

INTRODUCTION

This Policy and Procedures Manual is intended to serve as a guide for the administration of the Kentucky-Tennessee District of Kiwanis International. It is a supplement to the District Bylaws and the Bylaws of Kiwanis International. In the event of any conflict between these policies or procedures and the Bylaws of the Kentucky-Tennessee District or Kiwanis International, The Bylaws shall prevail.

These policies and procedures, once adopted, shall remain in effect until amended or revised, in whole or in part, by the K-T Kiwanis District Board.

A **Policy** is basic principle by which the District Board and the District Office guide the affairs of the Kentucky-Tennessee District of Kiwanis International.

A **Procedure** is the established method or manner in which the Policies are to be implemented.

Questions about any item in this manual should be directed to the district office or any member of the District Board.

Policy and Procedure revised 2016 under the leadership of Governor Chuck Fletcher and edited by Past Governor Eddie Callis, District Office, and P & P Committee Members.

The Kentucky- Tennessee District Office will keep an official certified copy of this document.

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100.00 Administration

105.00 Distribution and Amendment Policies and Procedures

Policy: The Policy and Procedure manual shall be made available to district personnel and may be amended and/ or revised by the District Board.

Procedure:

105.01 Distribution

One copy of the Policy and Procedure Manual and any amendments or revisions thereto shall be provided to the following by email and on the district web site:

- A. Current District Board
- B. District Board-Elect
- C. Past Governors
- D. Kiwanis International Executive Director

105.02 Distribution to Clubs and Members

A copy of the District Policies and Procedures Manual is available to clubs or members by email, portal, and district web site. Hard copy may be available at a reasonable cost at the district office.

105.03 Revision and Amendments

The District Policies and Procedures Manual may be revised and/or amended by the District Board. A Kiwanis Club in good standing or a member of the District Board may request that the District Board consider a change or revision to the Policies and Procedures. The request shall be submitted in writing to the District Secretary at least 60 days prior to a meeting of the District Board. The request shall then be reviewed by the Committee on Policies and Procedures for a recommendation. Amendments or revisions shall be distributed to the Policies and Procedures Manual recipients.

105.04 Annual Review and Adoption

It is the responsibility of the Committee on Policies and Procedures consisting of the District Governor, Immediate Past Governor, Governor-Elect, Vice Governor, District Secretary-Treasurer, and Committee Chair to review the Policies and Procedures annually and make a report of the review to the District Board at the Mid-Year Conference. Each new District Board at its' meeting held at the District Convention, shall adopt the District Policies and Procedures for its administrative year.

100.00 Administration

105.05 Policy Conflict

Should there be any conflict between these Policies and Procedures and the KY-TN District Bylaws or the Kiwanis International Constitution, Bylaws, or Administrative Manual for Kiwanis Leaders, the International documents shall take precedence followed by the District Bylaws. In the event of a conflict between the District Bylaws and the International Bylaws, the International Bylaws shall prevail.

110.00 Candidates for District Office Governor, Governor-Elect and Vice Governor

Policy: Elections and campaigning for District Office shall be conducted in a fair and orderly process which provides candidates with an opportunity to campaign and be known by delegates to the District Convention.

PROCEDURE:

110.01 Qualifications for the Office of District Governor:

The District Governor-Elect is the only candidate for District Governor. The District Governor-Elect has been trained by Kiwanis International, has served on the District Board for one year and spent an entire year preparing to serve in the office of District Governor and is assumed to be qualified to serve in that office. An eligible candidate shall:

- A. Be an active member in good standing of a club in the K-T District.
- B. Have served a full term as President of a club in the K-T District.
- C. Have served a full term as a Lt. Governor in the K-T District.
- D. Submit a STATEMENT OF INTENT and supporting letter from the Division and Club to the District Secretary-Treasurer. Candidate shall also provide a head and shoulders photograph and a biographical data sheet (not more than 200 words) to the District Secretary- Treasurer.
- E. Have and maintain a cleared criminal history background conducted and verified by Kiwanis International.

100.00 Administration

110.02 Qualifications for District Governor-Elect:

The Vice Governor is the only candidate for District Governor-Elect. The District Vice Governor has served on the District Board for one year and spent an entire year preparing to serve in the office of District Governor-Elect and is assumed to be qualified to serve in that office. An eligible candidate shall:

- A. Be an active member in good standing of a club in the K-T District.
- B. Have served a full term as President of a club in the K-T District.
- C. Have served a full term as a Lt. Governor in the K-T District.
- D. Submit a STATEMENT OF INTENT and supporting letter from the Division and Club to the District Secretary-Treasurer. Candidate shall also provide a head and shoulders photograph and a biographical data sheet (not more than 200 words) to the District Secretary- Treasurer.
- E. Have and maintain a cleared criminal history background conducted and verified by Kiwanis International.

110.03 Qualifications for District Vice Governor:

The office of District Vice Governor was created to provide an additional year of experience and training to eventually become District Governor. An eligible candidate shall:

- A. Be an active member in good standing of a club in the K-T District before taking office.
- B. Have served a full term as President of a club in the K-T District.
- C. Have served a full term as a Lt. Governor in the K-T District.
- D. Submit a STATEMENT OF INTENT and supporting letter from the Division and Club to the District Secretary-Treasurer. Candidate shall also provide a head and shoulders photograph and a biographical data sheet (not more than 200 words) to the District Secretary- Treasurer.
- E. Have and maintain a cleared criminal history background conducted and verified by Kiwanis International.

100.00 Administration

110.04 District Secretary-Treasurer:

The District Secretary-Treasurer shall be appointed by the Governor-Elect with the approval of the new District Board.

Duties and Responsibilities of Candidates covered in Appendix A

110.05 ANNOUNCING OF CANDIDATES:

- A. A club in good standing, with Division support, may announce a candidate for elected office.
- B. Candidates filing on or before May 1 shall provide the District Office a head and shoulders photograph and a biographical sheet, not exceeding 200 words, containing the candidates qualifications and accomplishments. The biographical sheet and photo shall be published in an issue of the K-T NOTES.
- C. Submit a STATEMENT OF INTENT and supporting letters to the District Secretary-Treasurer.
- D. Submit a completed and clear criminal history background check conducted and verified from Kiwanis International.

110.06 ANNOUNCING OF CANDIDATE AFTER MAY 1:

- A. A club in good standing, with Division support, may announce a candidate for elected office after May 1, but before the first session of the annual District Convention:
- B. SUBMIT STATEMENT OF INTENT and supporting letter from Division and Club to the District Secretary-Treasurer.
- C. Submit to the District Secretary-Treasurer a head and shoulders photograph (if time permits) and a biographical data sheet, containing not more than 200 words, containing the candidate's qualifications and accomplishments.
- D. Submit a completed and clear criminal history background check conducted and verified from Kiwanis International.

100.00 Administration

110.07 CAMPAIGNING:

- A. Candidates for District Office may campaign, provided prior arrangements are made with the District Secretary-Treasurer, at Mid-Year Conference, at Lt. Governor Training Conference and Annual District Convention, at Division Councils with the approval of the division Lt. Governor, and at Club meetings with the approval of the Club President.
- B. Campaigning and campaign materials shall always be in good taste. Signs, posters, brochures, buttons and other similar materials shall be displayed in accordance with host guidelines at conventions or meetings. Campaign handouts shall be limited to brochures, badges, buttons, and other inexpensive items.
- C. Candidates shall not use any District stationery, envelopes or postage. The District Office shall not handle any mailings for any candidates. Candidates may obtain digital mailing lists for Club Presidents, Club Secretaries, Lt. Governors, and Past Governors within the District.
- D. Campaigning at the District Convention should be primarily conducted in the common areas of the convention site. Campaign materials or handouts should not be distributed in any meeting room or hall. Campaigning shall not be done at the entrance to or within the "House of Delegates." All campaigning should be done so as not to disturb any official convention activity.

110.08 Violations of Policies or Bylaws:

Any allegation of a violation of Bylaws, Policies or Campaign Guidelines should be made in writing to the District Secretary. In such event that the District Governor shall appoint an Ethics Committee which shall report findings to the District Governor in advance of the election. The Ethics Committee shall consider the allegations allowing the alleged violator to respond to the allegations in person or in writing. The committee may then:

- A. Allow the candidate to continue the practice if found not to be in violation.
- B. Request that the practice or method deemed to be improper be discontinued.
- C. To obtain compliance with the decision, the committee shall employ the mildest effective means, but where necessary, may resort to public censure.

100.00 Administration

115.00 Election of District Governor, Governor-Elect and Vice Governor

Policy: The Offices of Governor, Governor-Elect And Vice Governor shall be elected by vote of The House Of Delegates at a District Convention.

Procedure

115.01 Nomination of Governor, Governor-Elect and Vice Governor:

A Division or Club in good standing wishing to nominate or second the nomination of a member for the offices of Governor, Governor-Elect or Vice Governor shall:

- A. Provide the District Secretary-Treasurer with the names of the persons nominating or seconding their candidate.
- B. Nominating speeches to the House of Delegates shall be no longer than two (2) minutes and a second for the candidate shall be made from the floor. The candidate shall then make a speech to The House of Delegates that shall be no longer than three (3) minutes.
- C. If multiple nominations are to be made for an office, the order of nomination shall be by drawing lots.

115.02 NOMINATIONS FROM THE FLOOR:

Nothing said previously shall be construed to limit the right to make nominations from the floor of the House of Delegates. However, a LETTER OF INTENT, signed by the potential candidate and a resume and biographical data and qualifications and an official cleared background check (conducted by KI) shall be presented to the District Secretary-Treasurer prior to the First General Session of the convention.

100.00 Administration

115.03 Voting:

- A. Only certified delegates or delegates-at-large shall be permitted to sit within the House of Delegates. Non-delegates and guests shall be seated in an area designated by the District Secretary-Treasurer.
- B. Only delegates and delegates-at-large shall be allowed to vote.
- C. There shall be no proxy or absentee ballot and no cumulative voting.
- D. Voting shall be by ballot unless there is only one candidate, in which case a motion may be made to close the nominations and cast a unanimous ballot for the candidate.
- E. Two or more candidates shall require a ballot vote. A majority of all votes cast shall be required to elect a candidate.
- F. In the event any ballot does not show a majority, the Governor shall designate the time for further balloting.
- G. Prior to the second ballot, the nominee with the lowest vote shall be dropped. On each succeeding ballot, the same procedure shall be followed until a nominee receives a majority of valid votes cast.

115.04 Committee on Election:

Before the election, the District Secretary- Treasurer shall provide the Committee on Election a list of the delegates and delegates-at-large as shown by the report of the Committee on Credentials.

- A. The Committee on Election shall have charge of the election and distributing and counting the ballots.
- B. The Committee on Election shall promptly report the results of the election to the Governor and the District Secretary-Secretary. The Governor shall report the results to the House of Delegates, not disclosing the actual vote count.
- C. Only candidates may ask the Governor or the District Secretary-Treasurer for actual vote counts.

100.00 Administration

115.05 VACANCIES IN OFFICE:

Vacancies in office shall be filled in accordance with the District Bylaws. (See Article 8 in the Bylaws)

115.06 REMOVAL FROM OFFICE:

Removal from office shall be in accordance with the District Bylaws. (See Article 9 in the Bylaws)

120.00 Appointed Officials:

Policy: The Governor-Elect shall appoint the District Secretary-Treasurer, and District Committee Chairs for his or her administrative year.

Procedure:

120.01 DISTRICT SECRETARY-TREASURER:

The District Secretary-Treasurer shall be appointed by the Governor-Elect, subject to approval by the District Board, and shall assume office with the Governor. Their duties, qualifications, and responsibilities are explained in Appendix A.

120.02 Standing Committees:

- A. Standing Committee chairs shall be appointed by the Governor-Elect, subject to the approval of the District Board for a period of one (1) year.
- B. District Committee Chairs shall assume office with the Governor, with the exception of the Chairs of the Committees on Key Club and Circle K. The Chairs of the Committees on Key Club and Circle K shall assume office at the conclusion of their respective district conventions.
- C. All other Chairs' terms of office shall coincide with the Governor's.
- D. The titles, structure, and duties of the District's standing committees, as defined by Kiwanis International and Appendix A of this manual, shall serve as a guide.
- E. Standing committees shall at all times cooperate with the appropriate Kiwanis International committee in promoting suggested programs.
- F. With the exception of the Committee of Past Governors, each District Committee Chair may select the number of members of the committee as required, subject to the approval of the District Governor.
- G. The members of the Committee on Key Clubs and the Committee on Circle K shall be appointed prior to the beginning of the District Key Club or Circle K District Convention.
- H. The Chair of the Committee of Past Governors shall be the Past Governor who most recently served in the office of Immediate Past Governor and who is an active member of a club in good standing in the district.

100.00 Administration

125.00 Election to Division Office Lieutenant Governor and Lieutenant Governor- Elect.

Policy: The Offices of Lt. Governor and Lt. Governor- Elect shall be elected by the Club Delegates attending the Division Conference called for that purpose.

