
  - J. Spend the year in office observing and analyzing the training and administrative procedures in use at District, Division, and Club levels.
  - K. Observe the performance of individual Kiwanians having in mind potential talent for service to the District.
  - L. Attend all governors-elect meeting(s) required by Kiwanis International.
  - M. Attend the International Convention and the meeting for governors-elect held at that Convention.
  - N. Select the faculty of and implement the District Education Conference for Incoming Lieutenant Governors. If held at the district convention, the governor shall delegate to the governor-elect the responsibility for implementation of the conference and assure that adequate time and facilities are provided.
  - O. Assure the implementation of all Club Officers Education. Such conferences may be held by each lieutenant governor-designate, assisted by a Certified Kiwanis Instructor, or clubs may be encouraged to participate in the training utilizing the Kiwanis International on-line CLE training module.
  - P. Be designated by the governor with the responsibility of implementing the leadership education programs and forums at the district convention, and the governor shall assure that adequate time and facilities are provided.
  - Q. Attend the District Convention, where he/she will be elected and installed into office as the Governor of the District.
  - R. Appoint the committee on Aktion Club, Builders Club, Circle K, K-Kids, and Key Club by February 1.
  - S. After the annual district convention for each of the Service Leadership Programs organizations, actively promote and assure proper supervision of those programs on a local, divisional, and district level.
  - T. Develop a membership growth plan, including specific targeted sites for new club building, and provide it in writing to the International President-designate prior to the start of the administrative year.
  - U. Serve as Host to the International Board Counselor during the District Convention. Assure that the Counselor has adequate time to present the message from Kiwanis International, to discuss any problems or concerns, and to provide counseling to members in attendance. The International Board Counselor should receive the courtesies appropriate to a representative of the International President.

### **303 - CANDIDATES FOR DISTRICT GOVERNOR AND DISTRICT GOVERNOR-ELECT**

- 303.1** Any candidate for the office of District Governor and District Governor-Elect must have the endorsement of the home club.
- 303.2** Formal announcement of one's candidacy shall be made no earlier than October 1 of the administrative year during which the election shall be held. No public campaigning such as announcements, candidate appearances, and expenditures on behalf of a candidate shall take place before October 1. This policy shall in no way restrict the candidate from seeking support within his/her club or Division membership to decide upon his/her potential candidacy before October 1.
- 303.3** It is recommended that the candidates use the District Bulletin to announce their candidacy to the District membership. Candidates shall be entitled to submit for publication in the District Bulletin, one position or platform paper not to exceed one side of two (2) double-spaced 8-1/2" x 11" pages.
- 303.4** Campaigning and campaign materials shall be inoffensive. Signs, posters and pictures, if any, shall be displayed in compliance with the convention hotel management's rules and regulations, and campaign "gimmicks" or handouts limited to brochures, badges, buttons, and other relatively inexpensive items.
- 303.5** A. Whenever a written complaint shall be delivered, the District Governor shall immediately appoint an Election Practices Committee composed of three members of the Past Governors Committee.
- B. The Committee shall receive, consider and act upon any complaints of violation of the letter and spirit of these

guidelines.

C. After giving the alleged violator an opportunity to be heard, the Committee shall call upon him/her to change or discontinue the campaign methods and practices deemed to be improper under these guidelines.

D. To obtain compliance with its decisions, the Committee shall employ the mildest effective means, but where necessary may resort to public censure.

**303.6** The District Executive Director shall send a copy of this policy to each candidate as soon as his candidacy is announced.

**303.7** It is recommended that every candidate for the office of Governor-Elect of this District visit the District office and confer with the District Executive Director in order to become more familiar with the functioning and operation procedures of the District Office. The visit shall be arranged by mutual agreement in advance and shall be made no earlier than March 1 and no later than June 1 of the Administrative year.

**303.8** The District Governor should invite all candidates for the office of Governor-Elect to attend meetings of the Board of Trustees. No District funds will be expended for these visits.

**303.9** All candidates for the office of Governor and Governor-Elect shall be afforded the opportunity to address a general session during the annual District Convention. The opportunity to address the convention shall be made available during the opening session of the convention. The current District Board of Trustees shall set the time limits for each such address, as the Board deems appropriate.

**303.10** Announced candidates may request and receive one time, at no charge, an electronic file of mailing addresses and e-mail addresses for the District Board, Lieutenant Governors, Past District Governors, District Committee Chairmen, and Club Presidents. No candidates, campaign staff, or supporters may receive or use contact information for, or send information directly to, convention registrants or club delegates.

#### **304 - REGIONAL TRUSTEES**

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**304.1** Regional District Trustees, elected from the seven regions, will fulfill the following roles in addition to those outlined in the By-Laws:

A. The individual Regional Trustee will be a resource for the region from which elected, in coordination with the District Governor.

B. In the years held, the Regional Trustee shall plan, stage and attend the Mid-Year Meeting held for his/her respective Region.

C. The Regional Trustee will not replace the Governor in direct chains of responsibility among Division, District, and District Committees.

D. District Committees are not required to submit proposed plans to the District Board of Trustees, but rather should submit them to the District Governor.

E. The District Board of Trustees provides oversight and control over the District Service Leadership Organizations.

#### **305. LIEUTENANT GOVERNORS**

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**305.1** The Lieutenant Governor, who serves concurrently with the club officers, shall install officers at installation meetings, irrespective of the date of the installation.

**305.2** The Lieutenant Governor is the representative of the Governor in the Division, assists in everything pertaining to the administrative work of the District. The Governor will indicate the goals, the special emphasis and the policies and methods of procedures for the Kiwanis Year. The Lieutenant Governor has an obligation to be intimately aware of these and to give full support to them during the year. The Lieutenant Governor must be a friend, counselor and confidant to every club in the division, act as a source of inspiration and help, and effectively assist where club deficiencies are evident.

**305.3** The Lieutenant Governor, as a District Officer, is encouraged to...

A. Fulfill all duties and obligations outlined in the District and International Bylaws, working under the District Governor in the management and control of the District.

B. Attend the Governor-Elect's training conference for Lieutenant Governors-Designate.

C. Make initial contact visit to each club starting as soon as possible after the Training Conference and no later than August 15.

- D. Consult with and assist clubs in the division to assure:
  - 1. Their proper functioning, including their compliance with the Objects, objectives, Policies, and Procedures of Kiwanis International;
  - 2. Their timely submission of all required reports and payment of financial obligations; and
  - 3. Their participation in the Objects, Goals, and programs of service of Kiwanis International.
- E. Make at least the minimum required visitations, consisting of one contact, one official club and one official Board visitation to each club in the division.
- F. File the required reports on said visits as required by the District.
- G. Make any and all special visits necessary to maintain the efficient and proper operation and functioning of each club in the division.
- H. See that club officers in the division are provided with the proper club leadership training and that they attend leadership training conferences, if held for the division and district, or participate in the on-line training provided by Kiwanis International.
- I. Attend the International Convention and all District functions, i.e.: Mid-Year Regional or Mid-Winter Conference, International President's Visit, and District Conventions as required by International and the District.
- J. Assist the Regional Trustee with plans and promotion of the Mid-Year Regional Conference, when held, encouraging all clubs of the division to attend.
- K. Not less than quarterly, hold divisional council meetings with club presidents, the lieutenant governor-elect, and when advisable, club secretaries, committee chairmen, and past lieutenant governors.
- L. Develop a membership growth plan for the division and supervise its implementation.
- M. Actively promote the Service Leadership Programs of Kiwanis International and assure proper supervision of those programs on a local and divisional level.
- N. Fulfill such committee responsibilities as may be assigned to by the Governor.
- O. Be responsible for overseeing club annual solicitations to the District Foundation and the International Foundation.
- P. In the situation where the Lieutenant Governor-Elect is not yet chosen or not available, the Lieutenant Governor shall have the responsibility to coordinate with District trainers for such preparatory training as may be necessary for incoming club officers.
- Q. Assist the Governor-Elect on locating a replacement Lieutenant Governor for the upcoming year.
- R. Hold periodic meetings with the past lieutenant governors who are members of clubs in the division.
- S. Provide additional counseling to those clubs below charter strength.
- T. Assist the lieutenant governors-designate before they take office by:
  - 1. Attending with them the club contact visits;
  - 2. Providing them with copies of all reports filed with the district or Kiwanis International;
  - 3. Providing them information on the strengths and weaknesses of the clubs in the division; and
  - 4. Agreeing to act as a special liaison during the coming year as lieutenant governor to all new clubs formed in the division during the current year to assure maintenance of the minimum number of active members needed for chartering of the club, and to assure continued fulfillment of and compliance with the duties and responsibilities as Kiwanis clubs.

**305.4** Lieutenant Governors may be reimbursed for their expenses in accordance with the District Budget, as outlined in Policy 702.

**305.6** In the event that there is a Governor's Official Visit to the Division, the Lieutenant Governor may preside or may designate another person to preside and conduct the ceremonies, but it is the Lieutenant Governor's sole prerogative to introduce the Governor and may provide a suitable gift for the District Governor, budgeting the whole affair carefully so that all necessary expenses are covered. In the case where the Governor's official visit to two or more divisions is held jointly, the Lieutenant Governors concerned shall decide among themselves who will preside and who will perform the other functions involved therewith.

## **306 - LIEUTENANT GOVERNOR-ELECT/DESIGNATE**

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**306.1** Article X, Section 4 of the District Bylaws, outlines the process to elect the Lieutenant Governor and Lieutenant

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Governor-Elect for the division no later than the second week of April each year. Once the Lt. Governor-Elect is duly elected by the division to serve as Lt. Governor, his/her title becomes "Lieutenant Governor-Designate" until October 1<sup>st</sup> when he/she becomes the Lieutenant Governor. The Kiwanian elected to succeed him/her becomes the Lieutenant Governor-Elect.

- 306.2** The Lieutenant Governor-Elect shall spend the year in office observing and analyzing the activities of the Lieutenant Governor in the division, assisting where called upon. In this year of training, his/her primary goal should be to learn the business of the division and the District, and to assist the Lieutenant Governor where needed. The Lieutenant Governor should work with the President-elect of the clubs to develop a plan which will strengthen all clubs in the division.
- 306.3** The Lieutenant Governor-Elect should attend the District Convention immediately following his/her election.
- 306.4** The Lieutenant Governor-Elect should attend Division Council meetings held by the current Lieutenant Governor, shall preside in the current Lieutenant Governor's absence, and shall maintain a policy of holding regularly scheduled division council meetings.
- 306.5** The Lieutenant Governor-Elect shall attend the Mid-Year Regional or the Mid-Winter Conference where he/she will meet with the Governor-Elect to submit goals for the division for the year ahead, and receive direction from the Governor-Elect as to areas of particular concern of the new Governor.
- 306.6** The Lieutenant Governor-Elect shall have the primary responsibility to coordinate with district instructors for such preparatory planning as may be necessary for incoming club officers.
- 306.7** The Lieutenant Governor-Designate should attend the International Convention held prior to taking office.
- 306.8** The Lieutenant Governor-Designate shall attend the Training Conference conducted by the Governor-Elect.
- 306.9** The Lieutenant Governor-Designate should work with the current Lieutenant Governor prior to the District Convention to assure that all new club presidents and secretaries attend the convention.
- 306.10** The Lieutenant Governor-Designate should meet once or twice with all incoming Presidents between the April election and October installation, which will allow this team to work together smoothly during the year ahead.
- 306.11** The Lieutenant Governor-Designate should encourage all incoming Club Presidents to attend a Club President Education (CPE) conference in preparation for the upcoming Kiwanis Year.
- 306.12** The Lieutenant Governor-Designate should attend the District held prior to taking office, where he/she will be formally installed as a Lieutenant Governor.
- 306.13** Lieutenant Governors-Designate may be reimbursed for their expenses in accordance with the District budget, and as outlined in Policy 702.
- 306.14** In the case of a contested election for Lieutenant Governor-Elect at a meeting where such election occurs, each candidate or a representative shall be granted five (5) minutes for presentation of candidacy and qualifications.

### **307 - EXECUTIVE DIRECTOR (SECRETARY-TREASURER)**

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- 307.1** The Executive Director shall be an active member in good standing, of a club of the district. The Executive Director should have a working knowledge of the duties and responsibilities of the Executive Director, as outlined in the District Bylaws, and the Kiwanis International District Secretary's Manual.
- 307.2** The District Executive Director occupies a key position which demands the he/she have an authoritative knowledge of all Kiwanis operations affecting the District. As a District Officer, he/she shall promote the Objects and objectives of Kiwanis International, and promote the interests of the clubs within the district. In general, the Executive Director does everything possible to assist the Governor in the administrative work of the District. The Executive Director shall perform the official duties and responsibilities typical of the District Secretary and the District Treasurer, and as further outlined in the District Bylaws and the District Policies.
- 307.3 SECRETARY**  
Functioning as the District Secretary, the Executive Director shall
  1. Assist the Governor and the District Board of Trustees in conducting the business of the district, to the best of his/her ability,



2. Keep and maintain all records of the District, the minutes of the convention, and minutes of all meetings of the District Board of Trustees.
3. Submit to the proper officials and committees all communication received from Kiwanis International.
4. Cooperate with the Governor in forwarding all official reports required by Kiwanis International.
5. Make a report to the annual convention and at such times as the Governor and Board of Trustees shall require.
6. Organize District functions (dinners, receptions, caucuses, etc.) at International Conventions, as requested by the Governor and the Board of Trustees.
7. Attempt to develop methods to communicate with and welcome all new Kiwanis members into the District, and to Kiwanis.

#### **307.4 TREASURER**

Functioning as the District Treasurer, the Executive Director shall:

1. Maintain financial and accounting records of the District and prepare reports as required.
2. Collect all funds due the District and shall deposit same in District depository.
3. Sign all checks for approved expenditures, in the manner prescribed by the Board of Trustees.
4. Approve all vouchers for payment as submitted by District Officers and others.
5. Arrange for the District Office to be the recipient of all other District funds, including Key Club, Circle K, the District Foundation, the Past District Officers Organization, and any other recognized District organization, maintaining separate accounting records for each such organization.
6. At all times, make available for inspection by the Governor, the District Board of Trustees, or any authorized auditors, the financial accounts, records, and books of the district and its sponsored organizations.
7. Upon written request by any club indicating the purpose thereof, shall make available the financial accounts, records, and books of the district and its sponsored organizations, at any reasonable time or times for the parties.
8. Regularly review and advise the District Board of Trustees on the financial condition of the district and its sponsored organizations.
9. Cause an annual audit or review of all District accounts to be made, no later than 90 days after the close of the fiscal year. The Executive Director shall secure the services of a qualified CPA at the lowest cost to the District, with approval of the District Board of Trustees.

#### **307.5 DISTRICT OFFICE MANAGER**

The Executive Director shall manage the District Office, including but not limited to:

- a. Maintenance of facilities and equipment;
- b. Responsibility for proper insurance coverage, bond protection, etc., as approved by the Board of Trustees.
- c. Insurance that the policies of the Kiwanis District are followed, whether written or implied, by the Kiwanis clubs and periphery organizations of the District, to the extent that he/she is aware of non-compliance.
- d. Maintenance of the files for Kiwanis, the District Foundation, and other organizations and committees; and provide facilities for the files of Key Club and Circle K.
- e. Maintenance of the Archives of the District.
- f. Supervision of the other office personnel, if any.

#### **307.6 CONVENTION MANAGER ~ TRAINING COORDINATOR**

The Executive Director shall:

- A. Serve as the Convention Manager of the District, in accordance with District Policy No. 802.2.
- B. Serve as the District Training Coordinator, coordinating regional training conferences, workshops for club officers, committee chairs, and members, and other educational meetings, as directed by the District Board of Trustees.

