



# Kiwaniis®

## Louisiana-Mississippi-West Tennessee District

### MINUTES

#### Meeting of the 2023-2024 District Board of Trustees

March 9, 2024 | 9:00am | via zoom

John Fry, Governor, Presiding

#### Call to Order

The Louisiana-Mississippi-West Tennessee District of Kiwanis International Board of Trustees met on Saturday, March 9, 2024, at 9:00am via zoom. Governor John Fry called the meeting to order at 9:01am and established a quorum with the following present:

Governor, John A. Fry  
Governor-Elect, Claude Vinson  
Immediate Past Governor, Bruce Hammatt  
Region I Trustee, Oscar Brown  
Region II Trustee, Ralph Carter  
Region IV Trustee, Marcel Lashover  
Region V Trustee, Laura Gilliland  
Region VI Trustee, Andrew Dozier  
Region VII Trustee, Darren Green  
Executive Director, Jen Robertson  
Guest, Jennifer Kelly-White, Region VI Trustee-Elect  
Guest, Ben Hader, LaMissTenn Key Club District Governor

Invocation by Andrew Dozier. Defining Statement recited by all.

Governor John Fry and Governor-Elect Claude Vinson offered welcoming opening remarks.

#### Consent Agenda

Claude Vinson moved to approve the following consent agenda. Ralph Carter seconded the motion. With no discussion, all voted in favor. Motion carried.

- A. December 2, 2023, Board Meeting Minutes (exhibit A)
- B. Mid-Year House of Delegates Minutes (exhibit B)
- C. District Board Meeting Schedule
  - i. May 3-4, 2024, Madison, MS in conjunction with LG training
  - ii. July 26-28, 2024, Tupelo, MS after close of DCON
- D. District Key Position Reports (exhibit C)
- E. Circle K
  - i. Number of active Circle K Clubs: 6
- F. Key Club
  - i. Number of active Key Clubs: 152
- G. Other SLP organizations and programs
  - i. Number of active Aktion Clubs: 8
  - ii. Number of active Builders Clubs: 43
  - iii. Number of active K-Kids Clubs: 35

## **Board Committees**

The Board discussed the **Bylaws & Policies Committee**. Committee Chair Andrew Dozier presented updates to LaMissTenn Policy 500: Circle K (exhibit D), 600: Key Club (exhibit E), and 700: Finance (exhibit F). Andrew moved to approve all policies with the following amendment to Policy 700, 702.2 “to attend or set up meetings of the District-wide events may”. Darren seconded the motion. After brief discussion, all voted in favor. Motion carried.

Next, the Board discussed the **Budget & Finance Committee**. Committee Chair Ralph Carter presented the LaMissTenn Kiwanis District, LaMissTenn Key Club District, and LaMissTenn Circle K District financials (exhibit G). Ralph moved to accept the financials. Oscar seconded. After brief discussion, all voted in favor. Motion carried.

The Board reviewed the February Unpaid Dues Report from Kiwanis International.

The Board reviewed the items to be adjusted in the 2023-2024 Kiwanis Budget (exhibit H). Ralph moved to approve the adjustments. Darren seconded. After brief discussion, all voted in favor. Motion carried.

The Board reviewed the finalized 2022-2023 District financials (exhibit I).

Next, the Board discussed the **Education Committee**. Committee Chair Marcel Lashover discussed the Committee’s current efforts.

Next, the Board discussed the **Membership Committee**. Committee Chair Laura Gilliland discussed the Committee’s current efforts including the recent opening of the Kiwanis Club of Sabine and the District’s investment of \$604.80 as of 3/9/2024.

Next, the Board discussed the **Service Committee**. Committee Chair Oscar Brown discussed the Committee’s current efforts.

Next, the Board discussed the **SLP Committee**. Committee Chair Darren Green discussed the Committee’s current efforts.

## **New Business**

The Board discussed Key Club District Administrator Judi Zimmermann’s request to approve expenditures related to bringing the George District Administrator to the LaMissTenn Key Club DCON. Bruce moved to approve the request. Marcel seconded the motion. After brief discussion, all voted in favor. Motion carried.

The Board discussed Region III Trustee Howard Locks passing and the resulting vacancy. Per District bylaws (Article 8, Section 4), a vacancy with more than a year requires notification of the clubs with an election at a regional meeting within 60 days. The Executive Director will solicit candidates and hold a virtual regional meeting, if needed, for a vote.

The Board discussed the Mid-Year Education Conference recently held on March 2, 2024:

- Registrations: 207
- Attendees: 197
- Income: \$6,604.71
- Expenses: \$7,795.15
- District Investment: \$1,190.44

The Board discussed the Signature Project entries and District selections:

- 3 Group I Submissions: District Section: Kiwanis Club of Louisville’s Backpack Library for 2<sup>nd</sup> Graders

- 5 Group II Submissions: District Selection: Kiwanis Club of Dyersburg’s Kiwanis Duck Blast

Next, the Board considered Governor-Elect Claude’s 2024-2025 District Goals, Distinguished Programs, and Awards: 2024-2025 District Goals (exhibit J), 2024-2025 Distinguished Club Program (exhibit K), 2024-2025 Distinguished Kiwanian Program (exhibit L), 2024-2025 Distinguished Club Secretary Program (exhibit M), 2024-2025 Distinguished Lt. Governor Award Program (exhibit N), 2024-2025 Distinguished Inter-Club Award (exhibit O), 2024-2025 Distinguished Facebook Award (exhibit P), and 2024-2025 Newsletter Award (exhibit Q). Marcel made a motion to approve all. Darren seconded the motion. After brief discussion, all voted in favor. Motion carried.

Next, the Board reviewed the DCON 2024 Education Sessions.

Next, the Board reviewed a speaker proposal for DCON 2025. Darren moved to authorize the Executive Director to prepare funding proposal. Oscar seconded the motion. After brief discussion, all voted in favor. Motion carried.

Next, the Board reviewed the draft outline of a DCON 2026 cruise. Marcel moved to authorize the Executive Director to continue to pursue. Claude seconded the motion. After brief discussion, all voted in favor. Motion carried.

Next, the Board reviewed the 2024-2025 committed to date:

- 1A, Kimberly Jackson, Twin Cities Ken-Tenn, TN
- 1C, Pricilla Harris, Germantown, TN
- 3, Tytil Nicholson, Waynesboro, MS
- 4B, Valerie Johnson, Tri-Parishes, LA
- 7, Rhonda Lorio, Lafayette, LA
- 8E, Patrick Carpenter, Ascension, LA
- 8W, Cheryl Matthews, eLaMissTenn, LA
- 10B, Melonie Kight, Tupelo, MS
- 12, Amanda Johnson, North Lake Charles, LA
- 13, Scott Samford, Greater Covington, LA
- 14S, Scarlett Green, Biloxi, MS
- 17, Brianna Davis, New Iberia, LA

The Board reviewed events remaining on the District calendar (below).

**March 2024**

16 Circle K Convention, Nicholls State, Thibodaux, LA

**April 2024**

5-7 Key Club District Convention, Natchez, MS

26-28 Key Leader North, Eva, TN

**May 2024**

3-4 District Board Meeting & LG Training, Ridgeland, MS

**July 2024**

3-6 Kiwanis International Convention, Denver, CO

10-14 Key Club International Convention, Atlanta, GA

26-28 LaMissTenn District Convention, Tupelo, MS

28 District Board Meeting, Tupelo, MS

**September 2024**

30 End of 2022-2023 Kiwanis Year

**Future District Conventions**

2025 107<sup>th</sup> Annual LaMissTenn Kiwanis District Convention, Memphis, TN, Aug 8-10

**2026** 108<sup>th</sup> Annual LaMissTenn Kiwanis District Convention, TBD

**Future Kiwanis International Conventions**

**2025** 110<sup>th</sup> Annual KI Convention, Pittsburgh, PA, June 25-28

**2026** 111<sup>th</sup> Annual KI Convention, Manila, Philippines, June 24-27

**2027** 112<sup>th</sup> Annual KI Convention, Dallas, TX, June 17-19

After brief remarks from the Trustees, Governor John, and Governor-Elect Claude, Ralph moved to adjourn the meeting at 11:28am. Marcel Lashover seconded the motion. With no discussion, all voted in favor. The meeting adjourned.



# Kiwaniis®

## Louisiana-Mississippi-West Tennessee District

### MINUTES

**Meeting of the 2023-2024 District Board of Trustees**

December 2, 2023 | 9:00am | via zoom

John Fry, Governor, Presiding

#### Call to Order

The Louisiana-Mississippi-West Tennessee District of Kiwanis International Board of Trustees met on Saturday, December 2, 2023, at 9:00am via zoom. Governor John Fry called the meeting to order at 9:04am and established a quorum with the following present:

Governor, John A. Fry  
 Immediate Past Governor, Bruce Hammatt  
 Region I Trustee, Oscar Brown  
 Region II Trustee, Ralph Carter  
 Region IV Trustee, Marcel Lashover  
 Region V Trustee, Laura Gilliland  
 Region VI Trustee, Andrew Dozier  
 Region VII Trustee, Darren Green  
 Executive Director, Jen Robertson

Invocation by Andrew Dozier. Defining Statement recited by all.

Governor John Fry provided a brief thanking everyone for attending the meeting and stated our efforts are a marathon. While the finish line for this year is September 30, 2024, the real finish line continues in the future. He encouraged attendees to learn by stopping presenters and asking questions.

Governor-Elect Claude Vinson said he has been working to absorb all the new info from Kiwanis International, District, and Foundation, and he is happy that his home club, Germantown, is now more interested due to his leadership connection and excited to get outside of Germantown.

#### Consent Agenda

Ralph Carter moved to approve the following consent agenda. Andrew Dozier seconded the motion. With no discussion, all voted in favor. Motion carried.

- A. October 7, 2023, Board Meeting Minutes (exhibit A)
- B. District Board Meeting Schedule
  - i. March 9, 2024, 9am via zoom
  - ii. May 3-4, 2024, Ridgeland, MS in conjunction with LG training
  - iii. July 26-28, 2024, Tupelo, MS after close of DCON
- C. District Key Position Reports (exhibit B)
- D. Circle K
  - i. Number of active Circle K Clubs: 6
- E. Key Club
  - i. Number of active Key Clubs: 123
- F. Other SLP organizations and programs
  - i. Number of active Aktion Clubs: 7

- ii. Number of active Builders Clubs: 32
- iii. Number of active K-Kids Clubs: 31
- G. Executive Committee Actions
  - i. Approval of the Kiwanis Club of East St Mary Parish name change to the Kiwanis Club of East St Mary
  - ii. Updating signatories on bank accounts to remove Gary Graham and Frank O'Quinn leaving Bruce Hammatt and Jen Robertson which is in alignment with bonding requirements in District Bylaws
  - iii. Key Leader South: The Executive Committee approved moving forward with the Key Leader South program scheduled for November 3-5, 2023, understanding that the District may be required to make a financial investment. After Kiwanis International's facilitator canceled due to health reasons, the Executive Committee canceled the Key Leader South event.

### **Ongoing Business**

The Board considered the District Convention (DCON) 2024 budget (exhibit C). Darren Green moved to approve. Marcel Lashover seconded the motion. With brief discussion, all voted in favor. Motion carried.

### **Board Committees**

The Board discussed the **Bylaws & Policies Committee**. Committee Chair Andrew Dozier presented a District Bylaws Amendment to add a Vice Governor position (exhibit D). The ad hoc Leadership Development Pipeline Committee also recommended the Amendment.

Ralph Carter moved to amend the amendment by removing "current or past Lieutenant Governors" from Article 8. Vacancies in Office, Section 1. Darren Green seconded the motion. John Fry, Claude Vinson, Oscar Brown, Ralph Carter, Laura Gilliland, Andrew Dozier, and Darren Green voted in favor of the motion. Bruce Hammatt and Marcel Lashover voted against the motion. Motion carried.

Darren Green moved to approve the amended Bylaws Amendment and to hold a Special House of Delegates at the Mid-Year Education Conference on March 2, 2024, in Natchez, MS. Claude Vinson seconded the motion. All voted in favor. Motion carried.

Next, the Board discussed the **Budget & Finance Committee**. Committee Chair Ralph Carter presented the LaMissTenn Kiwanis District, LaMissTenn Key Club District, and LaMissTenn Circle K District 2022-2023 year end financials (exhibit E). Claude Vinson moved to accept the report. Darren Green seconded the motion. After brief discussion, all voted in favor. Motion carried.

Next, the Board discussed the **Education Committee**. Committee Chair Marcel Lashover presented the following items as the 2024 Mid-Year Education Conference programs:

- A. **Membership**: panel of speakers from two or three clubs using the Two for Two Program
- B. **Fundraising & Service Projects**: panel of speakers from two or three clubs talking about their projects; QR code linking audience to a handout on each project discussed
- C. **Club Networking & Co-Learning**: randomized groups working through a short list of prompts

Laura Gilliland moved to approve the education topics for the 2024 Mid-Year Education Conference scheduled for March 2, 2024. Claude Vinson seconded the motion. After brief discussion, all voted in favor. Motion carried.

Chair Lashover reviewed this year's CLE (Club Leadership Education) topics and procedure. The Education Committee proposes to hold CLEs virtually over a series of weeks on the following topics: (1) President, (2) Secretary 101, (3) Secretary 102, (4) Treasurer 101, (5) Treasurer 102, (6) Membership Chair, (7) Board Member, and (8) Bylaws & Policy. The two 102 CLEs and Bylaws & Policy CLE are new this year. The 102 CLEs are a response to feedback received last year that the Secretary and Treasurer CLEs

are too advance for new clubs and new Secretaries and Treasurers. While Bylaws & Policy content was previously included in the Board Member CLE, the Education Committee wants to highlight and heighten the importance of policies. The Education Committee will meet next week to determine the dates. Laura Gilliland moved to approve the CLE topics. Andrew Dozier seconded the motion. After brief discussion, all voted in favor. Motion carried.

Next, the Board discussed the **Membership Committee**. Committee Chair Laura Gilliland reported the Membership Committee has secured four clubs to sponsor a new club this year: eLaMissTenn, Walker, Pinebelt, Hattiesburg, MS, and Dyersburg. ELaMissTenn, Walker, and Pinebelt have also identified two club coaches for a two-year commitment. The eLaMissTenn Club is working on a February 2024 club opening in Many, LA.

Committee Chair Laura reported that District Membership Coordinator (DMC) Eva Abate is working on club strengthening including a game plan for club boosts.

Committee Chair Laura has secured fifteen (15) Kiwanians as appointment setters to participate in new club opening efforts.

Next, the Board discussed the **Service Committee**. Committee Chair Oscar Brown is working to engage clubs in recognizing community honorees (firefighter, lawperson, teacher, layperson). He said he will send reminders to the clubs. Governor John suggested Chair Oscar add a District Foundation representative to the Service Committee. As District Foundation President, Andrew Dozier, will connect with Chair Oscar.

Next, the Board discussed the **SLP Committee**. Committee Chair Darren Green expressed he is experiencing challenges in engaging Committee members in scheduling a meeting. Executive Director Jen will help Darren with a doodle/google poll.

### **New Business**

The Board discussed possible changes to the Finance Policy. The Bylaws & Policy Committee and Finance Committee will work to revise the Finance Policy and present at the next Board meeting.

Next, the Board discussed the procedure to collect charter dues for new clubs. Bruce Hammatt moved to approve the District collecting charter dues for new clubs and oversee the submission of charter dues to Kiwanis International. Laura Gilliland seconded the motion. After brief discussion, all voted in favor. Motion carried.

Next, the Board discussed the District office space lease renewal. The District's landlord, Celtic Studios, is proposing increasing the District's lease by \$0.08/sq ft for the 2023-2024 lease. This would result in increasing the District's monthly payment by \$26 from \$650 to \$678; a \$312 annual increase. Bruce Hammatt moved to approve the increase. Laura Gilliland seconds the motion. After brief discussion, all voted in favor. Motion carried.

The Board reviewed events remaining on the District calendar (below).

