

**OHIO DISTRICT OF KIWANIS INTERNATIONAL
2011-12 Board of Trustees Meeting
Second Official Meeting**

Saturday, December 3, 2011
9:30 AM

OSU Newark Campus
Newark, Ohio

CALL TO ORDER

Governor Bill Snellgrove called the meeting to order at 9:32 AM.

ROLL CALL

Secretary Dave Whiteman called the roll. Absent were the Lieutenant Governors from Divisions 3, 17, and 22 plus Governor Elect Craig Wallace.

INTRODUCTIONS

Governor Bill welcomed those present and asked District Chairs, past officers, and guests present to introduce themselves.

MINUTES OF THE PREVIOUS MEETING

The minutes of the September 19, 2011 meeting were presented for approval. **Motion by Joe Sonderman (10-W) to accept the minutes as presented was seconded and carried.**

OFFICERS REPORTS:

TREASURER'S REPORT

Treasurer Mike Fischbach reviewed the "Draft" copy of the October financial reports. Mike noted that this report does not reflect any dues income to date in the 2011-12 Administrative Year. We have received a significant amount of dues in November that will be reflected in our next statement. Mike also noted that our Mutual Funds have made a nice recovery since the last report. Key Club and Circle K have had little activity to-date. Key Club has received Sponsorship Fees for clubs and Circle K had minimal activity related to their Fall Rally. **Motion by Bud Shieff (24) to accept the Treasurer's Report was seconded and carried.**

SECRETARY'S REPORT

Secretary Dave Whiteman presented a written report on the District Office operations. A copy of the report was included in the Board Booklet. Dave has been working to add members to our list of email recipients. He recently added new members from prior two years and our total number of members on the email list is now about 3,000 or 1/3 of our total membership. The official membership for the district as of 9/30/11 was 8,518, but deletions prior to the roster submission date have reduced that to just over 8,300 "billed members" for the 2011-12 Kiwanis Year. Five clubs had their charter revoked by KI at their last International Board Meeting. The specific clubs were listed in the board report.

DISTRICT FOUNDATION REPORT

President Bob Williams addressed the Board briefly. They passed around examples of the various awards available to honor individuals with donations to the district foundation. He then asked Faith Levine, PR Chair for the foundation, to address the group and provide additional information. One of their goals is to make sure they provide more and better information to our Lieutenant Governors. There will be a liaison from the foundation board to each division in the Ohio District to assist them in serving the foundation. Faith reviewed each of their awards and noted that next year they will be introducing a new award named for current International President Alan Penn. Finally, she noted that you can name the Ohio District Foundation through the Kroger Reward Program to receive a gift based on the money you spend at Kroger.

KEY CLUB GOVERNOR'S REPORT

A written report was included in the Board Booklet from Key Club Governor Breanna Learn. Breanna was unavailable to attend the meeting today.

CIRCLE K GOVERNOR'S REPORT

Circle K Governor Andrew DeFratis addressed the board briefly and a written report was distributed in the Board Booklet. He reviewed each of the items in his written report and specifically invited each Kiwanis Board Member to join them at their District Convention in Columbus from February 24-26th. He asked us to consider placing ads in their convention program to help support their convention.

ACTION ITEMS:

Mid Year Education Day Budget

Mid Year Conference Chair Diana Keplinger reviewed the proposed budget for our 2012 Mid Year Education Day. We will once again be holding our Mid Year at The Conference Center at NorthPointe. The registration fee remains the same as 2011 and it will include all conference materials, food, and breaks throughout the day. **Motion by Jamie Kaufman (1-N) to approve the 2012 Mid Year Education Day Budget was seconded and carried.** We once again have a very exciting Keynote Speaker to kickoff our event. Daniel Dorr, from the Cincinnati Area, will speak about his world travels and his goal and struggles to climb Mt. Kilimanjaro. Daniel credits his early contact with Kiwanis for much of his success.

