

Article VII. STANDING/SPECIAL COMMITTEES
STANDING COMMITTEES: MEMBERSHIP, DUTIES AND RESPONSIBILITIES (8/26/06)

Section 1. Generally, the Governor shall appoint standing and special committees and their chairs prior to October 1. All committee members serve at the pleasure of the Governor with the approval and consent of the Board of Trustees. A committee member shall be subject to removal by the Governor upon written notice to the member. Each standing committee shall at all times cooperate with the appropriate committee of Kiwanis International in promoting in the clubs of the district programs suggested by an international committee.

Section 2. Each standing and special committee, except the Committee of Past District Governors and the Committee of Past Lieutenant Governors, shall be composed of at least five (5) members and shall serve for a term of one (1) year. All Committees unless otherwise stated, shall begin their terms of office on October 1. A majority shall constitute a quorum of each committee.

Section 3. Special Committees may be appointed by the Governor and shall perform the duties assigned. Special committees serve at the pleasure of the Governor. Each committee shall be responsible to the Governor and shall make reports as he may direct.

Section 4. Service Leadership Programs Committee Information. The Governor-elect appoints the Committees on Aktion Club, Builders Club, Circle K, K-Kids, and Key Club. The Aktion Club, Builders Club, and K-Kids Committee shall be appointed by February 1, and the Key Club and Circle K Chairs shall be appointed by December 1, prior to their conventions. The terms of office of the Committee on Key Clubs and the Committee on Circle K Clubs shall begin at the conclusion of the respective district conventions and continue to the conclusion of the succeeding conventions or until their successors shall be duly selected and qualified. Any action taken by these committees between the date of appointment and October 1 shall be subject to the approval of the Governor and the Board of Trustees. Should there be a vacancy in these committees between the date of appointment and October 1, the Governor-elect will fill the vacancy. Between the period of October 1 and September 30 of the succeeding year for the Committee on Builders Club and between the period of October 1 and their district conventions, for the Committees on Key Club and Circle K, these committees shall serve at the pleasure of the Governor. The chairs of the Committees on Aktion Club, Builders Club, Circle K, K-Kids, and Key Club will be known as the District Administrator for Aktion Club, Builders Club, Circle K, K-Kids, and Key Club.

Section 5. The basic committee structure shall include the following standing committees:

a. Achievement. The Committee on Achievement shall encourage all Kiwanis clubs in the district to prepare and submit achievement reports in accordance with the rules formulated by Kiwanis International and shall select outstanding reports for appropriate recognition.

b. Administration. The Committee on Administration shall recommend programs and procedures providing for the effective administrative functioning of clubs. Areas of concern include club meeting programs, music, interclub relations, fellowship, house and reception, as well as other areas, which the committee may deem pertinent. The Committee shall make suggestions to the club of means whereby more effective administration proposals may be implemented.

c. Aktion Clubs. The Committee on Aktion Clubs 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 by the sponsoring Kiwanis clubs.

d. Boys and Girls Home of North Carolina at Lake Waccamaw. The Committee on The Boys and Girls Homes of North Carolina at Lake Waccamaw shall study, devise, and suggest methods and means to assist the Boys and Girls Home at Lake Waccamaw, for the Home generally and for the Kiwanis Cottage specifically, in its mission to provide out-of-home child care for at-risk children in residential care, family foster care and emergency care placement, including educational, social, and spiritual development. It shall endeavor to inspire the clubs to an increasing participation in these activities, and shall make proposals to the club of means whereby the purposes may be accomplished. (8/18/07)

e. Builders Clubs. The Committee on Builders Clubs shall assist Kiwanis clubs in establishing Builders Clubs in middle/junior high schools and promote the concept of continuing and effective sponsorship by the sponsoring Kiwanis clubs.

f. Carolinas District Development. The Carolinas District Development Committee shall direct the District's efforts in supporting candidates and in selecting the most appropriate time to nominate a candidate for the Kiwanis International Board of Trustees. The committee is composed of the current and past Kiwanis International board members from the Carolinas District, the six most recent past district governors, the Governor, the Governor-Elect, the Immediate Past Governor, the District Secretary, and the chairman.

