



Kiwanis®

Louisiana-Mississippi-West Tennessee District

MINUTES

Meeting of the 2024-2025 District Board of Trustees

March 21, 2025 | 5:00pm | The Natchez Grand Hotel, Natchez, MS

Claude Vinson, Governor, Presiding

Call to Order

The Louisiana-Mississippi-West Tennessee District of Kiwanis International Board of Trustees met on Friday, March 21, 2025, at 5:00pm at The Natchez Grand Hotel in Natchez, MS. Governor Claude Vinson called the meeting to order at 5:01pm and established a quorum with the following present:

Governor, Claude Vinson
Governor-Elect, Marcel Lashover
Vice Governor, Andrew Dozier
Immediate Past Governor, John A. Fry
Region II Trustee, Ralph Carter
Region III Trustee, Lorri Alles
Region IV Trustee, Jennifer Kelly-White
Region V Trustee, Laura Gilliland
Region VI Trustee, John Gherardi
Region VII Trustee, Darren Green
Executive Director, Jen Robertson

Invocation by Vice Governor Andrew Dozier. Defining Statement recited by all.

Governor Claude Vinson, Governor-Elect Marcel Lashover, and Vice Governor Andrew Dozier offered opening remarks.

Consent Agenda

Trustee Darren Green moved to approve the following consent agenda. Trustee Jennifer Kelly-White seconded the motion. With no discussion, all voted in favor. Motion carried.

- A. December 14, 2024, Board Meeting Minutes (exhibit A)
- B. District Key Position Reports (exhibit B)
- C. Circle K: 5 active clubs
- D. Key Club: 117 active clubs
- E. Aktion Club: 6 active clubs
- F. Builders Club: 24 active clubs
- G. K-Kids Clubs: 34 active clubs
- H. Specialty License Plates
 - i. Louisiana: waiting until 2026
 - ii. Mississippi: currently being presented at the State
 - iii. Tennessee: currently being presented at the State

Board Committees

The Board discussed the **Bylaws & Policies Committee**. Committee Chair John Gherardi presented the LaMissTenn Kiwanis Policies Section 300: District Officers (exhibit C). With the recommendation of

approval from the Committee, Trustee Ralph Carter amended the motion to approve with the addition of “as defined by Kiwanis International” after “District Key Positions” and to remove “etc.” in 300.4. Trustee Lorri Alles seconded the amended motion. All voted in favor. Motion carried.

Committee Chair John Gherardi presented the LaMissTenn Kiwanis Policies Section 700: Finance (exhibit D) and 2025 Bylaws Amendment 1 (exhibit E). With the recommendation of approval from the Committee, all voted in favor. Motion carried.

Next, the Board discussed the **Finance Committee**. Committee Chair Ralph Carter presented the LaMissTenn Kiwanis District, LaMissTenn Key Club District, and LaMissTenn Circle K District financials (exhibit F). The Committee recommended acceptance of the financials. After brief discussion, all voted in favor. Motion carried.

The Board discussed the District’s paid and unpaid club status which stands at 110 paid clubs and 6 unpaid clubs.

Committee Chair Ralph Carter presented the LaMissTenn District Final Financials for 2023-2024 (exhibit G). With the Committee’s recommendation of approval, all voted in favor. Motion carried.

Next, the Board discussed the **Education Committee**. Education Committee Chair Jennifer Kelly-White presented District Convention (DCON) education topics developed to date.

Next, the Board discussed the **Membership Committee**. Membership Committee Chair Laura Gilliland presented the current membership status of the District:

- 10/1/2024 Membership: 3,516
- 3/3/2025 Membership: 3,578
- Added: 158 members
- Dropped: 96 members
- Net Members: 62 members

Membership Committee Chair Laura Gilliland discussed ongoing new club opening efforts including the new Kiwanis Club of Plaquemines, LA scheduled to be opened in April 2025 as well as club strengthening efforts.

Next, the Board discussed the **Service Committee**. Governor Claude Vinson announced the District’s selections for Kiwanis International’s Signature Project Contest: Kiwanis Club of New Orleans’ Dream Ween Project (Group 1) and Kiwanis Club of Germantown’s Bench Project (Group 2).

Next, the Board discussed the **SLP Committee**. SLP Committee Chair Darren Green discussed the current efforts of the SLP Committee including Circle K strengthening efforts and the WTA? (Where they at?) Initiative.

Next, Vice Governor Andrew Dozier and Trustee Lorri Alles discussed current Lt. Governor efforts.

New Business

Governor-Elect Marcel Lashover presented his 2025-2026 District Goals (exhibit H), 2025-2026 Distinguished Club Program (exhibit I), 2025-2026 Distinguished Kiwanian Program (exhibit J), 2025-2026 Distinguished Lt. Governor Award (exhibit K), 2025-2026 Distinguished Secretary Program (exhibit L), 2025-2026 Distinguished Inter-Club Award (exhibit M), 2025-2026 Facebook Award Program (exhibit N), and 2025-2026 Newsletter Award Program (exhibit O). Trustee Jennifer Kelly-White moved to approve the goals, programs, and awards with the following revisions:

- To the 2025-2026 Distinguished Kiwanian Program, removal “in the Kiwanis One Day Project with your club or” from number 3

- To the 2025-2026 Distinguished Lieutenant Governor Award:
 - Change the points for the first three Membership Driven items to 15 points, 15 points, 15 points resulting in a total of 50 available points in this section.
 - Change the points for the first Education Centered item to 15 points and change the last Education Centered item to 5 points resulting in a total of 35 available points in this section.

Trustee Laura Gilliland seconded the motion. All voted in favor. Motion carried.

Next, Governor-Elect presented the 2025-2026 Lt. Governors secured to date:

- Division 1A: Kimberly Jackson, Twin Cities, TN
- Division 1C: Susan Olsson, Germantown, TN
- Division 2: Tracy Cameron, Greenville, MS
- Division 3:
- Division 4A:
- Division 4B: Bob Rogers, Crescent City, Eye-Openers, New Orleans, LA
- Division 5: Chris Tapia, Pearl, MS
- Division 6: Tracy Houck, Ruston, LA
- Division 7: Rhonda Lorio, Acadiana-Lafayette, LA
- Division 8E: Matt Robinson, Red Stick, LA
- Division 8W: MiLisa York, Zachary, LA
- Division 9: Rebecca Huff, Southern Hills, LA
- Division 10A: Girault Jones, Grenada, MS
- Division 10B: Melonie Jones, Tupelo, MS
- Division 10C: Zandra Conner, Amory, MS
- Division 11: Danny Wilburn, Pineville, LA
- Division 12:
- Division 13: Chelsea Brumfield, Ponchatoula, LA
- Division 14N:
- Division 14S: Rae Cote, Gulfport, MS
- Division 15: Donna Osburn, Vicksburg, MS
- Division 17: Debbie Stevens, East St. Mary, LA

Next, the Board discussed division boundaries for 14N and 14S. Governor-Elect Marcel Lashover moved to combine the divisions of 14N and 14S to create division 14. Trustee Lorri Alles seconded the motion. All voted in favor. Motion carried.

Next, the Board discussed the District's goals for Kiwanis International attendance set be Kiwanis International: 46. As of March 21, 2025, 9 LaMissTenn Kiwanians are registered.

Next, Executive Director presented a new Elections Report Incentive which would afford any clubs that submit their club officers before June 1, 2025, a chance to win a free base registration to DCON. Immediate Past President John Fry moved to approve the incentive. Trustee Laura Gilliland seconded the motion. All voted in favor. Motion carried.

Governor Claude Vinson presented Lunch & Learn with LaMissTenn. Trustee Ralph Carter moved to approve the webinars. Trustee John Gherardi seconded the motion. All voted in favor. Motion carried.



