

LA.-MISS.-W.TENN. KIWANIS POLICIES

SECTION 200: DISTRICT BOARD & COMMITTEES

201 DISTRICT BOARD MEETINGS

- 201.1** Each member of the District Board of Trustees has the responsibility and duty to attend all Official Meetings of the District Board during the Kiwanis Year.
- 201.2** Each meeting of the District Board of Trustees shall be an open meeting to all Kiwanians choosing to attend. No active participation by visitors shall be permitted, until after all discussion by the members of the Board of Trustees is completed, but before a final vote is taken on the item on the floor.
- 201.3** The Governor shall advise each Committee Chairman of any required presentation which will be expected to make in advance of such board meeting.
- 201.4** In consultation with the Governor, the Executive Director shall establish and distribute the agenda for each meeting to all members of the District Board of Trustees at least seven (7) days prior to the Board Meeting. Agenda items may be submitted from Board Members.
- 201.5** Additional items for any Board Meeting may be added during the Board meeting, providing a majority vote by the Board of Trustees allows the items to be presented. Items not requiring action by the Board of Trustees may be presented by any member of the Board of Trustees, for discussion only, under "New Business". No items for discussion shall be accepted by the Board unless presented by a member of the Board of Trustees.
- 201.6** At the first Board Meeting of the Administrative Year, the following items shall be acted upon by the Board of Trustees:
- A. Evaluation of job performance of the Executive Director
 - B. Evaluation of the performance of the District Board of Trustees
 - C. Approve appointment of District Committee Chairmen
 - D. Selection of the auditor for the District books for the preceding year.
 - E. Consideration and adoption of budgets for the Kiwanis District.
- 201.7** Board meeting materials, including the meeting agenda and supporting documents, will be made available to all Board members and interested Kiwanis members in time for adequate review prior to the Board meeting. Board members will review Board meeting materials in advance of each meeting.
- 201.8** Any items to be presented to the District Board of Trustees requiring action of the Board, must be provided in writing to the Governor and District Executive Director at least thirty (30) days prior to the Board Meeting, for distribution and study.
- 201.9** To ensure the accuracy of the minutes, District Board meetings shall be recorded. Recordings shall be retained by the Executive Director or designee until the minutes of a meeting have been approved by the Board, at which time, the recording of the approved meeting may be destroyed.
- 201.10** The Executive Director or designee is responsible for keeping the minutes of the meetings of the District Board. The minutes shall contain all main motions, whether adopted or lost; the name of the maker of the motion shall be recorded in the minutes; and any Board member may request that his/her vote be recorded in the minutes. Minutes will be reviewed and approved by vote at the next Board meeting.
- The Executive Director shall make copies of the minutes of all District Board meetings available to all Board members, and, upon request, to interested Kiwanians.

202 DISTRICT BOARD COMMITTEE RESPONSIBILITIES

202.1 THE EXECUTIVE COMMITTEE:

The members of the Executive Committee shall be the Governor, the Governor-Elect, Immediate Past Governor, Executive Director, and the Board Chair of the Budget & Finance Committee, if not one of the above named officers.

The Governor shall serve as Chair of the Executive Committee.

The Executive Committee shall have the following responsibilities:

- A. Authority between Board Meetings:** Between meetings of the District Board, if the need arises, the administrative authority of the Board is delegated to the Executive Committee on all matters. The action of the Executive Committee shall have full force and effect. Any action by the Executive Committee, unless disapproved by the Board, shall be formally ratified by the Board. This delegation of authority shall not include the right to waive or change policy.
- B. Other Authority:** During District Board meetings, only the following matters may be referred to the Executive Committee for consideration and recommendation:
 - i. Personnel matters.**
 - ii. Grant Requests:** Prioritization of the requests from the Kiwanis District, Key Club District, or Circle K District for funds from the Kiwanis District Foundation.

