



Kiwaniis®

Louisiana-Mississippi-West Tennessee District

MINUTES

Meeting of the 2024-2025 District Board of Trustees

March 31, 2025 | 2:00pm | 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 Saturday, May 31, 2025, at 2:00pm at The Natchez Grand Hotel in Natchez, MS. Governor Claude Vinson called the meeting to order at 2:09 pm 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
Kiwanis International Board Counselor, Jo Schwartz (via zoom)

Invocation by Trustee Darren Green. 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 John Gherardi seconded the motion. With no discussion, all voted in favor. Motion carried.

- A. March 21, 2025, Board Meeting Minutes (exhibit A)
- B. District Key Position Reports (exhibit B)
- C. Circle K: 5 active clubs
- D. Key Club: 125 active clubs
- E. Aktion Club: 8 active clubs
- F. Builders Club: 24 active clubs
- G. K-Kids Clubs: 35 active clubs
- H. ICON Attendance: KI's Goal for the District: 46 Registered: 22

Ongoing Business

The Board discussed the District's initiative to establish specialty license plates in Louisiana, Mississippi, and Tennessee.

Board Committees

The Board discussed the **Bylaws & Policies Committee**. Committee Chair John Gherardi presented the LaMissTenn Kiwanis Policies Sections 100 (exhibit C). With the recommendation of approval from the Committee, Trustee Ralph Carter seconded the motion to approve. All voted in favor. Motion carried.

Committee Chair John Gherardi presented the LaMissTenn Kiwanis Policies Sections 200 (exhibit D). With the recommendation of approval from the Committee, Trustee Ralph Carter seconded the motion to approve. All voted in favor. Motion carried.

Committee Chair John Gherardi presented the LaMissTenn Kiwanis Policies Sections 300 (exhibit E). With the recommendation of approval from the Committee, Trustee Darren Green seconded the motion to approve. All voted in favor. Motion carried.

Committee Chair John Gherardi presented the LaMissTenn Kiwanis Policies Sections 800 (exhibit F). With the recommendation of approval from the Committee, Trustee Darren Green seconded the motion to approve. 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 G). The Committee recommended acceptance of the financials. After brief discussion, Governor-Elect Marcel Lashover seconded the motion. All voted in favor. Motion carried.

The Board discussed the District's paid and unpaid club status which stands at 115 paid clubs and 2 unpaid clubs.

The Board considered a budget adjustment to add \$750 to the LG Training/May Board Meeting line item and offset this increase by decreasing the Retained Earnings line item from \$20,938 to \$20,188. With the recommendation of approval from the Committee, Governor-Elect Marcel Lashover seconded the motion approve. All voted in favor. Motion carried.

The Board discussed the preliminary 2025-2025 District Budgets (exhibit H).

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 members
- 5/1/2025 Membership: 3,599 members
- Added: 236 members
- Dropped: 153 members
- Net Members: 83 members

Membership Committee Chair Laura Gilliland discussed ongoing new club opening and strengthening efforts and provided the attached report (exhibit I).

Next, the Board discussed the **Service Committee**. Community Service Awards nominations are due July 15th.

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

Kiwanis International Board Counselor, Jo Schwartz presented a short description of the new Kiwanis Voices program aimed at attracting young adults to Kiwanis.

Next, the Board discussed making Operation Park Bench a District Major Emphasis Project. Vice Governor Andrew Dozier moved to approve. Trustee Lorri Alles seconded the motion. All voted in favor. Motion carried.

Next, the Board reviewed Governor-Elect Marcel Lashover's 2025-2026 Key Position appointments (below). Trustee Laura Gilliland moved to accept the appointments as presented. Trustee Jennifer Kelly-White seconded the motion. All voted in favor. Motion carried.

- Aktion Club Administrator: **TBD**
- Builders Club Administrator: **TBD**
- Bylaws Committee Chair: John Gherardi
- Circle K Administrator: Jennifer Kelly-White
- Circle K Administrator Assistant: Sidney Guedry
- District Bulletin Editor: Tiffany LaPorte
- DCON Coordinator: Jen Robertson
- DCON Host Chair: Mike Haffner
- Education Committee Chair: Jennifer Kelly-White
- Finance Committee Chair: Ralph Carter
- Human & Spiritual Values Coordinator: Nettles Brown
- ICON Coordinator: Jen Robertson
- K-Kids Administrator: **TBD**
- Key Club Administrator: Danny Williams
- Key Club Administrator Assistants: Anna Kate Broussard & Jessica Hightower
- Key Leader, North Coordinator: Linda Ramsey
- Key Leader, South Coordinators: John Magness & Rebecca Huff
- Kiwanis Children's Fund Coordinator: Lenny Simmons
- Leadership Development Coordinators: Greg Beard & Nettles Brown
- Major Emphasis Project, AED: Pam Morgan
- Major Emphasis Project, Operation Park Bench: Claude Vinson
- Membership Coordinator (DMC): John Fry
- Membership Committee Chair: Rick Danielson
- Past Governors Chair: John Fry
- Resolutions Coordinator: John Gherardi
- Risk Manager: Patrice Cusimano
- Service Committee Chair: Oscar Brown
- SLP Committee Chair: Darren Green
- Webmaster: Jen Robertson
- Youth Protection Manager: Michele Crosby-O'Neal

Next the Board discussed that the 2026 Mid-Year Education Conference will be held in Natchez, MS on Saturday, March 21, 2026. Trustee John Gherardi moved to supplement the 2026 Mid-Year Education Conference with \$15/attendee to allow the registration fee to be as low as possible. Governor-Elect Marcel Lashover seconded the motion. All voted in favor. Motion carried.

Next, the Board discussed revisions to the 2025-2026 Distinguished Club Program to better align District goals with the recently published Kiwanis International 2025-2026 goals and to improve clarity (exhibit J). Trustee Darren Green moved to approve the revisions. Trustee John Gherardi seconded the motion. All voted in favor. Motion carried.

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

June 2025

- 10 CLE: Board Member, Bylaws & Policies
- 15 **Newsletter Articles Due (Gov, Gov-Elect, Vice Gov, Imm Past Gov)**
- 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 (Gov, Gov-Elect, Vice Gov, Imm Past Gov)**

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, June 28-July 1

After brief remarks from the Trustees, Immediate Past Governor John Fry, Vice Governor Andrew Dozier, Governor-Elect Marcel Lashover, and Governor Claude Vinson, Trustee Ralph Carter moved to adjourn the meeting at 4:59pm. Trustee Jennifer Kelly-White seconded the motion. With no discussion, all voted in favor. The meeting adjourned.



Kiwanis®

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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.

District Committee Chair Reports

May 31, 2025

Aktion Club, Judy Couvillon

Builders Club, Felisha Mason

Circle K Administrator, Jennifer Kelly-White

MEMBERSHIP

LSU	18	The number of clubs and CKI members have remained the same since the last report of March 2025.
McNeese	9	
Mississippi State	32	
Nicholls	15	
Tulane	12	
TOTAL:	86	

GATC

Governor Dylan Weinrich and DA Jennifer attended GATC in Indianapolis on April 3-5, 2025. We had time to plan goals and activities for the year as well as network with fellow Governors and DAs.

GOVERNOR'S PROJECT



The Governor's Project, Rely on CKI, aims to create an impact in our communities by building positive relationships with other local organizations. Any service project that involves working with/supporting other organizations, including those in the Kiwanis Family, is a part of the Governor's Project. This will help to develop our clubs as service pillars in our communities. Try to emphasize this when planning events this CKI service year!

PROSPECTIVE CLUBS:

Kiwanis support has been phenomenal for all four of these CKI clubs!

Louisiana Tech (Ruston, LA) – In April, DA Jennifer met with members of the Kiwanis Club of Ruston and met with Student Affairs staff at La. Tech to get the club registered with the university and begin recruiting efforts this summer. Previous faculty advisor will return in this role.

Northwestern State (Natchitoches, LA) – In April, DA Jennifer met with members of the Kiwanis Club of Ruston and met with Student Affairs staff at Northwestern to get the club registered with the university and begin recruiting efforts this summer. Jennifer also met with VP for Student Affairs who will also promote and recruit for Circle K. Faculty advisor has been identified.

LSU-Alexandria (Alexandria, LA) – Gov Dylan and DA Jennifer have been included on emails and receive updates. Faculty advisor has been identified and they already have 12 prospective students signed up and club officers identified.

UT-Martin (Martin, TN) - Gov Dylan and DA Jennifer have been included on emails and receive updates. Gov Dylan was on a Zoom meeting with involved parties at UTM with another Zoom planned in July.

Human & Spiritual Values, Dennis Oliver

Key Club Administrator, Danny Williams

LaMissTenn Key Club Transitions to a New Year

The Key Club year goes from District Convention to District Convention. At our recent District Convention in Tupelo, we elected a new set of officers and board members. This is the most board members we have had in recent memory. 17 board members from 13 schools from around the district.

Position	Name	School
Governor	Lyndsey Griffith	Kenner Discovery
Secretary-Treasurer	Sean Cummings	Jennings High School
Bulletin Editor	Gloria Reounodji	Baton Rouge Magnet High School
Webmaster	Mai Nguyen	Patrick F. Taylor Academy
DIVISION:		
1A	Abigail Hardy	South Fulton High School
1C	Aashrita Marpadaga	White Station High School
2	Lexi Carpenter	Pearl High School
4A	Bicai Lau	Ben Franklin High School
4B	Jacqueline Gross	Kenner Discovery
7	Katherine Lopez	Lafayette High School
8E	Karmen Cheng	Baton Rouge Magnet High School
12	Reed Welch	Sulphur High School
13	LaDamien Mack	Ponchatoula High School
14	Natalia Flores	Gulfport High School
15	Maggie Kirby	Warren Central High School
At-Large	Angie Montes	Pearl High School
At-Large	Anaya Chanda-Rastogi	Baton Rouge Magnet High School

Key Metrics

Below are some numbers to show just how successful this year has been and continues to be. Key Club International set a Centennial Challenge for each district asking them to increase key numbers by 10%. We have met the challenge and were one of three districts recognized at the latest GATC meeting for membership growth.

Key Metrics	23-24	25-26	% Growth
Membership	6,504	7,224	11%
DCON Attendance	234	271	16%
ICON Attendance	17	24	41%

These numbers are not possible without the support of our Kiwanis Board, District Foundation, and local Kiwanis Clubs. Thank you!!

Key Leader, North, Linda Ramsay

Kiwanis Key Leader North occurred on April 25-27, 2025.

We had 10 Student Facilitators, 47 regular participants, and 16 chaperones and 1 Lead Facilitator for a total of 73 in attendance. Jane Erickson was our Lead Facilitator, and she did a tremendous job serving in that role. She told me that we had a great group of kids, and she complemented our chaperones saying that they were the best help she's ever had in all her years of leading an event. I concur with her thoughts as well. Even the cooks wanted to write Key Leader Grams to our students thanking them for the help they provided in cleaning up after our meals. That has never happened before, so they were a good group of students.

We had several additions and deletions this year last minute, and we are considering adding a \$25 non-fundable fee for the students to pay since we will be out the cost for t-shirts and any supplies that we need for the weekend if they aren't able to attend. We can use this money to purchase water bottles, pens, snacks, and brochures, etc., that mostly has been coming out of my pocket for these additional expenses in the past. We also are going to back up the registration deadline an additional week to allow for changes and/or substitutions to take place no later than the week before the event.

We begin printing our nametags, assigning cabins and neighborhoods (small groups), etc. the Monday before the event, and that means that lots of copies must be changed anytime someone drops or adds to our expected registration.

