



Kiwanis®

Louisiana-Mississippi-West Tennessee District

MINUTES

Meeting of the 2024-2025 District Board of Trustees

August 10, 2025 | 10:45am | Hilton Memphis Hotel, Memphis, TN

Claude Vinson, Governor, Presiding

Call to Order

The Louisiana-Mississippi-West Tennessee District of Kiwanis International Board of Trustees met on Sunday, August 10, 2025, at 10:45am at the Hilton Memphis in Memphis, TN. Governor Claude Vinson called the meeting to order at 10:46am and established a quorum with the following present:

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

Invocation by Trustee Oscar Brown. Defining Statement recited by all.

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

Consent Agenda

Trustee John Gherardi moved to approve the following consent agenda. Trustee Lorri Alles seconded the motion. With no discussion, all voted in favor. Motion carried.

- A. May 31, 2025, Board Meeting Minutes (exhibit A)
- B. District Key Position Reports (exhibit B)
- C. Circle K: 6 active clubs
- D. Key Club: 125 active clubs
- E. Aktion Club: 8 active clubs
- F. Builders Club: 24 active clubs
- G. K-Kids Clubs: 36 active clubs

Board Committees

The Board discussed the **Bylaws Committee**. Committee Chair John Gherardi presented the LaMissTenn Kiwanis Policies Sections 400 (exhibit C). With the recommendation of approval from the Committee, Trustee Ralph Carter motion to approve. All voted in favor. Motion carried.

Committee Chair John Gherardi presented the LaMissTenn Kiwanis Policies Sections 500 (exhibit D). With the recommendation of approval from the Committee, Trustee Ralph Carter motion to approve with reorganization of the regions in numerical order. Trustee Lorri Alles seconded the motion to approve with amended text. All voted in favor. Motion carried.

Committee Chair John Gherardi presented the LaMissTenn Kiwanis Bylaws Amendment 2 (exhibit E) which was previously approved by the Executive Committee. Trustee Darren Green motion to ratify. Trustee Oscar Brown seconded the motion to ratify. 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). With the recommendation of approval from the Committee, Trustee Lorri Alles motioned to approve the financials. All voted in favor. Motion carried.

Committee Chair Ralph Carter presented the LaMissTenn Kiwanis District, LaMissTenn Key Club District, and LaMissTenn Circle K District preliminary 2025-2026 budgets (exhibit G). With the recommendation of approval from the Committee, Trustee John Gherardi motioned to approve the preliminary budgets. All voted in favor. Motion carried.

Next, the Board discussed the **Education Committee**. Education Committee Chair Jennifer Kelly-White recapped the CLEs (Club Leadership Education Trainings) held to date (below). Trustee Jennifer Kelly-White moved to accept the report. Trustee Ralph Carter seconded the motion. All voted in favor. Motion carried.

- 6/10/25: Board, Bylaws, & Policies
 - 42 attendees (39 on night of; 3 watched later)
 - 25 Clubs
- 6/17/25: New Member Orientation & Youth Protection
 - 17 attendees (13 on night of; 4 watched later)
 - 14 Clubs
- 7/8/25: Membership Chair
 - 17 attendees (17 on night of; 0 watched later)
 - 11 Clubs
- 7/15/2025: Treasurer 101
 - 12 attendees (8 on night of; 4 watched later)
 - 10 Clubs
- 7/22/2025: Treasurer 102
 - 10 attendees (9 on night of; 1 watched later)
 - 9 Clubs
- 7/29/2025: Secretary 101
 - 14 attendees (14 on night of; 0 watched later)
 - 12 Clubs
- 8/5/2025: Secretary 102,
 - 12 attendees (12 on night of; 0 watched later)
 - 11 Clubs

Next, the Board discussed the **Membership Committee**. Membership Committee Chair Laura Gilliland presented the current membership status of the District (below). Trustee Laura Gilliland moved to accept the report. Trustee Lorri Alles seconded the motion. All voted in favor. Motion carried.

- 10/1/2024 Membership: 3,516 members
- 8/1/2025 Membership: 3,622 members
 - Added Members: 294 members
 - Dropped Members: 209 members
 - Net Members: 106 members

Next, the Board discussed Governor-Elect Marcel Lashover's initiative for Trustees with Club Coach commitment.

Next, the Board discussed the **Service Committee**.

Next, the Board discussed the **SLP Committee**.

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

Ongoing Business

Next, the Board discussed the Kiwanis Voices program. Governor-Elect Marcel Lashover moved to table the program for the 2025-2026 year for the LaMissTenn Kiwanis District and to re-evaluate in one year. Trustee Darren Green seconded the motion. After discussion including the below, all voted in favor.

Motion carried.

- Financial strain on the District with at most \$8/member/year
- Lack of guidance on how a Kiwanis Voices Club would operate with a plan of having the new club members 'figure it out'
- Frustration of mandate to open Kiwanis Voices Club(s) as part of the Distinguished District criteria
- Concern with it being a pilot program that is universal and 5 years
- Program has good intentions and potential great impacts, but more work is needed

Next, the Board discussed the District's initiative to establish specialty license plates in Tennessee which will require 1,000 presales. Because the District only has ~400 Kiwanians in Tennessee, this project will not move forward.

New Business

Next, the Board reviewed Governor-Elect Marcel Lashover's 2025-2026 District Committee Chair appointments (below). Trustee Ralph Carter moved to accept the appointments. Trustee John Gherardi seconded the motion. All voted in favor. Motion carried.

- Bylaws Committee: John Gherardi
- Finance Committee: Ralph Carter
- Education Committee: Jennifer Kelly-White
- Membership Committee: Rick Danielson
- Service Committee: Oscar Brown
- SLP Committee: Darren Green

Governor Claude tabled the following items until the next Board Meeting: customized LaMissTenn District Kiwanis Merchandise and Key Club District administration leadership.

Next, the Board entered executive session to discuss the Executive Director's performance evaluation. The Board came out of executive session. Governor-Elect Marcel motioned to increase the Executive Director and Administrative Assistant's salaries by 3% in the 2025-2026 budget. Trustee John Gherardi seconded the motion. All voted in favor. Motion carried.

The Board reviewed the remaining items on the 2024-2025 and 2025-2026 District calendar:

August 2025

- 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)**

2025-2026 Important Meetings

Oct 4, 2025 9am-11am by zoom
Dec 13, 2025 9am-12pm by zoom
Mar 20, 2026 4pm-6:30pm in conjunction with Mid-Year 2026 in Natchitoches, LA
Mar 21, 2026 **Mid-Year Education Conference**, Natchitoches, LA
May 16, 2026 2:30pm-4pm in conjunction with LG Orientation in TBD
Jul 30-Aug 2, 2026 **DCON**, Kenner, LA
Aug 2, 2026 11am-2pm in conjunction with DCON 2026 in Kenner, LA

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. Trustee John Gherardi seconded the motion. With no discussion, all voted in favor. The meeting adjourned at 12:39pm.



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 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 2025-2026 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.

District Committee Chair Reports

August 10, 2025

Aktion Club, Judy Couvillon

At this time the LaMissTenn District of Kiwanis International has eight active Aktion Clubs. As you are aware these clubs are offering adults with disabilities the opportunity to make friendships to enjoy meetings and programs and a chance to do community service. The sponsoring Kiwanis Clubs are, of course, very much involved with their Aktion Clubs and are constantly seeking new and interesting ways to enhance membership in the clubs.

For instance, the Hammond Kiwanis Aktion Club made the decision earlier this year to put emphasis on educational programs at the club's twice monthly meetings. For example one of our members, Dr. Roy Blackwood, an accomplished artist, presented an entertaining and educational program on carving a rocking horse. Other programs featured respect and care for the U.S. flag, knot tying and other skills, and memory enhancing games.

The Aktion Club sponsored by the Germantown Kiwanis Club is a part of the Madonna Learning Center's Monarch Program. The adults attend one of the three programs that focus on independent living, vocational internships and job readiness. They also have physical education and art. In addition, they have a toffee company and make and sell toffee. With so much being offered, we really focus on service to our community and leadership. We meet once a month during the school year and do nothing out of the ordinary except have fun!

I will continue to work with other Kiwanis Clubs in the District who are currently sponsoring an Aktion Club and others who have indicated that they may want to start an Aktion Club later.

Builders Club

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 May 2025.
McNeese	9	
Mississippi State	32	
Nicholls	15	
Tulane	12	
TOTAL:	86	

ICON

Governor Dylan Weinrich and DA Jennifer Kelly-White attended ICON in Pittsburgh. A great time was had and lots was learned. Dylan was flagbearer and presented/co-presented two workshops (The You Factor: Personality Meets Leadership and Growth from all Angles).

LaMissTenn's new International Trustee is Theodore Doyle, from the Caribbean District. The new CKI President is Jonathan Huang (New England District) and CKI Vice President is Neha Pasupuleti (Ohio District).