202.2 POLICY, PROCEDURES & GOVERNANCE (PP&G) COMMITTEE:

The members of the Policy, Procedure & Governance Committee shall be appointed by the Governor for his/her year, from the District Board of Trustees.

For continuity, the Governor should attempt to appoint the Committee Chair from those members who served the previous year. The Committee Chair shall also serve as the District Chairman on Laws, Resolutions & Policies.

The PP&G Committee is charged with reviewing all issues regarding the governance of the La.-Miss.-W.Tenn. District. Specifically, the Committee shall suggest amendments to the Kiwanis Family Organizations' Bylaws, Policies, and Procedures, and review any amendments submitted by clubs.

The PP&G Committee should work with the Executive Director to prepare meaningful resolutions for presentation to House of Delegates at the Annual Convention.

202.3 COMMUNICATIONS & EDUCATION COMMITTEE:

The members of the Board Committee on Communications & Education shall be appointed by the Governor for his/her year, from the District Board of Trustees.

For continuity, the Governor should attempt to appoint the Committee Chair from those members who served the previous year.

It is suggested that the Governor-Elect serve on the Communications & Education Committee to provide guidance on the forums, workshops, and educational sessions for incoming club and district officers at the Kiwanis District Convention, Lt. Gov.-Elect Training, and the CLE Conferences to effectively prepare the officers for the upcoming year of service.

The Board Committee on Communications & Education is assigned Board responsibilities for all District Meetings and Communications, which includes the annual Kiwanis District Convention, Mid-Winter Conference, Mid-Year Regional Conferences, Lieutenant Governor Training Conference, Club Leadership Education & Planning Conferences, and be knowledgeable of the programming and plans for the Kiwanis International Convention. The C&E Committee shall review the logistical aspects of the Key Club and the Circle K District Conventions, as well as the District directory and District communications including *The La.-Miss.-W.Tenn. District News* and all web sites. The Committee is also charged with reviewing all concerns related to education and training programs.

202.4 SERVICE COMMITTEE

The members of the Board Committee on Service shall be appointed by the Governor for his/her year, from the District Board of Trustees.

For continuity, the Governor should attempt to appoint the Committee Chair from those members who served the previous year.

The Board Committee on Service is assigned Board responsibilities for all aspects of Service, as provided by clubs. The committee shall oversee the efforts and communications of the District Service Project, Kiwanis International Global Campaign for Children, and the various Service Committee Programs: Children & Youth Services, Human & Spiritual Relations, Service, and Young Children: Priority One.

202.5 THE BUDGET & FINANCE COMMITTEE:

The members of the Board Committee on Budget & Finance shall be appointed by the Governor for his/her year, from the District Board of Trustees.

It is recommended that the Governor-Elect serve on the Budget & Finance Committee to better familiarize himself/herself with all aspects of the District's budgetary process.

For continuity, the Governor should attempt to appoint the Committee Chair from those members who served the previous year, or the Governor-Elect.

The Budget & Finance Committee is charged with reviewing all financial matters involving the Kiwanis District or any of its sponsored organizations, including budgets, requests for over-expenditures, and alternative income. Specifically, the Committee shall:

- A. Budgets:** Review the proposed Kiwanis District, Key Club District, and Circle K District budget assumptions and budgets for the next administrative year and present them to the Board for final approval at the first Board Meeting of the administrative year.
- B. Expenditures:** Review requests for budget over-expenditures and determine their overall effect on Kiwanis finances, and the fund to be used if the Board approves the recommendation.
- C. Reports:** At each meeting, analyze and report to the Board on the current financial statements for Kiwanis, Key Club, and Circle K and the variations from budget.

The Budget & Finance Committee is also charged with reviewing and making recommendations, when deemed necessary, to the District Board on all aspects related to office services, information technologies, and human resource matters.

Refer to Policy No. 701 for a more detailed list of responsibilities.

202.6 SERVICE LEADERSHIP PROGRAMS COMMITTEE:

The members of the Board Committee on Service Leadership Programs shall be appointed by the Governor for his/her year, from the District Board of Trustees.