The Board reviewed the remaining items on the 2024-2025 District calendar:

March 2025

- 22 Mid-Year Education Conference, Natchez, MS
- 23 Key Club International Birthday

May 2025

- 30-31 Lt. Governor-Elect Education Conference, Natchez, MS
- 31 Board Meeting, Natchez, MS

June 2025

- 10 CLE: Board Member, Bylaws & Policies
- 15 Newsletter Articles Due (Governor, Governor-Elect, Vice Governor, Immediate Past Governor)
- 17 CLE: New Member Orientation & Youth Protection
- 25-28 110th Annual International Convention, Pittsburgh, PA

July 2025

- 8 CLE: Membership Chair
- 15 CLE: Treasurer 101
- 22 CLE: Treasurer 102
- 29 CLE: Secretary 101

August 2025

- 5 CLE: Secretary 102
- 8-10 107th Annual LaMissTenn Kiwanis District Convention, Memphis, TN
- 10 Board Meeting, Memphis, TN
- 12 CLE: President

September 2025

- 15 Newsletter Articles Due (Incoming Governor, Governor-Elect, Vice Governor, Immediate Past Governor)

Future District Conventions

- 2026** 108th Annual LaMissTenn Kiwanis District Convention, Kenner, LA, Jul 30-Aug 2
- 2027** 109th Annual LaMissTenn Kiwanis District Convention, Cruise, TBD
- 2028** 110th Annual LaMissTenn Kiwanis District Convention, Alexandria, LA, TBD

Future Kiwanis International Conventions

- 2026** 111th Annual KI Convention, Manila, Philippines, June 24-27
- 2027** 112th Annual KI Convention, Dallas, TX, June 17-19
- 2028** 113th Annual KI Convention, Las Vegas, NV

After brief remarks from the Trustees, Immediate Past Governor John Fry, Vice Governor Andrew Dozier, Governor-Elect Marcel Lashover, and Governor Claude Vinson, Governor-Elect Marcel Lashover moved to adjourn the meeting at 7:13pm. Trustee John Gherardi seconded the motion. With no discussion, all voted in favor. The meeting adjourned.



Kiwaniis®

Louisiana-Mississippi-West Tennessee District

MINUTES

Meeting of the 2024-2025 District Board of Trustees

December 7, 2024 | 9:00am | zoom

Claude Vinson, Governor, Presiding

Call to Order

The Louisiana-Mississippi-West Tennessee District of Kiwanis International Board of Trustees met on Saturday, December 14, 2024, at 9:00am via zoom. Governor Claude Vinson called the meeting to order at 9:02am and established a quorum with the following present:

Governor, Claude Vinson
Governor-Elect, Marcel Lashover
Vice Governor, Andrew Dozier
Immediate Past Governor, John A. Fry
Region I Trustee, Oscar Brown
Region II Trustee, Ralph Carter
Region III Trustee, Lorri Alles
Region IV Trustee, Jennifer Kelly-White
Region V Trustee, Laura Gilliland
Region VI Trustee, John Gherardi
Region VII Trustee, Darren Green
Executive Director, Jen Robertson
Kiwanis International Board Counselor, Jo Schwartz

Invocation by Vice Governor Andrew Dozier. Defining Statement recited by all.

Governor Claude Vinson, Governor-Elect Marcel Lashover, and Vice Governor Andrew Dozier officered opening remarks.

Consent Agenda

Trustee Darren Green moved to approve the following consent agenda. Trustee Oscar Brown seconded the motion. With no discussion, all voted in favor. Motion carried.

- A. October 2, 2024, Board Meeting Minutes (exhibit A)
- B. District Key Position Reports (exhibit B)
- C. Circle K: 4 active clubs
- D. Key Club: 123 active clubs
- E. Aktion Club: 8 active clubs
- F. Builders Club: 27 active clubs
- G. K-Kids Clubs: 34 active clubs

Ongoing Business

The Board discussed the District Convention (DCON) site and dates for 2028. Trustee Darren Green moved to approve DCON 2028 in Alexandria, LA. Trustee Jennifer Kelly-White seconded the motion. After brief discussion, all voted in favor. Motion carried.

Board Committees

The Board discussed the **Bylaws & Policies Committee**. Committee Chair John Gherardi presented the District Strategic Map 2024 (exhibit C), the LaMissTenn Kiwanis Policies Section 200: District Board & Committees (exhibit D), and the LaMissTenn Kiwanis Policies Section 300: District Officers (exhibit E). With the recommendation of approval from the Committee, all voted in favor to approve. Motion carried.

Next, the Board discussed the **Finance Committee**. Committee Chair Ralph Carter presented the LaMissTenn Kiwanis District, LaMissTenn Key Club District, and LaMissTenn Circle K District financials (exhibit F). The Committee recommended acceptance of the financials. After brief discussion, all voted in favor. Motion carried.

Committee Chair Ralph Carter presented the amended LaMissTenn Kiwanis District Budget for 2024-2025 (exhibit G) with final certified membership numbers. The Committee recommended acceptance of the financials. After brief discussion, all voted in favor. Motion carried.

Committee Chair Ralph Carter presented the LaMissTenn Kiwanis DCON Budget 2025 (exhibit H). The Committee recommended acceptance of the financials. After brief discussion, all voted in favor. Motion carried.

Committee Chair Ralph Carter presented the LaMissTenn Key Club District Board's request to allocate up to \$5,000 of Key Club savings to supplement the LaMissTenn Key Club DCON budget 2025 allowing the registration price to remain the same as it was for Key Club DCON 2024 (\$150). After brief discussion, Trustee John Gherardi moved to approve the request of the Key Club District Board and if the Key Club District Board will lower the registration price to \$130, the Kiwanis District Board will provide up to \$1,000 in Kiwanis funds to cover any additional needs. Trustee Darren Green seconded the motion. All voted in favor. Motion carried.

Committee Chair Ralph Carter presented the Make the District Pay Incentive proposal (exhibit I). After brief discussion, Trustee Darren Green moved to approve the proposal as presented with half of the District dues being reimbursed to eligible clubs. Trustee Andrew Dozier seconded the motion. All voted in favor except Governor-Elect Marcel Lashover who opposed. Motion carried.

Next, the Board discussed the **Education Committee**. Education Committee Chair Jennifer Kelly-White presented Mid-Year Education Conference 2025 education topics. The Education Committee recommended three education sessions: (1) Build. Nurture. Retain., (2) 3 Club Panel with facilitator discussing club and District activities, and (3) Club Networking & Co-Learning. After brief discussion, all voted in favor. Motion carried.

Education Committee Chair Jennifer Kelly-White presented the 2025 Club Leadership Education (CLE) training schedule. The Education Committee recommended the following sessions to be held via zoom at 6pm:

- 6/10/2025: Board Member, Bylaws, & Policies
- 6/17/2025: New Member Orientation & Youth Protection
- 7/8/2025: Membership Chair
- 7/15/2025: Treasurer 101
- 7/22/2025: Treasurer 102
- 7/29/2025: Secretary 101
- 8/5/2025: Secretary 102
- 8/12/2025: President

After brief discussion, all voted in favor. Motion carried.

Next, the Board discussed the **Membership Committee**. Membership Committee Chair Laura Gilliland discussed ongoing new club opening efforts including the new Kiwanis Club of East Memphis, TN scheduled to be opened in January 2025 as well as club strengthening efforts.

Next, the Board discussed the **Service Committee**. Service Committee Chair Oscar Brown discussed the current efforts of the Service Committee including raising awareness around the Annual Community Service Awards. Governor Claude discussed Operation Park Bench and the District AED Service Project.

Next, the Board discussed the **SLP Committee**. SLP Committee Chair Darren Green discussed the current efforts of the SLP Committee including Key Leader South recap and the WTA? (Where they at?) Initiative.

Next, Vice Governor Andrew Dozier and Trustee Lorri Alles discussed current Lt. Governor efforts.