PROSPECTIVE CLUBS:

Kiwanis support has been phenomenal for all four of these CKI clubs! Each of these clubs are recruiting during freshmen orientation sessions to recruit potential members. Activity has been slow during the summer months yet we are gearing up for the fall.

- Louisiana Tech (Ruston, LA)
- Northwestern State (Natchitoches, LA)
- LSU-Alexandria (Alexandria, LA)
- UT-Martin (Martin, TN)

DCON Chair, Sue Olsson

Since most of the Trustees will have attended DCON, I will be very brief. Thanks to all of you who so generously supported the 2025 DCON. We were very successful in seeking sponsorships which came with free base registrations. We used these to invite our club members to come to convention and also offered them to other clubs in 1C in the hopes of creating a mini-revival of enthusiasm and connectivity with other clubs. Thanks to all who supported this effort and especially to Jen for keeping everything organized and on track.

Human & Spiritual Values, Dennis Oliver

Key Club Administrator, Danny Williams

We begin the year with a board of 17 students and a 3 member adult team. We held our New Board Training in Natchez, MS and recently attended the Key Club International Convention in Orlando, FL. We had 18 students and 6 adults attend ICON.

Goals for 25-26: (developed with Key Club Governor Lyndsey)

- increasing District membership by 10%
- increasing number of Key Clubbers attending Fall Rallies, DCON and ICON
- chartering at least 6 new clubs
- reactivating 50% of current inactive clubs

Action Steps:

- Strengthen partnerships with sponsoring Kiwanis Clubs.
- Encourage and support all Kiwanis Clubs to sponsor at least one Key Club.
- Contact Key Clubs and Kiwanis Club directly about inactive clubs.
- Make DCON and ICON as affordable as possible
- Communicate early and often with clubs about dues, rallies, and conventions.

Other priorities:

1. Continue to expand the District Board to include 70% of divisions covered with LTGs from their division to better serve the clubs and promote growth in the divisions.

	Percent covered with LTGs
23-24	30%
24-25	44%
25-26	60%

1. Continue improved communication
 - a. With Club Advisors

- i. send an Advisor focused newsletter from the DA each month.
- b. With parents of board members
 - i. Copy parents on information sent to the board members about board meetings and other events requiring travel and parent permission.
- 2. Continue to Increase the use technology to support the board
- 3. Expand the Adult Team to include more individuals wanting to help and support the growth of Key Club.
- 4. Continue to develop an Alumni Network of former Key Clubbers and District Board Officers.

Key Leader, North, Linda Ramsay

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

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

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

As PR Coordinator I am the track chair for the communications track at DCON. I will be leading a workshop with Jennifer White on cracking the social media code. I will also speak on a panel with Greg Beard on sponsoring new clubs.

This month I had the privilege of judging the newsletter and Facebook page submissions for district awards. We really had some tough competition this year. I will be speaking about building the Kiwanis brand at the ELAMISSTENN meeting.

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

Risk Manager, Patrice Cusimano

Youth Protection Manager, Michele Crosby

I continue to speak to Clubs, field questions from people who call me directly, presented on a zoom summer call and am presenting via Zoom at DCON. Exciting stuff. I contact club secretaries when Jenny Najib notifies me when advisor background checks have expired. My next initiative is to reach out directly to clubs who still have not had annual club training per KI.

LAMISSTENN KIWANIS POLICIES

SECTION 400: SERVICE

SERVICE PROJECTS

400 DEFINITION OF A SERVICE PROJECT

- 400.1** A service project is an activity consistent with the objects, objectives, and policies of Kiwanis International, devised or planned by a Kiwanis club or a club committee, and performed by club members for the benefit of others.

SERVICE LEADERSHIP PROGRAMS

(ALSO, SEE SEPARATE SECTIONS ON CIRCLE K AND KEY CLUB.)

401 SERVICE LEADERSHIP PROGRAMS OF KIWANIS INTERNATIONAL

- 401.1** Kiwanis International has developed and gives priority to support for sponsored service projects for youth and adults of various age groups to be known as Kiwanis Service Leadership Programs (SLPs), collectively referred to as the Kiwanis Family. These groups are: Aktion Club, Circle K, Key Club, Builders Club, and K-Kids. Adoption of an SLP by Kiwanis International involves a higher level of support, including registration and tracking of clubs, specialized communications for the clubs and sponsors, and promotion to other Kiwanis clubs.
- 401.2** Circle K is a service club for university students. The program's purpose is to provide personal growth in its members through community service, leadership development, and fellowship activities. Each Circle K club shall adopt and adhere to the approved form for club bylaws for Circle K, and shall elect officers, hold regular meetings, and adhere to a club committee structure. Membership in a Circle K club shall cease at any time the member shall become a member of a Kiwanis club.
- See LaMissTenn Kiwanis Policies Section 500: ~~Circle K District~~ for more information on Circle K.*
- 401.3** Key Club is a service club for high school aged students. The program's purpose is to provide personal growth in its members through community service, leadership development, and fellowship activities. Each Key Club shall adopt and adhere to the approved form for club bylaws for Key Club, and shall elect officers, hold regular meetings, and adhere to a club committee structure. Membership in a Key club shall cease at any time the member shall become a member of a Circle K or Kiwanis club.
- See LaMissTenn Kiwanis Policies Section 600 for more information on Key Club.*
- 401.4** Aktion Club is a service club for adults with a disability. The program's purpose is to assimilate club members into the mainstream of society through community service, leadership development, and fellowship activities. Each Aktion Club shall adopt and adhere to the standard form for club bylaws for Aktion Clubs, and shall elect officers and hold regular meetings. A co-sponsoring community agency or other organization, which serves the needs of adults with disabilities, should be identified to provide necessary expertise to support the Aktion Club.
- 401.5** Builders Club is a service club for middle school aged students. The program's purpose is to provide personal growth in its members through community service, leadership development, and fellowship activities. Each Builders Club shall adopt and adhere to the approved form for club bylaws for Builders Club and shall elect officers and hold regular meetings.
- 401.6** K-Kids is a service club for elementary school aged students. The program's purpose is to provide personal growth in its members through community service, leadership development, and fellowship activities. Each K-Kids club shall adopt and adhere to the approved form for club bylaws for K-Kids and shall elect officers and hold regular meetings. Involvement of the parents of K-Kids members should also be encouraged.

402 DISTRICT SERVICE LEADERSHIP PROGRAMS (KEY CLUB & CIRCLE K)

Note to Board: text below removed as duplicative to Key Club and Circle K policies

- ~~**402.1** The fiscal (accounting) year of both District Service Leadership Programs (SLP) shall begin on October 1st and end on September 30th.~~
- ~~**402.2** The Kiwanis Executive Director shall assist the SLP Board in the preparation and operation of the SLP budgets and shall be responsible overseeing the budgets. The SLP budget shall be prepared not later than October 31st and submitted~~

~~to the Kiwanis District Board Meeting for approval at their next regular meeting.~~

- ~~402.3 Disbursement of SLP dues shall be the responsibility of the respective SLP Board, supervised by the Administrator of that SLP Organization and the Kiwanis Executive Director, and paid through the District Office. All District SLP disbursements require the signature of the Kiwanis Executive Director.~~
- ~~402.4 The Kiwanis Board of Trustees may budget and authorize expenditures of Kiwanis District funds as are necessary for covering the expenses of the SLP Organizations.~~
- ~~402.5 Should any situation arise at such time that the Kiwanis Board cannot conveniently grant approval, the Kiwanis District Governor, the SLP Administrator, and the Kiwanis Executive Director may collaborate to render a decision in behalf of the Kiwanis District Board. Any such decision shall be confirmed by the Kiwanis District Board at its next regular meeting.~~
- ~~402.6 The Kiwanis Executive Director shall see that an annual review is completed as part of the overall Kiwanis District Review, and that the information is incorporated into the Internal Revenue Service Form No. 990 filed on behalf of the District.~~
- ~~402.7 Each District SLP Board shall hold at least three meetings annually.~~
- ~~402.8 Travel of the Key Club Governor, Secretary Treasurer, and Lieutenant Governors shall be approved by his/her high school principal, his/her parents, and by his/her District Administrator. Travel of the Circle K Governor, Secretary Treasurer and Lieutenant Governors shall be approved by his/her District Administrator.~~
- ~~402.9 Each SLP District Administrator shall be responsible for a training conference for the newly elected District Officers of the respective SLP Organization. Said conference to be held between the conclusion of their annual convention and June 15.~~
- ~~402.10 District SLP funds may be used by the SLP Officers for transportation to District Board meetings, District Conventions, and training conferences. Any additional travel expenditures must be approved by the respective SLP District Administrator.~~
- ~~402.11 Each District SLP Governor, Lieutenant Governor and Secretary Treasurer will forward or cause to have transferred, the records for his/her administrative year to the successor in office within 30 days after that successor has been elected.~~
- ~~402.12 Kiwanis District funds shall not be available for the expenses incurred in sponsoring an SLP Club, or furnishing supplies and equipment. This obligation remains with the sponsoring Kiwanis Club.~~
- ~~402.13 Any policy adopted by either SLP District Board which is subsequently approved by the Kiwanis District Board, shall have the force and effect of a Kiwanis District Policy.~~
- ~~402.14 A convention for each District SLP Organization shall be held annually. Each SLP Convention budget shall be prepared by its respective Administrator, working with the Kiwanis Executive Director.~~
- ~~402.15 Each SLP District Administrator, the respective SLP District Governor and the Kiwanis Executive Director shall approve all plans necessary for the respective SLP Convention. This includes all financial, organizational, program and other necessary controls. Dates for the SLP Conventions should be coordinated with the Kiwanis Executive Director to avoid conflict with scheduled District and International functions. All plans for each convention shall be presented to, reviewed and approved by the respective SLP District Board.~~
- ~~402.16 Both District SLPs should endeavor to select their District Convention sites and dates at least eighteen (18) months in advance so that the site for the next year's convention may be announced at the current year's convention (although it is recognized that this occasionally may not be possible and that sites once selected occasionally may have to be changed).~~
- 402.17 The duties and responsibilities of the District Administrators on Key Club and Circle K shall be included, but not limited to, the following:
- A. The respective Administrator, as appointed by the Governor, and approved by the Board of Trustees, through their guidance and counsel with the respective Service Leadership organization District Board, shall be directly responsible for the proper conduct and direction of their organizations' administrative functioning. The Administrators shall give guidance to all meetings of their District Board, their annual District Conventions, and all other authorized district functions.
 - B. The Administrator is the Chairman of his/her respective SLP District Committee.
 - C. The Administrator shall serve as advisor to the SLP District Board, while exercising caution not to make decisions for the board. The Administrator must also ensure that any action taken by their Board is not in conflict with the Kiwanis International and Key Club or Circle K International Constitution and Bylaws, Policies and Procedures at all levels.
 - D. The Administrator should concentrate his/her efforts as a counselor to the Executive Committee of the District

