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POLICY MANUAL

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## 1.0 **ORGANIZATION OF THE POLICY MANUAL**

This Illinois-Eastern Iowa District Policy Manual in its current form is based on previous versions of the Policy Manual as well as information extracted from the I-I District Bylaws. The Policy Manual is organized into sections for ease of use and the policies herein are predicated on the current annual dues structure of \$25.00 per member. Changes to this Policy Manual may be made by a majority vote of the District Board of Trustees while at a convened meeting where a quorum is present.

## 2.0 **ADMINISTRATION**

### 2.1 **District Board Meetings**

#### 2.1.1 **Mandatory Approvals**

Section 1: The District Board of Trustees shall approve the appointment of the following at its first meeting each year: a District Auditor; Depository of Funds; vault box location and signatories thereof; a District Insurance Counselor; District Financial Counselors; District Historian; and an authorized travel agent. The Board shall also approve the District's Insurance portfolio (including fidelity bonds) each year, but only after the District's Insurance Counselor has advised the Board in some detail and not as a formality.

Section 2: The District Board at its first meeting shall approve the following resolution:

"Resolved, the Registered Office of the Illinois-Eastern Iowa District of Kiwanis International shall be 2422 E. Washington St, Suite 106, Bloomington, IL 61704 and further resolved that the registered agent at said office shall be the District Executive Director."

Section 3: A resolution shall be adopted at the first meeting of the District Board giving the Executive Committee authorization to act on behalf of the District between Board meetings. All actions of the committee shall be reported to the next Board Meeting for ratification.

Section 4: A Resolution concerning the signature on checks of the District shall be adopted at the first meeting of the District Board. The resolution shall provide for two signatures, with the exception of the Petty Cash account, one of which shall be the Treasurer and the other either the Governor or the District Executive Director. Only one signature will be required for the Petty Cash account, the balance of which should not exceed \$2,500 at any time.

#### 2.1.2 **Financial Reports for Board Meetings**

Section 1: The District Treasurer will present a financial report at all District Board of Trustees meetings and information to be reported shall be included with the agenda as it is mailed to the District Board at least two weeks before any meeting.

Section 2: The financial report should contain the following information:

- Previous Year Budget and Actual Numbers
- Dollars and percentage of previous year's budget spent to date
- Current budget
- Dollars and percentage of current year's budget spent to date
- Explanation required whenever 5% variant is present, with the dollars expended

The intent of this information is to make the Governor and the Board of Trustees aware of any areas of concern. It will provide them with timely information pertaining to the past year's expenses, the current budget and the current actual expenses of the District.

#### 2.1.3 Committee Reports for Board Meetings

Section 1: In the event a District Officer, Lieutenant Governor, or District Committee Chair is not in attendance at any District Board of Trustees meeting, they shall be expected to prepare a written report of their activities and to designate someone who will attend and deliver the report to the Governor, Trustees, or District Executive Director.

#### 2.1.4 Partners Attendance at District Board Meetings

Section 1: It is appropriate to invite partners to the meetings of the Board of Trustees (not the business sessions) but at no cost to the District.

### 2.2 **Training Sessions**

Section 1: All Club officers shall be trained at Club Officer Training Sessions that should be held no earlier than May 1 (to allow for Club elections) and no later than October 1 of each year. Effort will be made to schedule training sessions in several geographic regions of the District.

Section 2: No travel expenses from District funds shall be allowed the Club officers attending such training.

Section 3: Club officers attending training sessions for one day only are not required to pay a registration fee. However, costs for meals or refreshments and supplies may be collected.

### 2.3 **Henry J. Elliott Trophy**

Section 1: The Henry J. Elliott Efficiency Trophy was donated to the I-I District by Past International President Henry J. Elliott of Montreal, Quebec, Canada to stimulate clubs in becoming more proficient in rendering personal (not monetary) service. This Trophy shall be awarded annually to a club, regardless of size, that provides the best service to their community while meeting the excellence criteria as established by Kiwanis International.

Section 2: The Henry J. Elliott Efficiency Trophy shall be kept at the District Office and be displayed only at conventions. The Trophy shall also be taken to a regular meeting of the winning club by the Governor, or the Governor's appointee, to congratulate the club on their achievement, and promptly returned.

## 2.4 Solicitation of Funds

Section 1: No solicitation of funds for District purposes shall be made from clubs in the District without authorization from the District Board of Trustees or from the delegates in convention.

Section 2: Any raffles conducted by the District to benefit the District or the District Foundation shall comply with any applicable State and Federal statutes.

Section 3: As a general District policy, no facilities of the District office shall be used for the solicitation of funds for any charitable or political purposes or other benefits by any or on behalf of any groups, organizations, or Kiwanis clubs.

## 2.5 The *Illeiwana*

Section 1: The *Illeiwana* shall be published six times annually and available to every club member in the I-I District by electronic means on the I-I District web site. The amount of printed copies will be determined by the approval of the annual budget. Kiwanis Club Secretaries have the ability to print as many paper copies that are necessary for their club members.

## 2.6 50 Year Clubs

Section 1: Lt. Governors are encouraged to make sure that the clubs in their divisions celebrating fifty-year anniversaries and each successive five-year anniversary mark these events with a celebration. There are patches available from Kiwanis International for clubs with 50 and 75-year anniversaries.

## 2.7 Club Reports to Division Chairs

Section 1: A Lt. Governor upon receipt of their copy of the statistical report of their division from the District should duplicate same and mail to each club and the various chairmen of all active committees in their division. The Lt. Governor should address any deficiencies with respective clubs, if necessary, upon receipt of such report.

## 2.8 Travel Agency / Advertising

Section 1: With the exception of the *Illeiwana*, no advertising materials from any travel agency or other groups, organizations, or Kiwanis clubs shall be included in any District mailing, mailed separately in District envelopes or in the envelopes of any of those mentioned above.

The only exception to this policy shall be for advertising materials to a pre or post convention tour for any International Convention, which tours shall be considered the Official District Tours approved by the District Board of Trustees.

Section 2: The District mailing list shall not be given to anyone, with the exception of Kiwanis International, for any purpose.

## 2.9 Committees

### 2.9.1 Committee Structure

Section 1: The following Standing and Advisory Committees and their duties are defined in the Bylaws of the I-I District and are listed here for completeness only.

