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Children  
of the World



# **KIWANIS INTERNATIONAL**

## **WISCONSIN – UPPER MICHIGAN DISTRICT**

### **POLICIES**

Updated April 30, 2019

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## **Preface**

The policy statements submitted with the District Bylaws are supplemental to the Bylaws and will serve as a guide for administration of the Districts affairs. Should there be any conflict between these Policies and Kiwanis International or District By-laws, the By-laws shall take precedence. **Policies may be altered by the District Board by a simple majority vote.**

These policies shall remain in effect until altered in total or in part by a succeeding District Board or negated by an amendment to the District By-laws adopted by the House of Delegates at any District Convention.

Policy Statements shall be included with all copies of the District Bylaws issued to each Kiwanis Club of the Wisconsin Upper Michigan District.

## **1 Administration**

### **1.1 District**

#### **1.1.1 Use of District Name**

The use of the District name for events such as golf and bowling tournaments require the approval of the District Board prior to any promotion of such activities by any club or division.

- Each occurrence of the event shall require approval by the District Board.
- The District shall incur no expense or liability for any such events.
- Approval of the use the District name shall be at no cost to any so approved club or division.

#### **1.1.2 Risk Management**

#### **1.1.3 Alcoholic Beverages at Kiwanis Functions**

In the spirit and purpose of Kiwanis, the Wisconsin-Upper Michigan District prohibits the indulgence of alcoholic beverages at any duly constituted Kiwanis meeting or official Kiwanis function within the Wisconsin-Upper Michigan District. A duly constituted meeting is the point where the meeting is called to order and until officially adjourned.

#### **1.1.4 The Governor-elect**

The Governor-elect shall be responsive to the wishes of the Governor as they relate to the promotion of District goals and programs and shall respect the function, privileges and obligations of the District Governor. The Governor-elect has no authority over incumbent, Lt. Governors, District Chairs, or Committee members.

- The Governor-elect shall assist the Governor when requested. Expenses incurred in such service shall be reimbursed by the District in accordance with approved procedures.
- The Governor-elect shall: observe and analyze the training and administrative techniques in use at District, Division and club levels; observe the performance of individual Kiwanians having in mind potential talent for service in the District; attend the International and District Conventions; attend all scheduled training sessions of Kiwanis International; conduct a training session for Lieutenant Governors-designate and District Chair Appointees prior to or at the time of the District Convention.

#### **1.1.5 District Project Defined**

A District Project is defined as any activity conducted on a district-wide basis by a committee or an organization in which the word "KIWANIS" is used in its promotion or as a part of the name of such activity.

- In order to promote greater participation and liaison, all District project committees shall have a minimum of one Trustee of the District Board as a member of such committee. The Trustee member shall be appointed by the District Governor.
- No committee or organization shall engage in the promotion of or shall conduct a District project (on a voluntary basis or otherwise) without prior approval of the District Board of the Wisconsin Upper Michigan District of Kiwanis International.
- To avoid confusion, all dates, locations and budgets of District projects shall be submitted to the District Board for prior approval.

- At the conclusion of each such District project, the committee or organization shall file a statistical report and a financial statement with the District Executive Director.

### **1.1.6 District Signature Project**

The District Strategic Plan (I-Plan) was approved 4/16/16. Priority #2: Impact – Meaningful Service, Strategy #1, Calls for establishing a District Signature Project. A District Signature Project (DSP) shall be a project all district clubs can and are encouraged to participate in. The DSP should be a long-term project with the goal of becoming a project the public identifies as something clubs in our district are well known for.

- In order to have a project in place quickly, the Board also approved on 4/16/16, and the House of Delegates in Convention, ratified on 8/13/16 to use the I-pad Autism project which had been successfully in place for 4 years as our DSP. During the 2016-17 year we are to solicit clubs to submit proposals for a future DSP.
- Proposed projects must be something that primarily benefits children. It must be something that all clubs can participate in. The project must be something that will continue for many years. Possible leaders for the project should be identified.
- Proposals must be submitted to the Executive Director no later than June 1<sup>st</sup>. A subcommittee of 5 Board members appointed by the sitting Governor will consider the proposals and recommend no more than 3 to the full Board. The Board will recommend for consideration no more than 2 to the House of Delegates in Convention. The proposal approved by the Delegates will become the DSP on Oct. 1 of the following calendar year.
- Once a project is approved it shall remain in place for 5 years. During the 4<sup>th</sup> year solicitations will again be accepted for a possible replacement, following the above procedure.
- A form will be published for submitting proposals. Proposals must be submitted by a club whose board has approved it.
- The Governor will appoint the DSP Chair.

### **1.1.7 Conflict of Interest Policy/Disclosure Rules**

- Conflict of Interest: No member of the Board of Trustees of the District shall be prevented from pursuing personal interests, business or otherwise, individually, or as an officer, director, employee or independent contractor of any for-profit or non-profit entity, so long as said interests or activities do not result in a conflict of interest between that Trustee and the activities and purposes of the District.

Each Trustee shall make a full and complete disclosure of each and every circumstance in which a reasonable person would believe a possibility of a conflict of interest exists between the Trustee and the Organization. If the Trustee has or acquires any conflicting interest, he/she shall, within 90 days of ascertaining such fact, either eliminate the conflicting interest or be excused from voting on any issue that touches upon the conflict. Should the matter actually be brought to a vote, neither the affected Trustee nor any other Trustee with the potential for pecuniary benefit from the transaction shall vote on it.

- Acts Disreputable to the District: Any member of the Board who is or has been convicted of a felony or is charged with any act that reflects adversely on the good name of the District, should immediately notify the Governor who will investigate and report this situation to the District Board.

If a conflict or offense is of such serious nature as to affect the Trustee's ability to participate in the majority of the activities of the Board of Trustees of the organization in the opinion of the Board, then the other Trustees shall vote as to whether the member's standing as a sitting Trustee shall be terminated effective immediately after an affirmative majority vote to terminate.

- Non-disclosure: Any donor information disclosed to a Trustee as a result of his/her standing as a Trustee of the District, will be considered privileged and confidential. Any public release of any donor information can only be made if it is first approved in advance by the donor in writing.

All other workings and information about the operations of the District are considered open to any member of District or to the public unless it is specifically deemed a confidential matter by the Board or the Governor (see iii. below). It is intended that the District operate as openly and with as much transparently as is possible.

### 1.1.8 Whistle Blower Protection

- Application: This Whistleblower Protection Policy applies to all of the District's staff, whether full-time, part-time, or temporary employees, to all volunteers, to all who provide contract services, and to all officers and directors, each of whom shall be entitled to protection. (Protected persons)
- Reporting Credible Information: A protected person shall be encouraged to report information relating to illegal practices or violations of policies of the District (a "Violation") that such person in good faith has reasonable cause to believe is credible. Information shall be reported to the Governor, unless the report relates to the Governor, in which case the report shall be made to the Governor-elect who shall be responsible to provide an alternative procedure.

Anyone reporting a Violation must act in good faith and have reasonable grounds for believing that the information shared in the report indicates that a Violation has occurred.

- Investigating Information: The Governor shall promptly investigate each such report and prepare a report to the Board of Trustees. In connection with such investigation all persons entitled to protection shall provide the Governor with credible information. All actions of the Governor in receiving and investigating the report and additional information shall endeavor to protect the confidentiality of all persons entitled to protection.
- Confidentiality: The District encourages anyone reporting a Violation to identify himself or herself when making a report in order to facilitate the investigation of the Violation. However, reports may be submitted anonymously by writing a letter and mailing it to the Governor or Governor-elect as appropriate. Reports of Violations or suspected Violations will be kept confidential to the extent possible, with the understanding that confidentiality may not be maintained where identification is required by law or in order to enable the District or law enforcement to conduct an adequate investigation.
- Protection from Retaliation: No person entitled to protection shall be subjected to retaliation, intimidation, harassment, or other adverse action for reporting information in accordance with this Policy. Any person entitled to protection who believes that he or she is the subject of any form of retaliation for such participation should immediately report the same as a violation of and in accordance with this Policy.

Any individual within the District who retaliates against another individual who has reported a Violation in good faith or who, in good faith, has cooperated in the investigation of a Violation is subject to discipline, including termination of employment or volunteer status.