SLP Board, i.e., the Governor and Secretary-Treasurer.

- E. The Administrator should make assignments to the other members of the SLP Board of which they are Administrator that will allow them to offer advice and counsel to the individual Lieutenant Governors within their divisions, and to the individual Board Committees.
- F. The Administrator shall personally report or assign a member of the District Committee to make a report on the activities of the SLP Organization, when requested to do so by the Kiwanis Governor or the District Board of Trustees **and shall submit a copy of the report prior to the Board of Trustees meeting.**
- G. ~~The Administrator shall submit a report to the District Kiwanis Board of Trustees prior to each of their meetings.~~

403 GUIDELINES FOR ADULTS WORKING WITH KIWANIS SLP PROGRAMS

- 403.1** All adults of the LaMissTenn District working with Kiwanis programs for youth under the age of 18 are expected to read/understand, agree to, and abide by these guidelines, as set forth in the Kiwanis International Policies and Procedures, Section 432, and are repeated herein for emphasis.
- 403.2** A chaperone shall be defined as a Kiwanis member, faculty member, parent, legal guardian, or person who is in loco parentis, over the age of twenty-one (21), approved by the school, and registered with and accompanying the youth members at a specific event.
- 403.3** While attending any project, meeting, social event, or other gathering within the LaMissTenn District that is produced primarily by or for the benefit of youth, adults are expected to refrain from consumption of alcoholic beverages during any portion of the event.
- 403.4** While attending any project, meeting, social event, or other gathering LaMissTenn District that is produced primarily by or for the benefit of youth, adults are expected to refrain from the use of tobacco products in the presence of youth.
- 403.4** While attending an event that requires overnight stay in a hotel or camp/conference setting, adequate adult chaperoning is expected and should include no fewer than one adult male for each ten or part of ten youth males, and one adult female for each ten or part of ten youth females. Except for a parent sharing a sleeping room with a child of the parent, no adult should share a hotel or dormitory sleeping room with a youth. In the event that sleeping quarters consist of multiple beds, such as a bunkhouse or camp cabin, adults may share the sleeping quarter with youth members of the same gender, provided that two or more adults are present.
- 403.5** Adults transporting youth in a motor vehicle should do so with a second adult in the vehicle, or in hardship cases, the "rule of threes" being at least three people in the car at all times, is recommended.
- 403.6** The possession of prescription and non-prescription medications by youth at an event should be permitted only by permission of the parent/guardian.
- 403.7** Background checks for adults working with youth may be required and should conform to applicable local and state/provincial laws and requirements. In the absence of local or state/provincial regulations, Kiwanis clubs are expected to undertake confidential background checks for all adults who will be working directly with youth outside of the school or who may not have undergone a background check.

All adults working with youth at all Kiwanis International-sponsored events including Key Club International Convention, Governor Administrator training conference and Key Club International Leadership Conference must have a background check that is approved or conducted by Kiwanis International.
- 403.8** Whenever these guidelines may conflict with local school policies or rules, or local state/provincial, or national laws or regulations, the highest applicable standards for conduct are expected to prevail.
- 403.9** All documents bearing personal information, including registration forms, medical information forms, permission to treat forms, etc. should be treated as being confidential. Processes that protect this information should be created, including minimizing the number of people who have access to any such documents. The documents should be maintained a minimum of three years or longer as may be required by applicable state/provincial laws and regulations. After the maintenance period has expired, the documents should be destroyed in a way that maintains confidentiality, such as shredding. It is also expected that the disposal and destruction of all confidential information will conform to applicable state/provincial laws and regulations.
- 403.10** Every Kiwanis club of the LaMissTenn District is expected to inform and educate its members on these guidelines and best practices annually.

404 DISTRICT MAJOR EMPHASIS PROJECT

- 404.1** The District Major Emphasis Project ~~is to attempt to place, or to have placed, an Automatic External Defibrillator in every school within the geographical territory of the LaMissTenn District.~~ is a significant service initiative undertaken by the District. Typically, these projects are recurring, large-scale, brand enhancing, and membership focused projects addressing a pressing need within the District. The District Major Emphasis Project(s) are approved by the Kiwanis District Board of Trustees and overseen by the District Service Committee.

LAMISSTENN KIWANIS POLICIES

SECTION 500: CIRCLE K DISTRICT

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

500 GEOGRAPHY OF THE DISTRICT

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

501 DISTRICT ADMINISTRATION

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

Kiwanis Executive Director. Approval by the Circle K District Board shall be no later than October 31st, and the Kiwanis Board shall review the budget for approval at the first Board meeting following Circle K Board approval.

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

502 CIRCLE K DISTRICT BOARD OF TRUSTEES

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

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

502.3 Travel and Other Expenses

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

customary travel for the district secretary/treasurer, and lieutenant governors should be limited to and not exceed:

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

503 CIRCLE K DISTRICT ACTIVITIES

- 503.1** The LaMissTenn Circle K District shall adopt a code of conduct for their conventions and events consistent with the Circle K International Code of Conduct. Additionally, the LaMissTenn Circle K District shall be bound by the Circle K International Alcohol Policy for their conventions and events.
- 503.2** A Circle K club officers training conference may be scheduled on a weekend or during a vacation period. Prior approval of the Kiwanis District Board or the Circle K District Administrator and Kiwanis Executive Director shall be obtained before scheduling such conference.

OFFICIAL POLICY CODE OF THE LAMISSTENN CIRCLE K DISTRICT

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

504 General Outline

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

505 District Board

- 505.1 GOVERNOR** - shall fulfill all duties outlined in the District Bylaws with special emphasis on promoting the interest of Circle K clubs within the District, working closely with the District Board and Program Directors, furthering the aims of increased recognition and cooperation within the Kiwanis Family and these specific duties:
- A.** Attend (or appoint a representative to) the LaMissTenn Circle K District Convention, the Circle K International Convention, the LaMissTenn Kiwanis District Convention, the LaMissTenn Key Club District Convention, Kiwanis Mid-Year Education Conference ~~(s) or Mid-Year Regional Education Conferences (when held)~~, and all duly called meetings of the Circle K District Board. **(dup: 502.3C)**
 - B.** In cooperation with the Circle K District Secretary/Treasurer, Kiwanis Executive Director, and the District Administrator, prepare the Annual Budget, the District Convention Budget, and all other necessary budgets.
 - C.** Shall also review all club bylaws submitted for District approval, make revisions and approval recommendations to the District Board, and forward approved bylaws to the International office for the final approval the International Board of Officers.
 - D.** Visit as many of the clubs of the District as possible, making no less than one (1) visit to each Division (with the knowledge and approval of the District Administrator).
 - E.** Ensure that other District Officers are satisfactorily performing their assigned duties with special emphasis on

reporting, record keeping and accounting for funds.