The Board reviewed remaining items on the 2024-2025 District calendar:

December 2024

15 Newsletter Articles Due (Governor, Governor-Elect, Vice Governor, Immediate Past Governor)

January 2025

21 109th Anniversary of Kiwanis International

March 2025

15 Newsletter Articles Due (Governor, Governor-Elect, Vice Governor, Immediate Past Governor)

21 Board Meeting, 5pm-7pm, Natchez, MS

22 Mid-Year Education Conference, Natchez, MS

23 Key Club International Birthday

May 2025

30-31 Lt. Governor-Elect Education Conference, TBD

31 Board Meeting, TBD

June 2025

10 CLE: Board Member, Bylaws & Policies

15 Newsletter Articles Due (Governor, Governor-Elect, Vice Governor, Immediate Past Governor)

17 CLE: New Member Orientation & Youth Protection

25-28 110th Annual International Convention, Pittsburgh, PA

July 2025

8 CLE: Membership Chair

15 CLE: Treasurer 101

22 CLE: Treasurer 102

29 CLE: Secretary 101

August 2025

5 CLE: Secretary 102

8-10 107th Annual LaMissTenn Kiwanis District Convention, Memphis, TN

10 Board Meeting, 10am-12pm Memphis, TN

12 CLE: President

September 2025

15 Newsletter Articles Due (Incoming Governor, Governor-Elect, Vice Governor, Immediate Past Governor)

Future District Conventions

2026 108th Annual LaMissTenn Kiwanis District Convention, Kenner, LA, Aug 8-10

2027 109th Annual LaMissTenn Kiwanis District Convention, Cruise, TBD

Future Kiwanis International Conventions

2026 111th Annual KI Convention, Manila, Philippines, June 24-27
2027 112th Annual KI Convention, Dallas, TX, June 17-19
2028 113th Annual KI Convention, Las Vegas, NV

After brief remarks from the Trustees, Immediate Past Governor John Fry, Vice Governor Andrew Dozier, Governor-Elect Marcel Lashover, Executive Director Jen Robertson, Kiwanis International Trustee Jo Schwartz, and Governor Claude Vinson, Governor-Elect Marcel Lashover moved to adjourn the meeting at 11:25am. Trustee John Gherardi seconded the motion. With no discussion, all voted in favor. The meeting adjourned.

District Committee Chair Reports

March 21, 2025

Aktion Club, Judy Couvillon

Builders Club, Felisha Mason

Circle K Administrator, Jennifer Kelly-White

District Convention (DCON) was held on Feb. 22, 2025, at Nicholls State University in Thibodaux, LA and we had the following in attendance:

- 14 CKI members from 5 schools (Mississippi State, Nicholls, McNeese, Tulane and LSU)
- CKI International Trustee
- Kiwanians: Sid Guedry, Jen Robertson, Marcel Lashover and Jennifer Kelly-White with virtual greetings from Claude Vinson and Andrew Dozier

New District Board elected:

Governor	Dylan Weinrich	LSU
Sec-Treas	Carley Pinel	Nicholls
Lt. Governor	Nelly Gonzalez Chan	McNeese
Lt. Governor	Tekta Mequanent	McNeese
Lt. Governor	Weston Pate	LSU
Lt. Governor	Dani Thibodeaux	Nicholls

Membership:

LSU	18	The year end report for the 2023-2024 CKI year showed a total membership of 52 members from 4 clubs. LSU is a recent addition!
McNeese	9	
Mississippi State	32	Once we have 5 clubs with 15+ members in each, LaMissTenn will be removed from provisional district status.
Nicholls	15	
Tulane	<u>12</u>	
TOTAL:	86	

Upcoming Dates:

Mar 29	District Board meeting in Baton Rouge
Apr 3-5	GATC Training in Indianapolis (training for Gov & DA)
Jun 25-28	CKI International Convention in Pittsburgh

Prospective CKI Clubs:

LSU-A	Actively in progress
Mississippi College	Received a lead yesterday from a former Key Clubber who served on District Board
UL-Lafayette	Kiwanis interest is there with a student lead
Ole Miss	Interest is there
La Tech	Interest is there

Primary goal is to get LaMissTenn back in good standing and then will actively pursue rechartering!

Human & Spiritual Values, Dennis Oliver

Key Club Administrator, Danny Williams

LaMissTenn Key Club Membership Reaches New Heights!

We are proud to announce that our current membership is 7,107. Based on the data we have available this is the highest it has been since at least 2011-12. See chart below. This number can also continue to grow until the end of the year. This is due to the hard work of our Governor Sameen Enam and the entire district board. Credit also goes to the outstanding support from our Kiwanis Club and Key Club Kiwanis Advisors. Many Kiwanis clubs reached out to the Key Clubs to follow-up on dues payment and that made a HUGE difference. Thank you!! What an exciting way to celebrate Key Club International's 100th birthday.



LaMissTenn Key Club District Conventions Registrations Surpass Goal!

Our goal this year was to have a 10% increase over last year's attendance. We have surpassed that goal with over a 10% increase!! Our latest count is 271 in attendance. Last year's attendance was 234. Once again it is thanks to our district board and the support of our Kiwanis Clubs. The stipends provided by the District Foundation have been a tremendous support to our students wanting to attend District Convention.

Key Club's 100th Birthday is March 23, 2025 and there are a couple of very important events planned for this celebration. Also, Kiwanis Clubs are encouraged to help their Key Clubs celebrate.

Key Club District Convention (Celebrating 100 Years of Key Club)

- April 3-6, 2025: Tupelo, MS - *birthplace of the most famous Key Club member - ELVIS!*

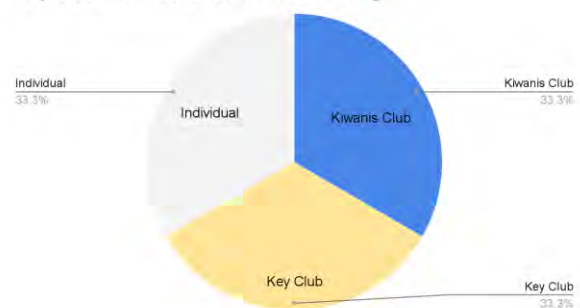
Key Club International Convention (ICON)- *Celebrate 100 years with Key Clubs from around the world!*

- July 2-6, 2025: Orlando, FL - Key Club International's 100th Birthday Celebration!

It's time now to begin supporting Key Clubbers who want to attend the [Key Club International Convention in Orlando, Florida](#). We were awarded a \$3,500 grant from the Kiwanis Children's Fund to help reach our goal of 25 students attending this year's convention in Orlando and we are providing opportunities for discounts.

We also want to encourage Kiwanis Clubs to help support the $\frac{1}{3}$, $\frac{1}{3}$, $\frac{1}{3}$, plan to help students attend. With

Key Club International Convention Funding



this plan, the sponsoring Kiwanis Club pays ⅓, the Key Club pays ⅓, and the students pays ⅓. Last year when I presented the plan to my home Kiwanis Club, they said that they would pay the entire cost for the two students we had attending. I know not all clubs can afford to do that, but if you can that would be great. Clubs may want to help sponsor the incoming officers of their Key Clubs. Those student leaders will come back excited about Key Club and help lead their clubs to a great year. Any help is appreciated.

Key Leader, North, Linda Ramsay

Key Leader, South, John Magness

Kiwanis Children's Fund, Leonard D. Simmons

- As of March 1, 2025, the Kiwanis Children's Fund has received a little over **\$7 million dollars** in cash and pledges of the **\$25 million dollar** goal for the Possibility Project.
- As of March 1, 2025, the clubs of LaMissTenn have donated **\$210,879.28** in cash and pledges for the Possibility Project. It takes \$2.25 to take care of the needs of one child. So far, our clubs have taken care of the needs of **93,724 children!**
- **\$100,000** of our donations came from the estate of the late **Dr. Jackson Taylor**, a 41-year Kiwanian from the Oxford, MS Kiwanis Club who passed away on December 4, 2022. Jack was a three-time Lt. Governor and a long-time club secretary. This is the only six figure donation from a club or an individual for the Possibility Project made to date in the Kiwanis World!
- We currently have only **3** Kiwanis Clubs that have signed up to be an Impact Club: New Orleans, Pontchartrain, and Oxford. These Clubs have made a commitment to donate a minimum of \$100 per year per member for 5 years.
- We have **3** Kiwanians so far who have pledged a minimum of \$5,000 a year for three years to become members of the Cornerstone Society.
- If anyone on the Board would like to have their club become an Impact Club or if anyone on the Board would like to become a member of the Cornerstone Society, please contact me at (504) 874-1279 or email me at leonarddsimmons@cox.net.

