

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

SECTION 400: SERVICE

SERVICE PROJECTS

400 - DEFINITION OF A SERVICE PROJECT

- 400.1** A service project is an activity consistent with the Objects, objectives, and Policies of Kiwanis International, devised or planned by a Kiwanis club or a club committee, and performed by club members for the benefit of others.

SPONSORED PROGRAMS

(ALSO, SEE SEPARATE SECTIONS ON CIRCLE K AND KEY CLUB.)

401 - SPONSORED PROGRAMS OF KIWANIS INTERNATIONAL

- 401.1** Kiwanis International has developed and gives priority to support for sponsored service projects for youth and adults of various age groups to be known as “Kiwanis Sponsored Programs,” collectively referred to as the “Kiwanis Family.” These groups are: Aktion Club, Builders Club, Key Club, Circle K, and K-Kids. Adoption as a sponsored program by Kiwanis International involves a higher level of support, including registration and tracking of clubs, specialized communications for the clubs and sponsors, and promotion to other Kiwanis clubs. Kiwanis International assumes responsibility for providing funding for future development and maintenance of the program.
- 401.2** Circle K is a service club for university students. The program’s purpose is to provide personal growth in its members through community service, leadership development, and fellowship activities. Each Circle K club shall adopt and adhere to the approved form for club bylaws for Circle K, and shall elect officers, hold regular meetings, and adhere to a club committee structure. Membership in a Circle K club shall cease at any time the member shall become a member of a Kiwanis club.
- See Procedures 500 – 599 for more information on Circle K.*
- 401.3** Key Club is a service club for students between the ages of 14 and 19 years. The program’s purpose is to provide personal growth in its members through community service, leadership development, and fellowship activities. Each Key Club shall adopt and adhere to the approved form for club bylaws for Key Club, and shall elect officers, hold regular meetings, and adhere to a club committee structure. Membership in a Key club shall cease at any time the member shall become a member of a Circle K or Kiwanis club.
- See Procedures 600 – 699 for more information on Key Club.*
- 401.4** Aktion Club is a service club for adults who live with a disability. The program’s purpose is to assimilate club members into the mainstream of society through community service, leadership development, and fellowship activities. Each Aktion Club shall adopt and adhere to the standard form for club bylaws for Aktion Clubs, and shall elect officers and hold regular meetings. A co-sponsoring community agency or other organization, which serves the needs of adults with disabilities, should be identified to provide necessary expertise to support the Aktion Club.
- 401.5** Builders Club is a service club for students between the ages of 10 and 15 years. The program’s purpose is to provide personal growth in its members through community service, leadership development, and fellowship activities. Each Builders Club shall adopt and adhere to the approved form for club bylaws for Builders Club, and shall elect officers and hold regular meetings.
- 401.6** K-Kids is a service club for students between the ages of 6 and 12 years. The program’s purpose is to provide personal growth in its members through community service, leadership development, and fellowship activities. Each K-Kids club shall adopt and adhere to the approved form for club bylaws for K-Kids, and shall elect officers and hold regular meetings. Involvement of the parents of K-Kids members should also be encouraged.

402 – DISTRICT SERVICE LEADERSHIP PROGRAMS (KEY CLUB & CIRCLE K)

- 402.1** The fiscal (accounting) year of both District Service Leadership Programs (SLP) shall begin on October 1st and end on September 30th.
- 402.2** The Kiwanis Executive Director shall assist the SLP Board in the preparation and operation of the SLP budget and shall be responsible for checking expenditures in relation to the budget. The SLP budget shall be prepared not later

than October 31 and submitted to the Kiwanis District Board Meeting for approval at their next regular meeting.

- 402.3** Disbursement of SLP dues shall be the responsibility of the respective SLP Board, supervised by the Administrator of that SLP Organization and the Kiwanis Executive Director, and paid through the District Office. All District SLP disbursements require the signature of the Kiwanis Executive Director.
- 402.4** The Kiwanis Board of Trustees may budget and authorize expenditures of Kiwanis District funds as are necessary for covering the expenses of the SLP Organizations.
- 402.5** Should any situation arise at such time that the Kiwanis Board cannot conveniently grant approval, the Kiwanis District Governor, the SLP Administrator, and the Kiwanis Executive Director may collaborate to render a decision in behalf of the Kiwanis District Board. Any such decision shall be confirmed by the Kiwanis District Board at its next regular meeting.
- 402.6** The Kiwanis Executive Director shall see that an annual review/audit is completed as part of the overall Kiwanis District Review/Audit, and that the information is incorporated into the Internal Revenue Service Form No. 990 filed on behalf of the District.
- 402.7** Each District SLP Board shall hold at least three meetings annually.
- 402.8** Travel of the Key Club Governor, Secretary-Treasurer, and Lieutenant Governors shall be approved by his/her high school principal, his/her parents, and by his/her District Administrator. Travel of the Circle K Governor, Secretary-Treasurer and Lieutenant Governors shall be approved by his/her District Administrator.
- 402.9** Each SLP District Administrator shall be responsible for a training conference for the newly elected District Officers of the respective SLP Organization. Said conference to be held between the conclusion of their annual convention and June 15.
- 402.10** District SLP funds may be used by the SLP Officers for transportation to District Board meetings, District Conventions, and training conferences. Any additional travel expenditures must be approved by the respective SLP District Administrator.
- 402.11** Each District SLP Governor, Lieutenant Governor and Secretary-Treasurer will forward or cause to have transferred, the records for his/her administrative year to the successor in office within 30 days after that successor has been elected.
- 402.12** Kiwanis District funds shall not be available for the expenses incurred in sponsoring an SLP Club, or furnishing supplies and equipment. This obligation remains with the sponsoring Kiwanis Club.
- 402.13** Any policy adopted by either SLP District Board which is subsequently approved by the Kiwanis District Board, shall have the force and effect of a Kiwanis District Policy.
- 402.14** A convention for each District SLP Organization shall be held annually. Each SLP Convention budget shall be prepared by its respective Administrator, working with the Kiwanis Executive Director. The convention budget shall be presented to the Kiwanis Board of Trustees for approval prior to the start of the respective convention.
- 402.15** Each SLP District Administrator, the respective SLP District Governor and the Kiwanis Executive Director shall approve all plans necessary for the respective SLP Convention. This includes all financial, organizational, program and other necessary controls. Dates for the SLP Conventions should be coordinated with the Kiwanis Executive Director to avoid conflict with scheduled District and International functions. All plans for each convention shall be presented to, reviewed and approved by the respective SLP District Board.
- 402.16** Both District SLPs should endeavor to select their District Convention sites and dates at least eighteen (18) months in advance so that the site for the next year's convention may be announced at the current year's convention (although it is recognized that this occasionally may not be possible and that sites once selected occasionally may have to be changed).
- 402.17** The duties and responsibilities of the District Administrators on Key Club and Circle K shall be included, but not limited to, the following:
- A. The respective Administrator, as appointed by the Governor, and approved by the Board of Trustees, through their guidance and counsel with the respective Service Leadership organization District Board, shall be directly responsible for the proper conduct and direction of their organizations' administrative functioning. The Administrators shall give guidance to all meetings of their District Board, their annual District Conventions, and all other authorized district functions.
 - B. The Administrator is the Chairman of his/her respective SLP District Committee.
 - C. The Administrator shall serve as advisor to the SLP District Board, while exercising caution not to make decisions for the board. The Administrator must also ensure that any action taken by their Board is not in conflict with the Kiwanis International and Key Club or Circle K International Constitution and Bylaws,