- a. Executive Committee
- b. Personnel Committee
- c. Finance Committee
- d. Long Range Planning Committee
- e. Liaison Committee
- f. Past District Governor Committee (Advisory)
- g. Past Lieutenant Governor Committee (Advisory)

Section 2: In addition to the Standing and Advisory committees, the basic committee structure for the I-I District shall include the following committees:

1. Youth Services
2. Circle K Clubs
3. Key Clubs
4. Builders Clubs
5. K-Kids
6. Aktion Clubs
7. Service Leadership Programs
8. Spiritual Aims
9. Young Children: Priority One
10. Mid-Winter Convention
11. District Convention
12. Laws and Regulations
13. Membership Growth and Education
14. New Club Building
15. Public Relations
16. Resolutions
17. Fund Raising
18. Community Services
19. Administration
20. Achievement
21. Spastic Paralysis
22. Peanut Day Committee

Section 3: The Governor shall be given the option of naming the committee or committees on Young Children Priority One programs in terms of naming the programs themselves. Nothing shall preclude the right of the Governor to name any additional committees, under the provisions of the District Bylaws, which would

make it possible for the Governor to give direct and effective leadership through such committee structure to the goals and objectives determined for the administrative year, with the approval of the Board of Trustees.

Section 4: Unless otherwise defined in the District Bylaws, each committee shall be composed of at least five (5) members and shall serve for a term of one (1) year. All committees with the exception of the Committee on Key Clubs and Circle K Clubs shall begin their terms of office on the first day of October. 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 Sponsored Youth District conventions and continue to the conclusion of the succeeding conventions or until their successors shall be duly selected and qualified.

Section 5: The Committee on Resolutions shall be appointed by the Governor-elect prior to October 1. The membership of this committee shall include at least two (2) past district officers, one of whom shall be a Past District Governor. This committee shall serve at the pleasure of the District Governor.

Section 6: The Committee on Key Clubs and Circle K Clubs shall be appointed by the Governor-elect prior to the Sponsored Youth Conventions so as to comply with the District Bylaws. Any action taken by these committees between the date of appointment and October 1 shall be subject to the approval of the District Governor and the District Board of Trustees. Should there be a vacancy in these committees between the date of appointment and October 1, such vacancy shall be filled by the Governor-elect. Between the period of October 1 and the succeeding Sponsored Youth Conventions, these committees shall serve at the pleasure of the District Governor. The Chairman of the Committee on Key Clubs and the Chairman of the Committee on Circle K Clubs will be known as the District Administrator for Key Clubs and District Administrator of Circle K Clubs, respectively.

Section 7: All committee chairs shall be nominated by the Governor-elect prior to March 1 and shall serve at the pleasure of the District Governor. Committee members shall be appointed by September 1 and also serve at the pleasure of the District Governor effective October 1st.

2.9.2 Duties of Committees (Note: The duties of Standing Committees are defined in District Bylaws)

Section 1: **The Committee on Youth Services** shall study, devise and suggest methods and means to assist youth 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 clubs of means whereby such purpose may be accomplished.

Section 2: **The Committee on Circle K Clubs** shall be responsible for the proper administration of the Circle K District organization's administrative functions in accordance with the Kiwanis District Board's approval. The committee shall also assist Kiwanis clubs in the establishing of Circle K Clubs in universities and colleges

throughout the District. It shall also be the committee's responsibility to promote effective sponsorship of existing Circle K Clubs by their sponsoring Kiwanis clubs.

**Section 3: The Committee on Key Clubs** shall be responsible for the proper administration of the Key Club District organization's administrative functions in accordance with the Kiwanis District Board's approval. The committee shall also assist Kiwanis clubs in the establishing of Key Clubs in high schools throughout the District. It shall also be the committee's responsibility to promote effective sponsorship of existing Key Clubs by their sponsoring Kiwanis clubs.

**Section 4: The Committee on Builders Clubs** shall assist Kiwanis Clubs in establishing Builders Clubs in junior high/middle schools and shall promote the concept of effective and continuing sponsorship upon the part of the sponsoring Kiwanis club.

**Section 5: The Committee on K-Kids** shall assist Kiwanis Clubs in establishing K-Kids Clubs in elementary schools and shall promote the concept of effective and continuing sponsorship upon the part of the sponsoring Kiwanis club.

**Section 6: The Committee on Aktion Clubs** shall assist Kiwanis Clubs in establishing Aktion Clubs in their communities and shall provide support to existing club sponsors and their Aktion clubs in their leadership and community programs.

**Section 7: The Committee on Service Leadership Programs** shall promote the programs and events of youth leadership including the Key Leader Program and other opportunities provided through Kiwanis International or the I-I District for such development.

**Section 8: The Committee on Spiritual Aims** 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 their own church in their community.

**Section 9: The Committee on Young Children Priority One** shall study, devise and suggest methods and means to the clubs to assist them in implementing the current YCPO Programs of Kiwanis International.

**Section 10: The Committee on Mid-Winter Convention** shall assist the Governor and Executive Director in planning of the event structure and provide on-site management during the event. Event structure shall include budget, official program and order of business for the event.

**Section 11: The Committee on District Convention** shall assist the Governor and Executive Director in planning of the event structure and provide on-site management of the event. Event structure shall include budget, official program and order of business for the event.

**Section 12: The Committee on Laws and Regulations** shall examine the district By-Laws and District Policy and shall submit any recommendations concerning revisions thereof to the Board of Trustees. The Committee shall also assist in

drafting proposed amendments authorized by the Board of Trustees and shall make a report on all properly proposed amendments to the district bylaws to be acted upon by any convention. The Committee shall also cooperate with the Board of Trustees in interpreting the spirit of the district bylaws and in securing the proper observance of obligations, standards and practices arising there under including the adjudication of any grievances.

Section 13: **The Committee on Membership Growth and Education** shall cooperate with all the clubs in this district in order to assist them in the maintaining of an adequate membership of proper standards, in the proper orientation and induction of new members, in the utilization of all members, and in the promotion of the concept of regular attendance at club meetings, service projects, and district and international events and conventions.

Section 14: **The Committee on New Club Building** shall study the opportunities for introducing Kiwanis in new and existing 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 building new clubs.

Section 15: **The Committee on Public Relations** shall concern itself with the material and the media by which the public shall receive a true knowledge of the ideals, objects, programs, and achievements of Kiwanis International and of the district and the clubs therein. The Committee shall also encourage and provide a means of support, if available, for clubs to publish material in various media outlets throughout the District.

Section 16: **The Committee on Resolutions** shall consider resolutions submitted by the Board of Trustees of Kiwanis International, the Board of Trustees of the district, or by a chartered club, when submitted to the chairman in writing thirty (30) days prior to the date of the annual district convention. The committee shall also have authority to originate resolutions and to modify, combine, and edit all resolutions submitted to it, provided the original intent and purpose of the resolution remains unchanged.

Section 17: **The District Committee on Fund Raising** shall control and promote the fund raising activities for benefit of the District, and in certain circumstances the District Foundation and Kiwanis Peanut Day activities. The committee shall also, when requested, act as consultant to individual clubs or divisions in their fund raising activities.

Section 18: **The Committee on Community Services** shall study, devise and suggest methods and means whereby District clubs can render effective community services. Areas of focus shall include agriculture, conservation, environment, pollution, public and business affairs, safety and other areas that the committee may deem pertinent. The Committee shall inspire clubs to an increased participation in these activities and shall make proposals to the clubs of means whereby such purposes may be accomplished.