- Policy dissemination and procedures: This Policy shall be disseminated in writing to all affected constituencies. The District's policy procedures may include as appropriate:
  - (1) documenting reported Violations;
  - (2) working with legal counsel to decide whether the reported Violation requires review by the Governor or should be directed to another person;
  - (3) keeping the board of trustees or other applicable committee informed of the progress of the investigation;
  - (4) interviewing employees and/or volunteers;
  - (5) requesting and reviewing relevant documents, and/or requesting that an auditor or counsel investigate the complaint; and
  - (6) preparing a written record of the reported violation and its disposition, to be retained for a specified period of time.

The Governor shall communicate with a complainant about the status of the complaint, to the extent that the complainant's identity is disclosed, and to the extent consistent with any privacy or confidentiality limitations.

### 1.1.9 Document Retention and Destruction Policy

The purpose of this document retention and destruction policy ("Policy") is for the District to (i) promote the proper treatment of its records, and (ii) enhance compliance with applicable laws and regulations, including, without limitation, the Sarbanes-Oxley Act of 2002.

- General Guidelines. Records should not be kept if they are no longer needed for the operation of the business or required by law. Unnecessary records should be eliminated from the files. The cost of maintaining records is an expense which can grow unreasonably if a proper retention policy is not implemented. An excessive amount of records also makes it more difficult to find pertinent records needed. From time to time, District may establish retention or destruction policies or schedules for specific categories of records in order to ensure legal compliance and also to accomplish other objectives, such as preserving intellectual property and cost management. Several categories of documents that warrant special consideration are identified below. While minimum retention periods

are established, the retention of the documents identified below and of documents not included in the identified categories should be determined primarily by the application of the general guidelines affecting document retention, as well as the exception for litigation-relevant documents, and any other pertinent factors.

- **Exception for Litigation-Relevant Documents.** The District expects all of the Trustees to comply fully with any published records retention or destruction policies and schedules, provided that all Trustees should note the following general exception to any stated destruction schedule: If you believe, or District informs you, that District records are relevant to litigation, or potential litigation (a dispute that could result in litigation), then you must preserve those records until it is determined that the records are no longer needed as determined by the District Governor. This exception supersedes any established destruction schedule for those records.
- **Minimum Retention Periods for Specific Categories.** Pursuant to the General Guidelines above, and subject to the exception for Litigation-Relevant Documents, the following represents general guidelines for the retention period of certain documents. It should be noted that the suggested retention periods shown are not offered as final authority, but are guidelines only. There may occur situations, for historical or reference purposes, that require longer periods than legally required. Also, in all circumstances, certain Treasury Regulations require that all books and records must be maintained so long as they remain material in the computation of any tax on all maintained prior-year tax returns. The listed documents in the accompanying “Suggested Document Retention Periods” schedule may be more comprehensive than the documents already created and in use or maintained by the District, however, should any new types of documents be created in the future by the District, the record retention periods listed are to be applied to those newly created types of documents.
- **Electronic Documents and Records.** Electronic documents will be retained as if such documents were paper documents. Therefore, any electronic files, including records of donations made online, that fall into one of the document types listed above, will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an e-mail message, the message should be printed in hard copy and kept in the appropriate file or moved to an “archive” computer file folder for retention purposes. It suggested that backup and recovery methods be tested on a periodic basis.
- **Emergency Planning.** District records will be stored in a safe, secure, and accessible manner. Documents and financial files that are essential to keeping District operating in an emergency will be duplicated and/or electronically backed up at least once a month and maintained off-site.
- **Document Destruction.** The District Executive Director is each responsible for the ongoing process of organizing records for which the District is responsible for creating and maintaining. Each officer shall identify the respective records they are charged with maintaining for destruction after they have been kept for the required retention period and then overseeing their destruction. Documents should normally be destroyed by shredding (if paper) or deletion (if electronic). Care should be given to make sure all backup copies are also destroyed. Exceptions to shredding or permanent deletion when destroying records shall only be for non-confidential or non-sensitive documents. Documents that contain within them sensitive personal information such as a social security number or how much a donor gave are considered confidential and sensitive records.
- **Compliance.** Failure on the part of responsible officers to follow this policy could result in possible civil or criminal sanctions against District and possibly responsible Trustees. The Governor and/or the District Executive Director will periodically review these procedures with legal counsel or a certified public accountant to ensure compliance with new or revised Treasury Regulations or legal requirements. Any breach of security that results in a sensitive or confidential document or the information contained on a document going outside of the District (i.e. an electronic hack or a public disclosure) should be reported as soon as is reasonably possible to the affected person(s) or entity(s).

**Suggested Document Retention Periods**

It is not mandatory that all the listed records be created. Those that are created should follow the listed retention periods.

Type of Document	Suggested Retention Period
<b>Accounting Systems</b>	
Accounts payable ledger	7
Accounts receivable ledger	7
Accounts receivable invoices	7
Annual audits	P
Annual financial statements	7
Bank reconciliations	7
Bank statements	7

Bank deposit slips	3
Budgets	3
Cancelled checks (if receiving from bank)	7
Cash disbursement & recorded receipts	7
Credit card charge slips	7
Chart of accounts	P
Check register	7
Fixed asset records (after disposal date)	4
Depreciation schedules (after disposal date)	4
Expense Reports	7
Interim financial statements	7
Individual stocks & bonds - sales/purchases (after disposal date)	4
Mutual Fund sales & purchases (statements)	7
IRS form 990 tax return	10
IRS form 1099 payment forms	7
Invoices	7
Journal entries	7
Petty cash records	7
Sales records (concessions, auction, etc.)	5
Vendor invoices	7
EFTs (electronic fund transfer documents)	7
Correspondence - accounting & tax matters	7

### Corporate Records

Bylaws and Articles of Incorporation	P
Amendments	P
Board meeting minutes	P
Board meeting agendas	3
Contracts (after termination)	7
Correspondence - general	7
Trustee election and appointment records	P
IRS Application for Tax-Exempt Status (Form 1023)	P
IRS Non-Profit Status Determination Letter	P
Organizational charts	P
State sales tax exemption letter	P

### Donor & Grant Records

Donor records and acknowledgement letters	7
Grant applications and contracts (after completion)	10

### Legal, Insurance & Safety Records

Claims & litigation concerning torts & breach of contract	P
Contracts - employees or self-employed contractors	P
Contracts - general (after termination)	3
Correspondence - legal	P
Insurance policies	P
Licenses	P

P = Permanent

## 1.2 Divisions

The Division shall be the area that is made up of the clubs with in the division. The Board shall have the power to change the divisions in such manner as to them shall seem advisable; provided that prior to any proposed change becoming effective, thirty (30) days notice of a hearing before the Board shall be given to all clubs in the division affected.

### 1.2.1 New Clubs

Subsequently developed clubs shall be assigned to their divisions by the District Board.

### 1.2.2 Lt. Governor Terms

The terms of all officers shall begin on the first day of October each year and continue for a minimum of one (1) year, or until their successors shall be duly elected and qualified. The terms of Lt. Governors shall be two years. Lt. Governors from divisions 1, 5, 7, 8, 9, 11 shall be elected in odd numbered years and Lt. Governors from divisions 2, 3, 4, 6, 10 shall



be elected in even numbered years.

### **1.2.3 Division Councils**

The purpose of a Division Council shall be (a) to exchange ideas on club administration and functions; (b) to coordinate common projects; (c) to exchange information about club programs; and (d) to encourage cooperation of all division clubs with the District and with Kiwanis International.

- The Division Council shall have no officers. It shall meet at the call of the chair. The incumbent Lieutenant Governor shall be the chair of the Division Council.
- The Division Council shall consist of the incumbent presidents and secretaries or their representatives of the clubs of the Division as well as the Division's Lt. Governor and Lt. Governor-elect. All members are encouraged to attend the Division Council meetings.
- No assessment of dues or request for contributions in support of a Division Council shall be imposed upon the membership of any club.
- The Division Council are an advisory group and the Council's decisions are not binding upon the officers or members of any club.

### **1.2.4 Governor's Visits**

The Governor will endeavor to be present at one meeting of each Division in the District during the term of office. The annual visit of the Governor and spouse to each Division in the District is the premier social event in the administrative year.

