



DISTRICT PROCEDURES AND ADDENDUMS

EFFECTIVE JUNE 12, 2017

INDEX OF PROCEDURES:

- **Candidates for District Office**
- **Charter Nights**
- **Charter Suspension**
- **Code of Conduct-Addendum**
- **Conflict of Interest**
- **Conflict of Interest Form**
- **Convention Planning Schedule-Addendum**
- **Death or Illness Notification**
- **Distinguished Programs**
- **District Directory**
- **District Convention**
- **District Conventions Bids & Selection**
- **District Event Sponsorship**
- **District Standing Committees**
- **Division Council Conference & Meetings**
- **Election Campaign Guidelines**
- **Expense Allowances**
- **Expense Allowances-Addendum**
- **Executive Director Absence**
- **Name Change Request by Clubs**
- **New Club Opening**
- **Protocol for Official District Functions**
- **Publication-Michigan Builder**
- **Reimbursements**
- **Service Leadership Programs**
- **Steering Committee**
- **Use of District Office**
- **Use of District Office-Addendum**

CANDIDATES FOR GOVERNOR, GOVERNOR-ELECT, LT. GOVERNOR, AND LT. GOVERNOR-ELECT - PROCEDURE

RELATED TO POLICY: ARTICLE 701

GOVERNOR: A chartered club, Division or Governor-Elect wishing to place the name of the current Governor-Elect before the House of Delegates at the District Convention shall provide the District Executive Director, at the start of the District Convention, a list of the persons nominating and seconding their candidate.

GOVERNOR-ELECT: A chartered club or Division, wishing to place the name of a candidate for the office of Governor-Elect before the House of Delegates at the District Convention shall:

1. File a statement of intent, with the District Executive Director, as soon after January 1st as is possible, and no later than May 10th.
2. Provide the Editor of the "Michigan Builder" with a suitable picture of their candidate plus a single page of biographical data containing the qualifications and accomplishments.
3. Provide the District Executive Director, at the start of the District Convention, a list of the persons nominating and seconding their candidate.

The names of the winning candidates will be announced during the convention. Each of the candidates will be notified individually and separately by any two amongst the Governor, District Executive Director and Elections Chair of the results prior to any general announcement. Any candidate wishing to know vote counts may request such results from the Governor or District Executive Director within 10 days of the election. Otherwise, the counts shall be known only by the Governor, District Executive Director, and the Elections Chair.

DISPOSITION OF BALLOTS: All ballots shall be shredded and disposed of by the Election Chair between 11 and 30 days after the election unless otherwise directed by the Executive Director and/or Governor.

LT. GOVERNOR: Any chartered club within a Division, wishing to place the name of the current Lt. Governor-Elect before the Division caucus shall:

1. Make certain to have such a person, the club president, club immediate past president, or their duly-elected alternate in attendance.
2. Provide the caucus Chair names of the persons to be recognized for the purpose of nominating and seconding.
3. It is recommended that a paper ballot be used in cases of contested offices and the results of the voting be announced by the caucus chair, actual vote counts not being announced. (Barring unusual circumstances, the current Lt. Governor-Elect should be the sole candidate for such office.)

LT. GOVERNOR-ELECT: The same rules apply to nominations for this office, except that more than a single candidate may be nominated and elections shall follow the directions provided to the Lt. Governor.

Nothing stated above shall be construed as limiting the right to make further nominations from the floor for the office of Lt. Governor.

In all four cases above, the name of a candidate cannot be submitted or placed in nomination from the floor without his or her consent and assurance that he or she will accept all responsibilities of office.

Reference: Policy 701

Adopted 6/12/17

CHARTER NIGHTS - PROCEDURE

RELATED TO POLICY: ARTICLE 1623

1. The Lt. Governor, along with the new club and sponsoring club(s), should make the necessary arrangements for space, refreshments, gifts, etc.
2. All arrangements should be approved by the Governor, in consultation with the Lt. Governor, including dates, times, and related costs.
3. Meals and the meeting should finance themselves by staying within the income provided through the sale of meal tickets.
4. It is recommended that the Lt. Governor serve as Master of Ceremonies and that the charter presentation and principal address be made by the Governor or someone the Governor so designates.
5. Generally, the clubs within the Division may present gifts to the new club. Gifts are sometimes purchased by individual clubs or by a pooling of funds.

Reference: Article 1623

Adopted 6/12/17

CHARTER SUSPENSION PROCEDURE

RELATED TO POLICY: ARTICLE

A club may have its charter suspended due to the following reasons:

Dues arrears, club request, club conduct unbecoming based on Kiwanis International and Michigan District by-laws and policies, failure to conform to international by-laws

All charter suspensions must go to district board of trustees for approval

Dues arrears: any amount more than 60 days. A notice sent to club, Governor and Lt. Governor within 30 days for payment to be made within 30 days after that or charter may be suspended.