For continuity, the Governor should attempt to appoint the Committee Chair from those members who served the previous year.

The Service Leadership Programs Committee is assigned Board responsibilities for all matters involving the Service Leadership Programs within the District. The programs under the watch of this committee shall include, but not be limited to Circle K District, Key Club District, Builders Clubs, K-Kids, Aktion Clubs, and the Key Leader Conferences. The Committee shall encourage Kiwanis Board Members to attend and represent the Board at all Key Club and Circle K District Board Meetings, Conferences, and Conventions.

202.7 MEMBERSHIP GROWTH

The members of the Board Committee on Membership Growth shall be appointed by the Governor for his/her year, from the District Board of Trustees.

For continuity, the Governor should attempt to appoint the Committee Chair from those members who served the previous year.

The Board Committee on Membership Growth is assigned Board responsibilities for all matters involving membership growth, new club building, and membership retention. The committee should develop an annual Growth Plan for the District, encompassing ways to increase membership and build new clubs. The Governor will work with the Kiwanis International Area Director to determine key locations to build clubs during the year.

202.8 All Board Committees, with the exception of Executive, are additionally charged with reviewing the Policies, Procedures, Strategic Plan, programs, and services of the Kiwanis District, the Key Club District, and the Circle K District, which are relevant to each committee areas of concern. A Board Committee may, as a result of such review, recommend to the District Board the creation, revision, or discontinuance of such Policies, Procedures, systems, programs, or services.

202.9 At times, special board committees are required to ensure proper functioning of special events or issues and may be appointed by the Governor to work on various issues or projects.

202.10 If an item, study, or report is referred to more than one Board Committee, the District Governor shall designate which committee shall have primary responsibility, but the committees should consult with each other.

203 DISTRICT COMMITTEES

203.1 Subject to the approval of the district board of trustees, the district governor, while governor-elect, shall appoint the chairmen and members of district committees for the succeeding administrative year. The governor may also appoint committees as needed, subject to the approval of the district board of trustees. Such committees should assist the clubs in the district to implement the Objects, objectives, Policies, programs, and goals of Kiwanis.

203.2 - Structure

A. **Standing Committees:** The basic committee structure, as suggested by Kiwanis International, may include the following standing committees:

Administrative Committees:

1. Achievement
2. District Convention
3. Finance and Fund Raising
4. Laws and Regulations (Laws, Resolutions & Policies)
5. Membership Growth and Orientation
6. New Club Building
7. Past District Governors
8. Public Relations
9. Education and Club Development

Service Committees:

10. Service
11. Human and Spiritual Values
12. Young Children: Priority One
13. Children & Youth Services

Sponsored Programs Committees:

14. Aktion Club
15. Builders Club
16. Circle K
17. Key Club
18. K-Kids

B. **Standing Committee Terms:** Each standing committee with the exception of the Committee on Key Club and the Committee on Circle K, shall begin their terms of office on the first day of October. The terms of office of the Committee on Key Club and the Committee on Circle K shall begin at the conclusion of the respective sponsored programs district conventions and continue to the conclusion of the succeeding conventions or until their successors shall be duly selected and qualified.

C. **Cooperation with International Committees:** Each standing committee shall at all times cooperate with the appropriate committee of Kiwanis International in promoting in clubs of the district any program suggested by such International Committee.

D. **Sponsored Programs Committees:** The Aktion Club, Builders Club, K-Kids, and Key Leader Committees shall be appointed by December 1 and shall assume responsibilities for these programs on April 1. Any action taken by these committees shall be subject to review and the authority of the current Kiwanis district board of trustees under the bylaws and policies of the district.

The chairmen of the Committees on Aktion Club, Builders Club, Circle K, K-Kids, and Key Club will be known as the district administrator for Aktion Club, Builders Club, Circle K, K-Kids, and Key Club, respectively. The chairmen of the Committee on Key Leader shall be known as the district chairman.

