



Kiwaniis®

Louisiana-Mississippi-West Tennessee District

MINUTES OF THE MAY 2023 BOARD MEETING

May 13, 2023 | 1:30pm

Drury 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 May meeting on Saturday, May 13, 2023 at the Drury Inn & Suites in Ridgeland, MS. Governor Bruce Hammatt called the meeting to order at 1:30 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 IV Trustee, Marcel Lashover
Region V Trustee, Laura Gilliland
Executive Director, Jen Robertson

Invocation by Governor-Elect, Rogena Woods Mitchell. Defining Statement recited by all.

Governor Bruce Hammatt shared his opening remarks and asked for a motion to amend the agenda to add a Resolution for Gary Graham's Kiwanis International Vice President Candidacy, transfer of Key Club surplus funds, and the 2023-2024 Board meeting dates. Marcel Lashover, moved to amend the agenda to add these three items at the end of the agenda. Fred Pitts, seconded the motion. All voted in favor. Motion carried.

Governor-Elect Rogena Woods-Mitchell shared her opening remarks.

March 11, 2023, Board Meeting Minutes

The March 11, 2023, Board Meeting Minutes were considered. Fred Pitts made a motion to adopt the minutes as presented (exhibit A). Rick Latiolais seconded the motion. All voted in favor. Motion carried.

Consent Agenda

Rick Latoilais moved to approve the following consent agenda. Marcel Lashover seconded the motion. All voted in favor. Motion carried.

- A. 2022-2024 District Board Meeting Schedule: August 6, 2023, Lafayette, LA after close of DCON
- B. District Committee Chair Reports (exhibit B)
- C. Circle K: Shannon Lee (MS State University Circle K) has been named as the 2023-2024 Circle K Governor. Number of active Circle K Clubs: 10
- D. Key Club: The Key Club DCON was held on April 14-16, 2023, in Natchez, MS, with 156 attendees. Number of active Key Clubs: 117
- E. Other SLP organizations and programs: Number of active Aktion Clubs: 6; Number of active Builders Clubs: 31; Number of active K-Kids Clubs: 40

- F. Approve Circle K Governor GATC Expenses (\$500)
- G. Reallocation of \$400 from remaining \$1,082 in Nov/Dec Meeting budget line to May Board/LG Meeting expenses
- H. Reallocation of \$600 from remaining \$1,082 in Nov/Dec Meeting budget line to LG-Elect Travel expenses
- I. Approve K-Kids speaker room comp (\$135) in District Convention Budget

Ongoing Business

The Board discussed retirement plan options for District employees. Tom Osburn moved for the District to contribute 3% of each employee’s salary to an IRA of the employee’s choosing. Marcel Lashover seconded the motion. All voted in favor. Motion carried.

Board Committee Reports

The Board discussed the **Bylaws & Policies Committee** and considered the proposed District Bylaw revisions (exhibit C). After review and with the Committee’s recommendation for approval, Marcel Lashover seconded the motion. All in favor. Motion carried.

Next, the Board considered the revisions to District Policy 200, District Board and Committees (exhibit D). Marcel Lashover moved to approve with the following change to 201.3(A):

“Budgets: Review the proposed Kiwanis District, Key club District, and Circle K District budgets for the next administrative year and present them to the Board for preliminary review at he spring meeting and final approval at the first scheduled meeting of the following administrative year prior to October 31st.

Fred Pitts seconded the motion. All voted in favor. Motion carried.

The Board discussed the **Education Subcommittee**. The Board reviewed the District Webinar Series to date and planned webinars: District Membership Orientation (January, 32 attendees, watched by 1 later); How to Tech (February, 10 attendees, watched by 1 later); Youth Protection Procedures & Policies (March, 5 attendees, watched 1 later); Want to Grow your Club (April, 18 attendees); and K-Kids and Builders Club (May).

Next the Board reviewed the scheduled CLEs (Club Leadership Education). All sessions will be held virtually at 5:30pm on the following dates: May 30th, Club President (1.5 hrs), hosted by Greg Beard; June 6th, Club Treasurer (1 hr), hosted by Nettles Brown; June 13th, Club Secretary (1 hr), hosted by Craig Caskey; June 27th, Membership Chair (1 hr), hosted by Rogena Woods Mitchell; and July 11th, Board Member (1 hr), hosted by Dee Drell.

The Board discussed the **Budget & Finance Committee**. The Board reviewed the financials for Kiwanis District (exhibit E), Key Club (exhibit F), and Circle K Financials (exhibit G). Fred Pitts moved to accept the reports. Rogena Woods Mitchell seconded the motion. No discussion. All in favor. Motion carried.

The Board reviewed the Club dues status.



The Board considered a proposal for hired and not-owned auto insurance from Liberty Mutual (exhibit H). John Fry moved approve the proposal. Marcel Lashover seconded the motion. After detailed discussion, all voted in favor. Motion carried.

Next, the Board considered a proposal for bonding insurance as required by District Bylaws (exhibit I). Marcel Lashover moved to approve bonding for two check signatories at \$100,000. Tom Osburn seconded the motion. After detailed discussion, all voted in favor. Motion carried.

The Board considered adding the Executive Director to all District bank accounts at Hancock-Whitney. Rogena Woods Mitchell moved to approve the addition. Marcel Lashover seconded the motion. No discussion. All voted in favor. Motion carried.

Next, the Board reviewed the preliminary 2023-2024 budgets for the Kiwanis District, Key Club District, Circle K District, and 2024 DCON (exhibit J). No action was taken.

The Board reviewed the proposed new club openings for the remaining 2022-2023 year: Folsom, LA; Covington, TN; and Central, LA. They also reviewed the scheduled club boosts: Gautier-Ocean Springs, May 19th and Camellia City, Slidell, TBD.

New Business

The Board considered locations and dates for the 2024 Mid-Year Regional Education Conferences: Clarksdale, MS on January 27, 2024; Vicksburg, MS on February 3, 2024; and Baton Rouge/Hammond, LA on March 2, 2024. Rogena Woods Mitchel moved to approve the locations and dates. Fred Pitts seconded the motion. After detailed discussion, six voted in favor with two abstaining. Motion carried.

Next, the Board considered transferring \$31,000 in surplus Key Club funds to the District Key Club's Create Foundation account. Rick Latiolais moved to approve the transfer. John Fry seconded the motion. After discussion, all voted in favor. Motion carried.

The Board considered supporting Gary Graham's candidacy for the Kiwanis International Vice President position and approval of the resolution stating such (exhibit K). Fred Pitts moved to approve the item. Marcel Lashover seconded the motion. No discussion. All voted in favor. Motion carried.

Next the Board considered board meeting dates for 2023-2024: 9am-12pm on October 7, 2023, by zoom; December 2, 2023 by zoom; March 2, 2024 by zoom; May 3-4, 2024 in person in conjunction with LG Elect Training; July 28, 2024 in person at conclusion of 2024 DCON. John Fry moved to approve the dates with an amendment from March 2, 2024, to March 9, 2024, to avoid a Mid-Year Regional Education Conference. Rogena Woods Mitchell seconded the motion. After discussion, all voted favor. Motion carried.

District Calendar

The Board reviewed District dates through the remaining Kiwanis year.

May 2023

23 District Webinar Series: K-Kids & Builders Clubs

30 CLE: Club President Training

June 2023

1 Reporting Deadline of Club Officers to KI

2-4 2023-2024 Key Club District Board Training Conference & Board Meeting

6 CLE: Club Treasurer Training

13 CLE: Club Secretary Training

21-24 Circle K International Convention

21-24 Key Club International Convention

22-25 108th Annual Kiwanis International Convention, Minneapolis, MN
27 CLE: Membership Chair Training

July 2023

11 CLE: Board Member Training

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, Tupelo, MS, July 26-28

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 declined to offer closing remarks.

At 3:02pm, Fred Pitts moved to adjourn the meeting. Rick Latiolais seconded the motion. With no discussion, all voted in favor. The meeting adjourned.



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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.

District Committee Chair Reports

May 13, 2023

Circle K Administrator, Sid Guedry

LaMissTenn CKI now has a new Governor. Shannon Lee, from Mississippi State University, has taken up the role of Governor. Our past Governor, Madelyn Hill, from Nicholls State University, has agreed to become Lt. Governor. Shannon has hit the ground running attending GATC and will be attending ICON. She is currently identifying all CKI clubs in the District, making contact with them and coordinating officer training. She is also trying to complete the Board. We will meet in mid May to go over several aspects of CKI-- budget, club membership, recruitment etc.

Currently we have 62 paid members in 6 clubs---Nicholls State, Louisiana Tech, McNeese State, Mississippi State, Tulane, ULM. We are working on getting Southeastern Louisiana University CKI club back and also Loyola University has expressed an interest. We need new contacts at ULL, Fletcher Community College, University of Memphis, Northwestern Louisiana University, UNO, LSU, Grambling State and Southern.

Key Club Administrator, Judi Zimmermann

LaMissTenn Key Club has continued to focus on the District Convention to be held April 14th to 16th. We are working on getting the newly elected Governor to the Governor-Administrator Training Conference to be held May 4th through 6th in Atlanta. We are also working on scheduling the year ahead for Key Club once we have a new Governor Elected. New Board Training will be held during the KIWANIS District Convention in Lafayette in the hope students are able to meet with the corresponding adults in their positions.

Key Leader, North, Linda Ramsay

Currently we have 12 chaperones, 7 student facilitators, 23 regular kids registered, for a total of 42. I'm looking for the following schools still to register:

- South Fulton High
- McKenzie High
- Dyersburg High
- Clarksville (3 schools there)
- Westview in Martin
- Martin Middle
- Possibly Greenfield

Several new schools possible:

- Henry County High in Paris, TN
- Obion County High outside of Union City
- Huntingdon High
- Camden High
- Grove Middle in Paris

- Dresden Middle

Key Leader, South, Rebecca Huff & MiLisa York

Camp Istrouma has been contacted and the dates of November 3-5, 2023, are available for our use. The contract has been executed and deposit mailed.

A workshop on Key Leader was held at the Key Club Convention in Natchez this month and although it was not well attended, brochures were given to all registrants and other literature was available as well. I had an opportunity to speak with quite a few students and adults and am hopeful we will have more students from the Baton Rouge area in attendance this year.

I contacted chaperones from last year's event asking if they knew students who would be returning and wished to serve as student facilitators this year. So far, I have had only one response.

Key Leader North will be next month. I spoke with Linda Ramsey and offered to help if she needed me. She said that in her opinion she has enough adults registered to help already.

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 as of April 18, 2022:

- As of April 18th, **47** Clubs have submitted their Annual Club Gift. That means that **41.59%** of our Clubs in the District have made their contribution to KCF. We have already donated **\$15,788** to the Kiwanis Children's Fund for 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**. As of April 18th, our District has achieved **49%** of this goal.

Leadership Development Coordinator, Greg Beard

Major Emphasis Projects, AED, Pam Morgan

The total number of AEDs provided at this time is 461. Several clubs have expressed an interest in ordering, but I have not received any.

Membership & Engagement, Dorothy Kemp & Rogena Woods Mitchell

Youth Protection Manager, Michele Crosby

Since last report:

1. We accomplished a virtual Youth Protection Training on 3/28/2023. Some people who watched it later told me that it was extremely helpful.
2. I wrote to club secretaries about expired background checks and heard several times that KI had the information all wrong. For instance, Howard Lock as well as Anthony DiNatale completed the background check timely or did not have an expired one.
3. I confirmed that KI has no specific requirement on how many members of any given club must participate in the Youth Protection Training to comply with Annual Youth Protection Training. It is monitored on a club level per attached. On a slightly different note, the youth protection policies require each club to “inform and educate its members annually including providing a copy of these policies to each member.”
4. I am on the agenda for the LG-Elect training in May on Friday.
5. I plan to write to each of the secretary’s and club advisor’s to tell them that they have expired BGCs, the ramifications of that and about our Youth Protection Training Program and opportunities once I receive updated data. Jen and Bruce will receive a copy.

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

Governor Bruce:

I submit the following report as the District's Leadership Development Coordinator for consideration of the District Board meeting on Saturday, May 13th.

New Club Leadership Education (CLE)

The LDC uses material supplied by Kiwanis International; however, we do supplement with district related topics. Since the last report (March 10th), there has been 1 new club chartered in the District: Ridgeland-Madison County, MS. The LDC has, through the District's trustee and Lt. governor, offered the 3 hour course on club leadership education (CLE). Also, the LDC will be presenting the CLE course to the Louisville, MS club on Saturday, May 6th.

Lt. Governor Training

LTG training is scheduled for May 12-13 in Ridgeland, MS. Governor-Elect Rogena has set the agenda and have presenters for various topics.

District Trustee Training

The LDC will presented a trustee training session at the LTG training for the newly elected trustees.

CLE for club officers

I have over 350 Leadership Guides received from Kiwanis International. These Guides will be distributed to the LTGs for delivery to their respective club officers prior to the CLEs.

Currently, there will be the following offerings:

May 30th, 5:30pm: Club President (1.5 hrs)

Hosted by Greg Beard, ZOOM

June 6th, 5:30pm: Club Treasurer (1 hr)

Hosted by Nettles Brown, ZOOM

June 13th, 5:30pm: Club Secretary (1 hr)

Hosted by Craig Caskey, ZOOM

June 27th, 5:30pm: Membership Chair (1 hr)

Hosted by Rogena Woods Mitchell, ZOOM

July 11th, 5:30pm: Board Member (1 hr)

Hosted by Dee Drell, ZOOM

The virtual format will be recorded and archived for future use.

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.

Greg Beard

Leadership Development Coordinator



Kiwaniis®

Louisiana-Mississippi-West Tennessee District

DISTRICT BYLAWS

for the Louisiana-Mississippi-West Tennessee District of Kiwanis International
as approved by the House of Delegates on **August 5, 2023**

Key:

- Items in ~~red-crossed-out~~ = items to be removal
- Items in red = new text
- Items in blue = comments per KI

ARTICLE ~~1~~ 1. DEFINITIONS

Section 1. Wherever these terms appear throughout these bylaws, "**club**" means a club in good standing as defined from time to time by Kiwanis International and "**active member**" means a member in good standing with his/her club as **defined by the club**. However, provisions regarding sending notice to clubs about meetings, amendments, and resolutions and provisions regarding payment of club financial obligations shall apply to **all** chartered clubs, whether in good standing or not in good standing.

Comment: This clarifies that the club itself (and the club alone) determines whether its members are in good standing. Neither the district nor K.I. does that.

ARTICLE ~~2~~ 2. PURPOSE AND STRUCTURE

Section 1. The name of this organization shall be the **Louisiana-Mississippi-West Tennessee** District of Kiwanis International.

Comment: "Boundaries" is the word used in the K.I. Bylaws.

Comment: The deleted sentence was simply moved below to its own section.

Section 2. The ~~territorial limits~~ boundaries of this district shall be ~~confined to~~ the states of Louisiana and Mississippi and that section of the state of Tennessee west of the Tennessee River, plus the portion of Hardin County east of the Tennessee River **as determined by the Kiwanis International Board**. ~~Neither the district name nor territorial limits shall be changed unless permission shall first have been obtained from the Kiwanis International Board of Trustees.~~

Comment: This text should be a separate section, since it regards both Sections 1 and 2. Then you must renumber the remaining sections in this article.

Section 3. Neither the district name nor boundaries shall be changed unless permission shall first have been obtained from the Kiwanis International Board.

Section ~~3~~ 4. The purpose of this district shall be primarily to help Kiwanis clubs and Kiwanis International advance the Objects, objectives, policies and strategic goals of Kiwanis, and specifically to cooperate with Kiwanis International in:

- **Building Opening** new clubs and strengthening existing clubs;

- Delivering education to clubs, and;
- Delivering service leadership programs and global campaign for children programming to and through clubs

The purpose of the district also shall be to promote the interests of the clubs within the district to Kiwanis International.