Procedure:

125.01 Division Conference:

After the first week of the administrative year, a Division Conference shall be held for the purpose of electing a Lt. Governor and a Lt. Governor-Elect to serve for the administrative year beginning on October 1 of the following year.

- A. The Lt. Governor of every division shall give written notice of the Division Conference to the President of every club in the division, giving the time and place of the meeting, at least ten (10) days prior to the meeting.
- B. A quorum shall consist of delegates from at least a majority of the clubs in the division. A past Lt. Governor who is a delegate shall conduct the elections, unless he/ she is a candidate for election. If the presiding officer is absent or ineligible to serve, the meeting shall elect a delegate to conduct the elections.
- C. The conference shall select one of its members to serve as Secretary.
- D. The conference shall then proceed to elect a Lt. Governor and a Lt. Governor Elect for the upcoming administrative year.
- E. The presiding officer shall then certify to the District Secretary-Treasurer and Kiwanis International as to the results of the conference.

125.02 COMPLIANCE WITH THE BYLAWS:

The Division Conference shall comply with the provisions of the District Bylaws. (Article VII, Section 5)

100.00 Administration

125.03 **Qualifications for the Office of Lieutenant Governor and Lieutenant Governor-Elect:**

- A. Be an active member, in good standing, of a Kiwanis club in the division.
- B. Have served a full term as President of a Kiwanis Club in the K-T District.
- C. Be willing to serve.
- D. Give assurance that he/she will attend the District Training Conference for Lt. Governors, the District Convention and Mid-Year Board meeting.
- E. Agree to visit all clubs in the division as required.

125.04 **Campaigning:**

- A. The current Lt. Governor should be notified of a candidate for Lt. Governor- elect well in advance of the conference.
- B. The Lt. Governor should publicize to all clubs in the division the names of persons expected to be nominated.
- C. All campaigning shall be done in good taste.

125.05 **NOMINATION OF CANDIDATES:**

Any club in good standing wishing to nominate a candidate at the Division Conference for the office of Lt. Governor or Lt. Governor-elect shall:

- A. Inform the Lt. Governor of such intent prior to the Division Conference.
- B. The current Lt. Governor-elect shall be the only candidate for Lt. Governor.
- C. More than one candidate may be nominated for the office of Lt. Governor- elect.
- D. No part of this procedure shall eliminate the privilege of nominations from the floor.

125.06 **VOTING:**

- A. Voting shall be by ballot unless there is only one candidate, in which case a motion may be made to close the nominations and cast a unanimous vote for the candidate.
- B. In the event there are more than two (2) candidates, a ballot shall be taken and the candidate receiving the fewest votes shall be eliminated. This procedure shall continue until one candidate receives a majority of the votes cast.

100.00 Administration

125.07 Vacancies in Office:

Vacancies shall be filled in accordance with the District Bylaws.

125.08 Removal from office:

Removal from office shall be in accordance with the District Bylaws

130.00 Attendance at Kiwanis functions:

Policy: The District Board and club officers are expected to attend certain Kiwanis functions.

Procedure:

130.01 Attendance Chart:

The chart below is a reference as to the specific event District Board and club officers should schedule to attend during their leadership term.

100.00 Administration

130.02 Attendance Code:

District

- M** Mandatory, expenses reimbursed in accordance with the district budget.
- R** Recommended, expenses reimbursed in accordance with the district budget.
- E** Encouraged, no expense reimbursement will be provided by the district.

Club

- MC** Mandatory, club support recommended.
- RC** Recommended, club support recommended.
- EC** Encouraged, club support recommended.

District Level								Club Level				
	Governor	Governor-Elect	Vice Governor	Past Governor	District Secretary	Lt. Governor	Lt. Governor Elect		Imm. Past President	President	President Elect	Secretary
International Convention	M	M	M	R	M	M	E		Ec	Rc	Rc	Ec
Mid-Year Conference	M	M	M	E	M	M	M		Ec	Rc	Rc	Ec
KY-TN District Convention	M	M	M	R	M	M	M		Ec	Rc	Rc	Rc
Governor's Visit/Officers Division Meeting	M	M*	M*	R*	R*	M*	M*		Ec	Mc	Mc	Mc
Lieutenant Governor Designate Education	M	M	M		M		M					
Club Leadership Education (CLE)	R*	M*	M*	E*	R*	R*	M*				Mc	Mc
Division Council I	R*	R*	R*	E*	R*	M*	M*		Ec	Mc	Mc	Rc
Division Council II	R*	R*	R*	E*	R*	M*	M*		Ec	Mc	Mc	Rc
Division Council III	R*	R*	R*	E*	R*	M*	M*		Ec	Mc	Mc	Rc
Division Council IV	R*	R*	R*	E*	R*	M*	M*		Ec	Mc	Mc	Rc

100.00 Administration

135.00 Past Governors

Policy: Past Governors are encouraged to continue to be active in the district and serve as a resource to the district.

Procedure:

135.01 MEETINGS

Past Governors shall meet annually at the District Convention and may hold other meetings at the call of the Chair.

135.02 CHAIR

The Past Governor most recently serving in the office of Immediate Past District Governor shall be the Chair of the Committee of Past Governors.

135.03 DISTRICT CORRESPONDENCE

To aid in keeping informed of current District progress, each Past Governor, who is an active member in the district, shall receive the following, unless he/she has requested not to receive.

- A. Agenda of Board of Trustee meetings.
- B. Minutes of Board of Trustee meetings.
- C. Annual budget.
- D. Secretary-Treasurer's reports.
- E. Revisions to District Policy and Procedures Manual and District Bylaws.
- F. Notification of time and place of Mid-Winter Conference, Home Division Governor's visit, International President's visit, Home Division Conference, International Conventions and District Conventions.

135.04 DELEGATES-AT-LARGE

Past District Governors are Delegates-at-Large to the following:

- A. Kentucky-Tennessee District Conventions.
- B. Kiwanis International Conventions.

100.00 Administration

140.00 Kentucky-Tennessee District Kiwanis Foundation, Inc.

Policy: The Foundation shall raise, manage, and invest funds for the purposes permitted under section 501(C) 3 of The Internal Revenue Code.

Procedure:

140.01 Activities

The activities of the Foundation are philanthropic, charitable, and educational in support of the goals of the District and of Kiwanis International.

140.02 Solicitation

The Foundation has been authorized to solicit funds directly from contact with District clubs, members, and other fund raising sources as approved by the District Board.

145.00 Political Action Committee (PAC)

Policy: The Political Action Committee shall study and advise on the qualifications of potential candidates for International Offices.

Procedure:

145.01 MEMBERSHIP

The Political Action Committee shall have ten (10) members:

1. District Governor
2. Immediate Past District Governor
3. District Governor Elect
4. Vice Governor
5. District Secretary
6. The Past District Governor who has just completed the term of Immediate Past Governor
7. A Past District Governor
8. A Past District Governor
9. A Past District Governor
10. A Past District Governor

145.02 SELECTION AND TERM:

- A. Past Governors Nos. 7, 8, 9, and 10 shall be appointed for a one (1) year term by the Chair of the Committee on Past Governors.
- B. The Chair of the Political Action Committee shall be elected by the Committee at its first meeting called by the District Governor.
- C. A Past Governor may be reappointed to the Committee.

100.00 Administration

145.03 Records of Meetings

The District Secretary shall serve as the secretary to the Committee and shall keep permanent records of the meetings of the Committee.

145.04 District Candidate for International Office:

- A. The Committee shall study the feasibility of submitting a candidate from the K-T District for an International office and determine if a candidate should be submitted.
- B. If it is deemed that a candidate from the K-T District should be submitted for International office, the Committee shall consider the names and qualifications of all eligible K-T Kiwanians.
- C. From this group, one person shall be selected and contacted to determine their willingness to serve. The committee will recommend to the House of Delegates at the District Convention for consideration and endorsement.
- D. The recommendation to the House of Delegates shall be made no later than the District Convention preceding the International Convention at which the candidate will run for office.
- E. The Committee and the candidate shall name the campaign manager and promote the campaign.
- F. Funding for the campaign will be in determined by the District Board.

100.00 Administration

150.00 District Newsletter:

Policy: The Kentucky-Tennessee District shall publish a newsletter called THE KT NOTES and it shall be available to every K-T Kiwanian and others as the District Board shall determine.

Procedure:

150.01 Editor

The Editor shall be appointed by the Governor-Elect, subject to the approval of the District Board and shall assume office with the District Governor.

150.02 Publication Dates

The Governor and the Editor shall confer to establish the number of issues and the publication dates.

150.03 Due Date for News

Articles must be submitted by the 5th of the month preceding the date of publication.

150.04 Editing

Articles chose for publication may be edited due to style and space limitations.

150.05 Format

Articles should be submitted electronically to the district office. Information submitted should not be more than six (6) months old.

150.06 Photographs

Photographs should be of good quality submitted electronically to the district office.

100.00 Administration

150.07 Source of News

News articles from the following will assist in keeping the K-T District Kiwanians informed:

- A. Current and Past Governors
- B. Governor-Elect and Vice Governor
- C. District Secretary-Treasurer
- E. Members of Circle K and Key Club
- F. Current and Past Lt. Governors
- G. District Committee Chairs
- H. Club and Division Newsletters
- I. Kiwanis members

150.08 Articles to Submit

Articles of general interest, fund raisers, membership growth or retention, events promoting the objects of Kiwanis, anniversary celebrations, long term member recognitions, new clubs, service projects, activities of sponsored programs, and many other items of general interest to Kiwanis members.

150.09 Items to be published

The following is a list of some things which should be published as appropriate.

- A. Actions of the District Board.
- B. Photographs from clubs and division throughout the District
- C. Registration forms for District Convention and Mid-Year Conference will be published in a separate Special Edition.
- D. Schedules of district and division training opportunities
- E. Call for candidates for Governor-Elect and Vice Governor.
- F. Photos and statements for candidates for Governor-Elect and Vice Governor
- G. Regular articles by the Governor and District Secretary/Treasurer
- H. Articles from Lt. Governors and District Committee Chairs
- I. Coverage of Mid-Year Conference, District Convention, International Convention, Lt. Governor's Training Conference

100.00 Administration

150.09 Items to be published

- K. Available schedules of Division Council meetings, New Club Charter meetings, Official Visits of District Governor
- L. Reports of special events in the District
- M. Reports on new member adds
- N. Available Reports of deceased Kiwanians
- O. Reports of future sites for District Conventions

150.10 Club and Division Newsletters

Kiwanis clubs and Divisions are encouraged to publish a regular newsletter as a way to keep members informed of current and planned activities. Clubs are encouraged to submit copies of each issue to the Editor of the KT NOTES.

155.00 Archives Committee

Policy: The District shall have an Archives in the District Office to collect and publish accurate and updated historical information.

Procedure:

155.01 DUTIES

The District Office shall keep accurate, updated historical records of the District, including:

- A. Names of all club presidents, Division Lt. Governors, and District Governors.
- B. Information about new clubs organized and chartered including Charter Night Programs.
- C. Information about clubs whose charters are withdrawn.
- D. Information about outstanding achievements of the District, Divisions or Clubs.
- E. Copies of all District Convention Programs and International Convention Programs.

155.02 Source of Information

The District Office shall attempt to secure, from each Past Governor, a complete report of the Governor's year in office.

155.03 Publication

The publication of a history book shall be under the supervision of the District Board.

100.00 Administration

160.00 DISTRICT PROJECTS:

POLICY: A District Project Is permissible provided certain requirements are met.

PROCEDURE:

160.01 Definition: A District Project is defined as any activity conducted on a district wide basis by a committee in which the word “Kiwaniis” is used in its promotion or as a part of the name of such activity.

160.02 Prior Approval: No committee shall engage in the promotion of or shall conduct a District Project without prior approval of the District Board.

160.03 Reports: Fund raising District Projects shall provide a report to each District Board meeting. At the conclusion of each District Project, the committee shall file a report and a financial statement with the District Secretary-Treasurer.

160.04 Financial Obligation: No financial obligation, other than as provided in the District Bylaws, shall be placed upon the clubs by the district and no voluntary contribution for any district activity shall be requested of clubs by the district except by a two-third (2/3) vote of the delegates at a convention or a two-third (2/3) vote upon a referendum submitted to all clubs of the district, and with the approval of the District Board of Kiwanis International.

163.00 DIVISION PROJECTS:

POLICY: A Division Project is permissible provided certain requirements are met.

PROCEDURE:

163.01 Definition: A Division Project is any activity conducted on a division wide basis by a committee in which the word “Kiwaniis” is used in its promotion or as part of the name of such activity.

163.02 Prior Approval: No committee shall engage in the promotion of or shall conduct a Division Project without the prior approval of the Division Council where a minimum of two-thirds (2/3) of the clubs were present. Minutes of the meeting of the Division Council shall be forwarded to the District Secretary before the project is started.

