



Kiwaniis®

Louisiana-Mississippi-West Tennessee District

MINUTES OF THE MARCH 2023 BOARD MEETING

March 11, 2023, 8:00 AM via zoom

Bruce Hammatt, Governor, Presiding

Call to Order

The Louisiana-Mississippi-West Tennessee District of Kiwanis International Board of Trustees met for its March meeting on Saturday, March 11, 2023, by zoom. Governor Bruce Hammatt called the meeting to order at 8:00 AM and established a quorum with the following present:

Governor, Bruce Hammatt
Governor Elect Designate, Rogena Woods-Mitchell
Immediate Past Governor, Rick Latiolais
Region I Trustee, John A. Fry
Region II Trustee, R. Fred Pitts
Region III Trustee, Tom Osburn
Region IV Trustee, Marcel Lashover
Region V Trustee, Laura Gilliland
Region VI Trustee, Andrew Dozier
Executive Director, Jen Robertson

Invocation by Trustee VI. Defining Statement by Trustee V. Opening Remarks by Governor and Governor-Elect.

Executive Session moved to the end of the agenda.

November 18-19, 2022, Board Meeting Minutes

The November 18-19, 2022, Board Meeting Minutes were considered. John Fry made a motion to adopt the minutes as presented (exhibit A). Andrew Dozier. seconded the motion. All voted in favor. Motion carried.

Ongoing Business

The Board discussed:

- The May Board Meeting will be held in conjunction with Lt. Governor Training on May 12-13, 2023, in Ridgeland, MS.
- The District Foundation received 11 Key Club Scholarship Applications. Nine scholarships will be awarded at Key Club District Convention in April.
- Key Leader North is scheduled for April 28-30, 2022, in Eva, TN;.
- Circle K: 10 active clubs
- Key Club:
 - District Convention (DCON) is April 14-16, 2023, in Natchez, MS

- 125 active clubs
- Aktion Club: 5 active clubs
- Builders Club: 34 active clubs
- K-Kids: 31 active clubs
- District Chair Reports (exhibit B)
- District Service Project (AEDs): supply is on an 18 week back order; Foundation has awarded AED grants to Hammond, Pascagoula, and Cortana.
- PDO Update: no report
- Key Leader North Finances: no report
- After reviewing 2024 DCON location and date options of Memphis, TN, and Tupelo, MS, John Fry moved to select Tupelo, MS for the location of the 2024 DCON on July 26-28, 2024. Marcel Lashover seconded. All voted in favor. Motion carried.

Board Committee Reports

The Board discussed the **Bylaws and Policies Committee**. Chair Fred Pitts presented a Bylaws change request from the Kiwanis Club of Long Beach (exhibit C). No action was taken.

Chair Fred Pitts presented revisions for the Louisiana-Mississippi-West Tennessee District Policy and District Officers Policy (exhibit D). Fred Pitts made a motion to adopt the revised policies as presented. Rick Latiolais seconded the motion. All voted in favor. Motion carried.

The Board discussed the **Education Subcommittee**. Chair Tom Osburn discussed the monthly education webinar series. To better understand who watches the on demand video after the live webinar, the Board asked the Executive Director to research documentation options.

The Board discussed the Signature Project Contest submissions. Governor Bruce Hammatt requested a short write up of each application to be included in the upcoming District newsletter.

The Board discussed the 2023 Club Leadership Education (CLE) trainings. The District will host virtual CLEs one night per week over five weeks with a make up session at DCON. The President CLE will be one and half hour training. The Secretary, Treasurer, Membership Chair, and Board Training will be one-hour trainings. Trainings will begin the last week of May 2023 with the Presidents CLE followed by trainings once per week. The week of July 4th will be skipped. Virtual trainings will be recorded and made available on the website.

The Board discussed the 2023 DCON Education Sessions and need for an in person District club coaching training.

The Board reviewed the attendance and cost of the 2023 Mid-Year Regional Education Conferences. Seven regional conferences were hosted for a total of \$223.16 in profit.

Region	Attendance			Clubs Represented			Clubs In Region	%
	2022	2023	Diff	2022	2023	Diff		
I	36	41	5	10	8	-2	13	62%
II	22	16	-6	4	4	0	13	31%
III	32	30	-2	10	12	2	17	71%
IV	49	63	14	10	11	1	16	69%
V	89	65	-24	16	13	-3	19	68%
VI	42	30	-12	11	12	1	22	55%
VII	25	33	8	6	7	1	14	50%
	295	278		67	67		114	59%

The Board considered a request to waive the 2023 registration fees for the Kiwanis Clubs of Leesville and Red River, representing \$250. The Board took no action.

The Board considered a registration incentive for new clubs for future Mid-Year Education Conferences. Rick Latiolais moved to establish a Mid-Year Education Conference Attendance Incentive offering up to \$250 in registration expenses to each new club chartered since the previous year's Mid-Year Education Conference or Regional Conferences; depending on a club's charter date, the Executive Board may consider an extension to the following year's Mid-Year Conference. Rogena Woods Mitchell seconded the motion. All voted in favor. Motion carried.

The Board discussed the **Budget & Finance Committee**. Chair John Fry presented the LaMissTenn District Statement of Financial Position (exhibit E), the LaMissTenn District Budget vs Actual Statement (exhibit F), the Key Club Budget vs Actual Statement (exhibit G).

The Board reviewed club dues status. As of March 1, 2023, 92 clubs have paid their dues (\$145,410) while 24 clubs owe dues (\$30,854).

The Executive Director presented the 2023 DCON budget. Rogena Woods Mitchell moved to approve the budget. Laura Gilliland seconded the motion. All voted in favor. Motion carried.

The Board discussed the current signature process. No action was taken.

The Board discussed the **Membership Subcommittee**. Chair Rogena Woods-Mitchell shared an update including ongoing efforts as discussed in the Membership District Chair report.

New Business

The Board discussed the increasing price of banner patches. To continue the discussion, the Executive Director will request a sample patch from Fully Promoted Baton Rouge.

The Board discussed the process to secure a replacement for the Trustee of Region VII. Malissa Sweeney submitted her resignation on February 27, 2023. The Executive Director will notify Region VII clubs of the vacancy and solicit Trustee applications. The Executive Director will consult with the Governor-Elect to schedule a date for a potential election.

Governor Elect Rogena Woods Mitchell presented her District Goals for 2024 (exhibit H), 2023-2024 Distinguished Kiwanian Program (exhibit I), 2023-2024 Distinguished Club Program (exhibit J), 2023-

2024 Distinguished Secretary Program (exhibit K), 2023-2024 Distinguished Lt. Governor Award (exhibit L), and 2023-2024 Inter-Club Program (exhibit M). Rick Latiolais moved to approve goals and programs. John Fry seconded motion. All voted in favor. Motion carried.

The Board discussed the 2023-2024 Lt. Governors and remaining vacancies. Governor Elect Rogena Woods Mitchell asked the Board to assist in locating candidates for vacancies.

District Calendar

The Board reviewed dates throughout the Kiwanis year.

March 2023

31 Submission deadline for District's prior FY statements to KI

April 2023

14-16 Key Club District Convention, The Grand Hotel, Natchez, MS

28-30 Key Leader, North, Eva, TN

TBD District Foundation Board Meeting, Ridgeland, MS

TBD Circle K District Board Training Conference & Board Meeting

May 2023

5-7 2023-2024 Key Club Governor & Administrator Training Conference

12-13 2022-2023 Kiwanis Lt. Gov Training Conference, Ridgeland, MS

12-13 2022-2023 Kiwanis District Board Meeting, Ridgeland, MS

TBD 2023-2024 Key Club District Board Training Conference & Board Meeting

June 2023

21-24 Circle K International Convention

21-24 Key Club International Convention

22-25 108th Annual Kiwanis International Convention, Minneapolis, MN

TBD 2022-2023 CLE Training, Summer 2023

August 2023

4-6 105th Annual LaMissTenn District Convention, DoubleTree by Hilton, Lafayette, LA

6 2023-2024 Kiwanis District Board Meeting

Future District Conventions

2024 106th Annual LaMissTenn Kiwanis District Convention, TBD, August 2-3

2025 107th Annual LaMissTenn Kiwanis District Convention, TBD, August 1-2

Future Kiwanis International Conventions

2023 108th Annual KI Convention, Minneapolis, MN, June 21-24

2024 109th Annual KI Convention, Denver, CO, July 3-7

2025 110th Annual KI Convention, Pittsburgh, PA, June 25-28

Next, the Trustees, Governor, and Governor Elect Designate made closing remarks emphasizing the importance of teamwork in recruiting and gratitude to District staff and Board members.

Executive Session

Marcel Lashover moved to open Executive Session for the purpose of discussion of personnel at 12:15pm. Rogena Woods Mitchell seconded. All voted in favor. Motion carried.

Rogena Woods Mitchell moved to close Executive Session and resume the Board meeting at 12:34pm. John Fry seconded. All voted in favor. Motion carried.

Governor Bruce Hammatt moved to adjourn the meeting. Rogena Woods Mitchell seconded the motion. All voted in favor. The meeting was adjourned at 12:38 PM.



Kiwanis®

Louisiana-Mississippi-West Tennessee District

MINUTES OF THE NOVEMBER 2022 BOARD MEETING

November 18-19, 2022

Hampton Inn & Suites, Ridgeland, MS

Bruce Hammatt, Governor, Presiding

Call to Order

The Louisiana-Mississippi-West Tennessee District of Kiwanis International Board of Trustees met for its November meeting on Friday, November 18, 2022, and Saturday, November 19, 2022. Governor Bruce Hammatt called the meeting to order at 5:00 PM and established a quorum with the following present:

Governor, Bruce Hammatt
Governor Elect Designate, Rogena Woods-Mitchell
Immediate Past Governor, Rick Latiolais
Region I Trustee, John A. Fry
Region II Trustee, R. Fred Pitts
Region III Trustee, Tom Osburn
Region V Trustee, Laura Gilliland
Region VI Trustee, Andrew Dozier
Executive Director, Jen Robertson

Invocation and Defining Statement by Governor Elect Designate. Opening Remarks by Governor.

Executive Session (suspended)

August 20, 2022, Board Meeting Minutes

The August 20, 2022, Board Meeting Minutes were considered. John Fry made a motion to adopt the minutes as presented (exhibit A). Fred Pitts seconded the motion. All voted in favor. Motion carried.

Ongoing Business

The March Board Meeting will be held virtually on March 11, 2023, at 8am. The May Board Meeting was scheduled for May 12-13, 2023, in Baton Rouge, LA, in conjunction with Lieutenant Governors' training. The Lieutenant Governors' training was relocated to Ridgeland, MS. John Fry made a motion to move the May Board Meeting from Baton Rouge, LA, to Ridgeland, MS, to align with the revised Lieutenant Governors' training location. Laura Gilliland seconded the motion. All voted in favor. Motion carried.

Next, the Board discussed:

- Key Leader Conferences: South on November 4-6, 2022, in Greenwell Springs, LA, and North on April 28-30, 2022, in Eva, TN;
- Circle K Convention on February 17-18, 2022, in Baton Rouge, LA;
- Other SLP organizations and programs;

- Mid-Year Regional Education Conference locations; and
- District Service Project (AEDs).