Key Club District Convention Budget

Key Club Administrator Jeff Eble reviewed the budget for the 2012 Key Club District Convention. He reviewed the changes taking place at this convention, such as their move back to the Hyatt Regency Hotel. They have reduced the number of anticipated "paid" registrations to 300 in this budget. This is closer to their past results. Jeff also pointed out that \$5,000 of expenses will be paid from the General Budget. This represents the support for Board Members and incoming Lieutenant Governors. This helps to pay for all comp costs for those individuals. The budget was reviewed and recommended for approval by the Finance & Structure Committee. **Motion by Jamie Kaufman (1-N) to approve the 2012 Key Club District Convention Budget was seconded and carried.**

Circle K District Convention Budget

Circle K Administrator Sarah Roush reviewed the 2012 District Convention Budget for Ohio District Circle K. The convention this year will take place at the Embassy Suites Columbus Airport. They have given us a very favorable rate for hotel and meals for the weekend. She encourages all to consider attending the event. You will have a great time, but you will go home "worn out"! **Motion by Nancy McNeal (16) to approve the 2012 Circle K District Convention Budget was seconded and carried.**

Aktion Club Convention Budget

In the absence on District Chair Sande Johnson, Governor Bill Snellgrove reviewed the Aktion Convention Budget briefly and noted that the budget had been reviewed and recommended from approval by the F & S Committee. **Motion by Joe Sonderman (10-W) to approve the 2012 Aktion Convention Budget was seconded and carried.**

2012 Aktion Convention Contract

In the absence of District Chair Sande Johnson, District Secretary Dave Whiteman reviewed briefly the contract with Recreation Unlimited for our 2012 Aktion Convention. The major change from 2011 was the addition of Friday night to the contract. They used Friday night last year, but the contract just spells out that we will be using it this year. Dave noted that the F & S Committee reviewed and recommended that the contract be approved. **Motion by Bud Shieff (24) to approve the 2012 Aktion Convention Contract and to authorize the District Secretary to pay the applicable deposit was seconded and carried.**

2013 District Convention Contracts

District Secretary Dave Whiteman reviewed the contracts for our 2013 District Convention in Lima in detail reviewing the individual room costs for the convention center contract and also the individual contracts with the Wingate Hotel (primary hotel) and the Howard Johnson (overflow hotel). Dave noted the process that the F & S Committee used in reviewing these contracts in October and at their final conference call meeting this past Thursday. The F & S Committee has recommended approval of the contracts as presented today. **Motion by Eric Bush (10-E) to authorize the District Secretary to enter into the contracts as presented and to pay the applicable deposit was seconded and carried.**

Policy Manual Revisions

Laws and Regulations Chair Don Parker reviewed the extensive changes that he has prepared to update our District Policy Manual and bring it up to current practice. To help explain the scope of all changes being made, a copy of the current Policy Manual with deleted wording struck out and new language underlined is attached to the minutes as Addendum #1. Specific sections being revised are as follows:

- Article I, Section 4
- Article III, Section 6
- Article V, I, Section 1, g
- Article V, K, Section 4
- Article V, K, Section 6
- Article V, K, Section 7
- Article VI, B, Section 3, a
- Article VI, B, Section 3, d

- Article IX, A, Section 1
- Article IX, A, Section 2
- Article IX, A, Section 3
- Article IX, A, Section 4
- Article IX, B, Section 1
- Article IX, B, Section 2
- Article IX, C, Section 1
- Article IX, C, Section 2
- Article IX, C, Section 3
- Article IX, D, Section 1
- Article IX, F, Section 1