Section 19: **The Committee on Administration** shall recommend programs and procedures providing for the effective administration and functioning of clubs. Areas

of interest include club meeting programs, music, inter-club relations, fellowship, house and reception and other areas which the committee may deem pertinent to running an effective club meeting. The Committee shall make proposals to clubs whereby any recommendations may be implemented.

**Section 20: The Committee on Achievement** shall encourage all Kiwanis Clubs in the I-I District to prepare and submit achievement reports in accordance with the rules and guidelines formulated by Kiwanis International, and shall select outstanding reports for appropriate recognition.

**Section 21: The Committee on Spastic Paralysis** shall be the official link between the District and the Spastic Paralysis Research Foundation. Membership shall include the current District Officers and one current Lt. Governor as appointed by the Governor. It is appropriate for the retiring chairman of the Foundation to recommend a successor, if necessary, and for the District Board of Directors to give due consideration to the recommendation.

**Section 22: The Peanut Day Committee** shall oversee the activities of Kiwanis Peanut Day, Inc. The Governor and Governor-elect shall serve as active members of this committee. The committee shall ensure the following with regard to Kiwanis Peanut Day, Inc.:

1. The words "Official I-I District Peanut Day" shall be omitted from any literature
2. All I-I District Kiwanis clubs shall be invited to participate in the annual meeting.
3. The Peanut Committee Board President shall present the annual budget and audit for acceptance by the I-I District Board.
4. The Committee shall not have an account for flowers and gifts in their chart of accounts.
5. Promotional material shall include that there is no staff of any kind in the hire of the Peanut Day Committee.
6. Each supplier for Peanut Day must sign a "Use of Emblem" agreement to be supplied by Kiwanis International which clearly states that the International Board grants permission for a given supplier to use the Kiwanis logo, and that the given supplier will only use the Kiwanis logo when selling supplies to Kiwanis clubs serviced by the Peanut Committee or buying direct for Kiwanis club's fundraising projects.

**Section 23:** Each standing committee shall at all times cooperate with the appropriate committee of Kiwanis International in promoting to the clubs of the district any program suggested and approved by Kiwanis International.

### 2.9.3 Committee Funding

**Section 1:** Committee budgets shall be approved at the first meeting of the Board of Trustees and the chairs of each committee shall be responsible for proper management of funds allocated in such budget. Committees shall not be allowed to exceed their budgeted expense amount in any year. Expenses other than those approved in the budget shall require Board approval and Chairs are not authorized to enter into contracts on behalf of the District.

Section 2: It shall be the District goal to fund the Committees on Membership Growth and Education, New Club Building, and Public Relations at a combined amount of \$1.00 per member (based on the I-I District budgeted membership) on an annual basis. The monies for each Committee mentioned herein shall be determined after consultation with the three Committee chairs and approval by the Board of Directors.

### 3.0 **PERSONNEL**

#### 3.1 **District Executive Director**

##### 3.1.1 Qualifications

The Executive Director of the Illinois-Eastern Iowa District of Kiwanis International shall be a person with a deep sense of devotion to duty and service and shall have the desire to carry out the principles, goals, priorities, and plans of the Illinois-Eastern Iowa District and Kiwanis International as directed by the Governor and the Board of Trustees of the District.

The District Executive Director shall be or shall become a member of a Illinois-Eastern Iowa District Kiwanis Club.

The District Executive Director should be available on full-time basis, have no conflict of interest, be punctual and have reliable work habits. They should be able to perform the duties and responsibilities as assigned in the District Bylaws and Policy.

The District Executive Director must be skillful in relating to people that come from diverse backgrounds in helpful, friendly, but non-political ways, including Kiwanians and spouses, high school and college students.

An ability to communicate well in both oral and written forms is most essential.

The District Executive Director should command respect for his/her intellectual gifts, creative thinking, and ability to seek solutions for problems.

The District Executive Director must be able to accept the will and direction of the Governor and Board of Trustees, and follow through on such items in a thorough and gracious manner.

The District Executive Director must have commitment and experience and demonstrate competence in the specific areas of responsibility as outlined in the Job Description for this office. Specific abilities include: the understanding of bookkeeping and financial management, typing skills, a basic understanding of computer operation including word processing, use of spreadsheet, database and financial package. Further, knowledge of other standard office equipment is important.

##### 3.1.2 Selection and Authority

The District Executive Director is appointed by the committee consisting of the Governor-Elect, Governor, and Immediate Past Governor, subject to District Board approval. He/she is a non-voting member of the District Board of Trustees, the District Executive Committee, the District Finance and Long Range Planning Committee, Editor of the *Illeiwon*, Manager of the District Office, Manager of Conventions and Meetings, and Secretary of the Spastic Paralysis Research Foundation.

### 3.1.3 Duties and Responsibilities

#### Section 1: ADMINISTRATIVE:

He/she shall be responsible for the administration of the District Office under the direction of the Governor and Board of Trustees.

He/she shall be responsible for the hiring and dismissal of the office personnel.

He/she shall cooperate with the Governor in forwarding all official reports that are required by Kiwanis International.

He/she shall perform such duties as outlined in the District Bylaws and in the Kiwanis International Reference Guide for District Officers.

He/she shall be bonded in an amount deemed sufficient by the District Board.

He/she shall be responsible for the planning and general management of all functions designated as "official district functions", as directed by the Governor and the District Board.

He/she shall be a member of those District Committees listed under Selection & Authority, and an "ex-officio" member of all other standing District Committees.

He/she shall maintain the District Office in the DeKalb, IL area, and shall reside in that area, having relocated in that area within a six-month period of the start of employment.

He/she shall work with the Governor and the District Board as an advisor to the K-Family organizations and their members.

He/she shall publish annually a District Directory.

He/she shall submit a report to the annual District Convention and any other reports that the Governor or Board may require.

#### Section 2: FINANCIAL:

The following duties and responsibilities are in addition to those listed under Administrative.

He/she shall keep accounts and books that are, at all times, open to the inspection of the Governor, the Treasurer, the Board of Trustees, and any authorized auditor.

He/she shall collect and deposit all funds due the District and those monies involved with special events, depositing same in the official depositories as approved by the Board.

He/she shall disburse all funds in the manner authorized by the Board of Trustees.

All checks issued by the District shall be signed by any two of the following officers: Governor, Treasurer, or Executive Director.

A listing of all checks shall be made, containing the amount of the check, the purpose, and the party to whom it was issued. A copy of such listings shall be available to the Governor, District Treasurer and Board of Trustees.

A financial report shall be furnished to the executive officers each month and to the Board of Trustees at each of their regular meetings.