- F. Communicate with the Board, the Counseling Circle K International Trustee, the Circle K International Administrator, and keep them informed of District activities.
- G. Ensure that plans for the District Convention are made and executed.
- H. Work closely and communicate with the Circle K District Administrator, the Key Club District Governor, the Kiwanis District Governor, and his/her appointed representatives at all times.
- I. Work with the Circle K District Administrator to prepare a list of the tentative dates for meetings of the District Board, and other District-wide events to be approved by the District Board, and shared with the Kiwanis Governor, Governor-Elect, and Executive Director.
- J. Submit reports on a monthly basis to the counseling trustee and the Circle K International Office.
- K. Maintain a set of files which can be passed on to the next administration.
- L. Brief his/her successor on the duties of his/her office.
- M. Shall also be responsible for coordinating with the Key Club Governors efforts to have Circle K members attending Key Club Divisional Rallies and any other Key Club events that Circle K members can assist.

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

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

- ~~O. Submit to the Governor and District Administrator a bi-weekly report of the current District membership statistics, including Club membership and percentage membership goal attained.~~
- P. Ensure that the District funds and records are transferred to his/her successor and brief him/her on the duties of his/her office.
- Q. Oversee the activities of each District Committee and keep all appropriate records as such.
- R. Serve as an ex officio member of all District Committees.

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

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

506 Board Committees

- 506.1** The Governor shall appoint the members of District Board of Officers to serve as the Chairs of the standing District Committees.
- 506.2** No committee member is authorized to mail any questionnaires or forms of any kind without prior approval of the current Lieutenant Governor and sending a copy to the District Secretary/Treasurer, District Governor, and District Administrator.
- 506.3** Each committee member is expected to turn in a monthly report on the 5th of each month to the committee chair.
- 506.4 Membership and District Development Committee**
 - A. Shall compile a packet of membership recruitment, and retention materials to be distributed to the District Board, all Circle K Club Presidents, and all appropriate Kiwanis and Key Clubbers.
 - B. Conduct Membership Development and Education sessions as needed at Fall Conference, District Convention,

and/or Divisional Rallies.

- C. Shall research/update the history of the LaMissTenn District Circle K and pass down to the District Governor.
- D. Will be responsible for maintaining a list of all institutions at which a Circle K club can be chartered within the boundaries of LaMissTenn and shall compile resources for successful new club building strategies to be handed down to committee members.
- E. Shall create literature and handouts to be given to members to educate them about recruitment tactics
- F. Shall create a comprehensive plan for recruitment and retention of members and new club building efforts in each division.

506.5 Kiwanis Family Relations Committee

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

506.6 Service Initiative Committee

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

506.7 Technology Committee

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

- 506.8** If a member of any serving committee fails to meet a requirement of their service agreement, without an excuse approved by a majority of the District Board, they shall be subject to removal from the committee upon a majority vote of the District Board at the next meeting of the District Board or special meeting called for that purpose. In the case of vacancy, the position shall be filled by the method of original selection no earlier than fourteen (14) days after the vacancy with a seven (7) day application period and seven (7) day period to allow for review of applications and vote to fill the vacancy. The dismissed cabinet member may not reapply for the same position in the same administrative year. If the District Committee Chair deems that a member is not fulfilling their duties or subscribing to the mission of the District Committee, they may recommend by majority vote that the District Board remove the committee member. The District Board maintains the right to independently act on the removal process.

507 SPECIAL APPOINTMENTS

507.1 CONVENTION CHAIR

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

- A. Send publicity of the Convention to the District Board, all Circle K Club presidents, and the Kiwanis District Board at least ten (10) weeks prior to the event. The club registration packets shall be sent no less than six (6) weeks prior to the Convention.
- B. Upon the request of the Governor, plan and arrange the details of the District Convention, which includes, but is not limited to the following:

1. Confirm the location and date of the Convention and the registration date at least eight (8) months prior to District Convention with the Kiwanis Executive Director. Note, the Kiwanis Executive Director is the only person authorized to sign/enter into any contracts and/or agreements on behalf of the Circle K District.
2. Assist in preparation of a schedule of events, including workshops, meals, and socials.
3. Shall propose the theme of District Convention to the District Board for approval by December 1.
4. Shall be responsible for all other duties as outlined in Section IX, 2.513.1.
5. Shall plan and coordinate a Kiwanis Cookout with one of the local Kiwanis Clubs.
6. Any follow-up mailings or requests of the Governor or Board concerning Convention.
7. Shall be responsible for all other duties as outlined in Section III, 6, A, 2.

507.2 FALL CONFERENCE CHAIR

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

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

507.3 PRESIDENT'S COUNCIL

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

508 District Publications

508.1 Manuals

- A. Manuals explaining and detailing the various aspects of Circle K operations shall be compiled as deemed necessary for administrative purposes.
- B. The topic area of all manuals must be approved beforehand by the District Board. The Governor may appoint an individual Board member to prepare or revise a manual or make it an assignment to be prepared by a committee chair.

508.2 Inside the Circle

- A. Shall be the official Publication of the LaMissTenn District of Circle K International.
- B. Shall be published by the Technology Committee.
- C. Shall be published once in the fall and once in the spring. The Technology Chair must submit a timetable for the release date of each issue for approval ten (10) days following their training to the Committee Chair. Additional issues may be published as time and money permit.
- D. Shall be electronically sent to all Circle K members of clubs in good standing-and added to the District webpage. Also, the Circle K District Board, Kiwanis District Board, Key Club District Board, International Trustee, or Board Representative and anyone else directed by the Governor shall receive a copy.
- E. Is designed to be an informative publication directed at the members of the District. It should consist of article on club projects, Kiwanis Family relations, upcoming District and International events, and member education articles.

F. Is highly suggested that the post-convention issue be a joint effort by the old/new editors in the briefing duties.

509 District Correspondence

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

510 Budgets

- 510.1 Each administrative year shall be based on a budget which shall denote income and expenditures. The annual budget shall be prepared by the Kiwanis Executive Director in cooperation with the Circle K District Governor, Circle K District Secretary/Treasurer, and District Administrator. The budget shall be approved by the Circle K and Kiwanis District Boards.
- 510.2 Income shall consist of dues, profits from conferences and conventions, surplus from previous years, and other such sources as deemed feasible by the District Board.
- 510.3 Expenditures shall include provisions for district officer expenses, district appointment expenses, district office expenses, and other such items as deemed necessary or appropriate by the District Board.
- 510.4 To receive budgeted reimbursement(s), the District Board member must complete an expense report form and send it to the Circle K Secretary/Treasurer, who will verify the expense and, if justified, forward it to the Kiwanis Executive Director. The expense report form must itemize all expenses, and every expense must be accompanied by receipts or some other form of official verification. Within the timeframe as published on the expense report.
- 510.5 To receive the budgeted monies, the board member must be up to date with his/her monthly reports.

511 District Board Reimbursement

- 511.1 All expenditures must not exceed respective budgetary line item; and must be submitted to and approved by the District Secretary/Treasurer.
- 511.2 All Expenditures are subject to the approval of the Circle K District Administrator, Circle K District Governor, and Kiwanis Executive Director. Any expenditure that exceeds the budgetary line item must be approved by the **Kiwanis Executive Director**, District Administrator, and District Governor.

512 District Convention

- 512.1 The location of each District Convention should be selected at least 18 months in advance by the District Administrator subject to the approval of the District Board after hearing proposals from the District Administrator and the Kiwanis Executive Director.
- 512.2 The club registration packet must contain the following: all reports and awards forms, tentative convention schedule, certification of election delegates, petitions for District Office, and Convention registration forms.
- 512.3 ~~Request for registration refund should be received fourteen (14) days prior to the commencement of the District Convention. After that date, there shall be no registration returned, except in the case of extreme circumstances as determined by the Board. A twenty-five dollar (\$25) fee will be assessed except in the case of extreme circumstances approved by the District Board and the District Administrator.~~
- 512.4 The Kiwanis Executive Director, working with the District Administrator, shall prepare a Convention budget to be approved at a meeting of the District Board. The Budget shall be submitted by the Fall District Board Meeting and approved at or before the November/December District Board Meeting.
- 512.5 The Governor shall appoint attendees of the Convention to the following committees: Credentials, Resolutions, Registration, Election, and Sergeant at Arms. (Each club in attendance should designate two members to serve as Sergeant at Arms during convention.)
- 512.6 Every Circle K member, Kiwanian, Key Club member, parent, and guest attending a convention must be properly registered with the convention.