Kiwanis Kids, Don Eye

Leadership Development Coordinator, Greg Beard & Nettles Brown

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

Also, as you may know, Past International President Nettles Brown and I alternate as the Coordinator of the LDC Committee. The following have been since our last report on September 20, 2024:

New District Trustee Orientation-September 29, 2024 via Zoom

Conducted a new trustee orientation for Lorri Alles and John Gherardi.

Leadership Development Coordinator's Zoom Meetings:

Participated in the KI zoom meetings of the Districts' LDCs on November 12, 2024, February 17, 2025 and March 11, 2025, concerning Kiwanis Konnect, LG Training and CLE materials.

New Club Officers/Coaches Quarterly Meetings:

Participated in the quarterly meetings on November, 25, 2024 and February 24, 2025.

New Club Leadership Education (CLE))

Provided in person CLE to new clubs of Bayou Teche(LA) on December, 14, 2024 and Bluff City(TN) on March 8, 2025.

District Bylaws & Policies Committee on January 8, 2025:

Participated in a zoom to discuss potential changes.

Mid-Year Education Conference-March 22, 2025, in Natchez, MS

Working with the District's Education Committee to develop content, presentation, and facilitator selection.

LG Training Conference-May 30-31, 2025 in Natchez, MS

Working with Governor-Marcel Lashover and Executive Director Jen Robertson to develop content, agenda scheduling, and presenter selection.

District Trustee Orientation-May 30-31, 2025 in Natchez, MS

Working with Governor Claude Vinson and Executive Director Jen Robertson to present the new trustee orientation.

Club Leadership Education (CLE)-June/July/August 2025

Working with Governor-Elect Marcel Lashover and the District's Education Committee to develop content, presenter selection, and scheduling for President, Secretary, Treasurer, Membership Chair, Board Member, Youth Protection, Bylaws and Policies, and New Member Orientation.

District Convention-August 8-10, 2025 in Memphis, TN

Working with Governor-Elect Marcel Lashover and the District Education Committee to develop content, presentation, and facilitator selection.

Major Emphasis Projects, AED, Pam Morgan

Membership & Engagement, Angela Crooms

My plans and goals for District Membership Coordinator for the 2024-2025 year will be to continue to participate in all zoom meetings for club openings and club boost training. I plan to continue to become more familiar with information and ideas on club nurturing and supporting existing clubs. I hope to work with Governor Claude and Vice Governor Andrew on how to get the deleted members from 2023-2024 back in active standing and also work with the Lt. Governors to ensure they are sending out the welcome letter to the potential members.. Continue to recognize and celebrate the efforts and accomplishments of retaining, nurturing and increasing our membership.

Past Governors, Bruce Hammatt

Public Relations, Donna Leggett

As the District Public Relations Coordinator, I write a quarterly article for the District Newsletter to encourage and promote club branding in LaMissTenn. I serve on the Education Committee and attend monthly meetings as we plan our conferences, conventions and leadership education.

During the week of club openings, I post new member pictures on the new club Facebook page. The idea is that sponsoring club members and new Kiwanis members would like, comment and share the posts to help promote the new club.

I also serve as a resource for the clubs to assist with club Facebook pages, newsletters and branding.

Risk Manager, Patrice Cusimano

Youth Protection Manager, Michele Crosby

LAMISSTENN KIWANIS POLICIES

SECTION 300: DISTRICT OFFICERS

300 DISTRICT OFFICERS

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

- 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

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

- 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

- 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

- 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

306.1 Article X, Section 4 of the District Bylaws, outlines the process to elect the Lieutenant Governor and Lieutenant Governor-Elect for the division no later than the second week of April each year. Once the Lt. Governor-Elect is duly elected by the division to serve as Lt. Governor, his/her title becomes "Lieutenant Governor-Designate" until October 1st when he/she becomes the Lieutenant Governor. The Kiwanian elected to succeed him/her becomes the Lieutenant Governor-Elect.

306.2 The Lieutenant Governor-Elect shall spend the year in office observing and analyzing the activities of the Lieutenant Governor in the division, assisting where called upon. In this year of training, his/her primary goal should be to learn the business of the division and the District, and to assist the Lieutenant Governor where needed. The Lieutenant Governor should work with the President-elect of the clubs to develop a plan which will strengthen all clubs in the division.

306.3 The Lieutenant Governor-Elect should attend 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)

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

308.1 Should a vacancy in the position occur, the Governor shall appoint a Search Committee, consisting of three District Trustees, a representative of the District Foundation Board, a representative of the Past District Officers Executive Committee, a representative of the Past District Governors, and the Immediate Past Governor, who shall serve as the Chair. The Governor-Elect shall serve as an ad hoc member to the Search Committee. Once appointed, the committee shall serve until a nominee is submitted to the District Board of Trustees.

308.2 The Search Committee shall advertise for qualified applicants from within, and outside, if deemed necessary, the District. They shall screen all applicants for qualifications, interview those they feel would best suit the position, and recommend a candidate to the Board. The Board of Trustees shall select a replacement for Executive Director by a two-thirds (2/3) vote.

309 LAMISSTENN DISTRICT BOARD MEMBER RESIGNATION

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

310 DISTRICT COUNCIL

310.1 The LaMissTenn District Council shall be an informal committee of the District Officers and leadership team, meeting to share information of importance for the District. The District Council will meet at a suitable time during the annual District Convention, and at such other time during the year as called by the District Governor.

301.2 The District Council shall consist of the Board of Trustees and the Lieutenant Governors.

301.3 The District Governor may elect to invite other District leaders to the meeting of the District Council, which may include the President of the District Foundation, the Chair of the Past District Governors Committee, Chair of the Past District Officers Organization Executive Committee, and the Governors of Key Club and Circle K.

311 CONDUCT UNBECOMING A DISTRICT OFFICER

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

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

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 with every effort made to earn the highest rate of interest available on the greatest amount of money possible. The Executive Director is authorized to transfer funds from one District Account to another 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 Executive Director.
- 700.5** The 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 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 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). The Executive Director shall ~~monthly~~ furnish an accounting of all financial transactions of the District to the Finance Committee on a monthly basis.
- 700.6** All officials authorized to sign District checks shall be bonded in an amount to be determined by the Executive Director and Board of Directors.
- 700.7** The Executive Director is not allowed to open any new bank accounts for any District organization without District Board approval.

701 DISTRICT FINANCE COMMITTEE

- 701.1** The 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 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 LaMissTenn Kiwanis District and its Service Leadership Programs.
- 701.4** The functions of the Finance Committee are:
- To understand the operating procedures of the District and its financial requirements, including applicable District Bylaws and Policies.
 - 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.
 - To examine carefully and regularly the accounting system of the District.
 - 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.
 - To additionally serve as the Audit Committee for the District: i.e., to examine and consider the reports of financial operation, and 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-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 Finance Committee shall function during the entire year at such time and place as the Committee shall designate. The Committee shall meet in advance of regularly scheduled Board meetings.
- 701.6** A quorum of the Finance 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 Finance Committee, total expenditures for District Operations (exclusive of convention and Mid-Year Education Conference(s) budgets) shall not exceed the estimated income.
- 701.9** In the budget formulated by the Finance Committee, total projected revenues for the year shall be based on the average membership paying dues and 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 ~~budget~~ ~~revenue and expenses for the year~~ must be adjusted accordingly.
- 701.10** The Finance Committee shall regularly review the District budgets and make recommendations to the District Board of Trustees ~~if~~ ~~of~~ amendments to the budget ~~are~~ needed 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-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, ~~unless approved and/or ratified by the District Board of Trustees.~~
- 701.12** The Executive Director shall not write any checks during the Administrative Year that will knowingly cause a line item to be overspent, ~~unless approved and/or ratified by the District Board of Trustees.~~

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 Executive Director's travel expenses to attend or set up meetings of the District-wide events may 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.
- 702.4** Reimbursements for expenses for anyone in the District shall be made only with a written request for reimbursement with adequate documentation provided to the Executive Director to justify the 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.
- 702.5** 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.
- 702.6** Reimbursements will not be provided if the above criteria is not met.