- The Lt. Governor, as chair is responsible for hosting a successful event with strong representation from all clubs in the Division. The Governor is the featured speaker for the event; this presentation should assume precedence in both importance and order of appearance over any other after-dinner feature on the program.
- Personal costs of the Governor's official visit may be assumed by individuals or a club; otherwise, the Governor will be reimbursed by the District on claim.
- These costs will include reservations and lodging for the Governor and spouse if that requirement exists because of travel distance, road, or weather conditions and the banquet meals for the official couple.
- Divisional pro-rated costs may, and commonly do, include musical entertainment, program printing, flowers, door prizes, etc., as determined by the Divisional Council as necessary and appropriate.
- The Governor will endeavor to be available to present Charters to newly organized Kiwanis Clubs, Key Clubs, Circle K Clubs, Builders Clubs, K Kids Clubs and Aktion Clubs.
- At special occasions such as anniversaries, honor nights, etc., the District Governor may be available and expenses for such visits shall be paid by the host group.
- Should any unusual problems or situations arise in the District, the Governor or an appointed representative will be available.

## **1.3 Clubs**

### **1.3.1 New Club Equipment**

It is suggested that each newly organized Kiwanis Club in the District receive from the sponsoring club(s) or other division clubs, such additional gifts as they may see fit to furnish, such as:

- A road sign, with meeting time and place plates.
- A speaker's lectern
- A Kiwanis flag set with floor stand
- A gong and gavel case
- A secretary's kit and filler set
- A United States flag set with floor stand
- A flag case

### 1.3.2 Indebtedness to District

In case any Kiwanis Club of this District is SIXTY (60) or more days in arrears for any financial obligations beyond the dated statement received from the District Executive Director, the District's Executive Director is directed to note the arrears in the grid report of Kiwanews, with the words "**Not in Good Standing**", until the obligation is paid in full or satisfactory arrangements are made for payment.

### 1.3.3 Dues Waiver

- In the event that a club wishes to recruit graduating Circle K/Key Club members, the District will suspend the payment of District dues for that member for a period not to exceed 4 years. This option must be requested by the club and renewed annually.
- In the event that a club wishes to recruit a Veteran of the United States armed forces who has been honorably discharged within the 5 years immediately preceding the veteran's application for membership, the District will suspend the payment of District dues for such member for a period not to exceed 2 full years. This option must be requested by the club and renewed annually.

### 1.3.4 Convention Assessment Waiver

- Upon application by a club to the District Board and for good cause shown, the Board may, at its discretion, waive payment of all or a portion of the convention assessment for a club.
- Clubs should use the following guidelines when submitting an application to the District Board for a waiver of the Convention assessment;
  - A club size of 15 or less at the time of the request.
  - Submit evidence that the club had Administrative income of \$5,000.00 or less in the past Kiwanis year.
  - Submit the current year's Administrative budget.
  - No consideration to be given to anecdotal comments or direct statements of individual resignation or dropping of a club charter.
  - All requests should be submitted to the District office 30 days prior to the February board meeting.
- The District Board will act upon the requests at the February board meeting and the Executive Director will notify the clubs of the board's decision within 14 days of the board meeting.

## 2 Finance

### 2.1 Budget

- Any and all purchases of equipment, materials and supplies, which encumber District funds, shall be processed through the office of the District Executive Director.
- The Preliminary Budget shall show Revenue and Expense by category for the first nine (9) months of the current year and projections for the balance of the current year and recommended amounts for the ensuing year. Preliminary Budget shall be reviewed and voted upon by the District Board-elect at its meeting following the Annual Convention to provide for payment of bills between 1 October and the first regular Board meeting.
- At the first regular meeting after October 1st a proposed Annual Budget shall be submitted by the Governor for approval by the District Board.
- The District Board shall establish at its fall board meeting an expense budget consisting of major expense categories such as "District Office Expense" comprised of budget subcategories such as "Office Supplies" or "Postage".
- The District Executive Director may expend, without further authorization, amounts up to the amounts within the budget categories. Expenses exceeding the budgeted subcategory limit but within the budgeted limit of the corresponding major budget category will be reported to the District Board at the next regularly scheduled meeting. Expenses, which exceed the major budget category, or expenses, which are not budgeted, must be approved by the District Board.
- Any project submitted to the District Board, and/or the Delegate Body for approval and requiring funds should contain a definite procedure on how said project will be financed in accordance with Article X of the Bylaws.

## **2.2 Reserves**

- The District Board shall establish and maintain a Restricted Reserve Fund.
- The Restricted Reserve Fund shall be the common repository of District monies in excess of immediate and anticipated needs. Funds equal to one-half (1/2) of the average total operating expenses during the three preceding years, including salaries, shall be designated Minimum Restricted Reserve funds. Such funds may be retained in the investment portfolio of the Restricted Reserve Fund if considered advisable by the Finance Committee.
- The Restricted Reserve Fund shall be for the purpose of meeting unusual expenses, which may occur. Any withdrawal of monies from the Restricted Reserve Fund, that brings it below the minimum, must be approved by two thirds (2/3) vote of the District Board.
- The Restricted Reserve Fund is to be invested in interest bearing securities as recommended by the Finance Committee. Interest received from the investment of the Restricted Reserve shall be deposited in the Restricted Reserve Fund in accordance with the guidelines aforesaid.
- The status of Restricted Reserve Fund, including principal, interest earned and monies spent shall be reported annually to the delegate body at the District Convention.
- The District Board shall establish and maintain a Convention Reserve Fund with a minimum amount equal to one-half (1/2) of the average total spent on both the Midyear Conference(s) and Annual Convention during the three preceding years, The maximum amount allowable in this account shall not exceed an amount equal to one (1) times the amount the District spent on both the Midyear Conference and Annual Convention in the previous administrative year.
- The Convention Reserve Fund shall be used for the sole purpose of covering all usual and necessary program expenses of the Midyear Conference(s) and Annual Convention.
- The Convention Reserve Fund shall be invested in such instruments as recommended by the Finance Committee. Interest received from these investments shall be deposited in the Convention Reserve Fund up to the maximum allowable total; thereafter, excess funds will be deposited in the Restricted Reserve Fund in accordance with the provisions of Section 2.2 and its subsections.
- The status of the Convention Reserve Fund, including principal, interest earned, and monies spent shall be reported annually to the Delegate Body at the District Convention.
- The organization has a required reserve and a convention reserve to compensate for reductions or loss in funding. When the organizations budget or actual results indicate these reserve funds (required reserve and convention reserve) will fall below the minimum reserve amounts the Executive and Finance committees will develop a plan to reduce expenditures or increase dues or a combination of both for presentation to the District Board for approval. The Executive Director is to monitor and report on the organizations funds in a manner which will identify the level of reserves in comparison with these minimum reserve amounts.

### **2.2.1 Investments**

Investments shall include certificates of deposit in financial institutions which are insured by the Federal Deposit Insurance Corporation. Terms of these certificates shall be selected in light of the organizations short and long-term cash needs. The Executive Director and Finance Committee shall recommend these investments. The Executive committee shall approve these investments.

### **2.3 Receipts**

Cash receipts consist primarily of District dues (76%), Midyear Conferences (4%), Annual District Convention registrations and activity fees (12%) and Miscellaneous revenues (8%). Annually the finance committee will review reconciliations and any related supporting documents, number of members with member dues received from KI, member attendance records with member registration fees and member conference and convention activity fees with expenditures for these activities.

## 2.4 Reimbursements

- All disbursements shall be made solely by voucher, which shall show the payee, the items of service rendered or material purchased, and the amount of payment. Total disbursements in any year shall not exceed the gross amount of the budget adopted by the District Board in any year, unless approved by the District Board.
- Reasonable out-of-pocket expenses incurred in carrying out the responsibilities of a District office or official assignment (e.g., Committee Chair) will be reimbursed according to rules and rates established by the District Board.
- The expenses of all District officers attending any District Conference or Convention, regularly called meeting of the District Board, and the expenses of District Officers-designate attending the District training school, shall be paid by the District as specifically provided in the Annual Budget as approved by the District Board.
- District Committee Chairs, Past District Officers, District employees, and other Kiwanis or Sponsored Youth members actively participating in a District Conference or Convention program, shall be reimbursed for the expenses incurred in connection with such activity or project to the extent specifically provided in the Annual Budget as approved by the District Board.
- From time to time other official business of a position held or an authorized District activity or project may warrant reimbursement of expenses. In each instance authorization must be approved in advance by the Governor. In no instance may such authorized reimbursement deviate from established rules and rates nor cause an allocation in the Annual Budget to be exceeded.
  - As allocated in the District Budget, the reasonable and necessary expenses of the Governor and Executive Director incurred in attending any convention of Kiwanis International shall be reimbursed by the District.