513 Procedure for Campaigning for District Office

- 513.1** A candidate for District Office cannot announce his/her candidacy nor campaign for said office until sixty (60) days prior to the District Convention.
- 513.2** No candidate for District Office shall spend more than a total of \$150 on his/her entire campaign. This includes any donations valued at market value when the donation was received. Candidates must submit financial reports when they arrive at the Convention outlining their expenditures and donations.
- 513.3** Candidates must abide by all rules of the Convention Hotel regarding the posting of any campaign materials during their campaigns.
- 513.4** Any candidate for District Office may not travel outside their home club for the purpose of campaigning until sixty (60) days before Convention. Prior to the campaigning period, if any candidate travels to a meeting or event of another club, he/she may not be formally introduced, whether by others or by him/herself as a candidate for District Office.
- 513.5** A candidate may be officially endorsed by his/her Home Club. Multiple endorsements for all District Offices are allowed. Clubs may only endorse candidates from their home club. An official endorsement by a club is an acknowledgement by the club that they believe the candidate is qualified to hold the position that he/she is seeking and that they wish him/her the best of luck. An endorsement does not in any way bind the delegates of the club that endorses the candidate to vote for that candidate.
- 513.6** During pre-convention campaigning, a candidate shall be allowed one electronic mailing to each of the Club Presidents in his/her division (if campaigning for the office of Lieutenant Governor) or each of the Club Presidents in the District (if campaigning for the office of Secretary/Treasurer, or Governor) for the sole purpose of making a simple announcement of candidacy and presenting a platform. Other than this contact, the candidate shall not initiate any contact, whether by mail, email, or phone unless said contact is requested. The candidate shall also be allowed to contact current District Board Members for the purpose of gathering information.
- 513.7** At District Convention, no campaign materials or literature of any kind are to be passed out or displayed before the conclusion of the District Convention Opening Session.
- 513.8** In order to actively campaign for any District Office, a candidate must be properly registered to attend the District Convention, and must complete the proper forms, agreement, and enrollment verification by the candidates meeting following opening session. The candidate must submit enrollment verification for the spring term and agree to submit in the fall, enrollment verification for the fall term. If a candidate decides to run for office following the candidates meeting, he/she must not campaign until all forms are submitted. In the case that a candidate is unable to submit enrollment verification by convention, the candidate, if elected, will have thirty (30) days to submit enrollment verification.
- 513.9** Any current Circle K members in good standing may campaign for any candidate. No past Circle K may endorse or actively campaign for a candidate. The board members should remain neutral to the campaigning policies.

513 Campaign Violations

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

- B.** Any candidate found in violation of this policy may be disqualified from running for a District Office, upon recommendation of the District Board.

515 Procedure for nomination and election of District Officers

- 515.1** Divisional Caucuses will be held during the District Convention at which time announced candidates may be introduced, present their platforms, answer questions, and official election of Lieutenant Governors. The rules of procedure are to be decided by the Caucus.
- 515.2** The House of Delegates will convene during the District Convention:
- A.** To consider Resolutions, Amendments to the District Bylaws, to nominate and elect the District Governor and Secretary/Treasurer, and such other business as may properly come before the House.
 - B.** Voting delegates and delegates-at-large will be seated in a restricted section. All others present will be accommodated in a designated gallery section and may not participate in the Delegate Session without recognition of the Chair.
- 515.3** The Committee on Elections shall have general charge of the election, including admission to the voting delegate section, and distribution, collection, and counting of the ballots.
- 515.4** Voting shall be by written ballot. No person shall be permitted to vote whose name does not appear on the list of voting delegates and delegates-at-large. Cumulative voting and voting by proxy will not be allowed. No ballot shall be counted whereon it appears that the delegate has voted for a greater or lesser number of nominees for said office than there are vacancies to be filled.
- 515.5** The Committee on Elections shall report promptly to the Governor the results of each balloting. The reports shall be signed by the Chairperson of the committee and the Circle K District Administrator. After the Committee has reported, the Chairperson shall deliver a copy of each report and all ballots to the Circle K Administrator to be retained by him for a period of ninety (90) days following the close of Convention.
- 515.6** The Committee on Credentials, prior to the Delegate Session, shall provide the Committee on Elections with a list of voting delegates and delegates-at-large registered and present at the convention. Also the Chairman of the Credentials Committee shall report to the House of Delegates the following information as often as necessary:
- A.** Number of Delegates Present
 - B.** Number of Clubs present (must be 1/2 of the total number of clubs in good standing)
 - C.** Number of Delegates-at-Large present
 - D.** Total number of Delegates and Delegates-at-Large present at Convention
 - E.** Total number of Clubs represented at Convention
- 515.7** Nominees for District Governor, Secretary/Treasurer, and Lieutenant Governors of the divisions, must be active members in a Club of good standing in the District. Nominees for the offices of Lieutenant Governor must be active members of a Club in good standing in the Division from which they are nominated. Candidates prior to the election must read, understand, and sign the Officer Service Agreement that corresponds to the office they are seeking.
- 515.8** A Circle K member may only be a candidate for one office at the time of District Convention.
- 515.9** Candidates nominated in the House of Delegates, but not appearing before the Divisional Caucuses shall, at the time of nomination, be given caucus time equal to that given those candidates appearing before Divisional Caucuses.
- 515.10** All nominees for Governor, Secretary/Treasurer, and Lieutenant Governor must be present at the House of Delegates Session when nominated and must adhere to the following time limits:
- A.** For Governor: one (1) nomination speech of two (2) minutes and one (1) seconding speech of one (1) minute plus three (3) minutes for the nominee's presentation of platform.
 - B.** For Secretary/Treasurer: one (1) nomination speech of one (1) minute and one (1) seconding speech of one (1) minute plus two (2) minutes for the nominee's presentation of platform.
- 515.11** When the agenda for the House of Delegates calls for the nomination and election of the officers, the District Governor (or the presiding officer at the time) shall receive nominations for the office of District Governor. Nominees who appear before caucuses will be accepted first, in alphabetical order; then, any further nominations from the floor will be received. When the nominations for District Governor have been closed and the definitive results of the election announced by the chairperson of the Elections Committee, the District Governor (or presiding officer at the time) shall proceed in a similar manner with the nominations and election of the District Secretary/Treasurer. When the

nominations for District Secretary/Treasurer have been closed and the definitive results of the election will be announced by the chairperson of the Elections Committee.

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

516 District Awards

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

and third place awards presented in each of the membership divisions: Gold (45 and above), Silver (25-44), and Bronze (24 or less).

C. J.B. Guillory Outstanding Club President Award

This award is presented to the most outstanding club president in the District. Distinguished club presidents will also be honored.

D. Jay R. Broussard Outstanding Club Secretary Award

This award is designed to recognize the most outstanding club secretary in the district. Distinguished club secretaries will also be honored.

E. John T. Roberts Outstanding Kiwanian Award

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

F. Joe L. Pratt Outstanding Kiwanis Club Award

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

G. Oratorical Award

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

H. Club Scrapbook Award

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

I. James Smith Kiwanis Family Award

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

J. Outstanding Vice-President Award

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

K. Outstanding Club Treasurer Award

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

L. Goal Reacher Award.

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

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

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

N. Outstanding District Service Initiative Project

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

O. Outstanding Board Member

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

517 Code of Conduct

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

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



Kiwanis®

Louisiana-Mississippi-West Tennessee District

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

Proposed Bylaw Amendment No. 2:

LaMissTenn Board of Trustees recommendations.

ARTICLE 3. COMMITTEES

Section 2.

- a. The Executive Committee shall consist of the Governor, Governor-Elect, Vice Governor, Immediate Past Governor, Director, and the Chair of the Board Committee on ~~Budget and~~ Finance. Its duties shall be:

Management Report

LaMissTenn Monthly Financials
For the period ended June 30, 2025



Prepared by
Jen Robertson

Prepared on
July 14, 2025

Table of contents

Statement of Financial Position3

Statement of Activity5

24-25_ Kiwanis Budget vs. Actuals8

24-25_ Key Club Budget vs. Actuals.....11

24-25_ Circle K Budget vs. Actuals.....14

Statement of Financial Position

As of June 30, 2025

	Total
ASSETS	
Current Assets	
Bank Accounts	
Circle K	
Circle K Operating (1692)	11,131.66
Total Circle K	11,131.66
Key Club	
Key Club Operating (1706)	13,679.94
Key Club Savings (2346)	93,140.53
Total Key Club	106,820.47
Kiwanis District	
Kiwanis Conventions (1757)	95,131.66
Kiwanis Operating (1730)	19,147.59
Kiwanis Savings (2354)	194,010.06
PDO Checking (1749)	5,993.58
Total Kiwanis District	314,282.89
Kiwanis Short Term Investment	0.00
Total Bank Accounts	432,235.02
Total Current Assets	432,235.02
TOTAL ASSETS	\$432,235.02
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
CapitalOne District	5,657.56
Total Credit Cards	5,657.56
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	2,747.78
Total Payroll Liabilities	3,981.19
Total Other Current Liabilities	3,981.19
Total Current Liabilities	9,638.75

	Total
Total Liabilities	9,638.75
Equity	
Opening Balance Equity	0.00
Retained Earnings	284,132.52
Net Revenue	138,463.75
Total Equity	422,596.27
TOTAL LIABILITIES AND EQUITY	\$432,235.02