Section 4 5. The district shall group clubs into divisions and divisions into regions. The ~~territorial limits boundaries~~ of the divisions and regions shall be defined by the District Board in district policies.

Section 5 6. Each club* within the district boundaries is a member of the district and is entitled to all the rights, privileges, and responsibilities thereof.

ARTICLE ~~##~~ 3. OFFICERS

Section 1.

- a. The officers of the district shall be the Governor, Governor-elect, Immediate Past Governor, Secretary-Treasurer, a Lieutenant Governor for each division and a Trustee for each region of the district.
- b. No offices other than those of Secretary and Treasurer may be combined in one person.
- c. The Secretary-Treasurer has the title of Executive Director.
- d. After their election and before their assumption of office, all officers shall be known and designated by the titles of the offices to which they have respectively been elected followed by the term "designate."

Section 2.

- a. Each district officer shall be an active member** in a club* of the district. ~~Each trustee shall be a member** of a club* in the region from which elected. Each lieutenant governor shall be a member** of a club* in the division from which elected. However, if there is no member** from a club* in a particular division qualified and willing to serve as lieutenant governor, a member** of a club* in another division may serve. Each candidate for the office of Governor and Governor-Elect also shall have a clear criminal history background check conducted and verified by Kiwanis International. (7/2014)~~
- b. The Governor and Governor-elect, before assuming office, shall have completed at least one (1) term as a Lieutenant Governor in this district and at least two (2) years as a district trustee. ~~Additionally, the Governor or Governor-elect shall not hold any other Kiwanis office or chairmanship of a district standing committee.0}~~

Comment: This change is necessary per K.I. Bylaw amendment adopted last year allowing Lt. Governors to serve from outside their own division.

Comment: There are many asterisks in this paragraph, but they are all necessary for clarity.

Comment: The concept about not holding any other office is already stated in Art. 3, Sec. 1b: "b. No offices other than those of Secretary and Treasurer may be combined in one person. The Secretary-Treasurer has the title of Executive Director."

- c. Each Lieutenant Governor shall be a member of a club in the division from which elected.
- d. Each Trustee shall be a member of a club in the region from which elected and shall be a past Lieutenant Governor in this district.
- e. Every member of the district board shall have and maintain a clear criminal history background check conducted and verified by Kiwanis International.
- f. Any candidate for the office of District Governor, District Governor-Elect, Trustees, and Lieutenant

Governor must have the endorsement of the home club.

Section 3. Officer terms shall be as follows ~~or until said officer's successor shall be duly elected and qualified.~~
The terms of all district officers shall begin on October 1.

- a. Each Trustee shall serve for a term of three (3) years. No person shall serve more than 4 consecutive years as a Trustee.
- b. All other officers shall serve a term of one (1) year.

Section 4. Each district officer has the duty and responsibility to:

- a. Promote the Objects and objectives of Kiwanis International.
- b. Promote the interests of the clubs within the district.
- c. Perform such duties and responsibilities as are currently prescribed or as may be amended in the bylaws, policies, or procedures of Kiwanis International or of the district or as may be assigned by the District Board.
- d. Actively promote implementation of growth efforts of the district in conjunction with Kiwanis International's strategic growth plan.
- e. Actively promote and support programs of emphasis by Kiwanis International, such as the service leadership programs (where applicable) and the global campaign for children.
- f. Attend all meetings required by the district.
- g. All district officers are encouraged to attend the Kiwanis International-Europe Convention or the Asia-Pacific Convention whenever possible.

Section 5. The Governor has the further duties and responsibilities:

- a. Serve as the chief executive officer of the district, under the direction and supervision of the Kiwanis International Board of Trustees.
- b. Be responsible for planning and developing the general program for the district convention and conferences with the advice and consent of the District Board.
- c. Preside at all district conventions and meetings of the District Board.

Comment: This clarifies current requirements.

- d. Attend all conventions and other meetings required by Kiwanis International and the district's region.
- e. Be responsible for implementing growth efforts of the district in conjunction with Kiwanis International's strategic growth plan.
- f. Actively promote the Service Leadership Programs of Kiwanis International and assure proper supervision of those programs on a local, divisional, and district level.

Section 6. The Governor-elect has the further duties and responsibilities:

Comment: This clarifies current requirements.

- a. Attend all meetings required by Kiwanis International and the region for Governors-elect, including the Governors-elect Education Conference and the International Convention.
- b. Be responsible for the training of incoming Lieutenant Governors, Trustees, and district committee chairs; for implementing club education programs; and for education programs at the district convention.

Comment: This change is necessary now that Governors are no longer officers of Kiwanis International.

- c. Support the Governor ~~in his/her role as an officer of Kiwanis International.~~

Section 7. The Immediate Past Governor shall be a resource to the District Governor and District Board.

Section 8. The Executive Director has the further duties and responsibilities:

- a. Assist the Governor and District Board in conducting the business of the district.
- b. Keep all records of the district.
- c. Be the executive in charge of the District Office and, subject to the approval of the District Board, select the employees.
- d. Submit to the proper officers, committees, or persons all communications received from Kiwanis International and cooperate with the Governor in forwarding all reports required by Kiwanis International.
- e. Attend and keep the minutes of the meetings of the District Board and the district conventions.
- f. Make a report to the district at its annual convention and such other reports as directed by the Governor or the District Board.
- g. Keep the financial accounts and records and be responsible for proper internal control procedures, including the receipt, deposit, and disbursement of district and sponsored organization funds in the manner authorized and prescribed by the District Board.
- h. Make available for inspection by the Governor, the District Board, or any authorized parties, the financial accounts, records, and books of the district and its service leadership programs.
- i. Be a member of the Finance Committee.
- j. Regularly review and advise the District Board on the financial condition of the district and its service leadership programs.

Section 9. The Lieutenant Governors have the further duties and responsibilities:

- a. Provide support and assistance to the clubs in their division.
- b. Plan and preside at divisional meetings, under the direction of the District Board.
- c. Assist the Governor and the District Board in communicating and implementing the plans and goals of the district in their divisions.
- d. Report to the Governor about the condition and activities of clubs within their divisions.
- e. Visit each club in the division as many times as required by the district.
- f. While serving as Lieutenant Governor-elect shall assure training of the incoming club officers.

Section 10. The Trustees have the further duties and responsibilities:

- a. Perform the duties as a member of the District Board.
- b. Provide support to the Lieutenant Governors in their region.
- c. Plan and preside at regional meetings, under the direction of the District Board.

ARTICLE IV 4. DISTRICT BOARD

Section 1. The District Board shall consist of the Governor, Governor-elect, Immediate Past Governor, Executive Director, and a Trustee for each region. The Executive Director shall be without vote.

Section 2. The management and control of the affairs of the district not otherwise provided for in these bylaws shall be vested in the District Board, subject to the supervision and control of the Kiwanis International Board of

Trustees. The District Board may adopt policies and/or procedures, provided they are not in violation of any applicable laws or any higher governing documents.

Section 3. The District Board shall hold at least two (2) regular meetings during each administrative year, one of which shall be held prior to October 31, at such times and places as designated by the Governor. If the first meeting is held prior to October 1, any action taken shall become effective on October 1, unless a later date is specified.

Section 4. A special meeting of the District Board may be called by the Governor or two-thirds (2/3) of the entire Board.

Section 5. Subject to the laws of local jurisdiction, the District Board may meet and conduct business by any method that allows all participants to simultaneously communicate with one another or as otherwise allowed by law. Participation by such methods constitutes attendance. Normal board meeting rules and processes apply unless otherwise determined by the Board.

Section 6. The Executive Director shall notify each member of the District Board and the Executive Director of Kiwanis International of the time, place, and date of any regular meeting at least three (3) weeks in advance and of any special meeting at least three (3) days in advance.

Section 7. In the absence of the Governor from a meeting, the District Board shall elect one of its members to act as presiding officer.

Section 8. A majority of the total members of the District Board constitutes a quorum, and a majority vote of those present and voting is required for all business unless otherwise provided in these bylaws.

Section 9. Within thirty (30) days after any District Board meeting, the Executive Director shall provide a draft of the meeting minutes or a summary of the actions taken to Kiwanis International, and a copy shall be made available to clubs in the district. The district shall provide a copy of the official minutes of each board meeting to Kiwanis International within thirty (30) days after approval by the District Board.

ARTICLE 5. COMMITTEES

Comment: This captures updated requirements by K.I. for district appointments.

Section 1. The titles, structure, and duties of district standing committees, **key positions, Service Leadership Program Administrators** shall be those defined by the Kiwanis International Board ~~of Trustees in policies.~~

Section 2: The district shall also have the following standing committees:

- a. The **Executive Committee** shall consist of the Governor, Governor-Elect, Immediate Past Governor, Executive Director, and the Chair of the Board Committee on Budget and Finance. Its duties shall be:
 - i. Between meetings of the District Board, the administrative authority of the Board is delegated to the Executive Committee on all matters. The action of the Executive Committee shall have full force and effect. Any action by the Executive Committee, unless disapproved by the Board, shall be formally ratified by the Board. This delegation of authority shall not include the right to waive or change policy, if the need arises.
 - ii. During District Board meetings, only personnel matters may be referred to the Executive Committee for consideration and recommendation.
- b. The **Past Governors Committee** shall include all Past Governors who are still active members of clubs in the district. The committee shall elect a chairperson annually from among its members. The committee shall consider and report to the district board its conclusion on all matters referred to it. It also may initiate subjects for consideration and report its conclusions to the board. The committee shall meet at the time of the district convention and may hold other meetings at the call of the chairman **at their own expense.**

- c. The **Budget & Finance Committee** shall be appointed by the Governor from among the members of the District Board. The Governor-elect should be a member. The committee is charged with reviewing all financial matters involving the Kiwanis District or any of its ~~sponsored organizations~~ **Service Leadership Programs**, including budgets, requests for over-expenditures, ~~and~~ alternative income, ~~and the annual financial examination required by Kiwanis International.~~
- d. The **Bylaws and Policies Committee** shall review any district bylaws amendments submitted by clubs; ~~shall cooperate with the board in drafting proposed amendments;~~ and shall suggest appropriate updates to the bylaws, policies, or procedures of the district and its Service Leadership Programs. The Chair shall assist the Executive Director in preparing meaningful resolutions, as needed, for presentation to House of Delegates at the Annual Convention. ~~The committee shall also cooperate with the board in interpreting the spirit of the district bylaws when necessary and in securing the proper observance of obligations, standards, and practices stated or implied.~~

Section 3. Each standing committee shall cooperate with the appropriate committee of Kiwanis International.

Section 4. The Governor may create special committees, subject to the approval of the District Board.

Section 5. Unless otherwise provided in Section 2, the Governor shall appoint all committee chairs and members, subject to approval of the District Board.

Section 6: The Governor shall be ~~an ex-officio~~ **a non-voting** member of all standing and special committees of the district.

Section 7. All committee members appointed by the Governor shall be subject to removal by the Governor.

ARTICLE ~~4~~ 6. CONVENTIONS

Section 1. The annual convention of the district shall be held at such place and date, between March 15 and September 25, as shall be mutually agreed upon by the District Board and the Kiwanis International Board ~~of Trustees~~, except that no district convention shall be held within the period of thirty (30) days prior to, during, or thirty (30) days following the Convention of Kiwanis International ~~or its region (if any)~~ unless approved by the ~~respective board(s) Kiwanis International Board~~. In the event the annual convention of Kiwanis International is held within the geographic boundaries of a district, the district may hold its convention in conjunction with the Kiwanis International convention; in such cases, district functions may not be held during general sessions of the International Convention.

Section 2. Special conventions of the district shall be called by the Governor upon the request of a majority of the clubs** or upon the request of three-fourths (3/4) of the members of the District Board.

Section 3. The Executive Director shall notify each club and the Executive Director of Kiwanis International at least sixty (60) days prior to the date of the annual convention and at least thirty (30) days prior to the date of any special convention or rescheduled annual convention.

Section 4. The District Board shall have full supervision and management of all conventions.

Section 5. For each convention, the Governor shall appoint a Committee on Credentials and a Committee on Elections, each to consist of at least three (3) members. All members of the Committee on Elections shall be delegates.

Comment: This provides clarity about alternate delegates for clubs.

Section 6. At any district convention, each club* shall be entitled to seat up to three (3) delegates, two (2) of whom should be the club president and president-designate, ~~as well as and may~~ nominate **up to three (3)** alternates ~~who may to~~ serve if any delegate is absent. Club delegates and alternates shall be active members** of the clubs* they represent. However, the Lieutenant Governor or a past Lieutenant Governor may represent

any club* in their division not otherwise represented by three delegates. Delegates shall be elected by each club prior to the convention and certified to the district by the club president and secretary. A current or past Lieutenant Governor representing a club may be certified by the Credentials Committee or its designee.

Section 7. Official delegates of a newly organized club shall be granted full privileges at district conventions after the charter has been approved by the Kiwanis International Board of Trustees, even if it has not been formally presented to such club.

Section 8. All officers and past Governors of the district who are active members** of a club* in the district shall be delegates-at-large to all district conventions.

Section 9: To be accredited, a delegate must have paid a convention registration fee, if such is required.

Section 10. There shall be no voting by proxy or absentee ballot.

Section 11. The District Board may establish registration fees to be paid by persons attending any district convention. The proceeds derived from such registration fees shall be expended solely upon approval of the District Board.

Section 12. The convention may propose, discuss, and adopt resolutions, and may recommend matters or concerns to Kiwanis International. The convention shall also consider and act upon matters submitted to it by Kiwanis International.

Section 13. In the absence of the Governor from any convention of the district, the District Board shall designate any elected member of the District Board to act as presiding officer.

Section 14. Delegates from at least one-third (1/3) of the district clubs* shall constitute a quorum at any district convention, and no less than a majority vote of the delegates present and voting is required to approve all business unless otherwise provided in these bylaws.

Section 15. Within thirty (30) days after any convention, the Executive Director shall provide a written report of the actions taken, approved by the Governor, and shall transmit the report to the Executive Director of Kiwanis International. A copy of the report shall be made available to clubs in the district.

Section 16. In the event the District Board shall determine by resolution that there exists a condition of emergency that compels cancellation of the annual district convention, the Board shall notify Kiwanis International and district clubs immediately and shall determine one of the following methods to transact any and all business that was to be transacted at the annual convention, as soon as practical. The preference will be to reschedule the convention, if possible, or, alternatively, to call a meeting of all persons having the status of delegates-at-large at district conventions, a quorum of which shall be a majority.

Section 17. The official program of a convention as approved by the District Board shall be the order of the day for all sessions. Changes in the agenda of the House of Delegates may be made from time to time by a majority vote of the house.

Section 18. Resolutions

- a. A club*, by majority vote of its active members** or board, may propose resolutions to be considered at any convention of the district, provided they are submitted to the Executive Director not less than sixty (60) days prior to the date of the convention. Resolutions may also be proposed by the District Board.
- b. All proposed resolutions shall be referred to the ~~Committee on Resolutions and Bylaws~~ **Bylaws and Policies Committee** for its consideration and recommendation to the District Board. The Committee may modify, combine, edit, or not accept any club proposals. The District Board shall have final authority on resolutions to be considered at the convention.
- c. No later than thirty (30) days prior to the district convention, the Executive Director shall make available to each club in the district a copy of all proposed resolutions other than those of memoriam and

appreciation.