As these changes were being discussed, it was noted that the Ohio District Kiwanis Foundation has a provision in their Policy Manual prohibiting them from participating in, or sharing the cost of, a candidate's reception at the District Convention. That provision is in Article VI, B, Section 3, a; and is currently not changed in our new wording of that section. Governor Bill Snellgrove asked for a motion to also include in the motion that the District Secretary be given the authority to clean up any typographical errors, change any reference to Service Leader Programs where applicable, to remove reference to Ohio District Kiwanis Foundation candidates sharing the cost of the reception, to correct the CKI annual dues section to include the dues for 2 year schools, and to make all other modifications as outlined by Don Parker in his report. **A motion by Bob Callecod (1-S) to approve all changes outlined by Don Parker; to delete sentence inviting the foundation candidates to the candidates reception; correcting all references to Service Leader Programs; modifying the CKI annual dues to add \$450.00 for clubs at 2 year schools and at schools where the total enrollment is under 1,000 students; and to authorize the District Secretary to correct any typos. The motion was seconded and carried.** Governor Bill noted that he heard considerable amount of discussion, both pro and con, to the exclusion of the district foundation candidates from the candidate's reception at the district convention. He asked the board if they would like to reconsider that decision. **A motion by Bud Shieff (24) to add this sentence back to Article VI, Section 3, a. to give the Foundation Candidates the option to participate was seconded.** There was considerable discussion both pro and con. The problem in the past has resulted from forcing all candidates to pay for their share of the expense of that item. The past 2 or 3 years there has been no expense for this event and it was discussed as to whether we should just limit the cost so that there was no need for any candidate to share the expenses. We will look at that option for the future. **Motion to revert to prior wording or Article VI, Section 3, a. was carried.**

Key Club Note Repayment

District Secretary Dave Whiteman advised the board that the F & S Committee had recommended that an additional repayment of \$10,000 be made on the \$20,000 still owed on our note due to Ohio District Key Club. The board was not comfortable making that decision at this time due to the fact that our paid membership will be about 200 less than we budgeted for. Key Club Administrator Jeff Eble added that they do not need the funds at this time and we are giving them more interest than they would receive from the bank on the funds in question. **A motion by George Doyle (2) to delay action of this matter until the March Board Meeting was seconded and carried.**

COMMITTEE REPORTS:

The board heard reports from the following committees. In most cases the reports were distributed in writing and no further comments are made in the minutes of these reports.

EXECUTIVE COMMITTEE

Bill Snellgrove

Since the last board meeting, the Executive Committee met on October 19, 2011. This meeting was necessary to authorize approval of the 2012 District Installation contracts in Findlay, Ohio as the facility requested a signed contract prior to this board meeting. **A motion by Jamie Kaufman (1-N) to ratify the actions of the Executive Committee was seconded and carried.**

FINANCE & STRUCTURE

Mauri Cron

Finance & Structure Committee Chair Mauri Cron addressed the board to review the makeup of the committee and their recent activities. At the request of Governor Bill Snellgrove and the leadership of Kiwanis International, the Ohio District is looking at creating Family Membership Pilot Program. The committee looking at that proposal is being chaired by Past Treasurer Connie Potter and includes Jack Hilborn, Diana Keplinger, Brian Shaffer, Craig Wallace, Fil Line, and Bill Pierce. Hopefully a recommendation from that committee will be coming back to the board at its March meeting. In addition a Structure Review Committee is continuing to work looking at our future options. Past Lieutenant Governor Tom Riggs, a current member of the F & S Committee will be chairing that committee as it continues its

work. It will likely not come back to the board until late this year or next year. Mauri and District Secretary asked each Lieutenant Governor to attempt to determine how many family members they have in their divisions. This information should be returned to the district as soon as possible.

MEMBERSHIP GROWTH & NEW CLUB BUILDING **Fil Line**

Chairman Fil Line asked each Lieutenant Governor to be sure that they had the handout concerning the recently developed Membership Growth Contest and that they were promoting it in their divisions. As of two days ago, three Growth Summits had been scheduled and more will be added very soon. A complete schedule will be distributed as it becomes available. In addition, a written report from Fil was included in the Board Booklet distributed to each Board Member for today's meeting. Please review the material as given. Finally, Fil stressed the need for us to work on retention of our current members.

ELIMINATE PROJECT UPDATE **Cindy Champer**

District Coordinator Cindy Champer addressed the board briefly. A written report was included in the Board Booklet. As of mid-October, the Ohio District is at \$311,000 of the \$4.2 million we need to raise for the Eliminate Campaign by 2015. She announced that the Cincinnati Kiwanis Club will be our first \$100,000 club. At Mid Year Education Day we will have 2-3 workshops regarding the Eliminate Project. Dr. John Button will be a guest speaker at the Mid Year.