Statement of Activity

October 2024 - June 2025

	Total
REVENUE	
DCON Registrations	56,486.10
DCON Misc Income	13,906.00
DCON Program Ads	75.00
DCON Sponsorships	10,825.15
DCON Spouse's Tour	168.40
Total DCON Registrations	81,460.65
Dues	206,758.21
Foundation Donation	1,000.00
ICON District Dinner	-95.69
ICON, KC Revenues	20,932.24
Key Club Fundraiser Revenues	3,150.26
Key Club Fundraiser Expenses	-2,150.26
Total Key Club Fundraiser Revenues	1,000.00
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	5,512.05
Total Misc Income	15,512.05
New Club Income	
Bayou Teche Club Dues Revenue	200.00
East Memphis Club Dues Revenue	2,537.80
Plaquemines New Club Dues Revenue	2,099.46
Total New Club Income	4,837.26
Rally Registrations	2,945.23
Total Revenue	363,816.46
GROSS PROFIT	363,816.46
EXPENDITURES	
DCON	
DCON Awards, Giveaways, & Decor	5,482.95
DCON Background Checks	30.00
DCON Catering	18,619.06
DCON DJ	5,400.00
DCON Entertainment	1,500.00
DCON Hotel	5,167.24

	Total
DCON Program Printing	511.91
DCON Travel	894.60
DCON Venue	10,615.00
Key Club Conv. Mgr. Expense	3,615.00
Total DCON	51,835.76
District Office	
Audit & Accounting	200.00
Copier Lease	3,965.42
District Office Allowance for non-DCON Support	5,000.00
Insurance, Auto Liability	445.48
Insurance, Bonding	359.00
Insurance, Business	813.88
Insurance, D&O	800.00
Insurance, Workers Comp	500.00
Materials & Supplies	3,961.96
Postage	164.56
Remote Office Reimbursement (12 mo @ \$50)	300.00
Rent & Utilities	6,084.00
Software	2,717.33
Telephone & Internet	997.79
Cell Phone Reimbursement (\$50/mo)	300.00
Total Telephone & Internet	1,297.79
Total District Office	26,609.42
Meeting Expenses	
Board Mtg, K May/LG Training, KC Jan, CK Dec/Jan	5,627.80
Board Mtg, New Board Training (May)	3,275.00
GATC, Gov's Training Conference	249.03
ICON, KC Expenses	13,139.86
Key Leader South	12,549.86
Mid-Year Expense	6,593.15
Rally Expenses (Sept/Oct)	2,945.23
Total Meeting Expenses	44,379.93
Misc Expenses	502.82
District Board Name Badges & Shirts	755.83
New Club Expenses	735.49
Bayou Teche Club Dues Expenses	400.00
East Memphis Dues Expenses	2,864.75
Plaquemines New Club Expenses	2,099.46
Total New Club Expenses	6,099.70
Total Misc Expenses	7,358.35
Staff Salary & Benefits	
Benefit Package, Admin Assistant	787.50
Benefit Package, Exec Dir	1,485.00

	Total
Dst Personel, Admin Assist	26,249.94
Dst Personel, Executive Dir	49,500.00
Payroll Expenses	
Payroll Taxes	7,197.73
Total Payroll Expenses	7,197.73
Total Staff Salary & Benefits	85,220.17
Travel	
Admin Asst, Travel	1,174.40
District Admin Travel	1,306.24
ED District Secretaries Meeting	104.39
ED, Auto & Travel Allowance	729.70
ED, ICON	2,062.60
Gov ICON	1,000.00
Gov In-District + DCON	1,350.00
Imm Past Gov, In District + DCON	171.12
LG-Elect, Training (max \$125 ea)	1,375.00
Trustees In-District + DCON (7 @ \$175)	336.34
Vice Gov, In-District + DCON	339.29
Total Travel	9,949.08
Total Expenditures	225,352.71
NET OPERATING REVENUE	138,463.75
NET REVENUE	\$138,463.75

24-25_ Kiwanis Budget vs. Actuals

October 2024 - June 2025

	Kiwanis Convention			Kiwanis District			PDO			TOTAL		
	Actual	Budget	Remaining	Actual	Budget	Remaining	Actual	Budget	Remaining	Actual	Budget	Remaining
REVENUE												
DCON Registrations	25,731.22		-25,731.22							25,731.22	0.00	-25,731.22
DCON Sponsorships	9,825.15		-9,825.15							9,825.15	0.00	-9,825.15
DCON Spouse's Tour	168.40		-168.40							168.40	0.00	-168.40
Total DCON Registrations	35,724.77		-35,724.77							35,724.77	0.00	-35,724.77
Dues	7,339.52		-7,339.52	161,469.63	162,204.00	734.37	1,254.06		-1,254.06	170,063.21	162,204.00	-7,859.21
ICON District Dinner				-95.69		95.69				-95.69	0.00	95.69
Meetings Income										0.00	0.00	0.00
Key Club Conv Mgr Income				3,615.00	2,250.00	-1,365.00				3,615.00	2,250.00	-1,365.00
Key Club District Coordinator				5,000.00	5,000.00	0.00				5,000.00	5,000.00	0.00
Key Leader South				14,270.85	11,000.00	-3,270.85				14,270.85	11,000.00	-3,270.85
Kiwanis Conv. Mgr.					2,500.00	2,500.00				0.00	2,500.00	2,500.00
Mid-Year Income				6,580.66	7,400.00	819.34				6,580.66	7,400.00	819.34
Total Meetings Income				29,466.51	28,150.00	-1,316.51				29,466.51	28,150.00	-1,316.51
Misc Income										0.00	0.00	0.00
District Foundation Allowance				10,000.00	10,000.00	0.00				10,000.00	10,000.00	0.00
Interest Income				3,699.82	4,200.00	500.18				3,699.82	4,200.00	500.18
Total Misc Income				13,699.82	14,200.00	500.18				13,699.82	14,200.00	500.18
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				2,537.80		-2,537.80				2,537.80	0.00	-2,537.80
Plaquemines New Club Dues Revenue				2,099.46		-2,099.46				2,099.46	0.00	-2,099.46
Total New Club Income				4,837.26		-4,837.26				4,837.26	0.00	-4,837.26
Total Revenue	43,064.29	0.00	-43,064.29	209,377.53	204,554.00	-4,823.53	1,254.06	0.00	-1,254.06	253,695.88	204,554.00	-49,141.88
GROSS PROFIT	43,064.29	0.00	-43,064.29	209,377.53	204,554.00	-4,823.53	1,254.06	0.00	-1,254.06	253,695.88	204,554.00	-49,141.88
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				3,965.42	4,905.00	939.58				3,965.42	4,905.00	939.58
Insurance, Auto Liability				445.48	450.00	4.52				445.48	450.00	4.52
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

Kiwanis Convention			Kiwanis District			PDO			TOTAL			
	Actual	Budget	Remaining	Actual	Budget	Remaining	Actual	Budget	Remaining	Actual	Budget	Remaining
Materials & Supplies				3,961.96	3,250.00	-711.96				3,961.96	3,250.00	-711.96
Postage				164.56	150.00	-14.56				164.56	150.00	-14.56
Remote Office Reimbursement (12 mo @ \$50)				300.00	600.00	300.00				300.00	600.00	300.00
Rent & Utilities				6,084.00	8,436.00	2,352.00				6,084.00	8,436.00	2,352.00
Software				2,717.33	3,515.00	797.67				2,717.33	3,515.00	797.67
Telephone & Internet				997.79	1,380.00	382.21				997.79	1,380.00	382.21
Cell Phone Reimbursement (\$50/mo)				300.00	600.00	300.00				300.00	600.00	300.00
Total Telephone & Internet				1,297.79	1,980.00	682.21				1,297.79	1,980.00	682.21
Total District Office				21,609.42	26,111.00	4,501.58				21,609.42	26,111.00	4,501.58
Meeting Expenses										0.00	0.00	0.00
Board Mtg, K May/LG Training, KC Jan, CK Dec/Jan				3,433.90	3,750.00	316.10				3,433.90	3,750.00	316.10
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				22,576.91	22,150.00	-426.91				22,576.91	22,150.00	-426.91
Misc Expenses				344.78		-344.78	158.04		-158.04	502.82	0.00	-502.82
Club Strengthening Expenses					2,500.00	2,500.00				0.00	2,500.00	2,500.00
New Club Expenses				735.49	4,000.00	3,264.51				735.49	4,000.00	3,264.51
Bayou Teche Club Dues Expenses				400.00		-400.00				400.00	0.00	-400.00
East Memphis Dues Expenses				2,864.75		-2,864.75				2,864.75	0.00	-2,864.75
Plaquemines New Club Expenses				2,099.46		-2,099.46				2,099.46	0.00	-2,099.46
Total New Club Expenses				6,099.70	4,000.00	-2,099.70				6,099.70	4,000.00	-2,099.70
Retained Earnings (budgeted)					20,188.00	20,188.00				0.00	20,188.00	20,188.00
Total Misc Expenses				6,444.48	26,688.00	20,243.52	158.04		-158.04	6,602.52	26,688.00	20,085.48
Staff Salary & Benefits										0.00	0.00	0.00
Benefit Package, Admin Assistant				787.50	1,050.00	262.50				787.50	1,050.00	262.50
Benefit Package, Exec Dir				1,485.00	1,980.00	495.00				1,485.00	1,980.00	495.00
Dst Personel, Admin Assist				26,249.94	35,000.00	8,750.06				26,249.94	35,000.00	8,750.06
Dst Personel, Executive Dir				49,500.00	66,000.00	16,500.00				49,500.00	66,000.00	16,500.00
Payroll Expenses										0.00	0.00	0.00
Payroll Taxes				21,534.63	8,700.00	-12,834.63				21,534.63	8,700.00	-12,834.63
Total Payroll Expenses				21,534.63	8,700.00	-12,834.63				21,534.63	8,700.00	-12,834.63
Total Staff Salary & Benefits				99,557.07	112,730.00	13,172.93				99,557.07	112,730.00	13,172.93
Travel										0.00	0.00	0.00
Admin Asst,Travel				175.00	200.00	25.00				175.00	200.00	25.00
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	1,250.00	520.30				729.70	1,250.00	520.30
ED, ICON	262.60		-262.60	1,800.00	1,800.00	0.00				2,062.60	1,800.00	-262.60
Gov ICON				1,000.00	1,000.00	0.00				1,000.00	1,000.00	0.00
Gov In-District + DCON				1,350.00	1,350.00	0.00				1,350.00	1,350.00	0.00