### 2.4.1 Reimbursement Travel

- The District will reimburse for expenses incurred in the conduct of official business for postage, telephone, letter or report duplication, office supplies, and committee display materials, when reasonable and necessary, and when supported by receipts.
- The District will not reimburse or pay for secretarial assistance or services beyond that which is hired by the Executive Director for such functions within the District Office.
- The District will not reimburse for the purchase, rental or cleaning of any clothing, which may be specified for official functions or banquets.
- A group photograph of the District Board and a group photograph of the spouses of the Board members may be taken at District expense.
- The spouses of the District Officers may be invited to attend a training conference for District Officers or one Board Meeting by the Governor at District expense, such expense to cover any increase in the single room rate and programmed meals only, not to exceed two.
- The District shall provide the Governor-elect with a suitable gift to be exchanged with other Governors-elect at the time of his or her training conference conducted by the International President-elect. Gifts exchanged on the other occasions shall be the responsibility of the Governor-elect/governor.
- The Governor and Governor-elect shall be responsible for the expense for gifts to their Trustees, Lt. Governors, District Committee Chairs, Installing Officers, District Officers, etc.
- The Governor-elect shall be provided, at District Expense, a supply of Pins, selected by the Governor-elect, to present to all members of his/her District Leadership team and others of his/her choosing. A supply of Pins will be available from the District office and at District events to sell.

### 2.4.2 Submission of Claims

- All claims for reimbursement must be submitted to the District Executive Director for review and certification on a standard voucher, with supporting receipts, not later than (30) days following the specific event, or within the next

month following a given month's running account of official activities.

- A letter of request for late submission or written good reason for delayed submission accompanying a late voucher, may be sent to the Executive Director for consideration, but the Governor must approve, or may disapprove, such late vouchers depending upon the impact on the budget at that time.
- A reimbursement check or notice of rejection shall be sent to the claimant by the Executive Director no later than (30) days following receipt of the claim.
- Prior year deadline: Vouchers claiming reimbursement of expenses incurred during the prior administrative year will not be honored after October 31st of any succeeding year.
- Limitations on Reimbursement
  - Reimbursement monies will be paid only by the District Executive Director and only to or for the individual Kiwanian involved for personal expenses incurred on official business for the District, NOT for any costs occurred by accompanying spouse, family, dependents, or guests except as noted.

### **2.4.3 Transportation**

- Claims for reimbursement of official travel expenses by Kiwanians serving in a voluntary capacity may be submitted in accordance with the following; District employees may claim actual expenses, as defined by current IRS rules and guidelines, for approved official travel within the limits of the authorized expense line in the District Budget:
  - For private vehicle at thirty cents (\$.30) per mile.
  - For actual cost, including taxes, of commercial air, rail, or bus tickets, highway tolls, and/or taxi fares. Copies of commercial tickets and/or fare receipts will be provided to support such claims.
  - Parking costs levied during the period of official business, when supported by proper receipts, are reimbursable in full. Metered parking fees up to but not in excess of \$2.00 may be claimed without receipt.
  - Baggage handling gratuities up to \$.50 per bag and not to exceed two bags at each handling point during commercial travel may be claimed.
  - No other costs associated with travel may be claimed for reimbursement.

### **2.4.4 Meals**

- The District will reimburse reasonable costs for personal meals at or in connection with official events.
  - Costs of programmed meals taken at conventions and conferences will be reimbursed as scheduled.
  - Non-programmed meals are (1) those which occur at normal meal times between the official opening and closing of a convention, conference, or meeting, but which are not on that program, or (2) those meals enroute to the meeting site, prior to departure from that site, or enroute home at normal meal times. Reimbursement for non-programmed meals will be limited to \$8.00 for breakfast, \$12.00 for lunch, and \$16.00 for dinner, including tax and tips. Each claim must be accompanied by a receipt. Snacks, refreshments, and alcoholic beverages are not reimbursable. Surcharges and late fees will not be reimbursed.

### **2.4.5 Lodging**

- It shall be the responsibility of the District Governor to determine the circumstances under which reimbursement may be had for overnight lodging expense. The Governor will decide the number of nights for which lodging is to be reimbursed for District conventions and conferences and will schedule all meetings to minimize lodging expense. Invitations and calls to meetings, conventions and conferences shall clearly indicate the conditions of reimbursement.
  - Claims for reimbursement shall be at the room rate, including taxes, negotiated with the hotel management by the Governor, Executive Director and/or the District Board for a single individual. The hotel/motel receipt must be submitted with the voucher.
  - More expensive or larger accommodations (suites, etc.) than a double room reserved by the Governor, Governor-elect, and Executive Director for those events stipulated in the Bylaws and policies shall be the personal expense of the individual concerned.

- The order in which complimentary rooms at all conventions shall be distributed is (1) Governor, (2) Governor-elect, (3) International Representative, (4) Executive Director.

#### **2.4.6 District Events**

- In accordance with the foregoing paragraphs of this Policy, District officers may be reimbursed for costs incurred at a District Convention, Midyear Conference, training conference, or special District meeting called by the Governor or District Board. Similarly, District personnel may be reimbursed for costs incurred at no more than two District Training Conferences called by the Governor-elect to prepare the Board and Chairs for the next administrative year. Costs for lodging and meals may be paid directly by the District, with approval of the Governor.
- If it is more convenient to commute from home when attending a meeting of more than one day, the normal mileage rate will apply if the sum does not exceed the cost of lodging applicable for that meeting.
- Registration fees for District Conventions and Midyear Conferences will be waived for District officers and officer-designates. However, if attending as a club Convention delegate or Midyear representative, it is the responsibility of the member or club to pay the fees.
- Except for the Governor, Governor-elect, and Executive Director, District officers residing within fifty (50) miles of a convention or conference host city shall not be reimbursed for overnight lodging except with the advance approval of the Governor and when required by the Governor other officers of the Executive Committee.
- The District Governor may claim reimbursement for travel, lodging, meals, and other costs incurred by their spouse while performing expected duties. The amount of reimbursement shall not exceed the budgeted amount approved for the District Governor and spouse.
- Unless specifically assigned or approved in advance by the Governor or District Board, a Lieutenant Governor's travel, lodging, and meal costs incurred outside their own Division will not be reimbursed by the District.

#### **2.4.7 International Events**

- The District Governor shall be allotted an amount not to be exceeded in the annual budget for expenses incurred in attending the International Convention.
- The District Governor shall be reimbursed for actual costs not paid by Kiwanis International, but not in excess of the budgeted amount, to attend a Midyear Regional Governors' Conference if one is called by the International President.
- The District Governor-designate, or District Governor, and the District Executive Director shall be reimbursed those costs not paid by Kiwanis International, but not in excess of the budgeted amount, to help cover actual travel, room and board expenses of their spouses when attending the International Council meeting.
- The attendance of the District Executive Director at the International Convention and Council and one annual Administrative Secretary's conference, shall be reimbursed by the District not to exceed the budgeted amount.
- The Governor-elect shall be reimbursed for actual personal expenses covering travel, room and board to the District Convention and to the International Convention, with the maximum for the International Convention not to exceed the budgeted amount.
- A detailed expense voucher must be submitted for payment. The priority for allocation of funds for Convention expenses shall be predicated on such being available in the District Budget for each administrative year. In case only partial funds are available, the order of priority shall be: the District Governor, the District Executive Director, the Governor-elect, the Immediate Past Governor, and the Lieutenant Governors-designate.
- The Immediate Past Governor, Trustee, Trustee-designate, Lieutenant Governors, and the Lieutenant Governors-designate may be reimbursed for actual personal expenses covering travel, room and board to the District Convention and to the International Convention; but the maximum for any individual attending the International Convention shall not exceed an amount set forth in the annual budget. Should any of the above individuals find it impossible to attend the International Convention in the year they hold office as designated in the foregoing, there shall be no "carry over" for reimbursement in any future administrative year. A detailed expense voucher must be

submitted for payment.

- In the event any District Officer is authorized to travel outside the confines of the Wisconsin Upper Michigan District with the District reimbursing such officers for travel, room and board, the transportation charged to the District shall not exceed the cost of first class rail or airline transportation.