100.00 Administration

163.03 Reports:

- A. A Division Committee conducting a Division project shall make a report to the Division Council at least twice during the project.
- B. At the conclusion of each division project the committee shall file a report and a financial statement with the District Secretary, the Lt. Governor of the Division, and each member of the Division Council.
- C. If the project overlaps two administrative years, a summary report of the project and a financial statement of the project as of the end of the administrative year shall be provided to the new Lt. Governor, the new Division Council, the previous Lt. Governor, and the previous Division Council. It is suggested that this be done at a joint meeting.

163.04 Financial Obligations: No financial obligation may be placed upon any club by the division and no voluntary contributions for any division activity shall be requested by the division except by a two-thirds (2/3) vote of the Division Council at which two-thirds (2/3) of the clubs in the division are represented.

165.00 Record Retention

POLICY: The District Office has been delegated the central depository of records compiled by district officers and other officials.

PROCEDURE:

165.01 Definition of Records: Records shall include written correspondence and documents, minutes of meetings, committee reports, district projects, computer files, photographs, manuals, payroll records, financial records and reports, convention and other meeting programs and any other records which record the history of the K-T District.

100.00 Administration

165.02 Retention Period:

- A. At the end of each administrative year, the District Governor for the year just ended and the District Secretary-Treasurer shall compile all of the records for that year and file and store them in the District Office.
- B. A permanent file of the minutes of the meetings of the District Board shall kept in the District Office.
- C. A permanent file of the District Conventions and other conferences shall be kept in the District Office.
- D. District records shall be kept in accordance with state and federal laws.
- E. All Tax returns shall be kept indefinitely.

165.03 Responsibility:

- A. Every District and Division official is responsible for submitting all required documents to the District Office.
- B. In situations where a District Officer or Division Officer is replaced or ceases to serve in their designated position, the District Secretary-Treasurer shall be responsible for securing from said officer the appropriate records and documents.

165.04 Destruction of Records:

The District Office shall be responsible for shredding all records in accordance with state and federal laws.

165.05: Storage of Records:

The District Office, under the direction of the District Secretary, shall develop storage for records in digital format. Some records will be archived appropriately to preserve.

100.00 Administration

170.00 Sexual Harassment

POLICY: It is the policy of the K-T District of Kiwanis International that every member will conduct themselves at all times in a respectful and appropriate manner.

PROCEDURE:

170.01 Member Responsibility:

- A. Kiwanians should always be aware that our actions should not bring discredit upon Kiwanis.
- B. Members are urged to always be conscious of our actions and words and avoid any suggestion of impropriety.
- C. Individual Kiwanis clubs are encouraged to annually provide individual club members information describing examples of action which are, or could be, deemed offensive.

170.02 Behavioral Suggestions:

- A. All members must participate in mandatory Youth Protection training.
- B. It is suggested that at least two adults be present at all times when Kiwanians and youth are meeting or traveling together.
- C. Touching, hugging or kissing are easily misunderstood and it is suggested that they be avoided.
- D. All sexually suggestive language, behavior and off-color jokes must be avoided.
- E. The distribution of pictures, tapes or printed material of any kind containing sexually suggestive language or scenes should be avoided.

170.03 Federal Statute: Federal and State laws regarding harassment are very broad. All members should conduct themselves at all times so as to avoid even the possibility of misunderstanding or accusations.

170.04 Notification of Complaint: Notification of any complaints should be referred immediately to the District Governor, the District Office, and Kiwanis International.

100.00 Administration

175.00 Alcoholic Beverages:

POLICY: Alcoholic beverages shall not be served or consumed at an official Kiwanis function.

Procedure:

175.01 Official Function Definition:

- A. An official function is one for which attendance is granted under the official attendance rules.
- B. An official function begins when the presiding officer calls the meeting to order and ends when the presiding officer adjourns the meeting.
- C. Alcoholic beverages shall absolutely not be served or consumed at a function when SLP minors are present.

180.00 District Contests

Policy: It is the policy of The K-T District to promote district contests.

180.01 Criteria for District Contest:

The KT District Governor will approve criteria submitted by the District Contest Chair on a yearly basis. Appropriate recognition will be presented at Mid-Year or District Convention to contest winners. See District Directory or district Website each year for current criteria.

100.00 Administration

185.00 New Club Opening:

Policy: It is the policy of the K-T District to promote the growth Of Kiwanis by opening new Kiwanis clubs.

Procedure: Opening a new Kiwanis Club in the K-T District shall be in accordance with the guidelines of Kiwanis International (KI). In the unlikely event of a conflict, KI policies and procedures will prevail.

185.01 **Planning for New Club Opening:** The District Committee Chair of the Committee on New Club Building shall be responsible for designing and implementing a program for opening new Kiwanis clubs.

- A. The District Chair shall develop a three (3) year plan to identify sites for new Kiwanis Clubs.
- B. The clubs in each Division are encouraged to open at least one new Kiwanis club during each three year period.

185.02 **Training for New Club Opening:** Training is important to the success of opening new Kiwanis.

- A. Training shall be done at mid-year, District Conventions, or on-line in accordance with KI directives.
- B. The District Chair shall develop a program when training is held within the K-T District.

185.03 **New Club Opening:** It is highly recommended that as many new members as possible be recruited for a new club. However, at least 15 paid members shall be required to petition Kiwanis International to organize a new Kiwanis club in the K-T District.

185.04 **EXPENSE REIMBURSEMENT:** The expenses incurred by individuals trained to participate in building new Kiwanis Clubs in the K-T District shall be in accordance with the budget.

- A. New Club fees shall be in accordance with those established by KI.
- B. Each charter member of a new Kiwanis Club shall pay a membership fee as established by the New Club Opener and the local club by-laws.

100.00 Administration

- 185.05 CLUB COUNSELORS:** Each new club shall have Club Counselor to be a mentor to assist and guide the new club. The Counselor shall guide the Club toward self-sufficiency by sharing best practices and directing them to resources to make a strong, healthy club.
- A. It is recommended that the Club Counselor become an active member of the new club for a period of at least one (1) year.
 - B. The Club Counselor shall not hold an office or become part of the Club Board of Directors.

200.00 - Conventions and Conferences

205.00	DISTRICT CONVENTION - GENERAL
206.00	DISTRICT CONVENTION -SELECTION
207.00	DISTRICT CONVENTION - REGISTRATION AND FEES
208.00	DISTRICT CONVENTION - HOUSE OF DELEGATES
210.00	DISTRICT CONVENTION - OFFICER INSTALLATION
211.00	DISTRICT CONVENTION - FINANCIAL RESPONSIBILITY
212.00	DISTRICT CONVENTION - BOOTHS
220.00	MID-YEAR BOARD MEETING
225.00	INTERNATIONAL CONVENTION DISTRICT DINNER/RECEPTION
230.00	DELEGATES-AT-LARGE
235.00	PROTOCOL
240.00	FLAG DISPLAY

200.00 – Conventions and Conferences

205.00 District Convention – General

Policy: The date and site of the District Annual Convention shall be determined by the District Convention Committee (See section 205.02) and approved by the District Board along with a convention budget.

Procedure:

205.01 Annual Convention: The District Convention shall be held between first day of August and the fifteenth day of September.

205.02 District Convention Committee: The convention committee members are:

- A. District Secretary-Treasurer
- B. District Governor
- C. District Governor-Elect
- D. District Vice Governor
- E. Administrative Secretary

205.03 Convention Committee Responsibilities:

- A. All planning, arrangements and manpower needs subject to the Bylaws.
- B. Prepare a draft convention program no later than 30 days before the convention.
- C. Select speakers and entertainment under the guidance of the Governor.
- D. Work with the District Office in handling hotel reservations, meals, function placement and agenda.
- E. Work with the District Secretary-Treasurer on financial issues and the report of the convention to Kiwanis International.
- F. Workshop program agenda shall be under the direction of the District Governor-elect.

200.00 – Conventions and Conferences

- 205.04 Convention Manager:** The convention manager shall be the District Secretary-Treasurer. The Convention Manager shall be that of a liaison between the Governor, the District Board, and the Convention Committee.
- A. The District Secretary-Treasurer, working with the Governor, shall have supervision over the preparation of the official convention program.
 - B. The District Office shall be responsible for all convention management arrangements.
 - C. The District Office along with the District Convention Committee will work with any other convention committees that are appointed by the Governor to facilitate a successful event.
 - D. The District Office shall prepare and distribute all convention registration, venue information, agenda draft, workshop content and official delegate forms to the membership.
 - E. The District Secretary and the current District Governor are the only persons who can sign contracts on behalf of the District.
- 205.05 Financial Report:** Within thirty (30) days after the convention, the District Secretary-Treasurer shall prepare and file a complete financial report with the District Office. The Financial Report of the District Convention shall be presented to the District Committee on Finance and Fund Raising at its next meeting at the Mid-Year Conference.
- 205.06 Convention Report:** The District Secretary-Treasurer shall file the report required by Kiwanis International within 30 days after the convention.

200.00 – Conventions and Conferences

206.00 District Convention

Policy: The District Convention Committee shall review and make recommendations to the District Board concerning the convention site.

Procedure:

206.01 State Alternation: District conventions held in odd numbered years shall be held at a site in the state of Kentucky. District Conventions held in even numbered years shall be held at a site in the state of Tennessee.

206.02 Facilities Requirements: The District Convention Committee shall certify that the following minimum requirements are met:

- A. The availability of a suitable convention hall or auditorium with either a stage or risers for the creation of an elevated stage, adequate lighting, acceptable public address system, proper air conditioning, suitable audio-visual equipment and the required number of separate meeting rooms for forums, workshops, board meetings, etc.
- B. An adequate facility for the District Governor's Banquet and other meal functions.
- C. Adequate public space for convention registration and credential sites.
- D. Display room or areas in the main traffic flow for project and committee displays.
- E. Adequate first class hotel or motel with an adequate block of suitable rooms committed.
- F. All facilities are handicapped accessible.
- G. Convention housing rates shall be negotiated in advance. When agreement on rates has been reached, no subsequent increases will be accepted. Hotels are expected to provide complimentary rooms in the ratio of occupancy currently in practice.

200.00 – Conventions and Conferences

207.00 District Convention – Registration

Policy: The District Convention Committee, with the approval of the District Board, shall establish a uniform convention registration fee.

Procedure:

207.01 Registration Fee: A uniform registration fee shall be prepared by the District Secretary and presented to the finance committee for approval of the District Board.

207.02 Wavier of Registration Fee: The registration fee shall be waived for:

- A. Members of Sponsored Youth programs who are participating in the official program.
- B. The President or other officer of Kiwanis International
- C. The member of the Kiwanis International District Board assigned to the K-T District as International Counselor. Surviving spouses of deceased Past Governors.
- D. Kiwanians attending only a meal function to receive an award. The individual shall complete a registration form and indicate only attending a meal function and pay for the meal.

200.00 – Conventions and Conferences

208.00 District Convention – House of Delegates

Policy: The District shall follow the standing rules for the House of Delegates at the district convention.

Procedure:

208.01 STANDING RULES FOR THE HOUSE OF DELEGATES:

Rule 1 – The official language of this Convention shall be English.

Rule 2 – Only delegates with official delegate badges may present or speak on motions and vote.

Rule 3 – Only delegates may be seated in the area designated for delegates.

Rule 4 – The House of Delegates shall allow delegates to leave and re-enter; however, ballots shall not leave the House.

Rule 5 – Any main motion or amendment shall be written in English, signed by the maker and seconder, and presented to the District Secretary/Treasurer before it is moved.

Rule 6 – No delegate may speak more than three minutes at a time unless allowed to do so by the orders of the day or by a majority vote of all delegates.

Rule 7 – No delegate may address the assembly a second time on the same question until all delegates who desire to speak on the topic have spoken.

Rule 8 – The maker of a motion shall be entitled to speak first in support of such motion or may immediately yield the floor to another delegate.

Rule 9 – Debate shall alternate between those speaking for and those speaking against a motion.

Rule 10 – Speakers for and speakers against the main motion must stand and be recognized by the Presiding Officer.

Rule 11 – A delegate shall not speak for or against a motion and move to close debate on the same recognition.

200.00 – Conventions and Conferences

210.00 District Convention – Officer Installation

Policy: The Installation of District Officers shall be held during the House of Delegates.

Procedure:

210.01 The installation ceremonies shall be held on the last day of the District Convention.

210.02 The Immediate Past Governor shall preside over the installation of officers.

210.03 Representatives of the new District Governor and the retiring District Governor shall present and receive the HOME CLUB OF THE DISTRICT GOVERNOR banner.