#### **307.7 DISTRICT FOUNDATION**

The Executive Director shall:

- A. Serve as the Executive Director and Treasurer of the La.-Miss.-W.Tenn. Kiwanis District Foundation. He/she shall serve as a non-voting member of the Foundation Board of Directors.
- B. Assist the Foundation Board of Directors in conducting the business of the district., to the best of his/her ability.
- C. Keep all records of the District Foundation.
- D. Arrange for the District Office to be the recipient of the District Foundation funds, maintaining separate accounting records from the Kiwanis District and other organizations.
- E. At all times, make available for inspection by the Foundation President, the Board of Directors, or any authorized auditors, the financial accounts, records, and books of the District Foundation.
- F. Regularly review and advise the Board of Directors on the financial condition of the District Foundation.

- G. Cause an annual review of the District Foundation accounts to be made, no later than 90 days after the close of the fiscal year, and the appropriate IRS and state tax returns to be filed. The Executive Director shall secure the services of a qualified CPA at the lowest cost to the District Foundation
- H. Work with the Board of Directors to attempt to develop methods to communicate with the members and the clubs of the District, to inform them about the available programs of the District Foundation and ways to donate to the Foundation.

**307.8 SLP COORDINATOR**

The Executive Director shall:

- A. Serve as the Financial Advisor to the Key Club and Circle K District Boards, in cooperation with the District Administrators, for the preparation of the annual Operating and Convention Budgets.
- B. Serve as the Convention Advisor for the Key Club and Circle K Districts, assisting with contract negotiations, program preparation, and other organizational functions.
- C. Assist the SLP Administrators by making available the facilities of the District Office to them and their organizations. However, he/she shall not be expected to do the clerical/stenographic work that the organizations can do for themselves, using their own volunteer labor.
- D. Help update and maintain any district policies as developed by the Key Club or Circle K District.

**307.9 REQUIRED TRAVEL**

The required travel of the Executive Director should be limited to all official District and International functions, inclusive of the following:

- a. International Convention
- b. International Council (when held and if invited)
- c. Kiwanis District Convention
- d. Mid-Winter Conference (when held)
- e. Official Visit of the International President (when held)
- f. All Kiwanis District Board Meetings
- g. All District Foundation Board Meetings
- h. Key Club District Convention
- i. Circle K District Convention

The Executive Director shall also travel to any other official Kiwanis, Key Club, and Circle K District function, necessary to complete the job functions as listed herewith.

Travel to other meetings is to be by invitation only, subject to time available, and at the expense of the club or division extending the invitation.

**307.10 GENERAL**

In order to fulfill his/her responsibilities within the District, the Executive Director:

- A. May visit Kiwanis Clubs in the District that are in serious need of assistance (e.g., having severe membership problems, financial difficulties, leadership problems, etc.) -- to the extent that funds are available in the appropriate line item of the approved District Budget to defray expenses. These visits shall be made:
  - a. In consultation with the District Governor;
  - b. With the consent of the Lt. Governor in whose division the Kiwanis clubs are located;
  - c. Where the prospects of achieving an improvement are reasonably good.
- B. Shall maintain the official Master Calendar for all official District activities for the Kiwanis District, District Foundation, Key Club District, Circle K District, Key Leader, etc.
- C. Shall perform such duties as may be assigned by the Governor and the District Board of Trustees.

**307.11** The District Board shall enter into a written contract with the District Executive Director on such terms and conditions as are in the best interests of the District.

**307.12** During the August Board meeting, the District Board of Trustees will conduct a formal performance review with the Executive Director for the previous administrative year. This review will include the Committee's written appraisal of the performance of the Executive Director. The appraisal, along with a recommendation for any compensation adjustment and possible contract extension, shall be presented to the Board for approval at an Executive Session at the November Board Meeting.

**307.12** The foregoing does not prohibit the District Governor or the Executive Committee from discussing with the Executive Director at any time during the administrative year the Executive Director's performance.

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### **308 – VANCANCY IN THE OFFICE OF THE EXECUTIVE DIRECTOR**

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- 308.1** Should a vacancy in the position occur, the Governor shall appoint a Search Committee, consisting of three District Trustees, a representative of the District Foundation Board, a representative of the Past District Officers Executive Committee, a representative of the Past District Governors, and the Immediate Past Governor, who shall serve as the Chair. The Governor-Elect shall serve as an ad hoc member to the Search Committee. Once appointed, the committee shall serve until a nominee is submitted to the District Board of Trustees.
- 308.2** The Search Committee shall advertise for qualified applicants from within, and outside, if deemed necessary, the district. They shall screen all applicants for qualifications, interview those they feel would best suit the position, and recommend a candidate to the Board. The Board of Trustees shall select a replacement for Executive Director by a two-thirds (2/3) vote.

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### **309 LA.-MISS.-W.TENN. DISTRICT BOARD MEMBER RESIGNATION**

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- 309.1** If a member of the La.-Miss.-W.Tenn. Kiwanis District Board wishes to resign from the Board, he/she should submit a signed letter of resignation to the District Governor, effective upon receipt of the letter, or as of date specified in the letter of resignation.

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### **310 DISTRICT COUNCIL**

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- 310.1** The La.-Miss.-W.Tenn. District Council shall be an informal committee of the District Officers and leadership team, meeting to share information of importance for the District. The District Council will meet at a suitable time during the annual District Convention, and at such other time during the year as called by the District Governor.
- 310.2** The District Council shall consist of the Board of Trustees and the Lieutenant Governors.
- 310.3** The District Governor may elect to invite other District leaders to the meeting of the District Council, which may include the President of the District Foundation, the Chair of the Past District Governors Committee, Chair of the Past District Officers Organization Executive Committee, and the Governors of Key Club and Circle K.

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### **311 - CONDUCT UNBECOMING A DISTRICT OFFICER**

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- 311.1** Violation of the policy defining “conduct unbecoming a District Officer” may result in disciplinary action against the offending Kiwanian. Disciplinary action can result in a private reprimand, a public reprimand, or dismissal. A private reprimand is communicated to the individual violating the “conduct policy” as a warning. A public reprimand requires notification of the district board or district governor of the individual violating the “conduct policy.” Dismissal means removal as a District Officer.

Any individual receiving written notice as provided in Article XII, Section 1 of the District Bylaws, shall be permitted to hear all evidence against him or her and be afforded the opportunity to provide evidence in his or her defense. The District Board shall hear the evidence and determine what sanction, if any, shall be imposed. The decision of the District Board shall be final.

# LA.-MISS.-W.TENN. KIWANIS POLICIES

## SECTION 400: SERVICE

### SERVICE PROJECTS

#### 400 - DEFINITION OF A SERVICE PROJECT

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- 400.1** A service project is an activity consistent with the Objects, objectives, and Policies of Kiwanis International, devised or planned by a Kiwanis club or a club committee, and performed by club members for the benefit of others.

### SPONSORED PROGRAMS

*(ALSO, SEE SEPARATE SECTIONS ON CIRCLE K AND KEY CLUB.)*

#### 401 - SPONSORED PROGRAMS OF KIWANIS INTERNATIONAL

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- 401.1** Kiwanis International has developed and gives priority to support for sponsored service projects for youth and adults of various age groups to be known as “Kiwanis Sponsored Programs,” collectively referred to as the “Kiwanis Family.” These groups are: Aktion Club, Builders Club, Key Club, Circle K, and K-Kids. Adoption as a sponsored program by Kiwanis International involves a higher level of support, including registration and tracking of clubs, specialized communications for the clubs and sponsors, and promotion to other Kiwanis clubs. Kiwanis International assumes responsibility for providing funding for future development and maintenance of the program.
- 401.2** Circle K is a service club for university students. The program’s purpose is to provide personal growth in its members through community service, leadership development, and fellowship activities. Each Circle K club shall adopt and adhere to the approved form for club bylaws for Circle K, and shall elect officers, hold regular meetings, and adhere to a club committee structure. Membership in a Circle K club shall cease at any time the member shall become a member of a Kiwanis club.
- See Procedures 500 – 599 for more information on Circle K.*
- 401.3** Key Club is a service club for students between the ages of 14 and 19 years. The program’s purpose is to provide personal growth in its members through community service, leadership development, and fellowship activities. Each Key Club shall adopt and adhere to the approved form for club bylaws for Key Club, and shall elect officers, hold regular meetings, and adhere to a club committee structure. Membership in a Key club shall cease at any time the member shall become a member of a Circle K or Kiwanis club.
- See Procedures 600 – 699 for more information on Key Club.*
- 401.4** 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. Each Aktion Club shall adopt and adhere to the standard form for club bylaws for Aktion Clubs, and shall elect officers and hold regular meetings. A co-sponsoring community agency or other organization, which serves the needs of adults with disabilities, should be identified to provide necessary expertise to support the Aktion Club.
- 401.5** Builders Club is a service club for students between the ages of 10 and 15 years. The program’s purpose is to provide personal growth in its members through community service, leadership development, and fellowship activities. Each Builders Club shall adopt and adhere to the approved form for club bylaws for Builders Club, and shall elect officers and hold regular meetings.
- 401.6** K-Kids is a service club for students between the ages of 6 and 12 years. The program’s purpose is to provide personal growth in its members through community service, leadership development, and fellowship activities. Each K-Kids club shall adopt and adhere to the approved form for club bylaws for K-Kids, and shall elect officers and hold regular meetings. Involvement of the parents of K-Kids members should also be encouraged.

#### 402 – DISTRICT SERVICE LEADERSHIP PROGRAMS (KEY CLUB & CIRCLE K)

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- 402.1** The fiscal (accounting) year of both District Service Leadership Programs (SLP) shall begin on October 1st and end on September 30th.
- 402.2** The Kiwanis Executive Director shall assist the SLP Board in the preparation and operation of the SLP budget and shall be responsible for checking expenditures in relation to the budget. The SLP budget shall be prepared not later

than October 31 and submitted to the Kiwanis District Board Meeting for approval at their next regular meeting.

- 402.3** Disbursement of SLP dues shall be the responsibility of the respective SLP Board, supervised by the Administrator of that SLP Organization and the Kiwanis Executive Director, and paid through the District Office. All District SLP disbursements require the signature of the Kiwanis Executive Director.
- 402.4** The Kiwanis Board of Trustees may budget and authorize expenditures of Kiwanis District funds as are necessary for covering the expenses of the SLP Organizations.
- 402.5** Should any situation arise at such time that the Kiwanis Board cannot conveniently grant approval, the Kiwanis District Governor, the SLP Administrator, and the Kiwanis Executive Director may collaborate to render a decision in behalf of the Kiwanis District Board. Any such decision shall be confirmed by the Kiwanis District Board at its next regular meeting.
- 402.6** The Kiwanis Executive Director shall see that an annual review/audit is completed as part of the overall Kiwanis District Review/Audit, and that the information is incorporated into the Internal Revenue Service Form No. 990 filed on behalf of the District.
- 402.7** Each District SLP Board shall hold at least three meetings annually.
- 402.8** Travel of the Key Club Governor, Secretary-Treasurer, and Lieutenant Governors shall be approved by his/her high school principal, his/her parents, and by his/her District Administrator. Travel of the Circle K Governor, Secretary-Treasurer and Lieutenant Governors shall be approved by his/her District Administrator.
- 402.9** Each SLP District Administrator shall be responsible for a training conference for the newly elected District Officers of the respective SLP Organization. Said conference to be held between the conclusion of their annual convention and June 15.
- 402.10** District SLP funds may be used by the SLP Officers for transportation to District Board meetings, District Conventions, and training conferences. Any additional travel expenditures must be approved by the respective SLP District Administrator.
- 402.11** Each District SLP Governor, Lieutenant Governor and Secretary-Treasurer will forward or cause to have transferred, the records for his/her administrative year to the successor in office within 30 days after that successor has been elected.
- 402.12** Kiwanis District funds shall not be available for the expenses incurred in sponsoring an SLP Club, or furnishing supplies and equipment. This obligation remains with the sponsoring Kiwanis Club.
- 402.13** Any policy adopted by either SLP District Board which is subsequently approved by the Kiwanis District Board, shall have the force and effect of a Kiwanis District Policy.
- 402.14** A convention for each District SLP Organization shall be held annually. Each SLP Convention budget shall be prepared by its respective Administrator, working with the Kiwanis Executive Director. The convention budget shall be presented to the Kiwanis Board of Trustees for approval prior to the start of the respective convention.
- 402.15** Each SLP District Administrator, the respective SLP District Governor and the Kiwanis Executive Director shall approve all plans necessary for the respective SLP Convention. This includes all financial, organizational, program and other necessary controls. Dates for the SLP Conventions should be coordinated with the Kiwanis Executive Director to avoid conflict with scheduled District and International functions. All plans for each convention shall be presented to, reviewed and approved by the respective SLP District Board.
- 402.16** Both District SLPs should endeavor to select their District Convention sites and dates at least eighteen (18) months in advance so that the site for the next year's convention may be announced at the current year's convention (although it is recognized that this occasionally may not be possible and that sites once selected occasionally may have to be changed).
- 402.17** The duties and responsibilities of the District Administrators on Key Club and Circle K shall be included, but not limited to, the following:
- A. The respective Administrator, as appointed by the Governor, and approved by the Board of Trustees, through their guidance and counsel with the respective Service Leadership organization District Board, shall be directly responsible for the proper conduct and direction of their organizations' administrative functioning. The Administrators shall give guidance to all meetings of their District Board, their annual District Conventions, and all other authorized district functions.
  - B. The Administrator is the Chairman of his/her respective SLP District Committee.
  - C. The Administrator shall serve as advisor to the SLP District Board, while exercising caution not to make decisions for the board. The Administrator must also ensure that any action taken by their Board is not in conflict with the Kiwanis International and Key Club or Circle K International Constitution and Bylaws,

Policies and Procedures at all levels.

- D. As a member of the District Committee, the Administrator should concentrate his/her efforts as a counselor to the Executive Committee of the District Board, i.e., the Governor, and Secretary-Treasurer.
- E. The Administrator should make assignments to the other members of the committee that will allow them to offer advice and counsel to the individual Lieutenant Governors within their divisions, and to the individual Board Committees.
- F. The Administrator shall personally report, or assign a member of the District Committee to make a report on the activities of the SLP Organization, when requested to do so by the Kiwanis Governor or the District Board of Trustees.