703 CONVENTIONS AND CONFERENCES FUNDS

- 703.1** Net proceeds from the Kiwanis District Conventions and Conferences will be maintained in a separate bank account.
- 703.2** The following type of expenses may be covered by the Conventions and Conferences account:
- Executive Director & Staff expenses related to conventions and conferences (Policy 702.4)
 - Mid-Year Education 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 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. 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. These budgets shall be presented by the District 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 may be transferred to the Operating Fund upon a 3/4 vote of the Board of Trustees.

704 INVESTMENT POLICY

704.1 Purpose

This policy is to establish operating procedures to guide the administration of the investment of monies comprising the District's Reserve Fund. The procedures in this policy are approved by the District's Board of the Trustees and are to be followed by the Executive Director and the Finance 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 Executive Director, with the Finance Committee being responsible for reviewing all investments and investment strategy to assure meeting the objectives of the District. At its meetings, the Finance 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 Finance 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 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 Executive Director shall restrict investment decisions to securities with a maturity of three (3) months to three (3) years. The Finance 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 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 Executive Director must seek the approval of the Finance Committee. This approval must be placed in writing, signed by 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 by the District Finance Committee and the District Board of Trustees.

705 FINANCIAL REVIEW

705.1 An annual financial review shall be performed for all Kiwanis District 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.

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.



Kiwanis®

Louisiana-Mississippi-West Tennessee District

The 2024-2025 District Board of Trustees is proposing one (1) amendment to the District Bylaws. The proposed amendment to the Bylaws is shown as highlighted in BLUE and underlined; and items to be deleted are shown in ~~RED with a strikethrough~~.

Proposed Bylaw Amendment No. 1:

LaMissTenn Board of Trustees recommendations.

ARTICLE 3. OFFICERS

Section 2.

- e. ~~Every member of the district board~~ District Board members and Lieutenant Governors shall have and maintain a clear criminal history background check conducted and verified by Kiwanis International.
- f. Any candidate for the office of District Governor, District Governor-Elect, Vice Governor, Trustees, and Lieutenant Governors must have the endorsement of the ir home club.
- g. In the event that a Trustee seeks to be elected Vice Governor, the term of said Trustee shall end on September 30 following the Kiwanis District Convention at which the Trustee seeks Vice Governor.
- h. No person shall hold an elected position on the District Board and the District Foundation Board simultaneously.

ARTICLE 7. NOMINATION AND ELECTION OF OFFICERS

Section 6. Election of Trustees.

- e. The current Trustee shall conduct the elections. If the current Trustee is a candidate, absent, or ineligible to serve, the most recent past Trustee present and willing shall serve, or in the absence of a past Trustee, the meeting shall elect a delegate to conduct the elections.

Management Report

LaMissTenn Monthly Financials

For the period ended February 28, 2025



Prepared by

Jen Robertson

Prepared on

March 18, 2025

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Statement of Financial Position

As of February 28, 2025

	Total
ASSETS	
Current Assets	
Bank Accounts	
Circle K	
Circle K Operating (1692)	11,014.62
Total Circle K	11,014.62
Key Club	
Key Club Operating (1706)	12,506.68
Key Club Savings (2346)	101,862.49
Total Key Club	114,369.17
Kiwanis District	
Kiwanis Conventions (1757)	57,488.38
Kiwanis Operating (1730)	15,470.22
Kiwanis Savings (2354)	199,852.90
PDO Checking (1749)	5,308.30
Total Kiwanis District	278,119.80
Kiwanis Short Term Investment	0.00
Total Bank Accounts	403,503.59
Total Current Assets	403,503.59
TOTAL ASSETS	\$403,503.59

LIABILITIES AND EQUITY

Liabilities	
Current Liabilities	
Credit Cards	
CapitalOne District	357.61
Total Credit Cards	357.61
Other Current Liabilities	
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)	0.00
LA Income Tax	0.00
LA Unemployment Tax	0.00
MS Income Tax	0.00
Simple IRA	1,165.28
Total Payroll Liabilities	2,398.69
Total Other Current Liabilities	2,398.69
Total Current Liabilities	2,756.30

	Total
Total Liabilities	2,756.30
Equity	
Opening Balance Equity	0.00
Retained Earnings	283,745.18
Net Revenue	117,002.11
Total Equity	400,747.29
TOTAL LIABILITIES AND EQUITY	\$403,503.59

Statement of Activity

October 2024 - February 2025

	Total
REVENUE	
DCON Registrations	5,891.90
DCON Misc Income	11,206.00
DCON Program Ads	75.00
Total DCON Registrations	17,172.90
Dues	153,913.11
Foundation Donation	1,000.00
Meetings Income	
Key Club District Coordinator	-5,000.00
Key Leader South	14,270.85
Mid-Year Income	5,700.42
Total Meetings Income	14,971.27
Misc Income	
District Foundation Allowance	10,000.00
Interest Income	2,644.12
Total Misc Income	12,644.12
New Club Income	
Bayou Teche Club Dues Revenue	200.00
East Memphis Club Dues Revenue	2,247.10
Total New Club Income	2,447.10
Rally Registrations	2,945.23
Total Revenue	205,093.73
GROSS PROFIT	205,093.73
EXPENDITURES	
DCON	
DCON Awards, Giveaways, & Decor	48.28
DCON Entertainment	750.00
DCON Venue	5,200.00
Total DCON	5,998.28
District Office	
Audit & Accounting	200.00
Copier Lease	2,304.26
Insurance, Auto Liability	222.74
Insurance, Business	813.88
Insurance, D&O	800.00
Insurance, Workers Comp	500.00
Materials & Supplies	1,191.02
Postage	14.60
Remote Office Reimbursement (12 mo @ \$50)	150.00
Rent & Utilities	3,380.00

	Total
Software	1,711.37
Telephone & Internet	555.27
Cell Phone Reimbursement (\$50/mo)	150.00
Total Telephone & Internet	705.27
Total District Office	11,993.14
Meeting Expenses	
Board Mtg, K May/LG Training, KC Jan, CK Dec/Jan	2,193.90
Key Leader South	11,841.86
Mid-Year Expense	2,468.01
Rally Expenses (Sept/Oct)	801.81
Total Meeting Expenses	17,305.58
Misc Expenses	115.36
New Club Expenses	493.69
Bayou Teche Club Dues Expenses	400.00
East Memphis Dues Expenses	2,300.00
Total New Club Expenses	3,193.69
Total Misc Expenses	3,309.05
Staff Salary & Benefits	
Benefit Package, Admin Assistant	437.50
Benefit Package, Exec Dir	825.00
Dst Personel, Admin Assist	14,583.30
Dst Personel, Executive Dir	27,500.00
Payroll Expenses	
Payroll Taxes	4,620.55
Total Payroll Expenses	4,620.55
Total Staff Salary & Benefits	47,966.35
Travel	
Admin Asst, Travel	101.25
District Admin Travel	505.70
ED District Secretaries Meeting	104.39
ED, Auto & Travel Allowance	408.88
ED, ICON	399.00
Total Travel	1,519.22
Total Expenditures	88,091.62
NET OPERATING REVENUE	117,002.11
NET REVENUE	\$117,002.11