- d. No other resolutions shall be considered unless approved for consideration by two-thirds (2/3) vote of the District Board and presented no later than the beginning of the House of Delegates.
- e. Resolutions may be adopted by a majority of the valid votes cast by the delegates present and voting, except those recommended by the Board less than sixty (60) days in advance which shall require two-thirds (2/3) vote to adopt.

Section 19. The House of Delegates shall adopt standing rules to conduct business.

ARTICLE ~~VII~~ 7. NOMINATION AND ELECTION OF OFFICERS

Section 1. The election of officers, except as otherwise provided in these bylaws, shall be held at the annual convention. The official program of the convention shall indicate the time and place of the elections.

Section 2. The Executive Director shall be employed via contract and determined by a two-thirds (2/3) vote of the District Board.

Section 3. The nominating and election procedure for officers to be elected at the annual convention shall be as follows:

- a. ~~The Governor-elect shall be the sole candidate for the office of Governor.~~ The Governor-elect shall be the sole candidate for the office of Governor. However, in any year in which the Governor-elect was not previously elected by the district house of delegates or is no longer qualified to hold the office, other qualified candidates shall be permitted.
- b. All qualified candidates for offices to be elected at the annual convention must submit written notice of candidacy to the Executive Director no later than 30 days before the convention begins. ~~This deadline may be extended by the district board if candidates other than the sole candidate(s) are necessary.~~

Comment: This makes a distinction about the required agreement.

- c. Qualified candidates for Governor and Governor-elect shall:
 - i. Submit a signed agreement ~~to~~ provided by Kiwanis International to fulfill the duties of office.
 - ii. Have a clear criminal history background check conducted and verified by Kiwanis International.
 - iii. Be endorsed for the office by his or her primary club.
- d. Prior to elections, the Executive Director shall report the qualified candidates to the House of Delegates.

Comment: Delete this paragraph, which is now covered by paragraph a, and renumber the remaining paragraphs in this section.

- ~~e. Nothing in this article shall be construed as limiting the right to make further nominations of qualified candidates during the House of Delegates session.~~
- f. A majority of all valid votes cast shall be necessary for each office elected at the convention. In the event that no nominee receives a majority of valid votes cast, a new election shall take place immediately, with the nominee receiving the fewest number of votes eliminated from the ballot. This procedure shall be followed until one nominee receives a majority vote.
- g. The voting shall be by ballot only where there are two (2) or more candidates for the same office.
- h. Cumulative voting shall not be permitted.

Section 4. Duties of Credentials Committee and Elections Committee

- a. The Credentials Committee shall verify all delegates and determine the seating of any delegates not

previously certified by their club. Prior to the elections taking place, the Credentials Committee shall report the delegate count to the Executive Director and Elections Committee, and shall make available to them, upon request, a list of the delegates.

- b. The Elections Committee shall have general charge of the election and of distributing and counting all ballots. The Elections Committee shall report promptly to the convention the results of all balloting. The report shall be signed by a majority of the committee.

Section 5. Election of Lieutenant Governor and Lieutenant Governor-elect

Comment: This change does not eliminate the sentence, but moves it to new paragraph c for clarity.

- a. The Lieutenant Governor of each division shall hold, not earlier than the first week of the administrative year and not later than the annual district convention preceding the expiration of the Lieutenant Governor's term, a meeting to elect a Lieutenant Governor and a Lieutenant Governor-elect for the next term. The time and place of this meeting shall be designated by the Lieutenant Governor. The president of each club in the division shall be notified at least 10 days prior to the meeting. ~~Past Governors, current and past Trustees, and past Lieutenant Governors who are active members of a club in the division, as well as non-delegate club members, shall also be invited to the meeting and shall have the privilege of the floor, but shall be without vote.~~
- b. Each club* in the division is entitled to seat up to three (3) delegates, two (2) of whom should be the club president and president-designate, as well as nominate three alternates who may serve if any delegate is absent. All club delegates and alternates shall be active members**.

Comment: This corresponds to the change in paragraph a. Renumber the other paragraphs in this section.

- c. ~~Past Governors, current and past Trustees, and past Lieutenant Governors who are active members** of a club* in the division, as well as non-delegate club members**, shall also be invited to the meeting and shall be allowed to participate in discussion, but shall not have voting rights.~~

Comment: This reduces the necessary quorum.

- d. Delegates from at least ~~a majority~~ one third (1/3) of the clubs* in the division shall constitute a quorum.
- e. The Immediate Past Lieutenant Governor shall conduct the elections, unless he/she is a candidate for election. If the presiding officer is absent or ineligible to serve, the meeting shall elect a delegate to conduct the elections.
- f. No person shall be considered a candidate for Lieutenant Governor or Lieutenant Governor-elect without first providing consent and an agreement to carry out the duties and responsibilities of office.

Comment: This removes confusion regarding candidates from the floor for Lt. Governor.

- g. The Lieutenant Governor-elect shall be the sole candidate for the office of Lieutenant Governor. ~~However, nothing shall preclude additional nominations of qualified candidates from the floor. However, in any year in which the Lieutenant Governor-Elect was not previously elected by the division or is no longer qualified to hold the office, other qualified candidates shall be permitted.~~
- h. Voting shall be by ballot only where there are two (2) or more candidates for the same position. A majority of all valid votes cast shall be necessary for elections. In the event that no nominee receives a majority of valid votes cast, a new election shall take place immediately, with the nominee receiving the fewest number of votes eliminated from the ballot. This procedure shall be followed until one nominee receives a majority vote. In the event of a tie vote, the Lieutenant Governor shall be entitled to vote.
- i. The presiding officer shall report the election results immediately to the Executive Director who shall report the results to Kiwanis International.
- j. A Lieutenant Governor-elect is not a district officer.

Section 6. Election of Trustees.

Comment: This change does not eliminate the sentence, but moves it to new paragraph c for clarity.

- a. The Trustee of each region shall hold, not earlier than the first week of the administrative year and not later than April 30, a meeting to elect a new Trustee for the next term. The time and place of this meeting shall be designated by the Trustee. The president of each club in the region shall be notified at least thirty (30) days prior to the meeting. ~~Past Governors, current and past Trustees, and past Lieutenant Governors who are active members of a club in the region, as well as non-delegate club members, shall also be invited to the meeting and shall have the privilege of the floor, but shall be without vote.~~
- b. Each club* in the region is entitled to seat up to three (3) delegates, two (2) of whom should be the club president and president-designate, as well as nominate three alternates who may serve if any delegate is absent. All club delegates and alternates shall be active members**.

Comment: This corresponds to the change in paragraph a. Renumber the other paragraphs in this section.

- c. ~~Past Governors, current and past Trustees, and past Lieutenant Governors who are active members** of a club* in the region, as well as non-delegate club members**, shall also be invited to the meeting and shall have the privilege of the floor, but shall be without vote.~~
- d. Delegates from at least one-third (1/3) of the clubs in the region shall constitute a quorum.
- e. The current Trustee shall conduct the elections. If the current Trustee is absent or ineligible to serve, the most recent past Trustee present and willing shall serve, or in the absence of a past Trustee, the meeting shall elect a delegate to conduct the elections.

Comment: "Additional candidates" were never a factor for Trustees since there is never a Trustee-elect waiting to take office.

- f. No person shall be considered a candidate for Trustee without first ~~having the endorsement of his/her primary club and~~ providing written consent and an agreement to carry out the duties and responsibilities of office. ~~Nothing shall preclude additional nomination of qualified candidates from the floor.~~
- g. Voting shall be by ballot only where there are two (2) or more candidates for the same position. A majority of all valid votes cast shall be necessary for elections. In the event that no nominee receives a majority of valid votes cast, a new election shall take place immediately, with the nominee receiving the fewest number of votes eliminated from the ballot. This procedure shall be followed until one nominee receives a majority vote. In the event of a tie vote, the presiding officer shall be entitled to vote.
- h. The presiding officer shall report the election results immediately to the Executive Director who shall report the results to Kiwanis International.

ARTICLE VIII 8. VACANCIES IN OFFICE

Section 1. In the event of a vacancy in the office of Governor or Governor-elect, the vacancy for the unexpired term shall be filled by majority vote of the District Board from among the qualified past Governors, or current or past Trustees.

Section 2. In the event of a vacancy in the office of Immediate Past Governor, the qualified member who served as Governor most recently prior to the Immediate Past Governor who is willing and able shall automatically become the Immediate Past Governor.

Section 3. In the event of a vacancy in the office of Executive Director, it shall be filled by a two-thirds (2/3) vote of the District Board.

Section 4. In the event of a vacancy in the office of Lieutenant Governor or Trustee, the vacancy shall be filled as follows:

- a. If the term has one year or less remaining, a qualified member from a club* in the same division or

region shall be elected by a majority vote of the District Board to serve the remaining term;

- b. If the term has more than one year remaining, the district shall notify the clubs* in the affected division or region that a replacement Lieutenant Governor or Trustee may be elected at a division or regional meeting to be held within sixty (60) days from the date of such vacancy. In the absence of a replacement being elected by the division or region, a qualified member** of a club* in the same division or region shall be elected by a majority vote of the District Board.

Section 5. In the event that the election of any district office cannot be completed for any reason, the District Board may consider the office to be vacant and may fill it as a vacancy as provided in these bylaws for such office.

Section 6. In the event that, after election and before October 1, any district officer-designate is unable to serve for the year elected, the District Board-designate for said year shall fill the position as a vacancy as provided in these bylaws for such office. Disability or inability of a Governor-designate to serve for the year for which elected shall first be determined by a two-thirds (2/3) vote of the entire District Board-designate.

Comment: This strengthens the process if the Governor is temporarily incapacitated.

Section 7. In the event that the Governor is temporarily incapacitated and is unable to discharge the duties of office, **as determined by two-thirds (2/3) vote of the entire District Board**, the District Board **then** shall elect, by a majority vote of the District Board, a qualified past Governor, current or past Trustee, or current or past Lieutenant Governor to become Acting Governor until the Governor is able to resume the duties of office. While the Governor is incapacitated, the Acting Governor shall have all the duties, responsibilities, and authority given to the Governor by these bylaws and the Bylaws of Kiwanis International. If, after a period of sixty (60) days, ~~it appears to the Board~~ **the District Board determines by another two-thirds (2/3) vote of the entire board** that the Governor continues to be incapacitated and is not able to resume the duties and responsibilities of office, the Board may declare the office of Governor vacant and the vacancy shall be filled in accordance with the provisions for filling vacancies in such office as provided in these bylaws.

ARTICLE ~~IX~~ 9. DISCIPLINE OF OFFICERS

Section 1. If a district officer is alleged by the Governor or two-thirds (2/3) of the District Board to be failing to perform his/her duties, the District Board shall investigate the allegation and determine the matter at a meeting held within forty-five (45) days after the investigation is complete or as soon as reasonably possible. Written notice of the allegation, investigation, and meeting shall be given to the accused officer at least thirty (30) days prior to the meeting. The accused officer shall be permitted to attend the meeting and present a defense. If the allegation(s) is sustained by no less than a two-third (2/3) vote of the entire board, the office shall be declared vacant.

Section 2.

- a. "Conduct unbecoming a member of the Kiwanis family" is defined in Kiwanis International Policy as any conduct that:
 - o is incompatible with the best interests of the public or of members of the Kiwanis family; or
 - o tends to harm the standing of Kiwanis in the local or global community.

Comment: This change is necessary since Governors are no longer officers of Kiwanis International.

- b. If an allegation of 'conduct unbecoming a member of the Kiwanis family' is made against a district officer, allegedly committed while he/she was engaged in his/her duties as a district officer, the Governor shall immediately request from Kiwanis International a copy of the detailed procedures to be followed by the district and shall appoint a special investigator to investigate the matter. If an allegation is made against the Governor, ~~it shall be referred to the Kiwanis International President and Executive~~

~~Director to be handled under the process for Kiwanis International Officers~~ the Immediate Past

~~Governor shall fulfill the Governor's role throughout the process.~~ If the investigation report concludes there is a reasonable basis for the allegation, the Governor shall notify the accused officer and refer the matter to the District Board to conduct a hearing to decide the matter. The Board shall then meet and report its decision whether the accused officer did or did not engage in 'conduct unbecoming,' and, based on that decision, the appropriate disciplinary action, as follows: counseling, a verbal or written reprimand, or suspension or removal from office.

- c. If either the accused officer or the Investigator believes some part of the investigation was faulty or the determination was incorrect, either party has the right to request in writing reconsideration by the Board. The Board's decision on the matter shall be final.
- d. If, at any point during the 'conduct unbecoming' process, possible criminal wrongdoing is discovered, the matter shall be reported to the proper authorities.
- e. All materials, facts, and information related to the investigation, determination, and reconsideration (if any) shall be kept confidential at all times by any parties or persons involved in any part of the process.
- f. The district shall retain all official records on the matter (Allegation Report, Investigation Report, Hearing Record, Board Report, and Reconsideration Record if any) in a confidential file as long as required by applicable law, and shall send a copy to Kiwanis International, to be retained in a confidential file.

Section 3. If the district employs the Executive Director or other district officers, the employment relationship supersedes the officer relationship.

Section 4. Whenever a district officer is removed from office for reasons involving conduct unbecoming a member of the Kiwanis family or failure to perform the duties of office or resigns from office, that person may be declared by the District Board to be ineligible to hold a district office or appointment in the future.

ARTICLE X 10. REVENUE

Section 1. Each club shall pay to the district the annual dues amount of forty-six dollars (\$46.00) for each active club member. Dues shall be based on each club's annual membership report to Kiwanis International as of September 30 of each year and shall be due annually on October 1 and payable by November 30.

~~**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.~~ If a Kiwanis club member was a former member of a Kiwanis International Service Programs club, the member's club is not obligated to pay district dues for any club member for a period of two (2) administrative years from the date of joining their first Kiwanis club.

~~**Section 3.** Prorated district dues shall be charged for each new member of a club on the same prorated schedule used by Kiwanis International.~~ District dues shall be charged for each new member of a club on the same basis used by Kiwanis International. District dues are waived for any new member who was a former member of a Kiwanis International Service Leadership Program club, upon joining their first Kiwanis club.

~~**Section 4.** Prorated district dues are waived for any new member who was a former member of a Kiwanis International service leadership program.~~

Section 5. The District Board may establish registration fees for district conferences or other meetings.

Section 6. No financial obligation shall be placed upon clubs of the district other than those provided in these bylaws or adopted by a two-thirds (2/3) vote of the House of Delegates.

ARTICLE ~~XI~~ 11. FINANCE

Section 1. Not later than October 31, the District Board shall approve a budget of estimated revenues and expenses for the year, including capital expenditures.

Comment: This clarifies the requirements as currently required by K.I., which vary somewhat depending on the size of the district's assets.

Section 2. The financial records of the district shall be examined at the end of each fiscal year by a qualified individual(s) or company selected by the District Board **in accordance with Kiwanis International standards**. The individual(s) should be qualified to perform such work in their respective jurisdiction. A copy of the annual financial examination shall be sent to the Executive Director of Kiwanis International by March 31 and to the District Board and shall be made available, upon request, to clubs and members in the district.

Section 3. The District Board shall determine the official depository or depositories and shall designate persons authorized to disburse funds.

Section 4. The district will comply with all governmental reporting requirements for finances, taxation, employment and any other areas of operation.

Section 5. The district shall report its financial status annually to clubs and to the Kiwanis International Board and at such other times and including such information as requested by the Kiwanis International Board.

ARTICLE ~~XII~~ 12. OTHER AUTHORITIES

Section 1. This district bylaws and policies will comply with all applicable laws in its local jurisdiction(s).