210.04 Installation Ceremony:

- A. The presiding officer shall request that a committee of Past Governors escort the incoming Governor, Governor-Elect, Vice Governor, their partners and the partner of the retiring Governor to the head table for the installation of officers.
- B. The retiring Lt. Governors shall be presented with Past Lt. Governor lapel pins by the retiring District Governor.
- C. The new Lt. Governors shall be installed and presented with Lt. Governor lapel pins.
- D. The presiding officer shall then present the retiring District Governor with a Past District Governor's lapel pin with appreciation expressed for service Rendered to the district.
- E. The presiding officer shall then install the new Vice Governor
- F. The presiding officer shall then install the new District Governor-Elect.
- G. The presiding officer shall then install the new Governor.
- I. It shall be the responsibility for the District Office to secure all appropriate lapel pins as well as flowers for the partners of the Governor, Governor-Elect and the retiring Governor.
- J. The District Convention shall be adjourned.
- K. It is important that this ceremony be well organized and conducted with dignity.

200.00 – Conventions and Conferences

211.00 District Convention – Financial Responsibility

Policy: The District Convention is a district function with fiscal responsibility.

Procedure:

211.01 Budget: The District Secretary-Treasurer shall prepare a District Convention budget of anticipated income and expenses.

211.02 Revenues:

- A. Excess revenue shall be credited to the District’s Convention Fund.
- B. If expenses exceed the income, it shall be the responsibility of the District Convention fund to absorb the deficit.

211.03 Sponsored Youth: The cost of meals, and lodging for the Governor of Circle K and Key Club shall be paid from the District Convention fund.

212.00 District Convention – Booths

Policy: The control and sale of convention booths and exhibits shall be the responsibility of the District Office.

200.00 – Conventions and Conferences

220.00 Mid-Year Conference

Policy: A Mid-Year Conference shall be held for the purpose of reviewing the progress of the administrative year and to provide training upon the call of the District Governor

Procedure:

220.01 Location: Any chartered Club or Division, in good standing in the K-T district may issue an invitation to host the Mid-Year Conference. Any invitation should be submitted in writing to the District Secretary-Treasurer.

220.02 Date: The date of the Mid-Year Conference shall be determined by the Governor and the District Secretary-Treasurer and approved by the District Board.

220.03 Conference Manager: The District Secretary-Treasurer shall be the conference manager and shall assist the Governor in planning and organizing workshops, forums and special activities.

220.04 Registration Fee: A uniform registration fee shall be established for Kiwanis members, spouses and guests.

220.05 Registration Fee Waiver: The registration fee shall be waived for:

A. Kiwanis International official representatives.

B. Members of Sponsored Youth organizations.

220.06 Budget: The District Secretary-Treasurer shall prepare a Mid-Year Conference budget of anticipated income and expenses. If expenses exceed the Income, the District shall absorb the loss. Excess funds shall be deposited in the District General Fund.

200.00 – Conventions and Conferences

225.00 International Convention Entertainment

Policy: The K-T District shall assume no financial responsibility for entertainment sponsored by a Kiwanis club for The International Convention.

Procedure:

225.01 Talent Promotion: The District Board encourages local clubs and divisions to promote the use of outstanding local talent at International Conventions.

225.02 Notification: The Governor shall be informed in writing of the intent of any club to sponsor talent to an International Convention. This notification shall be received by the Governor before the Club makes application to Kiwanis International.

225.03 Expenses: Expenses of any talent appearing at an International Convention shall be the responsibility of the local sponsoring Kiwanis Club(s).

225.04 Fund Raising: The sponsoring Kiwanis Club(s) is authorized to seek financial assistance from other clubs.

200.00 – Conventions and Conferences

- 230.01 International Convention:** Delegates-at-large are:
- A. District Governor
 - B. District Governor-Elect
 - C. Immediate Past District Governor
 - D. Vice Governor
 - E. District Secretary-Treasurer
 - F. Current Lt. Governors “in good standing”
 - G. Past District Governors who are active members of a Kiwanis Club.
- 230.02 Past Lt. Governors:** Past Lt. Governors are not Delegates-at-Large to the International Convention; however, provision is made for them to:
- A. Represent any club in their Division which is not otherwise represented by two (2) delegates, provided the club designates the past Lt. Governor as its representative.
 - B. The status of the past Lt. Governor must be certified by the District Governor or District Secretary-Treasurer.
 - C. For the International Convention, the election of such representation shall be sixty (60) days prior to the date of the convention. The election shall be certified by the Club President and Secretary.
- 230.03 District Convention:** All District officers (Governor, Governor-Elect, Immediate Past Governor, Vice Governor, Secretary, Treasurer, and the Lt. Governor from each Division), and all Past District Governors who are active members of a Kiwanis Club in the K-T District shall be Delegates-at-Large to the District Convention.
- 230.04 Mid-Year Conference:** Same as for District Convention.
- 230.05 Delegate-At-Large Representing a Club Not In Attendance at the District Convention:**
- A. The Lt. Governor or a Past Lt. Governor may represent any club not already represented by three delegates in the division of the individual’s home club.
 - B. The District Secretary or a Past District Governor may represent any club in the district not already represented by three (3) delegates.

200.00 – Conventions and Conferences

235.00 Protocol

Policy: Kiwanis etiquette calls for the recognition of certain persons within the organization, as well as special guests, in the seating arrangements for district functions.

Procedure:

235.01 Flexible Arrangements: The following arrangements are recommended and may need to be varied according to the nature of the meeting place and persons present. Sometimes the circumstances may require that there not be a head table.

235.02 Head Table Seating: The following should be head table guests.

- A. Kiwanis International Officer or Representative
- B. Past Kiwanis International Officer from the K-T District.
- C. District Governor, Governor-Elect, Vice Governor, Immediate Past Governor, District Secretary-Treasurer
- D. Speakers
- E. Invocator

235.03 Additional Head Table Guests: The Governor may invite additional people as head table guests, space being available.

- A. Lt. Governors
- B. Visiting officers from other Kiwanis Districts
- C. International Staff members
- D. District Governor of Circle K and/or Key Club
- E. Local officials

235.04 Seating Arrangement: Seating arrangements should closely follow the list below, starting to the left of the lectern facing the audience and alternating from left to right.

- A. Presiding officer or MC
- B. Speaker (first seat to the right of the lectern.)
- C. Current International Officer(s)
- D. Current District Officers
- E. Past International Officers
- F. Other special guests and Invocator

200.00 – Conventions and Conferences

235.05 Special Guidelines:

- A. The District Governor shall preside at all District functions unless the District Governor is the Guest of Honor or otherwise approves different arrangements.
- B. Introductions should usually leave the highest ranking person to the last.
- C. The spouse of the head table guest should usually be seated next to the guest at the side most distant from the podium. When space is a problem, spouses may be seated at a second head table or at a reserved table.
- D. Past Governors, Lt. Governors, Past Lt. Governors, District Chairs and spouses may be seated at reserved tables.

240.00 Flag Display

Policy: The flag of the United States shall be displayed at all K-T District functions. The flag of Canada should be displayed at any function if a Kiwanis International representative, who is from Canada, is present.

Procedure:

240.01 Place of Honor: The flag of the United States shall have the place of honor. The Canadian flag and the flag of a visiting Kiwanian may be displayed when available.

240.02 Flags of Kiwanis Countries:

- A. Flags displayed on a curved base – The United States flag occupies the place of honor (highest point on a curved base) with other flags arranged according to year of organization of first club in that country, beginning on the left as viewed by the audience.
- B. Flags on a flat base – The United States flag shall be on the extreme left as viewed by the audience with other flags arranged according to the year of organization of first club in that country.

300 – FINANCES

305.00	Committee on Finance and Fund Raising
310.00	Reimbursements – District Board
315.00	Reimbursements – District Chairs
320.00	Reimbursements – International Conventions and Special Meetings
325.00	Reimbursements – Past Governors
330.00	Designated Fund Authorization and Accounting
335.00	Candidate Campaign Fund – International Office
340.00	Fund Raising – District
345.00	Fund Raising – Clubs
350.00	Financial Indebtedness – Clubs

300 – FINANCES

305.00 **Committee on Finance and Fund Raising**

Policy: The Governor, District Secretary and Finance Chair shall prepare the annual District Budget.

Procedure:

305.01 **Committee Members:** The members of the Committee on Finance and Fund Raising shall be:

- A. Governor
- B. Governor-Elect
- C. Vice Governor
- D. Immediate Past Governor
- E. Secretary-Treasurer
- F. One Lt. Governor selected by the Governor
- G. One Past Governor selected by the Governor
- H. One member or members-at-large selected by the Governor (Chair)
- I. Risk Management Committee Chair
- J. Administrative Secretary (Advisory)

305.02 **Budget:**

- A. A copy of the proposed budget shall be sent to the members of the Committee on Finance for review and then sent to the District Board ten (10) days prior to any meeting of the District Board at which it will be considered for approval.
- B. A copy of the approved budget shall be made available to Kiwanis Clubs and Kiwanis members upon request.

305.03 **Expenditure Authorization:** All expenditure of District funds shall be authorized by the Governor or Secretary-Treasurer before payment and shall not exceed the budgeted amount unless approved by the District Board.

305.04 **Expense Report Form:** Requests for reimbursement of expenses shall be made on the Expense Report Form and proper documentation shall be attached thereto. Copies of the Expense Report Form are available from the District office.

300 – FINANCES

- 305.05 Other Expenses:** Other District Expenses shall be paid after approval by the Governor or Secretary-Treasurer upon receipt of invoices or other written documentation.
- 305.06 Bond:** All individuals responsible for District funds shall be bonded.
- 305.07 Audit:** The books of the District shall be audited annually by an independent auditing firm approved by the District Board.
- 310.00 Reimbursements – District Board Policy:** The District shall budget funds for necessary expenses of the District Board.
- Procedure:**
- 310.01 Expense Report Form:** Reimbursement of expenses requires the members of the District Board to submit an Expense Report Form, with documentation, to be approved by the Governor or Secretary-Treasurer before payment.
- 310.02 Expense Allowances:** Funds are normally not available to totally reimburse members for all expenses incurred while performing their duties as a member of the Board. The District budget shall indicate the amount allocated for each member of the District Board.
- 310.03 Mileage Expenses:** Automobile mileage expenses eligible for reimbursement shall be based upon the shortest practical roundtrip route. Receipts shall be required for parking and toll expenses.
- 310.04 Lodging Expenses:** Reimbursement of lodging expenses shall be at the single rate clearly shown on the paid receipt.
- 310.05 Meal Expenses:** Reimbursement for meals shall be reasonable and receipts shall be provided.
- 310.06 Other Expenses:** Reimbursement for miscellaneous expenses shall be made only when paid receipts or other records of small items such as postage and telephone expenses are presented.

300 – FINANCES

- 310.07 Spouse Expenses:** Expenses incurred by spouses attending Kiwanis events shall not be eligible for reimbursement.
- 310.08 Commuting:** In the event a member of the District Board chooses to commute to a meeting lasting over one day, the reimbursement shall not exceed the cost of lodging for the duration of the meeting plus one round trip from home.
- 310.09 Out Of District Travel:** In the event a member of the District Board chooses to travel by private automobile instead of commercial air travel, the reimbursement shall not exceed the lowest commercial fare available.
- 310.10 Other:** The District Board may budget funds for Trustees-Designate to attend the District Convention.
- 315.00 Reimbursements – District Chairs**
- Policy:** The District may budget funds for District Chair expenses incurred in district functions.
- Procedure:**
- 315.01 Expense Report Form:** Any District Chair with a budget for expenses shall submit an Expense Report Form with documentation for approval by the Governor or Secretary-Treasurer, before payment can be made. Reimbursement shall be in accordance with District Policy Section 310.00 Reimbursement – District Board, and shall not exceed the budgeted amount.
- 315.02 Reimbursement without Budget:** A District Chair, who does not have an approved budget, may be reimbursed when requested by the Governor or the District Board to appear on the official program of the Mid-Year Conference or District Convention and provided funds are budgeted. District Board approval shall be required if funds are not budgeted. Reimbursement shall require an Expense Report Form, with documentation, to be approved by the Governor or Secretary-Treasurer before payment.
- 315.03 Reimbursement outside the District:** A District Chair shall not be reimbursed for an appearance outside the District unless such appearance is requested in advance and approved by the Governor or District Board.

300 – FINANCES

320.00 **Reimbursement – International Conventions and Special Meetings**

Policy: The District shall budget funds for the District Board attendance at International Conventions and other special events.

Procedure:

320.01 Expense Report Form: Reimbursement of authorized expenses requires submission of an Expense Report Form, with documentation, to be approved by the Governor or Secretary-Treasurer, before payment.

320.02 International Convention: Funds budgeted for the International Convention shall only be used for authorized expenses incurred while in attendance at the convention. Reimbursement shall be in accordance with District Policy Section 310 – Reimbursement – District Board and shall not exceed the amount budgeted.

320.03 Sponsored Youth Administrators: Funds budgeted for attendance at Key Club and Circle K International Conventions shall be used for authorized expenses incurred while in attendance at the convention. Budgeted amounts shall not be exceeded.