Reference: Article

Adopted 6/12/17

Michigan District Board Code of Conduct-Addendum

RELATED TO POLICY: ARTICLE 309

309. The District Board. The District Board shall be composed of the Past Governor, the current Governor, the Governor-Elect, the Executive Director and a Lt. Governor from each District Division.

309.1 Purpose and Accountability. The Board is accountable to the membership working solely on behalf of the membership. Its purpose is to ensure that the District achieves its strategic objectives.

309.2 Governing Style. The Board will govern with an emphasis on:

309.2.1 Outward vision;

309.2.2 Encouragement of diversity of viewpoints;

309.2.3 Strategic leadership more than its own administrative detail;

309.2.4 Clear distinction of Board and Executive Director roles;

309.2.5 Collective rather than individual decisions;

309.2.6 The future rather than the past or present;

309.2.7 Proactive rather than reactive; and

309.2.8 Open, efficient, and productive meeting

309.3 Code of Conduct. To ensure the confidence of clubs and members and the reputation of the District among the public and to fulfill the Board's role of stewardship and leadership to the organization, the District expects all members of the Board to conduct themselves according to the highest ethical, professional, and moral principles. Each Board member and candidate for any Board office shall annually acknowledge, by signature, that they have read, understand, and accept personal responsibility to adhere to the standards of conduct stated in this policy.

309.4 The Board's Ethical Responsibility. Each Board member shall, to their utmost ability:

309.4.1 Personally comply with all applicable laws and regulations, as well as Kiwanis International's and the District's Bylaws, Policies, and Procedures;

309.4.2 Never knowingly allow the District to violate any applicable laws and regulations;

309.4.3 Act with integrity, honesty, and trustworthiness and not engage in unethical practices, deceive others, or misrepresent Kiwanis in any business dealings;

309.4.4 Treat others equitably, fairly, and with respect and not engage in any form of discrimination or harassment;

309.4.5 Be loyal to the District and its mission;

309.4.6 Demonstrate care for clubs and club members and the communities they serve, including the highest regard for the safety, health, and welfare of the public;

309.4.7 Make responsible decisions for the future of the organization, ensuring Kiwanis and the District's resources are prudently managed and expended;

309.4.8 Practice transparency and accountability to clubs, members, and the public;

309.4.9 Not use the name of Kiwanis or their Board position for personal benefit or advantage;

309.4.10 Help create a cooperative and productive working environment at Board meetings and other Kiwanis functions;

309.4.11 Respect and protect any privileged or confidential information, including the private information of members and donors, and support the final decisions of the Board;

309.4.12 Fulfill the duties of office to which they are elected and not attempt to exercise individual authority outside the purview of their office;

309.4.13 Interact with staff in a professional and respectful manner, following agreed channels of communication and authority;

309.4.14 Not engage in any conduct that would tarnish the good reputation of Kiwanis or undermine the members' or public's trust.

309.5 Ethics Violations. Alleged violations of ethical standards of conduct shall be reported to the Executive Director, who shall inform the Executive Board.

309.5.1 Investigation. If the Executive Director and Executive Board determine that further investigation is warranted, the process shall be conducted in the same manner as violations of conduct unbecoming, including the right of the accused to defend themselves, as defined in the District's Bylaws or these policies.

309.5.2 After the process is completed, any Board member found to have violated these standards of conduct shall be subject to disciplinary action as the Board determines, up to and including suspension of duties or removal from office.

I acknowledge, by signature, that I have read, understand, and accept personal responsibility to adhere to the standards of conduct stated in this policy.

Signature

Date

Printed Name

Title

Reference: Article 309

Adopted 6/12/17

CONFLICT OF INTEREST PROCEDURE

RELATED TO POLICY: ARTICLE 1300

All district officers must sign annually a Conflict of Interest form.

(See Addendum for form)

Reference: Article 1300; Addendum 1300

Adopted 6/12/17

MICHIGAN DISTRICT OF KIWANIS INTERNATIONAL
CONVENTION PLANNING SCHEDULE ADDENDUM 600

RELATED TO PROCEDURE 600

- MARCH** (42 months)
February issue of the Michigan Builder will carry an article calling for District Convention Bids to be submitted by a deadline of May 15th.
- MAY** (39 months)
Convention bids received by May 15th deadline will be reviewed and a committee of the current Governor, Gov.-Elect and Executive Director will visit the areas under consideration to investigate and negotiate any proposals with hotels, convention center, caterers.
- SEPT** (36 months)
At the first meeting of the new District Board, reports will be received from the review committee, short presentations may be made by bidders, and the Board will award the bid based on this information and set the dates for the convention. District Office to follow-up on contracts.
- MAY** (15 months)
The Governor, Gov.-Elect, Executive Director and local Convention Chair meet with the headquarters hotel personnel to review the broad-general plans, the facilities and guarantees. Follow-up meeting with key chairs to inform them of their duties and any information they need to compile to be ready for the next planning meeting.
- JAN.** (7 months)
AM Meeting with headquarters hotel personnel to review:
Proposed convention format
Space requirements.... any limitations
Menus...select items...discuss guarantee plan
Parking

Hotel usage to include: handling of reservations, special room assignments including suites, comps, room pricing.