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### **403 GUIDELINES FOR ADULTS WORKING WITH KIWANIS SPONSORED PROGRAMS**

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- 403.1** All adults of the La.-Miss.-W.Tenn. District working with Kiwanis programs for youth under the age of 18 are expected to read/understand, agree to, and abide by these guidelines, as set forth in the Kiwanis International Policies and Procedures, Section 432, and are repeated herein for emphasis.
- 403.2** A chaperone shall be defined as a Kiwanis member, faculty member, parent, legal guardian, or person who is in loco parentis, over the age of twenty-one (21), approved by the school, and registered with and accompanying the youth members at a specific event.
- 403.3** While attending any project, meeting, social event, or other gathering within the La.-Miss.-W.Tenn. District that is produced primarily by or for the benefit of youth, adults are expected to refrain from consumption of alcoholic beverages during any portion of the event.
- 403.4** While attending any project, meeting, social event, or other gathering La.-Miss.-W.Tenn. District that is produced primarily by or for the benefit of youth, adults are expected to refrain from the use of tobacco products in the presence of youth.
- 403.4** While attending an event that requires overnight stay in a hotel or camp/conference setting, adequate adult chaperoning is expected and should 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 with a child of the parent, no adult should share a hotel or dormitory sleeping room with a youth. In the event that sleeping quarters consist of multiple beds, such as a bunkhouse or camp cabin, adults may share the sleeping quarter with youth members of the same gender, provided that two or more adults are present.
- 403.5** Adults transporting youth in a motor vehicle should do so with a second adult in the vehicle, or in hardship cases, the “rule of threes” being at least three people in the car at all times, is recommended.
- 403.6** The possession of prescription and non-prescription medications by youth at an event should be permitted only by permission of the parent/guardian.
- 403.7** Background checks for adults working with youth may be required and should conform to applicable local and state/provincial laws and requirements. In the absence of local or state/provincial regulations, Kiwanis clubs are expected to undertake confidential background checks for all adults who will be working directly with youth outside of the school or who may not have undergone a background check.  
All adults working with youth at all Kiwanis International-sponsored events including Key Club International Convention, Governor Administrator training conference and Key Club International Leadership Conference must have a background check that is approved or conducted by Kiwanis International.
- 403.8** Whenever these guidelines may conflict with local school policies or rules, or local state/provincial, or national laws or regulations, the highest applicable standards for conduct are expected to prevail.
- 403.9** All documents bearing personal information, including registration forms, medical information forms, permission to treat forms, etc. should be treated as being confidential. Processes that protect this information should be created, including minimizing the number of people who have access to any such documents. The documents should 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 should be destroyed in a way that maintains confidentiality, such as shredding. It is also expected that the disposal and destruction of all confidential information will conform to applicable state/provincial laws and regulations.
- 403.10** Every Kiwanis club of the La.-Miss.-W.Tenn. District is expected to inform and educate its members on these guidelines and best practices annually.

**404 DISTRICT MAJOR EMPHASIS PROJECT**

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- 404.1** The District Major Emphasis Project is to attempt to place, or to have placed, an Automatic External Defibrillator in every school within the geographical territory of the Louisiana-Mississippi-West Tennessee District.

# LA.-MISS.-W.TENN. KIWANIS POLICIES

## SECTION 500: CIRCLE K DISTRICT

*Note: These procedures have been adopted by the Kiwanis District Board for the governance of Circle K. However, please be aware that Circle K District has adopted additional Policy Codes, under the approval of the Kiwanis District Board, which provide further governance of Circle K. These are shown below, numbered as 510-526.*

### 500 GEOGRAPHY OF THE DISTRICT

- 500.1** A district is a geographical area in which Circle K clubs are associated for administrative purposes. The activities and organization of a Circle K district shall exist only to help individual Circle K clubs and Circle K International advance the Objects, objectives, Policies and goals of Circle K and shall not diminish services provided by Circle K clubs or individual Circle K members at the club level.
- 500.2** The territorial limits of the Louisiana-Mississippi-West Tennessee District of Circle K shall be the same as is the territorial limits of the Louisiana-Mississippi-West Tennessee District of Kiwanis International. Neither the district name nor territorial limits shall be changed unless permission shall first have been obtained from the Kiwanis District Board of Trustees and the Kiwanis International Board of Trustees.
- 500.3** The District shall be sub-divided into smaller administrative units to be known as “divisions.” The activities and organization of a Circle K division shall also exist to help individual Circle K clubs and Circle K International advance the Objects, objectives, policies and goals of Circle K, as well as increase fellowship.
- 500.4** The divisional boundaries of Louisiana-Mississippi-West Tennessee Circle K shall be based upon the current Kiwanis Regions and Divisions:
- A. Bayou South: Kiwanis Regions V & VI - Divisions 7, 8A, 8B, 12, 13 and 17
  - B. Delta Central - Kiwanis Region III - Divisions 3, 5, 14, and 15;
  - C. The Plantations - Kiwanis Region IV - Divisions 4A, 4B
  - D. Natchez Trace - Kiwanis Regions I & II - Divisions 1A, 1C, 2, 10, and 16
  - E. Piney Hills - Kiwanis Region VII - Divisions 6, 9, 11

### 501 DISTRICT ADMINISTRATION

- 501.1** Operations for the La.-Miss.-W.Tenn. Circle K District's activities shall be governed by the Kiwanis district board of trustees, the Bylaws of Circle K International, and the Circle K district bylaws. The maintenance of all Circle K district records and finances shall be under the supervision of the Kiwanis district board of trustees.
- 501.2** The District Administrator, appointed by the governor (subject to approval by the Kiwanis district board of trustees), shall be directly responsible to the Kiwanis district board for the proper conduct and direction of administrative functioning within the Circle K district, and the coordination of Circle K clubs with sponsoring Kiwanis clubs. The district administrator or an approved representative of the Kiwanis district board shall give guidance to all meetings of the Circle K district board of officers, the annual Circle K district convention, and all other authorized district functions.
- 501.3** The La.-Miss.-W.Tenn. Circle K District's obligations to Circle K International shall be the responsibility of the Circle K district board and a concern of its sponsoring Kiwanis district board of trustees and the district Circle K administrator.
- 501.4** The Circle K division is an administrative unit of the Circle K district. Each division shall be administered by a Circle K lieutenant governor who, by virtue of such office, shall be a Circle K district officer.
- 501.5 Minimum Standards for District Financial Operations**
- A. **Financial Counselor:** The Kiwanis Executive Director shall serve as the financial counselor to the Circle K district. The financial counselor shall be an official representative of, and shall be responsible to, the Kiwanis district board.
  - B. **Budget:** La.-Miss.-W.Tenn. Circle K District shall work within an established budget of revenues and expenses for operations, conventions, and conferences, which must be approved by both the Circle K and the Kiwanis district boards. Such budgets shall be prepared with the guidance of the Circle K district administrator and the Kiwanis Executive Director. Approval by the Circle K District Board shall be no later than October 31<sup>st</sup>, and the



Kiwanis Board shall review the budget for approval at the first Board meeting following Circle K Board approval.

- C. **Collections and Disbursements:** The collection of district dues and the disbursement of district funds shall be the responsibility of the Circle K district board and shall be supervised by the Kiwanis district board of trustees through the Circle K district administrator and the financial counselor. The signature of the financial counselor shall be the only signature required for Circle K disbursements.
- D. **Accounting:** On a continuing basis, a complete and standardized system of financial and accounting records shall be maintained for the La.-Miss.-W.Tenn. Circle K District by the Kiwanis district board of trustees. The Kiwanis Executive Director shall submit periodic financial reports of the Circle K district to the Kiwanis district board.
- E. **District Convention:** In order to assist the Circle K district administrator and the Circle K District Board, the Kiwanis district board may appoint a Kiwanian in the host city of the Circle K district convention to act as the host chair for the event.
- F. **Annual Review:** An annual financial review of the books of accounts of the Circle K district shall be included in the annual financial review of the Kiwanis district.

## **502 CIRCLE K DISTRICT BOARD OF TRUSTEES**

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**502.1** Under the supervision of the Kiwanis district board of trustees, the Circle K district board shall be responsible for the administration of the Circle K district. The board also shall study and suggest methods to build and strengthen the district administration and its Circle K clubs and to secure active participation in sponsorship by Kiwanis clubs and members. Worthwhile local Circle K club activity and administrative suggestions should be disseminated in written form to all Circle K clubs and sponsoring Kiwanis clubs in the district. The development, distribution, and control of a Circle K district directory, if one is produced, shall be the responsibility of the Circle K district board, and should be economically produced.

**502.2** The Circle K district board should hold no more than three (3) meetings annually (excluding meetings held in conjunction with the district convention). Such meetings shall be approved by the district administrator. Any additional meetings must be approved by the district administrator and Kiwanis district board of trustees. The district administrator or an approved representative of the Kiwanis district board shall be in attendance at any official district board meeting.

### **502.3 - Travel and Other Expenses**

- A. Official travel by Circle K district officers is defined as travel as part of conducting the business of the Circle K district and/or for the purpose of promoting the work and betterment of Circle K International.  
All official travel by a member of the Circle K district officers to a destination outside the boundaries of his/her home division is directed by these policies. Travel should be planned in order to minimize the number of academic days missed due to travel.
- B. Within the limits of the approved Circle K district budget, travel and other expenses may be paid to district officers to carry out their office responsibilities; to attend district board meetings, conventions, and training conferences; and to visit counseled clubs. All requests for the payment of travel and other expenses shall be approved by the Circle K District Secretary/Treasurer, in accordance with the District Administrator.
- C. **Customary Travel for District Governor:** Within the limits of the approved district budget, and upon approval of the district administrator, customary travel for the district governor should be limited to and not exceed:
  - 1. Circle K district board meetings and training conferences;
  - 2. Circle K district convention;
  - 3. Circle K International Convention;
  - 4. Kiwanis district convention;
  - 5. Key Club district convention; and
  - 6. If invited, Clubs within the governor's district.
- D. **Customary Travel for the District Secretary/Treasurer, and Lieutenant Governors:** Within the limits of the approved district budget, and upon approval of the district administrator, customary travel for the district secretary/treasurer, and lieutenant governors should be limited to and not exceed:
  - 1. Circle K district board meetings and training conferences;

2. Circle K district convention;
  3. Circle K International Convention; and
  4. Visits to regular meetings and to board of directors meetings of clubs in their Circle K division (lieutenant governors only).
- E. Additional Travel:** Excessive travel by district officers must be limited. Except for customary travel authorized by this Procedure, additional travel by district officers requires advance approval by the district administrator.
- E. Submission and Approval of Travel Expenses:** Approved travel by the District Board Members shall be paid by the Circle K District. Appropriate expense reports shall be submitted to the District Secretary/Treasurer for approval within the published time constraints.
- F. Suspension of Travel Privileges:** Failure by the Circle K District Board Members to perform the duties of office as outlined in the Circle K District Officer Service Agreement, to adhere to travel procedures, or to meet proper academic standards, at the discretion of the Circle K Administrator, may result in the suspension of travel privileges.

### **503 - CIRCLE K DISTRICT ACTIVITIES**

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- 503.1** The La.-Miss.-W.Tenn. Circle K District shall adopt a code of conduct for their conventions and events consistent with the Circle K International Code of Conduct. Additionally, the La.-Miss.-W.Tenn. Circle K District shall be bound by the Circle K International Alcohol Policy for their conventions and events.
- 503.2** A Circle K club officers training conference may be scheduled on a weekend or during a vacation period. Prior approval of the Kiwanis district board or the Circle K district administrator shall be obtained before scheduling such conference.
- 503.3 The Tomorrow Fund:** On occasion, as deemed necessary to help balance the Circle K District budget, the Circle K District Board may request permission from the Kiwanis District Board to solicit financial support from Kiwanis clubs within the District, who may not already sponsor a local Circle K club, or other SLP club.
- 503.4** The following guidelines shall be met in order to conduct a “Tomorrow Fund” fund-raising efforts:
- A. **Approval:** Permission to contact the Kiwanis clubs of the District must be obtained from the Kiwanis District Board of Trustees prior to beginning any direct solicitation from the clubs.
  - B. **Coordination:** All fund-raising efforts will be coordinated by the Circle K Administrator, after consultation of plans with the Kiwanis Executive Director.
  - C. **Conformity:** All fund-raising campaigns shall follow the Policies and Procedures of Kiwanis District and the Circle K District.
  - D. **Expenditures:** Expenditures from this account will follow Kiwanis District Procedures on Finance.
  - E. **Purpose:** Funds sought must be for leadership development programs and administrative purposes.
  - F. **Alternate Fund-Raising:** No member club or person may initiate an alternate fund-raising campaign on behalf of the Circle K District.
  - G. **Administrative costs:** Any cost for administering the “Tomorrow Fund” Solicitation will be paid for from the proceeds of the fund drive.

## OFFICIAL POLICY CODE OF THE LA.-MISS.W.TENN. CIRCLE K DISTRICT

*Note: The following is the Official Policy Code, as developed over the years by the Circle K District Boards – and approved by the Kiwanis Boards. As the Kiwanis Policies were being reviewed and amended, it became apparent that the Circle K Policies should be incorporated into the Kiwanis Policy Code. The following code will be occasionally be reviewed the Circle K Board – and any amendments will then be reviewed and approved by the Kiwanis Board before being added to this document.*

### 510 General Outline

- 510.1** Any established procedure of the District Board shall be called policy and any decision by the Board concerning the implementation of a policy shall be called an enactment.
- 510.2** All policies of the District Board shall be contained in this Policy Code. All policies contained in this Policy Code shall be binding on all officers and clubs of the Louisiana-Mississippi-West Tennessee (LAMISSTENN) District of Circle K International. This Policy Code shall in no way void or nullify any part of the Circle K International Constitution and Bylaws or the Bylaws of the Louisiana-Mississippi-West Tennessee District of Circle K International.
- 510.2** Any and all amendments to the Policy Code shall require a majority vote of the Board. This Policy Code supersedes and makes null and void any and all previous policies and rules adopted by the District Board. Amendments to this Policy Code will not be considered effective until approved by the Kiwanis District Board of Trustees Amendments shall be considered effective upon the written consent of the District Administrator and Kiwanis District Governor until such time that the Kiwanis District Board of Trustees can review the amendment.
- 510.3** A current copy of this Policy Code shall be maintained by the Circle K District Administrator, the Circle K District Secretary/Treasurer, and the District Governor. The current District Secretary/Treasurer shall be responsible for its distribution to the Board upon each office change.
- 510.4** The Circle K Governor and Circle K District Administrator shall share the responsibility for adherence to this Policy Code.
- 510.5** The members of the Board, as well as the Kiwanis District Office, shall annually receive revised copies of this Policy Code. Current copies of this Policy Code shall be made available upon request to any member of Circle K International in good standing with this District.
- 510.6** The administrative year shall begin April 1 and will continue until March 31 of the following year. The fiscal year shall begin on October 1 and will continue until September 30 of the following year.
- 510.7** Wherever the phrase "appropriate Kiwanians" is used, it should include the following: the District Governor, District Governor-elect, Executive Director, and Circle K District Administrator.
- 510.8** Wherever the phrase "appropriate Key Clubbers" is used, it should include the following: the District Governor, Secretary-Treasurer, and District Administrator.

### 511 District Board

- 511.1 GOVERNOR** - shall fulfill all duties outlined in the District Bylaws with special emphasis on promoting the interest of Circle K clubs within the District, working closely with the District Board and Program Directors, furthering the aims of increased recognition and cooperation within the Kiwanis Family and these specific duties:
- A.** Attend (or appoint a representative to) the Louisiana-Mississippi-West Tennessee District Convention, the Circle K International Convention, the Kiwanis District Convention, the Key Club District Convention, Kiwanis Mid-Winter Conference(when held) , and all duly called meetings of the District Board. **(dup: 502.3C)**
  - B.** In cooperation with the Circle K District Secretary/Treasurer, Kiwanis Executive Director, and the District Administrator, prepare the Annual Budget, the District Convention Budget, and all other necessary budgets.
  - C.** Shall also review all club bylaws submitted for District approval, make revisions and approval recommendations to the District Board, and forward approved bylaws to the International office for the final approval the International Board of Officers.
  - D.** Visit as many of the clubs of the District as possible, making no less than one (1) visit to each Division (with the knowledge and approval of the District Administrator).
  - E.** Ensure that other District Officers are satisfactorily performing their assigned duties with special emphasis on reporting, record keeping and accounting for funds.

- F. Communicate with the Board, the Counseling Circle K International Trustee, the Circle K International Administrator, and keep them informed of District activities.
- G. Ensure that plans for the District Convention are made and executed.
- H. Work closely and communicate with the Circle K District Administrator, the Key Club District Governor, the Kiwanis District Governor, and his appointed representatives at all times.
- I. Work with the District Administrator to prepare a list of the tentative dates for meetings of the District Board, and other district-wide events to be approved by the District Board, and shared with the Kiwanis Governor, Governor-elect, and Executive Director.
- J. Submit reports on a monthly basis to the counseling trustee and the Circle K International Office.
- K. Maintain a set of files which can be passed on to the next administration
- L. Brief his/her successor on the duties of his/her office.
- M. Shall be required to maintain relations between the Sub-Region D/Sister Districts coordinating all Sub-Region D/Sister District Projects, events, and obtaining District Directories from all Sub-Region D/Sister Districts.
- N. Shall also be responsible for coordinating with the Key Club Governors efforts to have Circle K members attending Key Club Divisional Rallies and any other Key Club events that Circle K members can assist.

