



Kiwaniis®

LOUISIANA-MISSISSIPPI-WEST TENNESSEE DISTRICT

AGENDA

Meeting of the 2025-2026 District Board of Trustees

May 16, 2026 | 3:00pm

Hilton Garden Inn (2350 W Congress St, Lafayette, LA 70506)

Marcel Lashover, Governor, Presiding

Call to Order

The Louisiana-Mississippi-West Tennessee District of Kiwanis International Board of Trustees met on Saturday, May 16, 2026, at the Hilton Garden Inn in Lafayette, LA. Governor Marcel Lashover called the meeting to order at 1:41pm and established a quorum with the following present:

Governor, Marcel Lashover,
Governor-Elect, Andrew Dozier,
Vice Governor, Laura Gilliland,
Region I Trustee, Oscar Brown,
Region II Trustee, Ralph Carter,
Region IV Trustee, Jennifer Kelly-White,
Region VI Trustee, John Gherardi,
Region VII Trustee, Darren Green, and
Executive Director, Jen Robertson.

Also present:

Region I Trustee-Elect, Kimberly Jackson,
Region II Trustee-Elect, Tracy Cameron,
Region III Trustee-Elect, Tom Osburn, and
Division 6 Lt. Governor, Tracy Houck.

Invocation by Trustee Andrew Dozier. Defining Statement recited by all.

Consent Agenda

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

- A. March 20, 2026, Board Meeting Minutes (exhibit A)
- B. District Key Position Reports (exhibit B)
- C. Circle K: 8 active clubs
- D. Key Club: 144 active clubs
- E. Aktion Club: 9 active clubs
- F. Builders Club: 22 active clubs
- G. K-Kids Clubs: 35 active clubs

Board Committees

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 C). Trustee Ralph moved to approve the financials. Trustee Darren seconded the motion. All voted in favor. Motion carried.

Next, the Board discussed the preliminary 2026-2027 budget.

Next, the Board discussed the **Education Committee**. Education Committee Chair Jennifer Kelly-White reported the CLEs (Club Leadership Education) will be conducted as webinars on the following Tuesdays at 6pm by zoom: Membership Chair on June 30th, Treasurer on July 7th, Secretary on July 14th, President on July 21st.

Next, the Board discussed the **Membership Committee**. Membership Committee Chair Rick Danielson presented the current membership status of the District (below).

- 10/1/2024 Membership: 3,516 members
- 10/1/2025 Membership: 3,350 members
- 2024-2025 Membership Balance: -166 members
- 2/28/2026 Membership: 3,484 members
 - Added Members: 266 members
 - Dropped Members: 132 members
 - Net Members: 134 members

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

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

Next, Governor-Elect Andrew Dozier discussed current Lt. Governor efforts.

Ongoing Business

The Board discussed the plans for a cruise for DCON 2027. Trustee Ralph moved to approve the cruise as presented, roll out pricing in July to all LaMissTenn members, and to specifically feature at DCON 2026. Trustee Darren seconded. All voted in favor. Motion carried.

Next, The Board discussed the recent call with Kiwanis International President Michael Mulhaul regarding the Kiwanis Voices program.

New Business

The Board discussed the Mid-Year Education Conference 2027 which will coincide with then Kiwanis International President Hope Markes visit to LaMissTenn. Trustee Ralph motioned to approve scheduling the event for March 20, 2027 at the Marriott Baton Rouge in Baton Rouge, LA. Trustee Darren seconded the motion. All voted in favor. Motion carried.

Next, the Board discussed the **District Calendar:**

June 2026

15 **Newsletter Articles Dues**

24-27 112nd Annual Kiwanis International Convention, Manila, Philippines

July 2026

31-2 **108th Annual LaMissTenn Kiwanis DCON, Kenner, LA**

August 2026

2 Board Meeting, 10am-12pm Kenner, LA

September 2026

15 **Newsletter Articles Dues**

2026-2027 Board Meeting & Event Dates:

- Oct 3, 2026 board meeting by zoom
- Nov 7, 2026 Membership Summit, Ponchatoula, LA
- Dec 12, 2026 board meeting by zoom
- March 19, 2027 board meeting in person in conjunction with Mid-Year

- March 20, 2027 Mid-Year Education Conference 2027 in Baton Rouge, LA
- May 15, 2027 in person in conjunction with at LG-Elect Orientation
- TBD, board meeting in person in conjunction with DCON 2027

Future District Conventions

2027 109th Annual LaMissTenn Kiwanis District Convention, Cruise, July 29-Aug 2

2028 110th Annual LaMissTenn Kiwanis District Convention, Alexandria, LA, Aug 4-6

Future Kiwanis International Conventions

2027 112th Annual KI Convention, Dallas, TX, June 16-19

2028 113th Annual KI Convention, Las Vegas, NV, June 28-July 1

2029 114th Annual KI Convention, Milwaukee, WI, June 13-16

Next, the Board discussed the **Bylaws Committee**. Executive Director Jen Robertson presented Policy 200: District Board & Committees (exhibit D). Trustee Ralph Carter moved to approve. Trustee Jennifer Kelly-White seconded the motion. All voted in favor. Motion carried.

Next, Executive Director Jen Robertson presented Policy 300: District Officers (exhibit E). Trustee Ralph Carter moved to approve with the correction of two sections named section 306. Trustee Jennifer Kelly-White seconded the motion. All voted in favor. Motion carried.

Trustee Jennifer moved to adjourn the meeting. Trustee Darren seconded the motion. With no discussion, all voted in favor. The meeting adjourned at 2:49pm.



Kiwanis®

LOUISIANA-MISSISSIPPI-WEST TENNESSEE DISTRICT

MINUTES

Meeting of the 2025-2026 District Board of Trustees

March 20, 2026 | 3:00pm

Conference Room A | Chateau St. Denis (751 2nd St, Natchitoches, LA 71457)

Marcel Lashover, Governor, Presiding

Call to Order

The Louisiana-Mississippi-West Tennessee District of Kiwanis International Board of Trustees met on Saturday, March 20, 2026, in Conference Room A of Chateau St. Denis in Natchitoches, LA. Marcel Lashover called the meeting to order at 3:00pm and established a quorum with the following present:

Governor, Marcel Lashover,
Governor-Elect, Andrew Dozier,
Vice Governor, Laura Gilliland,
Immediate Past Governor, Claude Vinson,
Region I Trustee, Oscar Brown,
Region III Trustee, Lorri Alles,
Region IV Trustee, Jennifer Kelly-White,
Region V Trustee, Rick Danielson,
Region VI Trustee, John Gherardi,
Region VII Trustee, Darren Green, and
Executive Director, Jen Robertson.

Invocation by Trustee Darren Green. Defining Statement recited by all.

Consent Agenda

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

- Dec 13, 2025, Board Meeting Minutes
- District Key Position Reports
- Circle K: 6 active clubs
- Key Club: 134 active clubs
- Aktion Club: 9 active clubs
- Builders Club: 22 active clubs
- K-Kids Clubs: 34 active clubs

Board Committees

Next, the Board discussed the **Education Committee**. Education Committee Chair Jennifer Kelly-White reported the following items as 2026 Mid-Year Education Conference education sessions: a membership session focused on the Governor's "If you don't A.S.K., you don't G.E.T." slogan, club panel on fundraising ideas, and a co-working and networking session.

Next, Committee Chair Jennifer Kelly-White reported the CLEs (Club Leadership Education) will be conducted as webinars on the following Tuesdays at 6pm by zoom: Membership Chair on June 30th, Treasurer on July 7th, Secretary on July 14th, President on July 21st.

Next, the Board discussed the **Membership Committee**. Membership Committee Chair Rick Danielson presented the current membership status of the District (below).