#### **2.4.8 District Chairs**

- A District Chair shall be reimbursed in accordance with these policies for travel to such meetings and conferences that they may be requested to attend by the Governor within and on behalf of the District. They shall be reimbursed for reasonable personal costs incurred in performing responsibilities expected of the position, as indicated by the Governor
- Any District Chair or District Chair Appointee appearing on the official program of, or requested by the Governor to take an active part in, the District Convention and Midyear Conference who resides over fifty (50) miles from the site (except with the advance approval of the Governor), may be reimbursed in accordance with Policy No. 2, applicable portions dealing with lodging, meals, other expenses, and registrations. If serving as a club convention delegate reimbursement may not be claimed for registration fees. The Governor shall, with advance notice, have the authority to limit monetary reimbursement for lodging expenses.
- No expenses will be granted for appearances outside the Wisconsin Upper Michigan District unless such appearances are approved by the Governor or the District Board. All requests for reimbursement for such travel will require a certified voucher with details indicating approval by the Governor or District Board.

#### **2.4.9 Past Governors**

- The Governor, on behalf of the District Board, will invite all Past Governors and their spouses to attend District Conventions and Midyear conferences. Such invitation does not imply or authorize claims for reimbursement of any expenses incurred for such attendance not to exceed the budgeted amount.
- All Past Governors are entitled to attend the Midyear Conference and District Convention (as voting delegate-at-large) without registration fee being charged, but if attending as a club convention delegate, the club so honored must pay for that registration.
- All Past Governors other than those serving as District officers, committee chairs and Past Governor Trustee, shall be reimbursed for one night lodging at the rate established for the event as the only compensation for attending the Midyear Conference and the District Convention. The Governor shall, with advance notice, have the authority to limit monetary reimbursement for lodging expenses.
- The Committee of Past District Governors shall designate one of their group as Past Governor Trustee to serve on the District Board and as Chairperson of their Committee, normally during the fifth year after that Past Governor's incumbency. The name of the Past Governor so designated shall be certified to the District during the Annual Convention and prior to the convening of the House of Delegates.
- Any Past Governor who is currently serving as Chair of the Past Governors committee or as a District Committee Chair may claim reimbursement for expenses attributable to those activities under applicable provisions of the Bylaws and Policies.
- Any Past Governor who is serving or who has served in an elected position on the Kiwanis International Board shall be accorded special recognition at all District functions and shall be entitled to reimbursement for all transportation, lodging, and meal expenses at any Midyear Conference, District Convention, or Training Conference. Rates and condition prevailing for District officers shall apply.

#### **2.4.10 Check Signatures**

The board authorizes check signers through board resolution. Checks for under \$1500 require one signature; checks for over \$1500 require two signatures. All check signers must review the documentation attached to the checks prior to signing the checks. Currently, the Executive Director and the Governor are authorized check signers. It is preferred that the Executive Director be the primary check signer. Whenever possible, the Executive Director is the signer for all checks and the Governor the second signer for checks over \$1500.

The Executive Director is to make available electronically a transaction listing for all disbursements transfers between bank accounts prior to each board meeting for the previous period.



### **3 Service Leadership Programs**

#### **3.1 Circle K and Key Club District Operation**

##### **3.1.1 Governance**

- The responsibility and control of the Circle K and Key Club Districts shall be with the Kiwanis Board.
- The Kiwanis District Governor and the District Board shall be responsible for counsel, advice and final authority for the functioning of the Circle K and Key Club District Boards.
- Should any situation arise at such time that the Kiwanis Board cannot conveniently meet to grant approval, the Kiwanis District Governor and the Kiwanis District Administrator may collaborate to render a decision on behalf of the Kiwanis District Board. Any such decision shall be confirmed by the Kiwanis Board at its next regular meeting.

##### **3.1.2 Finance**

- The Circle K and Key Club District Budgets shall be prepared by the specific Circle K or Key Club District Governor, District Treasurer, assisted by their Kiwanis District Administrator. The Budget shall be submitted to the Kiwanis District Executive Director no later than the Kiwanis Spring Board meeting of each calendar year.
- Disbursing of funds shall be the responsibility of the District Circle K and Key Club District Board supervised by the Kiwanis Administrators. All Key and Circle K Club disbursements shall require two signatures, one, the Circle K or Key Club District Treasurer or Governor, and the other, the Kiwanis District Administrator.
- District Circle K and Key Club travel funds may be used by Circle K and Key Club District officers for transportation to District Board meetings, District conventions and training conferences. Any additional travel expenditures must be approved by the Kiwanis District Governor and the Kiwanis District Administrator.
- Travel of the Key Club District Governor, District Secretary, District Treasurer, and Trustees shall be approved by the individual high school principal, parents, and the Kiwanis District Key Club Administrator.
- Correspondence, e-mail, phone or other electronic methods should be the prime means of communication and, except in rare cases, should eliminate personal trips.
- The Kiwanis District Board may budget from District funds such an amount as deemed necessary to support the District Administrations. No additional payments shall be made without prior approval by the Kiwanis District Board. All expenditures shall be in conformity with the provisions in these policies.
- Kiwanis District funds shall not be available for expenses incurred in sponsoring individual Circle K clubs or Key Clubs or furnishing supplies and equipment to individual clubs. This obligation remains with the sponsoring Kiwanis Club.
- The Circle K and Key Club District Governors, Secretaries, Treasurers and Trustees will forward their records to their successors directly within thirty (30) days after election.

##### **3.1.3 Annual Meetings**

- The Circle K and Key Club District Boards shall meet at least twice a year, one at the time of the District Convention.
- The Kiwanis Administrators and the Circle K and Key Club District Governors shall approve all necessary plans for the Circle K and Key Club District conventions. This includes all financial, organizational, program and any other necessary details.
- District Circle K and Key Club conventions shall be held annually on a weekend, subject to the approval of the Kiwanis District Board. The Circle K or Key Club District Convention budget shall be approved by the Kiwanis District Administrator.
- Circle K and Key Club District Officers Training Conference should be scheduled on a weekend before the end of April, subject to the approval of the Kiwanis District Board.

##### **3.1.4 Records**

Within sixty (60) days following the close of the Key Club and Circle K administrative year, the books of account of the Circle K and Key Club Treasurers shall be formally reviewed by the District Administrator or their appointed representative and a



Kiwanian with financial, accounting or auditing skills.

## 4 Awards and Recognition

### 4.1 Approval

Any award established in the name of the District must receive advance approval by the District Board.

- Proposals submitted for approval shall state clearly a) the name of the award; b) the purpose for which it is to be given (service it seeks to recognize); c) criteria by which achievement is to be measured; d) method by which recipient(s) will be selected; e) form of the award (plaque, banner patch, lapel button, etc.); f) source of funding; g) proposed occasion on which presentation of the award is to be made.
- Excluded from this Policy are awards given by clubs to their members or to persons in the community in which they function. However, clubs may wish to follow the above procedure, utilizing the club Board as the review agency.
- The granting of any and all awards to Kiwanis Clubs in the District shall be confined to the winners in each category and not more than four honorable mentions.

### 4.2 Authorized District Awards

The name and purpose of each Award authorized by the District Board is shown below. By these references the complete documents as adopted by the Board shall have the same status, force and effect as if they were printed in full herein. Complete copies -- including eligibility requirements -- are available from the District Executive Director on individual request and will be distributed annually to each Lieutenant Governor and Club Secretary.

- **Banner Patch: Governor, Lt. Governor, and District Chair**  
The District shall provide a banner patch for the Governor, each Trustee, each Lieutenant Governor and District Chair, including any who died in office during their year, to be presented at the District Convention at the officer's request.
- **District Governor's Excellent Division**  
This award shall be awarded annually to the best Division on the basis of performance and eligibility. Both individual Clubs and their Lieutenant Governor must satisfy eligibility criteria. The eligibility criteria shall consist of scoring procedures as deemed necessary by the District Governor. The International Distinguished criteria may be considered as well as the following: membership gain; attendance at meetings; sponsorship of new Kiwanis, Key, and Builders Clubs; attendance at Division Council, District Council and Convention, and International Convention. Deadline for filing necessary reports and documents is November 15th for the previous Administrative Year.
- **District Governor's Service Award**  
The award recognizes those Kiwanis Clubs who start three new service projects during the current Administrative Year. One of these projects must be in the area of Young Children-Priority One. Projects must include commitments of time; financial contributions alone do not count. Deadline: November 15th for the previous Administrative Year.
- **Round Robin Award**  
Regular, planned visiting within the Division Kiwanis family may earn a Round Robin or an Interclub Award. Winners must meet minimal criteria and be certified by the Executive Director. The Club President or Club Secretary must submit their Club Name to the Executive Director for consideration of the Round Robin Interclub Award no later than November 15th. Executive Director's determination of any winner of the Interclub Award shall be based on evidence of interclub visits as reported in the Official Monthly Club report." (October 1st to September 30th).
- **Terrific Kiwanian**  
Any member -- office holder or not -who takes an active part in the Club's activities throughout the year is eligible. Seven criteria are used to identify these major contributors to the Club's success within its community. Forms for nominating these people are sent to the Secretary of the Club each September. Deadline for submissions for this award is November 15th.
- **Outstanding Club Fundraiser**  
The award recognizes the Kiwanis Club's dedication and effort in having produced the most outstanding fundraiser during the year. Submissions for this award must be received by May 15th.
- **Club Signature Service Project Award**  
The award recognizes the Kiwanis Club who has had the greatest impact on their community through their Signature Service Project. This award is presented in conjunction with the Kiwanis International Signature Project Contest.

