

# LAMISSTENN KIWANIS POLICIES

## SECTION 200: DISTRICT BOARD & COMMITTEES

### **200 DISTRICT BOARD MEETINGS**

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- 200.1** Each member of the District Board of Trustees has the responsibility and duty to attend all Official Meetings of the District Board during the Kiwanis Year. If Trustee is absence from a majority of District Board meetings, the Executive Committee, excluding the Trustee in consideration if applicable, may remove the Trustee from his/her position.
- 200.2** Each meeting of the District Board of Trustees shall be an open meeting to all Kiwanians choosing to attend. No active participation by visitors shall be permitted.
- 200.3** The Governor shall advise each Committee Chair of any required presentation which will be expected to make in advance of such board meeting.
- 200.4** In consultation with the Governor, the Executive Director shall establish and distribute the agenda for each meeting to all members of the District Board of Trustees at least seven (7) days prior to the Board Meeting. Agenda items may be submitted from Board Members.
- 200.5** Additional items for any Board Meeting may be added during the Board meeting, providing a majority vote by the Board of Trustees allows the items to be presented. Items not requiring action by the Board of Trustees may be presented by any member of the Board of Trustees, for discussion only, under "New Business". No items for discussion shall be accepted by the Board unless presented by a member of the Board of Trustees.
- 200.6** At the last Board Meeting of the Administrative Year, the following items shall be acted upon by the Board of Trustees:
- A. Evaluation of job performance of the Executive Director;
  - B. Evaluation of the performance of the District Board of Trustees; and
  - C. Consideration and preliminary adoption of budgets for the Kiwanis District for the following administrative year with final adoption after October 1st.
- 200.7** Board meeting materials, including the meeting agenda and supporting documents, will be made available to all Board members and interested Kiwanis members in time for adequate review prior to the Board meeting. Board members will review Board meeting materials in advance of each meeting.
- 200.8** Any items to be presented to the District Board of Trustees requiring action of the Board, must be provided in writing to the Governor and Executive Director at least thirty (30) days prior to the Board Meeting, for distribution and study.
- 200.9** To ensure the accuracy of the minutes, District Board meetings shall be recorded. Recordings shall be retained by the Executive Director or designee until the minutes of a meeting have been approved by the Board, at which time, the recording of the approved meeting may be destroyed.
- 200.10** The Executive Director or designee is responsible for keeping the minutes of the meetings of the District Board. The minutes shall contain all main motions, whether adopted or lost; the name of the maker of the motion shall be recorded in the minutes; and any Board member may request that his/her vote be recorded in the minutes. Minutes will be reviewed and approved by vote at the next Board meeting. The Executive Director shall make copies of the minutes of all District Board meetings available to all Board members, and to interested Kiwanians via the website.

### **201 DISTRICT BOARD COMMITTEES**

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#### **201.1 EXECUTIVE COMMITTEE**

The members of the Executive Committee shall be the Governor, the Governor-Elect, Vice Governor,

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

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

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

### **201.2 BYLAWS COMMITTEE**

The members of the Bylaws Committee shall be appointed by the Governor for his/her year from the District Board of Trustees and District membership. The Governor shall appoint a District Trustee(s) to serve on the Committee and shall appoint the Committee Chair who will also serve as the District Resolutions Coordinator.

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

### **201.3 FINANCE COMMITTEE**

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

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

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

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

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

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

### **201.4 MEMBERSHIP COMMITTEE**

The members of the Membership Committee shall be appointed by the Governor for his/her year from the District Board of Trustees and District membership. Committee members shall include the District

Membership Coordinator, District New Club Coordinator, District Club Strengthening Coordinator, and the Vice Governor. The Governor shall appoint a District Trustee(s) to serve on the Committee and the Committee Chair.

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

#### **201.5 EDUCATION COMMITTEE**

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

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

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

Training events include but are not limited to the Annual District Convention, Mid-Year Education Conference(s), Lieutenant Governor Orientation, and CLEs.