- 10/1/2024 Membership: 3,516 members
- 10/1/2025 Membership: 3,350 members
- 2024-2025 Membership Balance: -166 members
- 2/28/2026 Membership: 3,458 members
 - Added Members: 204 members
 - Dropped Members: 96 members
 - Net Members: 108 members

Next, the Board discussed the following New Club Build Reimbursement Guidelines:

- Reimbursements limited to hotel and mileage only
- No more than three (3) hotel rooms for no more than three (3) nights each
- Organizational meeting locations must be complimentary
- Local participation must be emphasized and presented as required

Trustee Rick moved to approve the guidelines. Trustee Lorri seconded motion. All voted in favor. Motion carried.

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

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

Next, Governor-Elect Andrew Dozier discussed current Lt. Governor efforts.

New Business

Next, the Board discussed the LaMissTenn Mississippi License Plate. With the lack of response, the Mississippi license plate effort will terminate, and Board will review the Louisiana License Plate after the Louisiana legislation has passed.

Next, Executive Director Jen provided an update that International Board Counselor Tim Sheppard is working on possible dates for a zoom call between the Board and the Kiwanis International President.

Next, Executive Director Jen provided an update on a harassment complaint within a club.

Region II Trustee Ralph Carter joined the meeting at 3:40pm.

Next, Andrew Dozier presented the 2026-2027 Lt. Governors secured to date:

- 1A: Selena Dozier
- 1C: Sue Olsson
- 2:
- 3:
- 4A: Nicholas Koepp
- 4B: Bob Rogers
- 5:
- 6: Tracy Houck
- 7: Christian Williford
- 8E: Matt Robinson
- 8W: MiLisa York
- 9: Rebecca Huff
- 10A:
- 10B: Floyd McIntyre
- 11: Kimberly Futrell
- 12: Tori Whittaker
- 13: Chelsea Brumfield
- 14: Rae Cote
- 15: Donna Osburn
- 17: Debbie Stevens

Trustee Darren moved to accept the 2026-2027 Lt. Governors. Trustee John seconded the motion. All in favor. Motion carried.

Next, the Board discussed 2026-2027 District Goals & Distinguished Programs (below). Trustee Laura moved to amend criteria number 4 of the 2026-2027 Distinguished Kiwanian Program to say, "Complete

or have completed the Kiwanis Amplify Program.” Trustee Lorri seconded the motion. All voted in favor. Motion carried.

- District Goals (exhibit A)
- Distinguished Club Program (exhibit B)
- Distinguished Kiwanian Program (exhibit C)
- Distinguished Lt. Governor Award (exhibit D)
- Distinguished Secretary Program (exhibit E)
- Distinguished Inter-Club Award (exhibit F)
- Distinguished Facebook Award (exhibit G)
- Distinguished Newsletter Award (exhibit H)

Trustee John moved to approve the 2026-2027 District Goals & Distinguished Programs. Trustee Lorri seconded the motion. All voted in favor. Motion carried.

Next, the Board discussed the **District Calendar:**

April 2026

10-12 Key Club DCON, Natchez, MS

May 2026

15 Annual Trustee Training, 3pm, Hilton Garden Inn (2350 W Congress St, Lafayette, LA)

15-16 Lt. Governor-Elect Orientation Conference, Hilton Garden Inn (2350 W Congress St, Lafayette, LA)

16 Board Meeting, Hilton Garden Inn (2350 W Congress St, Lafayette, LA)

June 2026

15 **Newsletter Articles Dues**

24-27 112nd Annual Kiwanis International Convention, Manila, Philippines

July 2026

31-2 **108th Annual LaMissTenn Kiwanis DCON, Kenner, LA**

August 2026

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- March 19, 2027 in person in conjunction with Mid-Year Education Conference 2027
- March 20, 2027 Mid-Year Education Conference 2027
- May 15, 2027 in person in conjunction with at LG Orientation (May 14-15)
- TBD, in person in conjunction with DCON 2027/cruise
- TBD, International President Hope’s Visit to LaMissTenn
- TBD, LaMissTenn Membership Summit

Future District Conventions

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

2028 110th Annual LaMissTenn Kiwanis District Convention, Alexandria, LA, Aug 4-6

Future Kiwanis International Conventions

2027 112th Annual KI Convention, Dallas, TX, June 16-19

2028 113th Annual KI Convention, Las Vegas, NV, June 28-July 1

2029 114th Annual KI Convention, Milwaukee, WI, June 13-16

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 I). Immediate Past Governor Claude moved to approve the financials. Trustee John seconded the motion. All voted in favor. Motion carried.

Next, Committee Chair Ralph Carter presented a budget reallocation to increase the new club build line item to \$6,000 with the following amendments. Trustee Rick moved to approve the reallocation. Trustee Oscar seconded the motion. All voted in favor. Motion carried.

Line Item	25-26 Budget	Reallocation	Revised 25-26 Budget
New Club Build	\$3,000.00	+\$3,000.00	\$6,000
Retained Earnings	\$2,659.10	-\$2,659.10	\$0
Materials & Supplies	\$3,250.00	-\$340.90	\$2,909.10

Next, Committee Chair Ralph Carter presented the Kiwanis District 2024 Taxes (exhibit J). Trustee John moved to approve the taxes. Trustee Jennifer Kelly-White seconded the motion. All voted in favor. Motion carried.

Next, Committee Chair Ralph Carter presented the idea of opening a Circle K savings account. Trustee John moved to not open a Circle K savings account. Immediate Past Governor seconded the motion. All voted in favor. Motion carried.

Next, Committee Chair Ralph Carter presented the DCON 2026 Budget (exhibit K). Trustee John moved to approve the DCON 2026 Budget. Trustee Rick seconded the motion. All voted in favor. Motion carried.

Trustee John moved to adjourn the meeting. Trustee Darren seconded the motion. With no discussion, all voted in favor. The meeting adjourned at 4:03pm.

District Committee Chair Reports

May 16, 2026

Aktion Club, Judy Couvillon

No report submitted.

Builders Club, *vacant*

No report submitted.

Circle K Administrator, Jennifer Kelly-White

No report submitted.

DCON Chair, Mike Haffner

No report submitted.

Human & Spiritual Values, Nettles Brown

No report submitted.

Key Club Administrator, Edie Flores

No report submitted.

Key Leader, North, Linda Ramsey

We had 75 people registered at one time, but our final total was 63. We had a few that were sick, and a few that even didn't show up for whatever reason, but we had a good group of students who were engaged with the program. Our Lead Facilitator was Brian Ritchie from Ohio. I didn't have as much time to recruit this year, so we didn't have as many who were not Key Club members as we usually do.

We like to use Key Leader as a recruiting tool for Key Club and try to have 50% that are not members of Key Club attend. Also, one high school had prom this weekend.

We tried the new curriculum for the first time, but what helped us in this transition was that Brian Ritchie was a seasoned Lead Facilitator, and so he brought a little of the old along with the new which made the transition much easier. The new book was less than half the size of the old book, and Brian tells us that it is still a work in progress. We enjoyed having some new material and new pictures and new videos. I do feel much better about the new curriculum than before having taken part in it. It still needs some more information, but they are still accepting input for additional changes to be made. Hopefully, they can find a new story to replace Larry's Story. This was also Brian's first time to use the new curriculum, and I thought he did a great job! The students and chaperones liked him very much.

Saturday evening, we got finished at 9:30PM; however, it was too much free time to allow them not to be in their lodges before midnight, and I did have to chase them down and impose an earlier curfew for them to be in the lodges because they didn't obey the rules that I set for where they should stay during free time. If we continue to finish that early, we will need to use an earlier curfew in the future for it's impossible to properly supervise them after dark unless they stay in a well-lit area.

We had some new chaperones this year, one of whom was a former Key Leader, and I think she will be back. I've had another chaperone who is a former Key Leader, and she's been coming for years. I did ask for the chaperones to send me some input about what they thought about the new curriculum, and if they do, I will share that information with you as well. The chaperones missed the banners that we usually provide for the students and made mention of it. We usually have banners for each of the kids to sign for each other to take home. I didn't have enough left over, and I would have brought what I had. I did bring the Meet Your Neighbor activity that we usually do during registration as I did have enough of those left over.

