

# LAMISSTENN KIWANIS POLICIES

## SECTION 300: DISTRICT OFFICERS

### 300 DISTRICT OFFICERS

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- 300.1** The administrative body of a district shall be its board of trustees. The responsibilities and duties of such board are included in the International Bylaws and the District Bylaws.
- 300.2** The duties and responsibilities of the District Officers are set forth in the International Bylaws, the District Bylaws, and in the District Policies.
- 300.3** Due to the reservoir of talent and experience available among past District officers, their services should be utilized whenever practical, and especially to assist the strengthening of weaker clubs, to build new clubs, and to assist at conferences and conventions.
- 300.4** It is recommended that no individual shall serve in multiple District positions including Trustee, Lt. Governor, Foundation Board members, District Key Positions, etc.

### 301 RESPONSIBILITIES OF THE DISTRICT GOVERNOR

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

### 302 RESPONSIBILITIES OF THE DISTRICT GOVERNOR-ELECT

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**302.1** Upon announcement of candidacy for Governor-Elect, candidates shall enter into an agreement with Kiwanis International whereby, if successful, the candidate agrees to fulfill the duties of office, as stipulated by Kiwanis International. The terms of such agreement must be fulfilled for the candidate to serve as Governor of the District and an Officer of Kiwanis International.

**302.2** The Governor-Elect shall:

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

**302.3** The Vice Governor shall:

- A. Fulfill the responsibilities of Vice Governor as defined in the Bylaws, Policies, and Procedures of Kiwanis International and in the District Bylaws, and support the Governor in his/her role.
- B. Assist the Governor when requested by the Governor. Expenses incurred in such service shall be reimbursed by the District as budgeted in the annual District Budget.
- C. Be responsive to the wishes of the Governor as these relate to the promotion of District Goals and Programs. The Vice Governor has no authority over incumbent Lieutenant Governors or District Chairperson and shall respect the functions, privileges, and obligations of the District Governor.
- D. Spend the year in office observing and analyzing the training and administrative procedures in use at District, Division, and Club levels.
- E. Observe the performance of individual Kiwanians having in mind potential talent for service to the District.
- F. Attend all Vice Governor meeting(s) required by Kiwanis International.
- G. Attend the International Convention and any meeting for Vice Governors held at that Convention.
- H. Attend the District Convention, where he/she will be elected and installed into office as the Governor-Elect of the District.

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

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- 303.1** Any candidate for the office of District Governor and District Governor-Elect must have the endorsement of the home club.
- 303.2** Formal announcement of one's candidacy shall be made no earlier than October 1 of the administrative year during which the election shall be held. No public campaigning such as announcements, candidate appearances, and expenditures on behalf of a candidate shall take place before October 1. This policy shall in no way restrict the candidate from seeking support within his/her club or Division membership to decide upon his/her potential candidacy before October 1.
- 303.3** It is recommended that the candidates use the District Bulletin to announce their candidacy to the District membership. Candidates shall be entitled to submit for publication in the District Bulletin, one position or platform paper not to exceed two pages.
- 303.4** Campaigning and campaign materials shall be inoffensive. Signs, posters and pictures, if any, shall be displayed in compliance with the convention hotel management's rules and regulations, and campaign "gimmicks" or handouts limited to brochures, badges, buttons, and other relatively inexpensive items.
- 303.5** A. Whenever a written complaint shall be delivered, the District Governor shall immediately appoint an Election Practices Committee composed of three members of the Past Governors Committee.  
B. The Committee shall receive, consider and act upon any complaints of violation of the letter and spirit of these guidelines.  
C. After giving the alleged violator an opportunity to be heard, the Committee shall call upon him/her to change or discontinue the campaign methods and practices deemed to be improper under these guidelines.  
D. To obtain compliance with its decisions, the Committee shall employ the mildest effective means, but where necessary may resort to public censure.
- 303.6** The District Executive Director shall send a copy of this policy to each candidate as soon as his candidacy is announced.
- 303.7** It is recommended that every candidate for the office of Governor-Elect of this District confer with the District Executive Director in order to become more familiar with the functioning and operation procedures of the District Office.
- 303.8** The District Governor should invite all candidates for the office of Vice Governor to attend meetings of the Board of Trustees. No District funds will be expended for these visits.
- 303.9** The sole candidate for the offices of Governor and Governor-Elect and all candidates for the office of Vice Governor shall be afforded the opportunity to address a general session during the annual District Convention. The opportunity to address the convention shall be made available during the opening session of the convention. The Executive Director shall set the time limits for each such address, as the Board deems appropriate.
- 303.10** Announced candidates may use the available District Directory to acquire club officer contact information to raise awareness of their candidacy.

### **304 REGIONAL TRUSTEES**

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- 304.1** Regional District Trustees, elected from the seven regions, will fulfill the following roles in addition to those outlined in the Bylaws:
- A. The individual Regional Trustee will be a resource for the region from which elected, in coordination with the District Governor.
- B. In the years held, the Regional Trustee shall plan, stage and attend the Mid-Year Regional Education Conference held for his/her respective Region.
- C. The Regional Trustee will not replace the Governor in direct chains of responsibility among Division, District, and District Committees.
- D. District Committees are not required to submit proposed plans to the District Board of Trustees, but rather should submit them to the District Governor.
- E. The District Board of Trustees provides oversight and control over the District Service Leadership Programs.