(This group to include the Governor, Gov.-Elect, Executive Director, Convention Chair as well as the On-To-Convention Chair.)

PM Meet with key local chairs to cover the following:

Convention Program...layout, business agenda, advertising, printing

Publicity... slides for Spring Div. Meetings and local pictures for 3 Builder articles

Special Events... programs, tours, etc. for members, and spouses need to be presented with alternate choices that can be selected by the Governor, Gov.-Elect and Executive Director (To include times, costs, transportation needs, etc.)

MAY

(3 months)

The Governor, Gov.-Elect, Executive Director and next year's Convention Chair to meet with key local chairs and hotel personnel to review the convention format filling in all blank spaces and noting rooms assigned to events. Walk thru any assignments for chairs that feel they need more instruction. Final confirmation of meals, rooms, prices, guarantees and cut-off dates.

District Office will follow up with mailing to VIPs and clubs, invitations to those who serve and ordering of supplies and awards.

Reference: Procedure 600

Adopted 6/12/17

DEATH OR ILLNESS NOTIFICATION PROCEDURE

RELATED TO: POLICY 1916

The following procedures shall apply:

Upon notice of the death of:

Prior to publication the Executive Director shall notify by appropriate means

- | | |
|--|--|
| a) Governor or Governor-Elect | Governor-Elect and all Past Governors |
| b) Current Lieutenant Governor or District Chair | Governor, Governor-Elect and Immediate Past Governor |
| c) Past Lieutenant Governor or District Chair | Governor, Governor-Elect, Immediate Past Governor and Class Governor of the deceased |

Upon notice of the illness of:

Prior to publication, the Executive Director shall:

- | | |
|--|---|
| a) Governor or Governor-Elect | First contact the immediate family to confirm the illness and to obtain permission for publication of the same. Executive Director shall then publicize according to family wishes. |
| b) Current Lieutenant Governor or District Chair | |
| c) Past Lieutenant Governor or District Chair | |

Upon the death of a Past Governor or Past Governor's partner, the Executive Committee will make endeavors to send a representative to the visitation and/or service.

Reference: Policy 1916

Adopted 6/12/17

DISTINGUISHED PROGRAMS - PROCEDURE

RELATED TO POLICY 1917

It is necessary that the Governor, Lt. Governors, and the District Office keep adequate charting on all persons who may qualify for "Distinguished Awards".

Governor -

1. Based on fulfillment of the criteria, the determination is made by the Kiwanis International Board.
2. Awards are made at the International Convention.

Lt. Governor-

Michigan District Distinguished Clubs

1. The District Office will track monthly scoring for reports submitted each month.
2. Accumulative totals of points (to be established by the Board each September) will determine the level of award that will be presented at the following Spring Divisional meeting.

All persons and clubs named to "Distinguished" honors, are featured in issues of the Michigan Builder.

Reference: Article 1917

Adopted 6/12/17

ELECTRONIC DISTRIBUTION OF DISTRICT DIRECTORY PROCEDURE

RELATED TO: POLICY ARTICLE 900

The District Directory may be distributed as an electronic version under the following conditions:

1. A request from an individual must be made in writing to the District Office. The request must include why the electronic version is needed along with any proposed uses other than personal reference.
2. The distribution will be made from the District Office in a .PDF format.
3. Recipient is not authorized to forward the electronic version to others.

This Official Roster of club and district officers is furnished for Kiwanis directory purposes, not for general mailings or solicitation of other clubs. It should not be used for commercial circulation, nor should duplicates be made for commercial uses. The information contained in this booklet is the property of Kiwanis and not the property of the individual.

Reference: Article 900

Adopted 6/12/17

DISTRICT CONVENTION BIDS & SELECTION - PROCEDURE

RELATED TO POLICY ARTICLE 601

NOTIFICATION - the District Executive Director shall notify the clubs of the Michigan District in the March issue of the "Michigan Builder" of the opportunity to bid for the annual District convention noting the year for which the bids will be received.

REVIEW - the Executive Committee may visit each of the convention sites, carefully reviewing all accommodations, and prepare a report of their findings along with a recommendation, to be presented to the appropriate District Board.

ACCEPTANCE - bids, for the next convention to be awarded, will be reviewed at the first meeting of the new District Board. Clubs with bids to be considered will be invited to make a short presentation to the Board at that meeting. Along with the review and recommendation of the Executive Committee, the Board will make the final determination as the awarding of the bid.

FOLLOW-UP - following the acceptance of a bid by the District Board, the District Office shall confirm all arrangements with host clubs and hotels. Housing requirements for rooming and spaces for events shall be the responsibility of the District Office. Programming of events and activities shall be done jointly by the local club or clubs, and the Governor, Governor-Elect, Executive Director, and Chair for Education.