We also continue to have parents return late on Sunday to pick up their children, so I may start telling all of them to arrive earlier, and they can watch the slide show. One mother sought me out and hugged my neck and thanked me after watching the slide show. We always have some parents that do show up to watch the show. Over-all, it was another great Kiwanis Key Leader Weekend experience for all of us!

Key Leader, South, MiLisa York

No report submitted.

Kiwanis Children's Fund, Leonard D. Simmons

No report submitted.

Kiwanis Kids, *vacant*

No report submitted.

Leadership Development Coordinator, Greg Beard & Nettles Brown

No report submitted.

Membership & Engagement, John Fry

Healthy membership continues to be a focus of the district encompassing all aspects: retention, recruitment and engagement. We have continued the divisional check-ins since last board meeting with moderate success as we had to that had to postpone. These sessions continue to be very insightful as well as engaging from the perspective of the Lieutenant governor. We have increased our club strengthening to add two more clubs which are Natchez trace and Gulfport. John has been in communication with Gulfport recently just about strengthening the membership and has attempted to reach out to Natchez trace on multiple occasions. Here are some other statistics to share with the district board:

- District Membership (April) = 3484 (+134)
- Club Opening - 2 new Clubs – Morehouse & Mid-Mississippi Delta
 - Goal of two more this Kiwanis year
 - Governor Marcel is in negotiations with potential sponsoring clubs
- Club Strengthening Efforts
 - Biloxi
 - Sabine
 - Natchez Trace

- Gulfport
- Divisional Check Ins
 - 1A
 - 2, 5 & 15
 - 4A
 - 6 & 9
 - 7
 - 8E
 - **10A (postponed)**
 - **11 (postponed)**
 - **14**
 - **17**
- Membership Inquiries from KI = **19**

Past Governors, John Fry

The Past District Governors continue to have monthly Zoom calls the 4th Thursday of each month at 6:00 PM. The attendance of the calls continues to wane from month to month. March's call was postponed due to a conflict that John Fry had and could not lead the meeting.

The April meeting had our first official program with district foundation President Jonathan Booth speaking to the group about recent updates with the foundation including endowments, grants and the recent scholarship awards given out in March. We inquired about avenues that the Past District Governors might be able to assist the foundation.

At our next scheduled meeting we plan to have Governor Elect Andrew Dozier present his goals for the district for our insight and feedback. We are considering modifying the schedule of these calls to quarterly as we approach convention or soon thereafter.

Public Relations, Craig Caskey

Mid-Year Conference — March 21, 2026

Provided photo coverage throughout the Mid-Year Conference. Images captured during the event were posted to the district's official Facebook page to promote member engagement and share highlights with the broader Kiwanis community.

Upcoming DCON Workshop

A club-level public relations workshop is planned for the District Convention. The session is tentatively titled: "Club Marketing/Branding (with a Focus on Social Media)"

The workshop will be offered in two sessions that morning to maximize engagement with members, the club's community, and potential new Kiwanians.

Risk Manager, Patrice Cusimano

No report submitted.

Youth Protection Manager, Michele Crosby

No report submitted.

Management Report

LaMissTenn Monthly Financials
For the period ended March 31, 2026



Prepared by
Jen Robertson

Prepared on
April 7, 2026

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Statement of Financial Position

As of March 31, 2026

	Total
ASSETS	
Current Assets	
Bank Accounts	
Circle K	
Circle K Operating (1692)	14,379.66
Total Circle K	14,379.66
Key Club	
Key Club Operating (1706)	37,516.68
Key Club Savings (2346)	119,952.04
Total Key Club	157,468.72
Kiwanis District	
Kiwanis Conventions (1757)	16,153.26
Kiwanis Operating (1730)	9,885.30
Kiwanis Savings (2354)	146,739.63
PDO Checking (1749)	4,841.38
Total Kiwanis District	177,619.57
Kiwanis Short Term Investment	150,000.00
Total Bank Accounts	499,467.95
Other Current Assets	
Prepaid Key Leader South Expense	0.00
Prepaid Mid-Year Expense	0.00
QuickBooks Tax Holding Account	2,079.76
Total Other Current Assets	2,079.76
Total Current Assets	501,547.71
TOTAL ASSETS	\$501,547.71
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
CapitalOne District	2,557.20
Total Credit Cards	2,557.20
Other Current Liabilities	
Direct Deposit Payable	0.00
Due to Kiwanis International	0.00
Payroll Liabilities	0.00
Federal Taxes (941/943/944)	1,621.00
Federal Unemployment (940)	0.00
LA Income Tax	278.46
LA Unemployment Tax	6.31
MS Income Tax	174.00
Simple IRA	3,889.90

	Total
Total Payroll Liabilities	5,969.67
Prepaid Key Leader South Income	0.00
Prepaid Mid-Year Income	0.00
Total Other Current Liabilities	5,969.67
Total Current Liabilities	8,526.87
Total Liabilities	8,526.87
Equity	
Opening Balance Equity	0.00
Retained Earnings	350,704.27
Net Revenue	142,316.57
Total Equity	493,020.84
TOTAL LIABILITIES AND EQUITY	\$501,547.71

Statement of Activity

October 2025 - March 2026

	Total
REVENUE	
DCON Registrations	31,553.12
DCON Misc Income	17,335.63
DCON Program Ads	145.35
DCON Sponsorships	2,000.00
Total DCON Registrations	51,034.10
Dues	183,186.93
Foundation Donation	2,000.00
ICON, KC Revenues	485.20
Meetings Income	
Key Leader South	22,396.28
Mid-Year Income	13,277.25
Rally Registrations	736.33
Total Meetings Income	36,409.86
Misc Income	25.00
Interest Income	2,296.73
Total Misc Income	2,321.73
New Club Income	
New Club Dues, Mid MS Delta	2,813.83
New Club Dues Expenses, Mid MS Delta	-2,761.25
Total New Club Dues, Mid MS Delta	52.58
New Club Dues, Morehouse	4,540.82
New Club Dues Expenses, Morehouse	-4,987.00
Total New Club Dues, Morehouse	-446.18
Total New Club Income	-393.60
Total Revenue	275,044.22
GROSS PROFIT	275,044.22
EXPENDITURES	
DCON	
DCON Awards, Giveaways, & Decor	2,106.76
DCON Catering	6,571.50
DCON Venue	500.00
Key Club Conv. Mgr. Expense	4,110.00
Total DCON	13,288.26
District Office	
Audit & Accounting	200.00
Copier Lease	2,043.35
District Office Allowance for non-DCON Support	5,000.00
Insurance, Auto Liability	296.00
Insurance, Business	860.00
Insurance, D&O	800.00

	Total
Insurance, Workers Comp	500.00
Materials & Supplies	479.21
Postage	33.80
Remote Office Reimbursement (12 mo @ \$50)	300.00
Rent & Utilities	4,056.00
Software	1,763.24
Telephone & Internet	664.68
Cell Phone Reimbursement (\$50/mo)	300.00
Total Telephone & Internet	964.68
Total District Office	17,296.28
Meeting Expenses	
Board Mtg, K May/LG Training, KC Jan, CK Dec/Jan	2,813.34
ICON, KC Expenses	384.23
Key Leader North Expenses	500.00
Key Leader South Expense	15,928.31
Mid-Year Expense	12,814.18
Rally Expenses (Sept/Oct)	33.27
Total Meeting Expenses	32,473.33
Misc Expenses	38.18
Club Strengthening Expenses	561.15
New Club Expenses	
New Club Expenses, Mid MS Delta	1,254.49
New Club Expenses_Morehouse	1,881.07
Total New Club Expenses	3,135.56
Total Misc Expenses	3,734.89
Staff Salary & Benefits	
Benefit Package, Admin Assistant	539.41
Benefit Package, Exec Dir	1,017.28
Dst Personel, Admin Assist	17,981.21
Dst Personel, Executive Dir	33,907.50
Payroll Expenses	
Payroll Taxes	3,975.79
Total Payroll Expenses	3,975.79
Total Staff Salary & Benefits	57,421.19
Travel	
Admin Asst,Travel	326.90
District Admin Travel	1,328.08
ED District Secretaries Meeting	847.83
ED, ICON	2,510.49
Gov ICON	2,000.00
Gov In-District + DCON	198.80
Gov-Elect, In District + DCON	198.80
Imm Past Gov, In District + DCON	198.80
KI Board Trustee Counselor Room & Meals	177.98