320.04 Advance Payment: The Governor may authorize advance payment of the budgeted funds for Convention attendance.

A. An Expense Report Form, with documentation, shall be submitted as soon as possible after the convention.

B. Unused funds shall be reimbursed to the District.

C. In case of non-attendance at the Convention, any money advanced shall be returned to the District.

325.00 **Reimbursement: Past Governors**

Policy: Past Governors of the K-T District of Kiwanis International may be entitled to expense reimbursements.

Procedure:

325.01 Appearance Of Past Governor: A Past Governor requested by the Governor to appear on the program of the Mid-Year Conference, District Convention, Training Conference or other District function, may be allowed reimbursement in accordance with District Policy Section 310.00 – REIMBURSEMENT – District Board, provided funds have been budgeted or request approved by the District Board.

300 – FINANCES

325.02 Expense Report Form: Reimbursement to Past Governors shall require an Expense Report Form, with supporting documentation, approved by the Governor or Secretary-Treasurer before payment.

330.00 Designated Fund Authorization and Accounting

Policy: the district may establish designated funds.

Procedure:

330.01 Establishment: The District Board may establish Designated Funds for a specific purpose and use.

330.02 Annual Review: Designated Funds shall be reviewed annually by the new District Board and action taken recorded in the District minutes.

330.03 Investment: The District Secretary-Treasurer shall invest Designated Funds in conservative and secure investments as approved by the District Board.

330.04 Reporting Fund Status: The Secretary-Treasurer shall report the status of Designated Funds in the financial reports to the District Board.

335.00 Candidate Campaign Fund – International Office

Policy: The District shall budget funds for campaign expenses of a qualified K-T candidate for International Office.

Procedure:

335.01 Establishment: There shall be established a permanent fund for campaign expenses for any Qualified Candidate for International Office from the K-T District. Contributions may be made to this fund by individual Kiwanis members.

335.02 Amount: The District Board shall periodically review the amount of funds required and make necessary adjustments.

335.03 Endorsement: The International Office Candidate must have the House of Delegates endorsement, as set out in District Policy 145.00 – POLITICAL ACTION COMMITTEE.

335.04 Use of Funds: Campaign expenses for a Qualified Candidate will be drawn from this account, which shall be maintained by the Secretary-Treasurer.

300 – FINANCES

340.00 Fund Raising – District

Policy: The District may conduct fund raising events to supplement the administrative account.

Procedure:

340.01 Authorization: All District fund raising projects must be approved by the District Board.

340.02 Projects: The District Board shall determine the nature of any fund raising project and the location of such projects.

340.03 Remittance of Funds and Accounting: The Secretary-Treasurer shall be responsible for handling all funds and shall make a report to the District Board about the project.

345.00 Fund Raising – Clubs

Policy: Kiwanis Clubs in The K-T District shall follow fund raising guidelines as outlined in Kiwanis International Bylaws and Policies.

Procedure:

345.01 Accounting:

A. Administrative Account – Funds derived from club members and used to support the administrative functions of the club.

B. Service Account – Funds derived from fund-raising activities in which the general public participates. These funds shall be used for the service projects of the club.

345.02 ALLOWED ACTIVITIES: Kiwanis International bylaws, permits chartered Kiwanis clubs to participate in lotteries, raffles, drawings, and other games of chance, provided they are not in contravention with the laws, mores, customs, and traditions of the United States of America or of the laws of the state in which the project is conducted.

300 – FINANCES

345.03 AUTHORIZATION: Clubs in the K-T District are authorized to participate in fund raising activities such as lotteries, raffles, drawings, or other games of chance not in conflict with the laws of the state in which the club is located.

345.04 IMPROPER ACTIVITIES: A club shall not, by its activities impugn the good name of Kiwanis, both in and outside the meeting of the club.

350.00 FINANCIAL INDEBTEDNESS – CLUBS

POLICY: THE DISTRICT SHALL ENDEAVOR TO ADVISE AND ASSIST CLUBS HAVING FINANCIAL DIFFICULTIES.

PROCEDURE:

350.01 FINANCIAL OBLIGATIONS: Any Kiwanis Club more than sixty (60) days in arrears for any financial obligations shall be notified by the District that the Club is “NOT IN GOOD STANDING” until the obligation is paid in full or satisfactory arrangements are made for the payment.

350.02 DISTRICT ASSISTANCE: A club in financial difficulty shall be studied by the District Secretary-Treasurer.

- A. The history of the club shall be reviewed, and should facts warrant it, and upon approval of the Finance Committee, an extension of time may be granted for payment.
- B. Should conditions necessitate it, the Secretary-Treasurer, upon the approval of the District Board, may authorize cancellation of all or part of the indebtedness to save the Club.

350.03 DELEGATE SEATING:

- A. A delinquent Club shall be notified prior to the District Convention that its official delegates will not be seated until the financial Obligation has been met.
- B. If Club delegates attend the District Convention and the obligation has not been cleared, the Secretary-Treasurer and the Credentials Committee shall be authorized to co-operate with the delegates in an endeavor to have the obligation cleared by the acceptance of a personal check, or other satisfactory resolution of the financial obligation, in order that the Club may be “officially” represented at the convention.

400 – KIWANIS INTERNATIONAL

405.00	International President – Official Visit
410.00	International Counselor – Official Visit
425.00	Club Status

400 – KIWANIS INTERNATIONAL

405.00 International President – Official Visit

Policy: The Official Visit of the President of Kiwanis to the K-T District shall be warmly welcomed by all members of the district.

Procedure:

405.01 International President's Visit: The official visit of the Kiwanis International President is determined by Kiwanis International in consultation with the District Governor and the District Office.

405.02 Date and Location: The date and location of the visit shall be publicized widely to all clubs and members in all practical ways including articles in the K-T NOTES in time for all Clubs to make plans to send representatives. Past Governors and Past International Officers shall be notified in writing of the visit.

405.03 EXPENSES:

- A. The International President's and partner's travel expenses are paid by Kiwanis International.
- B. As a guest of the district, the President's and partners local expenses shall be paid by the K-T District.

405.04 Protocol: A visit to the District by the President of Kiwanis International is a very high honor occurring only every few years, and shall be celebrated as such.

- A. A reception and dinner/banquet shall be held in honor of the President and his/her partner.
- B. The International President shall give the keynote address at the function.
- C. Members of the local and area media shall be notified of the visit and invited to attend for the purpose of gaining publicity for Kiwanis.
- D. The District shall secure a suitable gift for the President and partner.
- E. The Governor may call a meeting of the District Board during the official visit if he/she deems it appropriate.
- F. The Governor and his/her partner shall serve as the official host for the official visit.

400 – KIWANIS INTERNATIONAL

410.00 International Counselor – Official Visit

Policy: The visit of the Kiwanis International Counselor to the K-T District shall be warmly welcomed by all members of the district.

Procedure:

410.01 Appointment: The assignment of a member of the Kiwanis International District Board to serve as International Counselor is usually announced after the end of the International Convention for the administrative year beginning on October 1 of that year.

410.02 District Convention: The International Counselor will attend the District Convention and shall be provided with all of the courtesies due to a member of the Kiwanis International Board.

- A. The Governor-Elect shall be the official host of the Counselor and his/her partner. This duty shall include providing transportation to and from the airport.
- B. The Counselor shall be provided with notice of all meetings and convention activities well in advance and the Governor-Elect shall see that the time and location of activities are known.
- C. The Counselor shall be notified well in advance of dress requirements for convention events.
- D. The Counselor shall be provided appropriate opportunities to speak at meetings of the District Board and general sessions.
- E. A suitable gift shall be presented to the Counselor and his/her partner.

410.03 Second Visit to District: The Counselor may be sent by Kiwanis International for a second visit to the District to attend the Mid-Winter Conference or other time as may be agreed upon by the Counselor and the Governor.

410.04 Expenses:

- A. The Counselor's and his/her partner's travel expenses are paid by Kiwanis International.
- B. As a guest of the District, the local expenses of the Counselor and partner shall be paid by the District.

410.05 Protocol: The visit of the International Counselor is an honor and should be recognized as such. The Counselor and his/her partner shall be provided with proper attention and respect.

400 – KIWANIS INTERNATIONAL

425.00 Club Status

Policy: The Policies and Procedures of Kiwanis International shall be followed to determine club status.

Procedure:

425.01 **Club Status:** The following Kiwanis International policy and procedure on Club Status are in the Lt. Governor's, President's and Secretary's Guidebook and shall serve as the District procedures.

- A. Requirements for clubs in good standing
- B. Clubs on probation
- C. Clubs not current with financial obligations
- D. Clubs at risk for low membership
- E. Notice to clubs
- F. Reactivation meeting

425.02 **Charter Resignation:** A chartered club may resign from Kiwanis International provided there is no indebtedness.

- A. The decision to resign from Kiwanis International must be approved by $\frac{3}{4}$ of the members of the club.
- B. Must dissolve corporate status with the Secretary of State.
- C. Liquidate bank account by donating funds to the KT district foundation or a worthy cause.
- D. Return charter and other items to the District Office for proper storage or other disposition.

400 – KIWANIS INTERNATIONAL

- 425.03 Club Merger:** For two or more Kiwanis Clubs to merge:
- A. The clubs must be debt free to Kiwanis International and the District.
 - B. New officers must be elected.
 - C. Determine meeting day, time and location.
 - D. Determine which club's charter will be retired and which key number will be retained.
 - E. Retiring club corporate status must be resolved.
 - F. Resolve the transfer of funds.
 - G. Resolve the sponsorship of sponsored youth clubs.
 - H. Merger becomes effective when approved by Kiwanis International.
- 425.04 Reinstatement of Charter:** The International Board may authorize reinstatement of a club which has resigned or had its charter revoked, provided that:
- A. The reinstatement fee of \$100.00 has been paid.
 - B. The reorganization meeting has been conducted in conformity with organization of anew Kiwanis club.
 - C. All required forms completed and submitted to Kiwanis International.
 - D. All financial obligations have been met.
- 425.05 Closing Kiwanis Clubs Check List:**
- A. Notify Kiwanis International of the action(s) to be taken by the club and the reason for taking these actions. Copies of this notification are to be sent to the Governor, District Secretary, and the K-T District Office.
 - B. If the club is incorporated with the State of Kentucky/Tennessee, they need to dissolve the corporation with the state agency and a copy forwarded to the District Office and to Kiwanis International.
 - C. Return Charter, Club records including meeting minutes, financial records, etc. to the District Office/Repository. Registration of this material becomes the responsibility of the District Office and the District Archives Committee.
 - D. Return bells, podiums, gavels, etc. to the Division repository for future use with new clubs.
 - E. Banners and other club-personalized items are to be disposed of according to procedures outlined in the responsibilities of the District Archive Committee.
 - F. File IRS 990 stating that the club has closed.

500 – Sponsored Youth

505.00	Sponsored Youth
510.00	Kiwanis Family Council
515.00	Builders Club
516.00	K-Kids Club
520.00	Key Club District
525.00	Circle K District
530.00	Aktion Club
535.00	Key Leader
540.00	Recognition Programs

500 – SPONSORED YOUTH

505.00 Sponsored Youth

Policy: The KT District Board shall provide counseling and administrative oversight of the sponsored Youth Programs.

Procedure

505.01 Sponsored Youth Programs: the purpose of each Sponsored Youth Program is to provide personal growth in its members through community service, leadership development, and fellowship opportunities.

- A. K-Kids is a service club for students between the ages of six (6) and twelve (12) years in elementary school. The involvement of parents of K-Kids should be encouraged.
- B. Builders Club is a service club for students between the ages of twelve (12) and fourteen (14) years, generally in junior high or middle school years.
- C. Key Club is a service club for high school students.
- D. Circle K Club is a service club for college/ university students.
- E. Aktion club is a service club for adults with disabilities.

505.02 District Administrators: The Governor- elect shall appoint an administrator for each of the sponsored Youth Programs by September 30 of each year.

505.03 District Organization: The District Administrators shall, with the approval of the District Governor select and appoint zone chairs to work more closely with Sponsored Youth Lieutenant Governors. These appointments shall be approved by the District Board.

505.04 Budget: The District Board shall review and approve Key Club and Circle K district budgets and convention budgets.

505.05 District financial Report: Financial support for Sponsored Youth Programs shall come from:

- A. The district budget
- B. Kiwanis club contributions through the Outreach Donation Program for clubs which do not sponsor a youth program.
- C. KT Kiwanis District Foundation
- D. Individuals may make a designated or non-designated contribution to the Sponsored Youth Program.

500 – SPONSORED YOUTH

510.00 **Kiwanis Family Council**

Policy: The KT District shall have a Kiwanis Family Council to coordinate the activities of the Sponsored Youth Programs and to make recommendations to the District Board.

Procedure:

510.01 Chair: The chair of the committee on Sponsored Youth shall serve as the chair of the District Kiwanis Family Council.

510.02 Membership: Kiwanis Family council members are:

- A. District Governor
- B. Governor-elect
- C. Immediate Past Governor of the Key Club
- D. Kiwanis District Administrators of Circle K, Key Club, Builders Club, K-Kids, and Aktion Club
- E. Kiwanis Family council Chair

510.03 Executive Committee: The Kiwanis Family Council chair shall call at least two (2) meetings per year with the Executive Committee.