24-25_ Kiwanis Budget vs. Actuals

October 2024 - February 2025

	Kiwanis Convention			Kiwanis District			PDO			TOTAL		
	Actual	Budget	Remaining	Actual	Budget	Remaining	Actual	Budget	Remaining	Actual	Budget	Remaining
REVENUE												
Dues	5,421.01		-5,421.01	119,262.36	67,585.00	-51,677.36	410.74		-410.74	125,094.11	67,585.00	-57,509.11
Meetings Income										0.00	0.00	0.00
Key Club Conv Mgr Income					937.50	937.50				0.00	937.50	937.50
Key Club District Coordinator					2,083.35	2,083.35				0.00	2,083.35	2,083.35
Key Leader South				14,270.85	4,583.35	-9,687.50				14,270.85	4,583.35	-9,687.50
Kiwanis Conv. Mgr.					1,041.65	1,041.65				0.00	1,041.65	1,041.65
Mid-Year Income				5,700.42	3,083.35	-2,617.07				5,700.42	3,083.35	-2,617.07
Total Meetings Income				19,971.27	11,729.20	-8,242.07				19,971.27	11,729.20	-8,242.07
Misc Income										0.00	0.00	0.00
District Foundation Allowance				10,000.00	4,166.65	-5,833.35				10,000.00	4,166.65	-5,833.35
Interest Income				1,749.93	1,750.00	0.07				1,749.93	1,750.00	0.07
Total Misc Income				11,749.93	5,916.65	-5,833.28				11,749.93	5,916.65	-5,833.28
New Club Income										0.00	0.00	0.00
Bayou Teche Club Dues Revenue				200.00		-200.00				200.00	0.00	-200.00
East Memphis Club Dues Revenue				2,247.10		-2,247.10				2,247.10	0.00	-2,247.10
Total New Club Income				2,447.10		-2,447.10				2,447.10	0.00	-2,447.10
Total Revenue	5,421.01	0.00	-5,421.01	153,430.66	85,230.85	-68,199.81	410.74	0.00	-410.74	159,262.41	85,230.85	-74,031.56
GROSS PROFIT												
EXPENDITURES												
DCON										0.00	0.00	0.00
DCON Venue	2,500.00		-2,500.00							2,500.00	0.00	-2,500.00
Total DCON	2,500.00		-2,500.00							2,500.00	0.00	-2,500.00
District Office										0.00	0.00	0.00
Audit & Accounting				200.00	62.50	-137.50				200.00	62.50	-137.50
Copier Lease				2,304.26	2,043.75	-260.51				2,304.26	2,043.75	-260.51
Insurance, Auto Liability				222.74	187.50	-35.24				222.74	187.50	-35.24
Insurance, Bonding					156.25	156.25				0.00	156.25	156.25
Insurance, Business				813.88	375.00	-438.88				813.88	375.00	-438.88
Insurance, D&O				800.00	333.35	-466.65				800.00	333.35	-466.65
Insurance, Workers Comp				500.00	250.00	-250.00				500.00	250.00	-250.00
Materials & Supplies				1,191.02	1,354.15	163.13				1,191.02	1,354.15	163.13
Postage				14.60	62.50	47.90				14.60	62.50	47.90
Remote Office Reimbursement (12 mo @ \$50)				150.00	250.00	100.00				150.00	250.00	100.00
Rent & Utilities				3,380.00	3,515.00	135.00				3,380.00	3,515.00	135.00
Software				1,711.37	1,464.60	-246.77				1,711.37	1,464.60	-246.77
Telephone & Internet				555.27	575.00	19.73				555.27	575.00	19.73
Cell Phone Reimbursement (\$50/mo)				150.00	250.00	100.00				150.00	250.00	100.00

	Kiwanis Convention			Kiwanis District			PDO			TOTAL		
	Actual	Budget	Remaining	Actual	Budget	Remaining	Actual	Budget	Remaining	Actual	Budget	Remaining
Total Telephone & Internet				705.27	825.00	119.73				705.27	825.00	119.73
Total District Office				11,993.14	10,879.60	-1,113.54				11,993.14	10,879.60	-1,113.54
Meeting Expenses										0.00	0.00	0.00
Board Mtg, K May/LG Training, KC Jan, CK Dec/Jan					1,250.00	1,250.00				0.00	1,250.00	1,250.00
Key Leader South				11,841.86	4,583.35	-7,258.51				11,841.86	4,583.35	-7,258.51
Mid-Year Expense				2,468.01	3,083.35	615.34				2,468.01	3,083.35	615.34
Total Meeting Expenses				14,309.87	8,916.70	-5,393.17				14,309.87	8,916.70	-5,393.17
Misc Expenses										0.00	0.00	0.00
Club Strengthening Expenses					1,041.65	1,041.65				0.00	1,041.65	1,041.65
New Club Expenses				493.69	1,666.65	1,172.96				493.69	1,666.65	1,172.96
Bayou Teche Club Dues Expenses				400.00		-400.00				400.00	0.00	-400.00
East Memphis Dues Expenses				2,300.00		-2,300.00				2,300.00	0.00	-2,300.00
Total New Club Expenses				3,193.69	1,666.65	-1,527.04				3,193.69	1,666.65	-1,527.04
Retained Earnings (budgeted)					8,724.15	8,724.15				0.00	8,724.15	8,724.15
Total Misc Expenses				3,193.69	11,432.45	8,238.76				3,193.69	11,432.45	8,238.76
Staff Salary & Benefits										0.00	0.00	0.00
Benefit Package, Admin Assistant				437.50	437.50	0.00				437.50	437.50	0.00
Benefit Package, Exec Dir				825.00	825.00	0.00				825.00	825.00	0.00
Dst Personel, Admin Assist				14,583.30	14,583.35	0.05				14,583.30	14,583.35	0.05
Dst Personel, Executive Dir				27,500.00	27,500.00	0.00				27,500.00	27,500.00	0.00
Payroll Expenses										0.00	0.00	0.00
Payroll Taxes				12,603.65	3,625.00	-8,978.65				12,603.65	3,625.00	-8,978.65
Total Payroll Expenses				12,603.65	3,625.00	-8,978.65				12,603.65	3,625.00	-8,978.65
Total Staff Salary & Benefits				55,949.45	46,970.85	-8,978.60				55,949.45	46,970.85	-8,978.60
Travel										0.00	0.00	0.00
Admin Asst,Travel				101.25	83.35	-17.90				101.25	83.35	-17.90
ED District Secretaries Meeting				104.39	583.35	478.96				104.39	583.35	478.96
ED, Auto & Travel Allowance				408.88	520.85	111.97				408.88	520.85	111.97
ED, ICON				399.00	750.00	351.00				399.00	750.00	351.00
Gov ICON					416.65	416.65				0.00	416.65	416.65
Gov In-District + DCON					562.50	562.50				0.00	562.50	562.50
Gov-Elect, ICON					291.65	291.65				0.00	291.65	291.65
Gov-Elect, In District + DCON					208.35	208.35				0.00	208.35	208.35
Imm Past Gov, ICON					177.10	177.10				0.00	177.10	177.10
Imm Past Gov, In District + DCON					93.75	93.75				0.00	93.75	93.75
KI Board Trustee Counselor Room & Meals					187.50	187.50				0.00	187.50	187.50
LG Expenses					1,145.85	1,145.85				0.00	1,145.85	1,145.85
LG-Elect, Training (max \$150 ea)					1,145.85	1,145.85				0.00	1,145.85	1,145.85
Trustees In-District + DCON (7 @ \$200)					510.40	510.40				0.00	510.40	510.40

	Kiwanis Convention			Kiwanis District			PDO			TOTAL		
	Actual	Budget	Remaining	Actual	Budget	Remaining	Actual	Budget	Remaining	Actual	Budget	Remaining
Vice Gov, ICON					197.90	197.90				0.00	197.90	197.90
Vice Gov, In-District + DCON					156.25	156.25				0.00	156.25	156.25
Total Travel				1,013.52	7,031.30	6,017.78				1,013.52	7,031.30	6,017.78
Total Expenditures	2,500.00	0.00	-2,500.00	86,459.67	85,230.90	-1,228.77	0.00	0.00	0.00	88,959.67	85,230.90	-3,728.77
NET OPERATING REVENUE	2,921.01	0.00	-2,921.01	66,970.99	-0.05	-66,971.04	410.74	0.00	-410.74	70,302.74	-0.05	-70,302.79
NET REVENUE	\$2,921.01	\$0.00	\$ -2,921.01	\$66,970.99	\$ -0.05	\$ -66,971.04	\$410.74	\$0.00	\$ -410.74	\$70,302.74	\$ -0.05	\$ -70,302.79