	Total
Vice Gov, ICON	526.40
Vice Gov, In-District + DCON	199.62
Total Travel	8,513.70
Total Expenditures	132,727.65
NET OPERATING REVENUE	142,316.57
NET REVENUE	\$142,316.57

25-26 Kiwanis Budget vs. Actuals

October 2025 - March 2026

	Kiwanis Convention				Kiwanis District				PDO				TOTAL			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
REVENUE																
DCON Registrations	1,576.82		1,576.82										1,576.82	0.00	1,576.82	0.00%
DCON Misc Income	4,064.06		4,064.06										4,064.06	0.00	4,064.06	0.00%
DCON Program Ads	145.35		145.35										145.35	0.00	145.35	0.00%
Total DCON Registrations	5,786.23		5,786.23										5,786.23	0.00	5,786.23	0.00%
Dues					148,809.39	154,900.00	-6,090.61	96.07 %	418.61		418.61		149,228.00	154,900.00	-5,672.00	96.34 %
Meetings Income													0.00	0.00	0.00	0.00%
Key Club Conv Mgr Income						3,000.00	-3,000.00						0.00	3,000.00	-3,000.00	0.00%
Key Club District Coordinator						5,000.00	-5,000.00						0.00	5,000.00	-5,000.00	0.00%
Key Leader South					22,396.28	11,000.00	11,396.28	203.60 %					22,396.28	11,000.00	11,396.28	203.60 %
Kiwanis Conv. Mgr.						2,500.00	-2,500.00						0.00	2,500.00	-2,500.00	0.00%
Mid-Year Income					13,277.25	12,250.00	1,027.25	108.39 %					13,277.25	12,250.00	1,027.25	108.39 %
Total Meetings Income					35,673.53	33,750.00	1,923.53	105.70 %					35,673.53	33,750.00	1,923.53	105.70 %
Misc Income									25.00		25.00		25.00	0.00	25.00	0.00%
District Foundation Allowance						10,000.00	-10,000.00						0.00	10,000.00	-10,000.00	0.00%
Interest Income					1,213.16	4,200.00	-2,986.84	28.88 %					1,213.16	4,200.00	-2,986.84	28.88 %
Total Misc Income					1,213.16	14,200.00	-12,986.84	8.54 %	25.00		25.00		1,238.16	14,200.00	-12,961.84	8.72 %
New Club Income													0.00	0.00	0.00	0.00%
New Club Dues, Mid MS Delta					2,813.83		2,813.83						2,813.83	0.00	2,813.83	0.00%
New Club Dues Expenses, Mid MS Delta					-2,761.25		-2,761.25						-2,761.25	0.00	-2,761.25	0.00%
Total New Club Dues, Mid MS Delta					52.58		52.58						52.58	0.00	52.58	0.00%
New Club Dues, Morehouse					4,540.82		4,540.82						4,540.82	0.00	4,540.82	0.00%
New Club Dues Expenses, Morehouse					-4,987.00		-4,987.00						-4,987.00	0.00	-4,987.00	0.00%
Total New Club Dues, Morehouse					-446.18		-446.18						-446.18	0.00	-446.18	0.00%
Total New Club Income					-393.60		-393.60						-393.60	0.00	-393.60	0.00%
Total Revenue	5,786.23	0.00	5,786.23	0.00%	185,302.48	202,850.00	-17,547.52	91.35 %	443.61	0.00	443.61	0.00%	191,532.32	202,850.00	-11,317.68	94.42 %
GROSS PROFIT	5,786.23	0.00	5,786.23	0.00%	185,302.48	202,850.00	-17,547.52	91.35 %	443.61	0.00	443.61	0.00%	191,532.32	202,850.00	-11,317.68	94.42 %
EXPENDITURES																
DCON													0.00	0.00	0.00	0.00%
DCON Awards, Giveaways, & Decor	314.55		314.55										314.55	0.00	314.55	0.00%
DCON Catering	500.00		500.00										500.00	0.00	500.00	0.00%
DCON Venue	500.00		500.00										500.00	0.00	500.00	0.00%
Total DCON	1,314.55		1,314.55										1,314.55	0.00	1,314.55	0.00%
District Office													0.00	0.00	0.00	0.00%
Audit & Accounting					200.00	200.00	0.00	100.00 %					200.00	200.00	0.00	100.00 %
Copier Lease					2,043.35	5,069.00	-3,025.65	40.31 %					2,043.35	5,069.00	-3,025.65	40.31 %
Insurance, Auto Liability					296.00	450.00	-154.00	65.78 %					296.00	450.00	-154.00	65.78 %
Insurance, Bonding						375.00	-375.00						0.00	375.00	-375.00	0.00%
Insurance, Business					860.00	900.00	-40.00	95.56 %					860.00	900.00	-40.00	95.56 %
Insurance, D&O					800.00	800.00	0.00	100.00 %					800.00	800.00	0.00	100.00 %
Insurance, Workers Comp					500.00	600.00	-100.00	83.33 %					500.00	600.00	-100.00	83.33 %
Materials & Supplies					479.21	2,909.10	-2,429.89	16.47 %					479.21	2,909.10	-2,429.89	16.47 %
Postage					33.80	200.00	-166.20	16.90 %					33.80	200.00	-166.20	16.90 %
Remote Office Reimbursement (12 mo @ \$50)					300.00	600.00	-300.00	50.00 %					300.00	600.00	-300.00	50.00 %
Rent & Utilities					4,056.00	8,736.00	-4,680.00	46.43 %					4,056.00	8,736.00	-4,680.00	46.43 %
Software					1,763.24	4,300.00	-2,536.76	41.01 %					1,763.24	4,300.00	-2,536.76	41.01 %
Telephone & Internet					664.68	1,380.00	-715.32	48.17 %					664.68	1,380.00	-715.32	48.17 %
Cell Phone Reimbursement (\$50/mo)					300.00	600.00	-300.00	50.00 %					300.00	600.00	-300.00	50.00 %
Total Telephone & Internet					964.68	1,980.00	-1,015.32	48.72 %					964.68	1,980.00	-1,015.32	48.72 %
Total District Office					12,296.28	27,119.10	-14,822.82	45.34 %					12,296.28	27,119.10	-14,822.82	45.34 %
Meeting Expenses													0.00	0.00	0.00	0.00%
Board Mtg, K Mar, KC Nov, CK Sept/Oct						500.00	-500.00						0.00	500.00	-500.00	0.00%
Board Mtg, K May/LG Training, KC Jan, CK Dec/Jan						4,000.00	-4,000.00						0.00	4,000.00	-4,000.00	0.00%
Key Leader North Expenses									500.00		500.00		500.00	0.00	500.00	0.00%
Key Leader South Expense					15,428.31	11,000.00	4,428.31	140.26 %	500.00		500.00		15,928.31	11,000.00	4,928.31	144.80 %
Mid-Year Expense					12,814.18	12,830.00	-15.82	99.88 %					12,814.18	12,830.00	-15.82	99.88 %
Total Meeting Expenses					28,242.49	28,330.00	-87.51	99.69 %	1,000.00		1,000.00		29,242.49	28,330.00	912.49	103.22 %
Misc Expenses													0.00	0.00	0.00	0.00%
Club Strengthening Expenses					561.15	2,000.00	-1,438.85	28.06 %					561.15	2,000.00	-1,438.85	28.06 %
New Club Expenses						6,000.00	-6,000.00						0.00	6,000.00	-6,000.00	0.00%
New Club Expenses, Mid MS Delta					1,254.49		1,254.49						1,254.49	0.00	1,254.49	0.00%
New Club Expenses_Morehouse					1,881.07		1,881.07						1,881.07	0.00	1,881.07	0.00%
Total New Club Expenses					3,135.56	6,000.00	-2,864.44	52.26 %					3,135.56	6,000.00	-2,864.44	52.26 %
Retained Earnings (budgeted)						0.00	0.00						0.00	0.00	0.00	0.00%
Total Misc Expenses					3,696.71	8,000.00	-4,303.29	46.21 %					3,696.71	8,000.00	-4,303.29	46.21 %
Staff Salary & Benefits													0.00	0.00	0.00	0.00%