#### **January 2024**

**12-14** Kiwanis International Regional Governors Conference

**26-28** Key Club District Winter Board Meeting

#### **February 2024**

**16-17** Circle K District Convention

#### **March 2024**

**2** Mid-Year Education Conference, Natchez, MS

**9** District Board Meeting, via zoom

#### **April 2024**

**5-7** Key Club District Convention

- 26-28 Key Leader North, Eva, TN
- May 2024**
  - 3-4 District Board Meeting & LG Training, Ridgeland, MS
- July 2024**
  - 3-6 Kiwanis International Convention, Denver, CO
  - 10-14 Key Club International Convention, Atlanta, GA
  - 26-28 LaMissTenn District Convention, Tupelo, MS
  - 28 District Board Meeting, Tupelo, MS
- September 2024**
  - 30 End of 2022-2023 Kiwanis Year

**Future District Conventions**

- 2025 107<sup>th</sup> Annual LaMissTenn Kiwanis District Convention, Memphis, TN, Aug 8-10
- 2026 108<sup>th</sup> Annual LaMissTenn Kiwanis District Convention, TBD

**Future Kiwanis International Conventions**

- 2025 110<sup>th</sup> Annual KI Convention, Pittsburgh, PA, June 25-28
- 2026 111<sup>th</sup> Annual KI Convention, Manila, Philippines, June 24-27

After brief remarks from the Trustees, Governor John, and Governor-Elect Claude, Claude moved to adjourn the meeting at 11:14am. Marcel Lashover seconded the motion. With no discussion, all voted in favor. The meeting adjourned.





# Kiwanis®

## Louisiana-Mississippi-West Tennessee District

### MINUTES OF THE MARCH 2024 HOUSE OF DELEGATES

March 2, 2024 | 3:00 PM

Natchez Convention Center, Natchez, MS

John Fry, Governor, Presiding

#### Call to Order

The Louisiana-Mississippi-West Tennessee District of Kiwanis International House of Delegates met for a meeting on Saturday, March 2, 2024, at the Natchez Convention Center in Natchez, MS. Governor John Fry called the meeting to order at 3:02 PM with the following District Trustees present:

Governor, John Fry  
Governor Elect, Claude Vinson  
Immediate Past Governor, Bruce Hammatt  
Region I Trustee, Oscar Brown  
Region II Trustee, Ralph Carter  
Region IV Trustee, Marcel Lashover  
Region V Trustee, Laura Gilliland  
Region VI Trustee, Andrew Dozier  
Region VII Trustee, Darren Green  
Executive Director, Jen Robertson

Governor John announced the following appointments:

- Parliamentarian: Greg Beard, Alexandria, LA
- Election Committee:
  - Chair: Ralph Carter, Region II Trustee
  - Members:
    - Paddy Harris, Lt. Governor, Division 1C
    - John Gherardi, Lt. Governor, Division 7
    - Lorri Alles, Lt. Governor, Division 15

The House of Delegates considered the Standing Rules for the House as provided in the registration packet. Kimberly Jackson made a motion to adopt. Valerie Johnson seconded the motion. All voted in favor.

Governor John recognized Credentials Chair Marcel Lashover to make the report of the Credentials Committee. Chair Marcel reported 113 active Clubs in the District, 59 Clubs registered for Convention, 207 Convention registrants, 98 certified delegates, 20 delegates-at-large, 43 clubs represented in the House, and 109 total delegates in the House.

Governor John recognized Bylaws & Policies Committee Chair Andrew Dozier to present the proposed amendment to the District Bylaws. Andrew presented Bylaws Amendment 1 (exhibit A) and moved to

adopt. Kristine Koepp seconded the motion. After brief discussion, ballots were collected and tallied by the Elections Committee. The motion passed with more than two-thirds in favor (89 in favor; 20 opposed). The Bylaws Amendment 1 to add the position of Vice Governor to the District was adopted.

With only one candidate, Governor John announced that Darren Green of Alexandria, LA, had been elected as District Trustee for Region VII for a term beginning October 1, 2024, and ending September 30, 2027.

Governor John recognized Region IV Trustee, Marcel Lashover, to conduct the election of the District Trustee Region IV between the two qualified candidates: Jennifer Kelly-White and Kristine Koepp. Past Governor Lenny Simmons of New Orleans, LA, provided the first nominating speech for Jennifer Kelly-White. Mike Haffner of Dawn Busters, Metairie, LA, provided the second nominating speech for Jennifer Kelly-White. Kathleen Huff of St. Bernard-Arabi, LA, provided the first speech for Kristine Koepp. Nicholas Koepp of St. Bernard-Arabi, LA, provided the second nominating speech. Trustee Marcel asked for additional nominations. Hearing none, Trustee Marcel asked Region IV delegates to place their vote. Election Committee members collected and tallied the votes. Governor John announced that Jennifer Kelly-White had been elected as District Trustee for Region IV for a term beginning October 1, 2024, and ending September 30, 2027.

Governor John asked if there was any other business that needed to be brought before the House of Delegates. Hearing none, he declared the House of Delegates for the 2023-2024 Mid-Year Education Conference of the Louisiana-Mississippi-West Tennessee District of Kiwanis International adjourned at 3:34 PM.

# District Committee Chair Reports

March 9, 2024

## **Aktion Club, Judy Couvillon**

## **Builders Club**

## **Circle K Administrator, Sid Guedry**

## **Human & Spiritual Values**

## **Key Club Administrator, Judi Zimmermann**

LaMissTenn Key Club is focusing on its Annual District Convention to be held on April 5th through 7th in Natchez, Mississippi. Our goal of 175 registrations is aimed to surpass the number of attendees from last year. While we sent our Registration Packet out in early January, there is already one school who has asked for an extension on paying their registration fees. This is an issue we seem to encounter every year no matter when we send out the information.

The Theme for this Year's Convention is Service Out of This World. We are planning on decorating parts of the Convention Center accordingly. The Elections of our Division Lieutenant Governors will be held on Friday evening of the Convention. Lieutenant Governor training will begin on Saturday morning.

The House of Delegates will be held on Saturday afternoon with the elections for a Governor and Secretary/Treasurer. If the students get their paperwork put together, there are three amendments to the Key Club Bylaws that the students are proposing. Two of the amendments are housekeeping amendments and one is for an increase in District Dues from \$6.50 to \$7.00.

Following DCON, the newly elected Governor and I will attend the Governor's Administrators Training Conference (GATC) in Indianapolis which is April 5<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup>.

We are also working on putting together the International Convention Tour. The Convention will be held in Atlanta, Georgia the week following the KIWANIS International Convention in Denver.

## **Key Leader, North, Linda Ramsay**

### **Things Already Done**

1. We got our website newly constructed by our Registration Chair, Steve Lemond, in January, and registration has been open for about 6 weeks.
2. We currently have 7 chaperones; four ladies and three men.
3. We currently have 10 student facilitators with two alternates.

4. We have 2 male and 13 female regular participants.
5. So we have a total of 33 registered for Kiwanis Key Leader Weekend on April 26-28, 2024. (One male is listed both as a possible student facilitator and a regular participant.
6. I am contacting individuals and schools that normally help me recruit students, and everyone is either already on board or getting ready to help recruit.
7. I have the contract with Lakeshore Camp and Retreat Center signed and their 25% deposit (\$1670) made and sent in to reserve the campsite. This deposit was based upon 53 student participants which is what we had last year.
8. I have signed and mailed the contract and the \$2000 deposit to KI.
9. I am in the process of providing KI with the names of our 7 chaperones who have registered thus far so that background checks can be conducted.
10. I have communicated with all possible chaperones and recruiting individuals concerning the deadline dates that registration must be submitted. This year Lakeshore has asked for a two week notice rather one as in the past for final numbers and dietary needs, so that deadline is April 12.
11. I have also communicated with all possible chaperones and recruiting individuals asking for volunteers for certain responsibilities for which we will need help over the course of the weekend.

### **Things To Do in the Near Future**

12. I'm getting ready to work on sponsors and recruiting at new school. Each year, I try to reach out to at least 5-10 new schools to seek new attendees.
13. I also need to inventory supplies to see what I need to request from KI to send for this year's event.
14. I will also be ordering any new supplies needed, like butcher paper, tape, nametag inserts, lanyards, etc. as needed.
15. I'm looking for a donor for water bottles for the students as well as bags.
16. I will be designing and ordering t-shirts for attendees. I'm considering have a t-shirt design contest with the winner's design being on this year's t-shirt.
17. I will also order any new signs, if needed, for new sponsors, or sponsors who should change their level of giving.

## **Key Leader, South, Rebecca Huff & MiLisa York**

## **Kiwanis Children's Fund, Leonard D. Simmons**

## **Kiwanis Kids, Don Eye**

## **Leadership Development Coordinator, Greg Beard & Nettles Brown**

Per Greg: The Leadership Development Coordinators defer to the Education Committee.

## **Major Emphasis Projects, AED, Pam Morgan**

## **Membership & Engagement, Eva Abate & Laura Gilliland**

## **Past Governors, Rick Latiolais**

**Risk Manager, Patrice Cusimano**

**Youth Protection Manager, Michele Crosby**

# ~~LA. MISS. W. TENN.~~ LAMISSTENN KIWANIS POLICIES

## SECTION 500: CIRCLE K DISTRICT

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

### 500 GEOGRAPHY OF THE DISTRICT

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

### 501 DISTRICT ADMINISTRATION

- 501.1** Operations for the ~~La. Miss. W. Tenn.~~ LaMissTenn Circle K District's activities shall be governed by the Kiwanis district board of trustees, the Bylaws of Circle K International, and the Circle K district bylaws. The maintenance of all Circle K district records and finances shall be under the supervision of the Kiwanis district board of trustees.
- 501.2** The District Administrator, appointed by the governor (subject to approval by the Kiwanis district board of trustees), shall be directly responsible to the Kiwanis district board for the proper conduct and direction of administrative functioning within the Circle K district, and the coordination of Circle K clubs with sponsoring Kiwanis clubs. The district administrator or an approved representative of the Kiwanis district board shall give guidance to all meetings of the Circle K district board of officers, the annual Circle K district convention, and all other authorized district functions.
- 501.3** The ~~La. Miss. W. Tenn.~~ LaMissTenn Circle K District's obligations to Circle K International shall be the responsibility of the Circle K district board and a concern of its sponsoring Kiwanis district board of trustees and the district Circle K administrator.
- 501.4** The Circle K division is an administrative unit of the Circle K district. Each division shall be administered by a Circle K lieutenant governor who, by virtue of such office, shall be a Circle K district officer.
- 501.5 Minimum Standards for District Financial Operations**
- A. **Financial Counselor:** The Kiwanis Executive Director shall serve as the financial counselor to the Circle K district. The financial counselor shall be an official representative of, and shall be responsible to, the Kiwanis district board.
  - B. **Budget:** ~~La. Miss. W. Tenn.~~ LaMissTenn Circle K District shall work within an established budget of revenues and expenses for operations, conventions, and conferences, which must be approved by both the Circle K and

the Kiwanis district boards. Such budgets shall be prepared with the guidance of the Circle K district administrator and the Kiwanis Executive Director. Approval by the Circle K District Board shall be no later than October 31<sup>st</sup>, and the Kiwanis Board shall review the budget for approval at the first Board meeting following Circle K Board approval.

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

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

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

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

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

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

approved district budget, and upon approval of the District Administrator **and Kiwanis Executive Director**, customary travel for the district secretary/treasurer, and lieutenant governors should be limited to and not exceed:

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

## 503 - CIRCLE K DISTRICT ACTIVITIES

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**503.1** The ~~La. Miss. W. Tenn. LaMissTenn~~ Circle K District shall adopt a code of conduct for their conventions and events consistent with the Circle K International Code of Conduct. Additionally, the ~~La. Miss. W. Tenn. LaMissTenn~~ Circle K District shall be bound by the Circle K International Alcohol Policy for their conventions and events.

**503.2** A Circle K club officers training conference may be scheduled on a weekend or during a vacation period. Prior approval of the Kiwanis district board or the Circle K District Administrator **and Kiwanis Executive Director** shall be obtained before scheduling such conference.

~~**503.3** **The Tomorrow Fund:** On occasion, as deemed necessary to help balance the Circle K District budget, the Circle K District Board may request permission from the Kiwanis District Board to solicit financial support from Kiwanis clubs within the District, who may not already sponsor a local Circle K club, or other SLP club.~~

~~**503.4** The following guidelines shall be met in order to conduct a "Tomorrow Fund" fundraising efforts: **Approval:** Permission to contact the Kiwanis clubs of the District must be obtained from the Kiwanis District Board of Trustees prior to beginning any direct solicitation from the clubs.~~

- ~~**A. Coordination:** All fund raising efforts will be coordinated by the Circle K Administrator, after consultation of plans with the Kiwanis Executive Director.~~
- ~~**B. Conformity:** All fund raising campaigns shall follow the Policies and Procedures of Kiwanis District and the Circle K District.~~
- ~~**C. Expenditures:** Expenditures from this account will follow Kiwanis District Procedures on Finance.~~
- ~~**D. Purpose:** Funds sought must be for leadership development programs and administrative purposes.~~
- ~~**E. Alternate Fund Raising:** No member club or person may initiate an alternate fund raising campaign on behalf of the Circle K District.~~
- ~~**F. Administrative costs:** Any cost for administering the "Tomorrow Fund" Solicitation will be paid for from the proceeds of the fund drive.~~



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

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

## 51004 General Outline

- ~~50410.1~~ Any established procedure of the Circle K District Board shall be called policy and any decision by the Circle K Board concerning the implementation of a policy shall be called an enactment.
- ~~50410.2~~ All policies of the Circle K District Board shall be contained in this Policy Code. All policies contained in this Policy Code shall be binding on all officers and clubs of the Louisiana-Mississippi-West Tennessee (~~LAMISSTENN~~ LaMissTenn) District of Circle K International. This Policy Code shall in no way void or nullify any part of the Circle K International Constitution and Bylaws or the Bylaws of the ~~Louisiana-Mississippi-West Tennessee~~ LaMissTenn District of Circle K International.
- ~~50410.2~~ Any and all amendments to the Policy Code shall require a majority vote of the Circle K Board. This Policy Code supersedes and makes null and void any and all previous policies and rules adopted by the Circle K District Board. Amendments to this Policy Code will not be considered effective until approved by the Kiwanis District Board of Trustees. Amendments shall be considered effective upon the written consent of the District Administrator and Kiwanis District Governor until such time that the Kiwanis District Board of Trustees can review the amendment.
- ~~50410.3~~ A current copy of this Policy Code shall be maintained by the Circle K District Administrator, the Circle K District Secretary/Treasurer, and the Circle K District Governor. The current Circle K District Secretary/Treasurer shall be responsible for its distribution to the Board upon each office change.
- ~~50410.4~~ The Circle K Governor and Circle K District Administrator shall share the responsibility for adherence to this Policy Code.
- ~~50410.5~~ The members of the Board, as well as the Kiwanis District Office, shall annually receive revised copies of this Policy Code. Current copies of this Policy Code shall be made available ~~upon request to any member of Circle K International in good standing with this District on the District's official website.~~
- ~~50410.6~~ The administrative year shall begin April 1 and will continue until March 31 of the following year. The fiscal year shall begin on October 1 and will continue until September 30 of the following year.
- ~~50410.7~~ Wherever the phrase "appropriate Kiwanians" is used, it should include the following: the Kiwanis District Governor, Kiwanis District Governor-Elect, Kiwanis Executive Director, and Circle K District Administrator.
- ~~50410.8~~ Wherever the phrase "appropriate Key Clubbers" is used, it should include the following: the Key Club District Governor, Key Club Secretary-Treasurer, and Key Club District Administrator.

## 51105 District Board

- ~~51105.1~~ **GOVERNOR** - shall fulfill all duties outlined in the District Bylaws with special emphasis on promoting the interest of Circle K clubs within the District, working closely with the District Board and Program Directors, furthering the aims of increased recognition and cooperation within the Kiwanis Family and these specific duties:
- A. Attend (or appoint a representative to) the ~~Louisiana-Mississippi-West Tennessee~~ LaMissTenn Circle K District Convention, the Circle K International Convention, the LaMissTenn Kiwanis District Convention, the LaMissTenn Key Club District Convention, Kiwanis Mid-~~Winter~~Year Education Conference or Mid-Year Regional Education Conferences (when held), and all duly called meetings of the Circle K District Board. **(dup: 502.3C)**
  - B. In cooperation with the Circle K District Secretary/Treasurer, Kiwanis Executive Director, and the District Administrator, prepare the Annual Budget, the District Convention Budget, and all other necessary budgets.
  - C. Shall also review all club bylaws submitted for District approval, make revisions and approval recommendations to the District Board, and forward approved bylaws to the International office for the final approval the International Board of Officers.