Board Committee Reports

The Board discussed the **Bylaws and Policies Committee**. Chair Fred Pitts presented revisions for the District Convention & Conferences Policy (exhibit B). John Fry made a motion to adopt the revised District Convention & Conferences Policy as presented. Rick Latiolais seconded the motion. All voted in favor. Motion carried.

The Board discussed the **Education Subcommittee**. Chair Tom Osburn presented the **2023 Mid-Year Regional Education Conference topics**: membership, District Foundation grant process, and signature projects.

Chair Tom Osburn presented the structure and education topics for **2023 CLE**: training of one position (President, 1.5 hr; Secretary, 1 hr; Treasurer, 1 hr; Membership Chair, 1 hr; and Board Training, 1 hr) will be held per week over a five-week period with a makeup session for each at District Convention. The Board would like these virtual trainings to be recorded and shared on the website.

The Education Subcommittee will start working on the **2023 DCON Education Sessions**. The Board expressed interest in having a training workshop for new clubs on how clubs should function.

Chair Tom Osburn presented the concept of **virtual monthly education meetings**. After much discussion, the Board would like the sessions to start in December and to cover the Signature Project Submission Process. Governor Bruce Hammatt will work with Greg Beard to schedule. The Board expressed interest in creating a FAQ on the website from the questions discussed during these virtual sessions. To incentivize participation, John Fry moved to create a drawing for each session in which one participant will win a \$25 discount on DCON registrations, up to \$400 this year. Rogena Woods-Mitchell seconded the motion. All voted in favor. Motion carried.

The Board discussed the **Budget & Finance Committee**. Chair John Fry presented the LAMSTN District Statement of Financial Position (exhibit C), the LAMSTN District Profit and Loss Statement (exhibit D), the Key Club Budget vs Actual Statement (exhibit E).

The Board reviewed **club dues status**. As of November 16, 2022, 11 clubs have paid their dues (\$19,412) while 103 clubs owe dues (\$153,732).

The Board discussed the District's **starting membership number** for 2022-2023: 3,674 members.

Executive Director Jen Robertson presented **options for the District office**: (1) close the office and both District positions will work from home, (2) relocate to The Bug Man Pest Services though timeline is unclear with current building renovations, or (3) relocate the office to Celtic Studios with a one-year lease and reconsider The Bug Man Pest Services option prior to Celtic lease renewal. John Fry moved to sign a one-year lease with Celtic Studios and re-evaluate prior to lease renewal. Rogena Woods-Mitchell seconded the motion. All voted in favor. Motion carried.

District Key Club Administrator Judi Zimmerman joined the meeting via zoom to discuss the **2022-2023 Key Club budget** (exhibit F). Judi Zimmerman shared Key Club leadership has only three Lieutenant

Governor positions filled. The Board expressed interest in seeing the Key Club Budget prior to the start of the Key Club year (April to March). Judi Zimmerman will work with Jen Robertson to develop and present the 2023-2024 Key Club budget to the District Board at the March board meeting. Finance Committee Chair John Fry expressed willingness to support the development of the 2023-2024 Key Club budget and the continued work on the 2022-2023 Key Club budget throughout the year.

District Circle K Administrator Sidney Guidry joined the meeting via zoom to discuss the **2022-2023 Circle K budget** (exhibit G). Sidney Guidry shared Circle K leadership only has the Governor position filled. The Board discussed how to create a better path from Key Club membership to Circle K membership to Kiwanis Club membership. One idea is to encourage mentorship by Kiwanis Club clubs of Circle K members to foster future Kiwanis membership. Membership Subcommittee Chair Rogena Woods-Mitchell said she will add a Circle K focused position on the Membership Subcommittee. The Board discussed doing a better job of promoting the Circle K brand and opening one new Circle K per year.

Executive Director Jen Robertson presented options of **District bank account consolidations**. Fred Pitts moved to consolidate (1) Kiwanis District accounts to only an operating and savings account, (2) Circle K accounts to only an operating account, and (3) Key Club accounts to an operating and savings account. Consolidations will be executed at a time of ease to not complicate Kiwanis International dues deposits. Andrew Dozier seconded the motion. All voted in favor. Motion carried.

The Board discussed the **Membership Subcommittee**. Chair Rogena Woods-Mitchell shared an update on the **Healthy Club Boot Camp**. Sessions are going very well. The software being used, Canvas, has a large learning curve. The Board expressed desire for a one pager fully explaining the program.

Chair Rogena Woods-Mitchell shared an update on **new club openings**. Red River Parish, LA recently opened in October with 50 members. Club opening of Ridgeland, MS is scheduled for the end of November.

Chair Rogena Woods-Mitchell discussed the District goal of **strengthening four clubs above Charter strength**. The Board discussed identifying and targeting ten clubs below Charter strength.

New Business

The Board considered **Key Leader Financial Administration**. Key Leader South event coordinators and club want the District to oversee event finances. Key Leader North event coordinators and club do not want the District to oversee event finances. The Finance Committee will reach out to Key Leader North coordinators to investigate further.

The Board considered **outdated Distinguished Kiwanian Pins and surplus office equipment** at the District office. Fred Pitts moved to recycle or dispose of pins and liquidate the surplus office equipment. Laura Gilliland seconded the motion. All voted in favor. Motion carried.

The Board considered **Division 9 boundary changes** to move Red River Parish from Division 9 to Division 11 to better align the Kiwanis Club of Red River Parish with its sponsor club, Kiwanis Club of Natchitoches. John Fry made a motion to move Red River Parish to Division 11. Rogena Woods-Mitchell seconded the motion. All voted in favor. Motion carried.

The Board considered the District **Key Club and Circle K Scholarship Programs**. Fred Pitts moved to allow the District Foundation to administer the scholarship programs with a Scholarship Committee

consisting of one (1) District Board Member to be appointed by the Governor, one (1) Foundation Board Member to be appointed by the Foundation President, and three (3) at large members to be appointed by the Foundation, of which each is from one of the three states of the District (a LA representative, a MS representative, and a TN representative). Rogena Woods-Mitchell seconded the motion. All voted in favor. Motion carried. Governor Bruce Hammatt appointed Education Chair Tom Osburn.

The Board considered the **Past District Officers' Organization (PDO)**. John Fry moved to request an annual PDO budget to be presented at the May District Board meeting. The Bylaws & Policies Committee will provide an update at the March District Board Meeting on how the PDO is fulfilling its purpose as stated in the PDO Bylaws.

District Calendar

The Board reviewed dates throughout the Kiwanis year.

January 2023

- 13-15 North American Governors Conference
- 13-15 Key Club District Administrators Meeting
- 15 Deadline for District Circle K and Key Club Scholarships
- 21 Mid-Year Regional Conference, Region V, Hammond, LA
- 28 Mid-Year Regional Conference, Region III, Ocean Springs, LA

February 2023

- 4 Mid-Year Regional Conference, Region VI, Lafayette, LA
- 11 Mid-Year Regional Conference, Region VII, Monroe, LA
- 18 Mid-Year Regional Conference, Region I, Jackson/Germantown, TN
- 20-24 K-Kids Week
- 25 Mid-Year Regional Conference, Region IV, New Orleans, LA
- 24-25 Circle K District Convention

March 2023

- 4 Mid-Year Regional Conference, Region II, Tupelo, MS
- 6-10 Aktion Club Week
- 11 Kiwanis District Board Meeting, virtual
- 20-24 Builders Club Week
- 31 Submission deadline for District's prior FY statements to KI

April 2023

- 14-16 Key Club District Convention, The Grand Hotel, Natchez, MS
- TBD District Foundation Board Meeting, Ridgeland, MS
- TBD Circle K District Board Training Conference & Board Meeting
- 28-30 Key Leader, North

May 2023

- 4-7 2023-2024 Key Club Governor & Administrator Training Conference
- 12-13 2022-2023 Kiwanis Lt. Gov Training Conference, Ridgeland, MS
- 12-13 2022-2023 Kiwanis District Board Meeting, Ridgeland, MS
- TBD 2023-2024 Key Club District Board Training Conference & Board Meeting

June 2023

- TBD 2022-2023 CLE Training, Summer 2023
- 22-25 108th Annual Kiwanis International Convention, Minneapolis, MN

July 2023

- 21-24 Key Club International Convention

21-24 Circle K International Convention

August 2023

4-6 105th Annual LaMissTenn District Convention, DoubleTree by Hilton, Lafayette, LA

TBD 2023-2024 Kiwanis District Board Meeting

Future District Conventions

2024 106th Annual LaMissTenn Kiwanis District Convention, TBD, August 2-3

2025 107th Annual LaMissTenn Kiwanis District Convention, TBD, August 1-2

Future Kiwanis International Conventions

2023 108th Annual KI Convention, Minneapolis, MN, June 21-24

2024 109th Annual KI Convention, Denver, CO, July 3-7

2025 110th Annual KI Convention, Pittsburgh, PA, June 25-28

Next, the Trustees, Governor, Governor Elect Designate, and Immediate Past Governor made closing remarks emphasizing the importance of transparency, gratitude, and teamwork.

The meeting was adjourned at 12:05 PM.



Kiwanis®

Louisiana-Mississippi-West Tennessee District

MINUTES OF THE FALL 2022 BOARD MEETING

August 20, 2022, 8:00 AM virtual meeting

Call to Order

The Louisiana-Mississippi-West Tennessee District of Kiwanis International Board of Trustees met for its fall meeting virtually on Saturday, August 20, 2022. Governor Designate Bruce Hammatt called the meeting to order at 8:07 AM and established a quorum with the following present:

Governor, Rick Latiolais
Governor Designate, Bruce Hammatt
Governor Elect Designate, Rogena Woods-Mitchell
Region I Trustee, John A. Fry
Region II Trustee, R. Fred Pitts
Region III Trustee, Tom Osburn
Region IV Trustee, Marcel Lashover
Region V Trustee, Laura Gilliland
Region VI Trustee, Andrew Dozier
Region VII Trustee, Malissa Sweeney (joined late)
Executive Director, Jen Robertson

Invocation, Defining Statement, Opening Remarks by Governor Designate, Governor Elect Designate, and Executive Director

Executive Session (suspended)

Consent Agenda

The Consent Agenda was considered. Fred Pitts made a motion to adopt the Consent Agenda as presented. The motion was seconded by Rogena Woods-Mitchell. All voted in favor. Motion carried.

Region III Trustee Replacement Appointment

The Board considered the vacancy of the Region III Trustee position with the previous Trustee's election to Governor Elect Designate. Rogena Woods-Mitchell made a motion to appoint Tom Osborn of Vicksburg, MS to fill the Region III Trustee position on October 1, 2022, with one year remaining in the term. The motion was seconded by Fred Pitts. All voted in favor. Motion carried.

Ongoing Business

Future meetings will be held in Baton Rouge, LA on November 18-19, 2022, virtually on March 11, 2023, and May 12-13, 2023, in Baton Rouge, LA, in conjunction with Lieutenant Governors' training.

