

LA.-MISS.-W.TENN. KIWANIS POLICIES
SECTION 100: THE LOUISIANA-MISSISSIPPI-WEST TENNESSEE
DISTRICT OF KIWANIS INTERNATIONAL

100 DEFINITIONS

- 100.1 Policy:** Subject to the bylaws and policies of Kiwanis International, a policy of the Louisiana-Mississippi-West Tennessee District is a principle by which the District supervises and controls itself, chartered clubs, divisions, regions, or other groups of chartered clubs. A policy shall remain in effect until such policy is modified, superseded or terminated by action of the Louisiana-Mississippi-West Tennessee District Board of Trustees.
- 100.2 Protocol:** Protocol is the courtesy given to certain offices in Kiwanis recognizing that the person who holds a District of International office, gives substantially of their time and personal resources to fill the position.
- 100.3 Superseded or Terminated Policy or Administrative Procedure:** A superseded or terminated policy shall be a policy of the District or an administrative procedure used by the District; which shall have been superseded, terminated or otherwise become invalid or obsolete.
- 100.4 Written Notice:** Unless a policy states otherwise, “written notice” shall be correspondence prepared and sent by means of U.S. Mail, facsimile transmission, or electronic mail by the District Executive Director.

101 GEOGRAPHY OF THE DISTRICT

- 101.1 Territorial Limits:** The territorial limits of the Louisiana-Mississippi-West Tennessee District shall be confined to the states of Louisiana and Mississippi and that section of the state of Tennessee which is bounded on the north by the line dividing the states of Kentucky and Tennessee, on the east by the Tennessee River, on the south by a line dividing the states of Tennessee and Mississippi, and on the west by the Mississippi River. Neither the district name nor territorial limits shall be changed unless permission shall first have been obtained from the International Board of Trustees.
- 101.2 Definition of Division:** The District shall be sub-divided into smaller administrative units to be known as “divisions.” The activities and organization of a Kiwanis division shall also exist to help individual Kiwanis clubs and Kiwanis International advance the Objects, objectives, Policies and goals of Kiwanis, as well as increase fellowship.
- 101.3 Boundaries of the Divisions:** The division names and the geographical boundaries of the divisions are as follows:
- A. Division 1A** – located in the northern part of West Tennessee, comprised of the following civil counties: Lake, Obion, Weakley, Henry, Dyer, Gibson, Carroll, Henderson, Benton, Decatur, and Lauderdale.
 - B. Division 1C** – located in the south eastern part of West Tennessee, and the northwestern most county in Mississippi; comprised of the following civil counties: Shelby, Fayette, Hardeman, McNairy, Tipton, Haywood, Madison, and Chester; and in Mississippi: DeSoto.
 - C. Division 2** – located in the northwestern part of Mississippi; comprised of the following civil counties: Tunica, Tate, Coahoma, Quitman, Panola, Bolivar, Sunflower, LeFlore, Tallahatchie, Yalobusha, Grenada, Washington, Humphreys, Holmes, Carroll, and Montgomery.
 - D. Division 3** – located in the south central part of Mississippi; comprised of the following civil counties: Scott, Newton, Lauderdale, Smith, Jasper, Clarke, Jefferson Davis, Covington, Jones, Wayne, Marion, Lamar, Forrest, Perry, and Greene.
 - E. Division 4A** – located in the Greater New Orleans area; comprised of the following civil parishes: Orleans, St. Bernard, Plaquemines, and the part of Jefferson Parish on the west side of the Mississippi River.
 - F. Division 4B** – located in the Greater New Orleans area, and in the southeastern part of Louisiana; comprised of the following civil parishes: the part of Jefferson Parish on the east side of the Mississippi River, along with St. Charles, St. John the Baptist, St. James, Terrebonne, and Lafourche.
 - G. Division 5** – located in the central part of Mississippi; comprised of the following civil counties: Sharkey, Yazoo, Madison, Hinds, Rankin, and Simpson.

