

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

## **SECTION 900: GENERAL DISTRICT POLICIES**

### **900 DISTRICT OFFICE**

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- 900.1 The normal office hours for the District Office shall be 9:00 a.m. to 4:30 p.m., Monday through Thursday, and 9:00 a.m. to 12:00 noon Friday.
- 900.2 The District Office shall be closed for the following holidays:
- Thanksgiving (Thursday & Friday)
  - Christmas Eve & Day
  - New Year's Eve & Day
  - Mardi Gras
  - Holy Thursday & Good Friday
  - Memorial Day
  - Fourth of July
  - Labor Day

### **901 DISTRICT AWARDS**

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- 901.1 All District Awards will be determined by the District Governor. Such awards will reflect the emphasis of each administration. The Committee Chairmen or other persons responsible for the collection of nominees and selection of winners for the various awards shall submit to the District Governor and District Executive Director a list of the criteria for the selection of winners and other rules concerning the awards prior to announcing the awards and their criteria to the clubs.
- 901.2 No award need be presented in any year in which the person(s) responsible for the award determines that no nominee adequately meets the published criteria for the award. When this occurs, the person(s) responsible for the particular award shall immediately notify the District Governor of his decision.

### **902 DISTRICT EMBLEMS**

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- 902.1 To preserve distinction and dignity of the District emblem(s) (Kiwanis, Circle K and Key Club), they shall not be used for trade or commercial purposes without specific authorization from the respective District Board of Trustees. The emblem(s) may be used on approved District badges for present and past District officers and District committee chairmen. It may be used also for official District, Division, and Club programs, bulletins, stationery and publications connected with Kiwanis, Circle K and Key Club programs and activities of a non-commercial nature.
- For any other use prior written authorization must be obtained from the appropriate District Board by written request submitted, in the case of Kiwanis, through the District Executive Director, and in the case of either Sponsored Youth Organization, through the appropriate District Administrator, at least ten days prior to any meeting of the District Board(s). Provided however, that if Board action is required on any such request before a Board meeting will be held a vote on the matter may be taken by mail ballot.

### **904 ALCOHOLIC BEVERAGES AT KIWANIS MEETINGS**

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- 904.1 In the light of the Objects of Kiwanis International, and in the light of the possible presence of SLP members and other guests, the District prohibits the serving of alcoholic beverages at official Kiwanis functions. Official function is defined as follows: (1) one for which attendance is granted under the official attendance rules; (2) one which begins when the presiding officer calls the meeting to order and is concluded also by the presiding officer's order.

### **905 FUND RAISING**

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- 905.1 All District-wide service-type fund solicitations shall be handled through the District Foundation rather than through

any outside organizations. "District-wide" shall be interpreted as "above division level."

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## **906 KIWANIS-FAMILY ELECTIONS**

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- 906.1 The choice of leadership in the various branches of the K-Family is the exclusive privilege and responsibility of each individual group. It is improper for a member of any one organization to attempt to influence the process of nomination, electioneering, or voting for officers of any other group.

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## **907 SEXUAL HARASSMENT**

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- 907.1 A. This District prohibits any form of sexual harassment. Similarly, any behavior that has the effect of creating an intimidating, hostile, or otherwise offensive environment is strictly prohibited. Sexual harassment includes, but is not limited to, the following behavior: sexual advances, verbal or physical conduct of a sexual nature, visual forms of a sexual or otherwise offensive nature, such as signs or posters, requests for sexual favors, epithets, slurs, jokes, or other verbal or physical conduct.

B. Several behavioral suggestions are in order to carry out this policy:

1. Strive to have at least two adults present at all times when Kiwanians and sponsored youth are meeting together or are traveling together, even briefly.
2. Avoid the unnecessary touching of others, whether adults or youth.
3. Avoid sexually suggestive language, off-color jokes or stories.
4. Avoid the distribution or pictures, audio, videotapes or printed materials, including e-mail messages or media of any kind, containing sexually suggestive language or scenes.
5. Avoid all activities/projects that involve one-on-one contact between adults and youth ("Lone Ranger projects").

### **907.2 Reporting Discrimination and Sexual Harassment**

- A. If one experiences or observes any of the aforementioned prohibited forms of conduct, that person, or a representative of any club or division, must report such conduct to the District Executive Director. An investigation will be conducted and, to the extent possible, the privacy of the person filing the complaint, as well as the person under investigation, will be respected at all times consistent with legal obligation to conduct a fair and thorough investigation. If the District Executive Director is involved in the conduct about which the person is complaining, the report should be made to the current District Governor. The complaint will be promptly investigated. Upon completion of the investigation, the matter will be reported to the District Board of Trustees for appropriate consideration. The investigation results will remain confidential to the general public.
- B. Alleged violations reported to any club will be documented and promptly and discretely investigated, and proper authorities, including the Division and District Risk Managers and Kiwanis liability insurance carriers, should be notified immediately if anyone files a complaint about the conduct of a Kiwanian.

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## **908 GRIEVANCE PROCEDURES**

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- 908.1 Any dispute between clubs or individuals regarding any matter or issue as to Kiwanis, Kiwanis policies or procedures, or Kiwanis authorities, may be submitted to the current District Governor for resolution. In appropriate instances, the Governor may present any issue to the District Board of Trustees for resolution by majority vote of all trustees.

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## **909 KIWANIS RELATED LITIGATION**

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- 909.1 The effectiveness of all that we do as Kiwanians depends in large measure on building, advancing, and protecting the good name of Kiwanis. To this end, the following apply to matters regarding litigation:
1. Before any Kiwanis club or division engages in litigation as a plaintiff of any kind in the name of Kiwanis, such club or division must obtain written consent from the District Board of Trustees through the District Executive Director.
  2. Any Kiwanis club or division named as a defendant in a law suit or an administrative or tax proceeding shall notify the District Executive Director immediately upon being made aware of the existence of the suit or

proceeding. Such club or division shall also comply with all terms of the Kiwanis liability insurance and must also notify the Kiwanis insurance authorized risk manager immediately.