I am going to also forward an email from our Treasurer and Registration Chair, Steve Lemond, which has our budget up to this point. Lakeshore is under new leadership, and we have yet to receive an invoice for our cost for being at Lakeshore for our event. So that will be coming and usually is around \$7,000. We do not have all our sponsorship money collected yet either, but this is as up to date as I am able to provide for you at this time. *(submitted budget included at end of document)*

Key Leader, South, John Magness

Kiwanis Children's Fund, Leonard D. Simmons

Kiwanis Kids, Don Eye

Leadership Development Coordinator, Greg Beard & Nettles Brown

Major Emphasis Projects, AED, Pam Morgan

Membership & Engagement, Angela Crooms

Past Governors, Bruce Hammatt

Public Relations, Donna Leggett

Risk Manager, Patrice Cusimano

Youth Protection Manager, Michele Crosby

2024-25 Key Leader Transactions

Income

Date	Desc	Income	expenses	
10/1/2024	beginning balance from 2024	13174.27		\$ 13,174.27 Notes
10/17/2025	Kiwanis District PDO	2000		
3/7/2025	James/Dottie Mann	250		
3/29/2025	James/Dottie Mann	750		
3/29/2025	Weakley Co Rec Project	500		
3/29/2025	Beta Omega Sorority	250		
3/29/2025	Trinity Presbyterian	500		
4/4/2025	Dover Kiwanis	250		
4/4/2025	Germantown Kiwanis	500		
4/4/2025	Memphis Kiwanis	5000		
4/10/2025	Anna/Jim Clark	250		to sponsor Xochi
4/10/2025	Martin Kiwanis Club	1000		
4/16/2025	Hope of Martin	500		
4/21/2025	Tosh Farms	1000		
4/28/2025	Twin Cities Kiwanis	15		
4/28/2025	White station High School	300		
4/28/2025	LaMissTn District Foundation	2000		
5/21/2025	Clarksville Kiwanis Foundation	500		
5/21/2025	Twin Cities Kiwanis	485		

Total collected this year (in our acct) \$ 16,050.00

Linda Ramsey (gift directly to Lakeshore) \$ 1,000.00

total income \$ 30,224.27

Expenses

2/22/2025	Kiwanis International	downpayment	2,000.00
3/9/2025	UT Martin	brochures	156.50
3/9/2025	Lakeshore Camp & Retreat	downpayment	2,222.50
4/21/2025	Steve Lemond	laynards	183.01
		badge holders	
4/23/2025	monograms & more	tshirts	964.00
4/30/2025	Kiwanis International	pd balance	5,000.00
5/21/2025	Linda Ramsey	water bottles	109.75

expenses (pd from our acct) \$ 10,635.76

Linda Ramsey (gift directly to Lakeshore) \$ 1,000.00

total all expenses \$ 11,635.76

overall balance \$ 18,588.51

LAMISSTENN KIWANIS POLICIES

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

100 DEFINITIONS

- 100.1 Policy:** Subject to the bylaws and policies of Kiwanis International, a policy of the Louisiana-Mississippi-West Tennessee **“LaMissTenn”** District is a principle by which the District supervises and controls itself, chartered clubs, divisions, regions, or other groups of chartered clubs. A policy shall remain in effect until such policy is modified, superseded or terminated by action of the ~~Louisiana-Mississippi-West Tennessee~~ **LaMissTenn** District Board of Trustees.
- 100.2 Protocol:** Protocol is the courtesy given to certain offices in Kiwanis recognizing that the person who holds a District of International office, gives substantially of their time and personal resources to fill the position.
- 100.3 Superseded or Terminated Policy or Administrative Procedure:** A superseded or terminated policy shall be a policy of the District or an administrative procedure used by the District; which shall have been superseded, terminated or otherwise become invalid or obsolete.
- 100.4 Written Notice:** Unless a policy states otherwise, “written notice” shall be correspondence prepared and sent by means of U.S. Mail, facsimile transmission, or electronic mail by the District Executive Director.

101 GEOGRAPHY OF THE DISTRICT

- 101.1 Territorial Limits:** The territorial limits of the ~~Louisiana-Mississippi-West Tennessee~~ **LaMissTenn** District shall be confined to the states of Louisiana and Mississippi and that section of the state of Tennessee which is bounded on the north by the line dividing the states of Kentucky and Tennessee, on the east by the Tennessee River, except for all of Hardin County, which crosses to both sides of the river; on the south by a line dividing the states of Tennessee and Mississippi, and on the west by the Mississippi River. Neither the District name nor territorial limits shall be changed **without prior approval** ~~unless permission shall first have been obtained~~ from the International Board of Trustees.
- 101.2 Definition of Division:** The District shall be subdivided into smaller administrative units to be known as “divisions.” The activities and organization of a Kiwanis division shall also exist to help individual Kiwanis clubs and Kiwanis International advance the Objects, objectives, Policies and goals of Kiwanis, as well as increase fellowship.
- 101.3 Boundaries of the Divisions:** The division names and the geographical boundaries of the divisions are as follows:
- A. Division 1A:** located in the northern part of West Tennessee, comprised of the following civil counties: Lake, Obion, Weakley, Henry, Dyer, Gibson, Carroll, Henderson, Benton, Decatur, and Lauderdale.
 - B. Division 1C:** located in the south eastern part of West Tennessee, and the northwestern most county in Mississippi; comprised of the following civil counties: Shelby, Fayette, Hardeman, McNairy, Tipton, Haywood, Madison, Chester; and all of Hardin County, which is situated on both sides of the Tennessee River; and in Mississippi: DeSoto.
 - C. Division 2:** located in the northwestern part of Mississippi; comprised of the following civil counties: Tunica, Coahoma, Quitman, Bolivar, Sunflower, LeFlore, Tallahatchie, Washington, Humphreys, Holmes, Carroll, and Montgomery.
 - D. Division 3:** located in the south-central part of Mississippi; comprised of the following civil counties: Scott, Newton, Lauderdale, Simpson, Smith, Jasper, Clarke, Jefferson Davis, Covington, Jones,

Wayne, Marion, Lamar, Forrest, Perry, and Greene.

- E. **Division 4A:** located in the Greater New Orleans area; comprised of the following civil parishes: Orleans, St. Bernard, Plaquemines, and the part of Jefferson Parish on the west side of the Mississippi River.
- F. **Division 4B:** located in the Greater New Orleans area, and in the southeastern part of Louisiana; comprised of the following civil parishes: the part of Jefferson Parish on the east side of the Mississippi River, along with St. Charles, St. John the Baptist, St. James, Terrebonne, and Lafourche.
- G. **Division 5:** located in the central part of Mississippi; comprised of the following civil counties: Sharkey, Yazoo, Madison, Hinds, and Rankin.
- H. **Division 6:** located in the northeastern part of Louisiana; comprised of the following civil parishes: Claiborne, Union, Morehouse, West Carroll, East Carroll, Bienville, Lincoln, Jackson, Ouachita, Richland, Madison, Caldwell, Franklin, and Tensas.
- I. **Division 7:** located in the south-central part of Louisiana; comprised of the following civil parishes: Evangeline, St. Landry, Acadia, Lafayette, and Vermilion.
- J. **Division 8E:** located in the greater Baton Rouge area; comprised of the following civil parishes: Livingston, St. Helena, and the parts of East Feliciana, and East Baton Rouge that lie east of La. Hwy. 19, until it crosses U.S. Hwy. 61, and then the parts of East Baton Rouge and Ascension Parishes east of Hwy. 61.
- J. **Division 8W:** located in the greater Baton Rouge area; comprised of the following civil parishes: West Feliciana, West Baton Rouge, Pointe Coupee, and Iberville and the parts of East Feliciana and East Baton Rouge lie west of La. Hwy. 19, until it crosses U.S. Hwy. 61, and then the parts of East Baton Rouge and Ascension Parishes west of Hwy. 61.
- K. **Division 9:** located in the northwestern part of Louisiana; comprised of the following civil parishes: Caddo, Bossier, Webster, and DeSoto.
- L. **Division 10A:** located in the northeastern part of Mississippi; comprised of the following civil counties: Marshall, Benton, Tate, Panola, Yalobusha, Grenada, Lafayette, Union, Pontotoc, and Calhoun.
- M. **Division 10B:** located in the northeastern part of Mississippi, comprised of the following civil counties: Tippah, Alcorn, Tishomingo, Prentiss, Lee, and Itawamba.
- N. **Division 10C:** located in the northeastern part of Mississippi; comprised of the following civil counties: Chickasaw, Monroe, Webster, Clay, Choctaw, Oktibbeha, Lowndes, Attala, Winston, and Noxubee, Leake, Neshoba, and Kemper.
- O. **Division 11:** located in central Louisiana; comprised of the following civil parishes: Sabine, Natchitoches, Winn, Grant, Rapides, LaSalle, Catahoula, Avoyelles, the northern half of Vernon, and Red River.
- P. **Division 12:** located in the southwestern part of Louisiana; comprised of the following civil parishes: Beauregard, Allen, Calcasieu, Jefferson Davis, Cameron, and the southern half of Vernon.
- Q. **Division 13:** located in the southeastern part of Louisiana, north of Lake Pontchartrain; comprised of the following civil parishes: Tangipahoa, Washington, and St. Tammany.
- R. **Division 14N:** located in the southern part of Mississippi; comprised of the following civil counties: Pearl River, Stone, George, ~~and the part of Jackson County east of U.S. Hwy 63.~~
- ~~S. **Division 14S:** located in the southern part of Mississippi; comprised of the following civil counties: Hancock, Harrison, and the part of Jackson County west of U.S. Hwy 63.~~
- T. **Division 15:** located in the central part of Mississippi, and one parish in central Louisiana; comprised of the following civil counties in Mississippi: Issaquena, Warren, Claiborne, Jefferson, Copiah, Adams, Franklin, Lincoln, Lawrence, Wilkinson, Amite, Pike, and Walthall; and Concordia Parish in Louisiana.
- U. **Division 17:** located in the south-central part of Louisiana; comprised of the following civil parishes:

St. Martin, Iberia, St. Mary, and Assumption.

- 101.4 Definition of Region:** The District shall be subdivided into smaller administrative units to be known as “regions,” grouping multiple divisions. Each region will provide a Trustee to serve on the District Board for 3-year terms.
- 101.5 Boundaries of the Regions:** The region names and the divisions that comprise each region are as follows:
- a. **Region I – The WestTenn Region;** comprised of Divisions 1A and 1C.
 - b. **Region II – Natchez Trace North Region;** comprised of Divisions 2, 10A, 10B, and 10C.
 - c. **Region III – Magnolia South Region;** comprised of Divisions 3, 5, 14~~N~~, 14~~S~~ and 15.
 - d. **Region IV – The Bayou Region;** comprised of Divisions 4A and 4B.
 - e. **Region V – Florida Parishes Region;** comprised of Divisions 8E, 8W and 13.
 - f. **Region VI – The Southwest Region;** comprised of Divisions 7, 12, and 17.
 - g. **Region VII – Red River Region;** comprised of Divisions 6, 9 and 11.

102 CHANGE OR REALIGNMENT OF DIVISIONS

- 102.1 Realigning Divisions:** The objectives of the realignment of divisions are to establish divisions with adequate strength to carry out the business of Kiwanis in an efficient, economical, and effective manner. The following guidelines should be followed when any consideration is being given to the realignment of any divisions or divisions:
- 1. Any proposed new Division should have a minimum of 150 members provided the geographic distance is not in excess of 100 miles between clubs.
 - 2. Any proposed new Division should have a minimum of 5 clubs. Exceptions may be allowed where distance is a factor.
 - 3. A proposal to realign a division may only be made by a District Officer.
 - 4. The realignment of Divisions shall be approved by the District Board of Trustees.
- 102.2** To retain a reasonable number of Divisions in the District, and to minimize the financial cost incurred by the District for each Division that exists, preference will be given to the realignment of Clubs within existing Divisions rather than creating a new division.
- 102.3 Effective Date:** A change which creates a new division shall not become effective until the succeeding October 1. However, after the approval of a new division, the office of the Lieutenant Governor-Elect shall be filled for the next administrative year. Such election shall be in accordance with the Bylaws, and the election shall be by the representatives of the Clubs in the new division. Similarly, the representative of the Clubs in the Division to be retained shall elect their Lieutenant Governor-Elect. The Chairman of such conference shall be a Past Lieutenant Governor who is a member of one of the clubs in the new division or the division to be retained.