	Kiwanis Convention				Kiwanis District				PDO				TOTAL			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Benefit Package, Admin Assistant					539.41	1,081.50	-542.09	49.88 %					539.41	1,081.50	-542.09	49.88 %
Benefit Package, Exec Dir					1,017.28	2,039.40	-1,022.12	49.88 %					1,017.28	2,039.40	-1,022.12	49.88 %
Dst Personel, Admin Assist					17,981.21	36,050.00	-18,068.79	49.88 %					17,981.21	36,050.00	-18,068.79	49.88 %
Dst Personel, Executive Dir					33,907.50	67,980.00	-34,072.50	49.88 %					33,907.50	67,980.00	-34,072.50	49.88 %
Payroll Expenses													0.00	0.00	0.00	0.00 %
Payroll Taxes					3,975.79	11,400.00	-7,424.21	34.88 %					3,975.79	11,400.00	-7,424.21	34.88 %
Total Payroll Expenses					3,975.79	11,400.00	-7,424.21	34.88 %					3,975.79	11,400.00	-7,424.21	34.88 %
Total Staff Salary & Benefits					57,421.19	118,550.90	-61,129.71	48.44 %					57,421.19	118,550.90	-61,129.71	48.44 %
Travel													0.00	0.00	0.00	0.00 %
Admin Asst,Travel					326.90	400.00	-73.10	81.73 %					326.90	400.00	-73.10	81.73 %
District Admin Travel					193.90		193.90						193.90	0.00	193.90	0.00 %
ED District Secretaries Meeting					847.83	1,400.00	-552.17	60.56 %					847.83	1,400.00	-552.17	60.56 %
ED, Auto & Travel Allowance						1,250.00	-1,250.00						0.00	1,250.00	-1,250.00	0.00 %
ED, ICON					2,510.49	3,000.00	-489.51	83.68 %					2,510.49	3,000.00	-489.51	83.68 %
Gov ICON					2,000.00	2,000.00	0.00	100.00 %					2,000.00	2,000.00	0.00	100.00 %
Gov In-District + DCON					198.80	1,350.00	-1,151.20	14.73 %					198.80	1,350.00	-1,151.20	14.73 %
Gov-Elect, ICON						1,000.00	-1,000.00						0.00	1,000.00	-1,000.00	0.00 %
Gov-Elect, In District + DCON					198.80	500.00	-301.20	39.76 %					198.80	500.00	-301.20	39.76 %
Imm Past Gov, ICON						600.00	-600.00						0.00	600.00	-600.00	0.00 %
Imm Past Gov, In District + DCON					198.80	225.00	-26.20	88.36 %					198.80	225.00	-26.20	88.36 %
KI Board Trustee Counselor Room & Meals					177.98	450.00	-272.02	39.55 %					177.98	450.00	-272.02	39.55 %
LG Expenses (\$150 ea)						3,150.00	-3,150.00						0.00	3,150.00	-3,150.00	0.00 %
LG-Elect, Training (max \$150 ea)						3,150.00	-3,150.00						0.00	3,150.00	-3,150.00	0.00 %
Trustees In-District + DCON (7 @ \$200)						1,400.00	-1,400.00						0.00	1,400.00	-1,400.00	0.00 %
Vice Gov, ICON					526.40	600.00	-73.60	87.73 %					526.40	600.00	-73.60	87.73 %
Vice Gov, In-District + DCON					199.62	375.00	-175.38	53.23 %					199.62	375.00	-175.38	53.23 %
Total Travel					7,379.52	20,850.00	-13,470.48	35.39 %					7,379.52	20,850.00	-13,470.48	35.39 %
Total Expenditures	1,314.55	0.00	1,314.55	0.00%	109,036.19	202,850.00	-93,813.81	53.75 %	1,000.00	0.00	1,000.00	0.00%	111,350.74	202,850.00	-91,499.26	54.89 %
NET OPERATING REVENUE	4,471.68	0.00	4,471.68	0.00%	76,266.29	0.00	76,266.29	0.00%	-556.39	0.00	-556.39	0.00%	80,181.58	0.00	80,181.58	0.00%
NET REVENUE	\$4,471.68	\$0.00	\$4,471.68	0.00%	\$76,266.29	\$0.00	\$76,266.29	0.00%	\$ -556.39	\$0.00	\$ -556.39	0.00%	\$80,181.58	\$0.00	\$80,181.58	0.00%

25-26 Key Club Budget vs. Actuals

October 2025 - March 2026

	Key Club				TOTAL			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
REVENUE								
DCON Registrations	29,976.30	14,500.02	15,476.28	206.73 %	29,976.30	14,500.02	15,476.28	206.73 %
DCON Misc Income	13,271.57	7,200.00	6,071.57	184.33 %	13,271.57	7,200.00	6,071.57	184.33 %
DCON Program Ads		0.00	0.00		0.00	0.00	0.00	0.00%
DCON Sponsorships	2,000.00		2,000.00		2,000.00	0.00	2,000.00	0.00%
Total DCON Registrations	45,247.87	21,700.02	23,547.85	208.52 %	45,247.87	21,700.02	23,547.85	208.52 %
Dues	33,178.93	18,000.00	15,178.93	184.33 %	33,178.93	18,000.00	15,178.93	184.33 %
ICON, KC Revenues	485.20	4,999.98	-4,514.78	9.70 %	485.20	4,999.98	-4,514.78	9.70 %
Meetings Income					0.00	0.00	0.00	0.00%
Rally Registrations	736.33	1,350.00	-613.67	54.54 %	736.33	1,350.00	-613.67	54.54 %
Total Meetings Income	736.33	1,350.00	-613.67	54.54 %	736.33	1,350.00	-613.67	54.54 %
Misc Income					0.00	0.00	0.00	0.00%
Interest Income	1,083.57	1,249.98	-166.41	86.69 %	1,083.57	1,249.98	-166.41	86.69 %
Total Misc Income	1,083.57	1,249.98	-166.41	86.69 %	1,083.57	1,249.98	-166.41	86.69 %
Total Revenue	80,731.90	47,299.98	33,431.92	170.68 %	80,731.90	47,299.98	33,431.92	170.68 %
GROSS PROFIT	80,731.90	47,299.98	33,431.92	170.68 %	80,731.90	47,299.98	33,431.92	170.68 %
EXPENDITURES								
DCON		21,700.02	-21,700.02		0.00	21,700.02	-21,700.02	0.00%
DCON Awards, Giveaways, & Decor	1,792.21		1,792.21		1,792.21	0.00	1,792.21	0.00%
DCON Catering	6,071.50		6,071.50		6,071.50	0.00	6,071.50	0.00%
Key Club Conv. Mgr. Expense	4,110.00		4,110.00		4,110.00	0.00	4,110.00	0.00%
Total DCON	11,973.71	21,700.02	-9,726.31	55.18 %	11,973.71	21,700.02	-9,726.31	55.18 %
District Office					0.00	0.00	0.00	0.00%
District Office Allowance for non-DCON Support	5,000.00	2,500.02	2,499.98	200.00 %	5,000.00	2,500.02	2,499.98	200.00 %
Postage		12.48	-12.48		0.00	12.48	-12.48	0.00%
Supplies & Printing		25.02	-25.02		0.00	25.02	-25.02	0.00%
Total District Office	5,000.00	2,537.52	2,462.48	197.04 %	5,000.00	2,537.52	2,462.48	197.04 %
Meeting Expenses					0.00	0.00	0.00	0.00%
Board Mtg, K May/LG Training, KC Jan, CK Dec/Jan	2,813.34	1,337.52	1,475.82	210.34 %	2,813.34	1,337.52	1,475.82	210.34 %
Board Mtg, New Board Training (May)		1,875.00	-1,875.00		0.00	1,875.00	-1,875.00	0.00%
Board Mtg, Pre-School (Aug)		1,750.02	-1,750.02		0.00	1,750.02	-1,750.02	0.00%
GATC, Gov's Training Conference		375.00	-375.00		0.00	375.00	-375.00	0.00%
ICON, KC Expenses	384.23	7,125.00	-6,740.77	5.39 %	384.23	7,125.00	-6,740.77	5.39 %
Rally Expenses (Sept/Oct)	33.27	1,350.00	-1,316.73	2.46 %	33.27	1,350.00	-1,316.73	2.46 %
Total Meeting Expenses	3,230.84	13,812.54	-10,581.70	23.39 %	3,230.84	13,812.54	-10,581.70	23.39 %
Misc Expenses	38.18	100.02	-61.84	38.17 %	38.18	100.02	-61.84	38.17 %
District Board Name Badges & Shirts		600.00	-600.00		0.00	600.00	-600.00	0.00%
Retained Earnings (budgeted)		1,000.02	-1,000.02		0.00	1,000.02	-1,000.02	0.00%
Total Misc Expenses	38.18	1,700.04	-1,661.86	2.25 %	38.18	1,700.04	-1,661.86	2.25 %
Travel					0.00	0.00	0.00	0.00%
Admin Asst, Travel		1,500.00	-1,500.00		0.00	1,500.00	-1,500.00	0.00%
District Admin Travel	1,134.18	2,175.00	-1,040.82	52.15 %	1,134.18	2,175.00	-1,040.82	52.15 %
KC District Bulletin Editor, ICON		175.02	-175.02		0.00	175.02	-175.02	0.00%