CLUB LEADERSHIP EDUCATION **Dennis Lehman**

CLE Chair Dennis Lehman addressed the board briefly and reviewed the written report included in the Board Booklet distributed for this meeting. He wanted to get the current board thinking about CLE and sharing information with their successors. We will be scheduling the session this year by regions and they will be scheduled in May and June. For those unable to attend a session in their area, they will be able to attend a session in another region or they can attend a session online.

KIWANIS ONE DAY **Jennifer DeFrance**

District Chair Jennifer DeFrance advised the board that this year's date has been moved back to April 21st and that gave us a little more time to plan. To go along with the project, we will be selling special Kiwanis One Day T-Shirts with \$2.00 of the proceeds from the sale of each shirt to go toward the Eliminate Project. She noted that District Secretary Dave Whiteman felt that the district board should authorize sale and processing of t-shirts through the District Office. **A motion by Bud Shieff (24) to authorize sale of Kiwanis One Day T-Shirts through the District Office was seconded and carried.** An electronic version of the order form will be sent to all board members in the next few days and Jennifer asked us all to help promote the sale of the shirts as a fundraiser for the Eliminate Project.

ON TO INTERNATIONAL CONVENTION **Al Allender**

District Chair Al Allender addressed the board briefly and urged them to attend the International Convention in New Orleans to support International President Alan Penn. It will be a great convention in an exciting city. We will be seated in a place of honor in the delegate hall. There will be many outstanding workshops designed to improve your Kiwanis experience.

INTERNATIONAL FOUNDATION **Len Abrams**

District Chair Len Abrams addressed the board briefly to urge the board members to be aware of the difference between the Ohio District Kiwanis Foundation and the Kiwanis International Foundation. They are both important, but they serve different purposes. We increased our support of the Annual Club Gift Campaign last year and Len thanked Immediate Past Governor John DeVilbiss for his efforts. We have a goal of increasing our total contributions to \$30,000 for the current Kiwanis Year. Contributions for this program (Annual Club Gift Campaign) allow us to present matching scholarships to Key Club and Circle K, as well as to provide funding for other valuable programs.

STRATEGIC PLAN UPDATE **Jean Forbes**

Jean Forbes took a few minutes to review the Strategic Plan that was developed several years ago for the district. She prepared a PowerPoint Presentation to review each of the sections of the plan. Due to the meeting running late, she had to cut short discussion on the plan. Please note that written copies of the Strategic Plan are available through District Secretary Dave Whiteman. Please let him know if you would like a full copy of the plan.

GOVERNOR ELECT COMMENTS

Governor Elect Craig Wallace was not able to attend today's meeting, but he prepared a written report that was included in the board booklet distributed at today's meeting. He urged us to consider building a new club, if at all possible.

IMMEDIATE PAST GOVERNOR COMMENTS

Immediate Past Governor John DeVilbiss addressed the board briefly. He commended the board on a great start to their year. He urged all of us to check with our clubs now to make sure they have a Membership Plan in place for the club. We need to plan for success.

GOVERNOR COMMENTS

Governor Bill addressed the board briefly. He and Cheryl have enjoyed their division visits very much. As division visits wind down, they are looking forward to visiting more clubs as the year goes on. He hopes that Lieutenant Governors are visiting the clubs in their divisions. They need our help and support. He urged us to promote attendance at Mid Year Education Day and at the upcoming Growth Summits. Both of these events are great sources of information. Encourage your clubs to Interclub. Those clubs that are growing are almost always interclubbing with other Kiwanis Clubs. District Convention is coming up in August in Youngstown. Bill recognized the board members who just celebrated or will be celebrating birthdays and anniversaries.

ANNOUNCEMENTS

- The next Board Meeting will be at the Mid Year Education Day on March 9, 2012 and it is traditionally scheduled for 8:00 PM. The meeting will take place at The Conference Center at NorthPointe; location of our 2012 Mid Year Education Day on March 10th.
- The district office will be closed beginning Christmas Eve and will reopen on Tuesday, January 3rd. If you need anything while we are closed, leave a message for Dave at Extension 201. He will be checking messages periodically during the week and will get back to you as soon as possible.