	Kiwanis Convention			Kiwanis District			PDO			TOTAL		
	Actual	Budget	Remaining	Actual	Budget	Remaining	Actual	Budget	Remaining	Actual	Budget	Remaining
Gov-Elect, ICON					700.00	700.00				0.00	700.00	700.00
Gov-Elect, In District + DCON					500.00	500.00				0.00	500.00	500.00
Imm Past Gov, ICON					425.00	425.00				0.00	425.00	425.00
Imm Past Gov, In District + DCON				171.12	225.00	53.88				171.12	225.00	53.88
KI Board Trustee Counselor Room & Meals					450.00	450.00				0.00	450.00	450.00
LG Expenses					2,750.00	2,750.00				0.00	2,750.00	2,750.00
LG-Elect, Training (max \$125 ea)				1,375.00	2,750.00	1,375.00				1,375.00	2,750.00	1,375.00
Trustees In-District + DCON (7 @ \$175)				336.34	1,225.00	888.66				336.34	1,225.00	888.66
Vice Gov, ICON					475.00	475.00				0.00	475.00	475.00
Vice Gov, In-District + DCON				339.29	375.00	35.71				339.29	375.00	35.71
Total Travel	262.60		-262.60	7,380.84	16,875.00	9,494.16				7,643.44	16,875.00	9,231.56
Total Expenditures	2,762.60	0.00	-2,762.60	157,568.72	204,554.00	46,985.28	158.04	0.00	-158.04	160,489.36	204,554.00	44,064.64
NET OPERATING REVENUE	40,301.69	0.00	-40,301.69	51,808.81	0.00	-51,808.81	1,096.02	0.00	-1,096.02	93,206.52	0.00	-93,206.52
NET REVENUE	\$40,301.69	\$0.00	\$ -40,301.69	\$51,808.81	\$0.00	\$ -51,808.81	\$1,096.02	\$0.00	\$ -1,096.02	\$93,206.52	\$0.00	\$ -93,206.52

24-25_ Key Club Budget vs. Actuals

October 2024 - June 2025

	Key Club			TOTAL		
	Actual	Budget	Remaining	Actual	Budget	Remaining
REVENUE						
DCON Registrations	30,659.60	19,500.03	-11,159.57	30,659.60	19,500.03	-11,159.57
DCON Misc Income	13,906.00	9,749.97	-4,156.03	13,906.00	9,749.97	-4,156.03
DCON Program Ads	75.00	243.72	168.72	75.00	243.72	168.72
DCON Sponsorships	1,000.00		-1,000.00	1,000.00	0.00	-1,000.00
Total DCON Registrations	45,640.60	29,493.72	-16,146.88	45,640.60	29,493.72	-16,146.88
Dues	35,891.00	24,374.97	-11,516.03	35,891.00	24,374.97	-11,516.03
ICON, KC Revenues	20,932.24	7,499.97	-13,432.27	20,932.24	7,499.97	-13,432.27
Key Club Fundraiser Revenues	3,150.26		-3,150.26	3,150.26	0.00	-3,150.26
Key Club Fundraiser Expenses	-2,150.26		2,150.26	-2,150.26	0.00	2,150.26
Total Key Club Fundraiser Revenues	1,000.00		-1,000.00	1,000.00	0.00	-1,000.00
Misc Income				0.00	0.00	0.00
Interest Income	1,812.23	1,125.00	-687.23	1,812.23	1,125.00	-687.23
Total Misc Income	1,812.23	1,125.00	-687.23	1,812.23	1,125.00	-687.23
Rally Registrations	2,945.23	2,025.00	-920.23	2,945.23	2,025.00	-920.23
Total Revenue	108,221.30	64,518.66	-43,702.64	108,221.30	64,518.66	-43,702.64
GROSS PROFIT						
	108,221.30	64,518.66	-43,702.64	108,221.30	64,518.66	-43,702.64
EXPENDITURES						
DCON		29,493.72	29,493.72	0.00	29,493.72	29,493.72
DCON Awards, Giveaways, & Decor	5,482.95		-5,482.95	5,482.95	0.00	-5,482.95
DCON Background Checks	30.00		-30.00	30.00	0.00	-30.00
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

	Key Club			TOTAL		
	Actual	Budget	Remaining	Actual	Budget	Remaining
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
Total DCON	49,335.76	29,493.72	-19,842.04	49,335.76	29,493.72	-19,842.04
District Office				0.00	0.00	0.00
District Office Allowance for non-DCON Support	5,000.00	3,750.03	-1,249.97	5,000.00	3,750.03	-1,249.97
Postage		18.72	18.72	0.00	18.72	18.72
Supplies & Printing		37.53	37.53	0.00	37.53	37.53
Total District Office	5,000.00	3,806.28	-1,193.72	5,000.00	3,806.28	-1,193.72
Meeting Expenses				0.00	0.00	0.00
Board Mtg, K May/LG Training, KC Jan, CK Dec/Jan	2,193.90	1,874.97	-318.93	2,193.90	1,874.97	-318.93
Board Mtg, New Board Training (May)	3,275.00	2,625.03	-649.97	3,275.00	2,625.03	-649.97
Board Mtg, Pre-School (Aug)		2,400.03	2,400.03	0.00	2,400.03	2,400.03
GATC, Gov's Training Conference	249.03	375.03	126.00	249.03	375.03	126.00
ICON, KC Expenses	13,139.86	10,500.03	-2,639.83	13,139.86	10,500.03	-2,639.83
Rally Expenses (Sept/Oct)	2,945.23	2,025.00	-920.23	2,945.23	2,025.00	-920.23
Total Meeting Expenses	21,803.02	19,800.09	-2,002.93	21,803.02	19,800.09	-2,002.93
Misc Expenses				0.00	0.00	0.00
District Board Name Badges & Shirts	656.87	749.97	93.10	656.87	749.97	93.10
Total Misc Expenses	656.87	749.97	93.10	656.87	749.97	93.10
Travel				0.00	0.00	0.00
Admin Asst, Travel	999.40	2,025.00	1,025.60	999.40	2,025.00	1,025.60
District Admin Travel	1,306.24	3,262.50	1,956.26	1,306.24	3,262.50	1,956.26
KC District Bulletin Editor, ICON		225.00	225.00	0.00	225.00	225.00
KC Gov, CK DCON		37.53	37.53	0.00	37.53	37.53
KC Gov, ICON		299.97	299.97	0.00	299.97	299.97
KC Gov, K DCON Meals		37.53	37.53	0.00	37.53	37.53
KC LG, ICON (15 @ \$340)		3,825.00	3,825.00	0.00	3,825.00	3,825.00

	Key Club			TOTAL		
	Actual	Budget	Remaining	Actual	Budget	Remaining
KC Non-Board Intl Candidate, ICON		187.47	187.47	0.00	187.47	187.47
KC Sec-Treas or LG, CK DCON		37.53	37.53	0.00	37.53	37.53
KC Sec-Treas, ICON		299.97	299.97	0.00	299.97	299.97
KC Sec-Treas, K DCON Meals		37.53	37.53	0.00	37.53	37.53
KC Web Master, ICON		225.00	225.00	0.00	225.00	225.00
UNICEF Champion, ICON		168.75	168.75	0.00	168.75	168.75
Total Travel	2,305.64	10,668.78	8,363.14	2,305.64	10,668.78	8,363.14
Total Expenditures	79,101.29	64,518.84	-14,582.45	79,101.29	64,518.84	-14,582.45
NET OPERATING REVENUE	29,120.01	-0.18	-29,120.19	29,120.01	-0.18	-29,120.19
NET REVENUE	\$29,120.01	\$ -0.18	\$ -29,120.19	\$29,120.01	\$ -0.18	\$ -29,120.19