- A. Kiwanis District Administrators of Circle K, Key Club, Builders Club, K-Kids and Aktion Club.
- B. District Governor
- C. Governor-elect
- D. Immediate Past Governor
- E. Kiwanis Family council chair
- F. The District Secretary- Treasurer shall serve as secretary to the council without vote.

515.00 **Builders Club**

Policy: The KT District Board shall have administrative oversight of the Builders Clubs.

Procedure:

515.01 Appointment of Administrator: The Governor shall appoint an administrator who shall coordinate the activities of the Builders Clubs and provide training and encouragement for establishment of new Builders Clubs.

515.02 Chartering a Club: A minimum of fifteen (15) students is necessary to charter a new Builders Club.

500 – SPONSORED YOUTH

Builders Club

- 515.03 Fees:** An annual club fee will be charged by Kiwanis International. The sponsoring Kiwanis clubs shall pay the annual fees. Local Builders clubs may establish their own local dues.
- 515.04 Objectives of Builders Clubs:** Builders clubs are ideally suited for students in the junior high or middle school grades. The motto of the Builders Clubs is “We Build” and the objectives are:
- A. To provide opportunities for working in service to school and community.
 - B. To develop leadership potential.
 - C. To foster development of a strong moral character.
 - D. To encourage loyalty to school, community, and nation.
- 515.05 Organization:** Builders Clubs elect their own officers, hold regular meetings, and establish their own committees. Projects are carried out by members, under supervision and cooperation of a faculty advisor, school administrator and sponsoring Kiwanis Club.
- 516.00 K-Kids**
- Policy:** The KT District Board shall have administrative oversight of K-Kids Clubs.
- Procedure:**
- 516.01 Appointment of Administrator:** The Governor shall appoint an administrator who shall coordinate the activities of the K-Kids clubs and provide training and encouragement for the establishment of new K-Kids clubs.
- 516.02 Chartering a Club:** a minimum of fifteen (15) students is recommended to charter a new K-Kids club.
- 516.03 Fees:** An annual club fee will be charged by Kiwanis International. The sponsoring Kiwanis clubs shall pay the annual fees. Local K-Kids clubs may establish their own local dues.
- 516.04 Objective of K-Kids:** K-Kids clubs are designed to provide elementary school students with an opportunity to participate in service projects in their own community’s. Development of leadership skills is also a fundamental objective of the organization.

500 – SPONSORED YOUTH

520.00 Key Club District

Policy: The KT District Board shall have administrative oversight of the Key Club district.

Procedure:

520.01 Administration: The Key Club District Governor, with the Key club district Board, shall administer the Key Club District, utilizing advice from the Key Club Administrator.

520.02 Administrator Responsibility: The Key Club Administrator, appointed by and responsible to the Kiwanis District governor, shall have advisory responsibility for administrative functions of the Key Club District including:

- A. Finances
- B. Meetings of the Key Club District Board
- C. Annual International and District Conventions and other authorized meetings and activities.
- D. Discipline

520.03 Budget: The Key Club Administrator shall assist the Key Club District Board with preparation and management of the district budget. A copy of the proposed budget shall be sent to the Kiwanis District Office for approval by the Kiwanis District Board.

- A. An annual financial report of income and expenditures shall be responsible for collecting dues and disbursing all Key Club funds.
- B. An audit of the financial records shall be performed by a Kiwanis District Officer appointed by the Kiwanis Governor.

520.04 Dues: The Key Club District Board shall be responsible for collecting dues and disbursing all Key Club funds. Proper documentation such as invoices, statements, letters, etc., shall be submitted to the Key Club District Treasurer and Administrator or District Adult in charge of finance before funds are disbursed.

520.05 Bond: Each person handling District Key Club funds shall be bonded.

500 – SPONSORED YOUTH

Key Club

- 520.06** **Records:** All Key Club records maintained by the Key Club District Governor, Secretary, Treasurer, and Trustees shall be forwarded to their successor within thirty (30) days after the annual election of new officers and trustees. The Kiwanis District Office shall be the permanent repository for all Key Club District records.
- 520.07** **By-Law Amendments:** Proposed by-laws amendments shall be voted on by delegates at the Key Club District Convention. Any amendments passed at the convention shall be provided to the Kiwanis District Committee on Laws and Regulations, District Board and Kiwanis International for approval prior to becoming a part of the District By-laws.
- 520.08** **Sponsoring New Clubs:** Building and sponsoring a new Key Club is the responsibility of a local Kiwanis Club. The sponsoring Kiwanis Club should assist with funds for expenses.

500 – SPONSORED YOUTH

525.00 Circle K District

Policy: The KT Kiwanis District Board shall have administrative oversight of the Circle K District.

Procedure:

525.01 Administration: The Circle K District Governor, with the Circle K District Board, shall administer the KT Circle K District, utilizing advice from the Circle K Administrator.

525.02 Administrator Responsibility: The Circle K Administrator, appointed by and responsible to the Kiwanis District Governor, shall have advisory responsibility for administrative functions of the Circle K District, including:

- A. Finances
- B. Meetings of the Circle K District Board annual International and District Conventions and other authorized meetings and activities.
- C. Discipline

525.03 Budget: The administrator shall assist the Circle K District Board with the preparation and management of the district budget. A copy of the proposed budget shall be sent to the Kiwanis District Office for approval by the Kiwanis District Board.

- A. An annual financial report of income and expenditures shall be provided to the Kiwanis District Board.
- B. An audit of the records shall be performed by a Kiwanis District Officer appointed by the Kiwanis District Governor.

525.04 Dues: An annual club fee and individual district dues will be charged by Kiwanis International. All disbursements shall require a voucher and supporting documents, signed by the Circle K Governor and Administrator before payment shall be made by the District Kiwanis Office.

525.05 Bond: Each person handling District Circle K funds shall be bonded.

525.06 Records: all records maintained by the Circle K District Governor, Secretary, Treasurer, and Trustees shall be forwarded to their successor within thirty (30) days after the annual election of new officers and trustees. The Kiwanis District Office shall be the permanent repository for all Circle K District records.

500 – SPONSORED YOUTH

Circle K

525.07 Bylaws and Amendments: Proposed bylaws amendments shall be provided to the Kiwanis District Committee on Laws and Regulations, District Board, and Circle K International for review prior to submission to a Circle K annual convention for action.

525.08 Sponsoring New Clubs: Building and sponsoring a new Circle K club is the responsibility of a local Kiwanis club. The sponsoring Kiwanis club shall provide funds for expenses.

530.00 Aktion Club District

Policy: The KT Kiwanis District Board shall have administrative oversight of the Aktion Club District.

Procedure:

530.01 Appointment of Administrator: The Governor shall appoint an administrator who shall coordinate the activities of the Aktion Clubs and provide training and encouragement for establishment of new Aktion Clubs.

530.02 Dues: An initial club fee will be charged by Kiwanis International. The sponsoring Kiwanis club shall pay the initial fee. Local Aktion club members will be charged an annual dues amount by Kiwanis International.

535.00 Key Leader Pending

540.00 Recognition Programs Pending

600 - Social Media

600.00 Social Media

Policy: All Kiwanis International Officers shall adhere to the following guidelines when posting to a Blog, making comments online, or using Facebook, Twitter, YouTube, LinkedIn, Flickr or any other tools that fall within the social media realm. .

600.01

Procedure:

Recognizing that the individual actions of each Kiwanis club member reflect upon the entire organization, the Board urges all districts and clubs to adopt a similar policy and for all Kiwanis members to abide by these guidelines.

- A. Be aware that you are responsible, legally and morally, for what you say and post online.
- B. Remember that your audience may include Kiwanis family members and nonmembers, both adults and youth, from many cultures throughout the world.
- C. Talk about your Kiwanis experience in positive terms.
- D. Make it clear that you are speaking only for yourself and any views posted are yours alone.
- E. Online conversations should be open, honest, and honorable.
- F. Do not post any items, make any comments, or share any material that would be inappropriate for children to read, view or share.
- G. Add value to the conversation.
- H. Know when to respond. You may disagree with a post, but never fight or air grievances online, and don't get caught up in someone else's rant or rage.
- I. Do not use foul language.
- J. Don't speak of others in derogatory or degrading terms.
- K. Prior to posting any media online, obtain permission from any individuals who appear in that media. It could be illegal to do otherwise.
- L. Adhere to copyright and fair use.
- M. Use factual information and cite sources

Appendix A
District Officers Duties and Responsibilities

1. Governor
2. Immediate Past Governor
3. Governor-Elect
4. Vice Governor
5. Secretary
6. Treasurer
7. Lieutenant Governor
8. Lieutenant Governor-Elect
9. District Chair

Appendix A

District Officers Duties and Responsibilities

Qualifications: See Section 110.01

Selection and Authority

The District Governor is elected by the delegates at the District Convention and is the Chief Executive Officer of the K-T District. The District Governor is under the direction and supervision of the District Board of Kiwanis International. The Governor is responsible for supporting and furthering the programs and objectives of Kiwanis International. The Governor is also responsible for supporting and furthering the programs and the interests of the clubs within the District. The Governor is assisted in these responsibilities by the Lt. Governors and the District officers.

Duties and Responsibilities:

- A. Presides at all meetings of the District Board and delegate sessions at the District Convention
- B. Member of the Political Action Committee, Finance Committee, an ex-officio member of all standing committees and special committees, and a member of the K-T Kiwanis District Foundation District Board.
- C. Present charters to all new Kiwanis, Circle K, Key Club, Builders Club, and K-Kids clubs organized during tenure in office.
- D. Attend all Conventions, Conferences and Council meetings of Kiwanis International and of the Kentucky-Tennessee District.
- E. Attend all Sponsored Youth District Conventions
- F. Maintain close contact with Lt. Governors and K-T District Officers offering advice, counsel, and guidance
- G. Directs planning for the District Convention and the District functions at the International Convention
- H. Promotes the growth of clubs in all sections of the K-Family
- I. Appoints District Chairs and the District Secretary -Treasurer, subject to the approval of the District Board.
- J. Adopts goals for the District for his/her year as District Governor
- K. Attends all Training Conferences conducted by Kiwanis International and the K-T District
- L. Plans, in concert with the District Secretary-Treasurer, Governor-Elect, Vice Governor, and the District Office, the District Convention and Mid-Year Conference
- M. Promotes, through the District Chairs, community service activity at all levels in the District
- N. Ensures that all District reporting and financial obligations to Kiwanis International are met
- O. Fulfills the responsibilities and duties of The District Governor as prescribed in the Bylaws and Constitution of Kiwanis International and the K-T District.

Appendix A

District Officers Duties and Responsibilities

Expense Reimbursement: The District provides expense reimbursement for Kiwanis functions and other expenses to the extent provided in the budget.

Immediate Past Governor Duties and Responsibilities:

Selection and Authority: The Immediate Past Governor of the K-T District ascends to this position after serving a term as District Governor. The Immediate Past Governor serves as a member of the District Board.

Duties and Responsibilities:

- A. Member of Finance and Fund Raising Committee
- B. Member of the District Foundation Board
- C. Assists in the developing of the District Budget
- D. Attends all meetings of the District Board, District Convention, Mid-Winter Conference, Training Conference and the International Convention
- E. Performs whatever duties as may be assigned by the Governor or Board
- F. Serves as an advisor to the Governor

District Governor-Elect Duties and Responsibilities:

Qualifications: See Section 110.002

Selection and Authority: The District Governor-Elect is elected by the delegates at the District Convention and serves for one year. The candidate should be in attendance at the District Convention.

Duties and Responsibilities:

- A. Attend the training conference for District Governors held by Kiwanis International
- B. Be responsible for training Lt. Governors, Committee Chairs and other District Officers designate
- C. Be responsible for training of club officers and members at the District Convention
- D. Serve as the official District Host for the Kiwanis International Counselor attending the District Convention
- E. Perform such other duties and responsibilities as are currently or as may be amended in the future in the Constitution and Bylaws of Kiwanis International and the K-T District

Appendix A

Duties and Responsibilities: (continued)

- F. Carry out such additional duties and responsibilities as are assigned by the District Governor
- G. Be well prepared to serve as District Governor at the end of the term

District Vice Governor Duties and Responsibilities:

Qualifications: See Section 110.03

Selection and Authority: The District Vice Governor is elected by the delegates at the District Convention and serves for one year. The candidate should be in attendance at the District Convention.

Duties and Responsibilities:

- A. Perform such other duties and responsibilities as are currently or as may be amended in the future in the Constitution and Bylaws of Kiwanis International and the K-T District
- B. Carry out such additional duties and responsibilities as are assigned by the District Governor
- C. Be well prepared to serve as District Governor- Elect at the end of the term.