24-25_ Key Club Budget vs. Actuals

October 2024 - February 2025

	Key Club			TOTAL		
	Actual	Budget	Remaining	Actual	Budget	Remaining
REVENUE						
DCON Registrations	5,796.62	10,833.35	5,036.73	5,796.62	10,833.35	5,036.73
DCON Misc Income	11,206.00	5,416.65	-5,789.35	11,206.00	5,416.65	-5,789.35
DCON Program Ads	75.00	135.40	60.40	75.00	135.40	60.40
Total DCON Registrations	17,077.62	16,385.40	-692.22	17,077.62	16,385.40	-692.22
Dues	28,015.00	13,541.65	-14,473.35	28,015.00	13,541.65	-14,473.35
ICON, KC Revenues		4,166.65	4,166.65	0.00	4,166.65	4,166.65
Meetings Income				0.00	0.00	0.00
Key Club District Coordinator	-5,000.00		5,000.00	-5,000.00	0.00	5,000.00
Total Meetings Income	-5,000.00		5,000.00	-5,000.00	0.00	5,000.00
Misc Income				0.00	0.00	0.00
Interest Income	894.19	625.00	-269.19	894.19	625.00	-269.19
Total Misc Income	894.19	625.00	-269.19	894.19	625.00	-269.19
Rally Registrations	2,945.23	1,125.00	-1,820.23	2,945.23	1,125.00	-1,820.23
Total Revenue	43,932.04	35,843.70	-8,088.34	43,932.04	35,843.70	-8,088.34
GROSS PROFIT	43,932.04	35,843.70	-8,088.34	43,932.04	35,843.70	-8,088.34
EXPENDITURES						
DCON		16,385.40	16,385.40	0.00	16,385.40	16,385.40
DCON Awards, Giveaways, & Decor	48.28		-48.28	48.28	0.00	-48.28
DCON Entertainment	750.00		-750.00	750.00	0.00	-750.00
DCON Venue	2,700.00		-2,700.00	2,700.00	0.00	-2,700.00
Total DCON	3,498.28	16,385.40	12,887.12	3,498.28	16,385.40	12,887.12
District Office				0.00	0.00	0.00
District Office Allowance for non-DCON Support		2,083.35	2,083.35	0.00	2,083.35	2,083.35
Postage		10.40	10.40	0.00	10.40	10.40
Supplies & Printing		20.85	20.85	0.00	20.85	20.85

	Key Club			TOTAL		
	Actual	Budget	Remaining	Actual	Budget	Remaining
Total District Office		2,114.60	2,114.60	0.00	2,114.60	2,114.60
Meeting Expenses				0.00	0.00	0.00
Board Mtg, K May/LG Training, KC Jan, CK Dec/Jan	2,193.90	1,041.65	-1,152.25	2,193.90	1,041.65	-1,152.25
Board Mtg, New Board Training (May)		1,458.35	1,458.35	0.00	1,458.35	1,458.35
Board Mtg, Pre-School (Aug)		1,333.35	1,333.35	0.00	1,333.35	1,333.35
GATC, Gov's Training Conference		208.35	208.35	0.00	208.35	208.35
ICON, KC Expenses		5,833.35	5,833.35	0.00	5,833.35	5,833.35
Rally Expenses (Sept/Oct)	801.81	1,125.00	323.19	801.81	1,125.00	323.19
Total Meeting Expenses	2,995.71	11,000.05	8,004.34	2,995.71	11,000.05	8,004.34
Misc Expenses	115.36		-115.36	115.36	0.00	-115.36
District Board Name Badges & Shirts		416.65	416.65	0.00	416.65	416.65
Total Misc Expenses	115.36	416.65	301.29	115.36	416.65	301.29
Travel				0.00	0.00	0.00
Admin Asst, Travel		1,125.00	1,125.00	0.00	1,125.00	1,125.00
District Admin Travel	505.70	1,812.50	1,306.80	505.70	1,812.50	1,306.80
KC District Bulletin Editor, ICON		125.00	125.00	0.00	125.00	125.00
KC Gov, CK DCON		20.85	20.85	0.00	20.85	20.85
KC Gov, ICON		166.65	166.65	0.00	166.65	166.65
KC Gov, K DCON Meals		20.85	20.85	0.00	20.85	20.85
KC LG, ICON (15 @ \$340)		2,125.00	2,125.00	0.00	2,125.00	2,125.00
KC Non-Board Intl Candidate, ICON		104.15	104.15	0.00	104.15	104.15
KC Sec-Treas or LG, CK DCON		20.85	20.85	0.00	20.85	20.85
KC Sec-Treas, ICON		166.65	166.65	0.00	166.65	166.65
KC Sec-Treas, K DCON Meals		20.85	20.85	0.00	20.85	20.85
KC Web Master, ICON		125.00	125.00	0.00	125.00	125.00
UNICEF Champion, ICON		93.75	93.75	0.00	93.75	93.75
Total Travel	505.70	5,927.10	5,421.40	505.70	5,927.10	5,421.40

	Key Club			TOTAL		
	Actual	Budget	Remaining	Actual	Budget	Remaining
Total Expenditures	7,115.05	35,843.80	28,728.75	7,115.05	35,843.80	28,728.75
NET OPERATING REVENUE	36,816.99	-0.10	-36,817.09	36,816.99	-0.10	-36,817.09
NET REVENUE	\$36,816.99	\$ -0.10	\$ -36,817.09	\$36,816.99	\$ -0.10	\$ -36,817.09

24-25_ Circle K Budget vs. Actuals

October 2024 - February 2025

	Circle K			TOTAL		
	Actual	Budget	Remaining	Actual	Budget	Remaining
REVENUE						
DCON Registrations	95.28	500.00	404.72	95.28	500.00	404.72
Dues	804.00	260.00	-544.00	804.00	260.00	-544.00
Foundation Donation	1,000.00	416.65	-583.35	1,000.00	416.65	-583.35
Total Revenue	1,899.28	1,176.65	-722.63	1,899.28	1,176.65	-722.63
GROSS PROFIT	1,899.28	1,176.65	-722.63	1,899.28	1,176.65	-722.63
EXPENDITURES						
CKI, Fall Service Project		145.85	145.85	0.00	145.85	145.85
DCON		187.50	187.50	0.00	187.50	187.50
Meeting Expenses				0.00	0.00	0.00
CKI ICON Travel		285.00	285.00	0.00	285.00	285.00
GATC, Gov's Training Conference		187.50	187.50	0.00	187.50	187.50
Total Meeting Expenses		472.50	472.50	0.00	472.50	472.50
Misc Expenses				0.00	0.00	0.00
District Board Name Badges & Shirts		41.65	41.65	0.00	41.65	41.65
Total Misc Expenses		41.65	41.65	0.00	41.65	41.65
Travel				0.00	0.00	0.00
Admin Asst, Travel		58.35	58.35	0.00	58.35	58.35
CKI Sec-Treas & LG (up to \$75 ea) Travel		125.00	125.00	0.00	125.00	125.00
District Admin Travel		62.50	62.50	0.00	62.50	62.50
Gov In-District + DCON		83.35	83.35	0.00	83.35	83.35
Total Travel		329.20	329.20	0.00	329.20	329.20
Total Expenditures	0.00	1,176.70	1,176.70	0.00	1,176.70	1,176.70
NET OPERATING REVENUE	1,899.28	-0.05	-1,899.33	1,899.28	-0.05	-1,899.33
NET REVENUE	\$1,899.28	\$ -0.05	\$ -1,899.33	\$1,899.28	\$ -0.05	\$ -1,899.33

Louisiana-Mississippi-West Tennessee District of Kiwanis International, Inc.
Statement of Assets, Liabilities and Net Assets - Income Tax Basis
September 30, 2024