E. **Past District Governors Committee:** The Committee of Past District Governors shall be composed of past district governors who are active members of clubs within the district and a quorum of the committee shall be a majority thereof.

F. **Young Children: Priority One Committee:** The governor shall be given the option of naming the committee or committees on Young Children: Priority One in terms of the programs themselves.

- G. **Additional Committees:** Nothing shall preclude the right of the governor to name additional committees, under the provisions of the Standard Form for District Bylaws, which would make it possible for the governor to give direct and effective leadership to the goals and objectives the governor has determined for the administrative year with the approval of the district board. All other committees shall be appointed by the governor-elect prior to October 1 and shall serve at the pleasure of the district governor.

203.3 - Duties

A. Administrative Committees:

1. **The Committee on Achievement** shall encourage all Kiwanis clubs in the district to prepare and submit Annual Club Reports in accordance with the rules formulated by Kiwanis International and shall select outstanding reports for appropriate recognition.
2. **The Committee on the District Convention** shall assist the district board in formulating the official program and order of business for the conventions of the district.
3. **The Committee on Finance and Fund Raising** shall suggest methods of developing club budgets. The committee shall also recommend to clubs ideas for local fund-raising activities.
4. **The Committee on Laws and Regulations** shall examine the district bylaws and shall submit any recommendations concerning revisions thereof to the district board, shall cooperate with the board in drafting proposed amendments authorized by the board, and shall make a report on all properly proposed amendments to the district bylaws to be acted upon by any convention. The committee shall also cooperate with the board in interpreting the spirit of the district bylaws and in securing the proper observance of obligations, standards, and practices arising thereunder, including the adjustment of any grievances. **The committee** shall consider resolutions submitted by the International Board, the district board, or by a chartered club, when submitted to the chairman in writing thirty (30) days prior to the date of the annual district convention. The committee shall also have the authority to originate resolutions and to modify, combine, and edit all resolutions submitted to it.
5. **The Committee on Membership Growth and Orientation** shall cooperate with all clubs in this district to help them maintain an adequate membership, properly orient and induct new members, involve all members in service and club activities, and promote regular attendance at club meetings.
6. **The Committee on New Club Building** shall study the opportunities for introducing Kiwanis into new communities located within the district and shall stimulate and cooperate with chartered clubs of the district in their efforts to enlarge the field of Kiwanis service by the building of new clubs.
7. **The Committee of Past District Governors** shall consider and report to the district board its conclusion on all matters referred to it. It shall initiate subjects for consideration and report to said board its conclusions. A summary of its proceedings shall be provided to each member of the committee and to the district governor and district secretary. The committee shall meet at the time of the district convention and may hold other meetings at the call of the chairman.
8. **The Committee on Public Relations** shall concern itself with the material and the media by which the public shall receive a true knowledge of the Objects, ideals, programs, and achievements of Kiwanis International and of the districts and the clubs thereof.
9. **The Committee on Education and Club Development** shall assist the district leadership in developing meaningful educational and training experiences for all Kiwanians at district conventions and conferences, organize and/or promote operations and leadership programs for incoming district and club officers, and promote continuing Kiwanis education within each club.

B. Service Committees:

10. **The Committee on Service** shall study, devise, and suggest methods and means whereby the clubs of the district can render effective community services. Areas of concern shall include agriculture, conservation, environment, pollution, public and business affairs, and safety, as well as other areas which the committee may deem pertinent. It shall inspire the clubs to increasing participation in these activities and shall make proposals to clubs of means whereby such purposes may be accomplished.
11. **The Committee on Human and Spiritual Values** shall encourage the clubs to cooperate on broad nondenominational lines with local religious leaders and groups in creating a greater public consciousness of the importance of religious and spiritual values, and shall urge each of the members of clubs in the district to support by precept and example the work of the member's own church and community.
12. **The Committee on Young Children: Priority One** shall study, devise, and suggest methods and means to clubs to assist them in implementing Young Children: Priority One.