Section 2. For authority on all matters not covered by these bylaws, the following documents will apply, in this order of priority:

First: Kiwanis International Bylaws

Second: Kiwanis International Policies and Procedures

Third: District Bylaws

Fourth ~~Third~~: District Policies or Procedures

Fifth ~~Fourth~~: Roberts Rules of Order Newly Revised (latest edition)

ARTICLE ~~XIII~~ 13. AMENDMENTS

Section 1.

- a. A club*, by majority vote of its active members**, may propose bylaw amendments to be considered at any convention of the district, provided they are submitted to the Executive Director not less than sixty (60) days prior to the date of the convention. Bylaw amendments may also be proposed by the District Board.
- b. No later than thirty (30) days prior to the district convention, the Executive Director shall make available to each club in the district a copy of all proposed bylaw amendments.
- c. Amendments to these bylaws may be adopted by two-thirds (2/3) of the valid votes cast by the delegates present and voting.

Section 2. These bylaws and any amendments to them shall be in conformity with the Kiwanis International Bylaws, and the Standard Form for District Bylaws. Amendments previously verified by Kiwanis International to be

in conformity may become effective immediately, unless a later effective date is specified upon adoption. Any amendments not in conformity shall not be effective until or unless approved by the Kiwanis International Board. Any questions regarding conformity shall be determined by the Kiwanis International Board.

Section 3. If the Kiwanis International Bylaws are amended in such a way that necessitates revisions to the Standard Form for District Bylaws, the District Board shall amend the district bylaws at the next regularly scheduled board meeting to reflect such revisions and shall inform clubs and members.

ARTICLE ~~XIV~~ 14. SEVERABILITY

Section 1. In the event that any provision of these bylaws is held invalid, all other provisions shall remain in effect.

ARTICLE ~~XV~~ 15. INCORPORATION AND DISSOLUTION

Section 1. The district will incorporate or register with the proper authority(ies) as may be required by applicable law and shall maintain such incorporation or registration as required by law.

Section 2. If the district ceases operations for any reason, the last District Board will provide for proper distribution of district funds or other assets, in accordance with applicable law. If the District Board does not so provide, the Kiwanis International Board shall do so.

ARTICLE ~~XVI~~ 16. GENERAL PROVISIONS

Section 1. The district shall not be used for political purposes, including propoganda, trying to influence legislation, or participating in a campaign for or against any candidate for public office.

Section 2. The administrative and fiscal year of the district shall be October 1 – September 30.

**Every place the word “club” appears with an asterisk refers to a club in good standing as defined by Kiwanis International, per Article I.*

***Every place the term “active member” (or member) appears with an asterisk refers to club member in good standing with their club as defined by the club, per Article I.*

ADOPTION CERTIFICATION

If the district’s bylaws are amended, send one copy of all adopted amendments and one copy of the revised bylaws to the Governance Specialist at Kiwanis International (governance@kiwanis.org) for review, approval, and filing. The district then will be notified when its amended bylaws are approved by Kiwanis International.

These bylaws were adopted (or amended) by the Kiwanis District of Louisiana-Mississippi-West Tennessee House of Delegates on August 5, 2023.

Certified by Jen Robertson

LAMISSTENN KIWANIS POLICIES

SECTION 200: DISTRICT BOARD & COMMITTEES

200 DISTRICT BOARD MEETINGS

- 200.1** Each member of the District Board of Trustees has the responsibility and duty to attend all Official Meetings of the District Board during the Kiwanis Year. **If Trustee is absence from a majority of District Board meetings, the Executive Committee, excluding the Trustee in consideration if applicable, may remove the Trustee from his/her position.**
- 200.2** Each meeting of the District Board of Trustees shall be an open meeting to all Kiwanians choosing to attend. No active participation by visitors shall be permitted.
- 200.3** The Governor shall advise each Committee Chairman of any required presentation which will be expected to make in advance of such board meeting.
- 200.4** In consultation with the Governor, the Executive Director shall establish and distribute the agenda for each meeting to all members of the District Board of Trustees at least seven (7) days prior to the Board Meeting. Agenda items may be submitted from Board Members.
- 200.5** Additional items for any Board Meeting may be added during the Board meeting, providing a majority vote by the Board of Trustees allows the items to be presented. Items not requiring action by the Board of Trustees may be presented by any member of the Board of Trustees, for discussion only, under "New Business". No items for discussion shall be accepted by the Board unless presented by a member of the Board of Trustees.
- 200.6** At the **first last** Board Meeting of the Administrative Year, the following items shall be acted upon by the Board of Trustees:
- A. Evaluation of job performance of the Executive Director;
 - B. Evaluation of the performance of the District Board of Trustees;
 - C. Approve appointment of District Committee Chairmen for the following year; **and**
 - D. Consideration and adoption of budgets for the Kiwanis District **for the following administrative year.**
- 200.7** Board meeting materials, including the meeting agenda and supporting documents, will be made available to all Board members and interested Kiwanis members in time for adequate review prior to the Board meeting. Board members will review Board meeting materials in advance of each meeting.
- 200.8** Any items to be presented to the District Board of Trustees requiring action of the Board, must be provided in writing to the Governor and District Executive Director at least thirty (30) days prior to the Board Meeting, for distribution and study.
- 200.9** To ensure the accuracy of the minutes, District Board meetings shall be recorded. Recordings shall be retained by the Executive Director or designee until the minutes of a meeting have been approved by the Board, at which time, the recording of the approved meeting may be destroyed.
- 200.10** The Executive Director or designee is responsible for keeping the minutes of the meetings of the District Board. The minutes shall contain all main motions, whether adopted or lost; the name of the maker of the motion shall be recorded in the minutes; and any Board member may request that his/her vote be recorded in the minutes. Minutes will be reviewed and approved by vote at the next Board meeting.
- The Executive Director shall make copies of the minutes of all District Board meetings available to all Board members, and to interested Kiwanians via the website.

201 DISTRICT BOARD COMMITTEES

201.1 EXECUTIVE COMMITTEE

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

Between meetings of the District Board, if the need arises, the administrative authority of the Board is delegated to the Executive Committee on all matters. The action of the Executive Committee shall have full force and effect. Any

action by the Executive Committee, unless disapproved by the Board, shall be formally ratified by the Board. This delegation of authority shall not include the right to waive or change policy.

During District Board meetings, only the following matters may be referred to the Executive Committee for consideration and recommendation personnel matters and Board Trustee conduct.

201.2 BYLAWS AND POLICIES COMMITTEE

The members of the **Bylaws and Policies (B&P)** Committee shall be appointed by the Governor for his/her year, from the District Board of Trustees and District membership. The Committee Chair shall be a District Board Trustee.

The Committee Chair shall be a District Trustee and serve as the District Resolutions Coordinator.

The Committee on Bylaws and Policies shall examine the District Bylaws and shall submit any recommendations concerning revisions thereof to the District Board, shall cooperate with the Board in drafting proposed amendments authorized by the Board, and shall make a report on all properly proposed amendments to the District Bylaws to be acted upon by any convention. The Committee shall cooperate with the Board in interpreting the spirit of the District Bylaws and in securing the proper observance of obligations, standards, and practices arising thereunder, including the adjustment of any grievances. The Committee shall work with the Executive Director to prepare meaningful resolutions for presentation to House of Delegates at the Annual Convention. The Committee shall consider resolutions submitted by the International Board, the District Board, or by a chartered club, when submitted to the chairman in writing thirty (30) days prior to the date of the annual District Convention. The Committee shall have the authority to originate resolutions and to modify, combine, and edit all resolutions submitted to it.

201.3 FINANCE COMMITTEE

The members of the Board Committee on Finance shall be appointed by the Governor for his/her year, from the District Board of Trustees and District membership. The Finance Committee members shall include the District Convention Coordinator and Kiwanis International Convention Coordinator. The Committee Chair shall be a District Trustee.

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

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

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

The Finance Committee shall review and make recommendations, when deemed necessary, to the District Board on all aspects related to office services, information technologies, and human resource matters.

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

201.4 MEMBERSHIP COMMITTEE

The members of the Board Committee on Membership ~~Growth~~ shall be appointed by the Governor for his/her year, from the District Board of Trustees and District membership. Committee members shall include the District Membership Coordinator, District New Club Coordinator, Regional New Club Coordinators, District Club Strengthening Coordinator, and Regional Club Strengtheners. The Committee Chair shall be a District Board Trustee.

The Board Committee on Membership will oversee all matters involving membership growth and strengthening, new club building, and membership retention. The Committee shall support the Governor's annual District Membership Plan, encompassing ways to increase membership. The Committee shall ~~will~~ work with the Kiwanis International Club Opening Specialist to assist with club opening initiatives during the year. The Committee shall work with the Kiwanis International Area Director with club membership boosting efforts.

201.5 EDUCATION COMMITTEE

The members of the Board Committee on Education shall be appointed by the Governor for his/her year, from the District Board of Trustees and District membership. The Education Committee members shall include the Leadership Development and Education Coordinator(s), Public Relations Coordinator, District Bulletin Editor, Youth Protection

Manager, Risk Manager, and Partnership Coordinator. The Committee Chair shall be a District Trustee.

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

The Education Committee ~~is~~ shall assist the District leadership in developing meaningful educational and training experiences for all Kiwanians at District Conventions and Conferences, organize and/or promote operations and leadership programs for incoming District and club officers, and promote continuing Kiwanis education within each club.

Training events include, but are not limited to the annual Kiwanis District Convention, Mid-Year Education Conference or Mid-Year Education Regional Conferences, Lieutenant Governor Training Conference, Club Leadership Education Conferences.

201.6 SERVICE COMMITTEE

The members of the Service Committee shall be appointed by the Governor for his/her year, from the District Board of Trustees and District membership. The Service Committee members shall include the Human and Spiritual Values Coordinator and Kiwanis International Foundation Coordinator. The Committee Chair shall be a District Trustee.

The Service Committee shall advise and mentor clubs in the District to render effective service in their communities. The Committee shall oversee the efforts and communications of the District Service Project, the annual service awards (teacher, firefighter, lawman, and layman), and promote and represent the Kiwanis Children's Fund in the District.

201.7 SERVICE LEADERSHIP PROGRAMS COMMITTEE

The members of the Board Committee on Service Leadership Programs (SLP) shall be appointed by the Governor for his/her year, from the District Board of Trustees and District membership. The SLP Committee members shall include the Aktion Club Administrator, Builders Club Administrator, Circle K Administrator, Key Club Administrator, K-Kids Administrator, and Key Leader Administrator(s). The Committee Chair shall be a District Trustee.

The Service Leadership Programs Committee shall oversee the following programs: Circle K District, Key Club District, Builders Clubs, K-Kids, Aktion Clubs, and the Key Leader Conferences. The Committee shall encourage Kiwanis Board Members to attend and represent the Board at all Key Club and Circle K District Board Meetings, Conferences, and Conventions.

201.8 INTERNATIONAL ACTION COMMITTEE (IAC)

The members of the Board Committee on International Action Committee (IAC) shall include the Governor, Governor-Elect, Past District Governor Coordinator, and Executive Director. The IAC Chair shall be a District Trustee. No current candidate for International office shall serve as the Committee Chair.

The IAC shall study the qualifications of and make recommendations to the House of Delegates on candidates for International offices from the LaMissTenn District; support the candidate for International office and to continue that support upon election as an International officer; study the qualifications of and make recommendations on candidates for International office from other Districts; study and approve or reject requests from other Districts to nominate or second candidates for International office; study and recommend actions to be taken on amendments, resolutions and other matters to be considered at International Conventions; and keep the general membership of the LaMissTenn District informed on the nature of the IAC and of the matters to be considered at International Conventions. The Committee shall assist with club opening and strengthening, mentoring clubs and future District leaders, identify future District leaders.

The IAC will consider recommendations made to it concerning candidates and all other matters to be considered at International Conventions. Recommendations of the IAC will be presented to the District membership and at the District Caucus at International Conventions.

The IAC shall meet at the District Convention to elect the Chair and consider any other matters, at least 30 days prior to the International Convention, and with ten (10) days notice, on call of the District Governor or the IAC Chair, or at the request of a majority of its members.

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

201.9 All Board Committees, with the exception of Executive, shall be chaired by a District Board Trustee. No Trustee shall

serve as Chair of more than one District Board Committee.

- 201.10** All Board Committees, with the exception of Executive, are additionally charged with reviewing the Policies, Procedures, Strategic Plan, programs, and services of the Kiwanis District, the Key Club District, and the Circle K District, which are relevant to each committee areas of concern. A Board Committee may, as a result of such review, recommend to the District Board the creation, revision, or discontinuance of such Policies, Procedures, systems, programs, or services.
- 201.11** At times, special board committees are required to ensure proper functioning of special events or issues and may be appointed by the Governor to work on various issues or projects.
- 201.12** If an item, study, or report is referred to more than one Board Committee, the District Governor shall designate which committee shall have primary responsibility, but the committees should consult with each other.

202 DISTRICT KEY POSITIONS

202.1 Subject to the approval of the District Board of Trustees, Governor-Elect, shall appoint **District Key Positions** for the succeeding administrative year. **District Key Positions shall fulfill Kiwanis International's requirement for District Standing Committees as well as District Key Positions when not covered by the District Board Committees.** The Governor may also appoint **key positions** as needed, subject to the approval of the District Board of Trustees. Such **key positions** should assist the clubs in the District to implement the objects, objectives, policies, programs, and goals of Kiwanis.

202.2 Key positions are encouraged to form subcommittees under their District Board Committee to ensure progress is being made between District Board Committee meetings.

202.3 District Key Positions:

1. Resolutions Coordinator
2. District Convention Coordinator
3. Kiwanis International Convention Coordinator
4. District Membership Coordinator (DMC)
 - a. District New Club Opening Coordinator
 - i. District Regional New Club Coordinators
 - b. District Club Strengthening Coordinator
 - i. District Regional Club Strengthening Coordinators
5. Leadership Development and Education Coordinator(s)
6. Public Relations Coordinator
7. District Bulletin Editor
8. Human and Spiritual Values Coordinator
9. Kiwanis International Foundation Coordinator
10. Sponsored Program Administrators
 - a. Aktion Club Administrators
 - b. Builders Club Administrators
 - c. Circle K Administrators
 - d. Key Club Administrators
 - e. K-Kids Administrators
 - f. Key Leader Administrator(s)
11. Past District Governors Coordinator
12. Partnership Coordinator
13. Risk Manager
14. Youth Protection Manager

202.4 District Key Position Terms: All positions shall a term of one (1) year with the exception of the following positions which shall have a three (3) year term: District Membership Coordinator, Risk Manager, Youth Protection Manager, Leadership and Development Education Coordinator, and Partnership Coordinator.

Each **position** with the exception of the Key Club Administrator and Circle K Administrator, shall begin their terms of office on the first day of October. The terms of office of the Key Club Administrator and the Circle K Administrator shall begin at the conclusion of the respective sponsored programs District conventions and continue to the conclusion of the succeeding conventions or until their successors shall be duly selected and qualified.

202.5 The Resolutions Coordinator shall review all proposed resolutions for consideration and recommendation to the District Board and shall draft any resolutions directed by the District Board. The Resolutions Committee may modify,

combine, edit, or not accept any club proposals. The District Board shall have final authority on resolutions to be considered at the convention. The Resolution Coordinator shall be the Bylaws and Policy Committee Chair.