Reference: Article 601; Addendum 601

Adopted 6/12/17

DISTRICT CONVENTION - PROCEDURE

RELATED TO POLICY ARTICLE 600

DISTRICT CONVENTION PLANNING COMMITTEE - it shall be the responsibility of the District Planning Committee to:

1. Take charge of all plans, arrangements, and volunteer needs, subject to the By-Laws provisions as contained in Article VI.
2. Prepare a tentative program not later than 60 days before the convention.
3. Selection of speakers and entertainment. Governor has primary responsibility for special events speakers and entertainment. Education Chair and Governor-Elect have primary responsibility for workshop content and speakers. Both are subject to the Governor's final approval.
4. Work with the District Office as they develop the system for handling all hotel reservations, meal functions, and communications.
5. Work with The Executive Director, who shall be charged with the financial aspects of the convention including a report of the convention activity not more than 60 days after the convention.

CONVENTION PLANNING SCHEDULE - (See Addendum 600)

Reference: Article 600; Addendum 600

Adopted 6/12/17

DISTRICT EVENT SPONSORSHIP PROCEDURE

RELATED TO POLICY 1908.8

1. All proposals for event sponsorships must be submitted in writing to the Executive Director. The Executive Director will submit the proposal to the members of the Executive Board for their consideration. The written proposal must contain specific details concerning the event sponsorship and the particular event to which the sponsorship will relate, as well as the monetary value associated with the event sponsorship.
2. The Executive Committee shall act on the proposal as soon as practical.
3. The decision of the Executive Committee shall be final.
4. The Executive Director will notify the petitioner of the Executive Committee's decision as soon as practical.
5. The Executive Director will inform the Michigan District Board of Trustees of all written proposals received and the Executive Committee's decisions regarding each proposal at the next regularly scheduled board meeting.

Reference: Article 1908.8

Adopted 6/12/17

DISTRICT STANDING COMMITTEES - ADDENDUM

RELATED TO POLICY ARTICLE 310

The following are Standing Committees within the Michigan District of Kiwanis as defined by Kiwanis International, Michigan District of Kiwanis By-Laws and Michigan District of Kiwanis Policies:

Aktion Club
Builders Club
Bylaws and Policies
Circle K
Council of Past Governors
District Convention
Executive
Finance
The Formula (Membership/Club Opening)
Human and Spiritual Values
Kiwanis International Convention
Key Club
Key Leader
Kiwanis Children's Fund
Kiwanis Kids
Leadership Development and Education
Past Lt. Governor's Council
Resolutions
Service
Steering
Strategic Planning

In addition, Kiwanis International has identified Key Positions that are required for each District:

Risk Manager
Youth Protection Manager
Partnership Coordinator
Public Relations Coordinator

Adopted 6/12/17

DIVISION COUNCIL CONFERENCE & MEETINGS - PROCEDURE

RELATED TO POLICY 1503

Meetings may be as frequent as travel would permit, and every other month is recommended standard. At least four meetings per year are required.

A Division Council cannot impose any assessment of per member Division dues on any club, nor can it impose any other financial obligation on a club. There may be agreement among the members of the Council that they will seek voluntary financial contributions from their respective Boards of Directors.

Division service programs or projects cannot be imposed upon any of the clubs, but it can stimulate such voluntary participation which will be far more successful as a Division than would separate projects conducted independently by the same clubs.

Reference: Article 1503

Adopted 6/12/17

ELECTION CAMPAIGN GUIDELINES – PROCEDURE

RELATED TO POLICY ARTICLE 702

The following steps are suggested to ensure a fair and orderly process whereby the candidate can be provided the opportunity to campaign and to be known.

GOVERNOR-ELECT

1. Formal announcement of a candidate should take place about January 1st of the year during which the election will be held. Formal announcement should include the filing of a written statement of intent with the District Executive Director. The statement should be filed by either a club or Division and should indicate the support of either or both.

2. Candidates having filed a letter of intent shall be entitled to submit a resume for publication in the Michigan Builder. One such article will appear in the January issue, or a later issue, and should be no more than one typed page in length (8 1/2" by 11", 12pt font or larger).

3. Campaigning and campaign materials shall not be of an offensive nature. Signs, posters, brochures, buttons, and pictures shall be displayed in accordance with the hotel rules, and approved by the local host committee at conventions or meetings.

4. Candidates shall be offered suitable, available suites at the headquarters hotel, if desired and at the candidates own expense. Every attempt will be made to make such facilities of equal nature.

5. Candidates and their supporters shall refrain from activity in the near vicinity of the convention registration areas and at the entrance to and within the "House of Delegates."

6. Announcements of invitations to candidate open-houses may be made during convention sessions. The District Executive Director will make the announcements and must be contacted with the exact message to deliver.