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

C. Sponsored Programs Committees:

14. **The Committee on Aktion Clubs** shall assist Kiwanis clubs and divisions in establishing Aktion Clubs in conjunction with community agencies or organizations that serve the needs of people with disabilities and shall promote the concept of continuing and effective sponsorship upon the part of the sponsoring Kiwanis club(s).
15. **The Committee on Builders Club** shall assist Kiwanis clubs in establishing Builders Clubs in junior high/middle schools and shall promote the concept of continuing and effective sponsorship upon the part of the sponsoring Kiwanis club.
16. **The Committee on Circle K** shall be responsible for the proper carrying out of the Circle K District organization's administrative functions in accordance with the Kiwanis district board's approval.
17. **The Committee on Key Club** shall be responsible for the proper carrying out of the Key Club District organization's administrative functions in accordance with the Kiwanis district board's approval.
18. **The Committee on K-Kids** shall assist Kiwanis clubs in establishing Builders Clubs in junior high/middle schools and shall promote the concept of continuing and effective sponsorship upon the part of the sponsoring Kiwanis club.

204 DISTRICT BULLETIN AND OTHER PUBLICATIONS

- 204.1** *The La.-Miss.-W.Tenn. News* shall be the primary Official Publication published by the District.
- 204.2** The Governor-Designate shall appoint the Editor of the District Bulletin for the administrative year. The Governor-Designate and the Editor shall determine the dates of publication.
- 204.3** District Committee Chairmen are encouraged to utilize the District Bulletin as their primary means of communication with the clubs.
- 204.4** Articles and editorials shall be chosen to interpret, amplify, and extend Kiwanis' Objects, objectives, programs of service, current resolutions, and ideals, both in specific topics and in general application.
- 204.5** Space limitations prevent publication of routine club activities such as news of club meetings, anniversaries, speakers, and presentations. Reports selected shall be limited to successfully completed or established service or fund-raising projects. Priority will be given to projects of an unusual or innovative character.

205 INTERNATIONAL ACTION COMMITTEE (IAC)

- 205.1 Purpose:** The purposes of this committee are:
- A. To study the qualifications of and make recommendations to the House of Delegates on candidates for International offices from the La.-Miss.-W.Tenn. District.
 - B. To support the candidate for International office and to continue that support upon election as an International officer.
 - C. To study the qualifications of and make recommendations on candidates for International office from other Districts.
 - D. To study and approve or reject requests from other Districts to nominate or second candidates for International office.
 - E. To study and recommend actions to be taken on amendments, resolutions and other matters to be considered at International Conventions.
 - F. To keep the general membership of the La.-Miss.-W.Tenn. District informed on the nature of the IAC and of the matters to be considered at International Conventions.
- 205.2 Procedures:**
- A. The IAC will consider recommendations made to it concerning candidates and all other matters to be considered

at International Conventions.

- B. Recommendations of the IAC will be presented to the district membership and at the District Caucus at International Conventions.
- C. The IAC shall meet:
 - 1. At the District Convention to elect the Chair and consider any other matters.
 - 2. At least 30 days prior to the International Convention.
 - 3. With ten (10) days notice, on call of the District Governor or the chairman, or at the request of a majority of its members.

205.3 Committee Membership: The membership of the IAC will consist of the following Kiwanians.

- A. The Governor
- B. The Governor-Elect
- C. All Past Governors
- D. The District Executive Director
- E. The IAC Chair

205.4 Officers: The Chair shall be a Kiwanian elected by the committee from the District membership. No current candidate for International office shall serve as the chair of the Committee.

205.5 Rules of Conduct: The recommended positions of the IAC shall be the only official opinions supported by Committee members. Committee members should not wear any election paraphernalia for any candidate for International Office other than the District's candidate while serving in their official capacity as a Committee member. This policy is in no way intended to restrict any IAC member from supporting any candidate or rendering personal opinions on any subject while participating in IAC committee deliberations.