- 202.6 The District Convention Coordinator** and developed committee shall formulate the official program and order of business for the conventions of the District with the approval of the District Board. The District Convention Coordinator shall serve on the Finance Committee.
- 202.7 The Kiwanis International Convention Coordinator** shall assist in promoting attendance and participation in the annual Kiwanis International Convention. The Kiwanis International Coordinator shall be a Past District Governor and serve on the International Action Committee (IAC).
- 202.8 The District Membership Coordinator (DMC)** shall serve on the District Membership Committee to work ~~cooperate~~ with all clubs in this District to help them retain and increase membership. The DMC oversees the District New Club Opening Coordinator and the District Club Strengthening Coordinator. The District New Club Opening Coordinator oversees all Regional New Club Opening Coordinators. The District Club Strengthening Coordinator oversees all Regional Club Strengthening Coordinators. All positions serve on the District Membership Committee.
- 202.9 The Leadership Development and Education Coordinator(s)** shall assist the District leadership in developing meaningful educational and training experiences for all Kiwanians at District convention and conferences, organize and promote operations and leadership programs for incoming District and club officers, and promote continuing Kiwanis education within each club. The Leadership Development and Education Coordinator(s) shall conduct CLEs and District Officer Training. The Coordinator(s) shall assist with conducting the Mid-Year Education Conference or Mid-Year Regional Education Conference(s) and education sessions at the Lt. Governor Training and District Convention. The Leadership Development and Education Coordinator shall serve on the Education Committee.
- 202.10 The Public Relations Coordinator** shall guide and assist the District and clubs with public relations via various media and ensuring adherence by clubs and the District to the branding guidelines established by Kiwanis International. The Public Relations Coordinator shall serve on the Education Committee.
- 202.11 The District Bulletin Editor** shall develop the District's official publication, The LaMissTenn News. The Governor-Elect shall appoint the District Bulletin Editor for the administrative year. The Governor-Elect and the Editor shall determine the dates of publication. The District Bulletin Editor shall serve on the Education Committee and ensure the District Bulletin is distributed throughout the District including via the website and social media.

Articles and editorials shall be chosen to interpret, amplify, and extend Kiwanis' Objects, objectives, programs of service, current resolutions, and ideals, both in specific topics and in general application. Space limitations prevent publication of routine club activities such as news of club meetings, anniversaries, speakers, and presentations. Reports selected shall be limited to successfully completed or established service or fundraising projects. Priority will be given to projects of an unusual or innovative character.

District Committees and District Key Positions are encouraged to utilize the District Bulletin as their primary means of communication with the clubs.

- 202.12 The Human and Spiritual Values Coordinator** shall encourage clubs to cooperate on broad nondenominational lines to create a greater public consciousness of the importance of human and spiritual values by promoting and communicating the objects of Kiwanis throughout the District. The Human and Spiritual Values Coordinator shall serve on the Service Committee.
- 202.13 The Kiwanis International Foundation Coordinator** shall promote and represent the Kiwanis Children's Fund in the District. The Coordinator shall encourage all Kiwanis clubs in the District to participate in the Annual Club Gift campaign and encourage all Kiwanis members in the District to support the Kiwanis Children's Fund as well as educate members on grant opportunities through Kiwanis International Children's Fund. The Kiwanis International Foundation Coordinator shall serve on the Service Committee.
- 202.14 Sponsored Programs Administrators:** The Key Club, Circle K, Builders Club, and K-Kids, Coordinator shall be appointed by the Governor-Elect no later than December 1 and shall assume responsibilities for these programs at the beginning of their respective administrative year. Any action taken by these committees shall be subject to review and the authority of the current Kiwanis District Board of Trustees under the bylaws and policies of the District. The Aktion Club and Key Leader Administrators shall be appointed by the Governor-Elect no later than June 1.
- 202.15 The Aktion Clubs Administrator** shall assist Kiwanis clubs and divisions in establishing Aktion Clubs in conjunction with community agencies or organizations that serve the needs of people with disabilities and shall promote the concept of continuing and effective sponsorship upon the part of the sponsoring Kiwanis club(s). The

Aktion Clubs Coordinator shall serve on the Service Leadership Programs Committee.

- 202.16 The Builders Club Administrator** shall assist Kiwanis clubs in establishing Builders Clubs in junior high/middle schools and shall promote the concept of continuing and effective sponsorship upon the part of the sponsoring Kiwanis club. **The Builders Clubs Coordinator shall serve on the Service Leadership Programs Committee.**
- 202.17 The Circle K Administrator** shall carry out the Circle K District organization's administrative functions in accordance with the Kiwanis District Board's approval. **The Circle K Coordinator shall serve on the Service Leadership Programs Committee.**
- 202.18 The Key Club Administrator** shall carry out the Key Club District organization's administrative functions in accordance with the Kiwanis District Board's approval. **The Key Clubs Coordinator shall serve on the Service Leadership Programs Committee.**
- 202.19 The K-Kids Administrator** shall assist Kiwanis clubs in establishing Builders Clubs in junior high/middle schools and shall promote the concept of continuing and effective sponsorship upon the part of the sponsoring Kiwanis club. **The K-Kids Coordinator shall serve on the Service Leadership Programs Committee.**
- 202.20 The Key Leader Coordinators Administrator(s)** shall recruit and train a volunteer team to market the Key Leader program throughout the District; work with Kiwanis International Staff to recommend dates and locations for successful events within the District; and appoint and support the site coordinator for each District event. **The Key Leader Coordinator(s) shall serve on the Service Leadership Programs Committee.**
- 202.21 The Past District Governors Coordinator** shall be the President of the organization and assist with club strengthening; club opening; mentoring and coaching new and established clubs; mentoring and coaching future District leaders; identifying future District leaders; and providing support for current Governor. **The Past District Governor Coordinator shall be the Governor who served prior to the Immediate Past Governor. The Past Governor Coordinator shall serve as the President of the Past District Governors organization and serve on the IAC Committee.**
- 202.22 The Partnership Coordinator** shall connect clubs with Kiwanis International's official partners and supporting clubs in developing and maintaining signature projects in their communities. **The Partnership Coordinator shall serve on the Education Committee.**
- 202.23 The Risk Manager** shall instruct clubs and Lt. Governors on how to avoid or minimize risk and communicate regularly with Kiwanis International. **The Risk Manager should have a background in property or casualty insurance. The Manager shall work within the Education Committee to conduct education session on the topic at Lt Governor training, District Convention, and through online communication including social media and email. The Risk Manager shall serve on the Education Committee.**
- 202.24 The Youth Protection Manager** shall instruct clubs and Lt. Governors on how to help protect the youth served by Kiwanis clubs and their service leadership programs and communicate regularly with Kiwanis International. **The Youth Protection Manager should have a background in youth training, education, or law enforcement. The Manager shall develop a District wide campaign for Youth Protection Week, assist with educational opportunities at District Convention, Lt. Governor Training, and online opportunities. The Manager shall work with the District office to communicate, at least quarterly, a risk management topic for the District newsletter and for online communication including social media and email. The Youth Protection Manager shall serve on the Education Committee.**
- 202.25 Additional Positions/Committees:** Nothing shall preclude the right of the Governor to name additional positions or committees, under the provisions of the Standard Form for District Bylaws, which would make it possible for the Governor to give direct and effective leadership to the goals and objectives the Governor has determined for the administrative year with the approval of the District Board. All other committees shall be appointed by the Governor-Elect prior to October 1 and shall serve at the pleasure of the District Governor.

Current Board-Cmts Policy

Officers & Trustees

- Governor
- Governor-Elect
- Imm Past Governor
- Region I
- Region II
- Region III
- Region IV
- Region V
- Region VI
- Region VII

District Board Committees

- Executive Committee
- Education Committee
- Service Committee
- Finance Committee
- SLP Committee
- Membership Committee

Structure provides no connection between Board, Committees, and Standing Committees.

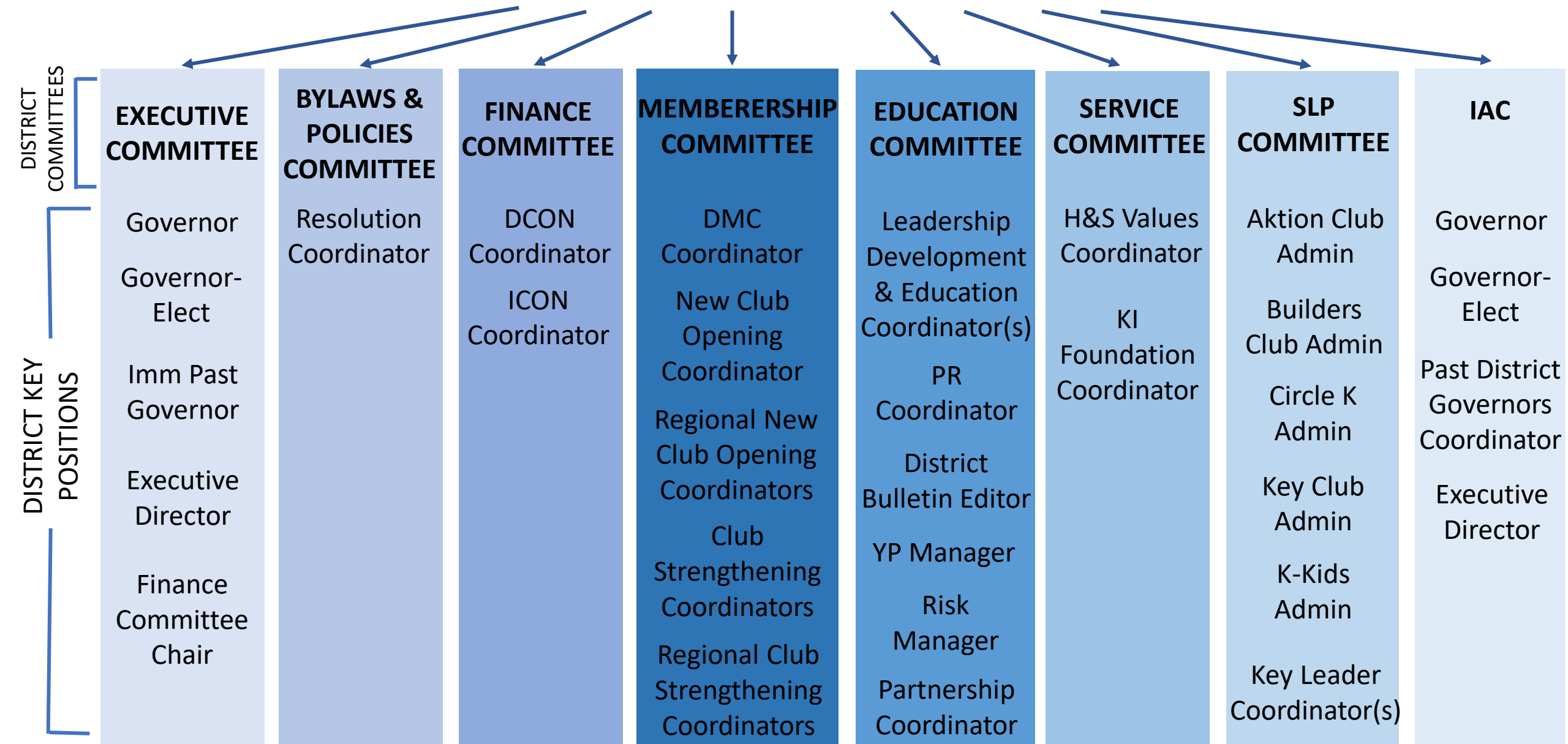
District Committees (Standing Committees)

- Administrative Committees
 - Achievement
 - Bylaws and Policies
 - District Convention
 - Finance
 - Membership
 - New Club Building
 - Past District Governors
 - Public Relations
 - Education
- Service Committees
 - Service
 - Human & Spiritual Values
- Sponsored Program Committees
 - Aktion Club
 - Builders Club
 - Circle K Administrator
 - Key Club Administrator
 - K-Kids
 - Key Leader

Inconsistent duplication between District Board Committees and Standing Committees.

Proposed Board-Cmts Policy

DISTRICT BOARD OF TRUSTEES



Admin Ast, Auto & Travel Allowance	105.01	100.00	105.01%				
Audit & Accounting	2,030.00	5,500.00	36.91%				
Bank Charges & Fees						16.28	
Benefit Package, Admin Assistant		2,000.00	0.00%				
Benefit Package, Exec Dir		8,200.00	0.00%				
Circle K Administrator		500.00	0.00%				
Contingency Fund		500.00	0.00%				
Conv. & Conf. Funds (\$2/member)		7,400.00	0.00%				
Copier Lease	3,340.77						
DCON							
DCON Entertainment						1,750.00	
DCON Speaker						750.00	
DCON Travel	548.75					237.10	
DCON Venue						8,000.00	
Total DCON	\$ 548.75	\$ 0.00		\$ 10,737.10	\$ 0.00	\$ 0.00	\$ 0.00
District Trustees', In Districts + Conventions (\$200/trustee)							
		1,400.00	0.00%				
Dst Personel, Admin Assistant	15,151.85	27,500.00	55.10%				
Dst Personel, Executive Director	32,589.14	59,000.00	55.24%				
ED, Auto & Travel Allowance	1,805.40	2,000.00	90.27%				
ED, ICON	1,120.92	2,000.00	56.05%				
Gov-Elect, ICON		750.00	0.00%				
Governor's Travel		2,500.00	0.00%				
Governor's, ICON		750.00	0.00%				
Imm Past Gov, In District + DCON		250.00	0.00%				
Insurance, Business	981.90	1,000.00	98.19%				
Insurance, Crime		250.00	0.00%				
Insurance, D&O	800.00	800.00	100.00%				
Insurance, Workers Comp	500.00						
Key Club Administrator		1,200.00	0.00%				
Key Club District Convention (Apr)	415.63						
Key Leader South Expense	3,164.00						
LG, District Convention		1,000.00	0.00%				
LG-Elect, Training Con (max \$100 ea)		1,300.00	0.00%				
Materials & Supplies	5,788.80	17,000.00	34.05%				

Meetings, Gov-Elect Training Conf/May Board Mtg	384.00	2,900.00	13.24%					
Meetings, Nov/Dec Board Meeting	1,117.11	1,200.00	93.09%					
New Club Expenses	1,825.82	4,800.00	38.04%					
Payroll Taxes & Fees	10,257.76	10,000.00	102.58%					
Postage	92.19	500.00	18.44%					
Relocation/Replace Computer Expense	909.49	1,000.00	90.95%					
Rent & Utilities	9,335.71	16,000.00	58.35%					
Telephone & Internet	685.20	4,800.00	14.28%					
Total Expenditures	\$ 92,949.45	\$ 184,100.00	50.49%	\$ 10,753.38	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Net Operating Revenue	\$ 96,159.28	\$ 17,325.00	555.03%	-\$ 2,679.06	\$ 0.00	\$ 50.00	\$ 0.00	\$ 0.00
Net Revenue	\$ 96,159.28	\$ 17,325.00	555.03%	-\$ 2,679.06	\$ 0.00	\$ 50.00	\$ 0.00	\$ 0.00

Thursday, May 04, 2023 09:52:44 AM GMT-7 - Cash Basis

LA-MS-W TN District of Kiwanis International

Statement of Financial Position

As of May 4, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Circle K	
Circle K Operating (1692)	6,417.30
Circle K Special Events (1714)	737.82
Total Circle K	7,155.12
Key Club	
Key Club Conventions (1722)	0.00
Key Club Operating (1706)	26,632.66
Key Club Savings (2346)	46,781.93
Total Key Club	73,414.59
Kiwanis District	
Kiwanis Conventions (1757)	20,051.47
Kiwanis Operating (1730)	23,462.67
Kiwanis Savings (2354)	148,338.63
PDO Checking (1749)	5,296.92
Total Kiwanis District	197,149.69
Total Bank Accounts	\$277,719.40
Total Current Assets	\$277,719.40
TOTAL ASSETS	\$277,719.40
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
CapitalOne District	8,344.57
Total Credit Cards	\$8,344.57
Other Current Liabilities	
Direct Deposit Payable	0.00
Payroll Liabilities	-10,397.37
Federal Taxes (941/943/944)	1,757.37
Federal Unemployment (940)	84.00
LA Income Tax	63.02
LA Unemployment Tax	122.19
MS Income Tax	186.00
Total Payroll Liabilities	-8,184.79
Total Other Current Liabilities	\$ -8,184.79
Total Current Liabilities	\$159.78
Total Liabilities	\$159.78