	Key Club				TOTAL			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
KC Gov, CK DCON		49.98	-49.98		0.00	49.98	-49.98	0.00%
KC Gov, ICON		225.00	-225.00		0.00	225.00	-225.00	0.00%
KC Gov, K DCON Meals		49.98	-49.98		0.00	49.98	-49.98	0.00%
KC LG, ICON (15 @ \$350)		2,625.00	-2,625.00		0.00	2,625.00	-2,625.00	0.00%
KC Non-Board Intl Candidate, ICON		150.00	-150.00		0.00	150.00	-150.00	0.00%
KC Sec-Treas or LG, CK DCON		37.50	-37.50		0.00	37.50	-37.50	0.00%
KC Sec-Treas, ICON		199.98	-199.98		0.00	199.98	-199.98	0.00%
KC Sec-Treas, K DCON Meals		37.50	-37.50		0.00	37.50	-37.50	0.00%
KC Web Master, ICON		175.02	-175.02		0.00	175.02	-175.02	0.00%
UNICEF Champion, ICON		150.00	-150.00		0.00	150.00	-150.00	0.00%
Total Travel	1,134.18	7,549.98	-6,415.80	15.02 %	1,134.18	7,549.98	-6,415.80	15.02 %
Total Expenditures	21,376.91	47,300.10	-25,923.19	45.19 %	21,376.91	47,300.10	-25,923.19	45.19 %
NET OPERATING REVENUE	59,354.99	-0.12	59,355.11	-49,462,491.67 %	59,354.99	-0.12	59,355.11	-49,462,491.67 %
NET REVENUE	\$59,354.99	\$ -0.12	\$59,355.11	-49,462,491.67 %	\$59,354.99	\$ -0.12	\$59,355.11	-49,462,491.67 %

25-26 Circle K Budget vs. Actuals

October 2025 - March 2026

	Circle K				TOTAL			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
REVENUE								
DCON Registrations		600.00	-600.00		0.00	600.00	-600.00	0.00%
Dues	780.00	600.00	180.00	130.00 %	780.00	600.00	180.00	130.00 %
Foundation Donation	2,000.00	499.98	1,500.02	400.02 %	2,000.00	499.98	1,500.02	400.02 %
Total Revenue	2,780.00	1,699.98	1,080.02	163.53 %	2,780.00	1,699.98	1,080.02	163.53 %
GROSS PROFIT	2,780.00	1,699.98	1,080.02	163.53 %	2,780.00	1,699.98	1,080.02	163.53 %
EXPENDITURES								
DCON		250.02	-250.02		0.00	250.02	-250.02	0.00%
Meeting Expenses					0.00	0.00	0.00	0.00%
Board Mtg, K Mar, KC Nov, CK Sept/Oct		90.00	-90.00		0.00	90.00	-90.00	0.00%
CKI ICON Travel		375.00	-375.00		0.00	375.00	-375.00	0.00%
GATC, Gov's Training Conference		300.00	-300.00		0.00	300.00	-300.00	0.00%
Total Meeting Expenses		765.00	-765.00		0.00	765.00	-765.00	0.00%
Misc Expenses					0.00	0.00	0.00	0.00%
District Board Name Badges & Shirts		150.00	-150.00		0.00	150.00	-150.00	0.00%
Total Misc Expenses		150.00	-150.00		0.00	150.00	-150.00	0.00%
Travel					0.00	0.00	0.00	0.00%
Admin Asst, Travel		0.00	0.00		0.00	0.00	0.00	0.00%
CKI Sec-Treas & LG (up to \$75 ea) Travel		187.50	-187.50		0.00	187.50	-187.50	0.00%
District Admin Travel		172.50	-172.50		0.00	172.50	-172.50	0.00%
Gov In-District + DCON		175.02	-175.02		0.00	175.02	-175.02	0.00%
Total Travel		535.02	-535.02		0.00	535.02	-535.02	0.00%
Total Expenditures	0.00	1,700.04	-1,700.04	0.00%	0.00	1,700.04	-1,700.04	0.00%
NET OPERATING REVENUE	2,780.00	-0.06	2,780.06	-4,633,333.33 %	2,780.00	-0.06	2,780.06	-4,633,333.33 %
NET REVENUE	\$2,780.00	\$ -0.06	\$2,780.06	-4,633,333.33 %	\$2,780.00	\$ -0.06	\$2,780.06	-4,633,333.33 %

LAMISSTENN KIWANIS POLICIES

SECTION 200: DISTRICT BOARD & COMMITTEES

200 DISTRICT BOARD MEETINGS

- 200.1** Each member of the District Board of Trustees has the responsibility and duty to attend all Official Meetings of the District Board during the Kiwanis Year. If Trustee is absence from a majority of District Board meetings, the Executive Committee, excluding the Trustee in consideration if applicable, may remove the Trustee from his/her position.
- 200.2** Each meeting of the District Board of Trustees shall be an open meeting to all Kiwanians choosing to attend. No active participation by visitors shall be permitted.
- 200.3** The Governor shall advise each Committee Chair 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

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 shall be a District Trustee and~~ **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 ~~shall be a District Trustee~~.

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

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

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

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

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

201.4 MEMBERSHIP COMMITTEE

The members of the 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 a District Trustee.**

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 a District Trustee.**

It is suggested that the Governor-Elect serve on the Education Committee to provide guidance on the forums, workshops, and educational sessions for incoming club and District officers at the 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 a District Trustee.**

The Service Committee shall advise and mentor clubs in the District to render effective service in their communities. The Committee shall oversee the efforts and communications of the District Service Project(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 a District Trustee.**

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

201.8 INTERNATIONAL ACTION COMMITTEE (IAC)

201.9 Purpose: The purposes of this committee are:

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

International offices from the LaMissTenn District.