- D. Visit as many of the clubs of the District as possible, making no less than one (1) visit to each Division (with the knowledge and approval of the District Administrator).
- E. Ensure that other District Officers are satisfactorily performing their assigned duties with special emphasis on reporting, record keeping and accounting for funds.
- F. Communicate with the Board, the Counseling Circle K International Trustee, the Circle K International Administrator, and keep them informed of District activities.
- G. Ensure that plans for the District Convention are made and executed.
- H. Work closely and communicate with the Circle K District Administrator, the Key Club District Governor, the Kiwanis District Governor, and his appointed representatives at all times.
- I. Work with the [Circle K](#) District Administrator to prepare a list of the tentative dates for meetings of the District Board, and other district-wide events to be approved by the District Board, and shared with the Kiwanis Governor, Governor-elect, and Executive Director.
- J. Submit reports on a monthly basis to the counseling trustee and the Circle K International Office.
- K. Maintain a set of files which can be passed on to the next administration.
- L. Brief his/her successor on the duties of his/her office.
- M. Shall be required to maintain relations between the Sub-Region D/Sister Districts coordinating all Sub-Region D/Sister District Projects, events, and obtaining District Directories from all Sub-Region D/Sister Districts.
- N. Shall also be responsible for coordinating with the Key Club Governors efforts to have Circle K members attending Key Club Divisional Rallies and any other Key Club events that Circle K members can assist.

**5H05.2**

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

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

- K. Shall facilitate ~~the constituent~~ Circle K clubs in their quest to raise funds by ensuring that fundraisers are in accordance with the Circle K International Constitution, Bylaws and Policy Code.
- L. ~~Shall create literature and handouts to be given to members to educate them about the District Tomorrow Fund, if and when necessary.~~
- M. Shall distribute literature to members with fundraising techniques for use by ~~the constituent~~ Circle K clubs.
- N. Assist the Governor with District functions as required.
- O. Perform such other duties as may be authorized by the Governor and the District Board.
- P. Submit to the Governor and District Administrator a bi-weekly report of the current District membership statistics, including Club membership and percentage membership goal attained.
- Q. Ensure that the District funds and records are transferred to his/her successor and brief him/her on the duties of his/her office.
- R. Oversee the activities of each District Committee and keep all appropriate records as such.
- S. Serve as an ex officio member of all District Committees.

**51105.3 LIEUTENANT GOVERNORS** - shall fulfill all duties outlined in the District Bylaws with special emphasis on promoting the interests of Circle K clubs within the District, working closely with the District Board and Program Directors, furthering the aims of increased recognition and cooperation within the Kiwanis Family, and these specific duties:

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

## **51206 Board Committees**

**51206.1** The Governor shall appoint the members of District Board of Officers to serve as the Chairs of the standing District Committees.

~~51206.2~~ No committee member is authorized to mail any questionnaires or forms of any kind without prior approval of the current ~~servicing~~ Lieutenant Governor and sending a copy to the District Secretary/Treasurer, District Governor, and District Administrator.

~~51206.3~~ Each ~~COMMITTEE~~ committee member ~~must be~~ is expected to turn in a monthly report on the 5<sup>th</sup> of each month to the committee chair.

~~51206.4~~ **Membership AND DISTRICT DEVELOPMENT and District Development Committee**

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

~~551206.5~~ **Kiwanis Family Relations Committee**

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

~~51206.6~~ **Service Initiative Committee**

- A. Shall keep Circle K clubs advised of the ~~update the packet containing a listing of~~ International Service Partners ~~including the addresses and telephone numbers of these organizations~~ as found on the Kiwanis International website and a list of possible projects geared toward the current International Service Initiative and District Service Initiative.
- B. Shall inform and educate the clubs about CKI service programs such as ~~Service Initiative Week, International Service Day, and Circle K Week.~~
- C. Shall actively promote the District Service Project to the clubs through newsletters, articles in the **INSIDE OF THE CIRCLE**, and by speaking at various District events.
- D. Shall assist in the planning of service projects for district events and to coordinate a District wide service day.

~~51206.7~~ **Technology Committee**

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

~~51206.8~~ If a member of any serving committee fails to meet a requirement of their service agreement, without an excuse approved by a majority of the District Board, they shall be subject to removal from the committee upon a majority vote of the District Board at the next meeting of the District Board or special meeting called for that purpose. In the case of vacancy, the position shall be filled by the method of original selection no earlier than fourteen (14) days after the vacancy with a seven (7) day application period and seven (7) day period to allow for review of applications and vote to fill the vacancy. The dismissed cabinet member may not reapply for the same position in the same administrative

year. If the District Committee Chair deems that a member is not fulfilling their duties or subscribing to the mission of the District Committee, they may recommend by majority vote that the District Board remove the committee member. The District Board maintains the right to independently act on the removal process.

## **51307 SPECIAL APPOINTMENTS**

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### **51307.1 CONVENTION CHAIR**

The Governor shall appoint a ~~e~~Convention ~~CHAIR~~ Chair subject to approval of the District Board. He/she is responsible for the coordination of the annual District Convention. The District Convention Chair shall:

- A. Send publicity of the Convention to the District Board, all Circle K Club presidents, and the Kiwanis District Board at least ten (10) weeks prior to the event. The club registration packets shall be sent no less than six (6) weeks prior to the Convention.
- B. Upon the request of the Governor, plan and arrange the details of the District Convention, which includes, but is not limited to the following:
  1. Confirm the location and date of the Convention and the registration date at least eight (8) months prior to District Convention with the Kiwanis Executive Director. **Note, the Kiwanis Executive Director is the only person authorized to sign/enter into any contracts and/or agreements on behalf of the Circle K District.**
  2. Assist in preparation of a schedule of events, including workshops, meals, and socials.
  3. Shall propose the theme of District Convention to the District Board for approval by December 1.
  4. Shall be responsible for all other duties as outlined in Section IX, 2.513.1
  5. Shall plan and coordinate a Kiwanis Cookout with one of the local Kiwanis Clubs.
  6. Any follow-up mailings or requests of the Governor or Board concerning Convention.
  - ~~7. Prepare registration packets and create nametags.~~
  8. Shall be responsible for all other duties as outlined in Section III, 6, A, 2.

### **51307.2 FALL CONFERENCE CHAIR**

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

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

### **51307.3 PRESIDENT'S COUNCIL**

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

## **51408 District Publications**

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### **51408.1 Manuals**

- A. Manuals explaining and detailing the various aspects of Circle K operations shall be compiled as deemed necessary for administrative purposes.

- B. The topic area of all manuals must be approved beforehand by the District Board. The Governor may appoint an individual Board member to prepare or revise a manual or make it an assignment to be prepared by a committee chair.

#### 51408.2 Inside the Circle

- A. Shall be the official Publication of the ~~Louisiana-Mississippi-West Tennessee~~ LaMissTenn District of Circle K International.
- B. Shall be published by the Technology Committee.
- C. Shall be published once in the fall and once in the spring. The Technology Chair must submit a timetable for the release date of each issue for approval ten (10) days following their training to the Committee Chair. Additional issues may be published as time and money permit.
- D. Shall be electronically sent to ~~Club officers~~ all Circle K members of clubs in good standing. ~~Club Officers are encouraged to provide copies to any club member who requests one. Also, an effort will be made to publish the article, accessible at and added to the District webpage.~~ Also, the Circle K District Board, Kiwanis District Board, Key Club District Board, International Trustee, or Board Representative and anyone else directed by the Governor shall receive a copy.
- E. Is designed to be an informative publication directed at the members of the District. It should consist of article on club projects, Kiwanis Family relations, upcoming District and International events, and member education articles.
- F. Is highly suggested that the post-convention issue be a joint effort by the old/new editors in the briefing duties.

### 51609 District Correspondence

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- 51609.1 All letters and communication to clubs concerning the business of the District Board and Cabinet shall ~~have copies mailed to be shared with~~ the Governor, Secretary/Treasurer, the Circle K Administrator, International Trustee, Kiwanis Governor, Kiwanis Governor-Elect and Kiwanis Executive Director.
- 51609.2 It is recommended that all correspondence of communication by the District Board to club officers also be sent to the respective Lieutenant Governors and Secretary/Treasurer.

### 51710 Budgets

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- 51710.1 Each administrative year shall be based on a budget which shall denote income and expenditures. The annual budget shall be prepared by the ~~Kiwanis Executive Director~~ District Governor in cooperation with the ~~Circle K District Governor~~, Circle K District Secretary/Treasurer, ~~Kiwanis Executive Director~~, and District Administrator. The budget shall be approved by the Circle K and Kiwanis District Boards.
- 51710.2 Income shall consist of dues, profits from conferences and conventions, surplus from previous years, and other such sources as deemed feasible by the District Board.
- 51710.3 Expenditures shall include provisions for district officer expenses, district appointment expenses, district office expenses, and other such items as deemed necessary or appropriate by the District Board.
- 51710.4 ~~In order to~~ To receive budgeted ~~money~~ reimbursement(s), the district board member must complete an expense report form and send it to the Circle K Secretary/Treasurer, who will ~~verify the expense and, if justified,~~ forward it to the Kiwanis Executive Director. The expense report form must itemize all expenses, and every expense must be accompanied by receipts or some other form of official verification. Within the timeframe as published on the expense report.
- 51710.5 To receive the budgeted monies, the board member must be up to date with his/her monthly reports.
- ~~517.6 Budgeted money cannot be used to attend conferences and conventions unless the conference or convention is specifically budgeted. All budgeted money must be used for the betterment of the district and its membership.~~
- ~~517.8 The district shall maintain a general operating account and a Special Events account.~~

### 51811 District Board Reimbursement

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- 518.1 ~~The following items can be reimbursed by the funds of the Louisiana-Mississippi-West Tennessee District of Circle K:-~~

- ~~A. Postage for necessary mailings~~
- ~~B. Large mailing envelopes~~
- ~~C. Travel~~
  - ~~1. Governor's travel within the district and travel to required districts events and international convention.~~
  - ~~2. Secretary/Treasurer's travel within the district and travel to required district events and international convention~~
  - ~~3. Lieutenant Governor's travel within their division and travel to required district events and international convention~~
- ~~D. Copies~~
- ~~E. Supplies for conferences and events. These events include:~~
  - ~~1. Summer Rally~~
  - ~~2. Fall Training Conference~~
  - ~~3. Divisional Rallies~~
  - ~~4. District Convention~~
  - ~~5. Any other board meeting~~

**51811.21** All expenditures must not exceed respective budgetary line item; and must be submitted to and approved by the District Secretary/Treasurer.

**51811.32** All Expenditures are subject to the approval of the Circle K District Administrator, and Circle K District Governor, and Kiwanis Executive Director. Any expenditure that exceeds the budgetary line item must be approved by the District Administrator and District Governor

## **51912 District Convention**

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**51912.1** The location of each District Convention should be selected at least 18 months in advance by the District Administrator subject to the approval of the District Board after hearing proposals from the District Administrator and the Kiwanis Executive Director.

**51912.2** The club registration packet must contain the following: all reports and awards forms, tentative convention schedule, certification of election delegates, petitions for District Office, and Convention registration forms.

**51912.3** Request for registration refund should be received fourteen (14) days prior to the commencement of the District Convention. After that date, there shall be no registration returned, except in the case of extreme circumstances as determined by the Board. A twenty-five dollar (\$25) fee will be assessed except in the case of extreme circumstances approved by the District Board and the District Administrator.

**51912.4** The Kiwanis Executive Director, working with the District Administrator, shall prepare a Convention budget to be approved at a meeting of the district board. The Budget shall be submitted by the Fall District Board Meeting and approved at or before the November/December District Board Meeting.

**51912.5** The Governor shall appoint attendees of the Convention to the following committees: Credentials, Resolutions, Registration, Election, and Sergeant at Arms. (Each club in attendance should designate two members to serve as Sergeant at Arms during convention.)

**51912.6** Every Circle K member, Kiwanian, Key Club member, parent, and guest attending a convention must be properly registered with the convention.

## **51913 Procedure for Campaigning for District Office**

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**52013.1** A candidate for District Office cannot announce his/her candidacy nor campaign for said office until sixty (60) days prior to the District Convention.

**52013.2** No candidate for District Office shall spend more than a total of \$150 on his/her entire campaign. This includes any donations valued at market value when the donation was received. Candidates must submit financial reports when they arrive at Convention outlining their expenditures and donations.

**52013.3** Candidates must abide by all rules of the Convention Hotel regarding the posting of any campaign materials during their campaigns.

- 52013.4** Any candidate for District Office may not travel outside their home club for the purpose of campaigning until sixty (60) days before Convention. Prior to the campaigning period, if any candidate travels to a meeting or event of another club, he/she may not be formally introduced, whether by others or by him/herself as a candidate for District Office.
- 52013.5** A candidate may be officially endorsed by his/her Home Club. Multiple endorsements for all District Offices are allowed. Clubs may only endorse candidates from their home club. An official endorsement by a club is an acknowledgement by the club that they believe the candidate is qualified to hold the position that he/she is seeking and that they wish him/her the best of luck. An endorsement does not in any way bind the delegates of the club that endorses the candidate to vote for that candidate.
- 52013.6** During pre-convention campaigning, a candidate shall be allowed one **electronic** mailing to each of the Club Presidents in his/her division (if campaigning for the office of Lieutenant Governor) or each of the Club Presidents in the District (if campaigning for the office of Secretary/Treasurer, or Governor) for the sole purpose of making a simple announcement of candidacy and presenting a platform. Other than this contact, the candidate shall not initiate any contact, whether by mail, email, or phone unless said contact is requested. ~~This letter shall be no longer than two (2) pages of 8.5" x 11" paper.~~ The candidate shall also be allowed to contact current District Board Members for the purpose of gathering information.
- 52013.7** At District Convention, no campaign materials or literature of any kind are to be passed out or displayed before the conclusion of the District Convention Opening Session.
- 52013.8** In order to actively campaign for any District Office, a candidate must be properly registered to attend the District Convention, and must complete the proper forms, agreement, and enrollment verification by the candidates meeting following opening session. The candidate must submit enrollment verification for the spring term and agree to submit in the fall, enrollment verification for the fall term. If a candidate decides to run for office following the candidates meeting, he/she must not campaign until all forms are submitted. In the case that a candidate is unable to submit enrollment verification by convention, the candidate, if elected, will have thirty (30) days to submit enrollment verification.
- 52013.9** Any current Circle K members in good standing may campaign for any candidate. No past Circle K may endorse or actively campaign for a candidate. The board members should remain neutral to the campaigning policies.

### **51913 Campaign Violations**

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- 52114.1** Pre-Convention Violations: Notification of a possible violation must be in the form of a signed letter no later than one week following the alleged incident, to be sent to the District Governor or the District Administrator, whose responsibility it will be to notify the other. Materials that support the belief that the alleged infraction occurred must be included with the aforementioned letter (i.e. witness names and signatures, letters, phone transcripts, etc.). The candidate shall be sent a copy of this letter (with all the pertinent names withheld) and its supporting documents, by the Governor, in conjunction with the Administrator. The candidate shall reply to the charges within ten (10) days of receiving the letter, with a letter explaining or refuting his/her actions. If the candidate does not respond, the District Board will proceed with the enforcement procedure as outlined in this policy.
- 52114.2** Convention Violations: Notification of a possible violation must be made in writing and signed by a witness within six (6) hours of the alleged violation. The notification will be given to the District Governor or the District Administrator, whose responsibility it will be to notify the other. Once this notification has been received, the Governor and/or Administrator shall inform the candidate and the candidate will be given time to explain or refute the alleged violation.
- 52114.3** Enforcement:
- A. Any entity found in violation of this policy may be subject to loss of delegate voting rights in the elections for District Board, upon recommendation of the District Board.
  - B. Any candidate found in violation of this policy may be disqualified from running for a District Office, upon recommendation of the District Board.

### **52215 Procedure for nomination and election of District Officers**

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- 52215.1** Divisional Caucuses will be held during the District Convention at which time announced candidates may be introduced, present their platforms, answer questions, and official election of Lieutenant Governors. The rules of procedure are to be decided by the Caucus.
- 52215.2** The House of Delegates will convene during the District Convention:



- A. To consider Resolutions, Amendments to the District Bylaws, to nominate and elect the District Governor and Secretary/Treasurer, and such other business as may properly come before the House.
- B. Voting delegates and delegates-at-large will be seated in a restricted section. All others present will be accommodated in a designated gallery section and may not participate in the Delegate Session without recognition of the Chair.

**52215.3** The Committee on Elections shall have general charge of the election, including admission to the voting delegate section, and distribution, collection, and counting of the ballots.