Policies and Procedures at all levels.

- D. As a member of the District Committee, the Administrator should concentrate his/her efforts as a counselor to the Executive Committee of the District Board, i.e., the Governor, and Secretary-Treasurer.
- E. The Administrator should make assignments to the other members of the committee that will allow them to offer advice and counsel to the individual Lieutenant Governors within their divisions, and to the individual Board Committees.
- F. The Administrator shall personally report, or assign a member of the District Committee to make a report on the activities of the SLP Organization, when requested to do so by the Kiwanis Governor or the District Board of Trustees.

403 GUIDELINES FOR ADULTS WORKING WITH KIWANIS SPONSORED PROGRAMS

- 403.1** All adults of the La.-Miss.-W.Tenn. District working with Kiwanis programs for youth under the age of 18 are expected to read/understand, agree to, and abide by these guidelines, as set forth in the Kiwanis International Policies and Procedures, Section 432, and are repeated herein for emphasis.
- 403.2** A chaperone shall be defined as a Kiwanis member, faculty member, parent, legal guardian, or person who is in loco parentis, over the age of twenty-one (21), approved by the school, and registered with and accompanying the youth members at a specific event.
- 403.3** While attending any project, meeting, social event, or other gathering within the La.-Miss.-W.Tenn. District that is produced primarily by or for the benefit of youth, adults are expected to refrain from consumption of alcoholic beverages during any portion of the event.
- 403.4** While attending any project, meeting, social event, or other gathering La.-Miss.-W.Tenn. District that is produced primarily by or for the benefit of youth, adults are expected to refrain from the use of tobacco products in the presence of youth.
- 403.4** While attending an event that requires overnight stay in a hotel or camp/conference setting, adequate adult chaperoning is expected and should include no fewer than one adult male for each ten or part of ten youth males, and one adult female for each ten or part of ten youth females. Except for a parent sharing a sleeping room with a child of the parent, no adult should share a hotel or dormitory sleeping room with a youth. In the event that sleeping quarters consist of multiple beds, such as a bunkhouse or camp cabin, adults may share the sleeping quarter with youth members of the same gender, provided that two or more adults are present.
- 403.5** Adults transporting youth in a motor vehicle should do so with a second adult in the vehicle, or in hardship cases, the "rule of threes" being at least three people in the car at all times, is recommended.
- 403.6** The possession of prescription and non-prescription medications by youth at an event should be permitted only by permission of the parent/guardian.
- 403.7** Background checks for adults working with youth may be required and should conform to applicable local and state/provincial laws and requirements. In the absence of local or state/provincial regulations, Kiwanis clubs are expected to undertake confidential background checks for all adults who will be working directly with youth outside of the school or who may not have undergone a background check.
All adults working with youth at all Kiwanis International-sponsored events including Key Club International Convention, Governor Administrator training conference and Key Club International Leadership Conference must have a background check that is approved or conducted by Kiwanis International.
- 403.8** Whenever these guidelines may conflict with local school policies or rules, or local state/provincial, or national laws or regulations, the highest applicable standards for conduct are expected to prevail.
- 403.9** All documents bearing personal information, including registration forms, medical information forms, permission to treat forms, etc. should be treated as being confidential. Processes that protect this information should be created, including minimizing the number of people who have access to any such documents. The documents should be maintained a minimum of three years or longer as may be required by applicable state/provincial laws and regulations. After the maintenance period has expired, the documents should be destroyed in a way that maintains confidentiality, such as shredding. It is also expected that the disposal and destruction of all confidential information will conform to applicable state/provincial laws and regulations.
- 403.10** Every Kiwanis club of the La.-Miss.-W.Tenn. District is expected to inform and educate its members on these guidelines and best practices annually.

404 DISTRICT MAJOR EMPHASIS PROJECT

- 404.1** The District Major Emphasis Project is to attempt to place, or to have placed, an Automatic External Defibrillator in every school within the geographical territory of the Louisiana-Mississippi-West Tennessee District.