- **Outstanding Kiwanis Support**

The Kiwanis Club who was recognized at the Key District Convention with the Kiwanis Support of Key Club Sponsorship Award and the Kiwanis Club who was recognized at the Circle K District Convention with the Outstanding Kiwanis Support Award will be recognized at the Kiwanis District Convention for their exemplary support of our Service Leadership Programs.

## **5 District Communications**

### **5.1 Discretion**

The District Bulletin Editor, District Web Administrator, and other such individuals assuming similar responsibilities shall have the discretion to make decisions and determinations to implement these policies using their best judgment, subject to the review of the District Board.

### **5.2 Political Activity**

- Outside Kiwanis: District Communications resources shall not be used to endorse nor to refer (as in linking to a web site, publishing a campaign office address, etc.) for any political candidate or initiative.
- Within Kiwanis: Endorsements of candidates for international office in Kiwanis may be communicated using District communications resources only if the District Board votes to endorse and directs that the endorsement be published.
- The District communications resources will be used to publish the text of proposed resolutions and amendments to International and District Bylaws and results of elections as news items. Endorsements or critiques of amendments and resolutions at the District and International levels may be published only if the District Board votes on these issues and directs that the decision be published.
- The District communications resources may not be used for campaigns or issues at the club or division level.
- The District Web Site may contain club, address and contact information, including e-mail addresses, for candidates for Governor-elect. Upon request by the candidate, the District web site may establish a link to the candidate's web page. The page on the District web site containing such links will contain the statement, "The views expressed in candidates web pages are those of the candidates and do not necessarily reflect the views of Kiwanis International or the Wisconsin – Upper Michigan District.
- If the website administrator determines to add this information for a candidate, the same is to be provided to all candidates.

### **5.3 Commercial Activities**

The District communications resources may carry advertising (including web site links) or recognition for donations but shall not endorse products or services. Such advertising or recognition should be clearly labeled as "Advertisement" or "Thanks for Donation."

- The use or mention of a technology resource is not an endorsement of that resource, and a statement to this effect is to accompany any such mention or appearance.
- Prior to accepting advertising on District communications resources, those responsible will obtain an agreement from each advertiser indemnifying Kiwanis International, the Wisconsin – Upper Michigan District and the clubs and members therein against loss resulting from the advertisement including, without limitation, losses caused by trademark or copyright infringement and suits for defamation.
- The District communications resources shall not carry and advertisement or link to a commercial site that fails to meet the standards of the Objects of Kiwanis or fails to meet the standards set forth in the District Bylaws and Policies.

#### **5.3.1 Copyright and trademark**

When material or information is supplied by a third party, written permission must be obtained and filed in the District Office

prior to the used of any copyrighted material. Any reference to trademarks or logos is to have the appropriate legal references associated with them in all public uses

### **5.3.2 Privacy**

Prior to the publication in the District communication resources of the name, address and other contact information for an individual – Kiwanian or non-Kiwanian – a personal information release form giving the District permission to publish this information and relieving the District from liability is to be obtained. These forms shall be in effect until specifically revoked by the individual and shall be retained by the District Office.

### **5.3.3 Liability**

The following statement should appear on all District communications resources available to the public:

- The Wisconsin – Upper Michigan District of Kiwanis International retains the right to delete content it deems may violate copyright or trademark, and/or which may be defamatory or not meeting the standards set forth in the appropriate regulatory documents of the Wisconsin – Upper Michigan District and Kiwanis International. The Wisconsin – Upper Michigan District of Kiwanis International disclaims the right to control the parties publishing content not within the control of the District.

### **5.3.4 District Bulletin**

The District shall issue a District bulletin to be sent to all members in good standing of clubs in good standing of this District.

- The name of the District bulletin shall be KIWANEWS.
- As a matter of business at their organizational meeting following the annual District Convention the Governor-designate shall appoint and the incoming District Board shall confirm with salary, a qualified Kiwanian to serve as District Bulletin Editor for the next administrative year.

## **6 District Committees**

The structure and duties of district standing committees as defined by the Kiwanis International Board as set forth in appropriate documents of Kiwanis International shall be incorporated in one or more of the standing committees defined in Section 220 of the Kiwanis International Policy and Procedures. Each standing committee shall at all times cooperate with the appropriate committee of Kiwanis International in promoting among the clubs of the district programs suggested by such International committees. Standing committees and or other committees may conduct business without physically meeting together by any method that allows all participants to simultaneously hear each other, including teleconference and videoconference, but excluding e-mail. Participation in such a meeting shall constitute attendance. Normal board meeting rules and processes apply. Any votes taken should use the roll-call method to ensure accuracy; however, only adoption or failure must be included in the meeting minutes. If written votes are desired, they may be made by e-mail, fax, or postal mail within a designated period of time determined by the board.

### **6.1 Committees**

Committee Chairs will work closely with and make recommendations to the District Trustees as they choose members to fill the standing district committees specified by Kiwanis International and in the District Bylaws. In addition to the standing district committees, it shall be the policy of the District to have certain named standing committees with specific goals, membership and requirements.

#### **6.1.1 Makeup of Committee**

Each committee, except the Committee of Past District Governors, Past Lt. Governors and Executive Committee shall be composed of a chair appointed by the Governor and such members as needed to function.

#### **6.1.2 Appointment**

The chairs of all committees and the Lt. Governor members of all but the Committee of Past District Governors shall be appointed prior to October 1 by the Governor-elect

The committees shall be responsible to the Governor and shall report as directed by the Governor.

#### **6.1.3 Executive Committee**

The Executive Committee shall consist of the Governor, the Governor-elect, the Immediate Past Governor, the Executive Director and a Lt. Governor designated by the Lt. Governors. The Lt. Governor so designated shall be elected at the organizational meeting of the newly elected District Board immediately following the adjournment of the Annual Convention.

- The Executive Committee shall act on behalf of the District Board in such matters as are referred to it by the District Board. The Executive Committee shall in cases of emergency communicate and dispose of such matters requiring immediate action, but any such action shall be subject to ratification by the Board at its next regular meeting.
- Within fifteen (15) days after any emergency meeting of the Executive Committee, the Executive Director shall submit a written report of the proceedings of the meeting, including all actions taken, and shall transmit a written or

electronic copy thereof, to the members of the District Board and the Executive Director of Kiwanis International.

- A meeting of the Executive Committee may be called by the Governor or three (3) members of the Committee.

## 7 Elections

### 7.1 Candidacy for District Elective Office

Only a club or division of the Wisconsin-Upper Michigan District may offer, propose or nominate a candidate for the Office of District Governor or District Governor-elect for the ensuing administrative year. A written statement of intent shall be filed as soon as possible after October 1 but not later than three weeks prior to the opening day of the District Convention the name is to be presented to the assembled delegates of the District Convention.

- Only candidates that file for the position of Governor-elect by the deadline stated above will be allowed to:
  - Be listed in the Convention Program
  - Be named on the ballot
  - Participate in any candidate forums
  - Participate in any scheduled or sponsored hospitality rooms
- The statement shall be limited to one side of an 8 1/2" x 11" sheet of paper, and shall contain biographical data and qualifications of the candidate. The candidate must attach an addendum indicating a willingness to serve, if elected.
- On or after June 1, after receipt of the statement(s) of intent, the District Executive Director shall advise all clubs in the District in writing that such name(s) have been proposed. This notification may be made in the *Kiwanews*.
- No part of this procedure shall negate the privilege outlined in Article VII Section 3 of the By-laws permitting nominations from the floor of the convention.
- It is recommended that every candidate for the office of Governor-elect of the District visit the District Office and confer with the District Executive Director in order to become familiar with the functioning and operation procedures of the District Office. This visit shall be arranged by mutual agreement in advance and shall be made no earlier than May 1 and not later than July 1 of the administrative year. Reasonable and necessary expenses as defined in District Board Policy 2 and shall be reimbursed from District funds.