**52215.4** Voting shall be by written ballot. No person shall be permitted to vote whose name does not appear on the list of voting delegates and delegates-at-large. Cumulative voting and voting by proxy will not be allowed. No ballot shall be counted whereon it appears that the delegate has voted for a greater or lesser number of nominees for said office than there are vacancies to be filled.

**52215.5** The Committee on Elections shall report promptly to the Governor the results of each balloting. The reports shall be signed by the Chairperson of the committee and the Circle K District Administrator. After the Committee has reported, the Chairperson shall deliver a copy of each report and all ballots to the Circle K Administrator to be retained by him for a period of ninety (90) days following the close of Convention.

**52215.6** The Committee on Credentials, prior to the Delegate Session, shall provide the Committee on Elections with a list of voting delegates and delegates-at-large registered and present at the convention. Also the Chairman of the Credentials Committee shall report to the House of Delegates the following information as often as necessary:

- A. Number of Delegates Present
- B. Number of Clubs present (must be 1/2 of the total number of clubs in good standing)
- C. Number of Delegates-at-Large present
- D. Total number of Delegates and Delegates-at-Large present at Convention
- E. Total number of Clubs represented at Convention

**52215.7** Nominees for District Governor, Secretary/Treasurer, and Lieutenant Governors of the divisions, must be active members in a Club of good standing in the District. Nominees for the offices of Lieutenant Governor must be active members of a Club in good standing in the Division from which they are nominated. Candidates prior to the election must read, understand, and sign the Officer Service Agreement that corresponds to the office they are seeking.

**52215.8** A Circle K member may only be a candidate for one office at the time of District Convention.

**52215.9** Candidates nominated in the House of Delegates, but not appearing before the Divisional Caucuses shall, at the time of nomination, be given caucus time equal to that given those candidates appearing before Divisional Caucuses.

**52215.10** All nominees for Governor, Secretary/Treasurer, and Lieutenant Governor must be present at the House of Delegates Session when nominated and must adhere to the following time limits:

- A. For Governor: one (1) nomination speech of two (2) minutes and one (1) seconding speech of one (1) minute plus three (3) minutes for the nominee's presentation of platform.
- B. For Secretary/Treasurer: one (1) nomination speech of one (1) minute and one (1) seconding speech of one (1) minute plus two (2) minutes for the nominee's presentation of platform.

**52215.11** When the agenda for the House of Delegates calls for the nomination and election of the officers, the District Governor (or the presiding officer at the time) shall receive nominations for the office of District Governor. Nominees who appear before caucuses will be accepted first, in alphabetical order; then, any further nominations from the floor will be received. When the nominations for District Governor have been closed and the definitive results of the election announced by the chairperson of the Elections Committee, the District Governor (or presiding officer at the time) shall proceed in a similar manner with the nominations and election of the District Secretary/Treasurer. When the nominations for District Secretary/Treasurer have been closed and the definitive results of the election will be announced by the chairperson of the Elections Committee.

**52215.12** In the event of a tie for the office of Lieutenant Governor, the current Lieutenant Governor of the division effected may cast the tie-breaking vote. In the event of a tie the office shall be declared vacant.

## **52416 District Awards**

**52416.1** All Awards shall be annual, running from April 1 to District Convention, and be given for recognition of the projects and accomplishments completed or primarily conducted within that period.

- 52416.2** The manner of each award shall be approved by the current District Board of the year in which the Convention is held. In the case where a similar award competition is held on the International level, the District Award requirements or rules should reflect those of the International.
- 52416.3** All new awards must be approved by the current District Board.
- 52416.4** There shall be no awards presented as District Awards other than those approved by the District Board. This does not exclude a Division from having awards for clubs within that Division.
- 52416.5** As indicated, there shall be three divisions, Gold, Silver, and Bronze, for awards competition. The Gold Section will consist of the clubs with 41 or more members; the Silver Section will consist of the clubs with 20 – 40 members; and the Bronze Section will consist of the clubs with 19 or fewer members. The divisions shall be based on the dues paid membership of each club at the time of convention. Each division, unless otherwise indicated, will have a First Place, a Second Place, and a Third Place for each District Award.
- 52416.6** Each Circle K club must be in good standing with the ~~Louisiana-Mississippi-West Tennessee~~ LaMissTenn District and Circle K International in order to be eligible for awards.
- 52416.7** All award entries must be submitted to the District Convention Headquarters or Convention Registration no later than deadline stated on the award packet notification.
- 52416.8** Any club that is over ninety (90) days in arrears of monthly reports shall be deemed ineligible for any District Awards.
- 52416.9** The following criteria shall be used for the naming of district awards after individuals:
- A. Individual was a Circle K member who served with distinction on club, district, and/or international level; or
  - B. Individual was a Kiwanian who promoted Circle K and helped to reach new heights of membership, leadership, and/or service.
  - C. Any award being named after an individual must be done after April 1 and prior to January 15.
  - D. Any award being named after an individual must be approved by a majority Kiwanis district board prior to the unveiling of the award's name at District Convention.
- 52416.10** Awards may be named in honor of a distinguished Kiwanian or a former Circle K member who distinguished themselves by their service and commitment to the Circle K District. The following procedure shall be followed:
- A. The District Board shall propose the name of the distinguished Kiwanian or Circle K member in writing, providing a history of the involvement this individual has made to the organization. The proposed name change shall be recorded in the minutes of the meeting and shared with the appropriate list.
  - B. The District Board serving the following administrative year will review the name of the award, and the reasoning for the designation at a regular Board Meeting during their year. If this Board is in agreement, they will take such action to endorse the name and have that recorded in the minutes of the meeting.
  - C. The District Board serving the following administrative year will also review the name of the award, and the reasoning for the designation at a regular Board Meeting during their year. If this Board is in agreement, they will take such action to endorse the name, have that recorded in the minutes of the meeting, and will present the name of the award as a resolution to the House of Delegates at the Convention being held their year, to allow the membership the privilege of naming the District Award.
- 52416.11** Established District Awards
- A. **Single Service Award**  
This award is given to the club that, through dedication and unselfish effort of its members, has produced the outstanding service project of the year. The project can either be a one-day project or an on-going event. First, second, and third place awards are presented.
  - B. **Club Achievement Award**  
This award is presented to the club which ranks highest in overall club achievement. There will be first, second, and third place awards presented in each of the membership divisions: Gold (45 and above), Silver (25-44), and Bronze (24 or less).
  - C. **J.B. Guillory Outstanding Club President Award**  
This award is presented to the most outstanding club president in the District. Distinguished club presidents will also be honored.
  - D. **Jay R. Broussard Outstanding Club Secretary Award**  
This award is designed to recognize the most outstanding club secretary in the district. Distinguished club

secretaries will also be honored.

**E. John T. Roberts Outstanding Kiwanian Award**

This award is presented to a Kiwanian who has devoted much time and service to Circle K. The nominee must be a member of a sponsoring Kiwanis Club, and may not be currently serving as the District Administrator.

**F. Joe L. Pratt Outstanding Kiwanis Club Award**

This award is presented to a sponsoring Kiwanis Club which has given outstanding support to their sponsored Circle K Club.

**G. Oratorical Award**

The subject of the oration will be announced with the distribution of the awards packet. The subject matter and presentation must be original. Each orator must have a complete manuscript of his/her presentation which is to be given to the judges prior to the elimination trials. The orations should be memorized. Each orator will be allowed to use notes only to the extent of the major topics of the speech.

**H. Club Scrapbook Award**

This award is given to the clubs which presents the outstanding scrapbook for the year. All scrapbooks must contain photographs and videos of official Circle K functions only. Non-compliance will result in disqualification of the entry.

**I. James Smith Kiwanis Family Award**

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

**J. Outstanding Vice-President Award**

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

**K. Outstanding Club Treasurer Award**

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

**L. Goal Reacher Award.**

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

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

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

**N. Outstanding District Service Initiative Project**

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

**O. Outstanding Board Member**

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

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## **52517 Code of Conduct**

**52517.1** The following Code of Conduct shall be adapted and used at district events:

- A. No drugs of any nature, with the exception of prescribed medication, will be permitted in the possession of anyone in attendance.

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

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

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

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

~~Amended by the Circle K District Board: January 29, 2006; Approved by the Kiwanis District Board: April 7, 2006~~

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

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

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

## ~~LA. MISS. W. TENN.~~ LAMISSTENN KIWANIS POLICIES SECTION 600: KEY CLUB DISTRICT

### 600 GEOGRAPHY OF THE DISTRICT

- 600.1** A district is a geographical area in which Key Club clubs are associated for administrative purposes. The activities and organization of a Key Club district shall exist only to help individual Key Club clubs and Key Club International advance the Objects, objectives, Policies and goals of Key Club and shall not diminish services provided by Key Club clubs or individual Key Club members at the club level.
- 600.2** The territorial limits of the Louisiana-Mississippi-West Tennessee (LaMissTenn) District of Key Club shall be the same as is the territorial limits of the ~~Louisiana-Mississippi-West Tennessee~~ LaMissTenn District of Kiwanis International. Neither the district name nor territorial limits shall be changed unless permission shall first have been obtained from the Kiwanis District Board of Trustees and the Kiwanis International Board of Trustees.
- 600.3** The District shall be sub-divided into smaller administrative units to be known as “divisions.” The activities and organization of a Key Club division shall also exist to help individual Key Clubs and Key Club International advance the Objects, objectives, Policies and goals of Key Club, as well as increase fellowship.
- 600.4** The divisional boundaries of ~~Louisiana-Mississippi-West Tennessee~~ LaMissTenn Key Club shall be based upon the current Kiwanis Divisions: with the following exceptions:
- A. Kiwanis Divisions 2 and 5 will be combined into Key Club Division 2.
  - B. Kiwanis Divisions 10A, 10B, and 10C will be combined into Key Club Division 10.
  - C. Kiwanis Division 14S will be divided into 14S (East) and 14S (West). 14S (East) will consist of the part of Jackson County west of U.S. Hwy 63. 14S (West) will consist of Harrison County and Hancock County.
  - ~~A. DIVISION 1A consists of the southwestern portion of Shelby County, south and west of I-40 beginning at the Mississippi River, to the I-40/I-240 intersection east of the city; and then west of I-240 to the I-240/ State Hwy. 385; south and west of the area bordered by Tenn. Hwy. 365 and Hacks Cross Road. Additionally, the area bordered on the north by I-40, on the west by I-240, on the east by the Wolf River, and on the south by Walnut Grove Road shall be included in this Division.~~
  - ~~B. DIVISION 1B consists of the Tennessee civil counties of Lake, Obion, Weakley, Henry, Benton, Decatur, Hardin, McNairy, Hardeman, Haywood, Lauderdale, Dyers, Gibson, Carroll, Chester, Henderson, Madison, and Crockett.~~
  - ~~C. DIVISION 1C consists of the Tennessee civil counties of Tipton and Fayette, and the portion of Shelby County north and east of I-40 beginning at the Mississippi River, to the I-40/I-240 intersection east of the city; and then north and east of I-240 to the I-240/ State Hwy. 385; north and east of the area bordered by Tenn. Hwy. 365 and Hacks Cross Road. Additionally, the area bordered on the north by I-40, on the west by I-240, on the east by the Wolf River, and on the south by Walnut Grove Road shall be not included in this Division.~~
  - ~~D. DIVISION 2 consists of the Mississippi civil counties of DeSoto, Tunica, Coahoma, Quitman, Panola, Bolivar, Sunflower, Tallahatchie, Yalobusha, Leflore, Grenada, Carroll, Montgomery, Washington, Humphreys, Holmes, and Attalla.~~
  - ~~E. DIVISION 3 consists of the Mississippi civil counties of Leake, Neshoba, Kemper, Scott, Newton, Lauderdale, Smith, Jasper, Clarke, Lawrence, Jefferson Davis, Covington, Jones, Wayne, Walthall, Marion, Lamar, Forrest, Perry, and Greene.~~
  - ~~F. DIVISION 4A consists of the Louisiana civil parishes of Orleans and St. Bernard.~~
  - ~~G. DIVISION 4B consists of the Louisiana civil parishes of St. Charles, St. James, and St. John the Baptist parishes, and Jefferson Parish east of the Mississippi River.~~
  - ~~H. DIVISION 4C consists of Jefferson Parish west of the Mississippi River and Plaquemines Parish, in Louisiana.~~
  - ~~I. DIVISION 5 consists of the Mississippi civil counties of Sharkey, Yazoo, Madison, Hinds, Rankin, and Simpson.~~

- ~~J. DIVISION 6 consists of the Louisiana civil parishes of Union, Morehouse, West Carroll, East Carroll, Lincoln, Ouachita, Richland, Madison, Jackson, Caldwell, Franklin, Tensas, and Catahoula.~~
- ~~K. DIVISION 7A consists of the Louisiana civil parishes of St. Landry, Vermillion, Iberia, Lafayette, Acadia, and the north section of St. Martin.~~
- ~~L. DIVISION 7B consists of the Louisiana civil parishes of Assumption, Lafourche, Terrebonne, St. Mary, and the south section of the St. Martin parish.~~
- ~~M. DIVISION 8A consists of Iberville and Ascension Parishes, West Baton Rouge Parish south of U.S. Highway 190. It also consists of Point Coupee Parish south of U.S. Hwy. 190 and east of the Atchafalaya River, and the portion of East Baton Rouge Parish south of Florida Blvd., from the Mississippi River to Acadian Thruway, west of Acadian Thruway to Interstate 10, south of I-10 to the intersection of I-12, south of I-12 to U.S. Highway 61, and west of U.S. Hwy. 61 to the Ascension Parish border.~~
- ~~N. DIVISION 8B consists of West Feliciana, East Feliciana, and Livingston Parishes. It also consists of West Baton Rouge Parish north of U.S. Hwy. 190, and the portion of East Baton Rouge Parish north of Florida Blvd. from the Mississippi River to Acadian Thruway, east of Acadian Thruway to Interstate 10, north of I-10 to the intersection of I-12, north of I-12 to U.S. Hwy. 61, and east of U.S. Hwy. 61 to the Ascension Parish border.~~
- ~~O. DIVISION 9 consists of the Louisiana civil parishes of Caddo, Bossier, Webster, Claiborne, Bienville, Red River, and DeSoto.~~
- ~~P. DIVISION 10 consists of the Mississippi civil counties of Marshall, Benton, Tippah, Alcorn, Tishomingo, Prentiss, Lafayette, Union, Pontotoc, Lee, Itawamba, Calhoun, Chickasaw, Monroe, Webster, Clay, Choctaw, Oktibbeha, Lowndes, Winston, and Noxubee.~~
- ~~Q. DIVISION 11 consists of the Louisiana civil parishes of Sabine, Natchitoches, Grant, LaSalle, Vernon, Rapides, and Avoyelles.~~
- ~~R. DIVISION 12 consists of the Louisiana civil parishes of Beauregard, Allen, Evangeline, Calcasieu, Jefferson Davis, and Cameron.~~
- ~~S. DIVISION 13A consists of the Louisiana civil parishes of St. Helena, Tangipahoa, and Washington.~~
- ~~T. DIVISION 13B consists of St. Tammany Parish.~~
- ~~U. DIVISION 14A consists of the Mississippi civil counties of Pearl River, Stone, Hancock, and the portion of Harrison County, west of the line created Cowan Road, Lorraine Road, and Highway 67 to the Harrison/Stone County Parish line.~~
- ~~V. DIVISION 14B consists of the Mississippi civil counties of George, Jackson, and the portion of Harrison County, east of the line created Cowan Road, Lorraine Road, and Highway 67 to the Harrison/Stone County Parish line.~~
- ~~W. DIVISION 15 consists of the Mississippi civil counties of Issaquena, Warren, Claiborne, Copiah, Jefferson, Adams, Franklin, Lincoln, Wilkinson, Amite, and Pike. It also contains Concordia Parish in Louisiana.~~

## 601 DISTRICT ADMINISTRATION

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

**601.4** The Key Club division is an administrative unit of the Key Club district. Each division shall be administered by a Key Club Lieutenant Governor who, by virtue of such office, shall be a Key Club District Officer.