Next, the Board considered Key Club's request for funding to purchase 1,000 rubber bracelets to be sold at the Key Club fall rally as a fundraiser. The bracelets will identify Kiwanis, Key, Club, and entire Kiwanis family. John suggested purchasing 2,000 bracelets thinking the cost would be ~\$450 to the District. Rogena Woods-Mitchell moved to provide up to \$450 for 2,000 bracelets. Marcel Lashover seconded the motion. All voted in favor. Motion carried.

Board Committee Reports

The Board discussed the **Policy, Procedure, and Governance Committee**. Chair Rogena Woods-Mitchell presented plans to mirror Kiwanis International's Five Key Elements strategy. The Education Subcommittee will identify subject matter for the Mid-Year Regionals and 2023 District Convention education sessions.

The Board discussed the **Investment and Finance Viability Committee**. Chair John Fry presented the proposed 2022-2023 District Budget. John Fry made a motion to adopt the budget as presented. The motion was seconded by Fred Pitts. All voted in favor. Motion carried. In addition to new club openings, the Membership Subcommittee will focus on engaging current members through club boosting efforts, club boot camp, and What's Brewing.

District Calendar

The Board reviewed dates for future District Conventions. The 105th District Convention will be held August 4-6, 2023, at the DoubleTree in Lafayette, LA. The 106th District Convention will be held August 2-3, 2024, likely in Memphis, TN or Tupelo, MS. The 107th District Convention will be held August 1-2, 2025, location TBD.

Next, the Board reviewed dates for future Kiwanis International Conventions. The 108th KI Convention will be held on June 21-24, 2023, in Minneapolis, MN. The 109th KI Convention will be held on July 3-7, 2024, in Denver, CO. The 110th KI Convention will be held on June 25-28, 2025, in Pittsburgh, PA.

Next, the Board reviewed the District calendar of events through September 30, 2023. Fred Pitts suggested the District consider holding CLE training in May or June to avoid the vacation heavy months of July and August while also expressing the advantageous of virtual training compared to no training. Bruce Hammatt suggested the Board consider holding a meeting in conjunction with District Convention while everyone is together rather than later in August.

Next, the Trustees and Executive Director made closing remarks emphasizing the importance of transparency, accountability, and communication.

Fred Pitts made a motion to adjourn the meeting at 10:20 AM. The motion was seconded by Laura Gilliland. All voted in favor. Motion carried.

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

800 DISTRICT CONVENTIONS

- 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

~~**801.1** A mid year conference 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.~~

(COMBINE 801.1 & 801.4)

- 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.
- ~~**801.2** When the Kiwanis International Convention is planned for a location away from North America, the District Board may plan for a District-wide, Mid-Winter Conference, at a suitable location, convenient to the majority of the members of the District.~~
- ~~**801.3** When the Kiwanis International President makes his/her official visit to the La. Miss. W.Tenn. District, a Mid-Winter Conference is the preferred event to host the visit, attracting a larger audience of Kiwanians than would a separate event.~~
- ~~**801.4** In other years, the District Board will plan for multiple Mid-Year Conferences, one held in each of the seven Regions of the District, planned and hosted by the Trustee of the respective Region.~~
- 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-WINTER~~ MID-YEAR EDUCATION CONFERENCE OR REGIONAL CONFERENCES GUIDELINES

- 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 ~~for the year in which the Convention~~ 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.
- 802.3** The International Representative assigned to the District for the subsequent year shall be the speaker for the fellowship luncheon.
- 802.5** 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 ~~Governor-Elect~~. **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.**
- 802.101** Any and all funds received for registration fees and other miscellaneous funds received in conjunction with a District Convention, ~~Mid-Winter~~**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.
- 802.112** The District Board of Trustees shall establish and maintain a Convention and Conference Surplus Fund of fifteen thousand dollars (\$15,000.00) **annually.** ~~in part, by budgeting a five dollar (\$5.00) per registrant fee to be paid as part of the registration fees of each meeting.~~ Profits realized from conventions and conferences shall also be used to develop this fund. ~~The five dollar fee will be waived by the District Budget Committee once the surplus fund has reached the pre-determined amount.~~

802.13 ~~Each District Convention, and Mid-Winter~~ **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

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

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-WINTER YEAR EDUCATION CONFERENCE OR REGIONAL CONFERENCES SITE CRITERIA

805.1 ~~For the Mid-Winter Year Education Conference, the~~ **For the Mid-Year Education Conference,** the District Board will select a city to host the ~~Mid-Winter Year Education~~ **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-Winter 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.

~~**805.2** 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.~~

~~**805.3** The Mid-Winter 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.~~

~~**806** MID-YEAR REGIONAL CONFERENCE SITE CRITERIA~~

~~**806.1** As a group, the District Board will determine the standard agenda to be followed for the Mid-Year Regionals each year. Select a city to host the Mid-Winter Conference that is central for the majority of the membership of the District. Based on the agenda, the Board will determine the anticipated attendance and the basic meeting space requirements for each respective conference~~

~~**806.2** Each Trustee will attempt to schedule the Mid-Year Conference in a suitable location, conveniently located for the majority of the members of the Region.~~

~~**806.3** 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 November Board Meeting.~~

~~**806.4** The Mid-Year Conferences shall be held on Saturdays in January, February, and March.~~

807 INTERNATIONAL PRESIDENT'S OFFICIAL VISIT TO THE DISTRICT

- 807.1** Unless scheduling prohibits it, the International President's Visit to the La.-Miss.-W.Tenn. District shall be held at ~~the time of a Mid-Winter Conference~~ **District Convention**.
- 807.2** 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.
- 807.3** 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.
- 807.4** 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.

808 CONVENTIONS AND CONFERENCES REGISTRATION FEES

- 808.1** All persons attending a District Convention, ~~or Mid-Winter~~ **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.
- 808.2** Appropriate payment must accompany the registration form. **Online registration form is acceptable.**
- 808.3** Any cancellation requests must be made in writing to the District Office. Telephone requests for cancellations are not acceptable.
- 808.4** 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 ~~one (1)~~ **two (2)** weeks of the official starting date of the District meeting.
- 808.6** All voting delegates must pay the appropriate member registration fee.
- 808.7** 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.

809 STANDING RULES FOR THE HOUSE OF DELEGATES AT CONVENTION

- 809.1 Rule 1** - Only delegates may be seated in the area designated for delegates.
- 809.2 Rule 2** - Only delegates with official delegate credentials may present or speak on motions and vote.
- 809.3 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.
- 809.4 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.
- 809.5 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.
- 809.6 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.
- 809.7 Rule 7** - Debate shall alternate between those speaking for and those speaking against a motion.
- 809.8 Rule 8** - A delegate shall not speak for or against a motion and move to close debate on the same recognition.
- 809.9 Rule 9** - Debate on any proposed resolution or amendment to the Bylaws, including all amendments thereto, shall be limited to 20 minutes.
- 809.10 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.
- 809.11 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.

809.12 Rule 12 - Nominating speeches for officers may not be waived.

809.13 Rule 13 - Any candidate who is unopposed for office may be elected by a voice vote.

809.14 Rule 14 - Any of the above rules may be suspended by a majority vote.

809.15 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.

810 EXHIBITS

810.1 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 ~~the only~~ **allowed** fundraising events ~~allowed~~ at the official District events of the District Convention and ~~Mid-Winter~~ **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.

810.2 Prohibited Activities

1. ~~The sale, display, or distribution of merchandise, products, goods or services other than for the District Foundation.~~
2. 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.
3. Using any sound amplification or lighting equipment or any other technique that is distracting to surrounding exhibitors.

LA-MS-W TN District of Kiwanis International

EXHIBIT C

Statement of Financial Position

As of November 17, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Circle K	
Circle K Operating (1692)	0.00
Circle K Special Events (1714)	737.82
Total Circle K	737.82
Key Club	
Key Club Conventions (1722)	1,753.28
Key Club Operating (1706)	13,590.64
Key Club Savings (2346)	27,584.27
Total Key Club	42,928.19
Kiwanis District	
Kiwanis Conventions (1757)	20,419.29
Kiwanis Operating (1730)	22,239.12
Kiwanis Savings (2354)	36,569.27
PDO Checking (1749)	5,276.92
Total Kiwanis District	84,504.60
Total Bank Accounts	\$128,170.61
Total Current Assets	\$128,170.61
TOTAL ASSETS	\$128,170.61
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
CapitalOne District	6,788.35
Total Credit Cards	\$6,788.35
Total Current Liabilities	\$6,788.35
Total Liabilities	\$6,788.35
Equity	
Retained Earnings	161,057.97
Net Revenue	-39,675.71
Total Equity	\$121,382.26
TOTAL LIABILITIES AND EQUITY	\$128,170.61

LA-MS-W TN District of Kiwanis International

EXHIBIT D

Profit and Loss by Tag Group

October 1 - November 17, 2022

	KEY CLUB	KIWANIS CONVENTION	KIWANIS DISTRICT	PDO	TOTAL
Revenue					
Dues				30.00	\$30.00
Interest Income	30.20		42.67		\$72.87
PDO Reception Payment		500.00			\$500.00
Rally Registrations	2,283.00				\$2,283.00
Total Revenue	\$2,313.20	\$500.00	\$42.67	\$30.00	\$2,885.87
GROSS PROFIT	\$2,313.20	\$500.00	\$42.67	\$30.00	\$2,885.87
Expenditures					
Audit & Accounting			1,150.00		\$1,150.00
Bank Charges & Fees		16.28			\$16.28
Business Insurance			930.90		\$930.90
Copier Lease			510.21		\$510.21
DCON Venue		5,000.00			\$5,000.00
Dst Personel, Admin Assistant			3,056.16		\$3,056.16
Dst Personel, Executive Director			7,908.08		\$7,908.08
ED, Auto & Travel Allowance			1,130.40		\$1,130.40
Fall Exec. Comm. Mtg. (Nov)	1,137.51				\$1,137.51
GATC, Gov's Training Conference	257.99				\$257.99
Key Club Training Rallys (Sept/Oct/Nov)	3,664.56				\$3,664.56
Materials & Supplies	30.00		1,311.21		\$1,341.21
Meetings, Nov/Dec Board Meeting	146.20		338.47		\$484.67
New Club Expenses			592.48		\$592.48
Payroll Taxes & Fees			12,137.23		\$12,137.23
Postage			20.93		\$20.93
Rent & Utilities			2,300.00		\$2,300.00
Telephone & Internet			135.42		\$135.42
Utilities			774.60		\$774.60
Web Page	12.95				\$12.95
Total Expenditures	\$5,249.21	\$5,016.28	\$32,296.09	\$0.00	\$42,561.58
NET OPERATING REVENUE	\$ -2,936.01	\$ -4,516.28	\$ -32,253.42	\$30.00	\$ -39,675.71
NET REVENUE	\$ -2,936.01	\$ -4,516.28	\$ -32,253.42	\$30.00	\$ -39,675.71

LA-MS-W TN District of Kiwanis International
Budget vs. Actuals: Key Club Budget - FY22 P&L Classes