- H. **Division 6** – located in the northeastern part of Louisiana; comprised of the following civil parishes: Claiborne, Union, Morehouse, West Carroll, East Carroll, Bienville, Lincoln, Jackson, Ouachita, Richland, Madison, Caldwell, Franklin, and Tensas.
 - I. **Division 7** – located in the south central part of Louisiana; comprised of the following civil parishes: Evangeline, St. Landry, Acadia, Lafayette, and Vermilion.
 - J. **Divisions 8A & 8B** – located in the greater Baton Rouge area; comprised of the following civil parishes: East and West Feliciana, East & West Baton Rouge, Pointe Coupee, Livingston, St. Helena, Ascension, and Iberville. Clubs are not designated into each division by geographical boundaries, but instead by the sponsoring clubs.
 - K. **Division 9** – located in the northwestern part of Louisiana; comprised of the following civil parishes: Caddo, Bossier, Webster, DeSoto, and Red River.
 - L. **Division 10** – located in the north central part of Mississippi; comprised of the following civil counties: Webster, Clay, Choctaw, Oktibbeha, Lowndes, Attala, Winston, Noxubee, Leake, Neshoba, and Kemper.
 - M. **Division 11** – located in central Louisiana; comprised of the following civil parishes: Sabine, Natchitoches, Winn, Grant, Rapides, LaSalle, Catahoula, Avoyelles, and the northern half of Vernon.
 - N. **Division 12** – located in the southwestern part of Louisiana; comprised of the following civil parishes: Beauregard, Allen, Calcasieu, Jefferson Davis, Cameron, and the southern half of Vernon.
 - O. **Division 13** – located in the southeastern part of Louisiana, north of Lake Pontchartrain; comprised of the following civil parishes: Tangipahoa, Washington, and St. Tammany.
 - P. **Division 14** – located in the southern part of Mississippi; comprised of the following civil counties: Pearl River, Stone, George, Hancock, Harrison, and Jackson.
 - Q. **Division 15** – located in the central part of Mississippi, and one parish in central Louisiana; comprised of the following civil counties in Mississippi: Issaquena, Warren, Claiborne, Jefferson, Copiah, Adams, Franklin, Lincoln, Lawrence, Wilkinson, Amite, Pike, and Walthall; and Concordia Parish in Louisiana.
 - R. **Division 16** – located in the northeastern part of Mississippi, and the one southeastern-most county in West Tennessee; comprised of the following civil counties: Marshall, Benton, Tippah, Alcorn, Tishomingo, Lafayette, Union, Pontotoc, Prentiss, Lee, Itawamba, Calhoun, Chickasaw, and Monroe in Mississippi, and Hardin County in Tennessee.
 - S. **Division 17** – located in the south central part of Louisiana; comprised of the following civil parishes: St. Martin, Iberia, St. Mary, and Assumption.
- 101.4 Definition of Region:** The District shall be sub-divided into smaller administrative units to be known as “regions,” grouping multiple divisions. Each region will provide a trustee to serve on the district board for 3-year terms.
- 101.5 Boundaries of the Regions:** The region names and the divisions that comprise each region are as follows:
- a. **Region I – The WestTenn Region;** comprised of Divisions 1A and 1C.
 - b. **Region II – Natchez Trace North Region;** comprised of Divisions 2, 10, and 16.
 - c. **Region III – Magnolia South Region;** comprised of Divisions 3, 5, 14, and 15.
 - d. **Region IV – The Bayou Region;** comprised of Divisions 4A and 4B.
 - e. **Region V – Florida Parishes Region;** comprised of Divisions 8A, 8B and 13.
 - f. **Region VI – The Southwest Region;** comprised of Divisions 7, 12, and 17.
 - g. **Region VII – Red River Region;** comprised of Divisions 6, 9 and 11.

102 CHANGE OR REALIGNMENT OF DIVISIONS

- 102.1 Realigning Divisions:** The objectives of the realignment of divisions are to establish divisions with adequate strength to carry out the business of Kiwanis in an efficient, economical, and effective manner.
- The following guidelines should be followed when any consideration is being given to the realignment of any divisions or divisions:
- 1. Any proposed new Division should have a minimum of 150 members provided the geographic distance is not in excess of 100 miles between clubs.
 - 2. Any proposed new Division should have a minimum of 5 clubs. Exceptions may be allowed where distance is a factor.

3. A proposal to realign a division may only be made by a District Officer.
4. The realignment of Divisions shall be approved by the District Board of Trustees.