**601.5 Minimum Standards for District Financial Operations**

- A. Financial Counselor:** The Kiwanis Executive Director shall serve as the Financial Counselor to the Key Club district. The Financial Counselor shall be an official representative of, and shall be responsible to, the Kiwanis District Board.
- B. Budget:** ~~La-Miss-W-Tenn-~~ LaMissTenn Key Club District shall work within an established budget of revenues and expenses for operations, conventions, and conferences, which must be approved by both the Key Club and the Kiwanis District Boards. Such budgets shall be prepared with the guidance of the Key Club District Administrator and the Kiwanis Executive Director. Approval by the Key Club District Board shall be no later than October 31<sup>st</sup>, and the Kiwanis Board shall review the budget for approval at the first Board meeting following Key Club Board approval.
- C. ~~Collections and Disbursements:~~** ~~The collection of district dues and the disbursement of district funds shall be the responsibility of the Key Club District Board and shall be supervised by the Kiwanis District Board of Trustees through the Key Club District Administrator and the C. The signature of the financial counselor shall be the only signature required for Key Club disbursements.~~
- C. Collections and Disbursements:** The collection of district dues and all funds from any other Key Club District activities and the disbursement of district funds shall be the responsibility of the Kiwanis Executive Director on behalf of the Kiwanis District Board of Trustees with the recommendation of the Key Club District Board. Key Club disbursements shall be handled in line with the procedures of the LaMissTenn Kiwanis District.
- D. Accounting:** On a continuing basis, a complete and standardized system of financial and accounting records shall be maintained for the ~~La-Miss-W-Tenn-~~ LaMissTenn Key Club District by the **Kiwanis Executive Director on behalf of the** Kiwanis District Board of Trustees. The Kiwanis Executive Director shall submit periodic financial reports of the Key Club District to the Kiwanis District Board.
- E. District Convention:** In order to assist the Key Club District Administrator **and** the Key Club District Board, the Kiwanis District Board may appoint a Kiwanian in the host city of the Key Club District Convention to act as the host chair for the event.
- F. Annual Review:** An annual financial review of the books of accounts of the Key Club District shall be included in the annual financial review of the Kiwanis District.

**602 KEY CLUB DISTRICT BOARD OF TRUSTEES**

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

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

**602.3 Travel and Other Expenses**

- A. Official travel by Key Club** is defined as travel as part of conducting the business of the Key Club district and/or for the purpose of promoting the work and betterment of Key Club International.  
All official travel by a member of the Key Club District Board to a destination outside the boundaries of his/her home division is directed by these policies. Travel should be planned in order to minimize the number of academic days missed due to travel.
- B. Within the limits of the approved Key Club district budget**, travel and other expenses may be paid to district officers to carry out their office responsibilities; to attend district board meetings, conventions, and training conferences; and to visit counseled clubs. All requests for the payment of travel and other expenses shall be

~~La. Miss. W. Tenn.~~ LaMissTenn Kiwanis Policies: Key Club District approved by the Key Club District Secretary-Treasurer, in accordance with the District Administrator **and Kiwanis Executive Director.**

- C. Customary Travel for District Governor:** Within the limits of the approved district budget, and upon approval of the district administrator **and Kiwanis Executive Director**, customary travel for the District Governor should be limited to and not exceed:
1. Key Club district board meetings and training conferences;
  2. Key Club divisional rallies;
  3. Key Club district convention;
  4. Key Club International Convention;
  5. Kiwanis district convention;
  6. Circle K district convention; and
  7. If invited, Clubs within the governor's district.
- D. Customary Travel for the District Secretary-Treasurer, and Lieutenant Governors:** Within the limits of the approved district budget, and upon approval of the district administrator **and Kiwanis Executive Director**, customary travel for the District Secretary-Treasurer, and Lieutenant Governors should be limited to and not exceed:
1. Key Club district board meetings and training conferences;
  2. Key Club district convention;
  3. Key Club International Convention;
  4. Key Club divisional rallies; and
  5. Visits to regular meetings and to board of directors meetings of clubs in their Key Club division (lieutenant governors only).
- E. Additional Travel:** Excessive travel by district officers must be limited. Except for customary travel authorized by this Policy, additional travel by district officers requires advance approval by the district administrator **and Kiwanis Executive Director.**
- E. Submission and Approval of Travel Expenses:** Approved travel by the District Board Members shall be paid by the Key Club District. Appropriate expense reports shall be submitted to the District Secretary/Treasurer for approval within the published time constraints.
- F. Suspension of Travel Privileges:** Failure by the Key Club District Board Members to perform the duties of office as outlined in the Key Club District Officer Service Agreement, to adhere to travel procedures, or to meet proper academic standards, at the discretion of the Key Club Administrator, may result in the suspension of travel privileges.

## 603 KEY CLUB DISTRICT ACTIVITIES

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



## ~~LA. MISS. W. TENN.~~ LAMISSTENN KIWANIS POLICIES SECTION 700: FINANCE

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

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

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

- 701.1 The ~~District Board Budget and~~ Finance Committee shall be appointed ~~by the Governor~~ each year from the members of the District Board of Trustees ~~and District Membership.~~ It is recommended that the Governor-Elect serve on this committee to better understand the finances of the District in preparation of his/her term as Governor.
- 701.2 The Governor shall appoint ~~a District Trustee as~~ the Chair of the ~~District Board Budget and~~ Finance Committee; the Executive Director shall serve as an ad hoc member of this committee.
- 701.3 Under this policy, the word "District" shall mean the ~~La. Miss. W. Tenn.~~ ~~LaMissTenn~~ Kiwanis District and its Service Leadership Programs.
- 701.4 The functions of the ~~District Board Budget and~~ Finance Committee are:
- a. To ~~know and~~ understand the operating ~~plan and~~ procedures of the District and its financial requirements, including applicable District Bylaws and Policies.
  - b. To prepare and manage the annual Kiwanis budgets, to present these budgets to the Board of Trustees for its approval, and throughout the year to be certain the various budgets of the District are balanced and that the expense line items are not exceeded.
  - c. To examine carefully and regularly the accounting system of the District ~~and its administrative headquarters office.~~

- d. To review the District procedure for the investment of reserve and/or surplus funds in accordance with Policy 704 and make recommendations to the Board of Trustees for the implementation thereof.
- e. To additionally serve as the Audit Committee for the District: i.e., to examine and consider the reports of financial operation, and ~~the any~~ annual reports and related management letter of the auditors for the District, and to make any recommendations concerning such reports to the Board of Trustees.
- f. To review the annual ~~Mid-Winter~~ Mid-Year Education Conference(s) and District Convention budgets prior to presentation to the Kiwanis District Board of Trustees for approval.
- g. To review annually the Bylaws and Policies of the District regarding finances, and to recommend to the District Board of Trustees, any changes deemed necessary to maintain proper fiscal controls over all funds.

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

## 702 DISTRICT OFFICERS' REIMBURSEMENT FOR EXPENSES

- 702.1 All District Officers (District Board and Lt. Governors) and volunteers may be reimbursed for those expenses and in the amounts set forth in the Annual District Budgets for Kiwanis, Key Club, and Circle K.
- 702.2 ~~The District Executive Director's travel is often to attend or to set up the meetings of the District. The expenses for the Executive Director's travel expenses for such events to attend or set up meetings of the District-wide events may~~ shall be funded from the Convention & Conference Fund.
- 702.3 Monies from any Kiwanis, Key Club, or Circle K program or event must be deposited into District accounts. Income, and expenses, including reimbursements, must be recorded through the District bank accounts.
- 702.3.4 Reimbursements for expenses for anyone in the District shall be made only ~~after a receipt of a voucher to~~ with a written request for reimbursement with adequate documentation provided to the Executive Director to justify these expenses. The actual reimbursement may be less than the actual expenses, based upon the amount(s) in Annual District Budgets for Kiwanis, Key Club, and Circle K, as approved by the District Board of Trustees.
- ~~702.4 Reimbursements of expenses to Lieutenant Governors will be made after receiving a voucher (as outlined in Policy 702.3). Unneeded~~
- 702.5 Parties seeking reimbursement must make such requests in writing to the District Office using the District's Request for Reimbursement form. All requests must be submitted with full documentation within 30 days of the expense to be eligible for reimbursement. This form is available upon request from the District Office.
- ~~702.5 Vouchers for reimbursements must be submitted to the District Office by the end of the month following that month in which the funds were expended.~~

702.6 Reimbursements will not be provided if the above criteria is not met.

## 703 CONVENTIONS AND CONFERENCES FUNDS

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- 703.1 Net proceeds from the Kiwanis District Conventions and Conferences will be maintained in a separate ~~checking or savings~~ bank account.
- 703.2 The following type of expenses will ~~may~~ be covered by the Conventions and Conferences account:
- Executive Director & Staff expenses related to conventions and conferences (Policy 702.34)
  - ~~Mid-Winter Conference~~
  - Mid-Year Education Regional Conference(s)
  - District Convention
  - International Convention Reception/Dinner
  - Convention Site Selection (as per Policy 804.5)
  - Kiwanis International Leadership Education Conferences
- 703.3 A budget will be prepared for each of the accounts listed in Paragraph 703.2 and presented to the Board. The ~~final~~ budgets for the District Convention and Mid-Year Education Conference(s) should be presented to the Board of Trustees for approval by the end of the first quarter of the fiscal year, at the Spring (May) Board Meeting. ~~The final budget for the Annual Mid-Winter Conference/Mid-Year Regional Conferences shall be approved at the Fall (November) Board Meeting.~~ If a budget is required for District activities during the Kiwanis International Convention, then this budget shall be approved by the middle of the third quarter of the fiscal year, at the Spring (May) Board Meeting. These budgets shall be presented by the ~~Chairman of the~~ District Budget Finance Committee Chair.
- 703.4 Losses from any Kiwanis District Convention will be covered from surplus of this account.
- 703.5 Surplus for Conventions and Conferences ~~will be used for~~ may be transferred to the eOperating fFund upon a 3/4 vote of the Board of Trustees.

## 704 INVESTMENT POLICY

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### 704.1 Purpose

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

### 704.2 Responsibility

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

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

### 704.3 Investment Objective

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

### 704.4 Portfolio Composition

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

1. A low degree of default risk;

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

#### 704.5 Permissible Investments

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

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

#### 704.6 Maturity of Investments

In order to control the risk of loss resulting from increases in the level of interest rates and the forced sale of securities, the maturity distribution of the investment portfolio must be controlled. Normally, the ~~District Secretary~~ Executive Director shall restrict investment decisions to securities with a maturity of three (3) months to three (3) years ~~may be considered~~. The ~~District Finance and Budget~~ Committee will be informed of decisions to invest in securities in the three (3) to five (5) year maturity range that are within established policy guidelines and must approve any investment for a term greater than five (5) years.

#### 704.7 Exceptions to Policy

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

#### 704.8 Review

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

### 705 ~~AUDIT/~~ FINANCIAL REVIEW

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

705.2<sup>1</sup> An The annual ~~audit/financial~~ review shall be performed for all Kiwanis District ~~shall include all~~ organizations and funds operating under the Kiwanis District's Tax I.D. Number. Final financial statements shall be certified by the Governor and Executive Director and provided to Kiwanis International prior to their established deadline.

~~A. Kiwanis District: Operating Fund, Operating Reserve Fund, Convention and Conference Fund, Convention and Conference Reserve Fund;~~

~~B. Circle K District: Operating Fund, Special Events Fund, and Reserve Fund~~

~~C. Key Club District: Operating Fund, Special Events Fund, and Reserve Fund~~

~~D. Past District Officers Organization Operating Fund~~

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

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

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

705.2 At the Finance Committee's recommendation, and upon the approval of the District Board of Trustees, an audit could be conducted by an independent certified public accountant in accordance with generally accepted auditing standards. The auditor would then present a management letter with the audit report.

705.3 Any management letter addressed to the Kiwanis Board is to be treated as a confidential report. The management letter

should include the auditor's evaluation of the adequacy and effectiveness of the internal controls with specific findings on any weakness, together with its recommendations for improvement.

# Finance Committee

## Financial Reports



Prepared by  
**Jen Robertson, Executive Director**

Prepared on  
**February 14, 2024**

# Statement of Financial Position

As of January 31, 2024

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
Circle K	
Circle K Operating (1692)	7,739.12
<b>Total Circle K</b>	<b>7,739.12</b>
Key Club	
Key Club Operating (1706)	9,922.12
Key Club Savings (2346)	78,257.72
<b>Total Key Club</b>	<b>88,179.84</b>
Kiwanis District	
Kiwanis Conventions (1757)	40,512.03
Kiwanis Operating (1730)	7,947.84
Kiwanis Savings (2354)	189,001.03
PDO Checking (1749)	5,930.69
<b>Total Kiwanis District</b>	<b>243,391.59</b>
<b>Total Bank Accounts</b>	<b>339,310.55</b>
<b>Total Current Assets</b>	<b>339,310.55</b>
<b>TOTAL ASSETS</b>	<b>\$339,310.55</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Credit Cards</b>	
CapitalOne District	1,193.88
<b>Total Credit Cards</b>	<b>1,193.88</b>
<b>Other Current Liabilities</b>	
Direct Deposit Payable	0.00
Due to Kiwanis International	0.00
Payroll Liabilities	0.00
Federal Taxes (941/943/944)	1,233.41
Federal Unemployment (940)	84.00
LA Income Tax	68.00
LA Unemployment Tax	6.89
MS Income Tax	196.00
Simple IRA	1,962.96
<b>Total Payroll Liabilities</b>	<b>3,551.26</b>
<b>Total Other Current Liabilities</b>	<b>3,551.26</b>
<b>Total Current Liabilities</b>	<b>4,745.14</b>
<b>Total Liabilities</b>	<b>4,745.14</b>

	<b>Total</b>
<b>Equity</b>	
Opening Balance Equity	0.00
Retained Earnings	201,078.15
Net Revenue	133,487.26
<b>Total Equity</b>	<b>334,565.41</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$339,310.55</b>



# Statement of Activity by Class

October 2023 - January 2024

	Circle K	Key Club	Kiwanis Convention	Kiwanis District	PDO	TOTAL
<b>REVENUE</b>						
DCON Registrations						0.00
DCON Sponsorships			750.00			750.00
<b>Total DCON Registrations</b>			<b>750.00</b>			<b>750.00</b>
Dues	384.00	29,578.00	6,060.20	133,324.53	247.05	169,593.78
Foundation Donation	1,000.00					1,000.00
Meetings Income						0.00
Key Leader South				3,250.00		3,250.00
Mid-Year Income				1,851.27		1,851.27
<b>Total Meetings Income</b>				<b>5,101.27</b>		<b>5,101.27</b>
Misc Income						0.00
District Foundation Allowance				10,000.00		10,000.00
Interest Income		5.89		14.93		20.82
<b>Total Misc Income</b>		<b>5.89</b>		<b>10,014.93</b>		<b>10,020.82</b>
Rally Registrations		3,475.00				3,475.00
<b>Total Revenue</b>	<b>1,384.00</b>	<b>33,058.89</b>	<b>6,810.20</b>	<b>148,440.73</b>	<b>247.05</b>	<b>189,940.87</b>
<b>GROSS PROFIT</b>	<b>1,384.00</b>	<b>33,058.89</b>	<b>6,810.20</b>	<b>148,440.73</b>	<b>247.05</b>	<b>189,940.87</b>
<b>EXPENDITURES</b>						
DCON						0.00
DCON Awards, Giveaways, & Decor			171.31			171.31
DCON Catering		5,056.87				5,056.87
First Timers (\$25 ea for 25)			25.00			25.00
<b>Total DCON</b>		<b>5,056.87</b>	<b>196.31</b>			<b>5,253.18</b>
District Office						0.00
Copier Lease				1,936.96		1,936.96

	Circle K	Key Club	Kiwanis Convention	Kiwanis District	PDO	TOTAL
Insurance, Business				760.91		760.91
Insurance, D&O				800.00		800.00
Insurance, Workers Comp				500.00		500.00
Materials & Supplies				196.07		196.07
Postage				13.20		13.20
Rent & Utilities				2,626.00		2,626.00
Software				1,444.66		1,444.66
Telephone & Internet				492.88		492.88
Cell Phone Reimbursement (\$50/mo)				200.00		200.00
<b>Total Telephone &amp; Internet</b>				<b>692.88</b>		<b>692.88</b>
<b>Total District Office</b>				<b>8,970.68</b>		<b>8,970.68</b>
Meeting Expenses						0.00
Board Mtg, K Nov/Dec, KC Nov, CK Sept/Oct		1,094.47				1,094.47
ICON, KC Expenses		600.00				600.00
Key Leader South				3,102.00		3,102.00
Mid-Year Expense				500.00		500.00
Rally Expenses (Sept/Oct)		139.24				139.24
<b>Total Meeting Expenses</b>		<b>1,833.71</b>		<b>3,602.00</b>		<b>5,435.71</b>
Misc Expenses						0.00
New Club Expenses				50.00		50.00
<b>Total Misc Expenses</b>				<b>50.00</b>		<b>50.00</b>
Staff Salary & Benefits						0.00
Benefit Package, Admin Assistant				182.55		182.55
Benefit Package, Exec Dir				391.60		391.60
Dst Personel, Admin Assist				7,301.28		7,301.28
Dst Personel, Admin Assistant						0.00
Dst Personel, Admin Assistant-1				2,433.76		2,433.76