October 2022 - September 2023

	Key Club	
	Actual	Budget
Revenue		
Dues		35,997.00
Interest Income	30.20	
Key Club DCON Registrations		20,000.00
Rally Registrations	1,344.74	3,000.00
Total Revenue	\$ 1,374.94	\$58,997.00
Gross Profit	\$ 1,374.94	\$58,997.00
Expenditures		
Administrators Retreat (Nov & Jan)		2,000.00
Audit & Accounting		900.00
Bank Charges & Fees		
Business Insurance		
Circle K Convention, Governor		100.00
Circle K Convention, Sec Treasurer or LG		100.00
Contingency		500.00
Copier Lease		
DCON Venue		
District Admin Travel, KDCON		250.00
District Admin Travel, Key Club ICON		2,500.00
District Admin Travel, Regional Rallies		750.00
District Board Name Badges & Shirts		400.00
District Office Allowance		3,322.00
Dst Personel, Admin Assistant		
Dst Personel, Executive Director		
ED, Auto & Travel Allowance		
Fall Exec. Comm. Mtg. (Nov)		2,500.00
GATC, Gov's Training Conference		1,000.00
KDCON, Meals, Governor		100.00
KDCON, Meals, Sec-Treasurer		100.00
Key Club Admin Expense for KDCON		800.00
Key Club District Convention (Apr)		20,000.00
Key Club ICON Suite and Expenses (Summer)		4,000.00
Key Club Training Rallys (Sept/Oct/Nov)	3,474.30	2,700.00
Key Club, ICON, District Bulletin Editor		150.00
Key Club, ICON, Governor		300.00
Key Club, ICON, Key Club District Assistant Admin		
Travel		900.00
Key Club, ICON, LG		3,750.00
Key Club, ICON, Non-Key Club Board Intl Candidate		200.00
Key Club, ICON, Sec-Treasurer		300.00

Key Club, ICON, Web Master		150.00
Materials & Supplies	30.00	
New Board Training (May)		3,500.00
New Club Expenses		
Payroll Taxes & Fees		
Postage		25.00
Pre-School Board Meeting (August)		3,500.00
Rent & Utilities		
Spring Exec. Comm. Mtg. (Jan)		2,500.00
Supplies & Printing		250.00
Telephone & Internet		
Utilities		
Web Page		100.00
Total Expenditures	\$ 3,504.30	\$57,647.00
Net Revenue	-\$2,129.36	\$ 1,350.00

Friday, Nov 11, 2022 09:48:11 AM GMT-8 - Cash Basis

Lousiana-Mississippi-West Tennessee District of Key Club International
CASH BALANCE REPORT: September 30, 2022

EXHIBIT F

	Cash in Bank 9/30/2022	Cash in Bank 9/30/2021	Variance
OPERATING FUND (1706):	\$5,935.35	\$12,520.55	-\$6,585.20
RESERVE FUND (2346):	35,537.26	58,011.05	-\$22,473.79
SPECIAL EVENTS FUND (1722):	1,753.28	4,177.34	-\$2,424.06
TOTAL, CASH ON HAND:	\$43,225.89	\$74,708.94	-\$31,483.05

	2022-2023	2021-2022 Budget		
	Budget	Budgeted	Actual	Variance
REVENUES:				
District Dues (5,538 @ \$6.50)	\$35,997.00	\$23,850.00	\$34,370.50	-\$10,520.50
Key Club DCON Registrations	\$20,000.00			
Rally Registrations	\$3,000.00			
TOTAL REVENUES:	\$58,997.00	\$23,850.00	\$34,370.50	-\$10,520.50
EXPENSES:				
A. Hotel, Meeting Rooms & Expenses	\$38,700.00	\$8,000.00	\$8,810.68	-\$810.68
a. Pre-School Board Meeting (Aug)	\$3,500.00	\$3,500.00	\$2,336.53	\$1,163.47
b. Key Club Training Rallies (Sept/Oct/Nov)	\$2,700.00	\$0.00	\$235.23	-\$235.23
c. Fall Exec. Comm. Mtg. (Nov)	\$2,500.00	\$500.00	\$0.00	\$500.00
d. Spring Exec. Comm. Mtg. (Jan)	\$2,500.00			
e. Key Club District Convention (Apr)	\$20,000.00	\$0.00	\$0.00	\$0.00
f. New Board Training (May)	\$3,500.00	\$500.00	\$6,238.92	-\$5,738.92
g. Intl Conv Suite & Expenses (Summer)	\$4,000.00	\$3,500.00	\$0.00	\$3,500.00
B. Non-Key Club Convention Stipends	\$400.00	\$225.00	\$83.40	\$141.60
Circle K Convention				
a. District Governor	\$100.00	200.00	24.00	176.00
b. Other, Sec-Treasurer or LG	\$100.00	25.00	59.40	-34.40
Kiwanis DCON, Meals				

21-22 Dues were 7,950 @ \$3.00 each;
member # updated 10/1/22
Not in the 2021-2022 budget
Not in the 2021-2022 budget

Unsure what expenses were accounted for in
21-22 budget, but Judi is planning these now;
believe \$3,000 is more reasonable.
Increased to a more reasonable budget to
cover all meeting room, hotel, and food costs
Increased to a more reasonable budget to
cover all meeting room, hotel, and food costs
Will be covered/offset by registrations
Unsure what expenses were accounted for in
21-22 budget; 22-23 budget number based on
Judi's recent expenditures
Increase in cost expected due to Anaheim, CA

Judi believes \$100 is fair and should be the
same for Gov and Sec-Tres/LG

a. District Governor	\$100.00	0.00	0.00	0.00	With the District covering hotel and convention registration, the only costs not covered for Gov and Sec-Tres to attend KDCON is dinner Friday night and possibly one other meal.
b. District Secretary-Treasurer	\$100.00	0.00	0.00	0.00	
C. International Convention Stipends	\$5,750.00	\$5,950.00	\$557.62	\$5,392.38	
a. District Governor	\$300.00	350.00	557.62	-207.62	Judi believes we can reasonably reduce these costs
b. District Secretary-Treasurer	\$300.00	350.00	0.00	350.00	
c. International Convention, LG (15 @ \$250)	\$3,750.00	4,500.00	0.00	4,500.00	
d. District Bulletin Editor	\$150.00	200.00	0.00	200.00	
e. Web Master	\$150.00	250.00	0.00	250.00	
f. Non-Key Club Board International Candidate	\$200.00	300.00	0.00	300.00	
g. Key Club District Assistant Administrator(s) Travel	\$900.00	0.00	0.00	0.00	Not in previous budget; covers travel costs to send champerone
D. District Administrator Travel	\$4,050.00	\$1,500.00	\$0.00	\$1,500.00	
a. Regional Rallies	\$750.00	750.00	0.00	750.00	Covers KDCON registration, hotel, and food costs for champerone
b. Kiwanis District Convention to champerone (August)	\$800.00	750.00	0.00	750.00	
c. Key Club ICON	\$2,500.00				
E. District Office	\$5,097.00	\$4,785.00	\$0.00	\$4,785.00	
a. Postage	\$25.00	50.00	0.00	50.00	Unsure what Key Club activities require postage. Judi believes we can reasonably reduce.
b. Supplies & Printing	\$250.00	250.00	0.00	250.00	Unsure what activities this covers, but leaving as it with goal of reducing in the next budget.
c. District Office Allowance	\$3,322.00	3,200.00	0.00	3,200.00	Increased in response to anticipated work by District staff
d. Audit	\$900.00	900.00	0.00	900.00	Unsure where this specific number comes from
e. Web Page Expenses	\$100.00	250.00	0.00	250.00	Only webpage cost identified is the purchase of the domain
f. Contingency	\$500.00	135.00	0.00	135.00	
F. Other Expenses	\$5,000.00	\$250.00	\$1,735.68	-\$1,485.68	
a. District Board Name Badges & Shirts	\$400.00	250.00	388.20	-138.20	Increased due to rising costs and recent purchase

b. Administrators Retreat (Nov & Jan)	\$2,000.00	0.00	921.52	-921.52
c. GATC: Gov's Training Conference (Apr/May)	\$1,000.00	0.00	425.96	-425.96
d. Kiwanis Gov & ED to attend Key Club Convention	\$1,600.00			
TOTAL EXPENSES:	\$58,997.00	\$20,710.00	\$11,187.38	\$9,522.62

Unsure what expenses were accounted for in 21-22 budget; 22-23 budget number based Judi's expectations
 Unsure what expenses were accounted for in 21-22 budget; 22-23 budget number based Judi's expectations
 Registration (\$300), hotel (\$500), food (300), travel (\$500)

	2022-2023	2022-2021		
		Budgeted	Actual	Variance
TOTAL REVENUES:	\$58,997.00	\$23,850.00	\$34,370.50	-\$10,520.50
TOTAL EXPENSES:	\$58,997.00	\$20,710.00	\$11,187.38	\$9,522.62
PROFIT/LOSS:	\$0.00	\$3,140.00	\$23,183.12	-\$20,043.12

CASH BALANCE REPORT: OCTOBER 6, 2022

OPERATING FUND:
SPECIAL EVENTS FUND:

Cash in Bank 10/6/2022	Cash in Bank 9/30/2022	Variance
\$5,634.76	\$5,634.76	\$0.00
\$737.82	\$737.82	\$0.00
\$6,372.58	\$6,372.58	\$0.00

2022-2023 BUDGET:

	PROPOSED BUDGET	YEAR-TO- DATE	VARIANCE
REVENUES:			
District Dues: \$12 @ 200 members	\$2,400.00	\$0.00	\$2,400.00
Convention Registrations: \$40 @ 30 attendees	\$1,200.00	\$0.00	\$1,200.00
Foundation Donation	\$1,000.00		
Interest	\$0.00	\$0.00	\$0.00
TOTAL REVENUES:	\$4,600.00	\$0.00	\$3,600.00
EXPENDITURES:			
A. Meetings & Training	\$3,500.00	\$0.00	\$3,500.00
BOARD MEETINGS:			
a. Fall Board Meeting (Sept./Oct.)	\$300.00	\$0.00	\$300.00
b. Winter Board Mtg (Dec./Jan.)	\$300.00	\$0.00	\$300.00
c. Board Officer Training (Apr/May) virtual			
DISTRICT MEETING ALLOCATIONS:			
d. Circle K District Convention	\$2,500.00	\$0.00	\$2,500.00
e. Fall Service Project	\$250.00	\$0.00	\$250.00
f. Key Club Convention Travel	\$150.00	\$0.00	\$150.00
B. Office & Travel	\$1,000.00	\$0.00	\$1,000.00
TRAVEL REIMBURSEMENTS:			
g. Governor	\$300.00		
h. Sec-Treas & LG (up to \$75 ea)	\$450.00		
OTHER:			
i. Spring International (GATC) virtual		\$0.00	\$0.00
j. CKI International Convention (funds divided between District officers and LGs attending)	\$1,000.00	\$0.00	\$1,000.00
C. District Office	\$100.00	\$0.00	\$100.00
k. Board Shirts	\$100.00	\$0.00	\$0.00
TOTAL EXPENSES	\$4,600.00	\$0.00	\$4,600.00
TOTAL REVENUES:	\$4,600.00		
TOTAL EXPENSES:	\$4,600.00		
NET: TOTAL REVENUES - TOTAL EXPENDITURES:	\$0.00		

District Committee Chair Reports

March 11, 2023

Circle K Administrator, Sid Guedry

We have made some progress since my last email. We now have 6 paid clubs (Nicholls, ULM, La Tech, McNeese, LSU, Mississippi State) with 62 members. I went to Nicholls State club meeting on Thursday, March 2 at the invitation of CKI Governor Madelyn Hill. I have also been working with a Southeastern Louisiana student to reactivate CKI on that campus.