g. Circle K Clubs. The Committee on Circle K Clubs shall be responsible for the Circle K District organization's administrative functions in accordance with the Kiwanis District Board of Trustees and shall assist Kiwanis clubs in establishing Circle K Clubs in colleges and universities and promote the concept of continuing and effective sponsorship by the sponsoring Kiwanis clubs.

h. Community Services. The Committee on Community Services shall study, devise and suggest methods and means whereby the clubs of the district can render effective community services. It shall inspire the clubs to an increasing participation in these activities, and shall make proposals to clubs of means whereby its purposes may be accomplished.

i. Conventions and Conferences. The Committee on Conventions and Conferences shall assist the Board of Trustees in formulating the official program and order of business for the annual meetings, including midyear conference and district convention.

j. Education and Club Development. The Committee on Education and Club Development shall assist the district leadership in developing meaningful educational and training experiences for all Kiwanians at district conventions and conferences, organize and/or promote operations and leadership programs for incoming district and club officers, and promote continuing Kiwanis education within each club.

k. Finance and Fund Raising. The Committee on Finance and Fund Raising shall prepare a budget of estimated income and expenditures for submission to the Board of Trustees, and shall submit recommendations on other subjects as requested by the Board of Trustees. The committee shall also recommend to clubs ideas for local fund raising activities.

l. Human and Spiritual Values. The Committee on Human and Spiritual Values shall encourage the clubs to cooperate on broad nondenominational lines with local religious leaders and groups in creating a greater public consciousness of the importance of religious and spiritual values, and shall urge each of the members of clubs in the district to support by precept and example the work of each member's own religion in each member's own community.

m. International Relations. The Committee on International Relations shall recommend methods of implementing objectives relating to the development of friendship between nations, and the increase in understanding by residents of one country of the way of life, problems, and aspirations of the people of other nations. It shall make proposals to the clubs of approved means by which its purposes may be accomplished.

- n. Investments.** The Investments Committee shall advise the District Board of Trustees on the management of the District's investments, including the Reserve Fund. The members of the committee shall represent the three Carolinas District Regions (Western NC, Eastern NC, and South Carolina).
- o. Key Clubs.** The Committee on Key Clubs shall be responsible for the proper carrying out of the Key Club District organization's administrative functions in accordance with the approval of the Kiwanis District Board of Trustees and shall assist Kiwanis clubs in establishing Key Clubs in high schools and promote the concept of continuing and effective sponsorship by the sponsoring Kiwanis clubs.
- p. Kiwanis International Foundation.** The Kiwanis International Foundation Committee shall promote the Foundation in raising money to support activities and programs to meet the principal needs of young children.
- q. K-Kids.** The Committee on K-Kids shall assist Kiwanis clubs in establishing K-Kids clubs in elementary schools and shall promote the concepts of continuing and effective sponsorship by the sponsoring Kiwanis clubs.
- r. Major Emphasis Programs.** The Committee on Major Emphasis Programs shall study, devise and suggest methods and means to the clubs to assist them in implementing the current Major Emphasis Program(s) of Kiwanis International. The Governor shall be given the option of naming the committee or committees on the Major Emphasis Programs in terms of the programs themselves.
- s. Membership Growth and Orientation.** The Committee on Membership Growth and Orientation shall cooperate with the clubs of this district in order to assist them: in maintaining an adequate membership of proper standards, in properly orienting and inducting new members, in utilizing all members, and in promoting the concept of regular attendance at club meetings.
- t. New Club Building.** The Committee on New Club Building shall study the opportunities for introducing Kiwanis into new communities located within the district, and shall stimulate and cooperate with chartered clubs of the district in their efforts to enlarge the field of Kiwanis service by the building of new clubs.
- u. On To International Convention.** The On To International Committee shall promote the Kiwanis International convention and encourage all clubs to register at least two delegates. The committee shall work with the district leadership to develop relevant promotional programs and materials that will lead to the successful achievement of the district's international convention attendance goals.
- v. Past District Governors.** The Committee of Past District Governors shall be composed of past district governors who are active or senior members of clubs within the district. The Immediate Past Governor will serve as the chair of the committee. The committee shall meet at the time of the district convention and may hold other meetings at the call of the chair. The committee shall consider and report to the District Board of Trustees its conclusion on all matters referred to it. It shall initiate subjects for consideration and report to the Board its conclusions. A summary of its proceedings shall be provided to each member of the committee, and to the District Governor and District Secretary. The conference shall meet at the time of the district convention and may hold other meetings at the call of the chairman.
- w. Past Lieutenant Governors.** The Committee of Past Lieutenant Governors shall be composed of Past Lieutenant Governors who are active, privileged or senior members of clubs within the district. The Committee of Past Lieutenant Governors shall initiate subjects for consideration in order to further the aims of the District and of Kiwanis International. A summary of its proceedings shall be provided to each member of the committee, the Secretary, the District Governor and to the Governor-elect. A function of the committee is to evaluate each member's experience as Lieutenant Governor in order to offer suggestions and advice to the Governor-elect on how to better communicate with, organize, inspire and lead the Lieutenant Governors-elect when they assume their terms of office as Lieutenant Governors.