## 305 LIEUTENANT GOVERNORS

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- 305.1** The Lieutenant Governor, who serves concurrently with the club officers, shall install officers at installation meetings, irrespective of the date of the installation.
- 305.2** The Lieutenant Governor is the representative of the Governor in the Division, assists in everything pertaining to the administrative work of the District. The Governor will indicate the goals, the special emphasis and the policies and methods of procedures for the Kiwanis Year. The Lieutenant Governor has an obligation to be intimately aware of these and to give full support to them during the year. The Lieutenant Governor must be a friend, counselor and confidant to every club in the division, act as a source of inspiration and help, and effectively assist where club deficiencies are evident.
- 305.3** The Lieutenant Governor, as a District Officer, is encouraged to:
- A. Fulfill all duties and obligations outlined in the District and International Bylaws, working under the District Governor in the management and control of the District.
  - B. Attend the Governor-Elect's Lieutenant Governor Orientation Conference.
  - C. In partnership with the existing Lieutenant Governor, make initial contact visit to each club starting as soon as possible after the Lieutenant Governor Orientation Conference and no later than August 15.
  - D. Consult with and assist clubs in the division to assure:
    - Their proper functioning, including their compliance with the Objects, objectives, Policies, and Procedures of Kiwanis International;
    - Their timely submission of all required reports and payment of financial obligations; and
    - Their participation in the Objects, Goals, and programs of service of Kiwanis International.
  - E. Make at least the minimum required visitations, consisting of one contact, one official club and one official Board visitation to each club in the division.
  - F. Make any and all special visits necessary to maintain the efficient and proper operation and functioning of each club in the division.
  - G. See that club officers in the division are provided with the proper club leadership training and that they attend leadership training conferences, if held for the division and district, or participate in the online training provided by the LaMissTenn District and Kiwanis International.
  - H. Attend the International Convention and all District functions, i.e.: Mid-Year Education Conference or Mid-Year Regional Education Conferences, International President's Visit, and District Conventions as required by International and the District.
  - I. Assist the Regional Trustee with plans and promotion of the Mid-Year Education Conference or Mid-Year Regional Education Conferences, encouraging all clubs of the division to attend.
  - J. Not less than quarterly, hold divisional council meetings with club presidents, the Lieutenant Governor-Elect, and when advisable, club secretaries, committee chairperson, and past Lieutenant Governors.
  - K. Support the Governor's membership growth plan for the division and supervise its implementation.
  - L. Actively promote the Service Leadership Programs of Kiwanis International and assure proper supervision of those programs on a local and divisional level.
  - M. Fulfill such committee responsibilities as may be assigned to by the Governor.
  - N. Be responsible for overseeing club annual solicitations to the LaMissTenn Foundation and the Kiwanis Children' Fund.
  - O. In the situation where the Lieutenant Governor-Elect is not yet chosen or not available, the Lieutenant Governor shall have the responsibility to coordinate with District trainers for such preparatory training as may be necessary for incoming club officers.
  - P. Assist the Governor-Elect on locating a replacement Lieutenant Governor for the upcoming year.
  - Q. Provide District resources and recommendations to clubs that need assistance.
  - R. Assist the Lieutenant Governors-Designate before they take office by:
    - Jointly attending club
    - Providing them information on the strengths and weaknesses of the clubs in the division; and
    - Agreeing to act as a special liaison during the coming year as Lieutenant Governor to all new clubs formed in the division during the current year to assure maintenance of the minimum number of active members needed for chartering of the club, and to assure continued fulfillment of and

compliance with the duties and responsibilities as Kiwanis clubs.

- 305.4** Lieutenant Governors may be reimbursed for their expenses in accordance with the District Budget, as outlined in Policy 702.
- 305.5** In the event that there is a Governor's Official Visit to the Division, the Lieutenant Governor may preside or may designate another person to preside and conduct the ceremonies, but it is the Lieutenant Governor's sole prerogative to introduce the Governor and may provide a suitable gift for the District Governor, budgeting the whole affair carefully so that all necessary expenses are covered. In the case where the Governor's official visit to two or more divisions is held jointly, the Lieutenant Governors concerned shall decide among themselves who will preside and who will perform the other functions involved therewith.