We have had no response from Fletcher Technical School or University of Memphis. I talked extensively with Mississippi Gulf Coast Community College and they basically said they do not have the necessary funds to pay their dues (they have more than 20 students).

For now, our biggest challenge will be to get an active District Board. Both Madelyn and I are working on that. The second biggest challenge is communication---No one responds to emails or text!

But overall, I am happy that membership is rising and I hope it continues in that direction.

Key Club Administrator, Judi Zimmermann

The Key Club has been working on putting together its District Convention to be held in Natchez, Mississippi on April 14th to 16th. Registration packets have been sent to all Faculty Advisors that we could identify. The DA sent the packet to all Lieutenant Governors and Club Presidents in an effort to spur interest. We have acquired a Keynote Speaker for Saturday morning of the Convention.

We are now focusing on putting the agenda together, working with registrations as they come in and finalizing the script for the event. Logistics are being worked out and we are closely monitoring the Youth Protection Requirement for student attendance. The Key Club has also been selling their LaMissTenn Tee Shirt that can be worn by everyone in the K Family.

Key Leader, North, Linda Ramsay

Kiwanis Key Leader District Committee Chair North, Lakeshore Camp and Retreat, Eva, TN Report for LAMISSTENN Kiwanis Board Meeting, March 11, 2023. Prepared on February 24, 2023.

Things Already Done

1. Placed an Article in the LAMISSTENN December District Newsletter to announce the event which occurs on April 28-30, 2023 at Lakeshore Camp and Retreat.
2. Corresponded with KI and Lakeshore asking for contracts.
3. Corresponded with Chaperones asking them to register and to return.

4. Corresponded with Prospective Student Facilitators to check to see if they are still interested in becoming Student Facilitators.
5. Corresponded with last year's participants to tell them about this year's event and encouraged them to come back and register.
6. Recruitment of regular attendees has also begun.
7. New Brochures are printed, and some were distributed at the Region 1 Mid-Winter. Announced the upcoming event at Region 1 Mid-winter
8. Initiating contact with current sponsors and recruiting new ones.
9. Reviewed last year's budget.

Goals that Have Been Met or are Close to being Met.

1. Recruit 10 Student Facilitators—We have 9 in place already.
2. Local Brochures Updated—They are printed and being distributed.
3. Recruit 12 Chaperones—8 have either registered or have told me that they plan to attend.
4. Developed an outline to give more responsibilities to the chaperones and to the student facilitators.
5. Developed a plan for how to coordinate a Key Leader Event. It was distributed to attendees at the District Convention last August.
6. Inventoried Materials from last year's event to determine what's needed for this year.

Things Yet to do:

1. Recruit sponsors for this year's event. Five of the 21 sponsors have already told me that they want to sponsor again.
2. Recruit new student participants and possible returning students by contacting Key Club Advisors and Guidance Counselors. I already have two schools with their students registered.
3. Continue recruiting chaperones.
4. Send out Key Leader materials to prospective new schools who have never attended.
5. Submit an order from KI for any curriculum materials needed
6. Contact churches and other organizations like 4-H, Scouts to see if others have student who might be interested in attending.
7. Gather materials necessary to run the event smoothly, Snacks, signs, t-shirts, etc.
8. Recruit Kiwanis Club Members to help with set-up and take down for the event. I've already spoken with our club board about this.
9. Be in contact with Lakeshore in regular to special dietary needs for any participants.

Key Leader, South, Rebecca Huff & MiLisa York

Several members suggested we move the weekend to another site. Only one person suggested a site. I tried to contact them through their website and got no response.

Several people have asked me for the cost of holding it at Camp Istrouma, and I sent the info, but no one has contacted me to say they have checked with any other facility or given me the name of a facility they want me to contact.

I have spoken to both Governor Bruce and Incoming Governor Rogena about the need to book someplace now, but neither has given me the go-ahead to do it.

When I originally accepted this position I did it only with the understanding I would take the position if I had a coordinator or an assistant to help me with this. Governor Otha found one. Last year due to health issues in her family, she could no longer help me.

Governor Rick found a replacement. I understand that replacement has been asked to take on a new assignment, and I have no idea if she will continue to help with the 2023 session of Key Leader South.

Kiwanis Children's Fund, Leonard D. Simmons

I would like to give you an update of what the Kiwanis Children's Fund has achieved in our District since October 1, 2022:

- As of March 1st, **39** Clubs have submitted their Annual Club Gift. That means that **34.51%** of our Clubs in the District have made their contribution to KCF. We have already donated **\$12,195.16** to the Kiwanis Children's Fund this administrative year.
- The KCF President's goal for 2022-23 is for the District chair to work with the District leadership to achieve a **10%** increase in the amount of money given directly to mission dollars by active clubs. Our goal for 2022-23 is **\$32,181** which is an increase of **\$2,926** over last year. In 2021-22, our District donated **\$29,255**, the highest amount the Clubs in our District have ever given!
- We just received the good news that our KCF District grant application has been approved by the Kiwanis Children's Fund. In the next couple of weeks our District Foundation will receive a check in the amount of **\$2,518** which is 5% payback of the amount that our Clubs contributed in 2021-22. The funds will be spent as follows: \$1,000 scholarship for a Key Club student; \$888 to partially fund an additional \$1,000 scholarship for a Key Club student and \$630 to help pay Key Leader expenses. The KCF District Grant will provide 12% of the needed funds for our Key Club Scholarships and 16% of the funds needed for Key Leader expenses. Though I am pleased that our district grant request was approved, I am concerned that this grant program may not continue in the future. In 2021-22, our District received **\$5,360.25**. the payback last year was 15% of the amount that our Clubs contributed. I will monitor this situation and will keep the District Board informed on whether the KCF Board decides to keep this grant program.

Leadership Development Coordinator, Greg Beard

The Leadership Development Coordinator's duties are described in Kiwanis International Policy 220.1(A)(12): Leadership Development and Education committee (LDC) assist the district leadership in developing meaningful educational and training experiences for all Kiwanians at district conventions and conferences, organize and/or promote operations and leadership programs for incoming district and club officers, and promote continuing Kiwanis education within each club. The committee chair shall be the Leadership Development Coordinator.

Also, as you may know, Past International President Nettles Brown and I alternate as the Coordinator of the LDC Committee.

Regional Conferences

The LDC developed and presented a powerpoint presentation for the 7 Regional Conferences. This presentation included topics of Membership and Signature/Service Projects at each of the seven Regional Conferences held the past 3 months throughout the entire District. Also, a presentation was developed by the District's Foundation Board on the Foundation Grant Process and was presented by a representative of the Foundation at each of the Regional Conferences. Any future regional conferences need to have topics developed for presentations.

New Club Leadership Education (CLE)

The LDC uses material supplied by Kiwanis International; however, we do supplement with district related topics. Since October 1st, there have been 3 new clubs chartered in the District: Red River(Coushatta), Leesville, and Jennings. The LDC has presented a 3-hour course on club leadership to the Red River and Leesville. Through the District's trustee and Lt. governor, we have offered this same course to the Jennings club. Just recently discovering that there is a new club in Rayne chartered last March, we have extended this CLE offer through the district's trustee and Lt. governor.

Lt. Governor Training

Currently, LTG training is schedule for May 12-13 in Ridgeland, MS. Governor-Elect Rogena is working with the LDC to set the agenda and have presenters for various topics.

District Trustee Training

Last year, the LDC presented a trustee training session at the LTG training. As of this date, the LDC has not been requested by the District Board for any trustee training for the newly elected trustees.

CLE for club officers

I currently have over 350 Leadership Guides received from Kiwanis International. These Guides are distributed to the LTGs for delivery to their respective club officers prior to the CLEs. However, there are CLE sessions tentatively proposed for club leaders, president, secretary, treasurer, membership coordinator, and board of directors, for June 2023. A change in the format is being contemplated from in-person to zoom sessions which will be recorded and archived for future use. Please note that these sessions do not have dates set nor is there any developed presentation. The LDC will assist the District's Education Subcommittee in developing any presentations and scheduling of these sessions.

District Convention

The District Convention is scheduled for August 4-6. The LDC has not been requested to arrange for any education nor training at the District Convention.

Going Forward

The LDC will assist the district leadership with developing any education and training for club officers and members. Since there is no education or training sessions currently scheduled for the future, the LDC will wait for directions from the District Board for any future CLEs and any regional conferences, if any.

Major Emphasis Projects, AED, Pam Morgan

Since the last report in November, one AED has been ordered - by Cortana Kiwanis. This brings the total number of AEDs ordered to 461. However, there are several clubs that have applied for AED Grants to the Foundation, and they will probably order their AEDs shortly.

There has been a difficulty getting AEDs delivered due to "supply chain issues and a backlog of orders". Our Zoll rep informed me that it may take up to 18 weeks from order to delivery. I am hoping this will change sooner rather than later.

With the sudden cardiac event of the football player and subsequent use of CPR and an AED that saved his life, there is a renewed interest in AEDs nationwide. There is a bill in the Louisiana Legislature mandating that schools must have an AED. Schools would, however, have to provide their own funding. This has been presented before and failed. This may or may not have an effect on our AED project, but possibly cause schools to seek funding from Kiwanis clubs.

Membership & Engagement, Dorothy Kemp & Rogena Woods Mitchell

District Membership: By the numbers 3781, up from 3674. 184 gross increase. 90 from new clubs and remaining from existing clubs. We have lost 7 clubs this year.

Review & Discussion of co-Chairs Meeting: Notes attached.

Recommendations to the Board:

- District budget needs to be expanded to not only include new club opening but also club strengthening.
- Develop a more defined set of roles and responsibilities for club coaches .
- Develop a more defined set of roles and responsibilities for the club membership chairperson
- Create a district specific club coaching training program
- Create a 1-sheeter for satellite membership & other alternatives for struggling clubs
- Create a 1-sheeter for clubs when members leave (or are preparing to leave the club)
- Recommend the development of a District Leadership Mentorship program

Youth Protection Manager, Michele Crosby

Out of 225, our District has 18 expired background checks, 6 of which are over 60 days old. We have 4 that are in the process of expiring. I plan to write to each of the secretary's and club advisor's to tell them that they are expired, the ramifications and about our Youth Protection Guidelines Program on March 28, 2023. You and Bruce will receive a copy.

I planned a Zoom Youth Protection Training for March 28, 2023 to begin at 5:00 p.m.