103 LAMISSTENN KIWANIS DISTRICT FOUNDATION

- 103.1 District Foundation:** The LaMissTenn Kiwanis District Foundation shall serve as the fundraising branch of the Kiwanis District.
- 103.2 Purpose & Control:** The LaMissTenn Kiwanis District Foundation shall be incorporated. The articles must provide:
- A. A definite commitment of the organization's purpose and funds to a charitable, educational, eleemosynary, and/or scientific use.
 - B. Assured control of the Foundation by Kiwanians by providing that the members, officers, directors, and trustees shall be active members of clubs within the LaMissTenn Kiwanis District.
- 103.3 Articles of Incorporation:** The Articles of Incorporation of the District Foundation must provide:

- A. That the Foundation and its members will at all times abide by the Bylaws and Policies of Kiwanis International, and of the LaMissTenn District as adopted or amended.
- B. That the Foundation will comply with all conditions and requirements of Kiwanis International.
- C. That no amendments to the articles or any bylaws shall be made without the consent of the International Board.

104 PAST DISTRICT GOVERNORS' COMMITTEE

- 104.1 **Membership:** Membership of the Past District Governors' Committee shall include all ~~of the~~ Past District Governors who are still members of a chartered club within the ~~Louisiana-Mississippi-West-Tennessee~~ LaMissTenn District. Any Past Governor of another District of Kiwanis International who has relocated and has joined a chartered club within the District shall also be considered as a member of the Past District Governors' Committee.
- 104.2 **Committee Chair:** The most recent past Governor not serving on the District Board of Trustees shall serve as Chair of this committee.
- 104.3 **Meetings:** The Past Governors' Committee shall meet at the annual District Convention, and may hold such other meetings as the Committee Chair may deem necessary. All expenses of the Committee shall be borne by the Committee Members.
- 104.4 **Business:** The Committee shall consider and report on all matters referred to it by the District Board of Trustees. The Committee may initiate subjects for consideration and report its conclusions to the Board.

105 PAST DISTRICT OFFICERS' ORGANIZATION

- 105.1 **Membership:** Membership in the Past District Officers' Organization (PDOs) shall be open to any member of a chartered Kiwanis club in the District, who has served as a District Officer of the ~~Louisiana-Mississippi-West-Tennessee~~ LaMissTenn District, or who has served as a District Officer in another District of Kiwanis International and has relocated to the ~~Louisiana-Mississippi-West-Tennessee~~ LaMissTenn District.
Membership in the Past District Officers' Organization of the ~~La-Miss.-W.-Tenn.~~ LaMissTenn District shall be voluntary.
- 105.2 **Bylaws:** The bylaws of the PDOs shall be approved by the District Board of Trustees, shall be compatible with the bylaws of the District, and must ensure that the association shall not in any way interfere with the authority of the District Board of Trustees.
- 105.3 **Budget:** The PDO shall present an annual budget to the District Board of Trustees at the May board meeting.

LAMISSTENN KIWANIS POLICIES

SECTION 200: DISTRICT BOARD & COMMITTEES

200 DISTRICT BOARD MEETINGS

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

201 DISTRICT BOARD COMMITTEES

201.1 EXECUTIVE COMMITTEE

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

Between meetings of the District Board, if the need arises, the administrative authority of the Board is delegated to the Executive Committee on all matters. The action of the Executive Committee shall have full force and effect. Any action by the Executive Committee, unless disapproved by the Board, shall be formally ratified by the Board. This delegation of authority shall not include the right to waive or change policy.

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

201.2 BYLAWS ~~AND POLICIES~~ COMMITTEE

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

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

201.3 FINANCE COMMITTEE

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

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

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

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

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

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

201.4 MEMBERSHIP COMMITTEE

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

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

201.5 EDUCATION COMMITTEE

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

It is suggested that the Governor-Elect serve on the Education Committee to provide guidance on the forums, workshops, and educational sessions for incoming club and District officers at the **Kiwanis** District Convention, Lt. Governor ~~Training Orientation~~, the CLEs **(Club Leadership Education) Conferences**, **Mid-Year Education Conference(s)**, and other educational activities to effectively prepare the officers **and members** for the upcoming year of service.

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

Training events include but are not limited to the Annual **Kiwanis** District Convention, Mid-Year Education Conference(s) ~~or Mid-Year Education Regional Conferences~~, Lieutenant Governor ~~Training Conference Orientation~~, **and CLEs Club Leadership Education Conferences**.

201.6 SERVICE COMMITTEE

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

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

201.7 SERVICE LEADERSHIP PROGRAMS COMMITTEE

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

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

201.8 INTERNATIONAL ACTION COMMITTEE (IAC)

201.9 Purpose: The purposes of this committee are:

- A. To study the qualifications of and make recommendations to the House of Delegates on candidates for International offices from the LaMissTenn District.
- B. To support the candidate for International office and to continue that support upon election as an International officer.
- C. To study the qualifications of and make recommendations on candidates for International office from other Districts.
- D. To study and approve or reject requests from other Districts to nominate or second candidates for International office.
- E. To study and recommend actions to be taken on amendments, resolutions and other matters to be considered at International Conventions.
- F. To keep the general membership of the LaMissTenn District informed on the nature of the IAC and of the matters to be considered at International Conventions.

201.10 Procedures:

- A. The IAC will consider recommendations made to it concerning candidates and all other matters to be considered at International Conventions.
- B. Recommendations of the IAC will be presented to the district membership and at the District Caucus at International Conventions.
- C. The IAC shall meet:
 - 1. At the District Convention to elect the Chair and consider any other matters.
 - 2. At least 30 days prior to the International Convention.
 - 3. With ten (10) days notice, on call of the District Governor or the Chair~~man~~, or at the request of a majority of its members.

201.11 Committee Membership: The membership of the IAC will consist of the following Kiwanians.

- A. The Governor
- B. The Governor-Elect
- C. The Vice Governor
- D. All Past Governors
- E. The District Executive Director
- F. The IAC Chair

201.12 Officers: The Chair shall be a Kiwanian elected by the committee from the District membership. No current candidate for International office shall serve as the Chair of the Committee.

201.13 Rules of Conduct: The recommended positions of the IAC shall be the only official opinions supported by Committee members. Committee members should not wear any election paraphernalia for any candidate for International Office other than the District's candidate while serving in their official capacity as a Committee member.

This policy is in no way intended to restrict any IAC member from supporting any candidate or rendering personal opinions on any subject while participating in IAC committee deliberations.

202 DISTRICT KEY POSITIONS

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

- 202.2** Key positions are encouraged to form subcommittees under their District Board Committee to ensure progress is being made between District Board Committee meetings.
- 202.3** The Governor-Elect and Vice Governor shall not serve in any Key Positions or as any Committee Chair to allow the individuals in these roles to focus on preparation for their future term as Governor.
- 202.4 District Key Positions:**
1. Resolutions Coordinator
 2. District Convention Coordinator
 3. Kiwanis International Convention Coordinator
 4. District Membership Coordinator (DMC)
 - a. District New Club Opening Coordinator
 - b. District Club Strengthening Coordinator
 5. Leadership Development and Education Coordinator(s)
 6. Public Relations Coordinator
 7. District Bulletin Editor
 8. Human and Spiritual Values Coordinator
 9. Kiwanis International Foundation Coordinator
 10. Sponsored Program Administrators
 - a. Aktion Club Administrator
 - b. Builders Club Administrator
 - c. Circle K Administrator
 - d. Key Club Administrator
 - e. K-Kids Administrator
 - f. Key Leader Administrator(s)
 11. Past District Governors Coordinator
 12. Risk Manager
 13. Youth Protection Manager
- 202.5 District Key Position Terms:** All positions shall **serve** a term of one (1) year ~~with the exception of the following positions which shall have a three (3) year term: District Membership Coordinator, Risk Manager, Youth Protection Manager, Leadership and Development Education Coordinator, and Partnership Coordinator.~~
- Each position, with the exception of the Key Club Administrator and Circle K Administrator, shall begin their terms of office on the first day of October. The terms of office of the Key Club Administrator and the Circle K Administrator shall begin at the conclusion of the respective sponsored program's District conventions and continue to the conclusion of the succeeding conventions or until their successors shall be duly selected and qualified.
- 202.6 The Resolutions Coordinator** shall review all proposed resolutions for consideration and recommendation to the District Board and shall draft any resolutions directed by the District Board. The Resolutions Committee may modify, combine, edit, or not accept any club proposals. The District Board shall have final authority on resolutions to be considered at the convention. The Resolution Coordinator shall be the Bylaws and Policy Committee Chair.
- 202.7 The District Convention Coordinator** shall develop committee shall formulate the official program and order of business for the conventions of the District with the approval of the District Board. The District Convention Coordinator shall be the District Executive Director.
- 202.8 The Kiwanis International Convention Coordinator** shall assist in promoting attendance and participation in the annual Kiwanis International Convention. The Kiwanis International Coordinator shall be a Past District Governor and serve on the International Action Committee (IAC).
- 202.9 The District Membership Coordinator (DMC)** shall serve on the District Membership Committee to work with all clubs in this District to help them retain and increase membership. The DMC oversees the District New Club Opening Coordinator and the District Club Strengthening Coordinator. All positions serve on the District Membership Committee.

202.10 The Leadership Development and Education Coordinator(s) shall assist the District leadership in developing meaningful educational and training experiences for all Kiwanians at District convention and conferences, organize and promote operations and leadership programs for incoming District and club officers, and promote continuing Kiwanis education within each club. The Leadership Development and Education Coordinator(s) shall conduct ~~CLEs and~~ District Officer Training. The Coordinator(s) shall assist with conducting the Mid-Year Education Conference(s), ~~or Mid-Year Regional Education Conference(s) and CLEs,~~ education sessions at the Lt. Governor ~~Training Orientation~~ and District Convention. The Leadership Development and Education Coordinator shall serve on the Education Committee.

202.11 The Public Relations Coordinator shall guide and assist the District and clubs with public relations via various media and ensuring adherence by clubs and the District to the branding guidelines established by Kiwanis International. The Public Relations Coordinator shall serve on the Education Committee.

202.12 The District Bulletin Editor shall develop the District's official publication, The LaMissTenn News. The Governor-Elect shall appoint the District Bulletin Editor for the administrative year. The Governor-Elect and the Editor shall determine the dates of publication. The District Bulletin Editor shall serve on the Education Committee and ensure the District Bulletin is distributed throughout the District including via the website and social media.

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

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

202.13 The Human and Spiritual Values Coordinator shall encourage clubs to cooperate on broad nondenominational lines to create a greater public consciousness of the importance of human and spiritual values by promoting and communicating the objects of Kiwanis throughout the District. The Human and Spiritual Values Coordinator shall serve on the Service Committee.

202.14 The Kiwanis International Foundation Coordinator shall promote and represent the Kiwanis Children's Fund in the District. The Coordinator shall encourage all Kiwanis clubs in the District to participate in the Annual Club Gift campaign and encourage all Kiwanis members in the District to support the Kiwanis Children's Fund as well as educate members on grant opportunities through Kiwanis International Children's Fund. The Kiwanis International Foundation Coordinator shall serve on the Service Committee.

202.15 Sponsored Programs Administrators: The Governor-Elect shall appoint the Key Club, Circle K, Builders Club, and K-Kids ~~Coordinator~~ Administrators shall be appointed by the Governor-Elect no later than December 1 and shall assume responsibilities for these programs at the beginning of their respective administrative year. Any action taken by these ~~committees~~ administrators shall be subject to review and the authority of the current Kiwanis District Board of Trustees under the bylaws and policies of the District. The Aktion Club and Key Leader Administrators shall be appointed by the Governor-Elect no later than June 1.