	Circle K	Key Club	Kiwanis Convention	Kiwanis District	PDO	TOTAL
<b>Total Dst Personel, Admin Assistant</b>				<b>2,433.76</b>		<b>2,433.76</b>
Dst Personel, Executive Dir				15,664.50		15,664.50
Dst Personel, Executive Director						0.00
Dst Personel, Executive Director-1				5,221.50		5,221.50
<b>Total Dst Personel, Executive Director</b>				<b>5,221.50</b>		<b>5,221.50</b>
Payroll Expenses						0.00
FICA				-785.02		-785.02
Payroll Taxes				1,137.63		1,137.63
Payroll Taxes & Fees-1				585.63		585.63
<b>Total Payroll Expenses</b>				<b>938.24</b>		<b>938.24</b>
Retirement				2,307.45		2,307.45
<b>Total Staff Salary &amp; Benefits</b>				<b>34,440.88</b>		<b>34,440.88</b>
Travel						0.00
Admin Asst,Travel				40.00		40.00
District Admin Travel		484.40				484.40
ED District Secretaries Meeting				1,273.51		1,273.51
ED, Auto & Travel Allowance				106.25		106.25
ED, ICON				399.00		399.00
<b>Total Travel</b>		<b>484.40</b>		<b>1,818.76</b>		<b>2,303.16</b>
<b>Total Expenditures</b>	<b>0.00</b>	<b>7,374.98</b>	<b>196.31</b>	<b>48,882.32</b>	<b>0.00</b>	<b>56,453.61</b>
<b>NET OPERATING REVENUE</b>	<b>1,384.00</b>	<b>25,683.91</b>	<b>6,613.89</b>	<b>99,558.41</b>	<b>247.05</b>	<b>133,487.26</b>
<b>NET REVENUE</b>	<b>\$1,384.00</b>	<b>\$25,683.91</b>	<b>\$6,613.89</b>	<b>\$99,558.41</b>	<b>\$247.05</b>	<b>\$133,487.26</b>

# Kiwanis Budget vs. Actual\_Monthly Report

October 2023 - September 2024

	Kiwanis Convention			Kiwanis District			PDO			TOTAL		
	Actual	Budget	Remaining	Actual	Budget	Remaining	Actual	Budget	Remaining	Actual	Budget	Remaining
<b>REVENUE</b>												
DCON Registrations				314.96		-314.96				314.96	0.00	-314.96
DCON Sponsorships	750.00		-750.00							750.00	0.00	-750.00
<b>Total DCON Registrations</b>	<b>750.00</b>		<b>-750.00</b>	<b>314.96</b>		<b>-314.96</b>				<b>1,064.96</b>	<b>0.00</b>	<b>-1,064.96</b>
Dues	6,060.20	7,382.00	1,321.80	133,324.53	165,000.00	31,675.47	247.05		-247.05	139,631.78	172,382.00	32,750.22
Dues_Prorated Membership					7,500.00	7,500.00				0.00	7,500.00	7,500.00
<b>Total Dues</b>	<b>6,060.20</b>	<b>7,382.00</b>	<b>1,321.80</b>	<b>133,324.53</b>	<b>172,500.00</b>	<b>39,175.47</b>	<b>247.05</b>		<b>-247.05</b>	<b>139,631.78</b>	<b>179,882.00</b>	<b>40,250.22</b>
Meetings Income										0.00	0.00	0.00
Circle K Conv. Mgr.					375.00	375.00				0.00	375.00	375.00
Key Club Conv Mgr Income					2,250.00	2,250.00				0.00	2,250.00	2,250.00
Key Club District Coordinator					5,000.00	5,000.00				0.00	5,000.00	5,000.00
Key Leader South				3,250.00	17,000.00	13,750.00				3,250.00	17,000.00	13,750.00
Kiwanis Conv. Mgr.					2,500.00	2,500.00				0.00	2,500.00	2,500.00
Mid-Year Income				3,244.97	4,375.00	1,130.03				3,244.97	4,375.00	1,130.03
<b>Total Meetings Income</b>				<b>6,494.97</b>	<b>31,500.00</b>	<b>25,005.03</b>				<b>6,494.97</b>	<b>31,500.00</b>	<b>25,005.03</b>
Misc Income										0.00	0.00	0.00
District Foundation Allowance				10,000.00	10,000.00	0.00				10,000.00	10,000.00	0.00
Interest Income				14.93	75.00	60.07				14.93	75.00	60.07
<b>Total Misc Income</b>				<b>10,014.93</b>	<b>10,075.00</b>	<b>60.07</b>				<b>10,014.93</b>	<b>10,075.00</b>	<b>60.07</b>
New Club Income				121.07		-121.07				121.07	0.00	-121.07
<b>Total Revenue</b>	<b>6,810.20</b>	<b>7,382.00</b>	<b>571.80</b>	<b>150,270.46</b>	<b>214,075.00</b>	<b>63,804.54</b>	<b>247.05</b>	<b>0.00</b>	<b>-247.05</b>	<b>157,327.71</b>	<b>221,457.00</b>	<b>64,129.29</b>
<b>GROSS PROFIT</b>	<b>6,810.20</b>	<b>7,382.00</b>	<b>571.80</b>	<b>150,270.46</b>	<b>214,075.00</b>	<b>63,804.54</b>	<b>247.05</b>	<b>0.00</b>	<b>-247.05</b>	<b>157,327.71</b>	<b>221,457.00</b>	<b>64,129.29</b>
<b>EXPENDITURES</b>												
DCON										0.00	0.00	0.00
DCON Awards, Giveaways, & Decor	171.31		-171.31							171.31	0.00	-171.31
First Timers (\$25 ea for 25)	25.00		-25.00							25.00	0.00	-25.00
<b>Total DCON</b>	<b>196.31</b>		<b>-196.31</b>							<b>196.31</b>	<b>0.00</b>	<b>-196.31</b>
District Office										0.00	0.00	0.00
Copier Lease				2,432.35	6,000.00	3,567.65				2,432.35	6,000.00	3,567.65
Insurance, Auto Liability					700.00	700.00				0.00	700.00	700.00
Insurance, Bonding					800.00	800.00				0.00	800.00	800.00
Insurance, Business				760.91	1,250.00	489.09				760.91	1,250.00	489.09
Insurance, D&O				800.00	800.00	0.00				800.00	800.00	0.00
Insurance, Workers Comp				500.00	600.00	100.00				500.00	600.00	100.00
Materials & Supplies				391.26	4,500.00	4,108.74				391.26	4,500.00	4,108.74
Postage				13.20	200.00	186.80				13.20	200.00	186.80
Rent & Utilities				3,302.00	9,300.00	5,998.00				3,302.00	9,300.00	5,998.00

	Kiwanis Convention			Kiwanis District			PDO			TOTAL		
	Actual	Budget	Remaining	Actual	Budget	Remaining	Actual	Budget	Remaining	Actual	Budget	Remaining
Software				1,454.66	3,350.00	1,895.34				1,454.66	3,350.00	1,895.34
Telephone & Internet				603.95	1,500.00	896.05				603.95	1,500.00	896.05
Cell Phone Reimbursement (\$50/mo)				200.00	600.00	400.00				200.00	600.00	400.00
<b>Total Telephone &amp; Internet</b>				<b>803.95</b>	<b>2,100.00</b>	<b>1,296.05</b>				<b>803.95</b>	<b>2,100.00</b>	<b>1,296.05</b>
<b>Total District Office</b>				<b>10,458.33</b>	<b>29,600.00</b>	<b>19,141.67</b>				<b>10,458.33</b>	<b>29,600.00</b>	<b>19,141.67</b>
Meeting Expenses										0.00	0.00	0.00
Board Mtg, K May/LG Training, KC Jan, CK Dec/Jan					3,000.00	3,000.00				0.00	3,000.00	3,000.00
Board Mtg, K Nov/Dec, KC Nov, CK Sept/Oct					2,000.00	2,000.00				0.00	2,000.00	2,000.00
Increased costs from KI					3,000.00	3,000.00				0.00	3,000.00	3,000.00
Key Leader South				3,914.00	13,850.00	9,936.00				3,914.00	13,850.00	9,936.00
Mid-Year Expense				1,000.00	5,654.00	4,654.00				1,000.00	5,654.00	4,654.00
Mid-Year Incentive (\$250/club since 4/23)					1,500.00	1,500.00				0.00	1,500.00	1,500.00
<b>Total Mid-Year Expense</b>				<b>1,000.00</b>	<b>7,154.00</b>	<b>6,154.00</b>				<b>1,000.00</b>	<b>7,154.00</b>	<b>6,154.00</b>
<b>Total Meeting Expenses</b>				<b>4,914.00</b>	<b>29,004.00</b>	<b>24,090.00</b>				<b>4,914.00</b>	<b>29,004.00</b>	<b>24,090.00</b>
Misc Expenses										0.00	0.00	0.00
Club Strengthening Expenses					4,750.00	4,750.00				0.00	4,750.00	4,750.00
Computer Replacement Expense					1,000.00	1,000.00				0.00	1,000.00	1,000.00
New Club Expenses				50.00	4,750.00	4,700.00				50.00	4,750.00	4,700.00
Retained Earnings (budgeted)					18,150.00	18,150.00				0.00	18,150.00	18,150.00
<b>Total Misc Expenses</b>				<b>50.00</b>	<b>28,650.00</b>	<b>28,600.00</b>				<b>50.00</b>	<b>28,650.00</b>	<b>28,600.00</b>
Staff Salary & Benefits										0.00	0.00	0.00
Benefit Package, Admin Assistant				219.06		-219.06				219.06	0.00	-219.06
Benefit Package, Admin Assistant					876.15	876.15				0.00	876.15	876.15
<b>Total Benefit Package, Admin Assistant</b>				<b>219.06</b>	<b>876.15</b>	<b>657.09</b>				<b>219.06</b>	<b>876.15</b>	<b>657.09</b>
Benefit Package, Exec Dir				469.92		-469.92				469.92	0.00	-469.92
Benefit Package, Exec Dir					1,879.74	1,879.74				0.00	1,879.74	1,879.74
<b>Total Benefit Package, Exec Dir</b>				<b>469.92</b>	<b>1,879.74</b>	<b>1,409.82</b>				<b>469.92</b>	<b>1,879.74</b>	<b>1,409.82</b>
Dst Personel, Admin Assist				8,518.16	29,205.00	20,686.84				8,518.16	29,205.00	20,686.84
Dst Personel, Admin Assistant										0.00	0.00	0.00
Dst Personel, Admin Assistant-1				2,433.76		-2,433.76				2,433.76	0.00	-2,433.76
<b>Total Dst Personel, Admin Assistant</b>				<b>2,433.76</b>		<b>-2,433.76</b>				<b>2,433.76</b>	<b>0.00</b>	<b>-2,433.76</b>
Dst Personel, Executive Dir				18,275.25	62,658.00	44,382.75				18,275.25	62,658.00	44,382.75
Dst Personel, Executive Director										0.00	0.00	0.00
Dst Personel, Executive Director-1				5,221.50		-5,221.50				5,221.50	0.00	-5,221.50
<b>Total Dst Personel, Executive Director</b>				<b>5,221.50</b>		<b>-5,221.50</b>				<b>5,221.50</b>	<b>0.00</b>	<b>-5,221.50</b>
Payroll Expenses										0.00	0.00	0.00
FICA				-785.02		785.02				-785.02	0.00	785.02
Payroll Taxes				1,984.34	13,200.00	11,215.66				1,984.34	13,200.00	11,215.66
Payroll Taxes & Fees-1				585.63		-585.63				585.63	0.00	-585.63

	Kiwanis Convention			Kiwanis District			PDO			TOTAL		
	Actual	Budget	Remaining	Actual	Budget	Remaining	Actual	Budget	Remaining	Actual	Budget	Remaining
<b>Total Payroll Expenses</b>				<b>1,784.95</b>	<b>13,200.00</b>	<b>11,415.05</b>				<b>1,784.95</b>	<b>13,200.00</b>	<b>11,415.05</b>
Retirement				2,307.45		-2,307.45				2,307.45	0.00	-2,307.45
<b>Total Staff Salary &amp; Benefits</b>				<b>39,230.05</b>	<b>107,818.89</b>	<b>68,588.84</b>				<b>39,230.05</b>	<b>107,818.89</b>	<b>68,588.84</b>
Travel										0.00	0.00	0.00
Admin Asst, Travel				40.00	600.00	560.00				40.00	600.00	560.00
ED District Secretaries Meeting				1,273.51	1,400.00	126.49				1,273.51	1,400.00	126.49
ED, Auto & Travel Allowance				106.25	1,600.00	1,493.75				106.25	1,600.00	1,493.75
ED, ICON				399.00	2,000.00	1,601.00				399.00	2,000.00	1,601.00
Gov ICON					750.00	750.00				0.00	750.00	750.00
Gov In-District + DCON				100.00	2,500.00	2,400.00				100.00	2,500.00	2,400.00
Gov-Elect, ICON					750.00	750.00				0.00	750.00	750.00
Gov-Elect, In District + DCON					500.00	500.00				0.00	500.00	500.00
Imm Past Gov, ICON					500.00	500.00				0.00	500.00	500.00
Imm Past Gov, In District + DCON					250.00	250.00				0.00	250.00	250.00
KI Board Trustee Counselor Room & Meals					500.00	500.00				0.00	500.00	500.00
LG Expenses					3,300.00	3,300.00				0.00	3,300.00	3,300.00
LG-Elect, Training (max \$125 ea)					2,750.00	2,750.00				0.00	2,750.00	2,750.00
Trustees In-District + DCON (7 @ \$200)					1,400.00	1,400.00				0.00	1,400.00	1,400.00
<b>Total Travel</b>				<b>1,918.76</b>	<b>18,800.00</b>	<b>16,881.24</b>				<b>1,918.76</b>	<b>18,800.00</b>	<b>16,881.24</b>
<b>Total Expenditures</b>	<b>196.31</b>	<b>0.00</b>	<b>-196.31</b>	<b>56,571.14</b>	<b>213,872.89</b>	<b>157,301.75</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>56,767.45</b>	<b>213,872.89</b>	<b>157,105.44</b>
NET OPERATING REVENUE	<b>6,613.89</b>	<b>7,382.00</b>	<b>768.11</b>	<b>93,699.32</b>	<b>202.11</b>	<b>-93,497.21</b>	<b>247.05</b>	<b>0.00</b>	<b>-247.05</b>	<b>100,560.26</b>	<b>7,584.11</b>	<b>-92,976.15</b>
NET REVENUE	<b>\$6,613.89</b>	<b>\$7,382.00</b>	<b>\$768.11</b>	<b>\$93,699.32</b>	<b>\$202.11</b>	<b>\$-93,497.21</b>	<b>\$247.05</b>	<b>\$0.00</b>	<b>\$-247.05</b>	<b>\$100,560.26</b>	<b>\$7,584.11</b>	<b>\$-92,976.15</b>