### 7.2 Campaigns for District Elective Office

The following policies shall be used and followed in campaigning for an office of this District. They are established to give an equal opportunity to function within good practice and to provide a means for getting personally acquainted with as many Kiwanians as possible.

- Announcement and Publicity
  - The Governor, Governor-elect, Immediate Past Governor and District Executive Director shall refrain from making any public endorsement in connection with any contested District election, specifically Governor and Governor-elect, except when campaigning on their own behalf.
- Information on Conferences, Conventions and General Campaigning
  - During the year that the election takes place; all announced candidates will be invited by the Governor and/or Governor-elect to attend all Conferences, District Board Meetings, and Conventions at the candidate's own expense.
  - Convention site activity should be primarily conducted in and around a conference/convention booth. Candidates will ensure that campaign supporters and workers do not block entry and exit ways to convention facilities. Each candidate for Governor-elect will be provided with a booth at the District Convention cost free. Promotional material and upkeep of the booth, however, shall be at candidate's own expense.
  - If official Kiwanis stationery is used in a campaign, the present status of the writer must be clearly identified, i.e. JOHN DOE, PAST LIEUTENANT GOVERNOR
- Active and personal campaigning:
  - All candidates shall be responsible for the decorum of their workers and shall accept full responsibility for their campaign finances and appearances.

- Visits may be made to division functions by written invitation only from the Lt. Governor. If an invitation is extended to one candidate, the Lt. Governor must invite all candidates for the same office or the candidates designated representative.
- The candidates and their workers shall sell their candidate only. Nothing should be said or implied against another candidate. Should derogatory remarks, relating to a candidate, their race, color, creed, age, family, business or personal life be expressed to any Kiwanian, it should be incumbent upon such Kiwanian, in good conscience, to advise the candidate of the remark(s) and the source.
- No candidate shall solicit or enlist the aid of Kiwanis Sponsored Youth in the campaign.
- All campaign material shall be prohibited on stage during any convention session.
- Violations of Campaign Policy will be handled in the same manner as violations of District policy, except that if the District Board, by majority vote, rules there has been an intentional violation of campaign policy, the District Governor will announce that fact to the convention delegates before they vote for the office sought by the candidate who committed such intentional violation of campaign policy.

## 8 Meetings

### 8.1 Post-Convention Board Meeting - Suggested Agenda

- Introduction of Governor-designate by Governor.
- Introduction of International Representative, Governor-elect, and Trustees-designate by Governor-designate.
- Approval of District Bulletin Editor appointee.
- Preliminary aims of Governor-designate.
- Brief statement by Governor-elect-designate.
- Remarks and announcements by District Executive Director.
- Other business as brought before the District Board.
- Announce tentative date and location of District Board meetings.
- Remarks by International Representative.
- Adjourn.

### 8.2 Board Meetings

It shall be usual practice in this District to hold the following regularly scheduled meetings:

- A Post Convention Board meeting immediately following the annual District Convention. This is an organizational meeting for the forthcoming Kiwanis year, and will include acceptance of a preliminary budget to enable payment of bills prior to final budget approval.
- A Fall Board meeting in early to mid-October, as soon as practical after the Governor returns from International Council. This meeting shall include final approval of the annual budget.
- A Midyear Conference Board meeting in mid-February, for program assessment and mid-term motivation.
- A Spring Board meeting, mid-April to early May.
- The Convention Board meeting, mid-August to early September. This is the final meeting for the incumbent Board.
- In the interest of economy and broader dissemination of information to the membership, the District Board may authorize inclusion of the Post Convention, Fall, and Spring Board meeting minutes in the District Bulletin in lieu of individual mailings to the President and Secretary of each club.

### 8.3 Conferences and Conventions

The Annual Convention of the District shall be held at such place and date, between the 1st day of August and the 24th day of September as shall be mutually agreed to by the District Board and the District Board of Kiwanis International, except that no district shall schedule its convention to be held within the period of thirty (30) days prior to, during, or thirty (30) days following the annual convention of Kiwanis International unless approved by the Kiwanis International Board. In the event the annual convention of Kiwanis International is held within the geographic boundaries of a district, the district may hold its

convention in conjunction with the Kiwanis International convention; in such cases, district functions may not be held during general sessions of the International Convention. Notice of the annual district convention shall be received by the Executive Director of Kiwanis International at least six (6) months prior to the dates of the convention.

- The primary (but not exclusive) purpose of the Annual Convention is to elect and install District officers and to discuss and enact the legislative responsibilities of the organization. Other activities, such as recognition of achievement, welcome and orientation of the new members, training workshops, etc., are appropriate to the extent the schedule will permit.
- The District Board may, at its discretion, designate the host club or division and city, providing the invitation meets the aforementioned stipulations.
- Reports of committees, communications to the Convention, resolutions and all motions save such as are "undebatable" may be debated upon the floor of the Convention unless by a two-thirds (2/3) vote the Convention decides to dispose of them without debate."
- Within thirty (30) days after any convention the Executive Director shall make a report of the proceedings of the convention, comprising a complete synopsis of all action taken and shall transmit a written or electronic copy thereof to the Executive Director of Kiwanis International and a written or electronic copy to the President and to the Secretary of each chartered club within the District. All reports of conventions will be kept in the District Office as a historical file.
- Official Committee  
The official committee for both events shall be the Executive Committee and the District Convention Committee. The committee is charged with preparation of the Official Program including lunches, dinners, banquets, and Governor's Banquet, but any and all arrangements and commitments require Board approval.
- Site Criteria  
A rotating schedule shall be used to determine the location of the District Convention using the following order: Divisions 8 and 9, Divisions 1, 2 and 5, Division 10, Divisions 3 and 4, Divisions 6, 7, 11. Each Division(s) shall work with the Executive Director to come up with a suitable facility to recommend to the board for approval approximately two years prior to their scheduled convention.
- Should any Kiwanis Club, group of clubs, division, or divisions wish to extend an invitation to host the District Convention or Midyear Conference, the following items must be considered and answers provided on the several items in order for the Executive Committee to make a recommendation to the District Board for the final selection:
  - First class housing for 150 persons for single or double occupancy
  - Adequate auditorium for conducting meetings
  - Space for 11 caucuses to be held concurrently
  - Banquet facilities for seating and serving 225 persons
  - Facilities for serving luncheons for other occasions, including a spouse's luncheon
  - An adequate facility in which to conduct a memorial service
  - All facilities for sleeping, banquets and meetings shall be first class and well kept
  - Adequate space for registration and areas for the displays of District Committees
  - As is customary, a definite agreement shall be concluded on the number of complimentary sleeping rooms allocated in relation to the total number of rooms sold. The convention financial summary shall list the cost of complimentary rooms and the number used. Hotels and motels must provide complimentary rooms in the ratio of occupancy currently in practice.
  - The District Board shall consider all facilities and shall recommend a selection to the District Board.
  - Rates for convention housing shall be negotiated in advance with all hotels and motels offering their services. When agreement on rates has been reached, a contract shall be duly signed by the District Executive Director. No subsequent increases will be accepted.
  - The Governor, after consultation with the Executive Committee, Convention Committee, and others, if desired, will make recommendations concerning Convention and Conference featured speakers and programs and the estimated costs to the District Board in timely manner so as to enable Board approval in concept, and the Governor and the committees may finalize contracts for such features.

### **8.3.1 Revenue**

The committee shall recommend to the District Board a uniform registration fee for all members to cover all foreseeable convention expenses excluding meals and rooms. The total amount of such convention registration fees shall be approved by the District Board in accordance with the District By-laws.

- The proceeds received from the registration fee shall be expended solely upon approval of the District Board.
- Any prepaid registration fee for the Midyear Conference or the District Convention shall be refunded in full if a written request is made SEVEN (7) days prior to the call of the first meeting. Prepaid meal costs shall be refunded if request is made 72 hours prior to the time of the first meal function of the Midyear Conference or the District Convention. Individual emergency refunds may be approved by the District Governor.
- The District Convention and Midyear Conference are District responsibilities. Should any funds be available after all expenses have been paid, such balance shall be remitted to the District Executive Director and credited to the proper account. In case the expenses exceed the income, it shall be the responsibility of the District to pay the difference.