202.16 The Aktion Clubs Administrator shall assist Kiwanis clubs and divisions in establishing Aktion Clubs in conjunction with community agencies or organizations that serve the needs of people with disabilities and shall promote the concept of continuing and effective sponsorship upon the part of the sponsoring Kiwanis club(s). The Aktion Clubs Coordinator shall serve on the Service Leadership Programs Committee.

202.17 The Builders Club Administrator shall assist Kiwanis clubs in establishing Builders Clubs in junior high/middle schools and shall promote the concept of continuing and effective sponsorship upon the part of the sponsoring Kiwanis club. The Builders Clubs Coordinator shall serve on the Service Leadership Programs Committee.

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

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, and District Key Positions as defined by Kiwanis International.

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.

303 RESPONSIBILITIES OF THE DISTRICT VICE GOVERNOR

- 303.1** Upon announcement of candidacy for Governor-Elect, candidates shall enter into an agreement with Kiwanis 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.

304 CANDIDATES FOR DISTRICT GOVERNOR AND DISTRICT GOVERNOR-ELECT

- 304.1** Any candidate for the office of District Governor and District Governor-Elect must have the endorsement of the home club.
- 304.2** 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.
- 304.3** 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.
- 304.4** 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.
- 304.5**
- 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.
- 304.6** The District Executive Director shall send a copy of this policy to each candidate as soon as his candidacy is announced.
- 304.7** 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.
- 304.8** 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.

- 304.9** 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.
- 304.10** Announced candidates may use the available District Directory to acquire club officer contact information to raise awareness of their candidacy.

305 REGIONAL TRUSTEES

- 305.1** 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.

306 LIEUTENANT GOVERNORS

- 306.1** The Lieutenant Governor, who serves concurrently with the club officers, shall install officers at installation meetings, irrespective of the date of the installation.
- 306.2** 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.
- 306.3** 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.

306.4 Lieutenant Governors may be reimbursed for their expenses in accordance with the District Budget, as outlined in Policy 702.

306.5 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-Elect should attend the International Convention held prior to taking office.
- 306.7** The Lieutenant Governor-Elect shall attend the Lieutenant Governor Orientation Conference conducted by the Governor-Elect.
- 306.8** The Lieutenant Governor-Elect 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-Elect/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-Elect/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-Elect 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-Elect/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.
- 306.14** As part of the application process, all Lieutenant Governor applicants are required to sign a Lieutenant Governor Pledge committing to the requirements described above and any other priorities of the Governor-Elect.

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

800: DISTRICT CONVENTIONS & CONFERENCES

800 DISTRICT CONVENTIONS

- 800.1** The District Convention shall be held annually to provide fellowship, motivation, inspiration, administrative methods, and Kiwanis knowledge and objectives for club members and leaders, with special emphasis on club presidents-designate and secretaries-designate to better prepare them to fulfill the duties and responsibilities of the offices they are to assume.
- 800.2** The preferred time frame of the District Convention shall be the first weekend in August. The District Convention should not be less than two (2) days or more than three (3) days in duration. The Executive Director should inform Kiwanis International of the dates and location of the upcoming annual district conventions, to be provided to the International President-Elect by December 15.
- 800.3** A District Convention must be held within the boundaries of the Louisiana-Mississippi-West Tennessee District, unless prior approval has been secured from the International Board.
- 800.4** The Governor has the responsibility to plan and develop the convention program. The Governor-Elect has the responsibility for any education of incoming club officers and lieutenant governors and for the forums and educational sessions. The program should include noteworthy and/or inspirational speakers that will encourage additional attendance. Adequate time should be provided for forums and educational sessions that focus on the day-to-day responsibilities of club, division, and district officers.
- 800.5** Special efforts should be made to encourage representation by all clubs, especially the incoming club officers and all members of new clubs. The convention should be held in a city that is convenient to club members. Costs should be reasonable so persons are not discouraged to attend for financial reasons.
- 800.6** When space permits, exhibits of club projects should be encouraged, especially worthwhile projects that other clubs can adopt.

801 DISTRICT MID-YEAR EDUCATION CONFERENCE

- 801.1** A Mid-Year Education Conference ~~(s) or multiple Mid-Year Regional Education Conferences~~ should be held annually to further the programs of Kiwanis through fellowship, inspiration, and forums which provide an opportunity for discussion among club members and officers relating to club services and administration.
- 801.2** For ~~multiple~~ Mid-Year Regional Education Conferences, one will be held in each of the seven ~~R~~regions of the District, planned by the Trustee of the respective ~~R~~region. The Governor-Elect will determine whether ~~one~~ ~~a~~ Mid-Year Education Conference or ~~multiple~~ Mid-Year Regional Education Conferences will be held.
- 801.3** The Mid-Year Regional Conference will serve as the Governor's Official Visit to each of the divisions within that region. If one Mid-Year Conference is held, the Governor's Official Visit will be scheduled as convenient by the Governor.

802. DISTRICT CONVENTION & MID-YEAR EDUCATION CONFERENCE ~~(S)~~ ~~OR REGIONAL EDUCATION CONFERENCES~~ GUIDELINES

~~802.1 — See Article X and XI, District Bylaws.—~~

- 802.2** The District Executive Director shall be the Convention Manager. As such, he/she shall:
- A. Assist the Governor in the preparation of the Convention Program, including the selection of

speakers.

- B. ~~Assist the Host Committee in the preparation of~~ **Develop** the Convention Budget, to be presented to the District Board for approval no later than at the Spring Board Meeting prior to the District Convention.
 - C. Review, sign, or approve all contracts and agreements with hotels, convention facilities and purveyors of services for all conventions and conferences.
 - D. ~~Develop, in cooperation with the Host Committee,~~ the system for handling registration, hotel reservations, and the collections of fees and charges.
 - E. Make the payments from Convention Funds for all services rendered and all approved invoices.
- 802.3 The ~~District~~ Convention Committee ~~is held~~ shall be responsible for all matters pertaining to the ~~District~~ Convention for that year. Inasmuch as the ~~District~~ Convention is the responsibility of the District, the ~~District~~ Convention Committee shall be composed of the District Governor, the District Governor-Elect, **the District Vice Governor**, the District Executive Director (Convention Manager), the District Administrative Assistant (Registration Manager), the Trustee for the Region, the Lieutenant Governor(s) of the Host Division, the ~~District~~ Convention ~~Host~~ Committee Chair~~man~~ (who shall be appointed by the Governor from the host Club or Division), and such other members as may be appointed by the Chair~~man~~ and approved by the Governor.
- 802.4 The ~~Host Division~~ **Convention Committee** may arrange for entertainment, optional tours and programs, dinners, spouses' program, and youth activities, but any and all arrangements requires ~~committee~~ **Executive Director** approval.
- 802.5 The International ~~Representative~~ **Board Counselor** assigned to the District for the subsequent year shall be the speaker for the fellowship luncheon.
- 802.6 The District Executive Director shall file a financial report of the Convention no later than 45 days after the Convention or September 30, whichever occurs first.
- 802.7 Suitable mementos should be presented to the International ~~Representative~~ **Board Counselor** and the District Governor, purchased from funds allocated from registration fees. Dollar amounts for the mementos should be based on prior convention budgets and local options.
- 802.8 Hospitality for the senior International ~~Representative~~ **Board Counselor** shall be the responsibility of the Convention and coordinated by the Governor-Elect.
- 802.9 Lists of Delegates, Alternates and Delegates-At-Large shall not be available to any group or individuals before or during the Convention for any purposes other than required by the Bylaws or as necessary for conducting a District Convention.
- 802.10 The Convention may provide complimentary registrations and rooms for the Governor and spouse, Governor- Elect and spouse, **Vice Governor and spouse**, Immediate Past Governor and spouse, Executive Director, Administrative Assistant, Key Club Governor, Key Club Administrator, Circle K Governor, Kiwanis International President and spouse, Kiwanis International ~~Trustee~~ **Board** Counselor and spouse, and Kiwanis International Staff who are invited session presenters. Registration may be provided to the ~~Host~~ Convention Committee Chair. Others may be added to this list as approved by the Kiwanis Board of Trustees.
- 802.11 Any and all funds received for registration fees and other miscellaneous funds received in conjunction with a District Convention, Mid-Year Education Conference~~(s)~~, ~~Mid-Year Regional Education Conferences~~, or a District function at an International Convention, shall be deposited in the Kiwanis Convention & Conference Fund. If expenses exceed the income, it shall be the responsibility of the District to pay the difference, out of the surplus funds of the District designated for Conventions & Conferences.
- 802.12 The District Board of Trustees shall establish and maintain a Convention and Conference Surplus Fund of fifteen thousand dollars (\$15,000.00) annually. Profits realized from conventions and conferences shall also be used to develop this fund.

- 802.13 District Convention, ~~and~~ Mid-Year Education Conference(s), ~~or Mid-Year Regional Education Conferences~~ shall be self-sustaining; the expenditures included in the budget shall not exceed the registration fees, meal costs and other income. Other meetings may or may not be self-sustaining, but financially should be within the amounts budgeted by the District.

803. CONVENTION SITE CRITERIA

- ~~803.1 An invitation by a Kiwanis Club or division for holding an annual District Convention in its city shall be extended in accordance with the District Bylaws, Article VIII, Section 2. The Kiwanis Club and Division must express a willingness to assume the operating responsibility for the Convention under the direction of a Convention Committee Chairman, designated by the Governor, in accordance with District Bylaws, Article X. Said invitation must be received in writing by the District Executive Director no later than May 1st.~~
- 803.2 The following criteria must be met for an invitation to be considered by the District Board of Trustees:
- A. At least 150 suitable hotel rooms within a minimum number of properties.
 - B. An auditorium with seating for at least ~~350~~ 300 persons equipped with necessary audio-visual facilities for conducting meetings.
 - C. Separate and suitable banquet facilities for seating and serving at least ~~350~~ 300 persons and providing the essential audio-visual equipment, to allow for meal functions to be held immediately following business meetings on Saturday evening and Sunday morning.
 - D. An adequate number of breakout rooms available for workshops, forums, and smaller committee meetings.
 - E. Suitable facilities for serving luncheons for other occasions, including the spouses' functions, if supported by the Convention Committee.
 - F. Adequate space shall be provided for registration activities, for displays of the District Chairmen, for displays for the candidates for Governor-Elect, and future convention sites.
 - G. A definite written agreement shall be concluded with the hotels and motels on the number of complimentary sleeping and meeting rooms allocated in relation to total number of rooms sold.
 - H. Rates for convention housing shall be negotiated in advance with all hotels and motels offering their facilities and services.

804. SELECTION OF FUTURE CONVENTION SITES

- 804.1 Working with the District Board, the Executive Director will present locations that meet the criteria above for preliminary approval. With Board approval, the Executive Director will invite a Board Member and the Lieutenant Governor of that division and local club(s) representative to visit the meeting and banquet facilities, sleeping accommodations, suggested menus, and other features of the convention city. The Executive Director will then present the findings to the Board for final approval. The Executive Director will then reach out to local and/or surrounding clubs to secure their support in coordination and planning of the future District Convention.
- ~~Upon receiving the written invitation from a club or division, the Executive Director shall advise the District Board of the locations, and shall schedule a visit to the proposed convention site. If appropriate, the Executive Director will invite a Board Member and the Lieutenant Governor of that division to look over meeting and banquet facilities, sleeping accommodations, suggested menus, and other features of the convention city.~~
- ~~804.2 The Executive Director will report back to the Board of Trustees at the next Board Meeting and advise the members of the results of the onsite investigations.~~
- ~~804.3 The Board of Trustees will determine the location of the next open convention, based upon the information presented.~~

- 804.4** The Board of Trustees shall attempt to confirm the dates and locations of the ~~A~~ annual district conventions at least three (3) years in advance.
- 804.5** Funding to defray the necessary and reasonable expenses for the Executive Director to conduct the Convention Site Reviews shall be funded from the Convention and Conference Fund.
- 804.6** The District Board will regularly update and maintain Policy 803 concerning Convention Site Criteria, based upon the actual usage of rooms at prior convention.