LA-MS-W TN District of Kiwanis International

Statement of Financial Position

As of May 4, 2023

	TOTAL
Equity	
Owner's Equity	5,634.76
Retained Earnings	154,540.49
Net Revenue	117,384.37
Total Equity	\$277,559.62
TOTAL LIABILITIES AND EQUITY	\$277,719.40

LA-MS-W TN District of Kiwanis International

Profit and Loss by Tag Group

October 1, 2022 - May 4, 2023

	CIRCLE K	KEY CLUB	KIWANIS CONVENTION	KIWANIS DISTRICT	PDO	TOTAL
Revenue						
DCON Registrations		23,215.00	2,582.42	2,829.12		\$28,626.54
DCON Hotel Refund		637.00				\$637.00
DCON Program Ads			393.90			\$393.90
DCON Sponsorships		1,200.00				\$1,200.00
Total DCON Registrations		25,052.00	2,976.32	2,829.12		\$30,857.44
District Foundation Allowance				10,000.00		\$10,000.00
Dues	744.00	43,691.50	7,098.00	151,929.66	50.00	\$203,513.16
Dues_Prorated Membership				8,847.45		\$8,847.45
Total Dues	744.00	43,691.50	7,098.00	160,777.11	50.00	\$212,360.61
Interest Income		36.36		67.82		\$104.18
Key Club Conv. Mgr.		-1,905.00		1,905.00		\$0.00
Key Club District Coordinator		-5,000.00		5,000.00		\$0.00
Key Club Fundraiser Revenues		4,385.86				\$4,385.86
Key Club Fundraiser Expenses		-4,147.42				\$ -4,147.42
Total Key Club Fundraiser Revenues		238.44				\$238.44
Key Leader South				3,480.61		\$3,480.61
Kiwanis Conv. Mgr.			-2,500.00	2,500.00		\$0.00
Mid-Year/Mid-Winter Income				4,785.20		\$4,785.20
Mid-Year Expense				-4,658.30		\$ -4,658.30
Total Mid-Year/Mid-Winter Income				126.90		\$126.90
New Club Dues, Ridgeland, Revenue				1,557.53		\$1,557.53
New Club Dues, Ridgeland, Expense				-622.00		\$ -622.00
Total New Club Dues, Ridgeland, Revenue				935.53		\$935.53
PDO Reception Payment			500.00			\$500.00
Rally Registrations		2,483.00				\$2,483.00
Key Club Training Rallys (Sept/Oct/Nov)		-3,273.36				\$ -3,273.36
Total Rally Registrations		-790.36				\$ -790.36
Reimbursement from Foundation for credit card				1,486.64		\$1,486.64
Total Revenue	\$744.00	\$61,322.94	\$8,074.32	\$189,108.73	\$50.00	\$259,299.99
GROSS PROFIT	\$744.00	\$61,322.94	\$8,074.32	\$189,108.73	\$50.00	\$259,299.99
Expenditures						
Admin Ast, Auto & Travel Allowance				105.01		\$105.01
Administrators Retreat (Nov & Jan)		257.99				\$257.99
Audit & Accounting				2,030.00		\$2,030.00
Bank Charges & Fees			16.28			\$16.28
Copier Lease				3,340.77		\$3,340.77
DCON						\$0.00
DCON Awards, Giveaways, & Decor		1,572.88				\$1,572.88
DCON Background Checks		390.00				\$390.00
DCON Catering		14,284.60				\$14,284.60

LA-MS-W TN District of Kiwanis International

Profit and Loss by Tag Group

October 1, 2022 - May 4, 2023

	CIRCLE K	KEY CLUB	KIWANIS CONVENTION	KIWANIS DISTRICT	PDO	TOTAL
DCON Entertainment		2,550.00	1,750.00			\$4,300.00
DCON Hotel		4,775.65				\$4,775.65
DCON Speaker		2,150.00	750.00			\$2,900.00
DCON Travel		400.76	237.10	548.75		\$1,186.61
DCON Venue		6,940.40	8,000.00			\$14,940.40
Total DCON		33,064.29	10,737.10	548.75		\$44,350.14
District Admin Travel, Key Club ICON		727.96				\$727.96
District Admin Travel, Regional Rallies		442.20				\$442.20
Dst Personel, Admin Assistant				15,151.85		\$15,151.85
Dst Personel, Executive Director				32,589.14		\$32,589.14
ED, Auto & Travel Allowance				1,805.40		\$1,805.40
ED, ICON				1,120.92		\$1,120.92
Fall Exec. Comm. Mtg. (Nov)		1,283.71				\$1,283.71
GATC, Gov's Training Conference	500.00					\$500.00
Insurance, Business				981.90		\$981.90
Insurance, D&O				800.00		\$800.00
Insurance, Workers Comp				500.00		\$500.00
Key Club District Convention (Apr)				415.63		\$415.63
Key Club, ICON, Key Club District Assistant Admin Travel		590.39				\$590.39
Key Leader South Expense				3,164.00		\$3,164.00
Materials & Supplies				5,788.80		\$5,788.80
Meetings, Gov-Elect Training Conf/May Board Mtg				384.00		\$384.00
Meetings, Nov/Dec Board Meeting				1,117.11		\$1,117.11
New Club Expenses				1,825.82		\$1,825.82
Payroll Taxes & Fees				10,257.76		\$10,257.76
Postage				92.19		\$92.19
Relocation/Replace Computer Expense				909.49		\$909.49
Rent & Utilities				9,335.71		\$9,335.71
Spring Exec. Comm. Mtg. (Jan)		1,008.35				\$1,008.35
Telephone & Internet				685.20		\$685.20
Web Page		337.90				\$337.90
Total Expenditures	\$500.00	\$37,712.79	\$10,753.38	\$92,949.45	\$0.00	\$141,915.62
NET OPERATING REVENUE	\$244.00	\$23,610.15	\$ -2,679.06	\$96,159.28	\$50.00	\$117,384.37
NET REVENUE	\$244.00	\$23,610.15	\$ -2,679.06	\$96,159.28	\$50.00	\$117,384.37

**LaMissTenn District of Kiwanis International
Budget vs. Actuals: Key Club Budget - FY23 P&L Classes**

October 2022 - September 2023

	Actual	Key Club Budget	% of Budget
Revenue			
DCON Registrations	23,215.00	49,500.00	46.90%
DCON Hotel Refund	637.00		
DCON Sponsorships	1,200.00	1,200.00	100.00%
Total DCON Registrations	\$ 25,052.00	\$ 50,700.00	49.41%
Dues	43,691.50	35,997.00	121.38%
Interest Income	36.36		
Key Club Conv. Mgr.	-1,905.00		
Key Club DCON Registrations		20,000.00	0.00%
Key Club District Coordinator	-5,000.00		
Key Club Fundraiser Revenues	4,385.86		
Key Club Fundraiser Expenses	-4,147.42		
Total Key Club Fundraiser Revenues	\$ 238.44	\$ 0.00	
Rally Registrations	2,483.00	3,000.00	82.77%
Key Club Training Rallys (Sept/Oct/Nov)	-3,273.36	-2,700.00	121.24%
Total Rally Registrations	-\$ 790.36	\$ 300.00	-263.45%
Total Revenue	\$ 61,322.94	\$ 106,997.00	57.31%
Gross Profit	\$ 61,322.94	\$ 106,997.00	57.31%
Expenditures			
Administrators Retreat (Nov & Jan)	257.99	2,000.00	12.90%
Audit & Accounting		900.00	0.00%
Circle K Convention, Governor		100.00	0.00%
Circle K Convention, Sec Treasurer or LG		100.00	0.00%
Contingency		500.00	0.00%
DCON			
DCON Awards, Giveaways, & Decor	1,572.88	5,700.00	27.59%
DCON Background Checks	390.00	500.00	78.00%
DCON Catering	14,284.60	16,700.00	85.54%
DCON Entertainment	2,550.00	6,000.00	42.50%
DCON Hotel	4,775.65	2,919.00	163.61%
DCON Speaker	2,150.00	2,000.00	107.50%
DCON Travel	400.76		
DCON Venue	6,940.40	5,200.00	133.47%
Total DCON	\$ 33,064.29	\$ 39,019.00	84.74%
District Admin Travel, KDCON		800.00	0.00%
District Admin Travel, Key Club ICON	727.96	2,500.00	29.12%
District Admin Travel, Regional Rallies	442.20	750.00	58.96%
District Board Name Badges & Shirts		400.00	0.00%
District Office Allowance		3,322.00	0.00%
Fall Exec. Comm. Mtg. (Nov)	1,283.71	2,500.00	51.35%

GATC, Gov's Training Conference		1,000.00	0.00%	
KC, K Gov & ED for KCDCON		1,600.00	0.00%	
KDCON, Meals, Governor		100.00	0.00%	
KDCON, Meals, Sec-Treasurer		100.00	0.00%	
Key Club District Convention (Apr)		20,000.00	0.00%	
Key Club ICON Suite and Expenses (Summer)		4,000.00	0.00%	
Key Club, ICON, District Bulletin Editor		150.00	0.00%	
Key Club, ICON, Governor		300.00	0.00%	
Key Club, ICON, Key Club District Assistant Admin Travel	590.39	900.00	65.60%	
Key Club, ICON, LG		3,750.00	0.00%	
Key Club, ICON, Non-Key Club Board Intl Candidate		200.00	0.00%	
Key Club, ICON, Sec-Treasurer		300.00	0.00%	
Key Club, ICON, Web Master		150.00	0.00%	
New Board Training (May)		3,500.00	0.00%	
Postage		25.00	0.00%	
Pre-School Board Meeting (August)		3,500.00	0.00%	
Spring Exec. Comm. Mtg. (Jan)	1,008.35	2,500.00	40.33%	
Supplies & Printing		250.00	0.00%	
Web Page	337.90	100.00	337.90%	
Total Expenditures		\$ 37,712.79	\$ 95,316.00	39.57%
Net Operating Revenue		\$ 23,610.15	\$ 11,681.00	202.12%
Net Revenue		\$ 23,610.15	\$ 11,681.00	202.12%

Thursday, May 04, 2023 09:56:22 AM GMT-7 - Cash Basis

LaMissTenn District of Kiwanis International
Budget vs. Actuals: Circle K - FY23 P&L
 October 2022 - September 2023

	Actual	Total Budget	% of Budget
Revenue			
Circle K, DCON Registrations		1,200.00	0.00%
Dues	203,513.16	2,400.00	8479.72%
Total Revenue	\$ 203,513.16	\$ 3,600.00	5653.14%
Gross Profit	\$ 203,513.16	\$ 3,600.00	5653.14%
Expenditures			
Circle K DCON		2,500.00	0.00%
CKI Board Shirts		100.00	0.00%
CKI, Fall Service Project		250.00	0.00%
Fall Board Meeting (Sept/Oct)		300.00	0.00%
Travel, CKI Governor		300.00	0.00%
Travel, CKI ICON		1,000.00	0.00%
Travel, CKI Key Club Convention		150.00	0.00%
Travel, CKI Sec-Treas & LG (up to \$75 ea)		450.00	0.00%
Winter Board Mtg (Dec/Jan)		300.00	0.00%
Total Expenditures	\$ 0.00	\$ 5,350.00	0.00%
Net Operating Revenue	\$ 203,513.16	-\$ 1,750.00	-11629.32%
Net Revenue	\$ 203,513.16	-\$ 1,750.00	-11629.32%

Thursday, May 04, 2023 09:57:21 AM GMT-7 - Cash Basis

Commercial Insurance Proposal

03/15/2023

The Louisiana Mississippi West Tennessee District of Kiwanis International, Inc.
10000 Celtic Dr Ste 706
Baton Rouge LA 708092501
(228) 990-1936
Business Description: Civic Org
Legal Entity: Corporation

We're here to help you protect what you care about so much—your business. That's why we've put together this insurance quote proposal to help you understand your coverage and what it will cost, as well as any specific coverage levels and limitations.

Overview

Effective:	03/15/2023 to 03/15/2024
Policy type:	Business Auto (BA)
Policy number:	AZG66012038
Underwriting company:	General Insurance Company of America ¹
Agency:	THOMSON SMITH & LEACH INS GROUP 170032
Total cost (term):	\$696.00
Annual cost:	\$696.00

Please contact us if you have any questions or if your insurance needs change. Thank you for selecting us!

Regards,

MOLLY LACOMBE
THOMSON SMITH & LEACH INS GROUP
210 Rue Fontaine
Lafayette, LA 70508-5743
(337) 262-0511

Premium Summary

Business Auto (BA)

Liability (Symbol: 8,9)	\$666.00
Comprehensive	\$10.00
Collision	\$20.00
Uninsured (including underinsured) motorists - bodily injury (Symbol: 8,9)	\$0.00
Total	\$696.00*

**Includes a 5% multi-line discount.*

Payment Plan Options

Liberty Mutual Insurance offers convenient direct-bill payment plans that allow you to pay in one lump sum, quarterly, or in monthly installments.

The automatic payment plans offer more benefits, including paperless delivery of billing notices. Other potential benefits include:

Saves money

- Service fees eliminated, when paying annually
- No late fees as automatic payments are processed on scheduled payment dates

Saves time

- Automatic payment notifications emailed 20 days in advance of the scheduled payment date
- Premium payment is automatically processed using your retained financial data
- Payments appear on your checking/card account statements for easy tracking

Automatic Payments Using EFT (service fees apply)

Full-pay	100% down
Quarterly	25% down, 3 equal installments at 90-day intervals
Monthly	1 month down, 11 equal monthly installments

Automatic Payments Using Credit/Debit Card (service fees apply)

Full-pay	100% down
Quarterly	25% down, 3 equal installments at 90-day intervals
Monthly	1 month down, 11 equal monthly installments

Non-Automatic Payment Plans Using Check, Credit/Debit Card, or EFT (service fees apply)

Full-pay	100% down
Quarterly	25% down, 3 equal installments at 90 day intervals
Monthly	2 months down, 10 equal monthly installments
Monthly	10% down, 9 equal monthly installments

Questions about payment options? Contact billing at 1-844-961-0334

My Coverage

The following coverage applies:

Liability	\$1,000,000
Hired auto	Included
Annual cost of hired or rented vehicles	\$0 - \$5,000
Hired auto physical damage	Included
Comprehensive	\$1,000
Collision	\$1,000
Non-owned auto	Included
Uninsured (including underinsured) motorists - bodily injury	\$1,000,000

Loss History

Total Number of Auto Liability Losses: (Excluding medical, UM/UIM, comprehensive and collision claims)	None
Total Loss Amount: (Including paid losses, reserves, and ALAE net of salvage and subrogation)	None

My Vehicle Coverage

Total vehicles: 0

- Power units: 0
- Trailers: 0

My Driver(s)

Total drivers: 2

Jen Robertson	80050**** (MS)	**/**/1983
Tiffany LaPorte	00633**** (LA)	**/**/1975



Named Insured

The complete named insured reads as follows:

Policyholder

The Louisiana Mississippi West Tennessee District of Kiwanis International, Inc.

Applicable Forms

The following forms may differ when the policy is issued.