**511.2 SECRETARY/TREASURER** - shall fulfill all duties outlined in the District Bylaws with special emphasis on promoting the interests of Circle K clubs within the District, working closely with the District Board and Program Directors, furthering the aims of increased recognition and cooperation within the Kiwanis Family and these specific duties:

- A. Compile a District Directory containing the names, addresses, and telephone numbers of all District and Club Officers, Faculty and Kiwanis Advisors, and the Kiwanis and Key Club District Boards and Lieutenant Governors. There shall be two editions - Summer and Fall - containing the appropriate information. This Directory shall be forwarded to the International Director, International Board Representative, Club presidents, the Board, and the Kiwanis and Key Club District Boards. These Directories shall be compiled and distributed no later than June 10 (Summer Directory) and the Fall Membership Conference (Fall Directory). For clubs with no officers present at the Fall Membership Conference, directories will be mailed.
- B. A list of changes in the Directory (addenda) will be published Fall and Spring terms (if necessary) and sent to the International Director, International Board Representative, Club Presidents, the Board, and the Kiwanis and Key Club District Boards.
- C. Receive Club monthly reports submitted by each active club in the District, keeping track of those clubs that do not regularly submit monthly reports, and submitting to the District Administrator and Governor a list of those Clubs not regularly submitting monthly reports.
- D. Establish with the Governor and District Administrator a District Mailing List to be used when sending out information, notices, and agenda.
- E. Send appropriate materials (i.e. monthly report forms, directory, and addenda, Board Meeting minutes, etc.) to presidents and secretaries of newly chartered clubs, immediately after notification by Circle K International.
- F. Attend all duly called meetings of the District Board and the Louisiana-Mississippi-West Tennessee Circle K District Convention. Record the official minutes of each meeting and the convention, and distribute to the members of the District Board, and to the Kiwanis Governor, Governor-Elect, and Executive Director within 30 days after each meeting.
- G. Maintain effective communications between the officers and members of this District.
- H. Issue a call for the District and International dues at least thirty (30) days prior to the due date, advising all clubs where to send their dues.
- I. Assist the Governor, Kiwanis Executive Director, and District Administrator in preparing the annual District Budget, annual Convention Budget, and any other necessary budgets.
- J. Assure that each expenditure is justified by the use of expense vouchers. Inform the Board what portion of their budget remains.
- K. Shall facilitate the constituent clubs in their quest to raise funds by ensuring that fundraisers are in accordance with the Circle K International Constitution, Bylaws and Policy Code
- L. Shall create literature and handouts to be given to members to educate them about the District Tomorrow Fund, if and when necessary.
- M. Shall distribute literature to members with fundraising techniques for use by the constituent clubs.

- N. Assist the Governor with District functions as required.
- O. Perform such other duties as may be authorized by the Governor and the District Board.
- P. Submit to the Governor and District Administrator a bi-weekly report of the current District membership statistics, including: Club membership and percentage membership goal attained.
- Q. Ensure that the District funds and records are transferred to his/her successor and brief him/her on the duties of his/her office.
- R. Oversee the activities of each District Committee and keep all appropriate records as such.
- S. Serve as an ex officio member of all District Committees.

**511.3** LIEUTENANT GOVERNORS - shall fulfill all duties outlined in the District Bylaws with special emphasis on promoting the interests of Circle K clubs within the District, working closely with the District Board and Program Directors, furthering the aims of increased recognition and cooperation within the Kiwanis Family, and these specific duties:

- A. Attend all duly called meetings of the District Board and the Louisiana-Mississippi-West Tennessee District Convention.
- B. Make at least two (2) official visits to each Circle K club within the Division. Although more than two visits can be made, one visit must be made in the fall semester (or the equivalent for schools using different systems) and one must be made in the spring semester.
- C. Compile and maintain a complete list of club officers' names, addresses, and phone numbers and submit them to the Governor, Secretary/Treasurer, District Administrator, and the Circle K International Office.
- D. Submit a Divisional Report to the Governor, Secretary/Treasurer, and District Administrator each month outlining events, happenings, and problem areas within the Division.
- E. Assist in the collection of District and International dues and monthly reports from clubs which are delinquent.
- F. Establish communications with the Kiwanis and Key Club District Officers within the Division.
- G. Assist Kiwanis in building or re-activating Circle K Clubs within the Division.
- H. Assist the Circle K Club Presidents when requested and keep them informed of all District and International functions. Speak about Circle K at Club, Divisional, and District meetings when requested.
- I. Be responsible for the growth of membership, service projects, and Circle K education within the Division.
- J. Encourage clubs to submit material for Inside the Circle.
- K. Maintain effective communications with the Division clubs and with the members of the Board.
- L. Ensure that Division files are transferred to his/her successor and brief him/her on the duties of his/her office.
- M. Submit material for an edition for the fall and spring Inside the Circle.
- N. Each lieutenant governor is encouraged to recruit at least two (2) Circle K members in good standing within the District to serve on his/her committee. These committee members will help serve as a link between the distant clubs in the District and the District Program Director.
- O. All committee chairs will be responsible to turn in committee reports on the 10<sup>th</sup> of each month to the District Secretary/Treasurer, District Governor, and District Administrator.
- P. Shall also be responsible for coordinating with the Key Club Lieutenant Governors efforts to have Circle K members attending Key Club Divisional Rallies and any other Key Club events that Circle K members can assist.

## **512 Board Committees**

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- 512.1 The Governor shall appoint the members of District Board of Officers to serve as the Chairs of the standing District Committees.
- 512.2 No committee member is authorized to mail any questionnaires or forms of any kind without prior approval of the current serving Lieutenant Governor sending a copy to the District Secretary/Treasurer, District Governor, and District Administrator.
- 512.3 Each COMMITTEE member must be expected to turn in a monthly report on the 5<sup>th</sup> of each month to the committee chair.

#### **512.4 Membership AND DISTRICT DEVELOPMENT**

1. Shall compile a packet of membership recruitment, and retention materials to be distributed to the District Board, all Circle K Club Presidents, and all appropriate Kiwanis and Key Clubbers.
2. Conduct Membership Development and Education sessions as needed at Fall Conference, District Convention, and/or Divisional Rallies.
3. Shall research the history of the Louisiana-Mississippi-West Tennessee District Circle K and pass down to the District Governor.
4. Will be responsible for maintaining a list of all institutions at which a Circle K club can be chartered within the boundaries of Louisiana-Mississippi-West Tennessee and shall compile resources for successful new club building strategies to be handed down to committee members.
5. Shall create literature and handouts to be given to members to educate them about recruitment tactics
6. Shall create a comprehensive plan for recruitment and retention of members and new club building efforts in each division.

#### **512.5 Kiwanis Family Relations**

1. Shall work to improve the relationships between all Kiwanis and Kiwanis-sponsored organizations.
2. Shall be responsible for developing projects and educational programs to expand and strengthen the bonds between these organizations.
3. Shall work with a selected group of Circle K members in the District called "The Speaker's Bureau" which shall be responsible for speaking to various groups within the community to promote a positive image of Circle K.
4. Shall be responsible for publicizing Y'all Conference, Kiwanis Family Conference, and all other conferences deemed necessary.
5. Shall assist clubs in establishing a Key to College program and the promotion thereof.

#### **512.6 Service Initiative**

1. Shall update the packet containing a listing of International Service Partners including the addresses and telephone numbers of these organizations and a list of possible projects geared toward the current International Service Initiative and District Service Initiative.
2. Shall inform and educate the clubs about Service Initiative Week, International Service Day, and Circle K Week.
3. Shall actively promote the District Service Project to the clubs through newsletters, articles in the **INSIDE OF THE CIRCLE**, and by speaking at various District events.
4. Shall assist in the planning of service projects for district events and to coordinate a District wide service day.

#### **512.7 Technology**

1. Shall be responsible for ensuring that communication flows smoothly between the members of the District Board and Cabinet as well as the constituent clubs. The Technology Committee shall be responsible for the district website, **INSIDE THE CIRCLE**, and any other electronic means of communication. Furthermore, the Committee shall promote tools to assist the District in communication.
2. Shall update the district website monthly, or as needed.
3. Collect materials for each edition of Inside the Circle from the district divisions and to send them out monthly

**512.8** If a member of any serving committee fails to meet a requirement of their service agreement, without an excuse approved by a majority of the District Board, they shall be subject to removal from the committee upon a majority vote of the District Board at the next meeting of the District Board or special meeting called for that purpose. In the case of vacancy, the position shall be filled by the method of original selection no earlier than fourteen (14) days after the vacancy with a seven (7) day application period and seven (7) day period to allow for review of applications and vote to fill the vacancy. The dismissed cabinet member may not reapply for the same position in the same administrative year. If the District Committee Chair deems that a member is not fulfilling their duties or subscribing to the mission of the District Committee, they may recommend by majority vote that the District Board remove the committee member. The District Board maintains the right to independently act on the removal process.

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### **513 SPECIAL APPOINTMENTS**

#### **513.1 CONVENTION CHAIR**

The Governor shall appoint a convention CHAIR subject to approval of the District Board. He/she is responsible for

the coordination of the annual District Convention. The District Convention Chair shall:

1. Send publicity of the Convention to the District Board, all Circle K Club presidents, and the Kiwanis District Board at least ten (10) weeks prior to the event. The club registration packets shall be sent no less than six (6) weeks prior to the Convention.
2. Upon the request of the Governor, plan and arrange the details of the District Convention, which includes, but is not limited to the following:
  - A. Confirm the location and date of the Convention and the registration date at least eight (8) months prior to District Convention with the Kiwanis Executive Director.
  - B. Assist in preparation of a schedule of events, including workshops, meals, and socials.
  - C. Shall propose the theme of District Convention to the District Board for approval by December 1.
  - D. Shall be responsible for all other duties as outlined in Section IX, 2.513.1
  - E. Shall plan and coordinate a Kiwanis Cookout with one of the local Kiwanis Clubs.
  - F. Any follow-up mailings or requests of the Governor or Board concerning Convention.
  - G. Prepare registration packets and create nametags.
  - H. Shall be responsible for all other duties as outlined in Section III, 6, A, 2.

### **513.2 FALL CONFERENCE CHAIR**

The Governor shall appoint a Fall Conference Chair, subject to approval of the District Board. He/she is responsible for the coordination of the annual District Fall Training Conference. The duties of the District Fall Conference Chair will include:

- A. Planning and arranging, upon request of the Governor, details of the Conference.
- B. Work with the District Board to declare a location, date, and the registration deadline at least four months prior to the Conference.
- C. By the Board's determination, the conference shall be held on a weekend between October 1 and November 15.
- D. Work with the Governor, District Administrator, Kiwanis Executive Director, and Secretary/Treasurer in preparing the conference budget.
- E. Assist in preparation of a schedule of events, including: workshops, meals, and socials. Work with and act as a liaison with the facility staff.

### **513.3 PRESIDENT'S COUNCIL**

- A. The club presidents of the District shall be members of the Presidents' Council. The Presidents' Council shall exist for the following purposes:
  1. Shall organize and promote unity among the presidents of Louisiana-Mississippi-West Tennessee District of Circle K International.
  2. Shall encourage the other presidents to regularly submit articles for "Inside the Circle" regarding their clubs activities.
  3. Shall serve as the chair of the election for the new chair at District Convention.
  4. Shall assist the District Secretary/Treasurer in acquiring materials for the monthly mailings.

## **514: District Publications**

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### **514.1 Manuals**

- A. Manuals explaining and detailing the various aspects of Circle K operations shall be compiled as deemed necessary for administrative purposes.
- B. The topic area of all manuals must be approved beforehand by the District Board. The Governor may appoint an individual Board member to prepare or revise a manual or make it an assignment to be prepared by a committee chair.

### **515.2 Inside the Circle**

- A. Shall be the official Publication of the Louisiana-Mississippi-West Tennessee District of Circle K International.
- B. Shall be published by the Technology Committee.
- C. Shall be published once in the fall and once in the spring. The Technology Chair must submit a timetable for the

release date of each issue for approval ten (10) days following their training to the Committee Chair. Additional issues may be published as time and money permit.

- D. Shall be sent to Club officers of clubs in good standing. Club Officers are encouraged to provide copies to any club member who requests one. Also, an effort will be made to publish the article, accessible at the District Webpage. Also, the Circle K District Board, Kiwanis District Board, Key Club District Board, International Trustee, or Board Representative and anyone else directed by the Governor shall receive a copy.
- E. Is designed to be an informative publication directed at the members of the District. It should consist of article on club projects, Kiwanis Family relations, upcoming District and International events, and member education articles.
- F. Is highly suggested that the post-convention issue be a joint effort by the old/new editors in the briefing duties.

## **516: District Correspondence**

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- 516.1 All letters and communication to clubs concerning the business of the District Board and Cabinet shall have copies mailed to the Governor, Secretary/Treasurer, the Circle K Administrator, International Trustee, Kiwanis Governor, Kiwanis Governor-Elect and Kiwanis Executive Director.
- 516.2 It is recommended that all correspondence of communication by the District Board to club officers also be sent to the respective Lieutenant Governors and Secretary/Treasurer.

## **517: Budgets**

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- 517.1 Each administrative year shall be based on a budget which shall denote income and expenditures. The annual budget shall be prepared by the District Governor in cooperation with the Circle K District Secretary/Treasurer, Kiwanis Executive Director, and District Administrator. The budget shall be approved by the Circle K and Kiwanis District Board.
- 517.2 Income shall consist of dues, profits from conferences and conventions, surplus from previous years, and other such sources as deemed feasible by the District Board.
- 517.3 Expenditures shall include provisions for district officer expenses, district appointment expenses, district office expenses, and other such items as deemed necessary or appropriate by the District Board.
- 517.4 In order to receive budgeted money district board must complete an expense report form and send it to the Circle K Secretary/Treasurer, who will forward it to the Kiwanis Executive Director. The expense report form must itemize all expenses, and every expense must be accompanied by receipts or some other form of official verification. Within the timeframe as published on the expense report.
- 517.5 To receive the budgeted monies, the board member must be up to date with his/her monthly reports.
- 517.6 Budgeted money cannot be used to attend conferences and conventions unless the conference or convention is specifically budgeted. All budgeted money must be used for the betterment of the district and its membership.
- 517.8 The district shall maintain a general operating account and a Special Events account.

## **518 District Board Reimbursement**

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- 518.1 The following items can be reimbursed by the funds of the Louisiana-Mississippi-West Tennessee District of Circle K:
  - A. Postage for necessary mailings
  - B. Large mailing envelopes
  - C. Travel
    - 1. Governor's travel within the district and travel to required districts events and international convention.
    - 2. Secretary/Treasurer's travel within the district and travel to required district events and international convention
    - 3. Lieutenant Governor's travel within their division and travel to required district events and international convention
  - D. Copies
  - E. Supplies for conferences and events. These events include:



1. Summer Rally
2. Fall Training Conference
3. Divisional Rallies
4. District Convention
5. Any other board meeting

**518.2** All expenditures must not exceed respective budgetary line item; and must be submitted to and approved by the District Secretary/Treasurer.