**805 MID-YEAR EDUCATION CONFERENCE(S) ~~OR~~ ~~REGIONAL~~
~~EDUCATION CONFERENCES~~ SITE CRITERIA**

- 805.1** For the Mid-Year Education Conference, the District Board will select a city to host the Mid-Year Education Conference that is central for the majority of the membership of the District.
- A. The Executive Director will research a hotel and/or facility that will closely meet the following criteria and report the results of the search to the District Board of Trustees:
 - a. At least 100 suitable hotel rooms within a minimum number of properties.
 - b. An auditorium with seating and banquet facilities for at least ~~300~~ 250 persons equipped with necessary audio-visual facilities for conducting meetings.
 - c. An adequate number of breakout rooms available for workshops, forums, and smaller committee meetings.
 - d. Adequate space shall be provided for registration activities and displays.
 - e. A definite written agreement shall be concluded with the hotels and motels on the number of complimentary sleeping and meeting rooms allocated in relation to total number of rooms sold.
 - f. Rates for convention housing shall be negotiated in advance with all hotels and motels offering their facilities and services.
 - B. The Mid-Year Education Conference(s) shall be held between the second week of January and ~~the third weekend of February~~ end of March, and should be scheduled to avoid any national, state, or local holidays or events.
- 805.2** For the Mid-Year Education Regional Conferences, each Trustee will attempt to schedule their Mid-Year Education Regional Conference in a suitable location, conveniently located for the majority of the members of the Region.
- A. Each Trustee will inform the Executive Director of the selected location, address of the facility, and estimated cost of rent, janitorial services, and food and beverages for the conference no later than the August Board Meeting.
 - B. The Mid-Year ~~Education Regional~~ Conferences shall be held on Saturdays in January, February, and March.
 - C. As a group, ~~District Board~~ the Education Committee, with District Board approval, will determine the standard agenda to be followed for the Mid-Year Education Regional Conferences each year. Based on the agenda, the ~~Board~~ Education Committee will determine the anticipated attendance and the basic meeting space requirements for each respective conference.

806 INTERNATIONAL PRESIDENT'S OFFICIAL VISIT TO THE DISTRICT

- 806.1** Unless scheduling prohibits it, the International President's Visit to the LaMissTenn District shall be held at District Convention.
- 806.2** The ~~District~~ Executive Director, working in consultation with the Governor, shall make plans and arrangements for the official visit of the International President's Visit to the District.
- 806.3** The ~~District~~ Governor, assisted by a host Lieutenant Governor and others who may be appointed, shall be responsible for the hospitality for the International President's Official Visit to the District, except as otherwise stated in these Policies.

- 806.4** A sum of not less than \$100.00 or more than \$250.00 shall be allocated from the fee charged for the meeting and/or from the District Treasury to purchase a suitable memento to be given to the International President on the occasion of the Official Visit to the District.

807 CONVENTIONS AND CONFERENCES REGISTRATION FEES

- 807.1** All persons attending a District Convention; ~~or Mid-Year Education Conference(s); or Mid-Year Regional Education Conferences~~ must be properly registered to attend the meeting, paying the approved registration fee for the meeting and for any additional meal costs (if separate from the registration fee) as approved and published by the District Board. All members of Kiwanis clubs will be required to register at the established member fee. Only those persons not holding membership in a Kiwanis club may register at the spouse/guest fee, **if applicable**.
- 807.2** Appropriate payment must accompany the registration form. Online registration form is acceptable.
- 807.3** Any cancellation requests must be made in writing to the District Office. Telephone requests for cancellations are not acceptable.
- 807.4** There will be a ~~\$20.00 deduction fee~~ per registration for any cancellations ~~postmarked or emailed within four (4) weeks of the official starting date of the District meeting;~~ **received in writing by the District Office. The amount will be determined by the Executive Director.**
- 808.5** No refunds of any kind will be issued ~~if the request for cancellation is postmarked or emailed within two (2) weeks of the official starting date of the District meeting;~~ **after the close of registration as determined by the Executive Director.**
- 808.6** All voting delegates must pay the appropriate member registration fee; **unless their registration fee has been waived by the District Board.**
- 807.7** No spouse, partner, or guest of any Kiwanian may attend any session, forum, or other activities at the Kiwanis District Convention unless such person has paid the appropriate registration fee.

808 STANDING RULES FOR THE HOUSE OF DELEGATES AT CONVENTION

- 808.1 Rule 1** - Only delegates may be seated in the area designated for delegates.
- 808.2 Rule 2** - Only delegates with official delegate credentials may present or speak on motions and vote.
- 808.3 Rule 3** - No delegate may speak more than 3 minutes at a time unless allowed to do so by a majority vote of the delegates.
- 808.4 Rule 4** - No delegate may address the assembly a second time on the same question until all delegates who desire to speak on the topic have spoken.
- 808.5 Rule 5** - Any main motion or amendment shall be written, signed by the maker and seconder, and presented to the Executive Director before it is moved.
- 808.6 Rule 6** - The maker of a motion shall be entitled to speak first in support of such motion or may immediately yield the floor to another delegate.
- 808.7 Rule 7** - Debate shall alternate between those speaking for and those speaking against a motion.
- 808.8 Rule 8** - A delegate shall not speak for or against a motion and move to close debate on the same recognition.
- 808.9 Rule 9** - Debate on any proposed resolution or amendment to the Bylaws, including all amendments thereto, shall be limited to 20 minutes.
- 808.10 Rule 10** - A motion to move the previous question will not be in order until 15 minutes of debate has taken place or all microphones are clear.
- 808.11 Rule 11** - Candidates for the office of Governor; ~~and~~ Governor-Elect; **and Vice Governor** may have one nominating speech not to exceed three minutes and a second from the platform not to exceed one minute.

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

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

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

808.15 Rule 15 - *Roberts Rules of Order Newly Revised* shall be the parliamentary authority for all matters of procedure not specifically covered by the Constitution and Bylaws of Kiwanis International, the Bylaws of the Louisiana-Mississippi-West Tennessee District, and these standing rules.

809 EXHIBITS

809.1 Permitted Activities

1. District Foundation fundraising activities, such as the Gift Basket Raffle, purchasing raffle tickets for major donated items, etc., and financial support of the activities of the Kiwanis Children's Fund ~~are allowed fundraising events at the official District events of the District Convention and Mid-Year Education Conference(s) or Mid-Year Regional Education Conferences.~~
2. The distribution and display of Kiwanis-related literature from within the assigned booth space.
3. The distribution and display of information from an outside ~~Nonprofit~~ **N**onprofit ~~or Not-for-profit~~ organization, seeking support from Kiwanis clubs to further develop its goals and objectives.
4. The distribution and display of local materials and literature, promoting tourist information, restaurants, and other points of interest.
5. The utilization of audio/visual equipment, so long as the volume does not disturb surrounding exhibitors.
6. The sale, display, or distribution of merchandise, products, goods or services other than for the District Foundation with prior approval of the Kiwanis District Board.

~~809.2 Prohibited Activities~~

- ~~1. Conducting a drawing or any other contest of chance or skill that involves the exchange of money, as in the purchasing of chance or raffle ticket, other than for the District Foundation and Kiwanis Children's Fund, and then only with approval of the Kiwanis District Board of Trustees.~~
- ~~2. Using any sound amplification or lighting equipment or any other technique that is distracting to surrounding exhibitors.~~

Management Report

LaMissTenn Monthly Financials
For the period ended April 30, 2025



Prepared by
Jen Robertson

Prepared on
May 14, 2025

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Statement of Financial Position

As of April 30, 2025

	Total
ASSETS	
Current Assets	
Bank Accounts	
Circle K	
Circle K Operating (1692)	10,915.66
Total Circle K	10,915.66
Key Club	
Key Club Operating (1706)	15,279.38
Key Club Savings (2346)	91,805.11
Total Key Club	107,084.49
Kiwanis District	
Kiwanis Conventions (1757)	61,269.61
Kiwanis Operating (1730)	15,428.81
Kiwanis Savings (2354)	212,846.18
PDO Checking (1749)	6,151.62
Total Kiwanis District	295,696.22
Kiwanis Short Term Investment	0.00
Total Bank Accounts	413,696.37
Total Current Assets	413,696.37
TOTAL ASSETS	\$413,696.37

LIABILITIES AND EQUITY

Liabilities	
Current Liabilities	
Credit Cards	
CapitalOne District	1,148.50
Total Credit Cards	1,148.50
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	2,220.28
Total Payroll Liabilities	3,453.69
Total Other Current Liabilities	3,453.69
Total Current Liabilities	4,602.19

	Total
Total Liabilities	4,602.19
Equity	
Opening Balance Equity	0.00
Retained Earnings	284,128.32
Net Revenue	124,965.86
Total Equity	409,094.18
TOTAL LIABILITIES AND EQUITY	\$413,696.37

Statement of Activity

October 2024 - April 2025

	Total
REVENUE	
DCON Registrations	32,494.72
DCON Misc Income	13,906.00
DCON Program Ads	75.00
DCON Sponsorships	1,242.45
Total DCON Registrations	47,718.17
Dues	194,952.12
Foundation Donation	1,000.00
ICON, KC Revenues	2,473.21
Key Club Fundraiser Revenues	2,118.85
Meetings Income	
Key Club Conv Mgr Income	3,615.00
Key Club District Coordinator	5,000.00
Key Leader South	14,270.85
Mid-Year Income	6,580.66
Total Meetings Income	29,466.51
Misc Income	
District Foundation Allowance	10,000.00
Interest Income	4,138.49
Total Misc Income	14,138.49
New Club Income	
Bayou Teche Club Dues Revenue	200.00
East Memphis Club Dues Revenue	2,384.80
Plaquemines New Club Dues Revenue	1,925.28
Total New Club Income	4,510.08
Rally Registrations	2,945.23
Total Revenue	299,322.66
GROSS PROFIT	299,322.66
EXPENDITURES	
DCON	
DCON Awards, Giveaways, & Decor	5,367.59
DCON Catering	18,619.06
DCON DJ	5,400.00
DCON Entertainment	1,500.00
DCON Hotel	5,167.24
DCON Program Printing	511.91
DCON Travel	894.60
DCON Venue	10,615.00
Key Club Conv. Mgr. Expense	3,615.00
Total DCON	51,690.40

	Total
District Office	
Audit & Accounting	200.00
Copier Lease	3,086.94
District Office Allowance for non-DCON Support	5,000.00
Insurance, Auto Liability	222.74
Insurance, Bonding	359.00
Insurance, Business	813.88
Insurance, D&O	800.00
Insurance, Workers Comp	500.00
Materials & Supplies	2,024.12
Postage	160.60
Remote Office Reimbursement (12 mo @ \$50)	300.00
Rent & Utilities	4,732.00
Software	2,142.41
Telephone & Internet	776.23
Cell Phone Reimbursement (\$50/mo)	300.00
Total Telephone & Internet	1,076.23
Total District Office	21,417.92
Meeting Expenses	
Board Mtg, K May/LG Training, KC Jan, CK Dec/Jan	2,193.90
GATC, Gov's Training Conference	396.37
ICON, KC Expenses	325.07
Key Leader South	12,549.86
Mid-Year Expense	6,593.15
Rally Expenses (Sept/Oct)	801.81
Total Meeting Expenses	22,860.16
Misc Expenses	115.36
District Board Name Badges & Shirts	98.96
New Club Expenses	735.49
Bayou Teche Club Dues Expenses	400.00
East Memphis Dues Expenses	2,711.75
Plaquemines New Club Expenses	1,672.91
Total New Club Expenses	5,520.15
Total Misc Expenses	5,734.47
Staff Salary & Benefits	
Benefit Package, Admin Assistant	612.50
Benefit Package, Exec Dir	1,155.00
Dst Personel, Admin Assist	20,416.62
Dst Personel, Executive Dir	38,500.00
Payroll Expenses	
Payroll Taxes	5,909.98
Total Payroll Expenses	5,909.98
Total Staff Salary & Benefits	66,594.10