7. Election results will be reported by the Elections Chair to the Governor and the District Executive Director. The Governor will report the results to the convention attendees during the convention at a time he/she deems appropriate, not disclosing actual vote counts. Only the winning candidates will be invited to the podium, along with their partner, and the escorts will be announced by the Governor. Only the candidates may ask the Governor or District Executive Director for actual vote counts.

8. Copies of Policy and Procedure regarding elections and campaigning will be provided to any person filing a letter of intent with the District Executive Director.

9. One set of mailing labels shall be available from the District Office on request and at no charge to announced candidates for Governor-Elect. The set shall include club Presidents, Lt. Governors, Executive Officers, Past Governors and current club secretaries.

LT. GOVERNOR-ELECT

1. Formal announcement of a candidate should take place by February of the year during which the election will be held. Formal announcement includes notification of such intent to the Lt. Governor with the notification being made by one of the Division clubs.

2. Candidates may request the Lt. Governor to make such announcements known in the Division newsletter or by word of mouth.

3. Campaigning should be in good taste and is usually limited to personal visits to clubs in the Division and Kiwanian to Kiwanian.

4. Election results at division caucuses should provide the same type of confidentiality as District elections.

5. Copies of Policy and Procedure regarding elections and campaigning will be provided to any person filing an intent with the Lt. Governor.

Reference: Article 702

Adopted 6/12/17

EXPENSE ALLOWANCES - PROCEDURE

RELATED TO POLICY 507.2 – 507.5

All requests for payment of Expense Allowance shall be accompanied by voucher and submitted to the Executive Director/Secretary in the following manner:

1. All expenses for District Officers and Chairs shall be submitted on a quarterly basis. All expenses for employees shall be submitted within 30 days of incurred expense.
2. The regular District voucher form should be used. Substitute forms are acceptable if all voucher form information is included.
3. As much as is possible, expense should be itemized. Evidence of receipts and/or invoices should be included.
4. The final deadline for all expense vouchers shall be October 15th of an administrative year.
5. All vouchers shall be subject to audit by the Executive Director/Secretary and/or Governor and subject to budget limitations.
6. Authorization for housing at events such as the Mid-Winter Board Meeting, Spring Divisional Meetings, etc. will be determined by the Governor.
7. All expenses of the Executive Director/Secretary are to be reviewed by the Governor as specified in the employment agreement.

Reference: Article 507.2 – 507.5; Addendum 507.2 -507.5

Adopted 6/12/17

**MICHIGAN DISTRICT OF KIWANIS
DISTRICT POLICY ON EXPENSE ALLOWANCES ADDENDUM**

RELATED TO POLICY 507.2 – 507.5

LT. GOVERNORS:

International Convention	- \$600
District Convention	- \$75 per diem (max. of 3 day plus 30 cents per mile)
Division Travel, phone, meals	- Based on annual budgeted amount
Other	

LT. GOVERNORS-ELECT:

International Convention	- \$500
District Convention	- \$75 per diem (max of 3 days plus 30 cents per mile)
Other	

ON-TO-CHAIR:

District Convention	- \$75 (as per other chairs)
Other	

DISTRICT COMMITTEE CHAIR:

District Convention	- \$75 (Flat Allowance includes both Current & incoming chair)
Travel, meals, etc.	- Based on annual budgeted amount
Other	

Persons covered for lodging that is approved at these meetings
Will be reimbursed on the basis of ½ of a double occupancy.

Reference: Article 507.2 – 507.5

Adopted 6/12/17

EXECUTIVE DIRECTOR ABSENCE PROCEDURE

RELATED TO POLICY 302.2P

In the event the District Executive Director shall be temporarily so incapacitated as to be unable to discharge the duties of the position, the Governor shall call a meeting of the Executive Committee (by phone or meeting place) to review the situation. The Executive Committee may authorize the Governor to name an appropriate person to temporarily serve as advisor to the District Office operation. The appropriate person serving as advisor may be the Immediate Past Governor, a recent Past Governor, a recent past District Secretary/Treasurer, or the Governor, if his/her workload permits. The advisor reports to the Governor and the Executive Committee and is responsible for seeing that the duties of the Executive Director are performed by others or himself/herself, in cooperation with the Administrative Secretary. In the event the incapacity becomes permanent, see Policy 302.3

Reference: Article 302.2

Adopted 6/12/17

NAME CHANGE REQUESTS BY CLUBS – PROCEDURE

RELATED TO POLICY 1611

1. Request must be made in writing, submitted to the District Executive Director noting a favorable vote of the club membership and the exact name being requested.
2. Upon receipt of such a request, the District Executive Director will notify all clubs in the division of the proposed name change. If no objections are received within thirty (30) days of said notice, then, the request shall be approved and the club shall be so notified by the District Executive Director.
3. If objections are received by the District Executive Director within the thirty (30) day period then the District Executive Director shall set the matter for hearing. Notice of the hearing will be sent to all clubs in the division that may be affected. The notice will include the intention of the Board or Executive Committee to hold a hearing and act at that meeting to recommend approval or denial to Kiwanis International.