AC31110921	Louisiana Economic Loss Uninsured Motorists Coverage - Bodily Injury
AC84600818	State Application of Terrorism Exclusion Endorsements
AC84710515	Punitive Or Exemplary Damages Exclusion Louisiana
AC85850221	Peer To Peer Vehicle Sharing Program Exclusion
CA00011013	Business Auto Coverage Form
CA01031013	Louisiana Changes
CA01781013	Louisiana Changes - Coverage Extension For Rental Vehicles
CA04421013	Exclusion Of Federal Employees Using Autos In Government Business
CA20181013	Professional Services Not Covered
CA23451116	Public Or Livery Passenger Conveyance And On-Demand Delivery Services Exclusion
CA23841013	Exclusion of Terrorism
CA23941013	Silica or Silica-Related Dust Exclusion for Covered Autos Exposure
CA87630609	Exclusion - Asbestos Liability
CNI90110718	Reporting a Commercial Claim 24 Hours a Day
IL00171198	Common Policy Conditions
IL00210908	Nuclear Energy Liability Exclusion Endorsement (Broad Form)
IL02771020	Louisiana Changes-Cancellation And Nonrenewal
NP74440906	U.S. Treasury Department's Office of Foreign Assets Control (OFAC) Advisory Notice to Policyholders
NP89691110	Important Policyholder Information Concerning Billing Practices
SNI04010123	Liberty Mutual Group California Privacy Notice
UA182e0908	State of Louisiana-Uninsured/Underinsured Motorist Bodily Injury Coverage Form

State Fraud Notices

The following must be provided to the applicant either by use of this proposal, by reproduction in a proposal by the producer, or by use of a current ACORD application or its equivalent.

AL, AR, DC, LA, MD, NM, RI and WV

Any person who knowingly (or willfully¹) presents a false or fraudulent claim for payment of a loss or benefit or knowingly (or willfully¹) presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

¹ Applies in MD Only.

CA

For your protection California law requires the following to appear on this form: Any person who knowingly presents false or fraudulent information to obtain or amend insurance coverage or to make a claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

CO

It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado Division of Insurance within the Department of Regulatory Agencies.

FL and OK

Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony (of the third degree²).

² Applies in FL only.

KS

Any person who, knowingly and with intent to defraud, presents, causes to be presented or prepares with knowledge or belief that it will be presented to or by an insurer, purported insurer, broker or any agent thereof, any written statement as part of, or in support of, an application for the issuance of, or the rating of an insurance policy for personal or commercial insurance, or a claim for payment or other benefit pursuant to an insurance policy for commercial or personal insurance which such person knows to contain materially false information concerning any fact material thereto; or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act.

KY, NY, OH and PA

Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties (not to exceed five thousand dollars and the stated value of the claim for each such violation³).

³ Applies in NY only.



Commercial Insurance Proposal

ME, TN, VA and WA

It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties (may⁴) include imprisonment, fines, and denial of insurance benefits.

⁴ Applies in ME only.

NJ

Any person who includes any false or misleading information on an application for an insurance policy is subject to criminal and civil penalties.

OR

Any person who knowingly and with intent to defraud or solicit another to defraud the insurer by submitting an application containing a false statement as to any material fact may be violating state law.

PR

Any person who knowingly and with the intention of defrauding presents false information in an insurance application, or presents, helps, or causes the presentation of a fraudulent claim for the payment of a loss or any other benefit, or presents more than one claim for the same damage or loss, shall incur a felony and, upon conviction, shall be sanctioned for each violation by a fine of not less than five thousand dollars (\$5,000) and not more than ten thousand dollars (\$10,000), or a fixed term of imprisonment for three (3) years, or both penalties. Should aggravating circumstances [be] present, the penalty thus established may be increased to a maximum of five (5) years, if extenuating circumstances are present, it may be reduced to a minimum of two (2) years.

CONSUMER REPORT AUTHORIZATION

The agent must provide the following disclosure to the business owner whose credit-based insurance score will be ordered for this quote:

In connection with this application, Liberty Mutual will obtain your credit-based insurance score, which is based on information contained in your credit report. This information may be used for future renewals of your policy, too.

Do you authorize the use of this information?

Yes

JENNIFER ROBERTSON

//1983

10000 Celtic Dr Ste 706

Baton Rouge LA 70809

Terms and Conditions

This proposal is valid for 60 days from the earlier of the proposal date or effective date and is solely an estimate of premium based on the information provided, and all amounts are subject to change. This proposal does not bind or provide actual coverage and is not an offer of insurance. Specific terms of coverage, exclusions, and limitations are contained solely in a completed insurance policy for which a premium has been paid.

This proposal may vary from your original request for coverage. Please review the proposal carefully for any variances. The terms, conditions and premiums included in this proposal contemplate the sale or renewal of all the quoted insurance lines. Electing to buy or renew only some of the lines of coverage may result in changes to the terms, conditions and premiums of the remaining insurance lines.

- ¹ Liberty Mutual Insurance is the marketing name for the property and casualty insurance operations of Liberty Mutual Insurance Company and its affiliates. Policies may be written in the following stock insurance company subsidiaries: The Ohio Casualty Insurance Company, Ohio Security Insurance Company, American Fire & Casualty Company, West American Insurance Company, General Insurance Company of America and Liberty County Mutual Insurance Company. Not all coverages or policies may be available in all states.

This proposal has been acknowledged and accepted by:

Agent signature

Date

Insured signature

Date



DISHONESTY BOND APPLICATION

Name of Applicant/Business/Organization _____

Type of Business or Organization Sole Proprietorship Partnership Corporation LLC LLP Non-Profit

Physical Address _____
Street and Number City State Zip

Mailing Address _____
Street and Number City State Zip

Type of Business & Function _____

Have you sustained any employee dishonesty losses in the last 6 years? Yes No If so, please give us all the details in a letter.

Amount of coverage requested: \$5,000 \$10,000 \$25,000 \$50,000 \$100,000

1-Year Bond 3-Year Bond (reduced rate of 2.85 x annual premium) (TX - 3 year term only available for Dishonesty B)

<p>Dishonesty A for Professional and Business Offices Includes accountants, architects, physicians, dentists, insurance agents, attorneys and similar-type professionals. (Officers are not covered under this bond, unless the insured is a corporation, and the officers are in the regular service of the insured and compensated by salary, wages, etc.)</p> <p>Exact Number of Employees (Both full and part-time) _____</p> <p>Exact Number of Officers _____</p> <p>Are officers to be covered? <input type="checkbox"/> Yes*** <input type="checkbox"/> No</p> <p>For Texas, include a list of officer titles. For Texas, Dishonesty A coverage is written as Commercial Blanket.</p>	<p>Dishonesty A for Non-Profit Social Organizations When covering Officers - tell us how many and titles below When covering Employees + Officers - also complete Dish B below When covering Employees only - skip to complete Dish B below</p> <p>Exact Number of Officers _____ (Provide officer positions below)</p> <p style="text-align: center;">Officer Positions</p> <p>Title _____ Title _____</p> <p>Title _____ Title _____</p> <p>Title _____ Title _____</p>
---	--

For Dishonesty A limits \$50,000 and over, please complete the following:

Will countersignature of checks be required? Yes No

How often will a complete audit be made? _____

When was last audit made? _____

By whom was audit made? _____

Certified Public Accountant Independent Accountant Other _____

Are bank accounts reconciled by someone not authorized to deposit or withdraw there from (separation of duties) Yes No

How often? _____

OR

Dishonesty B for Retail, For-Profit, and All Other Businesses **

Businesses with more exposure such as cafes, gas stations, retail stores, businesses with salespeople, home/condo owner associations, non-profit social organizations (officers and employees) and courier services (except those handling cash and negotiable instruments).

Note: Independent contractors and volunteers are not covered unless endorsement is added by the surety.

Contains a conviction clause.

Officer Positions (HOA/Condo Association Only)

Exact Number of Employees (Both full and part-time) _____ Title _____ Title _____ Title _____

Exact Number of Owners/Officers _____ (Provide officer positions) Title _____ Title _____ Title _____

Are officers to be covered? Yes*** No

The effective date of the bond will be the date the bond is issued or future date by request.

Your CNA Surety Agent is:

Name _____

Address _____
Street

City _____ State _____ Zip _____

Phone Number _____

Agent's Code _____

*A or B coverage subject to underwriter discretion.
 **In order to protect you and your employees against unjustified allegations of dishonesty, the employee must be convicted before coverage will apply.
 ***Coverage of officers is subject to underwriter approval.

Any person who, with intent to defraud or knowing that he is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud.

CNA is a registered service mark, trade name and domain name of CNA Financial Corporation. No part of this material, including the CNA Surety logo, may be reproduced without written permission from CNA Surety.



Exhibit J

LAMISSTENN DISTRICT OF KIWANIS INTERNATIONAL 2023-2024 BUDGET

	Kiwanis	Key Club	Circle K	KDCON
REVENUES:	\$215,950.00	\$66,920.00	\$4,600.00	\$53,750.00
EXPENSES:	\$211,345.00	\$73,250.00	\$4,600.00	\$53,750.00
BALANCE:	\$4,605.00	-\$6,330.00	\$0.00	\$0.00

- 3,700** Estimated number of Kiwanis members
- 6,700** Estimated number of Key Club members
- 200** Estimated number of Circle K members

	Kiwanis	Key Club	Circle K	DCON
REVENUES	\$215,950.00	\$66,920.00	\$4,600.00	\$53,750.00
DUES	\$172,500.00	\$30,150.00	\$2,400.00	\$0.00
Dues (K_\$44.00, KC_\$4.50, CK_\$12)	\$165,000.00	\$30,150.00	\$2,400.00	
Prorated Membership Dues	\$7,500.00			
MEETINGS & CONFERENCES	\$33,375.00	\$36,725.00	\$1,200.00	\$53,750.00
Mid-Year Income (250 @ \$25)	\$6,250.00			
Kiwanis Conv Mgr (250 registration @ \$10.00)	\$2,500.00			
Circle K Conv Mgr (25 registrants @ \$15)	\$375.00			
Key Club Conv Mgr (150 registrants @ \$15)	\$2,250.00			
Key Club District Administrative Allowance	\$5,000.00			
Key Leader South	\$17,000.00			
DCON Registrations (K_250 @ \$165, KC_125 @ \$165, CK_30 @ \$40)		\$20,625.00	\$1,200.00	\$41,250.00
DCON Dues (\$2/member)		\$13,400.00		\$7,500.00
DCON Sponsorships				\$5,000.00
Rally Registrations		\$2,700.00		
MISC REVENUES	\$10,075.00	\$45.00	\$1,000.00	
District Foundation Allowance	\$10,000.00			
District Foundation Donation			\$1,000.00	
Interest Income	\$75.00	\$45.00		
EXPENSES	\$211,345.00	\$73,250.00	\$4,600.00	\$53,750.00
MEETINGS & CONFERENCES	\$25,850.00	\$55,325.00	\$3,750.00	\$53,750.00
Board Mtg: K_Nov/Dec, KC_Nov, CK_Sept/Oct)	\$2,000.00	\$2,500.00	\$300.00	
Board Mtg: K_May/LG Training, KC_Jan, CK_Dec/Jan)	\$3,500.00	\$2,500.00	virtual	
Board Mtg: Pre-School (Aug)		\$3,500.00		
Board Mtg: New Board Training (May)		\$3,500.00		
Mid-Year Expense	\$5,000.00			
Mid-Year Attendance Incentive (up to \$250 in registration for new clubs chartered since 4/2023)	\$1,500.00			

Key Leader South	\$13,850.00			
DCON		\$34,025.00	\$2,000.00	\$53,750.00
DCON: Kiwanis Leadership to attend		\$1,600.00		
Fall Service Project			\$200.00	
Rally Expenses (Sept/Oct)		\$2,700.00		
GATC (Spring)		\$1,000.00	\$500.00	
ICON (KC_Suite, CK_Officers & LGs)		\$4,000.00	\$750.00	
TRAVEL	\$19,570.00	\$12,250.00	\$750.00	\$0.00
Governor: In-District + DCON	\$2,500.00		\$250.00	
Governor: ICON	\$750.00	\$300.00		
Gov-Elect: In-District + DCON	\$500.00			
Gov-Elect: ICON	\$750.00			
Imm Past Gov: In-District + DCON	\$250.00			
Imm Past Gov: ICON	\$500.00			
Trustees: In-District + DCON (7 @ \$200)	\$1,400.00			
LG Expenses (K_22 up to \$200 ea, CK_Sec-Treas & LG up to \$75 ea)	\$4,400.00		\$200.00	
LG-Elect: Training Conference (22 @ \$150)	\$3,300.00			
ED: Auto & Travel Allowance	\$2,000.00			
ED: ICON*	\$2,000.00			
<i>*Other expenses paid from Conventions & Conference Fund</i>				
Admin Ast: Auto & Travel Allowance (\$60/mo)	\$720.00			
KI Board Counselor Room & Meals	\$500.00			
District Admin Travel		\$6,000.00	\$160.00	
District Admin Asst Travel		\$1,200.00	\$140.00	
KC Gov: CK DCON		\$100.00		
KC Sec-Treas or LG: CK DCON		\$100.00		
KC Gov: K DCON meals		\$75.00		
KC Sec-Treas: K DCON meals		\$75.00		
KC Sec-Treas or LG: ICON		\$300.00		
KC LG: ICON (15 @ \$250)		\$3,750.00		
KC Bulletin Editor: ICON		\$150.00		
KC Non-Board Intl Candidate: ICON		\$200.00		
STAFF SALARY & BENEFITS	\$99,895.00	\$0.00	\$0.00	\$0.00
Salary: Executive Director	\$59,000.00			
Salary: Administrative Assistant	\$27,500.00			
Benefits Package: Executive Director (3% of salary)	\$1,770.00			

Benefits Package: Administrative Assistant	\$825.00			
Payroll Taxes & Fees (12 mo @ \$900)	\$10,800.00			
DISTRICT OFFICE	\$28,230.00	\$5,275.00	\$0.00	\$0.00
Rent (12 mo @ \$650)	\$7,800.00			
Telephone & Internet (12 mo @ \$150)	\$1,500.00			
Cell Phone Reimbursement to ED (12 mo @ \$60)	\$720.00			
Copier Lease (12 mo @ \$550)	\$6,300.00			
Software	\$3,350.00			
Adobe (12 mo @ \$15 = \$180)				
Anti-virus Software (\$100/yr)				
Constant Contact (\$500/yr)				
Microsoft Office (\$115/yr)				
Quickbooks (12 mo @ \$152 = \$1,824)				
Sprout Video Hosting (12 mo @ \$10 = \$120)				
Supplies & Printing	\$4,750.00	\$250.00		
Postage	\$200.00	\$25.00		
Business & Property Insurance	\$1,250.00			
Auto Liability	\$700.00			
Bonding Insurance	\$260.00			
D & O Insurance	\$800.00			
Workers Comp Policy	\$600.00			
District Office Allowance		\$5,000.00		
Website		\$0.00		
MISC EXPENSES	\$37,800.00	\$400.00	\$100.00	\$0.00
New Club Expenses	\$7,000.00			
Club Strengthening Expenses (7 Rgns + 3 Dst Crdntr @ \$1,000)	\$10,000.00			
Replacement Computer Expense	\$1,000.00			
Retained Earnings (12% of annual dues of \$44/member)	\$19,800.00			
Board Name Badges & Shirts		\$400.00	\$100.00	

LAMISSTENN DISTRICT OF KIWANIS INTERNATIONAL
2023-2024 BUDGET

	2023-2024	2022-2023	Diff
REVENUES:	\$215,950.00	\$201,425.00	\$14,525.00
EXPENSES:	\$211,345.00	\$185,100.00	\$26,245.00
BALANCE:	\$4,605.00	\$16,325.00	-\$11,720.00