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

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- 306.1** Article X, Section 4 of the District Bylaws, outlines the process to elect the Lieutenant Governor and Lieutenant Governor-Elect for the division no later than the second week of April each year. Once the Lt. Governor-Elect is duly elected by the division to serve as Lt. Governor, his/her title becomes "Lieutenant Governor-Designate" until October 1<sup>st</sup> when he/she becomes the Lieutenant Governor. The Kiwanian elected to succeed him/her becomes the Lieutenant Governor-Elect.
- 306.2** The Lieutenant Governor-Elect shall spend the year in office observing and analyzing the activities of the Lieutenant Governor in the division, assisting where called upon. In this year of training, his/her primary goal should be to learn the business of the division and the District, and to assist the Lieutenant Governor where needed. The Lieutenant Governor should work with the President-elect of the clubs to develop a plan which will strengthen all clubs in the division.
- 306.3** The Lieutenant Governor-Elect should attend Division Council meetings held by the current Lieutenant Governor, shall preside in the current Lieutenant Governor's absence, and shall maintain a policy of holding regularly scheduled division council meetings.
- 306.4** The Lieutenant Governor-Elect shall attend the Mid-Year Education Conference or Mid-Year Regional Education Conferences where he/she will meet with the Governor-Elect to submit goals for the division for the year ahead, and receive direction from the Governor-Elect as to areas of particular concern of the new Governor.
- 306.5** The Lieutenant Governor-Elect shall have the primary responsibility to coordinate with District instructors for such preparatory planning as may be necessary for incoming club officers.
- 306.6** The Lieutenant Governor-Designate should attend the International Convention held prior to taking office.
- 306.7** The Lieutenant Governor-Designate shall attend the Lieutenant Governor Orientation Conference conducted by the Governor-Elect.
- 306.8** The Lieutenant Governor-Designate should work with the current Lieutenant Governor prior to the District Convention to assure that all new club presidents and secretaries attend the convention.
- 306.9** The Lieutenant Governor-Designate should meet once or twice with all incoming Presidents between the April election and October installation, which will allow this team to work together smoothly during the year ahead.
- 306.10** The Lieutenant Governor-Designate should encourage all incoming Club Officers to attend Club Leadership Education (CLE) programs in preparation for the upcoming Kiwanis Year.
- 306.11** The Lieutenant Governor-Designate should attend the District Convention held prior to taking office, where he/she will be formally installed as a Lieutenant Governor.
- 306.12** Lieutenant Governors-Designate may be reimbursed for their expenses in accordance with the District budget, and as outlined in Policy 702.
- 306.13** In the case of a contested election for Lieutenant Governor-Elect at a meeting where such election occurs, each candidate or a representative shall be granted five (5) minutes for presentation of candidacy and qualifications.

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

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- 307.1** The Executive Director shall be an active member in good standing, of a club of the District. The Executive Director should have a working knowledge of the duties and responsibilities of the Executive Director, as outlined in the District Bylaws, and the Kiwanis International District Secretary's Manual.

**307.2** The District Executive Director occupies a key position which demands the he/she have an authoritative knowledge of all Kiwanis operations affecting the District. As a District Officer, he/she shall promote the Objects and objectives of Kiwanis International, and promote the interests of the clubs within the District. In general, the Executive Director does everything possible to assist the Governor in the administrative work of the District. The Executive Director shall perform the official duties and responsibilities typical of the District Secretary and the District Treasurer, and as further outlined in the District Bylaws and the District Policies.

**307.3 SECRETARY**

Functioning as the District Secretary, the Executive Director shall

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

**307.4 TREASURER**

Functioning as the District Treasurer, the Executive Director shall:

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

**307.5 DISTRICT OFFICE MANAGER**

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

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

**307.6 CONVENTION MANAGER ~ TRAINING COORDINATOR**

The Executive Director shall:

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

**307.7 DISTRICT FOUNDATION**

The Executive Director shall:

- A. Serve as the Executive Director and Treasurer of the LaMissTenn Kiwanis District Foundation. He/she shall serve as a non-voting member of the Foundation Board of Directors.
- B. Assist the Foundation Board of Directors in conducting the business of the District, to the best of his/her ability.
- C. Keep all records of the District Foundation.
- D. Arrange for the District Office to be the recipient of the District Foundation funds, maintaining separate accounting records from the Kiwanis District and other organizations.
- E. At all times, make available for inspection by the Foundation President, the Board of Directors, or any authorized auditors, the financial accounts, records, and books of the District Foundation.
- F. Regularly review and advise the Board of Directors on the financial condition of the District Foundation.
- G. Cause an annual review of the District Foundation accounts to be made, no later than 90 days after the close of the fiscal year, and the appropriate IRS and state tax returns to be filed.
- H. Work with the Board of Directors to attempt to develop methods to communicate with the members and the clubs of the District, to inform them about the available programs of the District Foundation and ways to donate to the Foundation.

### **307.8 SLP COORDINATOR**

The Executive Director shall:

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

### **307.9 REQUIRED TRAVEL**

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

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

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

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

### **307.10 GENERAL**

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

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

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

**307.12** During the August Board meeting, the District Board of Trustees will conduct a formal performance review with the

Executive Director for the current administrative year. This review will include the Committee's written appraisal of the performance of the Executive Director. The appraisal, along with a recommendation for any compensation adjustment and possible contract extension, shall be presented to the Board for approval at an Executive Session at the November Board Meeting.

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

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

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

### **309 LAMISSTENN DISTRICT BOARD MEMBER RESIGNATION**

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

### **310 DISTRICT COUNCIL**

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

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

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

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