#### **201.6 SERVICE COMMITTEE**

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

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

#### **201.7 SERVICE LEADERSHIP PROGRAMS COMMITTEE**

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

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

#### **201.8 INTERNATIONAL ACTION COMMITTEE (IAC)**

**201.9 Purpose:** The purposes of this committee are:

A. To study the qualifications of and make recommendations to the House of Delegates on candidates for

International offices from the LaMissTenn District.

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

**201.10 Procedures:**

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

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

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

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

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

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

**202 DISTRICT KEY POSITIONS**

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

**202.2** Key positions are encouraged to form subcommittees under their District Board Committee to ensure progress is being made between District Board Committee meetings.

- 202.3** The Governor-Elect and Vice Governor shall not serve in any Key Positions or as any Committee Chair to allow the individuals in these roles to focus on preparation for their future term as Governor.
- 202.4 District Key Positions:**
1. Resolutions Coordinator
  2. District Convention Coordinator
  3. Kiwanis International Convention Coordinator
  4. District Membership Coordinator (DMC)
    - a. District New Club Opening Coordinator
    - b. District Club Strengthening Coordinator
  5. Leadership Development and Education Coordinator(s)
  6. Public Relations Coordinator
  7. District Bulletin Editor
  8. Human and Spiritual Values Coordinator
  9. Kiwanis International Foundation Coordinator
  10. Sponsored Program Administrators
    - a. Aktion Club Administrator
    - b. Builders Club Administrator
    - c. Circle K Administrator
    - d. Key Club Administrator
    - e. K-Kids Administrator
    - f. Key Leader Administrator(s)
  11. Past District Governors Coordinator
  12. Risk Manager
  13. Youth Protection Manager
- 202.5 District Key Position Terms:** All positions shall serve a term of one (1) year. Each position, with the exception of the Key Club Administrator and Circle K Administrator, shall begin their terms of office on the first day of October. The terms of office of the Key Club Administrator and the Circle K Administrator shall begin at the conclusion of the respective sponsored program's District conventions and continue to the conclusion of the succeeding conventions or until their successors shall be duly selected and qualified.
- 202.6 The Resolutions Coordinator** shall review all proposed resolutions for consideration and recommendation to the District Board and shall draft any resolutions directed by the District Board. The Resolutions Committee may modify, combine, edit, or not accept any club proposals. The District Board shall have final authority on resolutions to be considered at the convention. The Resolution Coordinator shall be the Bylaws and Policy Committee Chair.
- 202.7 The District Convention Coordinator** shall develop committee shall formulate the official program and order of business for the conventions of the District with the approval of the District Board. The District Convention Coordinator shall be the District Executive Director.
- 202.8 The Kiwanis International Convention Coordinator** shall assist in promoting attendance and participation in the annual Kiwanis International Convention. The Kiwanis International Coordinator shall be a Past District Governor and serve on the International Action Committee (IAC).
- 202.9 The District Membership Coordinator (DMC)** shall serve on the District Membership Committee to work with all clubs in this District to help them retain and increase membership. The DMC oversees the District New Club Opening Coordinator and the District Club Strengthening Coordinator. All positions serve on the District Membership Committee.
- 202.10 The Leadership Development and Education Coordinator(s)** shall assist the District leadership in developing meaningful educational and training experiences for all Kiwanians at District convention and conferences, organize and promote operations and leadership programs for incoming District and club officers, and promote continuing Kiwanis education within each club. The Leadership Development and Education Coordinator(s) shall conduct District Officer Training. The Coordinator(s) shall assist with conducting the Mid-Year Education Conference(s), CLEs, education sessions at the Lt. Governor

Orientation and District Convention. The Leadership Development and Education Coordinator shall serve on the Education Committee.

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

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

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

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

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

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

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

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

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

**202.18 The Circle K Administrator** shall carry out the Circle K District organization's administrative functions in accordance with the Kiwanis District Board's approval. The Circle K Coordinator shall serve on the Service Leadership Programs Committee.

**202.19 The Key Club Administrator** shall carry out the Key Club District organization's administrative functions in accordance with the Kiwanis District Board's approval. The Key Clubs Coordinator shall serve on the Service Leadership Programs Committee.

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