He/she shall review and prepare for Treasurer the approval of all bills and vouchers submitted for payment.

He/she shall oversee the budget and report any unusual conditions to the Governor, Treasurer, the Finance and Long Range Planning Committee, and to the Board of Trustees.

At the beginning of the new administrative year, he/she shall recommend to the Board of Trustees an annual audit of the previous year's operation.

### Section 3: EDITOR OF THE *Illeiwana*

The following duties and responsibilities are in addition to those listed under Administrative and Financial. The District Executive Director is responsible for working with the appointed *Illeiwana* Editor to make sure that the *Illeiwana* is issued in a timely manner.

He/she shall negotiate all printing contracts and present them to the Board for approval.

He/she shall receive, classify, and maintain files of items sent to the District Office for insertion in the *Illeiwana*.

He/she shall have the authority to determine the priority of items for each issue of the *Illeiwana*.

He/she shall oversee the mailing of the *Illeiwana*.

### Section 4: CONVENTION & MEETING MANAGER:

The following duties and responsibilities are in addition to those listed under Administrative, Financial and Editor of the Illeowan.

He/she shall consult with the Governor and others as appropriate on convention planning procedures, convention programs, other meeting arrangements, and meetings and convention finances.

He/she shall negotiate the housing requirements and costs for all District meetings and the District Convention at least three years ahead of the current year.

He/she shall work closely with and supervise the work of the respective Mid-Winter and District Convention Committees as they perform duties for the management of the convention prior to and during said conventions.

He/she shall negotiate the meal requirements for conventions and all District meetings.

He/she shall supervise the preparation and printing of the District Convention program.

He/she shall supervise and advise the Registration & Credential committees at the District Convention and provide the necessary materials.

He/she shall receive the monies, pay bills, and prepare a financial report on conventions and District meetings.

He/she shall prepare all convention and District meeting report forms as required.

## **3.2 District Governor's Assistant**

### **3.2.1 Qualifications**

The District Governor's Assistant shall be a Kiwanian in good standing with the Illinois-Eastern Iowa District and Kiwanis International and shall have a strong commitment to carry out the directions and tasks as assigned over a two year period by the District Governor-Elect and then the Governor.

### **3.2.2 Selection and Authority**

The District Governor's Assistant is a position appointed by the Governor-Elect to serve for a two year period, and, subject to confirmation by the District Board. He/she will attend all meetings with the Governor-Elect and Governor, as a support resource for the Governor-Elect and Governor, but will not have any voting rights at the Board or Trustees meetings or any other committees meetings.

### **3.2.3 Duties and Responsibilities**

Assist Governor-Elect with Committee Chair Assignments, getting LTGS for all Divisions, etc.

Assist Governor-Elect with creation of goals for year as Governor, presentation to PGA, etc.

Assist Governor-Elect to select CLE Trainers (in conjunction with District Master Trainer), select CLE sites and dates, coordinate all details of all CLE sessions, get training materials from KI and distribute to each site by Feb 1<sup>st</sup> for inclusion in Illleowan and announcement at Midwinter.

Assist Governor-Elect with selection of DCON forum topics, speakers, time assignments, etc. in coordination with the District Office and convention chair – send confirmations to all Forum speakers, obtain AV needs from them and coordinate these with convention committee, etc.

Assist Governor-Elect and LTG Trainer with LTG Training site details, invitations and RSVP tracking, putting together LTG training materials, etc.

Assist Governor-Elect with determining Governor Visit sites, dates, etc. to announce at LTG Training.

Gather all contact information and digital pictures for all Lt. Governors, Chairs, etc. for District Office for preparation of Directory in coordination with deadlines established by District Office.

Provide directory info/changes from prior year in goals, awards, procedures, etc. for Governor's year for preparation of Directory in coordination with deadlines established by District Office.

Assist Governor-Elect and District Office with proofing of Directory.

Assist Governor, in conjunction with Executive Director and FLRP committee, in preparing budget for CLE, LTG Training, Mid-winter Convention, ICON events, District Convention and overall year as Governor.

Assist Class of Lt. Governors with their Executive Sessions, Class Gifts, etc.

Assist Governor with Communication Plan for the year. Assist with monthly Governor Communications to Board, Club Officers, etc. Coordinate with District Webmaster for inclusion of monthly communications on District website.

Distribute communications for Governor – particularly to LTGs and Chairs without e-mail and internet access.

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Participate as member of Convention Committee – assist Governor with convention assignments, managing convention committee, etc.

Assist Governor with name badges, awards, pins, gifts, invites, etc. for special events, convention, etc. in coordination with District Office.

Assist Governor with Board Meeting Agenda Assignments.

Assist Governor with collection & distribution of written committee chair board reports as directed by the Governor.

Attend committee and board meetings as directed by/in representation of the Governor.

Assist Governor with *Illeiwon* special article assignments, sending reminders, gathering articles, etc.

Assist Governor with coordination and reporting of TAG Team activities; become member of TAG Team.

### **3.3 Other District Officers**

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3.3.1 Governor-Elect: The Governor-Elect shall represent the district only when the Governor specifically requests, and shall in no way act in a manner that may interfere with the Governor or the leadership of the district during the administrative year.

3.3.2 Immediate Past Governor: The Immediate Past Governor shall assist the Governor in developing a continuity of aggressive administrative procedure by willingly providing useful information when requested and in all ways demonstrate a cooperative attitude toward the successor administration

## **4.0 FINANCE**

### **4.1 Finance Committee**

#### **4.1.1 Meetings and agenda for the Finance Committee**

Section 1: The Finance Committee shall meet a minimum of three (3) times during the administrative year, preferably once during each quarter with a combined Fourth Quarter / First Quarter committee meeting. Prior to October 1, the incoming chair shall announce and publish the scheduled meetings and agenda items. It is recommended that meetings be scheduled to coincide with other District events for the convenience of Committee members. Additional meetings can and should be scheduled to facilitate the business of the Committee.

Section 2: Prior to each meeting the Chairman should notify in writing each member of the Committee the agenda for each meeting. The agendas shall allow for the timely review of all financial matters affecting the District.

Section 3: First Quarter Meeting Agenda: It is recommended this meeting occur in the October / November timeframe. This allows the retiring Finance Committee Chair to meet with entire incoming committee. This meeting shall include the following items:

- 1) A review of the financial report of the District Convention Committee for the prior year;
- 2) A review of all prepaid expense incurred, such as Lt. Governor Training and Club Officer Training, and a comparison to the budget.
- 3) Current Membership statistics and comparison to the budget.
- 4) Current Financial reports and preparation for the annual District Audit.
- 5) Capital expenditure needs of the District for the coming year.
- 6) Discussion with the Governor Elect concerning preparation of the Budget for the next administrative year, including the need to obtain written proposals for such items as the *Illeiwana*, District Directory, and such other items in the budget that will be contracted for by the District and included in the budget.
- 7) Review any modification to the District's Long Range Plans
- 8) Key Club Convention Budget should be presented.