After approval, if the club is NOT INCORPORATED, the only thing the club need do is:

4. Amend or update its bylaws to change the club name to that name which has been approved. (Two copies of the amendment or updated bylaws must be sent to the Office of Kiwanis International.)

If the club IS INCORPORATED, the club must also:

5. Amend its Articles of Incorporation to change its corporate name to that name which has been approved. (A copy of the Certified Amendment, showing date of filing by the state, must be sent to the Office of Kiwanis International.)
6. It should be noted that this process may take several months, and that the club **MUST** use its current name until such time as Kiwanis International may give final approval to the new name.

Reference: Article 1611

Adopted 6/12/17

NEW CLUB OPENING – PROCEDURE

RELATED TO POLICY: ARTICLE 1610

1. The Formula Chair, Governor, Governor-Elect, Lt. Governor, or District Executive Director can propose a new location for opening a new Kiwanis Club in the Michigan District, considering the following:
 - a) Will a new club further the “image” of Kiwanis?
 - b) A determination has been made as to prospective members being a part of existing clubs, or the need for a new club exists.
 - c) Adequate assurance of the continued growth of the new club appears to be realistic.
 - d) A proposed new club in the immediate area of an existing club or clubs will not weaken the existing clubs.
 - e) A strong, willing, capable sponsoring club(s) is available.
2. The proposed club recommendation will be directed to the District Governor and Formula Chair for his/her approval. A copy shall be sent to the District Executive Director.
3. The District Formula Chair will assign a New Club Opener to conduct the Community survey. The following areas are to be clearly covered:
 - a. A sponsoring club(s) in the Division to which it will be assigned is agreed upon.
 - b. The Governor and the Formula Chair will assign the new club to a Division.
4. The authority for the implementation of the organization process rests with the Formula Chair and the Formula procedure for New Club Openings.
5. A target date for the Charter Night has been cleared with the Governor, Governor-Elect.
6. **HANDLING OF CHARTER MONEY**
 - a. All checks submitted by members of a new club for new member fees prior to chartering will make the checks payable to “Michigan District of Kiwanis”.
 - b. The District will hold the monies in a separate account for each club.
 - c. Once the club has sufficient members to charter, the District will issue a check to Kiwanis International for the new member fees and a check for the balance to the new club’s bank account.

Reference: Policy 1610

Approval Date: 6/12/17

NEW CLUB OPENING – PROCEDURE

RELATED TO POLICY ARTICLE 1610

1. A feasibility study shall be done to determine the prospects of organizing a new Kiwanis Club in any given location, considering the following:
 - a) Will a new club further the “image” of Kiwanis?
 - b) A determination has been made as to prospective members being a part of the existing clubs, or the need for a new club does exist.
 - c) Adequate assurance of the continued growth of the new club appears to be realistic.
 - d) An adequate meeting place is available at a reasonable price.
 - e) A proposed new club in the immediate area of an existing club or clubs will not weaken the existing clubs.
 - f) A strong, willing, capable sponsoring club(s) is available.
2. The results of this study shall be transmitted to the District Governor and appropriate district chair for their approval. A copy shall be sent to the District Executive Director.
3. Upon the Governor’s direction, the District Executive Director shall notify, in writing, the secretaries of all clubs in the division to which the new club will be assigned and to any other clubs adjoining the new club, of the proposal to form a new club.
4. Should there be any reasonable objection to the organization of the new club, the Executive Director of Kiwanis International should be notified in writing, prior to the organization of the club. Copies should be sent to the Governor and to the District Executive Director.
5. The District Governor shall assign a New Club Opener or the International Club Development Manager to conduct the Organizational Meeting. The following areas are to be clearly covered:
 - a) A sponsoring club(s) in the Division to which it will be assigned is agreed upon.
 - b) The primary fund raising and service areas, for the club, have been established
 - c) The proposed Charter Members of the new club do meet Kiwanis International requirements.
 - d) The Governor and Lt. Governor will assign the new club to a Division.
 - e) All checks submitted by members of a new club for new member fees prior to chartering will make the checks payable to “Michigan District of Kiwanis”.
 - f) The District will hold the monies in a separate account for each club.
 - g) Once the club has sufficient members to charter, the District will issue a check to Kiwanis International for the new member fees and a check for the balance to the new club’s bank account.

6. A target date for the Charter Night has been cleared with the Governor.

Reference: Article 1610

Adopted 6/12/17

PROTOCOL FOR OFFICIAL DISTRICT FUNCTIONS – PROCEDURE

RELATED TO POLICY 1908

The following arrangements may need to be varied according to the nature of the meeting place and persons present.