Appendix A

District Treasurer Duties and Responsibilities

Qualifications: The District Treasurer must have served a full term as a club president, secretary, or treasurer, and be a member of a Kentucky-Tennessee District Kiwanis Club in Good Standing. He/she must have the commitment, experience, and ability to demonstrate competence in specific areas of responsibility, such as: an understanding of bookkeeping, financial management, and basic understanding of computer operations, including use of spread sheets and financial packages.

Selection and Authority:

The District Treasurer is appointed by the Governor-Elect, subject to District Board approval. The Treasurer is under the direction of the Governor and the District Board and is a member of the District Committee on Finance and Fund Raising.

District Treasurer Duties and Responsibilities:

- A. Keeps financial records that are, at all times, open to the inspection of the Governor, the District Board, and authorized auditor
- B. Collects all funds due the District and deposit in the approved depository
- C. Authorized as a single signature on checks issued by the District. In absence of Treasurers, any two of the following officers are authorized to sign checks: Governor, Governor-Elect, Immediate Past Governor, or Secretary.
- D. Provide a quarterly transaction report, balance sheet, and quarterly financial report to the District Executive Committee
- E. Provide a financial report at the District Board meetings and at the District Convention business session
- F. Review all bills and vouchers submitted for payment
- G. Oversees the budget and reports any unusual conditions to the Governor and District Board
- H. Recommend a firm to conduct an annual audit of the previous year's operation
- I. Provide a bond in an amount deemed sufficient by the District Board

Expense Reimbursement: The District provides expense reimbursement for Kiwanis functions and other expenses to the extent provided in the budget.

Appendix A

District Secretary Duties and Responsibilities

Qualifications: The Secretary of the Kentucky-Tennessee 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, and plans of the Kentucky-Tennessee District and Kiwanis International as directed by the District Governor and District Board. The Secretary shall be an active member of a Kiwanis club in good standing in the K-T District. The Secretary shall enjoy good health, be available on a part-time basis, have no conflicts of interest, be punctual, and have reliable work habits. The Secretary must be skillful in relating to people in helpful, friendly, but non-political ways, including Kiwanians and spouses, students and the public. The Secretary must have an ability to communicate in both oral and written form. The Secretary should command respect for his/her intellectual gifts, creative thinking, and ability to seek solutions for problems. The Secretary must be able to accept the will and direction of the District Governor and District Board, and follow through on such items in a thorough, gracious and timely manner. The Secretary must have commitment and experience and demonstrated competence in the specific areas of responsibility as outlined in the Duties and Responsibilities of this office. Specific abilities include: a basic understanding of computer operation including word processing and spreadsheets, and knowledge of other standard office equipment.

Selection and Authority: The Secretary is appointed by the District Governor-Elect, subject to District Board approval. The Secretary is a member of the District Board, District Political Action Committee, District Finance Committee, and manager of the district office, conventions and meetings.

DUTIES AND RESPONSIBILITIES:

- A. Perform the duties outlined in the District By-Laws, District Policies and Procedures, and in the Kiwanis International District Governor and District Secretary Reference Guide
- B. Serve as the executive in charge of the District Office, subject to the direction and control of the District Board, and supervise the staff and employees
- C. Cooperate with the District Governor in forwarding official reports required by Kiwanis International
- D. Distribute to the proper officers, committees or persons all communications received from Kiwanis International
- E. Responsible for planning and general management of official district functions
- F. Consults with and assists the Governor and others on district meeting planning procedures, programs, finances, and other arrangements

Appendix A

DUTIES AND RESPONSIBILITIES: (continued)

- G. Attend Kiwanis International Secretary Conferences, District Board meetings, Lt. Governor Training Conference, Mid-Year Conference, and other Kiwanis functions when requested by the Governor
- H. Attend Kiwanis International Convention and K-T District Convention as a Delegate-at-Large.
- I. Supervise the Registration and Credential Committees at the District Convention and provide necessary materials and information
- J. Work closely with District Convention Host Committee to assure a well-planned convention with educational and effective convention
- K. Attend and maintain minutes of all meetings of the District Board
- L. Keep the financial accounts and records and be responsible for proper internal control
 - a. procedures, including the receipt, deposit, and disbursement of district and sponsored
 - b. organization funds as directed by the District Board
- M. Make sure all records of the district are available for inspection by the Governor, District Board, auditors or other authorized persons
- N. Make a report to the district at the District Convention and such other reports as may be requested by the Governor or District Board
- O. Responsible for maintaining historical records of the District
- P. Perform such other duties and responsibilities as usually pertain to the office or as may be directed by the Governor or District Board
- Q. Give bond for the faithful discharge of the duties of such office, in such amount and with such sureties as are required by the District Board
- R. Advise the District Governor on the status of the annual Administrative Services Agreement for the District Administrative Secretary.
- S. Responsible for the administration of the DISTRICT OFFICE. Duties performed by the District Office are an extension of the District Secretary's duties and are listed in the following Addendum to the District Secretary:

Expense Reimbursement: The District provides expense reimbursement for Kiwanis functions and other expenses to the extent provided in the budget.

Appendix A

Addendum to District Secretary

District OFFICE: The Kentucky-Tennessee District of Kiwanis International deems it necessary to establish a DISTRICT OFFICE and staff it with a paid Independent Contractor called "Administrative Secretary." The selection of the Administrative Secretary shall be by a committee appointed by the District Governor.

The Objectives of the District Office are to:

1. Provide a centralized point for reports and record retention.
2. Relieve District officers of clerical duties but not of executive responsibility.
3. Maximize efficiency of the District through administrative and technology management.
4. Centralize responsibilities for the organization of conventions, conferences, training sessions, District Board meetings, and other District and International events.
5. Provide administrative service support to the District Secretary.

The District Office, as an extension of the District Secretary, shall:

1. Develop, update, and utilize daily, monthly, quarterly, annual, and event administrative checklists.
2. Prepare, distribute, receive, and process registration forms and fees for District events, and provide event bills and invoices to the District Treasurer for payment. District events include District Convention and conferences, Board of Trustee meetings, training classes, other authorized District meetings, and activities relating to the Kiwanis International Convention.
3. Prepare computer printouts of registrations and periodically distribute to District Officers.
4. Make arrangements for event facilities and report the arrangements to the District Officers.
5. Negotiate the housing and meal requirements and costs for District meetings and conventions and provide this information to the District Secretary.
6. Supervise the preparation and printing of the convention programs and provide copies to the District Officers and others on the program.
7. Prepare and assure the availability at District events the necessary equipment, supplies, registration packets and other materials.
8. Oversee the District events registration desk, prepare and distribute registration packets, receive fees from walk-in registrants, issue credentials as required, and other assigned duties for the specific event.
9. Prepare vendor contracts for District officer signature.
10. Review event billings for accuracy and forward to the District Treasurer for payment.

Appendix A

The District Office, as an extension of the District Secretary, shall:

11. Prepare, maintain, and distribute a database of Kiwanis Club officers, committee chairpersons, and past district officers.
12. Prepare an annual District Directory and Contest Rules for distribution.
13. Provide clerical assistance to District Committees when approved by the District Secretary.
14. Send meeting agendas, minutes, budgets, and financial statements to the District Board and Past Governors.
15. Prepare and submit District communications, including status of club dues payment, late Official Monthly Reports, registrations for training classes, training class forms and other notices to the District Board.
16. Receive, process, and file Official Monthly Reports, Lt. Governor' reports, Delegate Certification Reports, and other required reports.
17. Follow up on late club reports and report results.
18. Receive semi-annual dues, verify for accuracy, notify clubs of errors, follow up as necessary, deposit the money in the designated bank account, and provide account report to the District Treasurer.
19. Order and maintain an inventory of ribbons for convention badges, lapel pins for the various positions, certificates, certificates of appreciation, and other materials.
20. Maintain the archive files of the District.
21. Be receptive and flexible in handling changing requirements, such as new methods or services that will save time and/or money for district members, sale of merchandise, and similar activities.
22. Perform other duties which may be assigned

Appendix A

Lieutenant Governor Duties and Responsibilities

Qualifications: Candidates for Lt. Governor shall have served a full term as President of a Kiwanis Club in the Division and be a member of a Club in Good Standing in the Division.

Selection and Authority: The Lt. Governor is elected by the clubs at the Division Conference. The Lt. Governor is the chief executive officer of the Division and under the direction and supervision of the District Governor. The Lt. Governor is a member of the District Board and shares responsibility in District administration. The Lt. Governor represents the Governor in the Division and assists the Governor in the work of the District.

Duties and Responsibilities:

- A. Assists the governor in the work of the district
- B. Represents the Governor in the Division and assists the Governor in promoting the goals, objectives, and programs of Kiwanis International
- C. Promotes Kiwanis International by seeking to identify sites for new Kiwanis Clubs in the Division and by assisting in the development of new clubs
- D. Assists Club Presidents in the Division to the end of having healthier and larger clubs
- E. Attends Lt. Governor Training provided by the District
- F. Attends all meetings of the K-T District Board
- G. Attends the District Convention, International Convention and Mid-Winter Conference
- H. Forms a Division Council of club presidents and secretaries and schedules regular meetings in which issues common to the clubs can be discussed
- I. Encourages clubs to follow the Bylaws of Kiwanis International and the K-T District
- J. Visits each club a minimum of three times: Contact visit to get acquainted, official visit to provide the program, and a visit to the club's Board of Directors
- K. Make appointments within the division as required by the District Governor
- L. Installs club officers and inducts new members when invited.
- M. Promotes attendance within the division for the International and District Conventions
- N. Promotes good relationships between clubs and between clubs and the K-T District

APPENDIX A

Lieutenant Governor Duties and Responsibilities

- O. Provides training for club officers in the division.
- P. Invites the Lt Governor-Elect to participate in activities as a way of providing experience and training
- Q. Communicates with division clubs through the use of a newsletter
- R. Encourages clubs to participate in District activities and attend District and International Conventions
- S. Plans and makes the arrangements for the Governor's visit to the division
- T. Presides at charter meetings and presents the charter to new clubs.
- U. Attends special occasion meetings, such as anniversaries, of clubs in the division
- V. Schedules a Division Conference to elect the Lt. Governor and Lt Governor-Elect for the following year
- W. Collects the required information and those elected and certifies the election results to the District Office.
- X. Perform all duties assigned by the Governor or District Board

Expense Reimbursement:

The District provides expense reimbursement for Kiwanis functions and other expenses to the extent provided in the budget.

Lieutenant Governor-Elect Duties and Responsibilities

Qualifications: Candidates for Lt. Governor-Elect shall have served as President of a Kiwanis Club in the Division and be a member of a Club in Good Standing in the Division.

Selection and Authority: The Lt.-Governor is elected by the clubs at the Division Conference. The Lt. Governor-Elect shall serve as an understudy for the Lt. Governor and will be involved in many aspects of the Division's activities, but with little authority until elected Lt. Governor.

APPENDIX A

Lieutenant Governor Duties and Responsibilities

Duties and Responsibilities:

- A. Attend the Training Conference for Lt. Governors, the District Convention, Mid-Winter Conference, and at least one meeting of the District Board
- B. Encouraged to attend the International Convention
- C. Work closely with and observe the Lt. Governor during the year in preparation for the following year
- D. Participate in club officer training
- E. Assist, where possible and at the request of the Lt. Governor, in the activities of clubs in the Division
- F. Attend all Division Council meetings
- G. Increase knowledge of the division, the district and Kiwanis International in preparation for serving as Lt. Governor

Expense Reimbursement:

The District provides expense reimbursement for Kiwanis functions and other expenses to the extent provided in the budget.

APPENDIX A

K-T NOTES Editor Duties and Responsibilities:

Selection and Authority: The Editor of the K-T NOTES is appointed by the Governor-Elect subject to the approval of the District Board.

Duties and Responsibilities:

The primary responsibility of the Editor of the K-T NOTES shall be to oversee the publication of the district newsletter. To work closely with the District Governor, the Secretary-Treasurer, and the District Office to the end that the K-T NOTES provides the communications necessary for the success of the K-T District of Kiwanis International.

Expense Reimbursement: The District provides expense reimbursement for Kiwanis functions and other expenses to the extent provided in the budget.

District Committee Chair Duties and Responsibilities

Qualifications: The District Committee Chair must be a member of a Kiwanis Club in good Standing in the K-T District. The Chair must have an interest in and have some expertise in the specific area of responsibility of the Committee. Having served as a Kiwanis Club President, Division Lt. Governor or District Committee Member is desirable.

Selection and Authority:

A District Committee Chair is appointed by the Governor-Elect to serve during the Administrative year in which the Governor-Elect will serve as District Governor. All committee chairs and members serve at the pleasure of the Governor.

Duties and Responsibilities:

- A. The District Committee Chair shall be responsible for promoting the programs of Kiwanis International and the K-T District in the specific area of responsibility covered by the Committee.
- B. The District Committee Chair shall work under the direct supervision of the District Governor and shall work closely with the Governor.
- C. The District Committee Chair should work closely with local Kiwanis Club Chairs to the end that all Kiwanis Clubs will achieve the maximum positive in their local communities in the area of responsibilities.