Section 4: The Second Quarter Meeting: It is recommended this meeting occur in the January/early February timeframe. This will allow the Committee meets to address all matters required for presentation at the District's Midwinter Board meeting. This meeting shall include the following items on the agenda:

- 1) A review of the tentative budget for the District Convention so that it may be presented in time for the Midwinter Board Meeting
- 2) Review of current Membership statistics and comparison to the budget.
- 3) Review of current financial reports.
- 4) Review progress with Governor Elect in developing budget for the next administrative year.
- 5) Review any modification to the District's Long Range Plans.

- 6) Review any proposed contracts or other financial matters affecting the District and which may require the recommendation of the Finance Committee prior to presentation to the District Midwinter Board Meeting

**Section 5: The Third Quarter Meeting:** It is recommended this meeting occur during the May/June timeframe. This allows the Committee to review the budgets for the coming year for all three entities (Kiwanis, Key Club, Circle K) and allows the Committee to discuss any items necessary to be brought before the Board at the August Board meetings.. This meeting shall include the following items on the agenda:

- 1) Review of Current Membership statistics and comparison to the budget.
- 2) Review of current financial reports
- 3) Review of the District Audit
- 4) Review progress with Governor Elect in developing budget for next administrative year so that in will be completed in time for presentation by the Chairman of the Finance Committee to the District Board during the District Convention.
- 5) Reports of results of the Kiwanis Midwinter and Key Club and Circle K District Conventions are to be reviewed at this meeting.
- 6) Review any proposed contracts or other financial matters affecting the District and which may require the recommendation of the Finance Committee prior to presentation to the District Board Meetings.

**Section 6: The Fourth Quarter Meeting:** It is recommended this meeting occur during the July timeframe. This will allow the Committee to discuss any items necessary to be brought before the Board at the August Board meetings. If all business for the August Board meeting is completed at the May/June Finance Committee meeting, a July meeting may be combined with the next year's First Quarter Committee Meeting. This meeting shall include the following items on the agenda:

- 1) Review of Current Membership statistics and comparison to the budget.
- 2) Review of current financial reports and insurance coverage for the upcoming year.
- 3) Review any proposed contracts or other financial matters affecting the District and which may require the recommendation of the Finance Committee prior to presentation to the District Board Meetings.
- 4) Review final proposed budget for submission to the District Board

#### 4.1.2 Finance Committee Membership

Section 1: The Bylaws provide for the composition of and appointment of members to the Finance Committee. The Governor Elect-Designate (following election at the District Convention) is strongly encouraged to appoint a member to serve for three years no later than September 30 of the current administrative year. The Governor-Elect Designate should give due consideration of financial understanding and experience with regard to any potential appointee. In addition, Finance Committee members must not serve consecutive terms. To ensure that the committee membership is complete with full and separate representation of District Officers, in the event one of the three appointed members becomes a District Officer before his/her committee term expires, that appointed position shall be deemed vacant and a new appointment made by the Governor to fill the unexpired term of that appointed position.

Section 2: In making any appointment to the Finance Committee, special consideration should be given to appointing members with experience in District affairs and with varied expertise to ensure a balanced committee. Typically, such people will include past District Officers.

## 4.2 District Budgets

### 4.2.1 Kiwanis District Budget

Section 1: Budgets for the District's operating year October 1 – September 30 for Kiwanis (excluding Spastics) shall be reviewed and approved by the Finance Committee. This should be done prior to the presentation of the Budget to the Board of Directors for their approval. For the Kiwanis District, budgets should be presented to the Finance Committee no later than their third quarter meeting (April/May timeframe). Kiwanis should also present District Convention Budgets. Typically, the operating budget is completed under the assumption that the Midwinter and Annual Conventions will break even.

Section 2: The proposed District Budget shall be presented to the incoming Board members by the Finance Committee Chair no later than thirty days prior to the district convention. This will allow the new board members ample time to consider the proposed budget and make comparisons with the past year's expenses and the current expenses of the present Governor.

Section 3: The budget report shall contain the following information:

- 1) Previous complete year actual report (actually 2 years old)
- 2) Current year Budget
- 3) Proposed year's Budget (with reason for difference of 5% variant)

The intent of this information is to make the Governor and the Board of Trustees aware of any areas of concern. It will provide them with timely information pertaining to the past year's expenses, the current budget and the current actual expenses of the District.

### 4.2.2 Key Club and Circle K Budgets

Section 1: Budgets for the Key Club and Circle K District's operating year (April 1 - March 31 for Circle K and Key Club) shall be reviewed and approved by the Finance Committee. Due to the timing of the election of Key Club and Circle K officers in conjunction with the start of their operating year, presentation to the Finance Committee prior to the review/approval of the budget by the Board may not be possible. Circle K and Key Club Governors should plan to present their Budgets to the Finance Committee at their third quarter meeting (April/May timeframe) with the understanding that their Boards may have to approve a revised Budget at their summer Board meeting if the Finance Committee has recommended changes.

Section 2: Circle K and Key Club should also present District Convention budgets and other event budgets, as requested, to the committee. If the Convention budgets are to supplement the funding of the District's operating account (make a net profit on convention as opposed to break-even), then the Convention Budget should be presented to the Finance Committee at the same time as the operating budget. Please see the schedule of Finance Committee meetings in Section 4.1.1 to assist with planning of the completion and submission of Convention Budgets.

Section 3: The District Executive Director is available to assist with the development of budgets and maintains historical data on prior year expenditures, dues payment histories and convention registration costs and attendance figures that may be helpful in this process. All budgets should include at a minimum the actual results of the most recent fully completed prior year, current year to date and budgeted figures for the coming year.

#### 4.3 **District Financial Records**

Section 1: All financial books of account shall be maintained at the District Office. This includes all District funds, SLP funds, District conventions (Kiwanis and SLP) and special event/meeting funds (Kiwanis and SLP) including funds for costs related to Key Club and Circle K International Conventions. It shall be the official policy that all District financial records pass books and certificates of deposit be kept in possession of the District Executive Director and are not to be released by the District Executive Director without receipt or written signed request for each item removed.

Section 2: With the exception of District Membership dues, which may be sent to Kiwanis International under an arrangement with Kiwanis International to collect District Dues, all payments to the District intended to cover any District sponsored event or project shall be sent to the District Office and not to any individual Kiwanis Club or member. This includes all Kiwanis District and SLP District funds, District conventions (Kiwanis & SLP), District Project funds (Kiwanis & SLP), and District special event/meeting funds (Kiwanis & SLP). The Kiwanis Governor may designate other Kiwanis Members to assist the District Office and District Treasurer in accounting and reporting on the receipt and disbursement of such funds. For instance, a financial secretary may be appointed to assist the convention committee in accounting for the receipt and disbursement of convention funds.