x. Public Relations and Marketing. The Committee on Public Relations and Marketing shall concern itself with the material and the media by which the public shall receive a true knowledge of the ideas, Objects, programs, and achievements of Kiwanis International and of the District and its clubs.

y. Resolutions and Bylaws. The Committee on Resolutions and Bylaws shall consider resolutions and bylaws submitted by Kiwanis International, the Board of Trustees of the district, or by a chartered club, when submitted to the chairman in writing, prior to the date of the annual district convention as prescribed in these bylaws (at least 60 days for amendments and at least 30 days for resolutions). The committee shall also have the authority to originate resolutions and to modify, combine, and edit all resolutions submitted to it. The committee shall examine the district bylaws and shall submit any recommendations concerning revisions thereof to the Board of Trustees, and 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 bylaws to be acted upon by delegates at any district convention. The committee shall also cooperate with the Board in interpreting the spirit of the district bylaws and in securing the proper observance of obligations, standards, and practices there under, including the adjustment of any grievances. The membership of this committee shall consist of at least two past district officers, one of whom shall be a Past District Governor. The District Parliamentarian is a member of the committee.

z. Risk Management. The Committee on Risk Management shall learn and understand the contents of the Liability Risk Management Packet and serve as a resource for the clubs. It shall provide answers to basic questions and instruct the clubs on how to utilize the risk management materials provided; conduct workshops and training for the district (developed by Kiwanis International); and regularly communicate with the Kiwanis International Risk Manager regarding club activities and issues that arise; The chairman would attend the District Risk Manager Training provided by Kiwanis International. The chairman should serve for three years and should have a background in property or casualty insurance, or experience as an insurance agent, insurance company employee, or attorney familiar with negligence and liability law, or be a person with a good business background (possibly a business owner or manager). Note: chairman is responsible to Kiwanis International in the committee's duties.

aa. Strategic Planning. The Strategic Planning Committee shall be responsible for the long range planning for the District. Members of the Strategic Planning Committee are made up of members of the Executive Committee.

bb. TAG (Together Achieving Growth) Team. The TAG Team, while not a committee, is a team of people in the district dedicated to membership growth. The Team will accomplish its goal through planning for district growth, training others to be on the team, expanding Kiwanis' reach by opening new clubs, rebuilding small clubs, encouraging clubs to invite new members, providing clubs with tools for member retention and serving as marketing and public relations ambassadors to the district.

cc. Young Children: Priority One. The Committee on Young Children: Priority One shall help clubs and divisions create service projects helping children prenatal through age five. The committee will educate club members on specific needs and projects, develop and maintain relationships with other organizations that serve young children and their families, link clubs to these organizations so they can collaborate, and award or recognize effective projects.

dd. Youth Services. The Committee on Youth Services shall study, devise, and suggest methods and means to assist boys and girls to adjust themselves to their environment and become adapted to the social, economic, and moral demands which they may encounter and shall develop ways and means of assisting in the guidance of youth in the selection of proper and suitable vocations, as well as other areas which the committee may deem pertinent. It shall endeavor to inspire the clubs to an increasing participation in these activities, and shall make proposals to the club of means whereby the purposes may be accomplished.