No reports submitted:

- Aktion Club, Lorilei Bozeman
- Builders Club, Rick Danielson
- Human & Spiritual Values, Claude Vinson
- Kiwanis Kids, Don Eye
- Past Governors, Patrice Cusimano
- Public Relations, Jillian Wohlgemuth
- Risk Manager, Patrice Cusimano
- Service, Claude Vinson

District Membership Co-Chair Meeting

12/19/2022

Attendees:

Jen R.

Dorothy K.

Ro M.

- Current Membership--3777 as of Nov. 30th. This is up from Oct. 1 number of 3674 and up from last year 3537. Lost 8 clubs last admin year.
- Opened 5 clubs last year. Current opening goal is 4. Gov. wants to potentially open an additional 4. So far we have opened 2 this year.
- **Topics of concern for membership:**
 - Losing members from established clubs
 - Closing more clubs than opening
 - Getting the membership info to the appropriate people to move the membership needle forward.
 - Membership Chairs, LGs, Pres. & Secretaries need to be the first line of communication with the club MC as the point person.
 - Determined that the MCs will need some training
 - Expectations of role
 - District membership numbers
 - How's on your committee, how to choose the appropriate individuals
 - We need to provide some guidance for committee selection:
 - Who's been in the club over 5yrs
 - Who's not on another committee or serving in a leadership role
 - Who's been in the club less than 1 yr
 - Board member
 - Meeting should take place during Q2

- Link to club membership chairs
https://docs.google.com/spreadsheets/d/1mOmCkzWnEfFUzh_hquOhmepMnyamYfPwS/edit?usp=sharing&oid=111565317723898531790&rtpof=true&sd=true
 - 73 clubs of 121 do not have Membership chairs designated.
-
- **Boot Camp**
 - Need to create a follow up survey for feedback for upcoming events. Ro will put together a draft.
https://docs.google.com/forms/d/e/1FAIpQL_SclFoT8uft8Q5ITW-56dd9o_JKYWP1qICaXkUYqvlbITIkiiQ/viewform?usp=pp_url
 - Need to include new clubs next session.
 - Which platform will be used?
 - Need additional guidance regarding who from the club should participate.
 - When to begin the next Boot Camp Session?
- **Communication**
 - Jen will check into a free/low cost text platform for members to receive text messages about events, etc.
 - Currently Jen sends a weekly email to all members on trending Kiwanis topics (each Tuesday)
- **New Club Support**
 - Best practices for sponsoring clubs
 - Reach out to Lafayette to see if they or another good new club sponsor will do a session at DCON
 - Need to establish a policy for the district's role in club opening
- **Strengthening Existing Clubs**
 - Dorothy will come up with a list of the best 5-7 things that help strengthen clubs
 - Bruce's goal is to strengthen 4 existing clubs in district
- Next meeting will be scheduled with all of the committee in January. Ro will create a doodle poll for it.



” Kiwanis Needs You “ because “ Kids Need Kiwanis “

January 2, 2023

To Whom It May Concern,

During a normal scheduled meeting of the Kiwanis Club of Long Beach, Howard asked for the floor.

He asked for the club to sponsor an Amendment to the District Bylaws.

After a very meaningful discussion, the club voted to support the amendment to:

Article X Revenue, Section 2

See Exhibit A.

Respectfully Submitted,

Barbara Olson
Barbara Olson

Club President
Kiwaniis Club of
Long Beach
bcdncestr12@aol.com

“ Kiwanis is a global organization of volunteers dedicated to improving the world one child and one community at a time”

After Club add:

Or was a former member in good standing of any
Kiwanis International sponsored program

*The reason for the amendment is District refers to a, service
leadership program and International refers to Key Club as a
member of a sponsored program.

Now is the time to show our support for Key Club and vote
for this amendment.

Respectfully Submitted

Barbara Olson

Barbara Olson

Club President
Kiwanis Club of
Long Beach

“ Kiwanis is a global organization of volunteers dedicated to
improving the world one child and one community at a time “



Exhibit A

Kiwanis Club of Long Beach
proposes an amendment to:

District Bylaws

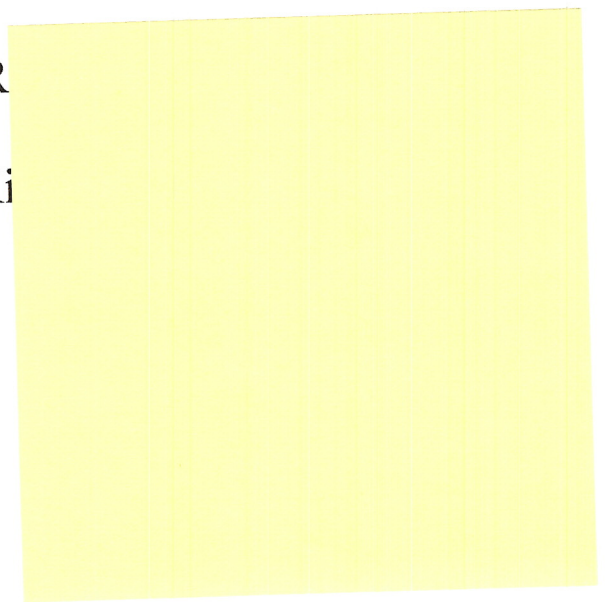
Article X Revenue

Section 2. Clubs shall be relieved of the obligation to pay district dues for any former members of a Kiwanis International service * leadership program for a period of two (2) administrative years after such member joins their first Kiwanis Club.

Kiwanis International Bylaws:

Article XX11.R

Section 3.....was a former member of a Ki
sponsored program*.....



LAMISSTENN KIWANIS POLICIES

SECTION 100: THE LOUISIANA-MISSISSIPPI-WEST TENNESSEE DISTRICT OF KIWANIS INTERNATIONAL

100 DEFINITIONS

- 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

- 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, ~~except~~ **except** for all of Hardin County, which crosses to both sides of the 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, Chester; and all of Hardin County, which is situated on both sides of the Tennessee River; and in Mississippi: DeSoto.
 - C. Division 2** – located in the northwestern part of Mississippi; comprised of the following civil counties: Tunica, Coahoma, Quitman, Bolivar, Sunflower, LeFlore, Tallahatchie, Washington, Humphreys, Holmes, Carroll, and Montgomery.
 - D. Division 3** – located in the south-central part of Mississippi; comprised of the following civil counties: Leake, Neshoba, Kemper, Scott, Newton, Lauderdale, Simpson, 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, and Rankin.

~~Division 5~~ — located in the central part of Mississippi; comprised of the following civil counties: ~~Sharkey, Yazoo, Madison, Hinds, and Rankin.~~

- 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. **Division 8E** – located in the greater Baton Rouge area; comprised of the following civil parishes: Livingston, St. Helena, and the parts of East Feliciana, and East Baton Rouge that lie east of LA Hwy. 19, until it crosses U.S. Hwy. 61, and then the parts of East Baton Rouge and Ascension Parishes east of Hwy. 61.
- J. **Division 8W** – located in the greater Baton Rouge area; comprised of the following civil parishes: West Feliciana, West Baton Rouge, Pointe Coupee, and Iberville and the parts of East Feliciana and East Baton Rouge lie west of LA Hwy. 19, until it crosses U.S. Hwy. 61, and then the parts of East Baton Rouge and Ascension Parishes west of Hwy. 61.
- K. **Division 9** – located in the northwestern part of Louisiana; comprised of the following civil parishes: Caddo, Bossier, Webster, ~~and DeSoto, and Red River.~~
- L. **Division 10A** – located in the northeastern part of Mississippi; comprised of the following civil counties: Marshall, Benton, Tate, Panola, Yalobusha, Grenada, Lafayette, Union, Pontotoc, and Calhoun.
- M. **Division 10B** – located in the northeastern part of Mississippi, comprised of the following civil counties: Tippah, Alcorn, Tishomingo, Prentiss, Lee, and Itawamba.
- N. **Division 10C** – located in the northeastern part of Mississippi; comprised of the following civil counties: Chickasaw, Monroe, Webster, Clay, Choctaw, Oktibbeha, Lowndes, Attala, Winston, and Noxubee, Leake, Neshoba, and Kemper.
- O. **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, ~~and Red River.~~
- P. **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.
- Q. **Division 13** – located in the southeastern part of Louisiana, north of Lake Pontchartrain; comprised of the following civil parishes: Tangipahoa, Washington, and St. Tammany.
- R. **Division 14N** – located in the southern part of Mississippi; comprised of the following civil counties: Pearl River, Stone, George, and the part of Jackson County east of U.S. Hwy 63.
- S. **Division 14S** - located in the southern part of Mississippi; comprised of the following civil counties: Hancock, Harrison, and the part of Jackson County west of U.S. Hwy 63.
- T. **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.
- U. **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, 10A, 10B, and 10C.
- c. **Region III – Magnolia South Region;** comprised of Divisions 3, 5, 14N, 14S and 15.
- d. **Region IV – The Bayou Region;** comprised of Divisions 4A and 4B.
- e. **Region V – Florida Parishes Region;** comprised of Divisions 8AE, 8BW 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

- 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 LaMissTenn KIWANIS DISTRICT FOUNDATION

- 103.1 District Foundation:** The LaMissTenn Kiwanis District Foundation shall serve as the fundraising branch of the Kiwanis district.
- 103.2 Purpose & Control:** The LaMissTenn 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 LaMissTenn 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 LaMissTenn 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

- 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

- 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 LaMissTenn 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.
- 105.3 Budget:** The PDO shall present an annual budget to the District Board of Trustees at the May board meeting.

~~106~~—JOINT BOARD COMMITTEE

~~**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~~

LAMISSTENN KIWANIS POLICIES

SECTION 300: DISTRICT OFFICERS

300 - DISTRICT OFFICERS

- 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

- 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 ~~and participate fully in the regional conference for district governors~~ America's Governors Conference.
 - J.** Promote the Kiwanis International Foundation and the ~~Kiwanis~~ LaMissTenn 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 ~~Education~~ Conference or ~~Mid-Year Regional Education Conferences~~, 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, the District Convention, ~~and Mid-Year Regional Education Conferences~~.
 - Q.** Assure that the books of account of the District are audited ~~or reviewed~~ in accordance with the Standard Form for District Bylaws.