**518.3** All Expenditures are subject to the approval of the District Administrator and District Governor. Any expenditure that exceeds the budgetary line item must be approved by the District Administrator and District Governor

## **519 District Convention**

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**519.1** The location of each District Convention should be selected at least 18 months in advance by the District Administrator subject to the approval of the District Board after hearing proposals from the District Administrator and the Kiwanis Executive Director.

**519.2** The club registration packet must contain the following: all reports and awards forms, tentative convention schedule, certification of election delegates, petitions for District Office, and Convention registration forms.

**519.3** Request for registration refund should be received fourteen (14) days prior to the commencement of the District Convention. After that date, there shall be no registration returned, except in the case of extreme circumstances as determined by the Board. A twenty-five dollar (\$25) fee will be assessed except in the case of extreme circumstances approved by the District Board and the District Administrator.

**519.4** The Kiwanis Executive Director, working with the District Administrator, shall prepare a Convention budget to be approved at a meeting of the district board. The Budget shall be submitted by the Fall District Board Meeting and approved at or before the November/December District Board Meeting.

**519.5** The Governor shall appoint attendees of the Convention to the following committees: Credentials, Resolutions, Registration, Election, and Sergeant at Arms. (Each club in attendance should designate two members to serve as Sergeant at Arms during convention.)

**519.6** Every Circle K member, Kiwanian, Key Club member, parent, and guest attending a convention must be properly registered with the convention.

## **520 Procedure for Campaigning for District Office**

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**520.1** A candidate for District Office cannot announce his/her candidacy nor campaign for said office until sixty (60) days prior to the District Convention.

**520.2** No candidate for District Office shall spend more than a total of \$150 on his/her entire campaign. This includes any donations valued at market value when the donation was received. Candidates must submit financial reports when they arrive at Convention outlining their expenditures and donations.

**520.3** Candidates must abide by all rules of the Convention Hotel regarding the posting of any campaign materials during their campaigns.

**520.4** Any candidate for District Office may not travel outside their home club for the purpose of campaigning until sixty (60) days before Convention. Prior to the campaigning period, if any candidate travels to a meeting or event of another club, he/she may not be formally introduced, whether by others or by him/herself as a candidate for District Office.

**520.5** A candidate may be officially endorsed by his/her Home Club. Multiple endorsements for all District Offices are allowed. Clubs may only endorse candidates from their home club. An official endorsement by a club is an acknowledgement by the club that they believe the candidate is qualified to hold the position that he/she is seeking and that they wish him/her the best of luck. An endorsement does not in any way bind the delegates of the club that endorses the candidate to vote for that candidate.

**520.6** During pre-convention campaigning, a candidate shall be allowed one mailing to each of the Club Presidents in his/her division (if campaigning for the office of Lieutenant Governor) or each of the Club Presidents in the District (if campaigning for the office of Secretary/Treasurer, or Governor) for the sole purpose of making a simple announcement of candidacy and presenting a platform. Other than this contact, the candidate shall not initiate any contact, whether by mail, E-mail, or phone unless said contact is requested. This letter shall be no longer than two (2) pages of 8.5" x 11" paper. The candidate shall also be allowed to contact current District Board Members for the

purpose of gathering information.

- 520.7** At District Convention, no campaign materials or literature of any kind are to be passed out or displayed before the conclusion of the District Convention Opening Session.
- 520.8** In order to actively campaign for any District Office, a candidate must be properly registered to attend the District Convention, and must complete the proper forms, agreement, and enrollment verification by the candidates meeting following opening session. The candidate must submit enrollment verification for the spring term and agree to submit in the fall, enrollment verification for the fall term. If a candidate decides to run for office following the candidates meeting, he/she must not campaign until all forms are submitted. In the case that a candidate is unable to submit enrollment verification by convention, the candidate, if elected, will have thirty (30) days to submit enrollment verification.
- 520.9** Any current Circle K members in good standing may campaign for any candidate. No past Circle K may endorse or actively campaign for a candidate. The board members should remain neutral to the campaigning policies.

## **521 Campaign Violations**

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- 521.1** Pre-Convention Violations: Notification of a possible violation must be in the form of a signed letter no later than one week following the alleged incident, to be sent to the District Governor or the District Administrator, whose responsibility it will be to notify the other. Materials that support the belief that the alleged infraction occurred must be included with the aforementioned letter (i.e. witness names and signatures, letters, phone transcripts, etc.). The candidate shall be sent a copy of this letter (with all the pertinent names withheld) and its supporting documents, by the Governor, in conjunction with the Administrator. The candidate shall reply to the charges within ten (10) days of receiving the letter, with a letter explaining or refuting his/her actions. If the candidate does not respond, the District Board will proceed with the enforcement procedure as outlined in this policy.
- 521.2** Convention Violations: Notification of a possible violation must be made in writing and signed by a witness within six (6) hours of the alleged violation. The notification will be given to the District Governor or the District Administrator, whose responsibility it will be to notify the other. Once this notification has been received, the Governor and/or Administrator shall inform the candidate and the candidate will be given time to explain or refute the alleged violation.
- 521.3** Enforcement:
- A. Any entity found in violation of this policy may be subject to loss of delegate voting rights in the elections for District Board, upon recommendation of the District Board.
  - B. Any candidate found in violation of this policy may be disqualified from running for a District Office, upon recommendation of the District Board.

## **522 Procedure for nomination and election of District Officers**

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- 522.1** Divisional Caucuses will be held during the District Convention at which time announced candidates may be introduced, present their platforms, answer questions, and official election of Lieutenant Governors. The rules of procedure are to be decided by the Caucus.
- 522.2** The House of Delegates will convene during the District Convention:
- A. To consider Resolutions, Amendments to the District Bylaws, to nominate and elect the District Governor and Secretary/Treasurer, and such other business as may properly come before the House.
  - B. Voting delegates and delegates-at-large will be seated in a restricted section. All others present will be accommodated in a designated gallery section and may not participate in the Delegate Session without recognition of the Chair.
- 522.3** The Committee on Elections shall have general charge of the election, including admission to the voting delegate section, and distribution, collection, and counting of the ballots.
- 522.4** Voting shall be by written ballot. No person shall be permitted to vote whose name does not appear on the list of voting delegates and delegates-at-large. Cumulative voting and voting by proxy will not be allowed. No ballot shall be counted whereon it appears that the delegate has voted for a greater or lesser number of nominees for said office than there are vacancies to be filled.
- 522.5** The Committee on Elections shall report promptly to the Governor the results of each balloting. The reports shall be signed by the Chairperson of the committee and the Circle K District Administrator. After the Committee has reported, the Chairperson shall deliver a copy of each report and all ballots to the Circle K Administrator to be retained by him for a period of ninety (90) days following the close of Convention.

- 522.6** The Committee on Credentials, prior to the Delegate Session, shall provide the Committee on Elections with a list of voting delegates and delegates-at-large registered and present at the convention. Also the Chairman of the Credentials Committee shall report to the House of Delegates the following information as often as necessary:
- A. Number of Delegates Present
  - B. Number of Clubs present (must be 1/2 of the total number of clubs in good standing)
  - C. Number of Delegates-at-Large present
  - D. Total number of Delegates and Delegates-at-Large present at Convention
  - E. Total number of Clubs represented at Convention
- 522.8** Nominees for District Governor, Secretary/Treasurer, and Lieutenant Governors of the divisions, must be active members in a Club of good standing in the District. Nominees for the offices of Lieutenant Governor must be active members of a Club in good standing in the Division from which they are nominated. Candidates prior to the election must read, understand, and sign the Officer Service Agreement that corresponds to the office they are seeking.
- 522.7** A Circle K member may only be a candidate for one office at the time of District Convention.
- 522.9** Candidates nominated in the House of Delegates, but not appearing before the Divisional Caucuses shall, at the time of nomination, be given caucus time equal to that given those candidates appearing before Divisional Caucuses.
- 522.10** All nominees for Governor, Secretary/Treasurer, and Lieutenant Governor must be present at the House of Delegates Session when nominated and must adhere to the following time limits:
- A. For Governor: one (1) nomination speech of two (2) minutes and one (1) seconding speech of one (1) minute plus three (3) minutes for the nominee's presentation of platform.
  - B. For Secretary/Treasurer: one (1) nomination speech of one (1) minute and one (1) seconding speech of one (1) minute plus two (2) minutes for the nominee's presentation of platform.
- 522.11** When the agenda for the House of Delegates calls for the nomination and election of the officers, the District Governor (or the presiding officer at the time) shall receive nominations for the office of District Governor. Nominees who appear before caucuses will be accepted first, in alphabetical order; then, any further nominations from the floor will be received. When the nominations for District Governor have been closed and the definitive results of the election announced by the chairperson of the Elections Committee, the District Governor (or presiding officer at the time) shall proceed in a similar manner with the nominations and election of the District Secretary/Treasurer. When the nominations for District Secretary/Treasurer have been closed and the definitive results of the election will be announced by the chairperson of the Elections Committee.
- 522.12** In the event of a tie for the office of Lieutenant Governor, the current Lieutenant Governor of the division effected may cast the tie-breaking vote. In the event of a tie the office shall be declared vacant.

### **523 District Awards**

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- 524.1** All Awards shall be annual, running from April 1 to District Convention, and be given for recognition of the projects and accomplishments completed or primarily conducted within that period.
- 524.2** The manner of each award shall be approved by the current District Board of the year in which the Convention is held. In the case where a similar award competition is held on the International level, the District Award requirements or rules should reflect those of the International.
- 524.3** All new awards must be approved by the current District Board.
- 524.4** There shall be no awards presented as District Awards other than those approved by the District Board. This does not exclude a Division from having awards for clubs within that Division.
- 524.5** As indicated, there shall be three divisions, Gold, Silver, and Bronze, for awards competition. The Gold Section will consist of the clubs with 41 or more members; the Silver Section will consist of the clubs with 20 – 40 members; and the Bronze Section will consist of the clubs with 19 or fewer members. The divisions shall be based on the dues paid membership of each club at the time of convention. Each division, unless otherwise indicated, will have a First Place, a Second Place, and a Third Place for each District Award.
- 524.6** Each Circle K club must be in good standing with the Louisiana-Mississippi-West Tennessee District and Circle K International in order to be eligible for awards.
- 524.7** All award entries must be submitted to the District Convention Headquarters or Convention Registration no later than deadline stated on the award packet notification.
- 524.8** Any club that is over ninety (90) days in arrears of monthly reports shall be deemed ineligible for any District Awards.

- 524.9** The following criteria shall be used for the naming of district awards after individuals:
- A. Individual was a Circle K member who served with distinction on club, district, and/or international level; or
  - B. Individual was a Kiwanian who promoted Circle K and helped to reach new heights of membership, leadership, and/or service.
  - C. Any award being named after an individual must be done after April 1 and prior to January 15.
  - D. Any award being named after an individual must be approved by a majority Kiwanis district board prior to the unveiling of the award's name at District Convention.
- 524.10** Awards may be named in honor of a distinguished Kiwanian or a former Circle K member who distinguished themselves by their service and commitment to the Circle K District. The following procedure shall be followed:
- A. The District Board shall propose the name of the distinguished Kiwanian or Circle K member in writing, providing a history of the involvement this individual has made to the organization. The proposed name change shall be recorded in the minutes of the meeting and shared with the appropriate list.
  - B. The District Board serving the following administrative year will review the name of the award, and the reasoning for the designation at a regular Board Meeting during their year. If this Board is in agreement, they will take such action to endorse the name and have that recorded in the minutes of the meeting.
  - C. The District Board serving the following administrative year will also review the name of the award, and the reasoning for the designation at a regular Board Meeting during their year. If this Board is in agreement, they will take such action to endorse the name, have that recorded in the minutes of the meeting, and will present the name of the award as a resolution to the House of Delegates at the Convention being held their year, to allow the membership the privilege of naming the District Award.
- 524.11** Established District Awards
- A. Single Service Award**  
This award is given to the club that, through dedication and unselfish effort of its members, has produced the outstanding service project of the year. The project can either be a one-day project or an on-going event. First, second, and third place awards are presented.
  - B. Club Achievement Award**  
This award is presented to the club which ranks highest in overall club achievement. There will be first, second, and third place awards presented in each of the membership divisions: Gold (45 and above), Silver (25-44), and Bronze (24 or less).
  - C. J.B. Guillory Outstanding Club President Award**  
This award is presented to the most outstanding club president in the District. Distinguished club presidents will also be honored.
  - D. Jay R. Broussard Outstanding Club Secretary Award**  
This award is designed to recognize the most outstanding club secretary in the district. Distinguished club secretaries will also be honored.
  - E. John T. Roberts Outstanding Kiwanian Award**  
This award is presented to a Kiwanian who has devoted much time and service to Circle K. The nominee must be a member of a sponsoring Kiwanis Club, and may not be currently serving as the District Administrator.
  - F. Joe L. Pratt Outstanding Kiwanis Club Award**  
This award is presented to a sponsoring Kiwanis Club which has given outstanding support to their sponsored Circle K Club.
  - G. Oratorical Award**  
The subject of the oration will be announced with the distribution of the awards packet. The subject matter and presentation must be original. Each orator must have a complete manuscript of his/her presentation which is to be given to the judges prior to the elimination trials. The orations should be memorized. Each orator will be allowed to use notes only to the extent of the major topics of the speech.
  - H. Club Scrapbook Award**  
This award is given to the clubs which presents the outstanding scrapbook for the year. All scrapbooks must contain photographs and videos of official Circle K functions only. Non-compliance will result in disqualification of the entry.
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**I. James Smith Kiwanis Family Award**

This award is presented to the club which best exemplifies the true spirit of involvement with all aspects of the Kiwanis Family.

**J. Outstanding Vice-President Award**

This award will be presented to the most outstanding club vice-president in the district. Clubs with two vice-presidents may nominate both for the award. Distinguished club vice-presidents will also be recognized.

**K. Outstanding Club Treasurer Award**

This award will be presented to the most outstanding club treasurer in the district. Distinguished club treasurers will also be recognized.

**L. Goal Reacher Award.**

This award will be presented to all clubs that meet certain requirements set by that year's District Governor. The requirements are based upon the goals of the District Board.

**M. Growth Enhances Membership (G.E.M.) Award**

This award will be presented to the clubs in each membership category which have achieved a minimum of 10% positive membership growth during the year. The categories will be: Sapphire – Clubs with 1-19 members at the time of the last District Convention, but 20 or more members as of March 1 of the current year, Emerald – Clubs with 20-40 members at the time of the last District Convention, and Diamond – Clubs with 41 or more members at the time of the last District Convention. The top club in each category will be declared the winner. All other clubs with positive membership growth will be recognized.

**N. Outstanding District Service Initiative Project**

This award is given to the club that, through dedication and unselfish effort of its members, has produced the outstanding service project in relation to the District Service Initiative for the year.

**O. Outstanding Board Member**

This award will be presented to a member of the District Board who has served at least six months in office and was elected at the previous year's convention or officially appointed. All eligible Board members will be nominees, with the exception of the District Governor. The winner will be chosen by the Board by secret, written ballot which the District Administrator will collect and tally the votes.

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**525 Code of Conduct**

**525.1** The following Code of Conduct shall be adapted and used at district events:

- A. No drugs of any nature, with the exception of prescribed medication, will be permitted in the possession of anyone in attendance.
- B. The Circle K International Sponsored Conventions and Events Alcohol Policy, prohibiting the possession, sale, and/or consumption of alcoholic beverages during any event or situation sponsored or promoted by Circle K, will be enforced at all times during the event.
- C. Sexual harassment is defined as behavior marked by aggressive or harassing remarks, unwanted physical contact or sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature which is unsolicited and offensive to the individual or otherwise creates an intimidating, hostile or offensive environment. Circle K International will not tolerate sexual harassment.
- D. No campaign material will be allowed to be posted on any walls, windows, or doors. The candidate will be responsible should this occur.
- E. Smoking is prohibited at all general sessions, contests, workshops, and caucuses. Individuals who wish to smoke must do so in the hallways and corridors as permitted.
- F. Care shall be taken not to deface or destroy any property. The individual responsible will pay for any damages.
- G. All Circle K members are expected to conduct themselves as responsible, professional men and women and are required to attend all sessions and activities.
- H. Coat and tie for men and dresses, suits, skirts and blouses or other professional attire for women are required for those sessions indicated in the event program. Slacks and appropriate casual dress (excluding jeans, cut-offs and other similar apparel) is appropriate for other functions.