	Total
Travel	
Admin Asst,Travel	705.75
District Admin Travel	1,301.02
ED District Secretaries Meeting	104.39
ED, Auto & Travel Allowance	729.70
ED, ICON	938.33
Gov ICON	1,000.00
Gov In-District + DCON	938.32
Imm Past Gov, In District + DCON	171.12
Vice Gov, In-District + DCON	171.12
Total Travel	6,059.75
Total Expenditures	174,356.80
NET OPERATING REVENUE	124,965.86
NET REVENUE	\$124,965.86

24-25_ Kiwanis Budget vs. Actuals

October 2024 - April 2025

	Kiwanis Convention			Kiwanis District			PDO			TOTAL		
	Actual	Budget	Remaining	Actual	Budget	Remaining	Actual	Budget	Remaining	Actual	Budget	Remaining
REVENUE												
DCON Registrations	2,084.62		-2,084.62							2,084.62	0.00	-2,084.62
DCON Sponsorships	242.45		-242.45							242.45	0.00	-242.45
Total DCON Registrations	2,327.07		-2,327.07							2,327.07	0.00	-2,327.07
Dues	6,875.17		-6,875.17	151,253.89	94,619.00	-56,634.89	1,254.06		-1,254.06	159,383.12	94,619.00	-64,764.12
Meetings Income										0.00	0.00	0.00
Key Club Conv Mgr Income				3,615.00	1,312.50	-2,302.50				3,615.00	1,312.50	-2,302.50
Key Club District Coordinator				5,000.00	2,916.69	-2,083.31				5,000.00	2,916.69	-2,083.31
Key Leader South				14,270.85	6,416.69	-7,854.16				14,270.85	6,416.69	-7,854.16
Kiwanis Conv. Mgr.					1,458.31	1,458.31				0.00	1,458.31	1,458.31
Mid-Year Income				6,580.66	4,316.69	-2,263.97				6,580.66	4,316.69	-2,263.97
Total Meetings Income				29,466.51	16,420.88	-13,045.63				29,466.51	16,420.88	-13,045.63
Misc Income										0.00	0.00	0.00
District Foundation Allowance				10,000.00	5,833.31	-4,166.69				10,000.00	5,833.31	-4,166.69
Interest Income				2,751.68	2,450.00	-301.68				2,751.68	2,450.00	-301.68
Total Misc Income				12,751.68	8,283.31	-4,468.37				12,751.68	8,283.31	-4,468.37
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				2,384.80		-2,384.80				2,384.80	0.00	-2,384.80
Plaquemines New Club Dues Revenue				1,925.28		-1,925.28				1,925.28	0.00	-1,925.28
Total New Club Income				4,510.08		-4,510.08				4,510.08	0.00	-4,510.08
Total Revenue	9,202.24	0.00	-9,202.24	197,982.16	119,323.19	-78,658.97	1,254.06	0.00	-1,254.06	208,438.46	119,323.19	-89,115.27
GROSS PROFIT	9,202.24	0.00	-9,202.24	197,982.16	119,323.19	-78,658.97	1,254.06	0.00	-1,254.06	208,438.46	119,323.19	-89,115.27
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	150.00	-50.00				200.00	150.00	-50.00
Copier Lease				3,086.94	2,861.25	-225.69				3,086.94	2,861.25	-225.69
Insurance, Auto Liability				222.74	450.00	227.26				222.74	450.00	227.26
Insurance, Bonding				359.00	375.00	16.00				359.00	375.00	16.00
Insurance, Business				813.88	900.00	86.12				813.88	900.00	86.12
Insurance, D&O				800.00	800.00	0.00				800.00	800.00	0.00
Insurance, Workers Comp				500.00	600.00	100.00				500.00	600.00	100.00
Materials & Supplies				2,024.12	1,895.81	-128.31				2,024.12	1,895.81	-128.31
Postage				160.60	87.50	-73.10				160.60	87.50	-73.10

			Kiwanis Convention			Kiwanis District			PDO			TOTAL		
			Actual	Budget	Remaining	Actual	Budget	Remaining	Actual	Budget	Remaining	Actual	Budget	Remaining
Remote Office Reimbursement (12 mo @ \$50)						300.00	350.00	50.00				300.00	350.00	50.00
Rent & Utilities						4,732.00	4,921.00	189.00				4,732.00	4,921.00	189.00
Software						2,142.41	2,050.44	-91.97				2,142.41	2,050.44	-91.97
Telephone & Internet						776.23	805.00	28.77				776.23	805.00	28.77
Cell Phone Reimbursement (\$50/mo)						300.00	350.00	50.00				300.00	350.00	50.00
Total Telephone & Internet						1,076.23	1,155.00	78.77				1,076.23	1,155.00	78.77
Total District Office						16,417.92	16,596.00	178.08				16,417.92	16,596.00	178.08
Meeting Expenses												0.00	0.00	0.00
Board Mtg, K May/LG Training, KC Jan, CK Dec/Jan							0.00	0.00				0.00	0.00	0.00
Key Leader South						12,549.86	11,000.00	-1,549.86				12,549.86	11,000.00	-1,549.86
Mid-Year Expense						6,593.15	7,400.00	806.85				6,593.15	7,400.00	806.85
Total Meeting Expenses						19,143.01	18,400.00	-743.01				19,143.01	18,400.00	-743.01
Misc Expenses												0.00	0.00	0.00
Club Strengthening Expenses							1,458.31	1,458.31				0.00	1,458.31	1,458.31
New Club Expenses						735.49	2,333.31	1,597.82				735.49	2,333.31	1,597.82
Bayou Teche Club Dues Expenses						400.00		-400.00				400.00	0.00	-400.00
East Memphis Dues Expenses						2,711.75		-2,711.75				2,711.75	0.00	-2,711.75
Plaquemines New Club Expenses						1,672.91		-1,672.91				1,672.91	0.00	-1,672.91
Total New Club Expenses						5,520.15	2,333.31	-3,186.84				5,520.15	2,333.31	-3,186.84
Retained Earnings (budgeted)							12,213.81	12,213.81				0.00	12,213.81	12,213.81
Total Misc Expenses						5,520.15	16,005.43	10,485.28				5,520.15	16,005.43	10,485.28
Staff Salary & Benefits												0.00	0.00	0.00
Benefit Package, Admin Assistant						612.50	612.50	0.00				612.50	612.50	0.00
Benefit Package, Exec Dir						1,155.00	1,155.00	0.00				1,155.00	1,155.00	0.00
Dst Personel, Admin Assist						20,416.62	20,416.69	0.07				20,416.62	20,416.69	0.07
Dst Personel, Executive Dir						38,500.00	38,500.00	0.00				38,500.00	38,500.00	0.00
Payroll Expenses												0.00	0.00	0.00
Payroll Taxes						17,069.98	5,075.00	-11,994.98				17,069.98	5,075.00	-11,994.98
Total Payroll Expenses						17,069.98	5,075.00	-11,994.98				17,069.98	5,075.00	-11,994.98
Total Staff Salary & Benefits						77,754.10	65,759.19	-11,994.91				77,754.10	65,759.19	-11,994.91
Travel												0.00	0.00	0.00
Admin Asst,Travel						175.00	116.69	-58.31				175.00	116.69	-58.31
ED District Secretaries Meeting						104.39	1,400.00	1,295.61				104.39	1,400.00	1,295.61
ED, Auto & Travel Allowance						729.70	729.19	-0.51				729.70	729.19	-0.51
ED, ICON						938.33	1,050.00	111.67				938.33	1,050.00	111.67
Gov ICON						1,000.00	583.31	-416.69				1,000.00	583.31	-416.69
Gov In-District + DCON						938.32	787.50	-150.82				938.32	787.50	-150.82
Gov-Elect, ICON							408.31	408.31				0.00	408.31	408.31
Gov-Elect, In District + DCON							291.69	291.69				0.00	291.69	291.69

	Kiwanis Convention			Kiwanis District			PDO			TOTAL		
	Actual	Budget	Remaining	Actual	Budget	Remaining	Actual	Budget	Remaining	Actual	Budget	Remaining
Imm Past Gov, ICON					247.94	247.94				0.00	247.94	247.94
Imm Past Gov, In District + DCON				171.12	131.25	-39.87				171.12	131.25	-39.87
KI Board Trustee Counselor Room & Meals					262.50	262.50				0.00	262.50	262.50
LG Expenses					1,604.19	1,604.19				0.00	1,604.19	1,604.19
LG-Elect, Training (max \$150 ea)					0.00	0.00				0.00	0.00	0.00
Trustees In-District + DCON (7 @ \$200)					714.56	714.56				0.00	714.56	714.56
Vice Gov, ICON					277.06	277.06				0.00	277.06	277.06
Vice Gov, In-District + DCON				171.12	218.75	47.63				171.12	218.75	47.63
Total Travel				4,227.98	8,822.94	4,594.96				4,227.98	8,822.94	4,594.96
Total Expenditures	2,500.00	0.00	-2,500.00	123,063.16	125,583.56	2,520.40	0.00	0.00	0.00	125,563.16	125,583.56	20.40
NET OPERATING REVENUE	6,702.24	0.00	-6,702.24	74,919.00	-6,260.37	-81,179.37	1,254.06	0.00	-1,254.06	82,875.30	-6,260.37	-89,135.67
NET REVENUE	\$6,702.24	\$0.00	\$ -6,702.24	\$74,919.00	\$ -6,260.37	\$ -81,179.37	\$1,254.06	\$0.00	\$ -1,254.06	\$82,875.30	\$ -6,260.37	\$ -89,135.67

24-25_ Key Club Budget vs. Actuals

October 2024 - April 2025

	Key Club			TOTAL		
	Actual	Budget	Remaining	Actual	Budget	Remaining
REVENUE						
DCON Registrations	30,314.82	15,166.69	-15,148.13	30,314.82	15,166.69	-15,148.13
DCON Misc Income	13,906.00	7,583.31	-6,322.69	13,906.00	7,583.31	-6,322.69
DCON Program Ads	75.00	189.56	114.56	75.00	189.56	114.56
DCON Sponsorships	1,000.00		-1,000.00	1,000.00	0.00	-1,000.00
Total DCON Registrations	45,295.82	22,939.56	-22,356.26	45,295.82	22,939.56	-22,356.26
Dues	34,765.00	18,958.31	-15,806.69	34,765.00	18,958.31	-15,806.69
ICON, KC Revenues	2,473.21	5,833.31	3,360.10	2,473.21	5,833.31	3,360.10
Key Club Fundraiser Revenues	2,118.85		-2,118.85	2,118.85	0.00	-2,118.85
Misc Income				0.00	0.00	0.00
Interest Income	1,386.81	875.00	-511.81	1,386.81	875.00	-511.81
Total Misc Income	1,386.81	875.00	-511.81	1,386.81	875.00	-511.81
Rally Registrations	2,945.23	1,575.00	-1,370.23	2,945.23	1,575.00	-1,370.23
Total Revenue	88,984.92	50,181.18	-38,803.74	88,984.92	50,181.18	-38,803.74
GROSS PROFIT						
	88,984.92	50,181.18	-38,803.74	88,984.92	50,181.18	-38,803.74
EXPENDITURES						
DCON		22,939.56	22,939.56	0.00	22,939.56	22,939.56
DCON Awards, Giveaways, & Decor	5,367.59		-5,367.59	5,367.59	0.00	-5,367.59
DCON Catering	18,619.06		-18,619.06	18,619.06	0.00	-18,619.06
DCON DJ	5,400.00		-5,400.00	5,400.00	0.00	-5,400.00
DCON Entertainment	1,500.00		-1,500.00	1,500.00	0.00	-1,500.00
DCON Hotel	5,167.24		-5,167.24	5,167.24	0.00	-5,167.24
DCON Program Printing	511.91		-511.91	511.91	0.00	-511.91
DCON Travel	894.60		-894.60	894.60	0.00	-894.60
DCON Venue	8,115.00		-8,115.00	8,115.00	0.00	-8,115.00
Key Club Conv. Mgr. Expense	3,615.00		-3,615.00	3,615.00	0.00	-3,615.00