302 - RESPONSIBILITIES OF THE DISTRICT GOVERNOR-ELECT

- 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. 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:
- A. 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.
 - B. 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.
 - C. 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.
 - D. Spend the year in office observing and analyzing the training and administrative procedures in use at District, Division, and Club levels.
 - E. Observe the performance of individual Kiwanians having in mind potential talent for service to the District.
 - F. Attend all governors-elect meeting(s) required by Kiwanis International.
 - G. Attend the International Convention and the meeting for governors-elect held at that Convention.
 - H. 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.
 - I. 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 online CLE training module.
 - J. 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.
 - K. Attend the District Convention, where he/she will be elected and installed into office as the Governor of the District.
 - L. Appoint the committee on Aktion Club, Builders Club, Circle K, K-Kids, and Key Club by February 1.
 - M. 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.
 - N. 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.
 - O. 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~~ **two 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 a copy 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

- 304.1** Regional District Trustees, elected from the seven regions, will fulfill the following roles in addition to those outlined in the Bylaws:
 - 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 Education Conference or Mid-Year Regional Education Conferences~~ 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

- 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. In partnership with the existing current Lieutenant Governor, ~~M~~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 online training provided by the LaMissTenn District and Kiwanis International.
- I. Attend the International Convention and all District functions, i.e.: Mid-Year Education Conference or Mid-Year Regional Education Conferences ~~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 Education Conference or Mid-Year Regional Education Conferences, 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. Support Governor's 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 LaMissTenn District Foundation and the Children's Fund.
- 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 District resources and recommendations for additional counseling to those clubs below charter strength that need assistance.
- T. Assist the Lieutenant Governors-Designate before they take office by:
 - 1. ~~Jointly A~~attending ~~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

- 306.1** Article X, Section 4 of the District Bylaws, outlines the process to elect the Lieutenant Governor and Lieutenant 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 1st 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~~ **Mid-Year Education Conference or Mid-Year Regional Education Conferences** 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 Officers~~ **Presidents Officers** to attend ~~a Club President Education (CPE) conference~~ **Club Leadership Education (CLE) programs** in preparation for the upcoming Kiwanis Year.
- 306.12** The Lieutenant Governor-Designate should attend the District ~~Convention~~ 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)

- 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. ~~Arrange for signature(s) on 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 **LaMissTenn** 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 **persons** authorized **by the District Board of Trustees** ~~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 Ensure 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 **LaMissTenn** 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 **LaMissTenn** 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~~ Year Education Conference or Mid-Year Regional Education Conferences ~~(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 ~~availability 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~~ appropriate 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~~ current 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.

308 – VANCANCY IN THE OFFICE OF THE EXECUTIVE DIRECTOR

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.

309 LaMissTenn DISTRICT BOARD MEMBER RESIGNATION

309.1 If a member of the LaMissTenn 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.

~~**310 – DISTRICT COUNCIL**~~

~~**310.1** The LaMissTenn 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.~~

311 CONDUCT UNBECOMING A DISTRICT OFFICER

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-MS-W TN District of Kiwanis International Exhibit E

Statement of Financial Position

As of January 31, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Circle K	
Circle K Operating (1692)	5,634.76
Circle K Special Events (1714)	737.82
Total Circle K	6,372.58
Key Club	
Key Club Conventions (1722)	1,753.28
Key Club Operating (1706)	9,346.86
Key Club Savings (2346)	59,189.80
Total Key Club	70,289.94
Kiwanis District	
Kiwanis Conventions (1757)	23,774.37
Kiwanis Operating (1730)	17,685.58
Kiwanis Savings (2354)	137,387.92
PDO Checking (1749)	5,296.92
Total Kiwanis District	184,144.79
Total Bank Accounts	\$260,807.31
Total Current Assets	\$260,807.31
TOTAL ASSETS	\$260,807.31
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
CapitalOne District	1,692.41
Total Credit Cards	\$1,692.41
Other Current Liabilities	
Direct Deposit Payable	0.00
Payroll Liabilities	
Federal Taxes (941/943/944)	590.33
Federal Unemployment (940)	21.27
LA Income Tax	109.29
LA Unemployment Tax	219.84
Total Payroll Liabilities	940.73
Total Other Current Liabilities	\$940.73
Total Current Liabilities	\$2,633.14
Total Liabilities	\$2,633.14

LA-MS-W TN District of Kiwanis International

Statement of Financial Position

As of January 31, 2023

	TOTAL
Equity	
Owner's Equity	5,634.76
Retained Earnings	159,080.95
Net Revenue	93,458.46
Total Equity	\$258,174.17
TOTAL LIABILITIES AND EQUITY	\$260,807.31

Exhibit F

LA-MS-W TN District of Kiwanis International Budget vs. Actuals: LA-MS-W TN DISTRICT - FY23 P&L Classes October 2022 - January 2023

	Kiwanis District		Kiwanis Convention		PDO		Not Specified	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Revenue								
Circle K Conv. Mgr.		500.00						
Conv. & Conf. Funds (\$2.00 x members)		7,400.00						
District Foundation Allowance	10,000.00	8,000.00						
Dues	119,811.70	162,800.00	3,355.08		50.00			
Interest Income	50.29	75.00						
Key Club Conv. Mgr.		4,500.00						
Key Club District Coordinator		5,000.00						
Key Club Fundraiser Revenues								
Key Leader South	3,480.61							
Kiwanis Conv. Mgr.		2,500.00						
Mid-Year/Mid-Winter Income	2,387.69	1,250.00						
Mid-Year Expense	-338.43							
Total Mid-Year/Mid-Winter Income	\$ 2,049.26	\$ 1,250.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
New Club Dues, Ridgeland, Revenue	679.63							
New Club Dues, Ridgeland, Expense	-622.00							
Total New Club Dues, Ridgeland, Revenue	\$ 57.63	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
New Club Reimbursement, KI		2,500.00						
PDO Reception Payment			500.00					
Prorated Membership Dues		6,900.00						
Rally Registrations								
Reimbursement from Foundation for credit card	1,486.64							
Total Revenue	\$ 136,936.13	\$ 201,425.00	\$ 3,855.08	\$ 0.00	\$ 50.00	\$ 0.00	\$ 0.00	\$ 0.00
Expenditures								
Admin Ast, Auto & Travel Allowance		100.00						
Audit & Accounting	1,150.00	5,500.00						

Bank Charges & Fees			16.28	
Benefit Package, Admin Assistant		2,000.00		
Benefit Package, Exec Dir		8,200.00		
Circle K Administrator		500.00		
Contingency Fund		500.00		
Conv. & Conf. Funds (\$2/member)		7,400.00		
Copier Lease	1,530.63			
DCON Venue			5,000.00	
District Trustees', In Districts + Conventions (\$200/trustee)		1,400.00		
Dst Personel, Admin Assistant	7,131.04	27,500.00		
Dst Personel, Executive Director	15,816.16	5,900.00		
ED, Auto & Travel Allowance	1,805.40	2,000.00		
ED, ICON		2,000.00		
Fall Exec. Comm. Mtg. (Nov)				
Gov-Elect, ICON		750.00		
Governor's Travel		2,500.00		
Governor's, ICON		750.00		
Imm Past Gov, In District + DCON		250.00		
Insurance, Business	981.90	1,000.00		
Insurance, Crime		250.00		
Insurance, D&O	800.00	800.00		
Insurance, Workers Comp	500.00			
Key Club Administrator		1,200.00		
LG, District Convention		1,000.00		
LG-Elect, Training Con (max \$100 ea)		700.00		
Materials & Supplies	4,080.52	17,000.00		
Meetings, Gov-Elect Training Conf/May Board Mtg		2,500.00		
Meetings, Nov/Dec Board Meeting	1,117.11	2,200.00		
New Club Expenses	1,178.47	4,800.00		
New Club Expenses, Leesvilles	3,975.00			
Payroll Expenses				
Taxes		10,000.00		512.36
Wages				3,545.83
Total Payroll Expenses	\$ 0.00	\$ 10,000.00	\$ 0.00	\$ 0.00
				\$ 0.00
				\$ 4,058.19
				\$ 0.00

Payroll Taxes & Fees	5,972.19	3,336.00							
Payroll Taxes & Fees, Prior to 10/1/2022	10,397.37								
Postage	20.93	500.00							
Relocation/Replace Computer Expense	909.49	1,000.00							
Rent & Utilities	6,758.16	16,000.00							
Telephone & Internet	546.30	4,800.00							
Web Page									
Total Expenditures	\$ 68,645.67	\$ 134,336.00	\$ 5,016.28	\$ 0.00	\$ 0.00	\$ 0.00	\$ 4,058.19	\$ 0.00	
Net Operating Revenue	\$ 68,290.46	\$ 67,089.00	-\$ 1,161.20	\$ 0.00	\$ 50.00	\$ 0.00	-\$ 4,058.19	\$ 0.00	

Monday, Feb 13, 2023 01:04:44 PM GMT-8 - Cash Basis

LA-MS-W TN District of Kiwanis International Budget vs. Actuals: Key Club Budget - FY23 P&L Classes October 2022 - January 2023

	Key Club	
	Actual	Budget
Revenue		
District Foundation Allowance		
Dues	31,603.00	35,997.00
Interest Income	32.73	
Key Club DCON Registrations		20,000.00
Key Club Fundraiser Revenues	1,008.88	
Key Leader South		
Mid-Year/Mid-Winter Income		
Mid-Year Expense		
Total Mid-Year/Mid-Winter Income	<u>\$ 0.00</u>	<u>\$ 0.00</u>
New Club Dues, Ridgeland, Revenue		
New Club Dues, Ridgeland, Expense		
Total New Club Dues, Ridgeland, Revenue	<u>\$ 0.00</u>	<u>\$ 0.00</u>
PDO Reception Payment		
Rally Registrations	2,483.00	3,000.00
Reimbursement from Foundation for credit card		
Total Revenue	<u>\$ 35,127.61</u>	<u>\$ 58,997.00</u>
Gross Profit	<u>\$ 35,127.61</u>	<u>\$ 58,997.00</u>
Expenditures		
Administrators Retreat (Nov & Jan)	257.99	2,000.00
Audit & Accounting		900.00
Bank Charges & Fees		
Circle K Convention, Governor		100.00
Circle K Convention, Sec Treasurer or LG		100.00
Contingency		500.00
Copier Lease		
DCON Venue		
District Admin Travel, KDCON		800.00
District Admin Travel, Key Club ICON		2,500.00
District Admin Travel, Regional Rallies	442.20	750.00
District Board Name Badges & Shirts		400.00
District Office Allowance		3,322.00
Dst Personel, Admin Assistant		
Dst Personel, Executive Director		
ED, Auto & Travel Allowance		
Fall Exec. Comm. Mtg. (Nov)	1,283.71	2,500.00
GATC, Gov's Training Conference		1,000.00
Insurance, Business		
Insurance, D&O		
Insurance, Workers Comp		
KC, K Gov & ED for KCDCON		1,600.00

KDCON, Meals, Governor		100.00	
KDCON, Meals, Sec-Treasurer		100.00	
Key Club District Convention (Apr)		20,000.00	
Key Club Fundraiser Expenses	2,745.60		
Key Club ICON Suite and Expenses (Summer)		4,000.00	
Key Club Training Rallys (Sept/Oct/Nov)	3,273.36	2,700.00	
Key Club, ICON, District Bulletin Editor		150.00	
Key Club, ICON, Governor		300.00	
Key Club, ICON, Key Club District Assistant Admin Travel		900.00	
Key Club, ICON, LG		3,750.00	
Key Club, ICON, Non-Key Club Board Intl Candidate		200.00	
Key Club, ICON, Sec-Treasurer		300.00	
Key Club, ICON, Web Master		150.00	
Materials & Supplies			
Meetings, Nov/Dec Board Meeting			
New Board Training (May)		3,500.00	
New Club Expenses			
New Club Expenses, Leesvilles			
Payroll Expenses			
Taxes			
Wages			
Total Payroll Expenses		<u>\$ 0.00</u>	<u>\$ 0.00</u>
Payroll Taxes & Fees			
Payroll Taxes & Fees, Prior to 10/1/2022			
Postage		25.00	
Pre-School Board Meeting (August)		3,500.00	
Relocation/Replace Computer Expense			
Rent & Utilities			
Spring Exec. Comm. Mtg. (Jan)	926.46	2,500.00	
Supplies & Printing		250.00	
Telephone & Internet			
Web Page	25.90	100.00	
Total Expenditures		<u>\$ 8,955.22</u>	<u>\$ 58,997.00</u>
Net Operating Revenue		<u>\$ 26,172.39</u>	<u>\$ 0.00</u>
Net Revenue		<u>\$ 26,172.39</u>	<u>\$ 0.00</u>

Monday, Feb 13, 2023 01:52:01 PM GMT-8 - Cash Basis



Kiwanis®

LOUISIANA-MISSISSIPPI-WEST TENNESSEE DISTRICT

2023-2024 District Goals

Membership Driven, Service Focused, K Family Oriented

Membership Driven:

- 25% (1,000 new members) membership growth for the entire District. This will be achieved through:
 - Opening 7 new clubs with a minimum of 20 members at the time of organization, and
 - Increasing membership in established clubs by a net minimum of 7 members each.