Section 3: The District Convention committee shall take such steps as to require the submission and payment of all convention bills such that the Convention financial books and accounts shall be closed no later than September 30th. This is essential to assure that current financial information is provided to the next convention committee as part of its planning process and to assure that the convention committee financial records are included within the District Audit. The Treasurer of the annual Illinois-Eastern Iowa District Convention shall be required to submit a detailed financial statement of all income and cash disbursed, divided as to each event and convention committee, together with all supporting evidence, including a balanced continuation of the existing convention registration record, all paid bills and cancelled checks, a reconciled report of all ticket sales and tickets used and an audited report, said report to be completed and delivered to the District Office on or before September 30 following the dates of the District Convention.

Section 4: All other District financial books shall be assembled for the District Audit no later than December 1st. All expenses chargeable to the prior administrative year's budget shall be paid prior to October 30th.

Section 5: The District Audit shall be conducted as defined in the District Bylaws. A copy of the District Audit shall be included as part of the District Board minutes and included in the District's permanent minute book.

Section 6: District Fund raising activity for the Spastic Paralysis Research Foundation, such as the Bowl-a-thon, Parade of Love, and activities at the District Convention shall be accounted for separately and not commingled with District Funds. To ensure proper crediting of charitable donations from any club or individual donator, such donations which are raised shall be sent directly to the District Office, payable to the Spastic Paralysis Research Foundation.

Section 7: The financial books of Circle K and Key Club shall be audited separately and immediately following the close of their administrative year.

#### **4.4 Reimbursement for District Officer Expense**

Section 1: All expense reimbursement checks shall be prepared by the District Office. Each officer or person requesting a reimbursement should complete the Expense Reimbursement Form, attaching receipts for as many items as possible, but for all expenditures of \$25 or more (as required by the IRS). The form should be signed and forwarded to the District Office for approval. The Executive Director will approve the expenditures and input the General Ledger account number (corresponding to the Budget Line Item against which the expenditure should be charged). Use of e-mail for this process has worked very well, with officers completing the Expense Reimbursement form in Excel and then forwarding it, along with scanned copies of all receipts, to the District Executive Director. Once checks are written, they are forwarded to the District Treasurer for approval and signature. Reimbursement to District Officers for expenses related to mileage shall be based upon mileage reimbursement rates as permitted by the IRS Code, or in the case of Lt. Governors, mileage formulas based upon the size of each division.

Section 2: Reimbursement of District Officer expenses shall not exceed the budget amount in any line item.

Section 3: It is the policy of the District to encourage Kiwanians to become Officers and Lt. Governors, and in order to do so each District budget should include a line item for reimbursement of expenses incurred in attending an International Convention as well as covering the travel expense incurred in visiting clubs within a Division. The Budget Line for the International Convention should appropriate a minimum of \$200 per District Officer and Lt. Governor. The Line item for Lt. Governor Expenses should be allocated proportionately based upon the total mileage each Lt. Governor will travel within his/her respective division. Lt. Governors are encouraged to utilize these funds for reimbursement of such expense. Additionally, the Budget Line item for Lt. Governor Expenses should also be allocated to include a minimum of \$100 for each Lt. Governor to attend the District Mid-Winter Convention and a minimum of \$100 to attend the District Annual Convention.

Section 4: The District Budget should also include line items which will help partially defray the expenses of District Officers, including Lt. Governors, incurred during any training sessions. Reimbursement of such expense may take the form of a per diem allowance.

Section 5: The District Executive Director shall publish to the Lt. Governors at the start of each administration year their Divisional Travel Expense allotments for the year, the total of which shall be equal to the item in the District Budget entitled, "Lt. Governor's Expenses." No Lt Governor shall be allowed to exceed said allotment without further Board approval.

**Please Note:**

*To receive the mileage reimbursement described above, each Lt. Governor must complete all three LTG Forms required by District and International policy/procedure. Additionally, a reimbursement request form will be provided to each Lt. Governor at District Convention. This form will need to be completed and signed as well. Completion of these forms will serve as documentation for the IRS that funds being disbursed to Lt. Governors are for reimbursement for expenses incurred versus income for services rendered.*

**4.5 District Reserves**

Section 1: It shall be the District goal to budget and allocate funds in the amount of \$0.75 per member to the District's financial reserves on an annual basis. Allocations to the reserve account are required to be budgeted annually until the reserve account balance is at an amount equal to one year's normal operating expenses of the District. The appropriate amount of District reserve funds and their oversight shall be determined and recommended annually by the Finance Committee.

**4.6 Petty Cash Account**

Section 1: The District shall maintain a Petty Cash bank account, the balance of which should not exceed \$2,500 at any one time. This account shall be used for payment of nominal expenses of the District during events. Transactions and the balance in this account shall be reviewed monthly by the District Treasurer, who shall then approve monthly transfers into this account to replenish it (transfer from the District's operating accounts). A separate check book, which will require only one signature per check, will be maintained for this account and given to the District

Administrators for Key Club and Circle K. No reimbursements will be conducted out of the Petty Cash accounts, instead follow Expense Reimbursements sections 4.4 (Kiwanis), 4.8 (Key Club) and 4.9 (Circle K).

Section 2: A debit card will be obtained for the Petty Cash account only. It is anticipated that the debit card will be used primarily by the Circle K and Key Club District Administrators for on-site event expenses, internet orders of awards, banner patches, etc. and other nominal expenses. The Debit card will be used for similar Kiwanis and Spastics expenditures at the I-I District Office. The debit card will be tied to the Petty Cash account, thus making the maximum amount of any one transaction allowed on the debit card of \$2,500. However, because it is a debit card, transactions will be declined by the on-line banking system if they are in excess of the current balance of the debit card. If the petty cash account is in need of replenishment, users of the debit card must be aware of this limitation on charges.

Section 3: Regarding Petty Cash Record Keeping, duplicate copies of each check and receipts for each debit card transaction (see sheet to attach these to for ease of handling) should be sent to the District Office as soon as possible after the check is written or the charge is made. This is necessary to keep a current record of the balance in the account to avoid over-drawing the account. (The District Administrator may also want to consider tracking the account balance in the check register included with the check book to assist with this process.)

#### **4.7 Reimbursement for Key Club Expense**

Section 1: For Key Club expenses, all expense reimbursement checks shall be prepared by the District Office. Each officer or person requesting a reimbursement should complete the Expense Reimbursement Form, attaching receipts for as many items as possible, but for all expenditures of \$25 or more (as required by the IRS). The form should be signed and forwarded to the District Administrator for approval. The completed form, with the District Administrator's approval shall be forwarded to the District Office for processing. For travel reimbursement, it will be done on a mileage basis, therefore receipts are not required. Use of e-mail for this process has worked very well, with officers completing the Expense Reimbursement form in Excel and then forwarding it, along with scanned copies of all receipts, to the District Administrator. The District Administrator just has to "respond to all" on the e-mail to approve the disbursement. The District Office prints this approval and attaches it to the e-mail & attachments from the District Treasurer and the check stub.