# Key Club Budget vs. Actual 23-24\_Monthly Report

October 2023 - September 2024

	Key Club			TOTAL		
	Actual	Budget	Remaining	Actual	Budget	Remaining
<b>REVENUE</b>						
DCON Registrations		20,625.00	20,625.00	0.00	20,625.00	20,625.00
DCON Misc Income		13,400.00	13,400.00	0.00	13,400.00	13,400.00
<b>Total DCON Registrations</b>		<b>34,025.00</b>	<b>34,025.00</b>	<b>0.00</b>	<b>34,025.00</b>	<b>34,025.00</b>
Dues	29,578.00	30,150.00	572.00	29,578.00	30,150.00	572.00
ICON, KC Revenues		10,000.00	10,000.00	0.00	10,000.00	10,000.00
Misc Income				0.00	0.00	0.00
Interest Income	5.89	45.00	39.11	5.89	45.00	39.11
<b>Total Misc Income</b>	<b>5.89</b>	<b>45.00</b>	<b>39.11</b>	<b>5.89</b>	<b>45.00</b>	<b>39.11</b>
Rally Registrations	3,475.00	2,700.00	-775.00	3,475.00	2,700.00	-775.00
<b>Total Revenue</b>	<b>33,058.89</b>	<b>76,920.00</b>	<b>43,861.11</b>	<b>33,058.89</b>	<b>76,920.00</b>	<b>43,861.11</b>
<b>GROSS PROFIT</b>	<b>33,058.89</b>	<b>76,920.00</b>	<b>43,861.11</b>	<b>33,058.89</b>	<b>76,920.00</b>	<b>43,861.11</b>
<b>EXPENDITURES</b>						
DCON		34,025.00	34,025.00	0.00	34,025.00	34,025.00
DCON Catering	5,056.87		-5,056.87	5,056.87	0.00	-5,056.87
DCON, Kiwanis Leadership to attend		750.00	750.00	0.00	750.00	750.00
<b>Total DCON</b>	<b>5,056.87</b>	<b>34,775.00</b>	<b>29,718.13</b>	<b>5,056.87</b>	<b>34,775.00</b>	<b>29,718.13</b>
District Office				0.00	0.00	0.00
District Office Allowance for non-DCON Support		5,000.00	5,000.00	0.00	5,000.00	5,000.00
Postage		25.00	25.00	0.00	25.00	25.00
<b>Total District Office</b>		<b>5,025.00</b>	<b>5,025.00</b>	<b>0.00</b>	<b>5,025.00</b>	<b>5,025.00</b>
Meeting Expenses				0.00	0.00	0.00
Board Mtg, K May/LG Training, KC Jan, CK Dec/Jan		2,000.00	2,000.00	0.00	2,000.00	2,000.00
Board Mtg, K Nov/Dec, KC Nov, CK Sept/Oct	1,094.47	2,000.00	905.53	1,094.47	2,000.00	905.53
Board Mtg, New Board Training (May)		3,000.00	3,000.00	0.00	3,000.00	3,000.00

	Key Club			TOTAL		
	Actual	Budget	Remaining	Actual	Budget	Remaining
Board Mtg, Pre-School (Aug)		2,980.00	2,980.00	0.00	2,980.00	2,980.00
GATC, Gov's Training Conference		750.00	750.00	0.00	750.00	750.00
ICON, KC Expenses	600.00	14,000.00	13,400.00	600.00	14,000.00	13,400.00
Rally Expenses (Sept/Oct)	139.24	2,700.00	2,560.76	139.24	2,700.00	2,560.76
<b>Total Meeting Expenses</b>	<b>1,833.71</b>	<b>27,430.00</b>	<b>25,596.29</b>	<b>1,833.71</b>	<b>27,430.00</b>	<b>25,596.29</b>
Misc Expenses				0.00	0.00	0.00
District Board Name Badges & Shirts		400.00	400.00	0.00	400.00	400.00
<b>Total Misc Expenses</b>		<b>400.00</b>	<b>400.00</b>	<b>0.00</b>	<b>400.00</b>	<b>400.00</b>
Travel				0.00	0.00	0.00
District Admin Travel	484.40	4,250.00	3,765.60	484.40	4,250.00	3,765.60
Gov ICON		250.00	250.00	0.00	250.00	250.00
KC District Bulletin Editor, ICON		100.00	100.00	0.00	100.00	100.00
KC Gov, CK DCON		75.00	75.00	0.00	75.00	75.00
KC Gov, K DCON Meals		70.00	70.00	0.00	70.00	70.00
KC LG, ICON		3,000.00	3,000.00	0.00	3,000.00	3,000.00
KC Non-Board Intl Candidate, ICON		150.00	150.00	0.00	150.00	150.00
KC Sec-Treas or LG, CK DCON		75.00	75.00	0.00	75.00	75.00
KC Sec-Treas or LG, ICON		250.00	250.00	0.00	250.00	250.00
KC Sec-Treas, K DCON Meals		70.00	70.00	0.00	70.00	70.00
KC Web Master, ICON		100.00	100.00	0.00	100.00	100.00
KC, District Admin Asst Travel		900.00	900.00	0.00	900.00	900.00
<b>Total Travel</b>	<b>484.40</b>	<b>9,290.00</b>	<b>8,805.60</b>	<b>484.40</b>	<b>9,290.00</b>	<b>8,805.60</b>
<b>Total Expenditures</b>	<b>7,374.98</b>	<b>76,920.00</b>	<b>69,545.02</b>	<b>7,374.98</b>	<b>76,920.00</b>	<b>69,545.02</b>
<b>NET OPERATING REVENUE</b>	<b>25,683.91</b>	<b>0.00</b>	<b>-25,683.91</b>	<b>25,683.91</b>	<b>0.00</b>	<b>-25,683.91</b>
<b>NET REVENUE</b>	<b>\$25,683.91</b>	<b>\$0.00</b>	<b>\$ -25,683.91</b>	<b>\$25,683.91</b>	<b>\$0.00</b>	<b>\$ -25,683.91</b>



# Circle K Budget vs. Actual 23-24\_Monthly Report

October 2023 - September 2024

	Circle K			TOTAL		
	Actual	Budget	Remaining	Actual	Budget	Remaining
<b>REVENUE</b>						
DCON Registrations		1,200.00	1,200.00	0.00	1,200.00	1,200.00
Dues	384.00	2,400.00	2,016.00	384.00	2,400.00	2,016.00
Foundation Donation	1,000.00		-1,000.00	1,000.00	0.00	-1,000.00
Misc Income				0.00	0.00	0.00
District Foundation Allowance		1,000.00	1,000.00	0.00	1,000.00	1,000.00
<b>Total Misc Income</b>		<b>1,000.00</b>	<b>1,000.00</b>	<b>0.00</b>	<b>1,000.00</b>	<b>1,000.00</b>
<b>Total Revenue</b>	<b>1,384.00</b>	<b>4,600.00</b>	<b>3,216.00</b>	<b>1,384.00</b>	<b>4,600.00</b>	<b>3,216.00</b>
<b>GROSS PROFIT</b>	<b>1,384.00</b>	<b>4,600.00</b>	<b>3,216.00</b>	<b>1,384.00</b>	<b>4,600.00</b>	<b>3,216.00</b>
<b>EXPENDITURES</b>						
CKI, Fall Service Project		200.00	200.00	0.00	200.00	200.00
DCON		2,000.00	2,000.00	0.00	2,000.00	2,000.00
Meeting Expenses				0.00	0.00	0.00
Board Mtg, K Nov/Dec, KC Nov, CK Sept/Oct		300.00	300.00	0.00	300.00	300.00
CKI ICON Travel		750.00	750.00	0.00	750.00	750.00
GATC, Gov's Training Conference		500.00	500.00	0.00	500.00	500.00
<b>Total Meeting Expenses</b>		<b>1,550.00</b>	<b>1,550.00</b>	<b>0.00</b>	<b>1,550.00</b>	<b>1,550.00</b>
Misc Expenses				0.00	0.00	0.00
District Board Name Badges & Shirts		100.00	100.00	0.00	100.00	100.00
<b>Total Misc Expenses</b>		<b>100.00</b>	<b>100.00</b>	<b>0.00</b>	<b>100.00</b>	<b>100.00</b>
Travel				0.00	0.00	0.00
Admin Asst,Travel		140.00	140.00	0.00	140.00	140.00
CKI Sec-Treas & LG (up to \$75 ea) Travel		200.00	200.00	0.00	200.00	200.00
District Admin Travel		160.00	160.00	0.00	160.00	160.00

	Circle K			TOTAL		
	Actual	Budget	Remaining	Actual	Budget	Remaining
Gov-Elect, In District + DCON		250.00	250.00	0.00	250.00	250.00
<b>Total Travel</b>		<b>750.00</b>	<b>750.00</b>	<b>0.00</b>	<b>750.00</b>	<b>750.00</b>
<b>Total Expenditures</b>	<b>0.00</b>	<b>4,600.00</b>	<b>4,600.00</b>	<b>0.00</b>	<b>4,600.00</b>	<b>4,600.00</b>
<b>NET OPERATING REVENUE</b>	<b>1,384.00</b>	<b>0.00</b>	<b>-1,384.00</b>	<b>1,384.00</b>	<b>0.00</b>	<b>-1,384.00</b>
<b>NET REVENUE</b>	<b>\$1,384.00</b>	<b>\$0.00</b>	<b>\$ -1,384.00</b>	<b>\$1,384.00</b>	<b>\$0.00</b>	<b>\$ -1,384.00</b>

# Adjusted 2023-2024 Kiwanis Budget

Budget Line Item	Original 2023-2024	Adjusted 2023-2024
Members	3,750	3,691
Dues (\$44/member)	\$165,000	\$162,404
Key Leader Revenue	\$17,000	\$3,250 (final)
Key Leader Expense	\$13,850	\$4,302 <i>(\$3,102 2023 expenses + \$1,200 anticipated 2024 deposit)</i>
Rent & Utilities	12 mo @ \$750 = \$9,000	12 mo @ \$680 = \$8,160
Retained Earnings	11% = \$18,150	7.75% = \$12,180.30

**LAMISSTENN DISTRICT OF KIWANIS INTERNATIO**  
**2023-2024 BUDGET**

	2023-2024	2022-2023	Diff
<b>REVENUES:</b>	<b>\$197,729.00</b>	\$201,425.00	-\$3,696.00
<b>EXPENSES:</b>	<b>\$197,691.20</b>	\$184,850.00	\$12,841.20
<b>BALANCE:</b>	<b>\$37.80</b>	\$16,575.00	-\$16,537.20

**3691** Estimated number of members

	2023-2024	2022-2023	2022-2023
		ACTUAL as of 9-30	BUDGETED
<b>REVENUES</b>	<b>\$197,729.00</b>	<b>\$198,952.94</b>	<b>\$201,425.00</b>
<b>DUES</b>	<b>\$169,904.00</b>	<b>\$171,235.50</b>	<b>\$177,100.00</b>
Dues (\$44.00 of \$46.00/member)	\$162,404.00	\$162,388.05	\$162,800.00
Prorated Membership Dues	\$7,500.00	\$8,847.45	\$6,900.00
Conv & Conf Funds (\$2.00/member)			\$7,400.00
<b>MEETINGS &amp; CONFERENCES</b>	<b>\$17,750.00</b>	<b>\$17,632.27</b>	<b>\$13,750.00</b>
Mid-Year Income (175 @ \$25)	\$4,375.00	\$4,746.66	\$1,250.00
Kiwanis Conv Mgr (250 registration @ \$10)	\$2,500.00	\$2,500.00	\$2,500.00
Circle K Conv Mgr (25 registrants @ \$15)	\$375.00		\$500.00
Key Club Conv Mgr (150 registrants @ \$15)	\$2,250.00	\$1,905.00	\$4,500.00
Key Club District Administrative Allowance	\$5,000.00	\$5,000.00	\$5,000.00
Key Leader South	\$3,250.00	\$3,480.61	\$0.00
<b>MISC REVENUES</b>	<b>\$10,075.00</b>	<b>\$10,085.17</b>	<b>\$10,575.00</b>
District Foundation Allowance	\$10,000.00	\$10,000.00	\$8,000.00
KI New Club Reimbursement	\$0.00		\$2,500.00
Interest Income	\$75.00	\$85.17	\$75.00
<b>EXPENSES</b>	<b>\$197,691.20</b>	<b>\$184,850.00</b>	<b>\$184,850.00</b>
<b>MEETINGS &amp; CONFERENCES</b>	<b>\$19,526.00</b>	<b>\$11,342.41</b>	<b>\$4,700.00</b>
November/December Board Meeting	\$2,000.00	\$1,117.11	\$2,200.00
LG Training Conf./May Board Mtg	\$3,000.00	\$2,288.00	\$2,500.00
Mid-Year Expense	\$5,724.00	\$4,658.30	\$0.00

Mid-Year Attendance Incentive (up to \$250 in registration for new clubs chartered since 4/2023)	\$1,500.00		
Key Leader South	\$4,302.00	\$3,279.00	\$0.00
Increased costs from KI	\$3,000.00		
<b>TRAVEL</b>	<b>\$18,800.00</b>	<b>\$6,154.11</b>	<b>\$14,150.00</b>
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	\$425.00	\$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 \$150 ea)	\$3,300.00	\$165.00	\$1,000.00
LG-Elect Expenses (22 up to \$125 ea)	\$2,750.00	\$1,200.00	\$700.00
ED/Sec-Treas: Travel Allowance	\$1,600.00	\$1,805.40	\$2,000.00
ED/Sec-Treas: District Secretaries Meeting	\$1,400.00		
ED/Sec-Treas: ICON*	\$2,000.00	\$2,188.69	\$2,000.00
<i>*Other expenses paid from Conventions Fund</i>			
Admin Ast: Auto & Travel Allowance	\$600.00	\$370.02	\$100.00
KI Board Trustee Counselor Room & Meals	\$500.00		\$0.00
Circle K Administrator	\$0.00		\$500.00
Key Club Administrator	\$0.00		\$1,200.00
<b>STAFF SALARY &amp; BENEFITS</b>	<b>\$107,818.89</b>	<b>\$100,069.35</b>	<b>\$106,700.00</b>
Salary: Executive Director	\$62,658.00	\$27,500.00	\$59,000.00
Salary: Administrative Assistant	\$29,205.00	\$57,000.00	\$27,500.00
Benefits Package: Executive Director (3% of salary)	\$1,879.74	\$1,879.74	\$8,200.00
Benefits Package: Admin Assist (3% of salary)	\$876.15	\$876.15	\$2,000.00
Payroll Taxes & Fees (12 mo @ \$1100)	\$13,200.00	\$12,813.46	\$10,000.00
<b>DISTRICT OFFICE</b>	<b>\$28,460.00</b>	<b>\$31,887.34</b>	<b>\$45,600.00</b>
Rent & Utilites (12 mo @ \$680)	\$8,160.00	\$12,378.59	\$16,000.00

Telephone & Internet (12 mo @ \$125)	\$1,500.00	\$1,135.20	\$4,800.00
Cell Phone Reimbursement to ED (12 mo @ \$50)	\$600.00		
Copier Lease (12 mo @ \$500)	\$6,000.00	\$5,456.13	
Software	\$3,350.00		
Adobe (12 mo @ \$15)			
Anti-virus Software (\$100/yr)			
Constant Contact (\$500/yr)			
Microsoft Office (\$115/yr)			
Quickbooks (12 mo @ \$165)			
Sprout Video Hosting (12 mo @ \$10)			
Materials & Supplies	\$4,500.00	\$7,546.51	\$17,000.00
Postage	\$200.00	\$210.95	\$500.00
Audit & Accounting	\$0.00	\$2,615.00	\$5,500.00
Business & Property Insurance	\$1,250.00	\$885.96	\$1,000.00
Auto Liability (hired and not owned)	\$700.00		\$0.00
Bonding Insurance	\$800.00	\$359.00	\$0.00
D & O Insurance	\$800.00	\$800.00	\$800.00
Workers Comp Policy	\$600.00	\$500.00	\$0.00
<b>MISC EXPENSES</b>	<b>\$23,086.31</b>	<b>\$4,681.70</b>	<b>\$13,700.00</b>
New Club Expenses	\$4,750.00	\$3,772.21	\$4,800.00
Club Strengthening Expenses	\$4,750.00		\$0.00
Replacement Computer Expense	\$1,000.00	\$909.49	\$1,000.00
Retained Earnings (7.75% of annual dues of \$44/member)	\$12,586.31		\$0.00
Contingency Fund			\$500.00
Conv & Conf Fund (\$2 x member)			\$7,400.00

Louisiana-Mississippi-West Tennessee District of Kiwanis International, Inc.  
Statement of Assets, Liabilities and Net Assets - Income Tax Basis  
September 30, 2023

**EXHIBIT I**

	<b>Kiwanis Operating</b>	<b>Kiwanis Convention</b>	<b>Total Kiwanis</b>	<b>Key Club</b>	<b>Circle K</b>	<b>PDO</b>	<b>Total All Funds</b>
<b>ASSETS</b>							
Cash	\$93,576	\$35,745	\$129,321	\$61,622	\$7,355	\$5,712	\$204,010
Due from Credit Card				803			803
<b>FIXED ASSETS</b>							
Furniture and equipment	\$28,665	\$7,284	\$35,949	\$19,648	\$442	\$0	\$56,039
Less: Accumulated Depreciation	28,665	7,284	35,949	19,648	442	0	56,039
<b>Total Fixed Assets</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL ASSETS</b>	<b>\$93,576</b>	<b>\$35,745</b>	<b>\$129,321</b>	<b>\$62,425</b>	<b>\$7,355</b>	<b>\$5,712</b>	<b>\$204,813</b>
<b>LIABILITIES AND NET ASSETS</b>							
Liabilities							
Payroll taxes payable	\$2,216	\$0	\$2,216	\$0	\$0	\$0	\$2,216
Credit Card Payable	1,518		1,518				1,518
Due to Kiwanis International	0	0	0	0	0	0	\$0
<b>Total Liabilities</b>	<b>\$3,734</b>	<b>\$0</b>	<b>\$3,734</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,734</b>
<b>Net Assets</b>							
Without donor restrictions	89,842	35,745	125,587	62,425	7,355	5,712	201,079
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>\$93,576</b>	<b>\$35,745</b>	<b>\$129,321</b>	<b>\$62,425</b>	<b>\$7,355</b>	<b>\$5,712</b>	<b>\$204,813</b>