Service Focused:

- 100% of active clubs in the District identify a signature service project.
- 100% of active clubs in the District participate in Kiwanis One Day in October 2023.

K Family Oriented:

- 50% increase in the number of CKI clubs in the District.
- 100% of all Service Leadership Programs (SLPs) sponsored by a Kiwanis club.



2023-2024 Distinguished Kiwanian Program

To qualify as a 2023-2024 District Distinguished Kiwanian, a member must achieve a minimum of 80 points out of the total 100 points.

1. Attend the following conventions and conferences for 2023-2024:
 - a. A Mid-Year Regional Education Conference (10 points)
 - b. The District Convention (20 points)
 - c. The Kiwanis International Convention (10 points)
2. Recruit five (5) new members into any club in the LaMissTenn District between 10/01/2023 and 9/30/2024 (20 points)
3. Participate in your club's Kiwanis One Day Project or Signature Project (10 points)
4. Participate in at least two club (2) Service Projects (excluding Kiwanis One Day) during the 2023-2024 Kiwanis Year (10 points)
5. Support the LaMissTenn Kiwanis District Foundation with a personal contribution of at least \$120 by 9/30/24 (10 points)
6. Participate in your club's Two for Two membership initiative (10 points)



Kiwaniis®

LOUISIANA-MISSISSIPPI-WEST TENNESSEE DISTRICT

Exhibit J

2023-2024 District Club Award

To automatically qualify as a 2023-2024 Distinguished Club, your club must achieve two of criteria 1, 2, or 3:

1. Sponsor or Co-Sponsor a new Kiwanis club during the 2023-2024 Kiwanis year
2. Have a net increase in membership of 7 members for 2023-2024 Kiwanis year
3. Sponsor a new CKI club during the 2023-2024 Kiwanis year

OR by achieving 1, 2 or 3 AND at least 6 of the following 5 criteria:

4. Actively participate in a Kiwanis One Day Project
5. Provide at least two (2) service projects or programs for children and/families in the community
6. Be represented at the 2023-2024 District Convention
7. Be represented by inter-club values at the 2023-2024 Mid-Year Regional Education Conference(s)
 - a. For clubs having a membership of **twenty (20)** or less members: a minimum of **two (2) members** in attendance will be required to constitute an inter-club meeting.
 - b. For clubs with a membership of **twenty-one (21) to thirty (30) members**: a minimum of **three (3) members** in attendance will be required to constitute an inter-club meeting.
 - c. For clubs with a membership of **thirty-one (31) or more members**: a minimum of **four (4) members** in attendance will be required to constitute an inter-club meeting.
 - d. For any club visiting a virtual club meeting (i.e., ZOOM meeting), a minimum of **four (4) members** in attendance will be required to constitute an inter-club meeting.
8. Participates in the Two for Two membership growth program
9. Have a designated membership chairperson and committee
10. Have a designated public relations chairperson and committee



Kiwaniis®

LOUISIANA-MISSISSIPPI-WEST TENNESSEE DISTRICT

Exhibit K

2023-2024 Distinguished Club Secretary Program

- To qualify as a **2023-2024 Distinguished Club Secretary**, a Club Secretary must achieve a minimum of **80 points**.
- The **2023-2024 Jay R. Broussard Outstanding Club Secretary** will be selected from the **2023-2024 Distinguished Club Secretaries**, based on the required letters of recommendation from the Club President and the respective Lieutenant Governor.

1. Education Centered

- A. The Club Secretary must be trained at an International/District/Division sponsored Club Secretary training event held prior to the start of the 2023-2024 Kiwanis Year (5 points)
- B. The Club Secretary attends a Mid-Year Regional Education Conference. (10 points)
- C. The Club Secretary attends the 2023-2024 District Convention. (10 points)
- D. The Club Secretary attends the International Convention in Minneapolis, Minnesota. (5 points)

2. Membership Driven

- A. The Club Secretary is expected to attend the Board of Directors meetings of the Club. (3 points for 100% attendance; 2 points for up to 90% attendance; 1 point for 80-90% attendance; 0 points for less than 80% attendance)
- B. The Club Secretary is expected to strive for perfect attendance at regular club meetings. (3 points for 100% attendance; 2 points for 90-99% attendance; 1 point for 80-89% attendance; 0 points for less than 80% attendance)
- C. The Club Secretary is expected to see that the Club's annual District & International dues are paid by November 30, 2023. (5 points)
- D. The Club Secretary is expected to file all 12 of the Monthly Reports on time (by the 10th of each month) using the Kiwanis reporting system. (5 points)
- E. The Club Secretary is required to file the 2023-2024 Annual Club Report by November 30, 2024. (5 points)
- F. The Club Secretary ensures that the club submits at least one (1) article per District Newsletter edition—4 articles total. (5 points)
- G. The Club Secretary should send a minimum of 1 communication to the entire Club weekly. (10 points—can be email, group text or social media group)
- H. The Club Secretary is responsible for keeping an accurate record of the Club's membership roster. Therefore, each Club roster should be assessed quarterly and adjusted if necessary. (5 points)
- I. The Annual Report of Elections should be submitted by the Club Secretary through the Kiwanis reporting system no later than June 1st. (5 points)

3. Service Focused

- A. The Club Secretary ensures the Club's contribution to the LaMissTenn District Foundation's Annual Club Gift Campaign (at a minimum of \$5 per member) is made by September 30, 2024. (5 points)
- B. The Club Secretary participates in the Club's Kiwanis One Day project. (10 points)
- C. The Club Secretary participates in the Club's Signature Service project and reports the project to Kiwanis International by the January 2024 deadline. (10 points)

4. K Family Oriented

- A. As a club officer, the Club Secretary is asked to participate with any Kiwanis Service Leadership Programs sponsored by the club by attending two meetings OR participating in two service projects of the sponsored club. (5 points)



Kiwanis®

LOUISIANA-MISSISSIPPI-WEST TENNESSEE DISTRICT

Exhibit L

2023-2024 Governor Rogena Woods Mitchell's Distinguished Lieutenant Governor Award

To qualify to be a 2023-2024 Distinguished Lieutenant Governor, a Lieutenant Governor must achieve a minimum of 80 points.

Membership Driven (30 points available)

- Open one new club in your Division or actively participate in a club opening event in the district (10 points)
- Achieve 25% membership growth in your Division (a minimum of 20 new members) (10 points)
- Achieve 100% divisional participation in the Two for Two membership initiative (5 points)
- Visit each club in your Division at least four (4) times during the 2023-2024 administrative year (5 points)

Education Centered (40 points available)

- Attend Lt. Governor Training (15 points)
- Achieve 100% club participation in CLE training within your division (5 points)
- Achieve 100% club participation at a 2024 Mid-Year Regional Education Conference (5 points)
- Secure at least two (2) representatives from each club in your Division to attend the 2024 District Convention (5 points)
- Host a minimum of two (2) Divisional Council Meetings within the 2023-2024 administrative year (10 points)

Service Focused (20 points available)

- Achieve 100% of individual club participation in Kiwanis One Day or host a divisional Kiwanis One Day project (10 points)
- Achieve at least 50% of club participation in a Signature Project (new clubs excluded) (10 points)

K Family Oriented (10 points available)

- Achieve at least 50% of club participation (at least \$5 per member) in the District Foundation's Annual Club Giving Campaign (5 points)
- Participate in at least two (2) divisional Service Leadership Program (SLP) events during the 2023-2024 administrative year (5 points)



Kiwaniis®

LOUISIANA-MISSISSIPPI-WEST TENNESSEE DISTRICT

Exhibit M

2023-2024 District Inter-Club Award

Governor Rogena Woods Mitchell is encouraging all clubs to get involved in **INTER-CLUBBING** with other Kiwanis Clubs and Kiwanis Family Service Leadership Clubs. **INTER-CLUBBING** is a means of supporting Kiwanis' fifth Object, which is *"To provide, through Kiwanis clubs, a practical means to form enduring friendships, to render altruistic service, and to build better communities."*

An "**INTER-CLUB**" is officially defined in Kiwanis International Board Procedure 344.1: *"An inter-club meeting is one which is held by two or more Kiwanis clubs (including clubs in formation), or by a Kiwanis club and any Sponsored Program Club: i.e., K-Kids, Builders Club, Aktion Club, Circle K Club or Key Club."*

As per Kiwanis International Board Procedure, the following information explains the number of members required to meet the inter-club criteria:

- a. For clubs having a membership of **twenty (20)** or less members: a minimum of **two (2) members** in attendance will be required to constitute an inter-club meeting.
- b. For clubs with a membership of **twenty-one (21) to thirty (30) members**: a minimum of **three (3) members** in attendance will be required to constitute an inter-club meeting.
- c. For clubs with a membership of **thirty-one (31) or more members**: a minimum of **four (4) members** in attendance will be required to constitute an inter-club meeting.
- d. For any club visiting a virtual club meeting (i.e., ZOOM meeting), a minimum of **four (4) members** in attendance will be required to constitute an inter-club meeting.

Each Club President should establish as one of his or her goals to **INTER-CLUB** with as many clubs in your Division as possible and with your club's Kiwanis Family Service Leadership Clubs. It is recommended that each Club President appoint an **INTER-CLUB CHAIRPERSON**, and to set aside funds in your budget for **INTER-CLUBBING**.

2023-2024 District Inter-Club Award Criteria

1. Inter-club with at least **10 clubs** during the 2023-2024 Kiwanis Year.
2. Inter-club with **every Kiwanis club within your club's Division**.
3. Inter-club **at least 5 times with a Service Leadership Club** (Circle K, Key Club, Builders Club, K- Kids, and Aktion Club) sponsored by a Kiwanis Club.
4. Inter-club **at the Mid-Year Regional Education Conference(s) and at the Annual District Convention**.
5. Inter-club with at least four (4) clubs outside your Division.
6. Report all inter-club meetings on the Kiwanis reporting system.