EXHIBIT G

	<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>
ASSETS							
Cash	\$137,797	\$59,954	\$197,751	\$77,607	\$8,231	\$5,123	\$288,712
Due from Credit Card							
FIXED ASSETS							
Furniture and equipment							\$0
Less: Accumulated Depreciation							0
Total Fixed Assets	0	0	0	0	0	0	0
TOTAL ASSETS	<u>\$137,797</u>	<u>\$59,954</u>	<u>\$197,751</u>	<u>\$77,607</u>	<u>\$8,231</u>	<u>\$5,123</u>	<u>\$288,712</u>
LIABILITIES AND NET ASSETS							
Liabilities							
Payroll taxes payable	\$1,621		\$1,621				\$1,621
Credit Card Payable	3,312		3,312	\$33			3,345
Due to Kiwanis International							\$0
Total Liabilities	\$4,933	\$0	\$4,933	\$33	\$0	\$0	\$4,966
Net Assets							
Without donor restrictions	132,864	59,954	192,818	77,574	8,231	5,123	283,746
TOTAL LIABILITIES AND NET ASSETS	<u>\$137,797</u>	<u>\$59,954</u>	<u>\$197,751</u>	<u>\$77,607</u>	<u>\$8,231</u>	<u>\$5,123</u>	<u>\$288,712</u>



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LOUISIANA-MISSISSIPPI-WEST TENNESSEE DISTRICT

2025-2026 District Goals

If you don't ASK, you don't GET

Membership Driven:

- To reach at least 4,000 members by end of 2025-2026 Kiwanis year
 - 4 Club Openings
- Club Strengthening & Boosting
 - 25% of clubs successfully participate in the Make the District Pay Incentive
 - Increase membership in each club by 10% net
 - Increase the number of clubs over charter strength by 15% from the July 1, 2025, number of TBD clubs over charter strength to TBD clubs

K Family Oriented:

- Have at least 10 Kiwanis Clubs leverage the Foundation's SLP (Service Leadership Program) grant to open a new SLP club:

Engagement & Involvement Dedicated:

- 15% of clubs that complete the 6 position trainings of the District CLEs (TBD clubs out of TBD clubs)
 - CLEs 2024: 3.5% (4 clubs completed)
- 60% of clubs represented at District Convention (TBD clubs out of TBD clubs)
 - DCON 2024: 51% (61 clubs attended)
- 60% of clubs represented at Mid-Year Education Conference (TBD clubs out of TBD clubs)
 - Mid-Year 2024: 49% (58 clubs attended)



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LOUISIANA-MISSISSIPPI-WEST TENNESSEE DISTRICT

EXHIBIT I

2025-2026 Distinguished Club Program

To automatically qualify as a 2025-2026 Distinguished Club, your club must achieve criteria 1 & 2:

1. Sponsor or Co-Sponsor a new Kiwanis club or a new SLP (Service Leadership Program) club during the 2025-2026 Kiwanis year
2. Have a net increase in membership of 10% for 2025-2026 Kiwanis year

OR by achieving 1 of the items listed above AND 7 of the following 10 criteria:

3. Provide at least two (2) service projects or programs for children and/families in the community
4. Be represented at the 2025-2026 District Convention
5. Be represented at the 2025-2026 Mid-Year Education Conference(s)
6. Participate Annual Club Gift (ACG) Campaign to the LaMissTenn District Foundation of at least \$5/member based on 10/1/2025 membership roster
7. Make a club contribution to the Kiwanis Children's Fund
8. Submit a Signature Project to the Kiwanis International Signature Project Contest
9. Participate in the 2025 Club Leadership Education (CLEs) Trainings held in preparation for the 2025-2026 Kiwanis Year starting October 1, 2025
10. Pay Annual Club Member Dues by November 30, 2025
11. Complete Youth Protection Training during the 2025-2026 year
12. Sponsor a Key Leader student with a donation of at least \$250 to LaMissTenn Key Leader North or LaMissTenn Key Leader South



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LOUISIANA-MISSISSIPPI-WEST TENNESSEE DISTRICT

2025-2026 Distinguished Kiwanian Program

To qualify as a 2025-2026 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 2025-2026:
 - a. Mid-Year Education Conference
 - b. District Convention
 - c. Kiwanis International Convention
2. Sponsor/Recruit two (2) new members into a club in the LaMissTenn District between 10/01/2025 and 9/30/2026
3. Participate in the Kiwanis One Day Project with your club or in your club's Signature Project
4. Participate in at least two club (2) Service Projects (excluding Kiwanis One Day) during the 2025-2026 Kiwanis Year
5. Support the LaMissTenn Kiwanis District Foundation by becoming a Friend of the Foundation with a personal contribution of at least \$120 as a Friend of the Foundation by 9/30/2026



2025-2026 Governor Marcel Lashover's Distinguished Lieutenant Governor Award

To qualify to be a 2025-2026 Distinguished Lieutenant Governor, a Lieutenant Governor must achieve a minimum of 75 points out of the possible 100 points.

Membership Driven (35 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)
- Visit each club in your Division at least four (4) times (in person or remotely) during the 2025-2026 administrative year (5 points)

Education Centered (50 points available)

- Attend Lt. Governor Training (25 points)
- Achieve 75% club participation in CLE training within your division (5 points)
- Achieve at least 50% club participation at the 2026 Mid-Year Education Conference or Regional Conference (5 points)
- Achieve at least 50% club participation at the 2026 District Convention (5 points)
- Host a minimum of two (2) Divisional Council Meetings within the 2025-2026 administrative year (10 points)

Service Focused (15 points available)

- 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)



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LOUISIANA-MISSISSIPPI-WEST TENNESSEE DISTRICT

2025-2026 Distinguished Club Secretary Program

- To qualify as a **2025-2026 Distinguished Club Secretary**, a Club Secretary must achieve a minimum of **80 points**.
- The **2025-2026 Jay R. Broussard Outstanding Club Secretary** will be selected from the **2025-2026 Distinguished Club Secretaries**, based on the required letters of recommendation from the Club President and the respective Lieutenant Governor.

1. Education Centered

- The Club Secretary must be trained at an International/District/Division sponsored Club Secretary training event held prior to the start of the 2025-2026 Kiwanis Year (5 points)
- The Club Secretary is expected to attend the Mid-Year Education Conference or Club's Regional Mid-Year Education Conference. (10 points)
- The Club Secretary is asked to attend the 2025-2026 District Convention. (10 points)
- The Club Secretary is asked to attend the 2026 Kiwanis International Convention. (5 points)

2. Membership Driven

- 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)
- 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)
- The Club Secretary is expected to see that the Club's annual District & International dues are paid by November 30, 2025. (5 points)
- The Club Secretary is expected to file all 12 of the Monthly Reports on time (by the 10th of each month) using the Kiwanis reporting system. (5 points)
- The Club Secretary is required to file the 2025-2026 Annual Club Report by November 30, 2026. (5 points)
- The Club Secretary ensures that the club submits at least one (1) article per District Newsletter edition—4 articles total. (5 points)
- 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)
- 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)
- 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

- 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, 2026. (5 points)
- The Club Secretary is asked to participate in the Club's Kiwanis One Day project. (10 points)
- 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 2026 deadline. (10 points)

4. K Family Oriented

- 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

2025-2026 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**.

2025-2026 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 2025-2026 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**.



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LOUISIANA-MISSISSIPPI-WEST TENNESSEE DISTRICT

2025-2026 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 submissions to the entry form available on the Awards Program webpage (<https://k11.site.kiwanis.org/awards-programs/>). A District Winner and, if merited, one Honorable Mention will be selected in each of the following categories:

Gold Section	65+ members or more
Silver Section	31-65 members
Bronze Section	30 members or fewer

Judging Criteria:

1. Is the Facebook page up to date with at least 1 new post per week during the current Kiwanis year starting October 1, 2025?
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?
6. Do pictures have descriptions?
7. Is there active engagement? Is the club's page receiving likes, comments, shares, etc.?
8. Has the club been tagged/mentioned by outside organizations? Does the club respond to mentions?

Entries to Contest:

To enter in the Facebook Award, clubs must complete the submission form available on the Awards Program webpage (<https://k11.site.kiwanis.org/awards-programs/>) by **July 1, 2026**.



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LOUISIANA-MISSISSIPPI-WEST TENNESSEE DISTRICT

2025-2026 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, if merited, one Honorable Mention will be selected in each of the following size categories:

Gold Section	65+ members or more
Silver Section	31-65 members
Bronze Section	30 members or fewer

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 enter the Club Newsletter Contest by sending at least five of their bulletins to the District office at districtoffice@lamisstenn.org. Entries will be forwarded to the Public Relations Chair. All entries due **July 1, 2026**.