- I. Every attendee will respect the authority of the Administrator. Infractions of the code of conduct will be reported to the Board or the Administrator. Appropriate action will be taken for any infraction, including the dismissal of any attendee from the event at the expense of the individual.
- J. The code of conduct is in effect from the moment an attendee arrives at the event until the moment he or she departs.

Approved by Circle K District Board: February 19, 2000;

Amended by Circle K District Board: February 14, 2005; Approved by the Kiwanis District Board: April 16, 2005

Amended by the Circle K District Board: June 11, 2005; Approved by the Kiwanis District Board: August 5, 2005

Amended by the Circle K District Board: January 29, 2006; Approved by the Kiwanis District Board: April ?, 2006

Amended by the Circle K District Board: October 28, 2006; February 3, 2007; June 9, 2007; Approved by the Kiwanis District Board: August 19, 2007

Amended by the Circle K District Board: October 12, 2007; Circle K District Board: October 27, 2012

Approved and included in the Kiwanis Policy Code: May 4, 2013

## LA.-MISS.-W.TENN. KIWANIS POLICIES

### SECTION 600: KEY CLUB DISTRICT

#### **600 GEOGRAPHY OF THE DISTRICT**

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- 600.1** A district is a geographical area in which Key Club clubs are associated for administrative purposes. The activities and organization of a Key Club district shall exist only to help individual Key Club clubs and Key Club International advance the Objects, objectives, Policies and goals of Key Club and shall not diminish services provided by Key Club clubs or individual Key Club members at the club level.
- 600.2** The territorial limits of the Louisiana-Mississippi-West Tennessee District of Key Club shall be the same as is the territorial limits of the Louisiana-Mississippi-West Tennessee District of Kiwanis International. Neither the district name nor territorial limits shall be changed unless permission shall first have been obtained from the Kiwanis District Board of Trustees and the Kiwanis International Board of Trustees.
- 600.3** The District shall be sub-divided into smaller administrative units to be known as “divisions.” The activities and organization of a Key Club division shall also exist to help individual Key Clubs and Key Club International advance the Objects, objectives, Policies and goals of Key Club, as well as increase fellowship.
- 600.4** The divisional boundaries of Louisiana-Mississippi-West Tennessee Key Club shall be based upon the current Kiwanis Divisions:
- A. DIVISION 1A** consists of the Tennessee civil counties of Shelby and Fayette, north of Poplar Avenue and Tennessee Highway 57, and south of I-40.
  - B. DIVISION 1B** consists of the Tennessee civil counties of Lake, Obion, Weakley, Henry, Benton, Decatur, Hardin, McNairy, Hardeman, Haywood, Lauderdale, Dyers, Gibson, Carroll, Chester, Henderson, Madison, and Crockett.
  - C. DIVISION 1C** consists of the Tennessee civil counties of Shelby and Fayette north of I-40.
  - D. DIVISION 1D** consists of the Tennessee civil counties of Tipton county and Shelby and Fayette north of Poplar and Tennessee Highway 57.
  - E. DIVISION 2** consists of the Mississippi civil counties of DeSoto, Tunica, Coahoma, Quitman, Panola, Bolivar, Sunflower, Tallahatchie, Yalobusha, Leflore, Grenada, Carroll, Montgomery, Washington, Humphreys, Holmes, and Attalla.
  - F. DIVISION 3** consists of the Mississippi civil counties of Leake, Neshoba, Kemper, Scott, Newton, Lauderdale, Smith, Jasper, Clarke, Lawrence, Jefferson Davis, Covington, Jones, Wayne, Walthall, Marion, Lamar, Forrest, Perry, and Greene.
  - G. DIVISION 4A** consists of St. Bernard Parish and the portion of Orleans Parish, north of the line created by Canal Street, and City Park Avenue, to the Orleans/Jefferson Parish line.
  - H. DIVISION 4B** consists of the Louisiana civil parishes of St. Charles, St. James. and St. John the Baptist parishes, and Jefferson Parish east of the Mississippi River.
  - I. DIVISION 4C** consists of Jefferson Parish west of the Mississippi River and Plaquemines Parish, in Louisiana.
  - J. DIVISION 4D** consists of Orleans Parish, south of the line created by Canal Street, and City Park Avenue, to the Orleans/Jefferson Parish line.
  - K. DIVISION 5** consists of the Mississippi civil counties of Sharkey, Yazoo, Madison, Hinds, Rankin, and Simpson.
  - L. DIVISION 6** consists of the Louisiana civil parishes of Union, Morehouse, West Carroll, East Carroll, Lincoln, Ouachita, Richland, Madison, Jackson, Caldwell, Franklin, Tensas, and Catahoula.
  - M. DIVISION 7A** consists of the Louisiana civil parishes of St. Landry, Vermillion, Iberia, Lafayette, Acadia, and the north section of St. Martin.
  - N. DIVISION 7B** consists of the Louisiana civil parishes of Assumption, Lafourche, Terrebonne, St. Mary, and the south section of the St. Martin parish.

- O. **DIVISION 8A** consists of Iberville and Ascension Parishes, West Baton Rouge Parish south of U.S. Highway 190. It also consists of Point Coupee Parish south of U.S. Hwy. 190 and east of the Atchafalaya River, and the portion of East Baton Rouge Parish south of Florida Blvd., from the Mississippi River to Acadian Thruway, west of Acadian Thruway to Interstate 10, south of I-10 to the intersection of I-12, south of I-12 to U.S. Highway 61, and west of U.S. Hwy. 61 to the Ascension Parish border.
- P. **DIVISION 8B** consists of West Feliciana, East Feliciana, and Livingston Parishes. It also consists of West Baton Rouge Parish north of U.S. Hwy. 190, and the portion of East Baton Rouge Parish north of Florida Blvd. from the Mississippi River to Acadian Thruway, east of Acadian Thruway- to Interstate 10, north of I-10 to the intersection of I-12, north of I-12 to U.S. Hwy. 61, and east of U.S. Hwy. 61 to the Ascension Parish border.
- Q. **DIVISION 9** consists of the Louisiana civil parishes of Caddo, Bossier, Webster, Claiborne, Bienville, Red River, and DeSoto.
- R. **DIVISION 10** consists of the Mississippi civil counties of Marshall, Benton, Tippah, Alcorn, Tishomingo, Prentiss, Lafayette, Union, Pontotoc, Lee, Itawamba, Calhoun, Chickasaw, Monroe, Webster, Clay, Choctaw, Oktibbeha, Lowndes, Winston, and Noxubee.
- S. **DIVISION 11** consists of the Louisiana civil parishes of Sabine, Natchitoches, Grant, LaSalle, Vernon, Rapides, and Avoyelles.
- T. **DIVISION 12** consists of the Louisiana civil parishes of Beauregard, Allen, Evangeline, Calcasieu, Jefferson Davis, and Cameron.
- U. **DIVISION 13** consists of the Louisiana civil parishes of St. Helena, Tangipahoa, Washington, and St. Tammany.
- V. **DIVISION 14** consists of the Mississippi civil counties of Pearl River, Stone, George, Hancock, Harrison and Jackson.
- W. **DIVISION 15** consists of the Mississippi civil counties of Issaquena, Warren, Claiborne, Copiah, Jefferson, Adams, Franklin, Lincoln, Wilkinson, Amite, and Pike. It also contains Concordia Parish in Louisiana.

## **601 - DISTRICT ADMINISTRATION**

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- 601.1 Operations for the La.-Miss.-W.Tenn. Key Club District's activities shall be governed by the Kiwanis district board of trustees, the Bylaws of Key Club International, and the Key Club district bylaws. The maintenance of all Key Club district records and finances shall be under the supervision of the Kiwanis district board of trustees.
- 601.2 The District Administrator, appointed by the Governor (subject to approval by the Kiwanis District Board of Trustees), shall be directly responsible to the Kiwanis District Board for the proper conduct and direction of administrative functioning within the Key Club district, and the coordination of Key Club clubs with sponsoring Kiwanis clubs. The District Administrator or an approved representative of the Kiwanis District Board shall give guidance to all meetings of the Key Club District Board of Officers, the annual Key Club District Convention, and all other authorized district functions.
- 601.3 The La.-Miss.-W.Tenn. Key Club District's obligations to Key Club International shall be the responsibility of the Key Club District Board and a concern of its sponsoring Kiwanis District Board of Trustees and the District Key Club Administrator.
- 601.4 The Key Club division is an administrative unit of the Key Club district. Each division shall be administered by a Key Club Lieutenant Governor who, by virtue of such office, shall be a Key Club District Officer.

### **601.5 - Minimum Standards for District Financial Operations**

- E. **Financial Counselor:** The Kiwanis Executive Director shall serve as the Financial Counselor to the Key Club district. The Financial Counselor shall be an official representative of, and shall be responsible to, the Kiwanis District Board.
- F. **Budget:** La.-Miss.-W.Tenn. Key Club District shall work within an established budget of revenues and expenses for operations, conventions, and conferences, which must be approved by both the Key Club and the Kiwanis District Boards. Such budgets shall be prepared with the guidance of the Key Club District Administrator and the Kiwanis Executive Director. Approval by the Key Club District Board shall be no later than October 31<sup>st</sup>, and the Kiwanis Board shall review the budget for approval at the first Board meeting following Key Club Board approval.
- G. **Collections and Disbursements:** The collection of district dues and the disbursement of district funds shall



be the responsibility of the Key Club District Board and shall be supervised by the Kiwanis District Board of Trustees through the Key Club District Administrator and the C. The signature of the financial counselor shall be the only signature required for Key Club disbursements.

- H. **Accounting:** On a continuing basis, a complete and standardized system of financial and accounting records shall be maintained for the La.-Miss.-W.Tenn. Key Club District by the Kiwanis district board of trustees. The Kiwanis Executive Director shall submit periodic financial reports of the Key Club District to the Kiwanis District Board.
- E. **District Convention:** In order to assist the Key Club District Administrator the Key Club District Board, the Kiwanis district board may appoint a Kiwanian in the host city of the Key Club District Convention to act as the host chair for the event.
- F. **Annual Review:** An annual financial review of the books of accounts of the Key Club District shall be included in the annual financial review of the Kiwanis District.

## **602 - KEY CLUB DISTRICT BOARD OF TRUSTEES**

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**602.1** Under the supervision of the Kiwanis District Board of Trustees, the Key Club District Board shall be responsible for the administration of the Key Club District. The board also shall study and suggest methods to build and strengthen the district administration and its Key Club clubs and to secure active participation in sponsorship by Kiwanis clubs and members. Worthwhile local Key Club activity and administrative suggestions should be disseminated in written form to all Key Clubs and sponsoring Kiwanis clubs in the district. The development, distribution, and control of a Key Club district directory, if one is produced, shall be the responsibility of the Key Club District Board, and should be economically produced.

**602.2** The Key Club District Board should hold no more than four (4) meetings annually (excluding meetings held in conjunction with the district convention). Such meetings shall be approved by the District Administrator. Any additional meetings must be approved by the District Administrator and Kiwanis District Board of Trustees. The District Administrator or an approved representative of the Kiwanis District Board shall be in attendance at any official district board meeting.

### **602.3 - Travel and Other Expenses**

- A. Official travel by Key Club C is defined as travel as part of conducting the business of the Key Club district and/or for the purpose of promoting the work and betterment of Key Club International.

All official travel by a member of the Key Club District Board to a destination outside the boundaries of his/her home division is directed by these policies. Travel should be planned in order to minimize the number of academic days missed due to travel.

- B. Within the limits of the approved Key Club district budget, travel and other expenses may be paid to district officers to carry out their office responsibilities; to attend district board meetings, conventions, and training conferences; and to visit counseled clubs. All requests for the payment of travel and other expenses shall be approved by the Key Club District Secretary-Treasurer, in accordance with the District Administrator.

- C. **Customary Travel for District Governor:** Within the limits of the approved district budget, and upon approval of the district administrator, customary travel for the District Governor should be limited to and not exceed:

7. Key Club district board meetings and training conferences;
8. Key Club divisional rallies;
9. Key Club district convention;
10. Key Club International Convention;
11. Kiwanis district convention;
12. Circle K district convention; and
13. If invited, Clubs within the governor's district.

- D. **Customary Travel for the District Secretary-Treasurer, and Lieutenant Governors:** Within the limits of the approved district budget, and upon approval of the district administrator, customary travel for the District Secretary-Treasurer, and Lieutenant Governors should be limited to and not exceed:

5. Key Club district board meetings and training conferences;
6. Key Club district convention;

7. Key Club International Convention;
  8. Key Club divisional rallies; and
  9. Visits to regular meetings and to board of directors meetings of clubs in their Key Club division (lieutenant governors only).
- E. Additional Travel:** Excessive travel by district officers must be limited. Except for customary travel authorized by this Policy, additional travel by district officers requires advance approval by the district administrator.
- G. Submission and Approval of Travel Expenses:** Approved travel by the District Board Members shall be paid by the Key Club District. Appropriate expense reports shall be submitted to the District Secretary/Treasurer for approval within the published time constraints.
- H. Suspension of Travel Privileges:** Failure by the Key Club District Board Members to perform the duties of office as outlined in the Key Club District Officer Service Agreement, to adhere to travel procedures, or to meet proper academic standards, at the discretion of the Key Club Administrator, may result in the suspension of travel privileges.

### **603 - KEY CLUB DISTRICT ACTIVITIES**

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- 603.1** The La.-Miss.-W.Tenn. Key Club District shall adopt a code of conduct for their conventions and events consistent with the Key Club International Code of Conduct.
- 603.2** A Key Club Officers Training Conference may be scheduled on a weekend or during a vacation period. Prior approval of the Kiwanis District Board or the Key Club District Administrator shall be obtained before scheduling such conference.

## **LA.-MISS.-W.TENN. KIWANIS POLICIES**

### **SECTION 700: FINANCE**

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#### **700 DISTRICT FUNDS: DEPOSITORIES, ENCUMBERING, OFFICIALS WHO SHALL SIGN CHECKS AND BONDING OF SAME**

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- 700.1** The purposes of the financial statements are to communicate information regarding the organization's resources and the way such resources may be used or have been used to carry out the organization's programs, objectives and administrative costs.
- 700.2** The fiscal year for Kiwanis, Key Club and Circle K shall be from October 1 to September 30.
- 700.3** All funds received by the District shall be kept in secured accounts and every effort should be made to earn the highest rate of interest available on the greatest amount of money possible. The District Executive Director is authorized to transfer funds from one District Account to another in order to implement this policy. Funds may be otherwise invested only by a majority vote of the entire District Board of Trustees in accordance with the District Investment Policy – No. 704.
- 700.4** Any and all purchases of equipment, materials, and supplies shall be processed through the office of the District Executive Director.
- 700.5** The District Executive Director shall be the primary authorized signatory for all bank accounts of the District, inclusive of the Kiwanis District, the Circle K District, and the Key Club District. A Past District Officer, located in the area of the District Office, may be authorized to be a secondary signatory on all Kiwanis accounts, in the event of the absence, incapacity, or vacancy of the District Executive Director. The administrator of the Circle K District and of the Key Club District may be authorized to be a secondary signatory on their respective organization's accounts, in the event of the absence, incapacity, or vacancy of the District Executive Director. This authority to sign on the District Accounts shall be reviewed and approved annually at the first meeting of the Kiwanis Board of Trustees (Policy No. 201.6). At least quarterly the District Executive Director shall furnish, upon request, to the current Kiwanis Executive Committee members, a printout showing all financial transactions of the District including a reproduced check register, for review.
- 700.6** All officials authorized to sign District checks shall be bonded in an amount to be determined by the District Executive Director.
- 700.7** The District Executive Director is not allowed to open any new bank accounts for any District organization without District Board approval.