24-25_ Circle K Budget vs. Actuals

October 2024 - June 2025

	Circle K			TOTAL		
	Actual	Budget	Remaining	Actual	Budget	Remaining
REVENUE						
DCON Registrations	95.28	900.00	804.72	95.28	900.00	804.72
Dues	804.00	468.00	-336.00	804.00	468.00	-336.00
Foundation Donation	1,000.00	749.97	-250.03	1,000.00	749.97	-250.03
Total Revenue	1,899.28	2,117.97	218.69	1,899.28	2,117.97	218.69
GROSS PROFIT	1,899.28	2,117.97	218.69	1,899.28	2,117.97	218.69
EXPENDITURES						
CKI, Fall Service Project		262.53	262.53	0.00	262.53	262.53
DCON		337.50	337.50	0.00	337.50	337.50
Meeting Expenses				0.00	0.00	0.00
CKI ICON Travel		513.00	513.00	0.00	513.00	513.00
GATC, Gov's Training Conference		337.50	337.50	0.00	337.50	337.50
Total Meeting Expenses		850.50	850.50	0.00	850.50	850.50
Misc Expenses				0.00	0.00	0.00
District Board Name Badges & Shirts	98.96	74.97	-23.99	98.96	74.97	-23.99
Total Misc Expenses	98.96	74.97	-23.99	98.96	74.97	-23.99
Travel				0.00	0.00	0.00
Admin Asst, Travel		105.03	105.03	0.00	105.03	105.03
CKI Sec-Treas & LG (up to \$75 ea) Travel		225.00	225.00	0.00	225.00	225.00
District Admin Travel		112.50	112.50	0.00	112.50	112.50
Gov In-District + DCON		150.03	150.03	0.00	150.03	150.03
Total Travel		592.56	592.56	0.00	592.56	592.56
Total Expenditures	98.96	2,118.06	2,019.10	98.96	2,118.06	2,019.10
NET OPERATING REVENUE	1,800.32	-0.09	-1,800.41	1,800.32	-0.09	-1,800.41
NET REVENUE	\$1,800.32	\$ -0.09	\$ -1,800.41	\$1,800.32	\$ -0.09	\$ -1,800.41

LAMISSTENN DISTRICT
Of Kiwanis International
2025-2026 BUDGET

	2025-2026	24-25 Actual	2024-2025 Budgeted
REVENUES:	\$207,808.00	\$209,473.22	\$204,554.00
EXPENSES:	\$207,808.00	\$143,327.51	\$204,554.00
BALANCE:	\$0.00	\$66,145.71	\$0.00

3,582 Estimated number of members
As of 5/21/2025: 3,618
As of 10/1/2024: 3,612
As of 10/1/2023: 3,516

2025-2026	2024-2025	2024-2025
	ACTUAL as of 6/30/2025	BUDGETED

EXHIBIT G

1	REVENUES	\$207,808.00	\$209,473.22	\$204,554.00	
2	DUES	\$165,108.00	\$161,469.63	\$162,204.00	
3	Dues (\$44 of \$46/mem + \$7,500 prorated)	\$165,108.00	\$161,469.63	\$162,204.00	
4					
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
11					
12	MISC REVENUES	\$14,200.00	\$18,537.08	\$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	\$3,699.82	\$4,200.00	
19					
20					
21	EXPENSES	\$207,808.00	\$143,327.51	\$204,554.00	
22	MEETINGS & CONFERENCES	\$24,000.00	\$22,576.91	\$21,400.00	
23	LG Training/May Board Mtg	\$4,000.00	\$3,433.90	\$3,000.00	Increased to adjust for full LGs & increased catering costs
24	March Board Meeting (in person w/Mid-Year)	\$500.00			
25	Mid-Year Expense (\$7,000 + \$1,500 (150 @ \$15))	\$8,500.00	\$6,593.15	\$7,400.00	Budgeted to match income
26	Key Leader South Expense	\$11,000.00	\$12,549.86	\$11,000.00	
27					
28	TRAVEL	\$20,850.00	\$7,380.84	\$16,875.00	

29	Governor: In-District + DCON	\$1,350.00	\$1,350.00	\$1,350.00	
30	Governor: ICON	\$2,000.00	\$1,000.00	\$1,000.00	increased due to Manilla
31	Gov-Elect: In-District + DCON	\$500.00		\$500.00	
32	Gov-Elect: ICON	\$1,000.00		\$700.00	increased due to Manilla
33	Vice Gov: In-District + DCON	\$375.00	\$339.29	\$375.00	
34	Vice Gov: ICON	\$600.00		\$475.00	increased due to Manilla
35	Imm Past Gov: In-District + DCON	\$225.00	\$171.12	\$225.00	
36	Imm Past Gov: ICON	\$600.00		\$425.00	increased due to Manilla
37	Trustees: In-District + DCON (7 @ \$200)	\$1,400.00	\$336.34	\$1,225.00	increased from \$175 to \$200
38	LG Expenses (21 up to \$150 ea)	\$3,150.00		\$2,750.00	increased from \$125 to \$150
39	LG-Elect Expenses (21 up to \$150 ea)	\$3,150.00	\$1,375.00	\$2,750.00	increased from \$125 to \$150
40	ED: Travel Allowance*	\$1,250.00	\$729.70	\$1,250.00	
41	ED: District Secretaries Meeting*	\$1,400.00	\$104.39	\$1,400.00	
42	ED: ICON*	\$3,000.00	\$1,800.00	\$1,800.00	increased due to Manilla
43	<i>*Other expenses paid from Conventions Fund</i>				
44	Admin Ast: Auto & Travel Allowance	\$400.00	\$175.00	\$200.00	increased due to use
45	KI Board Trustee Counselor Room & Meals	\$450.00		\$450.00	
46					
47	STAFF SALARY & BENEFITS	\$113,030.00	\$85,220.17	\$112,730.00	
48	Salary: Executive Director	\$66,000.00	\$49,500.00	\$66,000.00	
49	Salary: Administrative Assistant	\$35,000.00	\$26,249.94	\$35,000.00	
50	Benefits Package: Exec Dir (3% of salary)	\$1,980.00	\$1,485.00	\$1,980.00	
51	Benefits Package: Admin Assist (3% of salary)	\$1,050.00	\$787.50	\$1,050.00	
52	Payroll Taxes & Fees (12 mo @ \$750)	\$9,000.00	\$7,197.73	\$8,700.00	
53					
54	DISTRICT OFFICE	\$26,936.00	\$21,705.11	\$26,111.00	
55	Rent & Utilites (12 mo @ \$728)	\$8,736.00	\$6,084.00	\$8,436.00	increased due to annual increase
56	Telephone & Internet (12 mo @ \$115)	\$1,380.00	\$997.79	\$1,380.00	
57	Cell Phone Reimbursement to ED (12 mo @ \$50)	\$600.00	\$300.00	\$600.00	
58	Remote Office Reimbursement (12 mo @ \$50)	\$600.00	\$300.00	\$600.00	
59	Copier Lease (12 mo @ \$370 + \$165 in taxes/yr + \$300 in extra copies)	\$4,905.00	\$3,965.42	\$4,905.00	
60	Software	\$3,940.00	\$2,717.33	\$3,515.00	increase due to increased costs
61	Adobe (12 mo @ \$15)				

62	Anti-virus Software (\$100/yr)				
63	Constant Contact (\$625/yr)				
64	Microsoft Office (\$115/yr)				
65	Quickbooks (12 mo @ \$210)				increase announced June 2025
66	Sprout Video Hosting (12 mo @ \$10)				
67	Misc (\$400)				reduced from \$500 over budget due to temporary expenditure on Kiwanis gear for DCON
68	Materials & Supplies	\$3,250.00	\$4,057.65	\$3,250.00	
69	Postage	\$200.00	\$164.56	\$150.00	
70	Audit & Accounting	\$200.00	\$200.00	\$150.00	
71	Business & Property Insurance	\$900.00	\$813.88	\$900.00	
72	Auto Liability (hired and not owned)	\$450.00	\$445.48	\$450.00	
73	Bonding Insurance	\$375.00	\$359.00	\$375.00	
74	D&O Insurance	\$800.00	\$800.00	\$800.00	
75	Workers Comp Policy	\$600.00	\$500.00	\$600.00	
76					
77	MISC EXPENSES	\$22,992.00	\$6,444.48	\$27,438.00	
78	Misc Expenses		\$344.78		
79	New Club Expenses	\$3,000.00	\$735.49	\$4,000.00	
80	Bayou Teche Club Dues Expenses		\$400.00		offset by income
81	Bluff City Club Dues Expenses		\$2,864.75		offset by income
82	Plaquemines Club Dues Expenses		\$2,099.46		offset by income
83					
84	Club Strengthening Expenses	\$2,000.00		\$2,500.00	
85	Retained Earnings	\$17,992.00		\$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:	\$53,414.00
EXPENSES:	\$53,400.00
BALANCE:	\$14.00

3,582 Estimated number of members

2025-2026

REVENUES: \$53,414.00

DUES

Dues (\$2/K)	\$7,164.00
--------------	------------

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
------	-------------