### **8.3.2 Expense**

- The District budget shall provide a sum of not more than \$200.00 for the purchase of a suitable gift to be presented to the International Representative at the District Convention.
- At the discretion of the District Governor, lodging, meals, and other legitimate expenses (such as flowers and gifts) will be assumed by the District for the International President, International Trustee, and other International Officers and their spouses, when invited to attend district conventions, Midyear conferences, and International Presidents' visits. Gifts to the District Board are solely at the discretion of, and at the personal expense of, the District Governor.

### **8.3.3 Registration**

The method of handling convention reservations and registrations shall be developed by the District Convention Chair, the District Business Manager, and the District Executive Director.

- Each registered delegate at the District Convention will receive an admission card to the House of Delegates. By presenting this card to the Sergeant-at-Arms, the delegate will receive in exchange an official ballot. Should the delegate find it necessary to leave the House of Delegates before all elections are completed, the ballot will be surrendered for an admission card, which will again enable entrance to the House of Delegates.
- Lists of delegates, alternates and delegates-at-large shall not be available to any group or individual, except candidates for Governor-elect, before or during the Convention for any purpose other than required by the Bylaws or necessary for conducting a District Convention.

### **8.3.4 District Midyear Conferences**

A District Midyear Conference(s) shall be held during the time period from January 15 to the May 15th under the supervision and control of the District Board. The central purpose of the Midyear Conference is to continue the education of officers and members throughout the District. It aims to reinforce and expand their knowledge of organizational purposes and goals, leadership skills, participation skills, etc. It is scheduled about a third of the way into the administrative year so emphasis can be given to helping with problems encountered and to rekindling enthusiasm for the task at hand.

- All District officers and all club officers should attend a Conference. There is no limit to the number of members who may attend from each chartered club in the District.
- The Governor shall be responsible for planning, preparing the agenda, and serving as general Presiding Officer at a Midyear Conference(s). In the absence of the Governor, the Board shall designate the Governor-elect, a Past Governor, or a Lt. Governor to carry out these responsibilities.
- The Board shall assure that an official call to the conference(s) shall be sent to each chartered club in the district.
  - The Board shall establish Conference fees to be paid by all persons attending and shall approve the disposition of all proceeds derived from such fees.
- By the April board meeting, the Executive Director shall prepare a report to include attendance at the Conference(s) and a detailed financial accounting for the entire event(s).

**9 Personnel and Contracted Services**

Although Kiwanis is largely operated by volunteers, the time commitment, advanced training, and/or specialized skills required by some District Assignments may justify payment for services rendered. As determined through case-by-case evaluation, remuneration may be applied as an annual stipend, a hourly wage, or a flat fee. (Flat fees usually apply to those who render services according to their own schedules, but against mutually agreed-upon deadlines. Such fees may be paid in lump sums or in increments.)

**9.1 Position Description.**

Prior to any such appointment a Position Description must be prepared under the Governor's direction for approval by the District Board. It shall include, but is not limited to: minimal education, experience and skills required of a desirable applicant; a summary of duties to be performed; classification of the position as full time (2080 or more hours annually) or a portion thereof (to be expressed as a percentage of 2080 hours).

**9.1.1 Approved Job Descriptions.**

The Position Descriptions listed below have been approved by the District Board and are on file in the District Office.

- District Executive Director
- District Bulletin Editor
- Administrative Assistant (as budget allows)
- District Web Site Administrator

- Each approved Position Description shall have the same status, force, and effect as if it were printed in full herein. A current complete copy of his/her Job Description shall be provided to the incumbent employee and to each Trustee annually when the Preliminary Budget is submitted and whenever a given Job Description is amended by the District Board.
- The salary, wage, or fee to be paid for services rendered shall be proposed by the Governor, approved by the District Board, and accommodated in the Annual Budget at the time of an individual's appointment or reappointment to a given position.

**9.1.2 Evaluation.**

Each paid employee shall be subject to a performance evaluation annually.

**9.1.3 Benefits.**

Salary and Wage personnel shall be accorded the privileges described in this Section. They are shown here based on a 100% appointment. Persons employed on a 50% to 99% basis shall be entitled to a percentage of each benefit as determined by the classification of the position held. No fringe benefits are tendered to persons who hold less than 50% appointments nor to those paid by flat fee.

- Paid Holidays and Days Off.

New Year's Day .....	1	Labor Day .....	1
Presidents' Day .....	1	Veterans Day .....	1
Memorial Day .....	1	Thanksgiving .....	2
Independence Day .....	1	Christmas .....	2

- Vacation Accrual.  
During the first calendar year of employment, vacation days will be earned at the rate of one workday per quarter or four working days maximum. The second through fifth year of employment will earn ten working days vacation. Six years and over will earn fifteen working days vacation.

Up to but not more than five vacation days may be carried over to a subsequent year. The District Governor will approve and the District Board will be informed of vacation time of one week or more, at least two full weeks in advance. Unless unusual circumstances prevail, employees normally will not be absent from the District Office on vacation more than two consecutive weeks.

- Personal Days.  
Up to three personal days may be taken in a calendar year. Unused personal days may not be carried forward to any subsequent year. Personal days and/or vacation days may not be taken during times when attendance is normally considered mandatory; i.e., International Council and Convention, District Midyear Conference(s) and



Convention, District fall and spring Board meetings, and the Governor-Elect's major training conference(s) for the incoming District Board.

- Sick Days.  
Sick leave will accumulate at one day per month to a maximum of 90. If more than four consecutive working days off are required, a doctor's certificate shall be filed in the appropriate salary account (for audit purposes) upon return to work. The Governor will be kept informed in event of illness causing three or more days absence from the District Office.
- Bereavement Leave  
Bereavement leave shall be allowed due to the death of a family member upon the approval of the Governor.

#### **9.1.4 Contracted Services**

Contracted services are to be determined on a case by case basis. Vendors may be selected by interview and negotiation, competitive proposals or other suitable business practices consistent with the service/product being acquired. Individual contracts are to be consistent with IRS and other applicable guidelines.

## **10 Fundraising**

All solicitations by clubs and divisions of funds for any purpose shall be limited to the territorial limits of the club or division making the appeal, except by mutual understanding or agreement of clubs in a division or district, for a common purpose.

- Any chartered Kiwanis Club of this District, which uses or participates in any legal games of chance for fund raising for service projects or activities, shall promptly provide the District Executive Director a current copy of all legally required governmental permits and/or licenses for such events, prior to the event(s).
- Failure to provide said copy may be deemed prima facie evidence of contravention of District Bylaws and Policies.
- Fund solicitations may not be made at District Conventions and District Midyear Conferences, except as permitted by this policy:
  - Any District entity, such as District Foundation, a District project, Past Lt. Governor's Council, Sponsored Youth, etc., may request permission to solicit donations to benefit the entity. Requests should be received in the District Kiwanis office at least 120 days prior to the District event, and
  - Any Kiwanis club(s) or Division which is host of a District event or is substantially responsible for conducting a District event may request permission to solicit donations if the following conditions are met: a) Request is received by the District office at least 120 days prior to the District event, and b) At least one-half of the profits of the fundraiser must go to a District entity, and c) All recipients of the profits are i
- The use of District communications resources for fund raising by any Kiwanis entity is to be determined by the District bylaws and Policies, except for the use of e-mail list servers.
- E-mail solicitation of funds or sales of products by a Kiwanis entity within a district may occur using an open or unmoderated list server sponsored by the District.

### **10.1 Lotteries**

Chartered Kiwanis Clubs in the Wisconsin-Upper Michigan District may use public lotteries, bingo, raffles, drawings or other games of chance as fund raising events for service projects or activities provided such events are not in contravention of the applicable laws of the state or municipality where the club or activity exists and provided further that such events shall not be held unless or until same are duly licensed or permitted as required by applicable governmental authorities and approved pursuant to current district policies.

- Such authority does not constitute official endorsement of such projects or activities by Kiwanis International or the District. Nothing contained in this section shall permit any such club activity to impugn the good name of Kiwanis.
- Should violation of this section occur, appropriate disciplinary action may be taken in accordance with Kiwanis International Bylaws.