The following shall be head table guests when present:

1. Any current International Officer or Representative of International.
2. Immediate Past International Officers from the Michigan District who attained an office above the level of International Trustee.
3. District officers including: Governor, Governor-Elect, Immediate Past Governor, Executive Director.
4. Master of Ceremonies or Chair for the event.
5. Speakers.

The following may be head table guests at the Governor's personal invitation:

1. Lt. Governors or host presidents.
2. Visiting officers from other Districts.
3. Staff members of the International Office.
4. District Governor of Circle K, District Governor of Aktion Club and/or District Governor of Key Club.
5. Other guests the Governor may select.

Seating arrangements should closely follow the priority below starting to the left of the lectern facing the audience and alternating from left to right:

1. Presiding Officer or MC
2. Speaker (first seat right of lectern)
3. Current International Officers
4. Current District Officers
5. Past International Officers
6. Other special guests
7. Invocator

Special guidelines:

1. If partners are included, the partners of head table guests should be seated next to their partner on the side most removed from the lectern. Where space may be a problem, partners may be at a second head table in front of their partner, or seated at a reserved table.
2. Lt. Governors may be seated at specially marked tables in some order according to Division numbers.
3. Past Lt. Governors, District Chairs, and partners may be assigned to reserved tables.

4. The Governor shall be the presiding officer at all District banquets and other District functions unless he/she is the Guest of Honor or otherwise approves different arrangements.

Reference: Article 1908

Adopted 6/12/17

PUBLICATION, OFFICIAL DISTRICT “MICHIGAN BUILDER” – PROCEDURE

RELATED TO POLICY 801

1. The Michigan Builder shall be issued six (6) times per year, with the issues for June-July, August-September, October-November, December-January, February-March, and April-May as the schedule of combined issues.
2. The Builder will be delivered to all members of the Michigan District, Kiwanis International VIP's, K Family Officers, and such other persons that work with the District on special projects and activities.
3. It shall be the responsibility of the club secretaries to keep Kiwanis International informed of any changes in member adds, deletes, and address changes.
4. Persons wishing to submit material for publication, must have all such material in the hands of the Editor by the 5th of the month before it is intended for use.
5. Every issue shall contain a message from the Governor, Governor-Elect and Executive Director, club meeting and officer changes, in memoriam listings, upcoming calendar and District membership information. Highly encouraged for each issue is a message from all the Service Leadership programs as well as District chairs. Seasonal events are also promoted on a timely basis.

Reference: Article 801

Adopted 6/12/17

REIMBURSEMENT PROCEDURE

RELATED TO POLICY 507.3-507.5

Expense allowances for various District officers, Chair, and employees shall be provided for in the District budget. Where several of the officers or Chairs share the same line item, the total allotment shall be divided equally among them, unless otherwise determined by the Board of Trustees.

Persons authorized for housing at events such as the Mid-Winter Board meeting, Spring Divisional Meetings, etc. will be reimbursed for rooming based on one/half of a double occupancy.

Section 1: Reimbursement to District Officers for expenses shall be based upon signed vouchers and supported by receipts, mileage reimbursement rates as permitted by the IRS Code, or in the case of Lt. Governors, mileage formulas based upon the size of each division. Mileage reimbursement for District Officers and Chairs and other eligible volunteers shall be at the rate of \$.30 per mile.

Section 2: Reimbursement of District Officer expenses shall not exceed the budget amount in any line item unless otherwise determined by the Board of Trustees.

Section 3: It is the policy of the District to encourage Kiwanians to become Officers and Lt. Governors, and in order to do so each District budget should include a line item for reimbursement of expenses incurred in attending an International Convention as well as covering the travel expense incurred in visiting clubs within a Division. The Line item for Lt. Governor Expenses should be allocated proportionately based upon the total mileage each Lt. Governor will travel within his/her respective division. Lt. Governors are encouraged to utilize these funds for reimbursement of such expense. Additionally, there is a separate Budget Line item for Lt. Governor expenses to include a minimum of \$75 per day to attend the District Annual Convention.

Section 4: The District Budget should also include line items which will help partially defray the expenses of District Officers, including Lt. Governors, incurred during any training sessions. Reimbursement of such expense may take the form of a per diem allowance.

Section 5: The District Executive Director shall publish to the Lt. Governors at the start of each administration year their Divisional Travel Expense allotments for the year, the total of which shall be equal to the item in the District Budget entitled, "Lt. Governor's Expenses." No Lt Governor shall be allowed to exceed said allotment without further Board approval.

Please Note:

To receive the mileage reimbursement described above, each Lt. Governor must complete the required Division reports by the due dates established at LG Training. Additionally, a reimbursement request form will be provided to each Lt. Governor at District Convention. This form will need to be completed and signed as well. Completion of these forms will serve as documentation for the IRS that funds being disbursed to Lt. Governors are for reimbursement for expenses incurred versus income for services rendered.