	Key Club			TOTAL		
	Actual	Budget	Remaining	Actual	Budget	Remaining
Total DCON	49,190.40	22,939.56	-26,250.84	49,190.40	22,939.56	-26,250.84
District Office				0.00	0.00	0.00
District Office Allowance for non-DCON Support	5,000.00	2,916.69	-2,083.31	5,000.00	2,916.69	-2,083.31
Postage		14.56	14.56	0.00	14.56	14.56
Supplies & Printing		29.19	29.19	0.00	29.19	29.19
Total District Office	5,000.00	2,960.44	-2,039.56	5,000.00	2,960.44	-2,039.56
Meeting Expenses				0.00	0.00	0.00
Board Mtg, K May/LG Training, KC Jan, CK Dec/Jan	2,193.90	1,458.31	-735.59	2,193.90	1,458.31	-735.59
Board Mtg, New Board Training (May)		2,041.69	2,041.69	0.00	2,041.69	2,041.69
Board Mtg, Pre-School (Aug)		1,866.69	1,866.69	0.00	1,866.69	1,866.69
GATC, Gov's Training Conference	396.37	291.69	-104.68	396.37	291.69	-104.68
ICON, KC Expenses	325.07	8,166.69	7,841.62	325.07	8,166.69	7,841.62
Rally Expenses (Sept/Oct)	801.81	1,575.00	773.19	801.81	1,575.00	773.19
Total Meeting Expenses	3,717.15	15,400.07	11,682.92	3,717.15	15,400.07	11,682.92
Misc Expenses	115.36		-115.36	115.36	0.00	-115.36
District Board Name Badges & Shirts		583.31	583.31	0.00	583.31	583.31
Total Misc Expenses	115.36	583.31	467.95	115.36	583.31	467.95
Travel				0.00	0.00	0.00
Admin Asst, Travel	530.75	1,575.00	1,044.25	530.75	1,575.00	1,044.25
District Admin Travel	1,301.02	2,537.50	1,236.48	1,301.02	2,537.50	1,236.48
KC District Bulletin Editor, ICON		175.00	175.00	0.00	175.00	175.00
KC Gov, CK DCON		29.19	29.19	0.00	29.19	29.19
KC Gov, ICON		233.31	233.31	0.00	233.31	233.31
KC Gov, K DCON Meals		29.19	29.19	0.00	29.19	29.19
KC LG, ICON (15 @ \$340)		2,975.00	2,975.00	0.00	2,975.00	2,975.00
KC Non-Board Intl Candidate, ICON		145.81	145.81	0.00	145.81	145.81
KC Sec-Treas or LG, CK DCON		29.19	29.19	0.00	29.19	29.19
KC Sec-Treas, ICON		233.31	233.31	0.00	233.31	233.31

	Key Club			TOTAL		
	Actual	Budget	Remaining	Actual	Budget	Remaining
KC Sec-Treas, K DCON Meals		29.19	29.19	0.00	29.19	29.19
KC Web Master, ICON		175.00	175.00	0.00	175.00	175.00
UNICEF Champion, ICON		131.25	131.25	0.00	131.25	131.25
Total Travel	1,831.77	8,297.94	6,466.17	1,831.77	8,297.94	6,466.17
Total Expenditures	59,854.68	50,181.32	-9,673.36	59,854.68	50,181.32	-9,673.36
NET OPERATING REVENUE	29,130.24	-0.14	-29,130.38	29,130.24	-0.14	-29,130.38
NET REVENUE	\$29,130.24	\$ -0.14	\$ -29,130.38	\$29,130.24	\$ -0.14	\$ -29,130.38

24-25_ Circle K Budget vs. Actuals

October 2024 - April 2025

	Circle K			TOTAL		
	Actual	Budget	Remaining	Actual	Budget	Remaining
REVENUE						
DCON Registrations	95.28	700.00	604.72	95.28	700.00	604.72
Dues	804.00	364.00	-440.00	804.00	364.00	-440.00
Foundation Donation	1,000.00	583.31	-416.69	1,000.00	583.31	-416.69
Total Revenue	1,899.28	1,647.31	-251.97	1,899.28	1,647.31	-251.97
GROSS PROFIT	1,899.28	1,647.31	-251.97	1,899.28	1,647.31	-251.97
EXPENDITURES						
CKI, Fall Service Project		204.19	204.19	0.00	204.19	204.19
DCON		262.50	262.50	0.00	262.50	262.50
Meeting Expenses				0.00	0.00	0.00
CKI ICON Travel		399.00	399.00	0.00	399.00	399.00
GATC, Gov's Training Conference		262.50	262.50	0.00	262.50	262.50
Total Meeting Expenses		661.50	661.50	0.00	661.50	661.50
Misc Expenses				0.00	0.00	0.00
District Board Name Badges & Shirts	98.96	58.31	-40.65	98.96	58.31	-40.65
Total Misc Expenses	98.96	58.31	-40.65	98.96	58.31	-40.65
Travel				0.00	0.00	0.00
Admin Asst, Travel		81.69	81.69	0.00	81.69	81.69
CKI Sec-Treas & LG (up to \$75 ea) Travel		175.00	175.00	0.00	175.00	175.00
District Admin Travel		87.50	87.50	0.00	87.50	87.50
Gov In-District + DCON		116.69	116.69	0.00	116.69	116.69
Total Travel		460.88	460.88	0.00	460.88	460.88
Total Expenditures	98.96	1,647.38	1,548.42	98.96	1,647.38	1,548.42
NET OPERATING REVENUE	1,800.32	-0.07	-1,800.39	1,800.32	-0.07	-1,800.39
NET REVENUE	\$1,800.32	\$ -0.07	\$ -1,800.39	\$1,800.32	\$ -0.07	\$ -1,800.39

LAMISSTENN DISTRICT
Of Kiwanis International
2025-2026 BUDGET

EXHIBIT H

	2025-2026	24-25 Actual	2024-2025 Budgeted
REVENUES:	\$207,500.00	\$198,309.34	\$204,554.00
EXPENSES:	\$207,500.00	\$118,854.27	\$204,554.00
BALANCE:	\$0.00	\$79,455.07	\$0.00

3,575 Estimated number of members
As of 5/21/2025: 3,618
As of 10/1/2024: 3,516

	2025-2026	2024-2025 ACTUAL as of 5/21/2025	2024-2025 BUDGETED	
1 REVENUES	\$207,500.00	\$198,309.34	\$204,554.00	
2 DUES	\$164,800.00	\$151,253.89	\$162,204.00	
3 Dues (\$44 of \$46/mem + \$7,500 prorated)	\$164,800.00	\$151,253.89	\$162,204.00	
5 MEETINGS & CONFERENCES	\$28,500.00	\$29,466.51	\$28,150.00	
6 Mid-Year Income (175 @ \$40)	\$7,000.00	\$6,580.66	\$7,400.00	
7 Kiwanis Conv Mgr (250 registration @ \$10)	\$2,500.00	\$3,615.00	\$2,500.00	
8 Key Club Conv Mgr (200 registrants @ \$15)	\$3,000.00		\$2,250.00	
9 Key Club District Administrative Allowance	\$5,000.00	\$5,000.00	\$5,000.00	
10 Key Leader South Income	\$11,000.00	\$14,270.85	\$11,000.00	Budgeted to match expense
12 MISC REVENUES	\$14,200.00	\$17,588.94	\$14,200.00	
13 District Foundation Allowance	\$10,000.00	\$10,000.00	\$10,000.00	
14 New Club Income				
15 Bayou Teche		\$200.00		offset by expenses
16 Bluff City		\$2,537.80		offset by expenses
17 Plaquemines		\$2,099.46		offset by expenses
18 Interest Income (12 * \$350)	\$4,200.00	\$2,751.68	\$4,200.00	
21 EXPENSES	\$207,500.00	\$118,854.27	\$204,554.00	
22 MEETINGS & CONFERENCES	\$22,000.00	\$19,143.01	\$21,400.00	
23 LG Training/May Board Mtg	\$4,000.00		\$3,000.00	Increased to adjust for full LGs & increased catering costs
24 Mid-Year Expense	\$7,000.00	\$6,593.15	\$7,400.00	Budgeted to match income
25 Key Leader South Expense	\$11,000.00	\$12,549.86	\$11,000.00	
27 TRAVEL	\$19,750.00	\$4,227.98	\$16,875.00	
28 Governor: In-District + DCON	\$1,350.00	\$938.32	\$1,350.00	

29	Governor: ICON	\$2,000.00	\$1,000.00	\$1,000.00	increased due to Manilla
30	Gov-Elect: In-District + DCON	\$500.00		\$500.00	
31	Gov-Elect: ICON	\$1,000.00		\$700.00	increased due to Manilla
32	Vice Gov: In-District + DCON	\$375.00	\$171.12	\$375.00	
33	Vice Gov: ICON	\$600.00		\$475.00	increased due to Manilla
34	Imm Past Gov: In-District + DCON	\$225.00	\$171.12	\$225.00	
35	Imm Past Gov: ICON	\$600.00		\$425.00	increased due to Manilla
36	Trustees: In-District + DCON (7 @ \$200)	\$1,400.00		\$1,225.00	increased from \$175 to \$200
37	LG Expenses (21 up to \$150 ea)	\$3,150.00		\$2,750.00	increased from \$125 to \$150
38	LG-Elect Expenses (21 up to \$150 ea)	\$3,150.00		\$2,750.00	increased from \$125 to \$150
39	ED: Travel Allowance*	\$1,250.00	\$729.70	\$1,250.00	
40	ED: District Secretaries Meeting*	\$1,400.00	\$104.39	\$1,400.00	
41	ED: ICON*	\$1,900.00	\$938.33	\$1,800.00	
42	<i>*Other expenses paid from Conventions Fund</i>				
43	Admin Ast: Auto & Travel Allowance	\$400.00	\$175.00	\$200.00	increased due to use
44	KI Board Trustee Counselor Room & Meals	\$450.00		\$450.00	
45					
46	STAFF SALARY & BENEFITS	\$113,030.00	\$71,250.62	\$112,730.00	
47	Salary: Executive Director	\$66,000.00	\$41,250.00	\$66,000.00	
48	Salary: Administrative Assistant	\$35,000.00	\$21,874.95	\$35,000.00	
49	Benefits Package: Exec Dir (3% of salary)	\$1,980.00	\$1,237.50	\$1,980.00	
50	Benefits Package: Admin Assist (3% of salary)	\$1,050.00	\$656.25	\$1,050.00	
51	Payroll Taxes & Fees (12 mo @ \$750)	\$9,000.00	\$6,231.92	\$8,700.00	
52					
53	DISTRICT OFFICE	\$26,706.00	\$18,008.64	\$26,111.00	
54	Rent & Utilites (12 mo @ \$728)	\$8,736.00	\$5,408.00	\$8,436.00	increased due to annual increase
55	Telephone & Internet (12 mo @ \$115)	\$1,380.00	\$887.01	\$1,380.00	
56	Cell Phone Reimbursement to ED (12 mo @ \$50)	\$600.00	\$300.00	\$600.00	
57	Remote Office Reimbursement (12 mo @ \$50)	\$600.00	\$300.00	\$600.00	
58	Copier Lease (12 mo @ \$370 + \$165 in taxes/yr + \$250 in extra copies)	\$4,855.00	\$3,574.08	\$4,905.00	increased due to extra copy costs
59	Software	\$3,760.00	\$2,343.58	\$3,515.00	increase due to increased costs
60	Adobe (12 mo @ \$15)				
61	Anti-virus Software (\$100/yr)				