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#### **701 DISTRICT BOARD BUDGET & FINANCE COMMITTEE**

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- 701.1** The District Board Budget and Finance Committee shall be appointed each year from the members of the District Board of Trustees. It is recommended that the Governor-Elect serve on this committee to better understand the finances of the District in preparation of his/her term as Governor.
- 701.2** The Governor shall appoint the Chair of the District Board Budget and Finance Committee; the Executive Director shall serve as an ad hoc member of this committee.
- 701.3** Under this policy, the word "District" shall mean the La.-Miss.-W.Tenn. Kiwanis District and its Service Leadership Programs.
- 701.4** The functions of the District Board Budget and Finance Committee are:
- a. To know and understand the operating plan and procedures of the District and its financial requirements, including applicable District bylaws and policies.
  - b. To prepare and manage the annual Kiwanis budgets, to present these budgets to the Board of Trustees for its approval, and throughout the year to be certain the various budgets of the District are balanced and that the expense line items are not exceeded.
  - c. To examine carefully and regularly the accounting system of the District and its administrative headquarters office.
  - d. To review the District procedure for the investment of reserve and/or surplus funds and make recommendations to the Board of Trustees for the implementation thereof.
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- e. To additionally serve as the Audit Committee for the District; i.e., to examine and consider the reports of financial operation and the annual reports and related management letter of the auditors for the District, and to make any recommendations concerning such reports to the Board of Trustees.
- f. To review the annual Mid-Winter/Mid-Year Conference and Convention budgets prior to presentation to the Kiwanis District Board of Trustees for approval.
- g. To review annually the Bylaws and Policies of the District regarding finances, and to recommend to the District Board of Trustees, any changes deemed necessary to maintain proper fiscal controls over all funds.

- 701.5** The District Finance and Budget Committee shall function during the entire year at such time and place as the Chairman of the Committee shall designate. The committee shall meet in advance of regularly scheduled Board meetings.
- 701.6** A quorum of the District Finance and Budget Committee shall consist of a majority of the members of the committee.
- 701.7** The annual operating budget shall be formally presented to the Board of Trustees for formal approval at its first meeting after installation.
- 701.8** In the budget formulated by the District Finance and Budget Committee, total expenditures for District Operations (exclusive of convention and Mid-Winter Conference budgets) shall not exceed the estimated income.
- 701.9** In the budget formulated by the District Finance and Budget Committee, total projected revenues for the year shall be based on the average membership paying dues and interim dues for the prior three administrative years. If at any time during the year it is known that actual revenues shall fall short of projected revenues, the revenue and expenses for the year must be adjusted accordingly.
- 701.10** The District Finance and Budget Committee shall regularly review the District budgets, and make recommendations to the District Board of Trustees of amendments to the budget needed in order to keep all line items of the budget in balance throughout the year. Any addition to a line item in the approved budget must be offset by a reduction in some other line item to maintain the balanced budget during the Administrative Year.
- 701.11** In the annual Mid-Winter/Mid-Year Conference and District Convention Budgets projected attendance shall be based on no more than the average attendance for the three previous years. Expenditures for these events can at no time exceed projected revenues.
- 701.12** The District Executive Director shall not write any checks during the Administrative Year that will knowingly cause a line item to be overspent.

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## **702 DISTRICT OFFICERS' REIMBURSEMENT FOR EXPENSES**

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- 702.1** All District Officers (District Board and Lt. Governors) may be reimbursed for those expenses and in the amounts set forth in the Annual District Budget.
- 702.3** The District Executive Director's travel is often to attend or to set up the meetings of the District. The expenses for the Executive Director's travel for such events shall be funded from the Convention & Conference Fund.
- 702.3** Reimbursements for expenses for anyone in the District shall be made only after a receipt of a voucher to justify these expenses. The actual reimbursement may be less than the actual expenses, based upon the amount(s) in Annual District Budget, as approved by the District Board of Trustees.
- 702.4** Reimbursements of expenses to Lieutenant Governors will be made after receiving a voucher (as outlined in Policy 702.3).
- 702.5** Vouchers for reimbursements must be submitted to the District Office by the end of the month following that month in which the funds were expended.

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## **703 CONVENTIONS AND CONFERENCES FUNDS**

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- 703.1** Net proceeds from Conventions and Conferences will be maintained in a separate checking or savings account.
- 703.2** The following type of expenses will be covered by the Conventions and Conferences account:
- Executive Director & Staff expenses related to conventions and conferences (Policy 702.3)
  - Mid-Winter Conference
  - Mid-Year Regional Conference
  - District Convention
  - International Convention Reception/Dinner

Convention Site Selection (as per Policy 804.5)

Kiwanis International Leadership Education Conferences

- 703.3** A budget will be prepared for each of the accounts listed in Paragraph 703.2 and presented to the Board. The final budget for the District Convention should be presented to the Board of Trustees for approval at the Spring (May) Board Meeting. The final budget for the Annual Mid-Winter Conference/Mid-Year Regional Conferences shall be approved at the Fall (November) Board Meeting. If a budget is required for District activities during the Kiwanis International Convention, then this budget shall be approved at the Spring (May) Board Meeting. These budgets shall be presented by the Chairman of the District Budget Committee.
- 703.4** Losses from any Convention will be covered from surplus of this account.
- 703.5** Surplus for Conventions and Conferences will be used for the operating fund upon a 3/4 vote of the Board of Trustees.

## **704 INVESTMENT POLICY**

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### **704.1 Purpose**

This policy is to establish operating procedures to guide the administration of the investment of monies comprising the District's Restrictive Reserve Fund. The procedures in this policy are approved by the District's Board of the Trustees and are to be followed by the District Secretary and the District Finance and Budget Committee that oversees the investment activity of the District.

### **704.2 Responsibility**

The District Board of Trustees delegates decision making authority with respect to specific investments to the District Secretary, with the District Finance and Budget Committee being responsible for reviewing all investments and investment strategy to assure meeting the objectives of the District. At its meetings, the District Finance and Budget Committee should include the following matters on its agenda:

1. Review all investment transactions since its last meeting;
2. Review the needs of the District that would cause a shift in the portfolio's investment mixture;
3. Review potential major financial transactions that may have a bearing on the funds held in the investment portfolio;
4. Review any emergency actions its last meeting; and
5. Review the valuation of the entire portfolio.

### **704.3 Investment Objective**

The objective of the District's Investment Policy is to support and complement liquidity and cash management activities. That is, the portfolio will convert excess cash into earning assets. The majority of all investments will be bought with the intention of keeping the security until maturity. Any decision to swap or sell securities before maturity will be approved by the District Finance and Budget Committee.

### **704.4 Portfolio Composition**

In view of the investment objective, the portfolio should be comprised of securities with the following characteristics:

1. A low degree of default risk;
2. A low degree of price risk resulting from changes in the level of interest rates; and
3. A high degree of marketability (unless the maturity is short-term).

### **704.5 Permissible Investments**

The District Secretary may invest only in securities that are specifically authorized as follows:

1. U.S. Treasury bills, notes, bonds;
2. U.S. Agency notes, bonds, debentures, and certificates;
3. Mutual Funds comprised of U.S. Treasury securities and U.S. Agency securities; and
4. Accounts of savings and loan associations, mutual savings banks, commercial banks, or credit unions whose accounts are insured by agencies of the Federal Government.

### **704.6 Maturity of Investments**

In order to control the risk of loss resulting from increases in the level of interest rates and the forced sale of securities, the maturity distribution of the investment portfolio must be controlled. Normally, the District Secretary shall restrict investment decisions to securities with a maturity of three (3) months to three (3) years may be considered. The

District Finance and Budget Committee will be informed of decisions to invest in securities in the three (3) to five (5) year maturity range that are within established policy guidelines and must approve any investment for a term greater than five (5) years.

**704.7 Exceptions to Policy**

The above policy is meant to be flexible guide for the District Secretary. However, occurrences and opportunities may present themselves that could result in investments that are excluded from this policy or are beyond the recommended maturities and/or composition of the investment portfolio. If this event occurs, the District Secretary must seek the approval of the District Finance and Budget Committee. This approval must be placed in writing, signed by the Chairman of the Committee, and added to the minutes of the next following District Board of Trustees meeting.

**704.8 Review**

This policy must be reviewed at least annually, within the fourth quarter of each Kiwanis year by the District Finance and Budget Committee, as well as by the District Board of Trustees.

**705 AUDIT/REVIEW**

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**705.1** The annual audit/review for Kiwanis District shall be conducted in accordance with generally accepted auditing standards. The auditor must present a management letter with the audit report.

**705.2** The annual audit/review for Kiwanis District shall include all organizations and funds operating under the Kiwanis District's Tax I.D. Number:

- A.** Kiwanis District: Operating Fund, Operating Reserve Fund, Convention and Conference Fund, Convention and Conference Reserve Fund;
- B.** Circle K District: Operating Fund, Special Events Fund, and Reserve Fund
- C.** Key Club District: Operating Fund, Special Events Fund, and Reserve Fund
- D.** Past District Officers Organization Operating Fund

**705.3** At the August District Board meeting, the Board shall select the auditor for the administrative year. The auditor shall be an independent certified public accountant.

**705.4** If required, the auditors may meet with the District Board at a convenient time, to discuss the final audit report and management letter.

**705.5** A management letter is addressed to the Kiwanis District Board and it is to be treated as a confidential report. The auditor should include in the management letter its evaluation of the adequacy and effectiveness of the internal controls with specific findings on any weakness, together with its recommendations for improvement.

**LA.-MISS.-W.TENN. KIWANIS POLICIES**  
**SECTION 800: DISTRICT CONVENTIONS & CONFERENCES**

**800 DISTRICT CONVENTIONS**

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- 800.1** The District Convention shall be held annually to provide fellowship, motivation, inspiration, administrative methods, and Kiwanis knowledge and objectives for club members and leaders, with special emphasis on club presidents-designate and secretaries-designate to better prepare them to fulfill the duties and responsibilities of the offices they are to assume.
- 800.2** The preferred time frame of the District Convention shall be the first weekend in August. The District Convention should not be less than two (2) days or more than three (3) days in duration. The Executive Director should inform Kiwanis International of the dates and location of the upcoming annual district conventions, to be provided to the International President-Elect by December 15.
- 800.3** A District Convention must be held within the boundaries of the Louisiana-Mississippi-West Tennessee District, unless prior approval has been secured from the International Board.
- 800.4** The Governor has the responsibility to plan and develop the convention program. The Governor-Elect has the responsibility for any education of incoming club officers and lieutenant governors and for the forums and educational sessions. The program should include noteworthy and/or inspirational speakers that will encourage additional attendance. Adequate time should be provided for forums and educational sessions that focus on the day-to-day responsibilities of club, division, and district officers.
- 800.5** Special efforts should be made to encourage representation by all clubs, especially the incoming club officers and all members of new clubs. The convention should be held in a city that is convenient to club members. Costs should be reasonable so persons are not discouraged to attend for financial reasons.
- 800.6** When space permits, exhibits of club projects should be encouraged, especially worthwhile projects that other clubs can adopt.

**801 DISTRICT MID-YEAR EDUCATION CONFERENCE**

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- 801.1** A Mid-Year Education Conference or multiple Mid-Year Regional Education Conferences should be held annually to further the programs of Kiwanis through fellowship, inspiration, and forums which provide an opportunity for discussion among club members and officers relating to club services and administration.
- 801.2** For multiple Mid-Year Regional Education Conferences, one will be held in each of the seven Regions of the District, planned by the Trustee of the respective Region. The Governor-Elect will determine whether one Mid-Year Education Conference or multiple Mid-Year Regional Education Conferences will be held.
- 801.3** The Mid-Year Regional Conference will serve as the Governor's Official Visit to each of the divisions within that region. If one Mid-Year Conference is held, the Governor's Official Visit will be scheduled as convenient by the Governor.

**802. DISTRICT CONVENTION & MID-YEAR EDUCATION CONFERENCE OR REGIONAL EDUCATION CONFERENCES GUIDELINES**

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- 802.1** See Article X and XI, District Bylaws.
- 802.2** The District Executive Director shall be the Convention Manager. As such, he/she shall:
  - A.** Assist the Governor in the preparation of the Convention Program, including the selection of speakers.
  - B.** Assist the Host Committee in the preparation of the Convention Budget, to be presented to the District Board for approval no later than at the Spring Board Meeting prior to the District Convention.
  - C.** Review, sign or approve all contracts and agreements with hotels, convention facilities and purveyors of services for all conventions and conferences.
  - D.** Develop, in cooperation with the Host Committee, the system for handling registration, hotel reservations, and the collections of fees and charges.

E. Make the payments from Convention Funds for all services rendered and all approved invoices.

- 802.3** The District Convention Committee is held shall be responsible for all matters pertaining to the District Convention for that year. Inasmuch as the District Convention is the responsibility of the District, the District Convention Committee shall be composed of the District Governor, the District Governor-Elect, the District Executive Director (Convention Manager), the District Administrative Assistant (Registration Manager), the Trustee for the Region, the Lieutenant Governor(s) of the Host Division, the District Convention Host Committee Chairman (who shall be appointed by the Governor from the host Club or Division), and such other members as may be appointed by the Chairman and approved by the Governor.
- 802.4** The Host Division may arrange for entertainment, optional tours and programs, dinners, spouses' program, and youth activities, but any and all arrangements requires committee approval.
- 802.5** The International Representative assigned to the District for the subsequent year shall be the speaker for the fellowship luncheon.
- 802.6** The District Executive Director shall file a financial report of the Convention no later than 45 days after the Convention or September 30, whichever occurs first.
- 802.7** Suitable mementos should be presented to the International Representative and the District Governor, purchased from funds allocated from registration fees. Dollar amounts for the mementos should be based on prior convention budgets and local options.
- 802.8** Hospitality for the senior International Representative shall be the responsibility of the Convention and coordinated by the Governor-Elect.
- 802.9** Lists of Delegates, Alternates and Delegates-At-Large shall not be available to any group or individuals before or during the Convention for any purposes other than required by the Bylaws or as necessary for conducting a District Convention.
- 802.10** The Convention may provide complimentary registrations and rooms for the Governor and spouse, Governor-elect and spouse, Immediate Past Governor and spouse, Executive Director, Administrative Assistant, Key Club Governor, Key Club Administrator, Circle K Governor, Kiwanis International President and spouse, Kiwanis International Trustee Counselor and spouse, and Kiwanis International Staff who are invited session presenters. Registration may be provided to the Host Convention Committee Chair. Others may be added to this list as approved by the Kiwanis Board of Trustees.
- 802.11** Any and all funds received for registration fees and other miscellaneous funds received in conjunction with a District Convention, Mid-Year Education Conference, Mid-Year Regional Education Conferences, or a District function at an International Convention, shall be deposited in the Kiwanis Convention & Conference Fund. If expenses exceed the income, it shall be the responsibility of the District to pay the difference, out of the surplus funds of the District designated for Conventions & Conferences.
- 802.12** The District Board of Trustees shall establish and maintain a Convention and Conference Surplus Fund of fifteen thousand dollars (\$15,000.00) annually. Profits realized from conventions and conferences shall also be used to develop this fund.
- 802.13** District Convention, Mid-Year Education Conference, or Mid-Year Regional Education Conferences shall be self-sustaining; the expenditures included in the budget shall not exceed the registration fees, meal costs and other income. Other meetings may or may not be self- sustaining, but financially should be within the amounts budgeted by the District.