3750 Estimated number of members

	2023-2024	2022-2023	2022-2023	
		ACTUAL as of 4/19	BUDGETED	
REVENUES	\$215,950.00	\$189,009.55	\$201,425.00	<i>*Note, 2022-202</i>
DUES	\$172,500.00	\$160,777.11	\$177,100.00	
Dues (\$44.00 of \$46.00/member)	\$165,000.00	\$151,929.66	\$162,800.00	
Prorated Membership Dues	\$7,500.00	\$8,847.45	\$6,900.00	
MEETINGS & CONFERENCES	\$33,375.00	\$18,170.81	\$13,750.00	
Mid-Year Income (250 @ \$25)	\$6,250.00	\$4,785.20	\$1,250.00	Updated to acco
Kiwanis Conv Mgr (250 registration @ \$10)	\$2,500.00	\$3,000.00	\$2,500.00	
Circle K Conv Mgr (25 registrants @ \$15)	\$375.00		\$500.00	Updated with mc
Key Club Conv Mgr (150 registrants @ \$15)	\$2,250.00	\$1,905.00	\$4,500.00	Updated with mc
Key Club District Administrative Allowance	\$5,000.00	\$5,000.00	\$5,000.00	
Key Leader South	\$17,000.00	\$3,480.61	\$0.00	
MISC REVENUES	\$10,075.00	\$10,061.63	\$10,575.00	
District Foundation Allowance	\$10,000.00	\$10,000.00	\$8,000.00	Increased to align
KI New Club Reimbursement	\$0.00		\$2,500.00	Unclear if progra
Interest Income	\$75.00	\$61.63	\$75.00	

EXPENSES	\$211,345.00	\$185,100.00		
MEETINGS & CONFERENCES	\$25,850.00	\$6,159.41	\$4,700.00	
November/December Board Meeting	\$2,000.00	\$1,117.11	\$2,200.00	This year's meet
LG Training Conf./May Board Mtg	\$3,500.00	\$384.00	\$2,500.00	
Mid-Year Expense	\$5,000.00	\$4,658.30	\$0.00	Based on 2023 e
Mid-Year Attendance Incentive (up to \$250 in registration for new clubs chartered since 4/2023)	\$1,500.00			
Key Leader South	\$13,850.00		\$0.00	

TRAVEL	\$19,570.00	\$1,868.53	\$14,150.00	
Governor: In-District + DCON	\$2,500.00		\$2,500.00	
Governor: ICON	\$750.00		\$750.00	
Gov-Elect: In-District + DCON	\$500.00		\$500.00	
Gov-Elect: ICON	\$750.00		\$750.00	
Imm Past Gov: In-District + DCON	\$250.00		\$250.00	
Imm Past Gov: ICON	\$500.00		\$500.00	
Trustees: In-District + DCON (7 @ \$200)	\$1,400.00		\$1,400.00	
LG Expenses (22 up to \$200 ea)	\$4,400.00		\$1,000.00	Increased to cov
LG-Elect Expenses (22 up to \$150 ea)	\$3,300.00		\$700.00	Increased number
ED/Sec-Treas: Auto & Travel Allowance	\$2,000.00	\$1,805.40	\$2,000.00	
ED/Sec-Treas: ICON*	\$2,000.00		\$2,000.00	
<i>*Other expenses paid from Conventions Fund</i>				
Admin Ast: Auto & Travel Allowance	\$720.00	\$63.13	\$100.00	Increased as Tiff
KI Board Trustee Counselor Room & Meals	\$500.00		\$0.00	
Circle K Administrator	\$0.00		\$500.00	Removed; unsur
Key Club Administrator	\$0.00		\$1,200.00	Removed; unsur
STAFF SALARY & BENEFITS	\$99,895.00	\$54,156.68	\$106,700.00	
Salary: Executive Director	\$59,000.00	\$30,214.14	\$59,000.00	Reconsider salar
Salary: Administrative Assistant	\$27,500.00	\$14,006.02	\$27,500.00	Reconsider salar
Benefits Package: Executive Director (3% of salary)	\$1,770.00		\$8,200.00	
Benefits Package: Admin Assist (3% of salary)	\$825.00		\$2,000.00	Board to consider
Payroll Taxes & Fees (12 mo @ \$900)	\$10,800.00	\$9,936.52	\$10,000.00	
DISTRICT OFFICE	\$28,230.00	\$20,972.84	\$45,850.00	
Rent (12 mo @ \$650)	\$7,800.00	\$8,685.71	\$16,000.00	
Telephone & Internet (12 mo @ \$125)	\$1,500.00	\$593.13	\$4,800.00	
Cell Phone Reimbursement to ED (12 mo @ \$60)	\$720.00		\$0.00	
Copier Lease (12 mo @ \$525)	\$6,300.00	\$2,845.38	\$0.00	
Software	\$3,350.00		\$0.00	
Adobe (12 mo @ \$15)				
Anti-virus Software (\$100/yr)				
Constant Contact (\$500/yr)				
Microsoft Office (\$115/yr)				
Quickbooks (12 mo @ \$152)				
Sprout Video Hosting (12 mo @ \$10)				

Materials & Supplies	\$4,750.00	\$5,312.15	\$17,000.00	Broke many item
Postage	\$200.00	\$24.57	\$500.00	Reduced from \$5
Audit & Accounting	\$0.00	\$2,030.00	\$5,500.00	Removed consid
Business & Property Insurance	\$1,250.00	\$981.90	\$1,000.00	
Auto Liability (hired and not owned)	\$700.00		\$0.00	Confirm once bo
Bonding Insurance	\$260.00		\$0.00	Confirm once bo
D & O Insurance	\$800.00		\$800.00	
Workers Comp Policy	\$600.00	\$500.00	\$0.00	
MISC EXPENSES	\$37,800.00	\$2,735.31	\$13,700.00	
New Club Expenses	\$7,000.00	\$1,825.82	\$4,800.00	
Club Strengthening Expenses (7 Rgns + 3 Dst Crdntr (\$10,000.00		\$0.00	New line item to
Replacement Computer Expense	\$1,000.00	\$909.49	\$1,000.00	Replace Tiffany's
Retained Earnings (12% of annual dues of \$44/membe	\$19,800.00		\$0.00	New line item to

INACTIVE LINE REVENUES

REVENUE

Conv & Conf Funds (\$2.00/member)	\$7,400.00		
District Surplus Funds			
Past Governors' Fund			
PDO Administrative Support			
Misc: KI Growth Grant Funding			
Misc.: KI Club Bldg: Reimburse for KI Rooms			
Misc: Transfer from Reserve Fund			
KI Rebate: Amplify			
A/R: Prior Year Dues			
Write Off Outstanding Checks			
PPP Loan			
District Surplus Contingency Fund			
Miscellaneous Income			
A/R Prior Year's Dues			
PDO Administrative Support			
District Project~AED Coordinator			
Foundation Leadership Grant			

EXPENSES

Conv & Conf Funds (\$2.00/member)	\$7,400.00		
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Unnecessary; w

Unnecessary; w

LG-Elect Travel: DCON
 LG Travel: ICON
 LG Trave: Fall Meeting with Board
 LG Travel: Travel & Office Exps
 LG Travel: Mid-Year/Winter Regionals
 District Growth Team
 District Coaching Team
 SLP Conf (other than Key Club & CKI)
 Utilities
 March Board Meeting (virtual)
 August Board Meeting (virtual)
 Amplify Scholarships
 New Club Blitz - Lafayette area
 New Club Blitz - St. Martin, Miss. area
 New Club Blitz - Shreveport area
 New Club Blitz - West Tenn. area
 W. Tenn. Blitz - KI Hotel Rooms
 Reserve Funds
 A/P: Prior Year Expenses
 Key Leader Assessment Fee
 Crime Insurance
 Miscellaneous Expenses
 Contingency Fund

\$0.00

\$250.00

Are we moving th

Unneeded

\$0.00

500

Removed; too sr

LAMISSTENN DISTRICT OF Key Club International
2023-2024 BUDGET

	2023-2024	2022-2023
REVENUES:	\$66,920.00	\$58,997.00
EXPENSES:	\$73,250.00	\$58,997.00
BALANCE:	-\$6,330.00	\$0.00

6,700 Estimated number of members

	2023-2024	2022-2023	2022-2023
		ACTUAL as of 4/19	BUDGETED
REVENUES:	\$66,920.00	\$68,597.99	\$58,997.00
DUES	\$30,150.00	\$43,691.50	\$35,997.00
Dues (\$4.50/mbr)	\$30,150.00	\$4,691.50	\$35,997.00
MEETINGS & CONFERENCES	\$36,725.00	\$24,871.25	\$23,000.00
DCON Misc Income (KC_ \$2/mbr, K_ sponsorships)	\$13,400.00	\$0.00	\$0.00
DCON Registrations (125 @ \$165)	\$20,625.00	\$22,388.25	\$20,000.00
Rally Registrations	\$2,700.00	\$2,483.00	\$3,000.00
MISC REVENUE	\$45.00	\$35.24	\$0.00
Interest Income	\$45.00	\$35.24	\$0.00
EXPENSES:	73,250.00	39,344.55	58,997.00
TRAVEL	\$12,250.00	\$1,428.15	\$12,200.00
		\$442.20	\$750.00
District Admin Travel	\$6,000.00	\$727.96	\$800.00
		\$257.99	\$2,500.00
District Admin Asst Travel	\$1,200.00		\$2,000.00
KC Gov: CK DCON	\$100.00		\$900.00
KC Sec-Treas or LG: CK DCON	\$100.00		\$100.00
KC Gov: K DCON meals	\$75.00		\$100.00
KC Sec-Treas: K DCON meals	\$75.00		\$100.00
Governor: ICON	\$300.00		\$300.00
KC Sec-Treas or LG: ICON	\$300.00		\$300.00
KC LG: ICON (15 @ \$250)	\$3,750.00		\$3,750.00
KC Bulletin Editor: ICON	\$150.00		\$150.00
Web Master: ICON	\$0.00		\$150.00

KC Non-Board Intl Candidate: ICON	\$200.00		\$200.00
MEETINGS & CONFERENCES	\$55,325.00	\$37,578.50	\$41,300.00
Board Meeting: Pre-School (Aug)	\$3,500.00		\$3,500.00
Board Meeting: New Board Training (May)	\$3,500.00		\$3,500.00
Board Meeting: Exec Comm Meeting Fall (Nov)	\$2,500.00	\$1,283.71	\$2,500.00
Board Meeting: Exec Comm Meeting Spring (Jan)	\$2,500.00	\$1,008.35	\$2,500.00
Rally Expenses (Sept/Oct)	\$2,700.00	\$3,273.36	\$2,700.00
DCON	\$34,025.00	\$32,013.08	\$20,000.00
DCON: Kiwanis Leadership to attend	\$1,600.00		\$1,600.00
ICON	\$4,000.00		\$4,000.00
GATC: Gov's Training Conference (Apr/May)	\$1,000.00		\$1,000.00
DISTRICT OFFICE	\$5,275.00	\$337.90	\$4,597.00
Postage	\$25.00		\$25.00
Supplies & Printing	\$250.00		\$250.00
District Office Allowance for non-DCON support through	\$5,000.00		\$3,322.00
Audit	\$0.00		\$900.00
Web Page Expenses	\$0.00	\$337.90	\$100.00
MISC EXPENSES	\$400.00	\$0.00	\$900.00
Board Name Badges & Shirts	\$400.00		\$400.00
Contingency	\$0.00		\$500.00

LAMISSTENN DISTRICT OF Circle K International
2023-2024 BUDGET

	2023-2024	2022-2023	Diff
REVENUES:	\$4,600.00	\$4,600.00	\$0.00
EXPENSES:	\$4,600.00	\$5,350.00	-\$750.00
BALANCE:	\$0.00	-\$750.00	\$750.00

200 Estimated number of members

	2023-2024	2022-2023	
	ACTUAL as of 4/19	BUDGETED	
REVENUES:	\$4,600.00	\$4,600.00	
DUES			
Dues (\$12/mbr)	\$2,400.00	\$2,400.00	
MEETINGS & CONFERENCES			
DCON Registrations (\$40 @ 30)	\$1,200.00	\$1,200.00	
MISC REVENUES			
District Foundation Donation	\$1,000.00	\$1,000.00	
Interest		\$0.00	
EXPENDITURES:	\$4,600.00	\$5,350.00	
MEETINGS & CONFERENCES	\$3,750.00	\$4,500.00	
Board Meeting: Sept/Oct	\$300.00	\$300.00	
Board Meeting: Dec/Jan	virtual	\$300.00	
Board Officer Training (Apr/May)	virtual	virtual	
DCON	\$2,000.00	\$2,500.00	Reduced to balance budget; i
Fall Service Project	\$200.00	\$250.00	Reduced to balance budget
Key Club Convention Travel	\$0.00	\$150.00	Reduced to balance budget; i
GATC: Gov's Training Conference (Apr/May)	\$500.00	virtual	Added to support attendance
ICON (CK Officers & LGs)	\$750.00	\$1,000.00	Reduced to balance budget
TRAVEL	\$750.00	\$750.00	
District Admin Travel	\$160.00		
District Admin Asst Travel	\$140.00		
Governor	\$250.00	\$300.00	Reduced to balance budget
Sec-Treas & LG (up to \$75 ea)	\$200.00	\$450.00	Reduced to balance budget; i
MISC EXPENSES	\$100.00	\$100.00	
Board Name Badges & Shirts	\$100.00	\$100.00	

LAMISSTENN DISTRICT OF Kiwanis International
 2023-2024 BUDGET
 Convention Budget

2023-2024	
REVENUES:	\$53,750.00
EXPENSES:	\$53,750.00
BALANCE:	\$0.00

3,750 Estimated number of members

2023-2024

REVENUES: **\$53,750.00**

DUES

Dues (\$2/K) \$7,500.00

MEETINGS & CONFERENCES

DCON Registrations (K_250 @ \$165) \$41,250.00

DCON Sponsorships \$5,000.00

EXPENDITURES: **\$53,750.00**

MEETINGS & CONFERENCES **\$53,750.00**

DCON \$53,750.00

RESOLUTION NO. 1

WHEREAS, Past Governor Gary Graham, has offered his time, talents, resources and abilities as a candidate for the office of Kiwanis International Vice President; and

WHEREAS, Gary Graham has been an exemplary leader of the Louisiana-Mississippi-West Tennessee District, serving as District Governor in 2015-2016, Lieutenant Governor in 2005-2005, Distinguished President for the Kiwanis Club of Baton Rouge, Louisiana in 1999-2000, Chairman of numerous District Committees, Kiwanis International Board of Trustee in 2021-2024; along with serving on the District Foundation and as a facilitator/instructor for our District Club Leadership Education team;

WHEREAS, Gary Graham has showed his commitment and dedication to the Kiwanis Family as a member of Builder's Club, Key Club and Circle K;

WHEREAS, Gary Graham has excelled in his giving to the Kiwanis International Foundation as receipt of the George F. Hixson Fellowship, Centennial Award; Walter E. Zeller Fellowship; along with recognition by the District Foundation for the John T. Roberts Fellowship, a twice awarded Henry W. Nash-Eugene J. Maier Tablet of Honor and the River of Life Fellowship;

WHEREAS, Gary Graham has excelled in his service on various International Committees, serving as District Membership Chair which has formed during his tenure over 15 new clubs in the District.

NOW, THEREFORE, BE IT RESOLVED THAT the Louisiana-Mississippi-West Tennessee District of Kiwanis International endorses Gary Graham for the Office of Vice President of Kiwanis International.

NOW, THEREFORE, BE IT FURTHER RESOLVED THAT the members of the Louisiana-Mississippi-West Tennessee District of Kiwanis International pledge their support for the campaign that will elect Gary Graham as Kiwanis International Trustee in Denver, Colorado, in July 2024.