Louisiana-Mississippi-W Tennessee District of Kiwanis Inc.  
Statement of Revenue, Expenses and Changes in Net Assets - Income Tax Basis  
Year Ended September 30, 2023

	<u>Kiwanis Operating</u>	<u>Kiwanis Convention</u>	<u>Total Kiwanis</u>	<u>Key Club</u>	<u>Circle K</u>	<u>PDO</u>	<u>Total All Funds</u>
<b>Revenue</b>							
Dues	\$171,235	\$0	\$171,235	\$45,578	\$744	\$465	\$218,022
Conference and Conventions	17,632	61,682	79,314	39,798	38		119,150
Other Income	1,095		1,095	278	200		1,573
Interest Income	85		85	42			127
Foundation Assistance	11,487	456	11,943		1,000		12,943
Assistance		500			0		0
<b>Total Revenue</b>	<u>\$201,534</u>	<u>\$62,638</u>	<u>\$263,672</u>	<u>\$85,696</u>	<u>\$1,982</u>	<u>\$465</u>	<u>\$351,815</u>
<b>Expenses</b>							
Travel							
Executive Director	\$3,994	\$0	\$3,994	\$0	\$0	\$0	\$3,994
Lieutenant Governors-Elect	1,365		1,365				1,365
District Governor	425		425		1,000		1,425
Administrators	370		370	2,019			2,389
Salaries and benefits	96,032		96,032				96,032
District Office	32,797		32,797	5,000			37,797
Awards and recognitions		0	0	472			472
Conferences and conventions	11,758	51,670	63,428	58,548	500		122,476
Bank Charges	0	16	16				16
New Club Growth	3,772		3,772				3,772
Other	31,000		31,000	338		0	31,338
<b>Total Expenses</b>	<u>181,513</u>	<u>51,686</u>	<u>233,199</u>	<u>66,377</u>	<u>1,500</u>	<u>0</u>	<u>301,076</u>
<b>Increase (Decrease) in Net Assets</b>	\$20,021	\$10,952	\$30,973	\$19,319	\$482	\$465	\$51,239
<b>Net Assets - Beginning of Year</b>	70,041	24,936	94,977	43,243	6,373	5,247	149,840
<b>Transfers</b>	<u>-220</u>	<u>-143</u>	<u>-363</u>	<u>-137</u>	<u>500</u>		<u>0</u>
<b>Net Assets - End of Year</b>	<u>\$89,842</u>	<u>\$35,745</u>	<u>\$125,587</u>	<u>\$62,425</u>	<u>\$7,355</u>	<u>\$5,712</u>	<u>\$201,079</u>





# Kiwaniis®

LOUISIANA-MISSISSIPPI-WEST TENNESSEE DISTRICT

## 2024-2025 District Goals

**Membership Driven, Service Focused, K Family Oriented,  
Engagement & Involvement Dedicated**

### Membership Driven:

- 10% membership growth for District based on the July 1, 2024, membership number of **TBD** (adding a net of **TBD** members by September 30, 2025)
  - 5 Club Openings
- Club Strengthening & Boosting
  - Increase the number of clubs over charter strength by 15% from the July 1, 2024, number of **TBD** clubs over charter strength to **TBD** clubs
  - Increase the number of clubs over the average LaMissTenn club membership of 34 members/club by 15% to **TBD** clubs from the July 1, 2024, number of **TBD** clubs
  - Increase membership retention by establishing a buddy system in 35% of clubs in the District that pairs members together to ensure members are kept abreast of and are engaged in club activities

### Service Focused:

- 20% growth in the number of clubs with signature service projects throughout the District by increasing this number clubs to **TBD**, based on the July 1, 2024, number of clubs with signature projects identified in the Secretary’s Dashboard of **TBD** out of **TBD** total clubs
- 75% of clubs in the District participate in a Kiwanis One Day Project in October 2024

### K Family Oriented:

- Increase in the number of SLP (Service Leadership Program) clubs:

	# of Clubs as of 7/1/24	10% Increase by 9/30/25
<b>K-Kids Clubs</b>	<b>TBD</b>	<b>TBD</b>
<b>Builders Clubs</b>	<b>TBD</b>	<b>TBD</b>
<b>Key Clubs</b>	<b>TBD</b>	<b>TBD</b>
<b>Circle K Clubs</b>	<b>TBD</b>	<b>TBD</b>
<b>Aktion Clubs</b>	<b>TBD</b>	<b>TBD</b>

### Engagement & Involvement Dedicated:

- 70% of clubs represented at District Convention (**TBD** clubs out of **TBD** clubs)
- 50% of clubs represented at Mid-Year Education Conference(s) (**TBD** clubs out of **TBD** clubs)



# Kiwanis®

LOUISIANA-MISSISSIPPI-WEST TENNESSEE DISTRICT

**EXHIBIT K**

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## 2024-2025 Distinguished Club Program

**To automatically qualify as a 2024-2025 Distinguished Club, your club must achieve criteria 1, 2, & 3:**

1. Sponsor or Co-Sponsor a new Kiwanis club or a new SLP (Service Leadership Program) club during the 2024-2025 Kiwanis year
2. Have a net increase in membership of 10% for 2024-2025 Kiwanis year
3. As part of a service project, install a Kiwanis branded element (benches, signage, etc.)

**OR by achieving 1 of the items listed above AND 8 of the following 12 criteria:**

4. Participate in a Kiwanis One Day Project
5. Provide at least two (2) service projects or programs for children and/families in the community
6. Be represented at the 2024-2025 District Convention
7. Be represented at the 2024-2025 Mid-Year Education Conference(s)
8. Participate Annual Club Gift (ACG) Campaign to the LaMissTenn District Foundation of at least \$5/member based on 10/1/2024 membership roster
9. Make a club contribution to the Kiwanis Children's Fund
10. Submit a Signature Project to the Kiwanis International Signature Project Contest
11. Participate in 2025 Club Leadership Education (CLEs) Trainings (Club board & officers)
12. Pay Annual Club Member Dues by November 30, 2024
13. Complete Youth Protection Training during the 2024-2025 year
14. Sponsor a Key Leader student with a donation of at least \$250 to LaMissTenn Key Leader North or LaMissTenn Key Leader South
15. Establish a buddy system in your club pairing members together to ensure members are kept abreast of and are engaged in club activities



# **Kiwanis®**

LOUISIANA-MISSISSIPPI-WEST TENNESSEE DISTRICT

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## **2024-2025 Distinguished Kiwanian Program**

**To qualify as a 2024-2025 District Distinguished Kiwanian, a member must achieve three (3) out of the following**

1. Attend two (2) out of three (3) of the following conventions and conferences for 2024-2025:
  - a. Mid-Year Regional Education Conference
  - b. District Convention
  - c. Kiwanis International Convention
2. Recruit two (2) new members into a club in the LaMissTenn District between 10/01/2024 and 9/30/2025
3. Participate in the Kiwanis One Day Project with your club or your club's a Signature Project
4. Participate in at least two club (2) Service Projects (excluding Kiwanis One Day) during the 2024-2025 Kiwanis Year
5. Support the LaMissTenn Kiwanis District Foundation by becoming a Friend of the Foundation with a personal contribution of at least \$120 by 9/30/2025



# Kiwaniis®

LOUISIANA-MISSISSIPPI-WEST TENNESSEE DISTRICT

**EXHIBIT M**

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## 2024-2025 Distinguished Club Secretary Program

- To qualify as a **2024-2025 Distinguished Club Secretary**, a Club Secretary must achieve a minimum of **80 points**.
- The **2024-2025 Jay R. Broussard Outstanding Club Secretary** will be selected from the **2024-2025 Distinguished Club Secretaries**, based on the required letters of recommendation from the Club President and the respective Lieutenant Governor.

### 1. Education Centered

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- A. The Club Secretary must be trained at an International/District/Division sponsored Club Secretary training event held prior to the start of the 2024-2025 Kiwanis Year (5 points)
- B. The Club Secretary is expected to attend the Mid-Year Education Conference or Club's Regional Mid-Year Education Conference. (10 points)
- C. The Club Secretary is asked to attend the 2024-2025 District Convention. (10 points)
- D. The Club Secretary is asked to attend the 2025 Kiwanis International Convention. (5 points)

### 2. Membership Driven

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- A. The Club Secretary is expected to attend the Board of Directors meetings of the Club. (3 points for 100% attendance; 2 points for up to 90% attendance; 1 point for 80-90% attendance; 0 points for less than 80% attendance)
- B. The Club Secretary is expected to strive for perfect attendance at regular club meetings. (3 points for 100% attendance; 2 points for 90-99% attendance; 1 point for 80-89% attendance; 0 points for less than 80% attendance)
- C. The Club Secretary is expected to see that the Club's annual District & International dues are paid by November 30, 2024. (5 points)
- D. The Club Secretary is expected to file all 12 of the Monthly Reports on time (by the 10<sup>th</sup> of each month) using the Kiwanis reporting system. (5 points)
- E. The Club Secretary is required to file the 2024-2025 Annual Club Report by November 30, 2025. (5 points)
- F. The Club Secretary ensures that the club submits at least one (1) article per District Newsletter edition—4 articles total. (5 points)
- G. The Club Secretary should send a minimum of 1 communication to the entire Club weekly. (10 points; can be email, group text or social media group)
- H. The Club Secretary is responsible for keeping an accurate record of the Club's membership roster. Therefore, each Club roster should be assessed quarterly and adjusted if necessary. (5 points)
- I. The Annual Report of Elections should be submitted by the Club Secretary through the Kiwanis reporting system no later than June 1st. (5 points)

### 3. Service Focused

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- A. The Club Secretary is asked to ensure the Club's contribution to the LaMissTenn District Foundation's Annual Club Gift Campaign (at a minimum of \$5 per member) is made by September 30, 2025. (5 points)
- B. The Club Secretary is asked to participate in the Club's Kiwanis One Day project. (10 points)
- C. The Club Secretary is asked to participate in the Club's Signature Service project and, if eligible, report the project to Kiwanis International by the January 2025 deadline. (10 points)

### 4. K Family Oriented

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



# **Kiwanis®**

LOUISIANA-MISSISSIPPI-WEST TENNESSEE DISTRICT

## **2024-2025 Governor Claude Vinson's Distinguished Lieutenant Governor Award**

**To qualify to be a 2024-2025 Distinguished Lieutenant Governor, a Lieutenant Governor must achieve a minimum of 90 points out of the possible 115 points.**

### **Membership Driven (50 points available)**

- Identify one new club in your Division with both the capacity and the desire to sponsor a new Kiwanis Club (10 points)
- Identify one club in your Division in need and acceptance of a membership boost/club coaching (10 points)
- Achieve 10% membership growth in your Division (10 points)
- Increase membership retention by establishing a buddy system in 50% of your clubs that pairs members together to ensure members are kept abreast of and are engaged in club activities (15 points)
- Visit each club in your Division at least four (4) times (in person or remotely) during the 2024-2025 administrative year (5 points)

### **Education Centered (40 points available)**

- Attend Lt. Governor Training (15 points)
- Achieve 75% club participation in CLE training within your division (5 points)
- Achieve at least 50% club participation at the 2025 Mid-Year Education Conference or Regional Conference (5 points)
- Achieve at least 50% club participation at the 2025 District Convention (5 points)
- Host a minimum of two (2) Divisional Council Meetings within the 2024-2025 administrative year (10 points)

### **Service Focused (25 points available)**

- Achieve 75% club participation in Kiwanis One Day or host a divisional Kiwanis One Day project with participation from all clubs in division (10 points)
- Achieve at least 50% of club participation in a Signature Project (new clubs excluded) (10 points)
- Achieve at least 75% of club participation (at least \$5 per member) in the District Foundation's Annual Club Giving Campaign (5 points)



# Kiwaniis®

LOUISIANA-MISSISSIPPI-WEST TENNESSEE DISTRICT

## 2024-2025 District Inter-Club Award

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

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

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

Number of Members in Club	Minimum in Attendance for an Inter-Club Meeting
Twenty (20) or Less	Two (2) Members
Twenty (20) to Thirty (30)	Three (3) Members
Thirty-one (31) or More	Four (4) Members
For any club visiting a virtual club meeting (i.e., ZOOM meeting, etc.)	Four (4) Members

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

## 2024-2025 District Inter-Club Award Criteria

To qualify for the District **INTER-CLUB** Award, a Kiwanis Club must **achieve criteria one (1) and three (3) out of criteria two (2) through five (5)** during the 2024-2025 Kiwanis Year:

1. **Report all INTER-CLUB meetings** in the Kiwanis reporting system.
2. **INTER-CLUB** with **at least 51% of the Kiwanis Clubs** in your Division.
3. **INTER-CLUB** **at least one (1) time with each Service Leadership Club** (SLPs include Circle K, Key Club, Builders Club, K-Kids, and Aktion Club) sponsored by your Kiwanis Club.
4. **INTER-CLUB** **at the Mid-Year Conference(s)**.
5. **INTER-CLUB** with **at least two (2) clubs outside your Division**.



# Kiwanis®

LOUISIANA-MISSISSIPPI-WEST TENNESSEE DISTRICT

**EXHIBIT P**

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## 2024-2025 Facebook Award

### **Purpose:**

To stimulate interest in good club Facebook pages, to raise awareness of Kiwanis and LaMissTenn clubs, and to improve this source of Kiwanis communication.

### **Format of Contest:**

Winners in the District Facebook Award will be chosen from Facebook pages reported to the District office and posted on the District website's Club page ([k11.site.kiwanis.org/clubs/](http://k11.site.kiwanis.org/clubs/)). A District Winner and an Honorable Mentions (if merited) will be selected in each of the following size categories:

<b>Gold Section</b>	<b>65+ members or more</b>
<b>Silver Section</b>	<b>31-65 members</b>
<b>Bronze Section</b>	<b>30 members or fewer</b>

### **Judging Criteria:**

1. Is the Facebook page up to date with at least 1 new post per week for 3 months prior to review?
2. Is the "About Us" page filled in? Pages should have a contact email and show the location, time, and day of the club's meetings.
3. Does the page have a header picture with the up-to-date Kiwanis logo?
4. Does the page feature the club's service programs/projects?
5. Does the page feature an SLP?

### **Entries to Contest:**

Clubs are entered in the Newsletter Award by their Facebook page being listed on the District website's Club page ([k11.site.kiwanis.org/clubs/](http://k11.site.kiwanis.org/clubs/)). If your club's Facebook page is not included on the District website's Club page, email the District office at [districtoffice@lamisstenn.org](mailto:districtoffice@lamisstenn.org). All entries due July 1, 2025.



# Kiwaniis®

LOUISIANA-MISSISSIPPI-WEST TENNESSEE DISTRICT

EXHIBIT Q

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## 2024-2025 Newsletter Award

### **Purpose:**

To stimulate interest in good club newsletters, to build morale among bulletin editors, and, as a result, to improve this prime source of Kiwanis communication.

### **Format of Contest:**

Winners in the District Club Newsletter Contest will be chosen from bulletins received by the District Public Relations Chair. A District Winner and an Honorable Mentions (if merited) will be selected in each of the following size categories:

<b>Gold Section</b>	<b>65+ members or more</b>
<b>Silver Section</b>	<b>31-65 members</b>
<b>Bronze Section</b>	<b>30 members or fewer</b>

### **Criteria:**

1. Is the bulletin issued regularly (weekly, bi-weekly, monthly, etc.)?
2. Is the bulletin designed and written that it carries out its four primary functions:
  - a. Promote member interest and enthusiasm
  - b. Encourage meeting attendance
  - c. Inform members full about club activities and projects
  - d. Educate members about the Kiwanis organization

### **Entries to Contest:**

Clubs automatically enter the Club Newsletter Contest by sending their bulletins to the District office at [districtoffice@lamisstenn.org](mailto:districtoffice@lamisstenn.org). Entries will be forwarded to the Public Relations Chair. All entries due July 1, 2025.