102.2 To retain a reasonable number of Divisions in the District, and to minimize the financial cost incurred by the District for each Division that exists, preference will be given to the realignment of Clubs within existing Divisions rather than creating a new division.

102.3 Effective Date: A change which creates a new division shall not become effective until the succeeding October 1. However, after the approval of a new division, the office of the Lieutenant Governor-Elect shall be filled for the next administrative year. Such election shall be in accordance with the Bylaws, and the election shall be by the representatives of the Clubs in the new division. Similarly, the representative of the Clubs in the Division to be retained shall elect their Lieutenant Governor-Elect. The Chairman of such conference shall be a Past Lieutenant Governor who is a member of one of the clubs in the new division or the division to be retained.

103 LA.-MISS.-W.TENN. KIWANIS DISTRICT FOUNDATION

103.1 District Foundation: The La.-Miss.-W.Tenn. Kiwanis District Foundation shall serve as the fund-raising branch of the Kiwanis district.

103.2 Purpose & Control: The La.-Miss.-W.Tenn. Kiwanis District Foundation shall be incorporated. The articles must provide:

- A. A definite commitment of the organization's purpose and funds to a charitable, educational, eleemosynary, and/or scientific use.
- B. Assured control of the foundation by Kiwanians by providing that the members, officers, directors, and trustees shall be active members of clubs within the La.-Miss.-W.Tenn. Kiwanis District.

103.3 Articles of Incorporation: The Articles of Incorporation of the District Foundation must provide:

- A. That the foundation and its members will at all times abide by the Bylaws and Policies of Kiwanis International, and of the Louisiana-Mississippi-West Tennessee District as adopted or amended.
- B. That the foundation will comply with all conditions and requirements of Kiwanis International.
- C. That no amendments to the articles or any bylaws shall be made without the consent of the International Board.

104 - PAST DISTRICT GOVERNORS' COMMITTEE

104.1 Membership: Membership of the Past District Governors' Committee shall include all of the Past District Governors who are still members of a chartered club within the Louisiana-Mississippi-West Tennessee District. Any Past Governor of another District of Kiwanis International who has relocated and has joined a chartered club within the District shall also be considered as a member of the Past District Governors' Committee.

104.2 Committee Chair: The most recent past Governor not serving on the District Board of Trustees shall serve as Chair of this committee.

104.3 Meetings: The Past Governors' Committee shall meet at the annual District Convention, and may hold such other meetings as the Committee Chair may deem necessary. All expenses of the Committee shall be borne by the Committee Members.

104.4 Business: The Committee shall consider and report on all matters referred to it by the District Board of Trustees. The Committee may initiate subjects for consideration and report its conclusions to the Board.

105 PAST DISTRICT OFFICERS' ORGANIZATION

105.1 Membership: Membership in the Past District Officers' Organization (PDOs) shall be open to any member of a chartered Kiwanis club in the district, who has served as a District Officer of the Louisiana-Mississippi-West Tennessee District, or who has served as a District Officer in another District of Kiwanis International and has relocated to the Louisiana-Mississippi-West Tennessee District.

Membership in the Past District Officers' Organization of the La.-Miss.-W.Tenn. District shall be voluntary.

105.2 Bylaws: The bylaws of the PDOs shall be approved by the District Board of Trustees, shall be compatible with the bylaws of the district, and must assure that the association shall not in any way interfere with the authority of the District Board of Trustees.

106 JOINT BOARD COMMITTEE

106.1 Joint Board Committee: As a means of maintaining mutual understanding and cooperation between the Kiwanis District Board, and the District Foundation Board of Directors, the Past District Officers Organization Executive Committee, and the Past Governors, a Joint Committee shall be established and maintained, consisting of the District Governor, Governor-Elect, Immediate Past Governor, Executive Director representing the Kiwanis District Board, the Governor, Secretary-Treasurer and District Administrator of both the Circle K District and the Key Club District, the District Foundation President and President-Elect, the Chair and Vice Chair of the PDO Executive Committee, and the Chair of the Committee of the Past Governors. The District Governor shall be Chairman, with the same voting privileges as other members.

The Joint Committee shall meet at the call of the District Governor, but in no event, less than once per administrative year. Ten (10) days advance notice shall be given for committee meetings. A majority of members shall constitute a quorum for the transaction of business, and a majority vote shall be necessary to approve actions