### **803. CONVENTION SITE CRITERIA**

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- 803.1** An invitation by a Kiwanis Club or division for holding an annual District Convention in its city shall be extended in accordance with the District Bylaws, Article VIII, Section 2. The Kiwanis Club and Division must express a willingness to assume the operating responsibility for the Convention under the direction of a Convention Committee Chairman, designated by the Governor, in accordance with District Bylaws, Article X. Said invitation must be received in writing by the District Executive Director no later than May 1st.
- 803.2** The following criteria must be met for an invitation to be considered by the District Board of Trustees:
- A.** At least 150 suitable hotel rooms within a minimum number of properties.
  - B.** An auditorium with seating for at least 350 persons equipped with necessary audio-visual facilities for conducting meetings.



- C. Separate and suitable banquet facilities for seating and serving at least 350 persons and providing the essential audio-visual equipment, to allow for meal functions to be held immediately following business meetings on Saturday evening and Sunday morning.
- D. An adequate number of breakout rooms available for workshops, forums, and smaller committee meetings.
- E. Suitable facilities for serving luncheons for other occasions, including the spouses' functions, if supported by the Convention Committee.
- F. Adequate space shall be provided for registration activities, for displays of the District Chairmen, for displays for the candidates for Governor-Elect, and future convention sites.
- G. A definite written agreement shall be concluded with the hotels and motels on the number of complimentary sleeping and meeting rooms allocated in relation to total number of rooms sold.
- H. Rates for convention housing shall be negotiated in advance with all hotels and motels offering their facilities and services.

## **804 SELECTION OF FUTURE CONVENTION SITES**

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- 804.1 Upon receiving the written invitation from a club or division, the Executive Director shall advise the District Board of the locations, and shall schedule a visit to the proposed convention site. If appropriate, the Executive Director will invite a Board Member and the Lieutenant Governor of that division to look over meeting and banquet facilities, sleeping accommodations, suggested menus, and other features of the convention city.
- 804.2 The Executive Director will report back to the Board of Trustees at the next Board Meeting and advise the members of the results of the on-site investigations.
- 804.3 The Board of Trustees will determine the location of the next open convention, based upon the information presented.
- 804.4 The Board of Trustees shall attempt to confirm the dates and locations of the Annual district conventions at least three (3) years in advance.
- 804.5 Funding to defray the necessary and reasonable expenses for the Executive Director to conduct the Convention Site Reviews shall be funded from the Convention and Conference Fund.
- 804.6 The District Board will regularly update and maintain Policy 803 concerning Convention Site Criteria, based upon the actual usage of rooms at prior convention

## **805 MID-YEAR EDUCATION CONFERENCE OR REGIONAL EDUCATION CONFERENCES SITE CRITERIA**

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- 805.1 For the Mid-Year Education Conference, the District Board will select a city to host the Mid-Year Education Conference that is central for the majority of the membership of the District.
  - A. The Executive Director will research a hotel and/or facility that will closely meet the following criteria and report the results of the search to the District Board of Trustees:
    - a. At least 100 suitable hotel rooms within a minimum number of properties.
    - b. An auditorium with seating and banquet facilities for at least 300 persons equipped with necessary audio-visual facilities for conducting meetings.
    - c. An adequate number of breakout rooms available for workshops, forums, and smaller committee meetings.
    - d. Adequate space shall be provided for registration activities and displays.
    - e. A definite written agreement shall be concluded with the hotels and motels on the number of complimentary sleeping and meeting rooms allocated in relation to total number of rooms sold.
    - f. Rates for convention housing shall be negotiated in advance with all hotels and motels offering their facilities and services.
  - B. The Mid-Year Education Conference shall be held between the second week of January and the third weekend of February, and should be scheduled to avoid any national, state, or local holidays or events.
- 805.2 For the Mid-Year Education Regional Conferences, each Trustee will attempt to schedule their Mid-Year Education Regional Conference in a suitable location, conveniently located for the majority of the members of the Region.

- A. Each Trustee will inform the Executive Director of the selected location, address of the facility, and estimated cost of rent, janitorial services, and food and beverages for the conference no later than the August Board Meeting.
- B. The Mid-Year Conferences shall be held on Saturdays in January, February, and March.
- C. As a group, the District Board will determine the standard agenda to be followed for the Mid-Year Education Regional Conferences each year. Based on the agenda, the Board will determine the anticipated attendance and the basic meeting space requirements for each respective conference.

## **806 INTERNATIONAL PRESIDENT'S OFFICIAL VISIT TO THE DISTRICT**

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- 806.1** Unless scheduling prohibits it, the International President's Visit to the La.-Miss.-W.Tenn. District shall be held at District Convention.
- 806.2** The District Executive Director, working in consultation with the Governor, shall make plans and arrangements for the official visit of the International President's Visit to the District.
- 806.3** The District Governor, assisted by a host Lieutenant Governor and others who may be appointed, shall be responsible for the hospitality for the International President's Official Visit to the District, except as otherwise stated in these Policies.
- 806.4** A sum of not less than \$100.00 or more than \$250.00 shall be allocated from the fee charged for the meeting and/or from the District Treasury to purchase a suitable memento to be given to the International President on the occasion of the Official Visit to the District.

## **807 CONVENTIONS AND CONFERENCES REGISTRATION FEES**

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- 807.1** All persons attending a District Convention, Mid-Year Education Conference, or Mid-Year Regional Education Conferences must be properly registered to attend the meeting, paying the approved registration fee for the meeting and for any additional meal costs (if separate from the registration fee) as approved and published by the District Board. All members of Kiwanis clubs will be required to register at the established member fee. Only those persons not holding membership in a Kiwanis club may register at the spouse/guest fee.
- 807.2** Appropriate payment must accompany the registration form. Online registration form is acceptable.
- 807.3** Any cancellation requests must be made in writing to the District Office. Telephone requests for cancellations are not acceptable.
- 807.4** There will be a \$20.00 deduction per registration for any cancellations postmarked or emailed within four (4) weeks of the official starting date of the District meeting.
- 808.5** No refunds of any kind will be issued if the request for cancellation is postmarked or emailed within two (2) weeks of the official starting date of the District meeting.
- 808.6** All voting delegates must pay the appropriate member registration fee.
- 807.7** No spouse, partner, or guest of any Kiwanian may attend any session, forum, or other activities at the Kiwanis District Convention unless such person has paid the appropriate registration fee.

## **808 STANDING RULES FOR THE HOUSE OF DELEGATES AT CONVENTION**

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- 808.1 Rule 1** - Only delegates may be seated in the area designated for delegates.
- 808.2 Rule 2** - Only delegates with official delegate credentials may present or speak on motions and vote.
- 808.3 Rule 3** - No delegate may speak more than 3 minutes at a time unless allowed to do so by a majority vote of the delegates.
- 808.4 Rule 4** - No delegate may address the assembly a second time on the same question until all delegates who desire to speak on the topic have spoken.
- 808.5 Rule 5** - Any main motion or amendment shall be written, signed by the maker and seconder, and presented to the Executive Director before it is moved.
- 808.6 Rule 6** - 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.

- 808.7 Rule 7** - Debate shall alternate between those speaking for and those speaking against a motion.
- 808.8 Rule 8** - A delegate shall not speak for or against a motion and move to close debate on the same recognition.
- 808.9 Rule 9** - Debate on any proposed resolution or amendment to the Bylaws, including all amendments thereto, shall be limited to 20 minutes.
- 808.10 Rule 10** - A motion to move the previous question will not be in order until 15 minutes of debate has taken place or all microphones are clear.
- 808.11 Rule 11** - Candidates for the office of Governor and Governor-Elect may have one nominating speech not to exceed three minutes and a second from the platform not to exceed one minute.
- 808.12 Rule 12** - Nominating speeches for officers may not be waived.
- 808.13 Rule 13** - Any candidate who is unopposed for office may be elected by a voice vote.
- 808.14 Rule 14** - Any of the above rules may be suspended by a majority vote.
- 808.15 Rule 15** - *Roberts Rules of Order Newly Revised* shall be the parliamentary authority for all matters of procedure not specifically covered by the Constitution and Bylaws of Kiwanis International, the Bylaws of the Louisiana-Mississippi-West Tennessee District, and these standing rules.

## **809 EXHIBITS**

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### **809.1 Permitted Activities**

1. District Foundation fundraising activities, such as the Gift Basket Raffle, purchasing raffle tickets for major donated items, etc., and financial support of the activities of the Kiwanis Children's Fund are allowed fundraising events at the official District events of the District Convention and Mid-Year Education Conference or Mid-Year Regional Education Conferences.
2. The distribution and display of Kiwanis-related literature from within the assigned booth space.
3. The distribution and display of information from an outside Nonprofit or Not-for-profit organization, seeking support from Kiwanis clubs to further develop its goals and objectives.
4. The distribution and display of local materials and literature, promoting tourist information, restaurants, and other points of interest.
5. The utilization of audio/visual equipment, so long as the volume does not disturb surrounding exhibitors.
6. The sale, display, or distribution of merchandise, products, goods or services other than for the District Foundation, with prior approval of the Kiwanis District Board.

### **809.2 Prohibited Activities**

1. Conducting a drawing or any other contest of chance or skill that involves the exchange of money, as in the purchasing of chance or raffle ticket, other than for the District Foundation and Kiwanis Children's Fund, and then only with approval of the Kiwanis District Board of Trustees.
2. Using any sound amplification or lighting equipment or any other technique that is distracting to surrounding exhibitors.

# LA.-MISS.-W.TENN. KIWANIS POLICIES

## SECTION 900: GENERAL DISTRICT POLICIES

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### 900 DISTRICT OFFICE

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- 900.1 The normal office hours for the District Office shall be 9:00 a.m. to 4:30 p.m., Monday through Thursday, and 9:00 a.m. to 12:00 noon Friday.
- 900.2 The District Office shall be closed for the following holidays:
- Thanksgiving (Thursday & Friday)
  - Christmas Eve & Day
  - New Year's Eve & Day
  - Mardi Gras
  - Holy Thursday & Good Friday
  - Memorial Day
  - Fourth of July
  - Labor Day

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### 901 DISTRICT AWARDS

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- 901.1 All District Awards will be determined by the District Governor. Such awards will reflect the emphasis of each administration. The Committee Chairmen or other persons responsible for the collection of nominees and selection of winners for the various awards shall submit to the District Governor and District Executive Director a list of the criteria for the selection of winners and other rules concerning the awards prior to announcing the awards and their criteria to the clubs.
- 901.2 No award need be presented in any year in which the person(s) responsible for the award determines that no nominee adequately meets the published criteria for the award. When this occurs, the person(s) responsible for the particular award shall immediately notify the District Governor of his decision.

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### 902 DISTRICT EMBLEMS

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- 902.1 To preserve distinction and dignity of the District emblem(s) (Kiwanis, Circle K and Key Club), they shall not be used for trade or commercial purposes without specific authorization from the respective District Board of Trustees. The emblem(s) may be used on approved District badges for present and past District officers and District committee chairmen. It may be used also for official District, Division, and Club programs, bulletins, stationery and publications connected with Kiwanis, Circle K and Key Club programs and activities of a non-commercial nature.
- For any other use prior written authorization must be obtained from the appropriate District Board by written request submitted, in the case of Kiwanis, through the District Executive Director, and in the case of either Sponsored Youth Organization, through the appropriate District Administrator, at least ten days prior to any meeting of the District Board(s). Provided however, that if Board action is required on any such request before a Board meeting will be held a vote on the matter may be taken by mail ballot.

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### 904 ALCOHOLIC BEVERAGES AT KIWANIS MEETINGS

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- 904.1 In the light of the Objects of Kiwanis International, and in the light of the possible presence of SLP members and other guests, the District prohibits the serving of alcoholic beverages at official Kiwanis functions. Official function is defined as follows: (1) one for which attendance is granted under the official attendance rules; (2) one which begins when the presiding officer calls the meeting to order and is concluded also by the presiding officer's order.

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### 905 FUND RAISING

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- 905.1 All District-wide service-type fund solicitations shall be handled through the District Foundation rather than through any outside organizations. "District-wide" shall be interpreted as "above division level."

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**906 KIWANIS-FAMILY ELECTIONS**

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- 906.1 The choice of leadership in the various branches of the K-Family is the exclusive privilege and responsibility of each individual group. It is improper for a member of any one organization to attempt to influence the process of nomination, electioneering, or voting for officers of any other group.

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**907 SEXUAL HARASSMENT**

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- 907.1 A. This District prohibits any form of sexual harassment. Similarly, any behavior that has the effect of creating an intimidating, hostile, or otherwise offensive environment is strictly prohibited. Sexual harassment includes, but is not limited to, the following behavior: sexual advances, verbal or physical conduct of a sexual nature, visual forms of a sexual or otherwise offensive nature, such as signs or posters, requests for sexual favors, epithets, slurs, jokes, or other verbal or physical conduct.
- B. Several behavioral suggestions are in order to carry out this policy:
1. Strive to have at least two adults present at all times when Kiwanians and sponsored youth are meeting together or are traveling together, even briefly.
  2. Avoid the unnecessary touching of others, whether adults or youth.
  3. Avoid sexually suggestive language, off-color jokes or stories.
  4. Avoid the distribution or pictures, audio, videotapes or printed materials, including e-mail messages or media of any kind, containing sexually suggestive language or scenes.
  5. Avoid all activities/projects that involve one-on-one contact between adults and youth (“Lone Ranger projects”).

**907.2 Reporting Discrimination and Sexual Harassment**

- A. If one experiences or observes any of the aforementioned prohibited forms of conduct, that person, or a representative of any club or division, must report such conduct to the District Executive Director. An investigation will be conducted and, to the extent possible, the privacy of the person filing the complaint, as well as the person under investigation, will be respected at all times consistent with legal obligation to conduct a fair and thorough investigation. If the District Executive Director is involved in the conduct about which the person is complaining, the report should be made to the current District Governor. The complaint will be promptly investigated. Upon completion of the investigation, the matter will be reported to the District Board of Trustees for appropriate consideration. The investigation results will remain confidential to the general public.
- B. Alleged violations reported to any club will be documented and promptly and discretely investigated, and proper authorities, including the Division and District Risk Managers and Kiwanis liability insurance carriers, should be notified immediately if anyone files a complaint about the conduct of a Kiwanian.

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**908 GRIEVANCE PROCEDURES**

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- 908.1 Any dispute between clubs or individuals regarding any matter or issue as to Kiwanis, Kiwanis policies or procedures, or Kiwanis authorities, may be submitted to the current District Governor for resolution. In appropriate instances, the Governor may present any issue to the District Board of Trustees for resolution by majority vote of all trustees.

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**909 KIWANIS RELATED LITIGATION**

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- 909.1 The effectiveness of all that we do as Kiwanians depends in large measure on building, advancing, and protecting the good name of Kiwanis. To this end, the following apply to matters regarding litigation:
1. Before any Kiwanis club or division engages in litigation as a plaintiff of any kind in the name of Kiwanis, such club or division must obtain written consent from the District Board of Trustees through the District Executive Director.
  2. Any Kiwanis club or division named as a defendant in a law suit or an administrative or tax proceeding shall notify the District Executive Director immediately upon being made aware of the existence of the suit or proceeding. Such club or division shall also comply with all terms of the Kiwanis liability insurance and must also notify the Kiwanis insurance authorized risk manager immediately.