Section 2: When the District Administrator and/or Adult Committee member wants their expenses paid by their Kiwanis line item, they need to pay the expense and complete the reimbursement process as listed under Section 4.4.

#### **4.8 Reimbursement for Circle K Expense**

Section 1: For Circle K expenses, all expense reimbursement checks shall be prepared by the District Office. Each officer or person requesting a reimbursement should complete the Expense Reimbursement Form, attaching receipts for as many items as possible, but for all expenditures of \$25 or more (as required by the IRS).

The form should be signed and forwarded to the District Treasurer for approval. The Treasurer will approve the expenditures, input the General Ledger account number (corresponding to the Budget Line Item against which the expenditure should be charged) and will then forward the approved form to the District Administrator for the second approval. The completed form, with both the District Treasurer and District Administrator's approval shall be forwarded to the District Office for processing. Use of e-mail for this process has worked very well, with officers completing the Expense Reimbursement form in Excel and then forwarding it, along with scanned copies of all receipts, to the District Treasurer. The District Treasurer then completes what they need to on the Excel file and then forwards it to the District Administrator and the District Office. The District Administrator just has to "respond to all" on the e-mail to approve the disbursement. The District Office prints this approval and attaches it to the e-mail & attachments from the District Treasurer and the check stub.

Section 2: When the District Administrator and/or Adult Committee member wants their expenses paid by their Kiwanis line item, they need to pay the expense and complete the reimbursement process as listed under Section 4.4.

#### 4.9 Check Signatures for Key Club and Circle K

Section 1: Expense reimbursement checks of less than \$500 only require the signature of the District Executive Director. Checks of \$500 or more must have the signature of either the District Administrator or Financial Advisor; and the District Executive Director. This allows for timely reimbursement to the members who have already used personal funds for district business.

#### 4.10 Contracts:

Section 1: All contracts (including any applications/forms requiring signatures) for District events, except as noted below, shall be reviewed and approved by the I-I District Finance Committee. All contracts need to be submitted to the committee once they are reviewed and approved by the District Administrator/Event Chair. Upon approval by the Finance Committee, the District's Executive Director will sign the contract and return to the appropriate parties (the Executive Director is currently the only individual authorized by the Board to sign contracts on behalf of the District). This clause includes board meeting, convention, social events and group travel contracts.

Section 2: If the commitment of the contract/applications/forms (total \$ of value of rooming and meal guarantees) is \$5,000 or less, review by the Finance Committee is not required. However, the contract does still need to be reviewed and signed by the District Executive Director.

#### 4.11 District Dues for Charter Member of New Clubs:

Section 1: All clubs chartered from January 1 to September 30 will not pay District dues until October 1 of the NEXT calendar year.

## 5.0 CONVENTIONS

Section 1: The District Board of Trustees shall approve the District Convention budget along with the convention program and the convention committees. The proposed District Convention budget, after review by FLRP, shall be mailed to all members of the District Board for approval at the Mid-Winter Convention. The convention program and the list of convention committees shall be mailed to all members of the District Board at least two weeks prior to the Board meeting at the District Convention and considered and approved at that meeting.

Section 2: (reference 4.3, Section 3) The Treasurer of the Illinois-Eastern Iowa District shall be required to submit a detailed financial statement of all income and cash disbursed, divided as to each event and convention committee, together with all supporting evidence, including a balanced continuation of the existing convention registration record, all paid bills and cancelled checks, a reconciled report of all ticket sales and tickets used and an audited report, said report to be completed and delivered to the District Office on or before September 30 following the dates of the District Convention.

Section 3: Each Lieutenant Governor should familiarize themselves with the International and District Convention programs, caucus with those attending from their Division and make sure they each understand expectations and pertinent issues to be decided at Convention. The Division can widen each club's participation (particularly as to work shops) by meeting as a caucus at convention. The Lieutenant Governor should take care to instruct their club's Delegates of their duties.

Section 4: The District Committee on International Leadership shall conduct a District Caucus at the International Convention for the purpose of reviewing all issues to be presented for delegate vote, as well as discuss the qualifications of candidates for International office and make a recommendation of support for candidates, if such is warranted.

Section 5: Any I-I District Kiwanis member in good standing shall be invited to attend the District Mid-Winter Convention and Annual District Convention and may be obligated to pay any registration fees. Fees shall be charged for any meals or other events attended by said members while at the conventions. The District, at their discretion, may charge a registration fee for non-Kiwanian guests and may also charge a "late registration fee" to any Kiwanian who has not registered their attendance in a timely fashion at such conventions.

The District Budget shall include funds on a per-member basis (based on the official membership figures at September 30 of the prior year) to defray convention expenses. Funds in the per annum amount of \$0.30 per member shall be designated for the Mid-Winter Convention budget and funds at \$1.70 per member shall be designated to the annual District Convention budget. If a Mid-Winter Convention is not planned (in other words, the Mid-Winter becomes just a Board of Directors meeting) the entire \$2.00 per member may be used for District Convention.

## 6.0 **CAMPAIGNING**

Section 1: The Candidate for Governor, District Governor-Elect, District Treasurer and Lieutenant Governors must be well known in their Division or at the District level. The Procedure for nomination and election of officers as started in Article X of the District Bylaws must be adhered to. All Candidates for District officers should be a recent chairman of a division committee in the case of a Lt. Governor, or a chairman of a District Committee or a Past Lt. Governor in the case of a candidate for District Governor, District Governor-Elect, or District Treasurer.

Section 2: The following items apply to District Officers:

- a. Candidates for the office of Lt. Governor must first obtain the approval of their home club prior to submitting their names.
- b. Candidates for Governor, Governor-Elect, and District Treasurer must obtain the written approval of their home club and division prior to submitting their names. After obtaining approval, the District Executive Director **must** be notified of the candidacy. Any forms required for submittal to Kiwanis International regarding candidacy for these offices must be copied to the District Office in order for a candidate to be considered an "official" candidate. The District Executive Director will inform the Liaison Committee.
- c. Lt. Governors should be uncontested in election when official action takes place at a District Convention.
- d. Lt. Governors-elect as well as other District Officers-elect should be invited to attend meetings of the Board of Trustees.
- e. Candidates must be available for all District Board Meetings
- f. Candidates must be comfortable with time requirements and pledge to attend all club, division, and district meetings that the office requires.
- g. The candidate should be comfortable with the physical demands of the position and the personal financial obligations that may be incurred. District allowances rarely, if ever, cover the total amount of expenses that the positions may require.
- h. Candidates should have poise and platform ability as well as the quality of leadership that it inspires.