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

201.10 Procedures:

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

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

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

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

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

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

202 DISTRICT KEY POSITIONS

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

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

202.3 The Governor-Elect and Vice Governor shall not serve in any Key Positions or as any Committee Chair to allow the individuals in these roles to focus on preparation for their future term as Governor.

202.4 District Key Positions:

1. Resolutions Coordinator
2. District Convention Coordinator
3. Kiwanis International Convention Coordinator
4. District Membership Coordinator (DMC)
 - a. District New Club Opening Coordinator
 - b. District Club Strengthening Coordinator
5. Leadership Development and Education Coordinator(s)
6. Public Relations Coordinator
7. District Bulletin Editor
8. Human and Spiritual Values Coordinator
9. Kiwanis International Foundation Coordinator
10. Sponsored Program Administrators
 - a. Aktion Club Administrator
 - b. Builders Club Administrator
 - c. Circle K Administrator
 - d. Key Club Administrator
 - e. K-Kids Administrator
 - f. Key Leader Administrator(s)
11. Past District Governors Coordinator
12. Risk Manager
13. Youth Protection Manager

202.5 District Key Position Terms: All positions shall serve a term of one (1) year. 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.

LAMISSTENN KIWANIS POLICIES

SECTION 300: DISTRICT OFFICERS

300 DISTRICT OFFICERS

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

301 RESPONSIBILITIES OF THE DISTRICT GOVERNOR

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

- P. Promote attendance at the International Convention, the District Convention, Mid-Year Education Conference(s), and all other education forums.
- Q. Assure that the books of account of the District are audited in accordance with the Standard Form for District Bylaws.

302 RESPONSIBILITIES OF THE DISTRICT GOVERNOR-ELECT

- 302.1 Upon an announcement of candidacy for Governor-Elect, candidates shall enter into an agreement with Kiwanis International whereby, if successful, the candidate agrees to fulfill the duties of office, as stipulated by Kiwanis International. The terms of such an agreement must be fulfilled for the candidate to serve as Governor of the District and an Officer of Kiwanis International.
- 302.2 The Governor-Elect shall:
 - A. Fulfill the responsibilities of Governor-Elect as defined in the Bylaws, Policies, and Procedures of Kiwanis International and in the District Bylaws and support the Governor in his/her role.
 - B. Finalize Lt. Governors for his/her Governor term within first quarter of Governor-Elect term.
 - C. Establish Distinguished Programs and District Awards for his/her Governor term within first quarter of Governor-Elect term.
 - D. Develop a membership growth plan, ~~including specific targeted sites for new club building, and provide it in writing to the International President designate prior to the start of the administrative year. including execution of new club sponsorship agreements from the number of clubs necessary to reach the new club growth goal during his/her Governor term.~~
 - E. Assist the Governor when requested by the Governor. Expenses incurred in such service shall be reimbursed by the District as budgeted in the annual District Budget.
 - F. Be responsive to the wishes of the Governor as these relate to the promotion of District Goals and Programs. The Governor-Elect has no authority over incumbent Lieutenant Governors or District Chairperson and shall respect the functions, privileges, and obligations of the District Governor.
 - G. Spend the year in office observing and analyzing the training and administrative procedures in use at District, Division, and Club levels.
 - H. Observe the performance of individual Kiwanians having in mind potential talent for service to the District.
 - I. Attend all governors-elect meeting(s) required by Kiwanis International.
 - J. Attend the International Convention and the meeting for governors-elect held at that Convention.
 - K. Select the faculty of and implement the District ~~Education Conference for Incoming~~ Lieutenant Governor-Elect Orientation Conference. If held at the District Convention, the Governor shall delegate to the Governor-Elect the responsibility for implementation of the conference and assure that adequate time and facilities are provided.
 - L. Assure the implementation of all Club Officer Education. Such conferences may be held by each Lieutenant Governor-Designate, assisted by a Certified Kiwanis Instructor, or clubs may be encouraged to participate in the training utilizing the Kiwanis International ~~or District~~ online CLE training ~~module~~.
 - M. Be designated by the Governor with the responsibility of implementing the leadership education programs and forums at the District Convention, and the Governor shall assure that adequate time and facilities are provided.
 - N. Attend the District Convention, where he/she will be elected and installed into office as the Governor of the District.
 - O. Appoint the committee on Aktion Club, Builders Club, Circle K, K-Kids, and Key Club by February 1.
 - P. After the annual District Convention for each of the Service Leadership Programs organizations, actively promote and assure proper supervision of those programs on a local, divisional, and district level.
 - Q. Serve as Host to the International Board Counselor during the District Convention. Assure that the

Counselor has adequate time to present the message from Kiwanis International, to discuss any problems or concerns, and to provide counseling to members in attendance. The International Board Counselor should receive the courtesies appropriate to a representative of the International President.

303 RESPONSIBILITIES OF THE DISTRICT VICE GOVERNOR

- 303.1** Upon the announcement of candidacy for **Vice Governor** ~~Governor-Elect~~, candidates shall enter into an agreement with Kiwanis The Vice Governor shall:
- A. Fulfill the responsibilities of Vice Governor as defined in the Bylaws, Policies, and Procedures of Kiwanis International and in the District Bylaws and support the Governor in his/her role.
 - B. **Begin soliciting and securing Lt. Governors for his/her Governor term.**
 - C. **Begin soliciting and securing clubs to sponsor new Kiwanis clubs during his/her Governor term.**
 - D. **Review Distinguished Programs and District Awards to begin development of programs during his/her Governor term.**
 - E. **Serve as an active member of the District Membership Committee and participate in all club opening and strengthening activities to the degree possible.**
 - F. Assist the Governor when requested by the Governor. Expenses incurred in such service shall be reimbursed by the District as budgeted in the annual District Budget.
 - G. Be responsive to the wishes of the Governor as these relate to the promotion of District Goals and Programs. The Vice Governor has no authority over incumbent Lieutenant Governors or District Chairperson and shall respect the functions, privileges, and obligations of the District Governor.
 - H. Spend the year in office observing and analyzing the training and administrative procedures in use at District, Division, and Club levels.
 - I. Observe the performance of individual Kiwanians having in mind potential talent for service to the District.
 - J. Attend all Vice Governor meeting(s) required by Kiwanis International.
 - K. Attend the International Convention and any meeting for Vice Governors held at that Convention.
 - L. Attend the District Convention, where he/she will be elected and installed into office as the Governor-Elect of the District.

304 CANDIDATES FOR DISTRICT GOVERNOR, ~~AND~~ DISTRICT GOVERNOR-ELECT, ~~AND~~ VICE GOVERNOR

- 304.1** Any candidate for the office of District Governor, ~~and~~ District Governor-Elect, **and Vice Governor** must have the endorsement of the home club.
- 304.2** Formal announcement of one's candidacy shall be made no earlier than October 1 of the administrative year during which the election shall be held. No public campaigning such as announcements, candidate appearances, and expenditures on behalf of a candidate shall take place before October 1. This policy shall in no way restrict the candidate from seeking support within his/her club or Division membership to decide upon his/her potential candidacy before October 1.
- 304.3** It is recommended that the candidates use the District Bulletin to announce their candidacy to the District membership. Candidates shall be entitled to submit for publication in the District Bulletin, one position or platform paper not to exceed two pages.
- 304.4** Campaigning and campaign materials shall be inoffensive. Signs, posters and pictures, if any, shall be displayed in compliance with the convention hotel management's rules and regulations, and campaign "gimmicks" or handouts limited to brochures, badges, buttons, and other relatively inexpensive items.
- 304.5** A. Whenever a written complaint shall be delivered, the District Governor shall immediately appoint an Election Practices Committee composed of three members of the Past Governors Committee.