Reference: Article 507.3 – 507.5

Adopted 6/12/17

SERVICE LEADERSHIP PROGRAMS CIRCLE K & KEY CLUB DISTRICTS – PROCEDURE

RELATED TO POLICY ARTICLE 1800

1. Circle K and Key Club will adopt the October 1 to September 30 fiscal year for financial reporting purposes.
2. The District appointed Administrators for Circle K and Key Club, (see District Policy Article 1804) shall present proposed Circle K and Key Club budgets for their General Operations, Conventions & Conferences, for approval by the Kiwanis District Board at the first meeting of the Kiwanis District Board.
3. These budgets shall contain a line item accounting of proposed income and expenses.
4. Appeals for the Service Leadership Fund will be sent to Kiwanis clubs at the beginning of the Kiwanis year and again about mid-year. Currently, it is suggested that clubs use a \$5 per member figure, unless the club sponsors a Service Leadership Program ... then the figure would be \$3 per member. A banner patch is provided for those clubs who make a contribution. These funds are maintained by the District Executive Director and are available to the Service Leadership groups upon request of their Administrators.
5. The budgets described in item # 2 shall be available to the Kiwanis District Executive Committee, for review and recommendation, at least 30 days in advance of any Michigan District Board of Trustees meeting.
6. Within 60 days of the close of the Circle K and Key club District years, the Kiwanis District Executive Committee shall be provided detailed financial reports of the Circle K and Key Club Districts, General Operations, Conventions & Conferences, these reports will constitute a final report for the year.
7. Within 30 days of the close of the Circle K and Key Club Conventions or Conferences the Kiwanis District Executive Committee shall be provided a detailed financial report of the event.
8. Any contractual agreements entered into by Circle K or Key Club Districts must have prior approval of the Kiwanis District Executive Committee.
9. The Circle K District must adhere to those Kiwanis International Board Procedures outlined for the Circle K District and for the local Circle K Club.
10. The Key Club District must adhere to those Kiwanis International Board Procedures outlined for the Key Club District and for the local Key Club.

Reference: Article 1800

Adopted 6/12/17

STEERING COMMITTEE PROCEDURE

RELATED TO POLICY 310.1.2

The following procedure is provided for the orderly nomination of a person as a candidate to an International Office.

1. The Steering Committee should help with the identification of potential candidates.
2. The member's club is to adopt a Resolution naming the proposed candidate, who must be a member in good standing of a club in the Michigan District, and indicating the support of the club. The Resolution is submitted to the District Executive Director by the club about 18 months prior to the International Convention where the election will be held.
3. The District Executive Director shall forward this information to the Chair of the Steering Committee.
4. When more than one member is nominated for candidacy, the Steering Committee will consider the Resolutions presented and make a recommendation to the District Executive Director of one (1) candidate for the vacant position.
5. The recommendation of the Steering Committee shall be forwarded to the Council of Past Governors for their consideration and possible support of a Resolution to be placed before the next House of Delegates at the next District Convention.
6. The District Executive Director will draft a Resolution supporting the candidate from the District for election to that International office and proposed for adoption at the District Convention preceding the election. The Resolution is subject to the editing of the Steering Committee.
7. In the event of extenuating circumstances, such as death or serious illness of an International Officer or a candidate, the proposed times for the specified actions may not be available, and the Steering Committee shall take appropriate emergency action as may be necessary.

Reference: Article 310.1.2

Adopted 6/12/17

USE OF DISTRICT OFFICE – PROCEDURE

RELATED TO POLICY 401.3

Requests for use of the District Office shall be submitted to the Executive Director in the following manner:

1. Contact will be made with the Executive Director, with a preferred 30 day advance notice of any request to use the District Office, to ensure the use is within the policy standard.
2. The Executive Director will verify the availability of the District Office for use at the requested date and time, confirming or denying the request.
3. If confirmed, the Executive Director will provide a checklist detailing the requirements for using and proper maintenance of the District Office.
4. The checklist will be followed, signed and left at the District Office upon completion of the event. See addendum 401.3

Reference: Article 401.3; Addendum 401.3

Adopted 6/12/17

**USE OF DISTRICT OFFICE ADDENDUM
CHECKLIST FOR USE OF DISTRICT OFFICE**

RELATED TO PROCEDURE 401.3

1. One time entry access to District Office through side key-padded door is _____
(five digits).

2. Immediately at the conclusion of the event held at the District Office the following checklist should be completed:

_____ a. All furniture is returned to original position.

_____ b. Clean all areas used
(Kitchen, training room, conference room, etc.).

_____ c. All trash has been properly removed from the building. **(Our cleaning person will take care of this, just make sure stuff is in wastebaskets)**

_____ d. Front doors are locked.

_____ e. All lights are off

_____ f. Exit side door, ensure secure.

3. The above checklist shall be completed and signed by responsible person to contact should Executive Director find any discrepancies and left at District Office.

Printed Name

Organization

Signature

Reference: Procedure 401.3

Adopted 6/12/17