Section 3: The following rules should be adhered to in publicizing any candidates:

- a. One brochure and/or letter may be mailed or emailed to club presidents in a division where the candidacy of a Lt. Governor is involved.
- b. IF appropriate information is provided to the District Office 100 days prior to the House of Delegates, then biographies of the candidates for Governor, Governor-Elect, and District Treasurer will be included in the information

provided by the District Office to the I-I District membership prior to the District Convention.

- c. Letters and/or brochures, not to exceed three (3) mailings or emails, announcing the candidacy of a Governor, Governor-Elect, and District Treasurer may be sent to clubs and members of the Official Family but a copy must be sent to the District Office. This material must be reviewed by the Liaison committee prior to mailing. The District Office will provide, at no cost, one set of addressed envelopes for such mailing.
- d. A maximum of ten (10) posters or signs of any type promoting any candidate may be displayed in halls or any public place, in accord with hotel policy, during a District Convention. Brochures may be distributed during the convention. Buttons, gimmicks, or other promotional materials are not permitted.
- e. No campaign material for the offices above Lt. Governor shall be distributed until after the Mid-Winter Board meeting.
- f. If an invitation is extended to any candidate above the office of Lieutenant Governor for a meeting or a Kiwanis event, the Lieutenant Governor must invite all candidates for that office. Candidate's brochures can be distributed at the meeting or event only if: 1) the Lt. Governor and/or host of the event feel it is appropriate, and 2) prior to the event, candidates for a particular office have agreed to the brochure distribution. Brochure distribution at a meeting/event where all candidates for an office are present shall not be considered as one of the three mailings as stated in District Policy Section 6.0, sub-section 3(c).
- g. No gifts of any type or value shall be presented by any candidate or on behalf of any candidate to any Kiwanian or spouse during the campaign or during conventions.
- h. The current District Governor shall schedule the opportunity for Treasurer and Governor-Elect candidates to address the convention's House of Delegates following the nominating and seconding speeches for each respective office. Five minutes shall be given to the office of Governor-Elect, and three minutes shall be given to the office of Treasurer. The length of the nominating and seconding speeches shall be two minutes and one minute, respectively.
- i. The current District Governor shall schedule the opportunity to "Meet the Candidates" at a forum or reception line during the District Convention and prior to the House of Delegates session.
- j. The current District Governor and Governor-Elect shall schedule time at the District Convention for forums covering the topics, "Why You Should Want to be a Lt. Governor" and "Why You Should Want to be a District Officer."
- k. The Liaison Committee shall receive, consider, and act upon any complaints or violations of the letter and spirit of these guidelines. After giving the

alleged “violator” an opportunity to be heard, the committee shall call upon the candidate to change or discontinue campaign methods and practices deemed to be improper under these guidelines. To obtain compliance with its decisions, the committee shall employ the mildest effective means, but, where necessary, resort to public censure.

Section 4: With regard to conduct of candidates, candidates will conform to the following ethical values: Honesty/trustworthiness, integrity/character; fairness; caring/respect. Candidates shall at all times conduct themselves and their campaigns in accordance with the basic rules of ethical conduct so as to uphold the good name of Kiwanis.

Section 5: Acceptable ethical campaign behavior includes, but is not limited to, the following: personal contacts, telephone calls, letters and brochures.

Section 6: Candidates and their campaign committees should refrain from such conduct as the following: giving false or misleading campaign information; making derogatory statements about any candidate; giving gifts of any substantial value; giving gratuities; and being involved in undignified gimmicks or practices.

Section 7: No part of this procedure shall negate the privilege outlined in Article XII Section 4, Paragraph K of the District By-Laws permitting nominations from the floor of the convention.

## 7.0 **SPONSORED YOUTH**

Section 1: The responsibility for control of the Circle K and Key Club District operations rests with the Kiwanis District Board of Trustees.

Section 2: Audit and proper control of Circle K and Key Club District finances must be assured. This requires formal Kiwanis District Board approval of Circle K and Key Club annual budgets.

Section 3: The Governor-Elect is encouraged to attend the International conventions of Circle K and Key Club, and both the Governor and Governor-Elect are expected to attend the District Convention of these two organizations.

Section 4: A special plaque shall be presented to outgoing District Key Club and Circle K Chairs (District Administrators). This is an appropriate recognition considering the long hours of service typically involved.

## 8.0 **CONFLICT OF INTEREST**

Section 1: Purpose: In order to protect its interests as a tax-exempt organization, the District, when contemplating a transaction or arrangement that might benefit the private financial interest of an interested person, shall exercise due diligence to assure no conflict of interest exists and/or it shall take appropriate disciplinary and corrective action if, upon investigation, a conflict of interest is determined to exist.

Section 2: Definition of 'interested person': Any District officer or member of a committee with powers delegated to it by the district board who has a direct or indirect financial interest.

Section 3: Definition of 'financial interest': Any of the following circumstances, directly or indirectly, through business, investment, or family:

1. An ownership or investment interest in any entity with which the District has a transaction or arrangement;
2. A compensation arrangement with the District or with any entity or individual with which the District has a transaction or arrangement; or
3. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the District is negotiating a transaction or arrangement.
4. Compensation includes direct and indirect remuneration, as well as gifts or favors that are not insubstantial.
5. A financial interest is not necessarily a conflict of interest, unless determined to be so by the District Board.

Section 4: Duty to Disclose: An interested person must disclose the existence of any actual or possible conflict of interest and be given the opportunity to disclose all material facts to the District Board. If the Board has reasonable cause to believe an interested person has failed to disclose an actual or possible conflict of interest, it shall inform the person and give him/her the opportunity to explain. If failure is determined, the Board shall take appropriate disciplinary and corrective action.

Section 5: Determination: An interested person may make a presentation to the District Board about a possible conflict of interest. The Board may appoint an investigation committee composed of one or more disinterested persons to investigate the matter and report its findings and recommendation to the Board. The Board shall then decide, by majority vote of the disinterested persons, whether a conflict of interest exists, and, if so, whether to continue the arrangement or practice or to offer alternatives that would prevent the conflict. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the District Board shall determine whether the transaction or arrangement is in the District's best interest, whether it is fair and reasonable, and whether to enter into the transaction or arrangement.

Section 6: Compensation Matters: A voting member of the District Board or any committee with power delegates by the Board who receives compensation, directly or indirectly, from the District for services is precluded from voting on matters pertaining to that member's compensation. (4/07)

Section 7: Records of Proceedings: The record of District Board meeting and investigation committee meeting (if any) should contain thorough and complete information on the proceedings, including all relevant facts, the content of the discussion, actions considered, and votes taken.

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Section 8: Annual Statements: Each interested person shall, before assuming district office or committee membership, sign a statement that affirms he/she understands and complies with the District policy on conflict of interest.