B. The Committee shall receive, consider and act upon any complaints of violation of the letter and spirit of these guidelines.

C. After giving the alleged violator an opportunity to be heard, the Committee shall call upon him/her to change or discontinue the campaign methods and practices deemed to be improper under these guidelines.

D. To obtain compliance with its decisions, the Committee shall employ the mildest effective means, but where necessary may resort to public censure.

~~304.6 The District Executive Director shall send a copy of this policy to each candidate as soon as his candidacy is announced.~~ *Confirmation of reviewing policy associated with position to be added to the candidate application.*

304.7 It is recommended that **the every** candidate for the office of Governor-Elect of this District confer with the District Executive Director in order to become more familiar with the functioning and operation procedures of the District Office.

~~304.8 The District Governor should invite all candidates for the office of Vice Governor to attend meetings of the Board of Trustees. No District funds will be expended for these visits.~~

304.9 The sole candidate for the offices of Governor and Governor-Elect and all candidates for the office of Vice Governor shall be afforded the opportunity to address a general session during the annual District Convention. The opportunity to address the convention shall be made available during the opening session of the convention. The Executive Director shall set the time limits for each such address, as the Board deems appropriate.

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

305 REGIONAL TRUSTEES

305.1 Regional District Trustees, elected from the seven regions, will fulfill the following roles in addition to those outlined in the Bylaws:

A. The individual Regional Trustee will be a resource for the region from which elected, in coordination with the District Governor.

B. Regional Trustees shall play an active role in the District's membership growth efforts including, but not limited to, implementing strengthening initiatives with existing clubs and participating in new club openings by securing clubs to sponsor new clubs, conducting research, setting appointments, executing in person appointments, etc.

C. In the years held, the Regional Trustee shall plan, stage and attend the Mid-Year Regional Education Conference held for his/her respective Region.

D. The Regional Trustee will not replace the Governor in direct chains of responsibility among Division, District, and District Committees.

E. District Committees are not required to submit proposed plans to the District Board of Trustees, but rather should submit them to the District Governor.

F. The District Board of Trustees provides oversight and control over the District Service Leadership Programs.

306 LIEUTENANT GOVERNORS

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

306.2 The Lieutenant Governor is the representative of the Governor in the Division, assists in everything pertaining to the administrative work of the District. The Governor will indicate the goals, the special emphasis and the policies and methods of procedures for the Kiwanis Year. The Lieutenant Governor has an obligation to be intimately aware of these and to give full support to them during the year. The Lieutenant

Governor must be a friend, counselor and confidant to every club in the division, act as a source of inspiration and help, and effectively assist where club deficiencies are evident.

306.3 The Lieutenant Governor, as a District Officer, is encouraged to:

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

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

outlined in Policy 702.

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

306 LIEUTENANT GOVERNOR-ELECT/DESIGNATE

- 306.1** Article ~~7X~~, Section ~~54~~ of the District Bylaws, outlines the process to elect the Lieutenant Governor and Lieutenant Governor-Elect for the division **not earlier than the first week of the administrative year and** not later than the **annual district convention preceding the expiration of the Lieutenant Governor's term**~~second week of April each year~~. Once the Lt. Governor-Elect is duly elected by the division to serve as Lt. Governor, his/her title becomes "Lieutenant Governor-Designate" until October 1st when he/she becomes the Lieutenant Governor. The Kiwanian elected to succeed him/her becomes the Lieutenant Governor-Elect.
- 306.2** The Lieutenant Governor-Elect shall spend the year in office observing and analyzing the activities of the Lieutenant Governor in the division, assisting where called upon. In this year of training, his/her primary goal should be to learn the business of the division and the District, and to assist the Lieutenant Governor where needed. The Lieutenant Governor should work with the President-elect of the clubs to develop a plan which will strengthen all clubs in the division.
- 306.3** The Lieutenant Governor-Elect should attend Division Council meetings held by the current Lieutenant Governor, shall preside in the current Lieutenant Governor's absence, and shall maintain a policy of holding regularly scheduled division council meetings.
- 306.4** The Lieutenant Governor-Elect shall attend the Mid-Year Education Conference ~~(s)~~ **or Mid-Year Regional Education Conferences** where he/she will meet with the Governor-Elect to submit goals for the division for the year ahead, and receive direction from the Governor-Elect as to areas of particular concern of the new Governor.
- 306.5** The Lieutenant Governor-Elect shall have the primary responsibility to coordinate with District instructors for such preparatory planning as may be necessary for incoming club officers.
- 306.6** The Lieutenant Governor-Elect should attend the International Convention held prior to taking office.
- 306.7** The Lieutenant Governor-Elect shall attend the Lieutenant Governor Orientation Conference conducted by the Governor-Elect.
- 306.8** The Lieutenant Governor-Elect should work with the current Lieutenant Governor prior to the District Convention to assure that all new club presidents and secretaries attend the convention.
- 306.9** The Lieutenant Governor-Elect/Designate should meet once or twice with all incoming Presidents between the ~~April~~ election and October installation, which will allow this team to work together smoothly during the year ahead.
- 306.10** The Lieutenant Governor-Elect/Designate should encourage all incoming Club Officers to attend Club Leadership Education (CLE) programs in preparation for the upcoming Kiwanis Year.
- 306.11** The Lieutenant Governor-Elect should attend the District Convention held prior to taking office, where he/she will be formally installed as a Lieutenant Governor.
- 306.12** Lieutenant Governors-Elect/Designate may be reimbursed for their expenses in accordance with the District budget, and as outlined in Policy **702**.
- 306.13** In the case of a contested election for Lieutenant Governor-Elect at a meeting where such election occurs, each candidate or a representative shall be granted five (5) minutes for presentation of candidacy and

qualifications.

- 306.14** As part of the application process, all Lieutenant Governor applicants are required to sign a Lieutenant Governor Pledge committing to the requirements described above and any other priorities of the Governor-Elect.

307 EXECUTIVE DIRECTOR (SECRETARY-TREASURER)

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

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

307.3 SECRETARY

Functioning as the District Secretary, the Executive Director shall

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

307.4 TREASURER

Functioning as the District Treasurer, the Executive Director shall:

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

to the District, with approval of the District Board of Trustees.

307.5 DISTRICT OFFICE MANAGER

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

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

307.6 CONVENTION MANAGER ~~–TRAINING COORDINATOR~~

The Executive Director shall:

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

307.7 DISTRICT FOUNDATION

The Executive Director shall:

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

307.8 SLP COORDINATOR

The Executive Director shall:

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

307.9 REQUIRED TRAVEL

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

- a. International Convention

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

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

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

307.10 GENERAL

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

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

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

307.12 During the August Board meeting, the District Board of Trustees will conduct a formal performance review with the Executive Director for the current administrative year. ~~This review will include the Committee's written appraisal of the performance of the Executive Director.~~ The appraisal, along with a recommendation for any compensation adjustment and possible contract extension, shall be **included in the incoming year's proposed budget to be approved shortly after October 1st** ~~presented to the Board for approval at an Executive Session at the November Board Meeting.~~

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

308 VANCANCY IN THE OFFICE OF THE EXECUTIVE DIRECTOR

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

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

309 LAMISSTENN DISTRICT BOARD MEMBER RESIGNATION

309.1 If a member of the LaMissTenn Kiwanis District Board wishes to resign from the Board, he/she should

submit a signed letter of resignation to the District Governor, effective upon receipt of the letter, or as of date specified in the letter of resignation.

310 DISTRICT COUNCIL

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

311 CONDUCT UNBECOMING A DISTRICT OFFICER

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

Any individual receiving written notice as provided in Article ~~9~~^{XII}, ~~Section 1~~ of the District Bylaws, shall be permitted to hear all evidence against him or her and be afforded the opportunity to provide evidence in his or her defense. The District Board shall hear the evidence and determine what sanction, if any, shall be imposed. The decision of the District Board shall be final.