62	Constant Contact (\$625/yr)				
63	Microsoft Office (\$115/yr)				
64	Quickbooks (12 mo @ \$185)				
65	Sprout Video Hosting (12 mo @ \$10)				
66	Misc (\$400)				reduced from \$500
67	Materials & Supplies	\$3,250.00	\$2,139.75	\$3,250.00	
68	Postage	\$200.00	\$160.60	\$150.00	
69	Audit & Accounting	\$200.00	\$200.00	\$150.00	
70	Business & Property Insurance	\$900.00	\$813.88	\$900.00	
71	Auto Liability (hired and not owned)	\$450.00	\$222.74	\$450.00	
72	Bonding Insurance	\$375.00	\$359.00	\$375.00	
73	D&O Insurance	\$800.00	\$800.00	\$800.00	
74	Workers Comp Policy	\$600.00	\$500.00	\$600.00	
75					
76	MISC EXPENSES	\$26,014.00	\$6,224.02	\$27,438.00	
77	Misc Expenses		\$344.78		Kiwanis donation to Key Club DCON; not expected moving forward
78	New Club Expenses	\$3,000.00	\$735.49	\$4,000.00	
79	Bayou Teche Club Dues Expenses		\$400.00		offset by income
80	Bluff City Club Dues Expenses		\$2,864.75		offset by income
81	Plaquemines Club Dues Expenses		\$1,879.00		offset by income
82					
83	Club Strengthening Expenses	\$2,500.00		\$2,500.00	
84	Retained Earnings	\$20,514.00		\$20,938.00	

LAMISSTENN DISTRICT

Of Key Club International

2025-2026 BUDGET

	2025-2026	2024-2025	Diff
REVENUES:	\$93,600.00	\$87,425.00	\$6,175.00
EXPENSES:	\$93,600.00	\$87,425.00	\$6,175.00
BALANCE:	\$0.00	\$0.00	\$0.00

7,200 Estimated number of members

As of 5/21/2025: 7,256

	2025-2026	2024-2025 ACTUAL as of 5/21/2025	2024-2025 BUDGETED	
REVENUES:	\$93,600.00	\$97,304.44	\$87,425.00	
DUES	\$36,000.00	\$34,765.00	\$32,500.00	
Dues (\$5/mbr)	\$36,000.00	\$34,765.00	\$32,500.00	
MEETINGS & CONFERENCES	\$56,100.00	\$59,002.37	\$53,425.00	
DCON Misc Income (KC_\$2/mbr, K_sponsorships)	\$14,400.00	\$13,906.00	\$14,400.00	
DCON Registrations (200 @ \$145)	\$29,000.00	\$30,314.82	\$26,000.00	Budgeted to match expense
DCON Program Ads	\$0.00	\$75.00	\$325.00	
DCON Sponsorships/Grants	\$0.00	\$1,000.00	\$0.00	
Rally Revenue	\$2,700.00	\$2,945.23	\$2,700.00	Budgeted to match expense
ICON Revenue	\$10,000.00	\$10,761.32	\$10,000.00	Budgeted to match expense
MISC REVENUE	\$1,500.00	\$3,537.07	\$1,500.00	
Interest Income (\$125/mo)	\$1,500.00	\$1,386.81	\$1,500.00	
Fundraiser Revenue	\$0.00	\$2,150.26	\$0.00	offset by expense
EXPENSES:	93,600.00	65,428.14	87,425.00	
MEETINGS & CONFERENCES	\$70,475.00	\$56,073.14	\$67,125.00	
Board Mtg, Nov virtual	virtual		virtual	
Board Mtg, Jan	\$2,675.00		\$2,500.00	Increased
Board Mtg, May (\$500 for team building)	\$3,500.00	\$2,193.90	\$3,500.00	
Board Mtg, Aug	\$3,200.00		\$3,200.00	
Rally Expenses, Sept/Oct	\$2,700.00	\$2,945.23	\$2,700.00	Budgeted to match income
DCON	\$43,400.00	\$49,473.64	\$40,725.00	Budgeted to match income
GATC: Gov's Training Conference (Apr/May)	\$750.00	\$749.03	\$500.00	Increased; anticipating a \$500 rebate from KCI

ICON Expenses	\$14,250.00	\$711.34	\$14,000.00	\$10,000 in revenue + \$4,250 for suite & other
TRAVEL	\$14,850.00	\$2,204.74	\$14,225.00	
District Admin Travel	\$4,350.00	\$1,301.02	\$4,350.00	
District Admin Asst & Chaperone Travel	\$3,000.00	\$903.72	\$2,700.00	Increased
KC Gov: CK DCON	\$75.00		\$50.00	Increased
KC Sec-Treas or LG: CK DCON	\$75.00		\$50.00	Increased
KC Gov: K DCON meals	\$75.00		\$50.00	Increased
KC Sec-Treas: K DCON meals	\$75.00		\$50.00	Increased
KC Governor: ICON	\$450.00		\$400.00	Increased
KC Sec-Treas: ICON	\$400.00		\$400.00	
KC LG: ICON (15 @ \$340)	\$5,100.00		\$5,100.00	
KC Bulletin Editor: ICON	\$350.00		\$300.00	Increased
Web Master: ICON	\$350.00		\$300.00	Increased
UNICEF Champion: ICON	\$250.00		\$225.00	Increased
KC Non-Board Intl Candidate: ICON	\$300.00		\$250.00	Increased
DISTRICT OFFICE	\$5,075.00	\$5,000.00	\$5,075.00	
Postage	\$25.00		\$25.00	
Supplies & Printing	\$50.00		\$50.00	Deposit Slips, Checks, etc.
District Office Allowance for non-DCON support throughout year	\$5,000.00	\$5,000.00	\$5,000.00	
MISC EXPENSES	\$3,200.00	\$2,150.26	\$1,000.00	
Board Name Badges & Shirts	\$1,200.00		\$1,000.00	Increased
Fundraiser Expenses	\$0.00	\$2,150.26		

LAMISSTENN DISTRICT
Of Circle K International
2025-2026 BUDGET

	2025-2026	2024-2025	Diff
REVENUES:	\$3,220.00	\$2,824.00	\$396.00
EXPENSES:	\$3,220.00	\$2,824.00	\$396.00
BALANCE:	\$0.00	\$0.00	\$0.00

85 Estimated number of members
As of 5/21/2025: 85

	2025-2026	2024-2025	2024-2025
		ACTUAL as of 5/21/2025	
REVENUES:	\$3,220.00	\$1,899.28	\$2,824.00
DUES			
Dues (\$12/mbr)	\$1,020.00	\$804.00	\$624.00
MEETINGS & CONFERENCES			
DCON Registrations (\$40 @ 30)	\$1,200.00	\$95.28	\$1,200.00
MISC REVENUES			
District Foundation Donation	\$1,000.00	\$1,000.00	\$1,000.00
EXPENDITURES:	\$3,220.00	\$98.96	\$2,824.00
MEETINGS & CONFERENCES	\$1,850.00	\$0.00	\$1,934.00
Board Meeting: Sept/Oct	virtual		virtual
Board Meeting: Dec/Jan	virtual		virtual
Board Officer Training (Apr/May)	virtual		virtual
DCON	\$500.00		\$450.00
Fall Service Project			\$350.00
GATC: Gov's Training Conference (Apr/May)	\$600.00		\$450.00
ICON (CK Officers & LGs)	\$750.00		\$684.00
TRAVEL	\$1,070.00	\$0.00	\$790.00
District Admin Travel	\$345.00		\$150.00
District Admin Asst Travel	\$0.00		\$140.00
Governor	\$350.00		\$200.00
Sec-Treas & LG (up to \$75 ea)	\$375.00		\$300.00
MISC EXPENSES	\$300.00	\$98.96	\$100.00
Board Name Badges & Shirts	\$300.00	\$98.96	\$100.00

LAMISSTENN DISTRICT OF Kiwanis International
 2025-2026 BUDGET
 Convention Budget

	2025-2026
REVENUES:	\$53,400.00
EXPENSES:	\$53,400.00
BALANCE:	\$0.00

3,575 Estimated number of members

2025-2026

REVENUES: \$53,400.00

DUES

Dues (\$2/K) \$7,150.00

MEETINGS & CONFERENCES

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

DCON Sponsorships \$5,000.00

EXPENDITURES: \$53,400.00

MEETINGS & CONFERENCES \$53,400.00

DCON \$53,400.00



MEMBERSHIP

District Boost Eva Abate:

I really have not done boosting. I'm busy with my club's fundraising and Andrew has been calling to boost. I don't remember the 2nd Club but it was in Plaquemines Parish I couldn't help.

District Membership Chair Angela Crooms:

I'm excited to share my plans and goals as District Membership Coordinator for the remainder of 2025! I'm fully committed to participating in all Zoom meetings focused on club openings and club boost training. I'm eager to dive into new ideas and information on how to nurture our clubs and strengthen the ones already doing great work.

I look forward to collaborating with Governor Claude and Vice Governor Andrew to help bring back previously deleted members and support them in returning to active standing. Most importantly, I want to celebrate the incredible dedication and success stories of those who work tirelessly to retain, nurture, and grow our membership. Together, we can make a lasting impact and take our district to new heights!

Governor Claude Vinson:

Governor Claude has focused on Club Boosting rather than club opening. Two clubs have organized thus far. Bluff City organized January 16, 2025, with 15 members, and Plaquemines organized April 10, 2025, with 20 members. Our governor attempted to call many clubs to be new club sponsors, but he had difficulty with them responding.

KI Club Opening Appointment Setting Coordinator Laura Gilliland:

I have helped 20 Kiwanis Districts out of 29 in North America. This Kiwanis year I have gone out in the field three times plus I set their appointments: Louisville, KY where three clubs were opened; Jacksonville, FL where four clubs were opened, and Jersey Shore, NJ where I was the only team for one club.



Kiwanis®

LOUISIANA-MISSISSIPPI-WEST TENNESSEE DISTRICT

EXHIBIT J

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 9 of the following 13 criteria:

1. Develop a Club Membership Plan by January 1, 2026, with at least one (1) recruitment event and defined goals for each recruitment event
2. Report a Membership Chair on the Secretary Dashboard by November 1, 2025
3. Report 2026-2027 officers, including a Membership Chair and PR Chair, by June 1, 2026
4. Provide at least two (2) service projects ~~or programs~~ for children and families in the community
5. Be represented at the 2025-2026 District Convention with at least one (1) club member
6. Be represented at the 2025-2026 Mid-Year Education Conference(s) with at least one (1) club member
7. Participate Annual Club Gift (ACG) Campaign to the LaMissTenn District Foundation of at least \$5/member based on 10/1/2025 membership roster
8. Make a club contribution to the Kiwanis Children's Fund
9. Submit a Signature Project to the Kiwanis International Signature Project Contest
10. Participate in the 2025 Club Leadership Education (CLEs) Trainings held in preparation for the 2025-2026 Kiwanis Year starting October 1, 2025 (District Spotlight Criteria)
11. Pay Annual Club Member Dues by November 30, 2025 (District Spotlight Criteria)
12. Complete Youth Protection Training during the 2025-2026 year by DCON 2026 (District Spotlight Criteria)
13. Sponsor a Key Leader student with a donation of at least \$250 to LaMissTenn Key Leader North or LaMissTenn Key Leader South