APPENDIX A

District Committee Chair Duties and Responsibilities

- D. The Chair should consider and report to the Governor, ideas and suggestions for improving the effectiveness of Kiwanis in local communities and in the district.
- E. Work with the Governor to develop goals for the Committee and report these goals to the District Board.
- F. The Chair should attend the District Training Conference, District Convention and Mid-Winter Conference.
- G. Attending the International Convention preceding the beginning of the administrative year of service will provide excellent opportunities for learning about the specific area of responsibility and is highly recommended.
- H. Make reports to the District Board as requested by the District Governor.

Expense Reimbursement: Reimbursement of expense shall be determined by the District Board.

APPENDIX B

Statement of Intent Form - District Governor

Statement of Intent Form - District Governor-Elect

Statement of Intent Form - District Vice Governor

Statement of Intent Form - Lt. Governor

Statement of Intent Form - Lt. Governor-Elect

Governor's Visit Information Sheet

Charter Resignation Worksheet

**Kentucky -Tennessee District of Kiwanis International
Office of Governor**

I am aware of the importance of the office of Governor to the K-T District of Kiwanis International and I state that it will be possible for me to arrange my personal schedule so that I can and will administer the duties of this office.

It will be my intent, at all times, to be a competent officer for the K-T District. I understand that the Governor Leads the district by implementing organizational goals, developing and leading a strong district leadership team, communicating the vision/messages of the organization to the members in the district and aligning members by motivating and inspiring them to take action.

I have read the Duties and Responsibilities of the office of Governor and agree that I will faithfully execute all to the best of my ability.

Signed _____

Date _____

Printed Name _____

Division _____ Club Name _____ Key Number K _____

Member ID Number _____ Member Since _____

Address _____

City _____

State _____ Zip Code _____

Phone Number _____

This number will be published in the District Directory.

Email Address _____

This address will be published in the District Directory.

Partner's Name _____

Is your Partner a Kiwanis Member? Yes No

If so, please supply club name _____

How do you communicate? Please check all that apply.

Email

Text

Twitter

Phone

US Mail

**Kentucky -Tennessee District of Kiwanis International
Office of Governor**

BUSINESS OR PROFESSION:

Profession or field of work: _____

Position/Title: _____

Company: _____

OFFICES I HAVE HELD:

Club President Year _____

Club Secretary Year _____

Club Treasurer Year _____

District Offices Held Year _____

Other Office Year _____ Office _____

Other Office Year _____ Office _____

Other Office Year _____ Office _____

**Kentucky -Tennessee District of Kiwanis International
Office of Governor- Elect**

I am aware of the importance of the office of Governor- Elect to the K-T District of Kiwanis International and I state that it will be possible for me to arrange my personal schedule so that I can and will administer the duties of this office.

It will be my intent, at all times, to be a competent officer for the K-T District. The Governor-Elect shall have the duty of furthering the Objects of Kiwanis International and of promoting the interests of the clubs within the District. He/She, while serving as Governor-Elect, has a duty to be available as much as possible and to learn at every opportunity from the current Governor, but must be careful not to infringe on the efforts and activities of the current year's administration

I have read the Duties and Responsibilities of the office of Governor and agree that I will faithfully execute all to the best of my ability.

Signed _____

Date _____

Printed Name _____

Division _____ Club Name _____ Key Number K _____

Member ID Number _____ Member Since _____

Address _____

City _____

State _____ Zip Code _____

Phone Number _____

This number will be published in the District Directory.

Email Address _____

This address will be published in the District Directory.

Partner's Name _____

Is your Partner a Kiwanis Member? Yes No

If so, please supply club name _____

How do you communicate? Please check all that apply.

Email

Text

Twitter

Phone

US Mail

**Kentucky -Tennessee District of Kiwanis International
Office of Governor- Elect**

BUSINESS OR PROFESSION:

Profession or field of work: _____

Position/Title: _____

Company: _____

OFFICES I HAVE HELD:

Club President Year _____

Club Secretary Year _____

Club Treasurer Year _____

District Offices Held Year _____

Other Office Year _____ Office _____

Other Office Year _____ Office _____

Other Office Year _____ Office _____

**Kentucky -Tennessee District of Kiwanis International
Office of Vice Governor**

I am aware of the importance of the office of Vice Governor to the K-T District of Kiwanis International and I state that it will be possible for me to arrange my personal schedule so that I can and will administer the duties of this office.

It will be my intent, at all times, to be a competent officer for the K-T District. The Vice Governor shall have the duty of furthering the Objects of Kiwanis International and of promoting the interests of the clubs within the District. He/She, while serving as Vice Governor, has a duty to be available as much as possible and to learn at every opportunity from the current Governor and Governor- Elect, but must be careful not to infringe on the efforts and activities of the current year's administration

I have read the Duties and Responsibilities of the office of Governor and agree that I will faithfully execute all to the best of my ability.

Signed _____

Date _____

Printed Name _____

Division _____ Club Name _____ Key Number K _____

Member ID Number _____ Member Since _____

Address _____

City _____

State _____ Zip Code _____

Phone Number _____

This number will be published in the District Directory.

Email Address _____

This address will be published in the District Directory.

Partner's Name _____

Is your Partner a Kiwanis Member? Yes No

If so, please supply club name _____

How do you communicate? Please check all that apply.

Email

Text

Twitter

Phone

US Mail

**Kentucky -Tennessee District of Kiwanis International
Office of Vice Governor**

BUSINESS OR PROFESSION:

Profession or field of work: _____

Position/Title: _____

Company: _____

OFFICES I HAVE HELD:

Club President Year _____

Club Secretary Year _____

Club Treasurer Year _____

District Offices Held Year _____

Other Office Year _____ Office _____

Other Office Year _____ Office _____

Other Office Year _____ Office _____

**Kentucky- Tennessee District of Kiwanis International
Lieutenant Governor Agreement to Serve**

Name_____

Member ID Number _____ Member Since_____

Kiwanis Club of _____

Club Key Number _____ Division_____

Address_____

City_____ State_____ Zip_____

Phone/ Cell_____

Email Address_____

Do you text? _____

Business or Profession_____

Position / Title_____

Partner's Name _____

Is your partner a Kiwanis Member? Yes_____ No_____

Offices you have held:

K-T District Club President Club Name_____ Year_____

Club Secretary Club Name_____ Year_____

Club Treasurer Club Name_____ Year_____

District Office Held Office _____ Year_____

Office _____ Year_____

Other Office _____ Year_____

**Kentucky- Tennessee District of Kiwanis International
Lieutenant Governor Agreement to Serve**

Policies and Procedures Excerpt:

**125.03 Qualifications for the Office of Lieutenant Governor
and Lieutenant Governor-Elect:**

- A. Be an active member of a K-T Division club in good standing.
- B. Have served a full term as President of a Kiwanis Club in the K-T District.
- C. Be willing to serve.
- D. Give assurance that he/she will attend the District Training Conference for Lt. Governors, the District Convention and Mid-Year Board meeting.
- E. Agree to visit all clubs in the division as required.

Please note some of the information you provide will appear in the International and District directories.

Candidate shall also provide a head and shoulders photograph and a biographical data sheet (not more than 200 words) to the District Office.

Statement of Intent

I am aware of the importance of the office of Lt. Governor to the K-T District of Kiwanis International and I state that it will be possible for me to arrange my personal schedule so that I can and will administer the duties of this office. It will be my intent, at all times, to be a competent liaison officer between the Division clubs and the K-T District, and to administer Kiwanis International programs and District Goals as set by the Governor and District Board.

I have read the Duties and Responsibilities of the office of Lt. Governor and agree that I will faithfully execute all to the best of my ability.

Signed _____

Date _____

Name of Elected Officer	Email Address	Div.#	Kiwanis Club of	Phone Number
Lt. Governor				
Lt. Governor- Elect				

**Kentucky- Tennessee District of Kiwanis International
Lieutenant- Elect Governor Agreement to Serve**

Name _____

Member ID Number _____ Member Since _____

Kiwanis Club of _____

Club Key Number _____ Division _____

Address _____

City _____ State _____ Zip _____

Phone/ Cell _____ Email _____

Address _____

Please see Policy & Procedure section 125.03 for qualifications of this office.

Statement of Intent

I am aware of the importance of the office of Lt. Governor-Elect to the K-T District of Kiwanis International and I state that it will be possible for me to arrange my personal schedule so that I can and will administer the duties of this office. It will be my intent, at all times, to be a competent liaison officer between the Division clubs and the K-T District, and to administer Kiwanis International programs and District Goals as set by the Governor and District Board.

I have read the Duties and Responsibilities of the office of Lt. Governor and agree that I will faithfully execute all to the best of my ability.

Signed _____

Date _____

Governor's Visit Information Sheet

(COPY TO BE SENT TO THE GOVERNOR FOR ANY VISIT)

To: Governor _____

From: Lt. Governor _____ Division _____

Event: ___ Governor's Official Visit (Speech: 20 minutes) ___ New Club Charter

___ Installation ___ Other _____

Date: _____ Location of Meeting: _____

City _____ State _____

Housing: Name of Hotel/Motel _____

Address _____

Telephone Number (_____) _____ - _____

A map of directions is sketched on the reverse side, or enclosed is a local map. _____

The Governor will drive unless otherwise notified.

Presidents' Meeting: Time _____ Place _____

Governor's Spouse

Meeting with Spouses: Time _____ Place _____

Receiving Line/Social: Time _____ Place _____

Meal/Program: Time _____ Place _____

Dress:

Ladies

Formal

Dress

Casual

Men:

Black Tie

Suit

Casual

____ Governor's Speech: Request the following – any accomplishments by clubs or individuals to be recognized in presentation or during speech. Attach summaries.

____ Enclose a copy of the agenda.

CHECK LIST FOR A SUCCESSFUL GOVERNOR'S VISIT

- _____ Use the Governor's Visit Information Sheet. Keep the Governor informed. Let the Governor know if there are critical issues that you want covered with the Division Council during the visit.
- _____ Secure date and location – think about alternatives since nothing can be pinned down until the Governor agrees to the date for the visit. Confirm date at the time of the Lt. Governors-Designate Operations Education Conference.
- _____ If a restaurant is not selected, then contact caterers and get prices and available menu.
- _____ Set a price to pay for ALL expenses for the event, including a gift for the Governor. Prepare a budget for this event and make sure that the Division council agrees with the budget. Keep the cost per attendee as reasonable as possible.
- _____ At times, Governors have requested that clubs make a donation to the Kiwanis International Foundation, the K-T Foundation, or an appropriate special International or District project in lieu of a gift to the Governor. Every club in the Division should bear some of the cost of the Governor's gift.
- _____ A small token gift to the Governor and Spouse is appropriate. A prepared basket of goodies from the Division area is always a treat.
- _____ Keep out of pocket expenses to a minimum.
- _____ Door prizes add something to the festivities and people like to win something.
- _____ Table favors can be gathered from local merchants and banks.
- _____ The International store/catalogue has numerous items which are inexpensive. Shop at the Kiwanis International store at the International Convention for bargains.
- _____ Do as much as possible early so you aren't feeling pressured as it draws nearer and enlist club members to help with preparations.
- _____ This is an important event for the Division and for the Governor. Treat it as a special occasion. This is a comparable event to the Governor's Banquet at the District Convention.
- _____ The Lt. Governor-Elect should be involved from the planning stages through the end of the governors visit. This is the beginning of the Lt. Governor-Elect's official education.

CHARTER RESIGNATION

Kiwanis Club of _____

A chartered club may resign from Kiwanis International provided there is no indebtedness. The following actions must be accomplished by the club to complete the resignation process.

- A. The decision to resign from Kiwanis International must be approved by $\frac{3}{4}$ of the members of the club. Liquidate bank account by donating funds to a worthy cause.
- B. Dissolve corporate status with the Secretary of State. Forward a copy to the District Office and to Kiwanis International.
- C. File an IRS Form 990 for the year in which the Kiwanis Club resigns their charter.
- D. Return charter, club records including minutes of the meetings of the Board of Directors, etc. and other items to the District Office for proper storage or for other disposition.
- E. Return bells, podiums, gavels, etc. to the Division repository for future use with new clubs. Banners and other club-personalized items are to be sent to the District Office for disposition according to procedures outlined in the responsibilities of the District Archives Committee. Registration of this material becomes the responsibility of the District Office and the District Archives Committee.
- F. Notify Kiwanis International of the action(s) to be taken by the club and the reasons for taking these actions. Copies of this notification are to be sent to the Governor, District Secretary, and the K-T District Office.

The completion of each action, A-F must be noted with the initials of the Club President.

President _____ Date _____

Lieutenant Governor _____, Division _____

After completion of all actions, this sheet is to be signed by the Club President and the Lieutenant Governor, and sent to the K-T District Office, 1035 Strader Drive, Suite 150 Lexington, Kentucky 40505.