The meeting adjourned at 12:35 PM.

Submitted by:



B. David Whiteman
District Secretary

***Ohio District
of
Kiwanis International***

Policy Manual

Ohio District of Kiwanis International
Suite 220
6161 Busch Blvd.
Columbus, OH 43229-2554
(614) 848-5000
(888) 827-8196
(888) 397-4457 Fax

This version of the District Policy Manual represents the most current version in print. The District Board of Trustees approved this Revised Version on March 12, 2010. All previous editions are obsolete and should be discarded.

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INTRODUCTION

This Policy Manual establishes the guidelines and procedures for the operation of the Ohio District of Kiwanis International. In case of conflict, the Bylaws of Kiwanis International and the Bylaws of the Ohio District supersede the provisions of the guidelines and procedures of this policy manual. Any and all changes must be approved as presented in Article X, Changes to Policy Manual.

ARTICLE I. COMMITTEES

Section 1. The District committee structure includes three classifications of committees: Club Support, District Support, and Special. The Club Support and District Support Committees are standing committees.

<u>Club Support</u>	<u>District Support</u>
a. Aktion Club	a. Certified Trainers
b. Builders Club	b. Budget
c. Circle K Club	c. Bylaws and Resolutions
d. Community Service	d. District Convention
e. Human & Spiritual Values	e. District Convention Site
f. Inter-Club and Fellowship	f. Education and Club Development
g. International Foundation	g. Executive
h. Key Club	h. Finance and Structure
i. Key Leader	i. International Convention
j. Kiwanis Kids (K-Kids)	j. Mid-Year Education Day
k. Marketing and Public Relations	k. Past District Governors
l. Membership Growth & Orientation	l. Past District Treasurers
m. New Club Building	m. Past Lieutenant Governors
n. Young Children: Priority One	
o. Youth Services	

Section 2. Each club support committee cooperates with the appropriate committee of Kiwanis International and promotes the programs suggested by the International Committee to the clubs of the District.

Section 3. All District Committees are responsible to the Governor or the Board of Trustees and provide reports as requested. The Governor defines the work of the committees to give direct and effective leadership to further the goals and objectives for the Administrative Year. The Governor may name additional committees under the provisions of Article IV on Special Committees.

Section 4. It is recommended that the Chairs and Administrators of all District Committees, unless otherwise stated, should be Past Lieutenant Governors who have not served as District Governor or District Treasurer. In making appointments to District Chair and Administrator positions, consideration should be given to creating opportunities for newly interested appointees and to creating a mixture of experienced and inexperienced District Chairs and Administrators. Generally, District Chairs and Administrators should not be reappointed to the same district position for more than five (5) consecutive years.

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~~**Section 5.** District Chairs and Administrators of all standing committees should not be re-appointed as District Chairs or Administrators of the same committee for more than five (5) consecutive years.~~

Section 6-5 Unless otherwise stated in this Policy Manual, the Governor-Elect will appoint all District Committee Chairs prior to September 1.

Section 7-6 The term of office for all committees begins October 1, unless otherwise stated.

ARTICLE II. CLUB SUPPORT COMMITTEES

Section 1. Composition of Club Support Committees

a. Each of the Club Support Committees consists of: the District Chair and a member appointed from each division who is known as a Division Chair, or a member appointed from each of no less than six (6) regions who are known as Regional Chairs.

b. The Lieutenant Governor-Elect is responsible for making appointments of Division Chairs. These appointments should be reported to the Governor-Elect before June 15. If the Lieutenant Governor-Elect fails in this responsibility by June 15, the Governor-Elect will give responsibility for these appointments to the Lieutenant Governor or a Past Lieutenant Governor. The Lieutenant Governor-Designate should submit the name, club address, and committee for each division chair to the Governor-Designate prior to September 1.

c. The Governor-Elect is responsible for appointing Regional Chairs, if used.

Section 2. General responsibilities of club support committees.

a. The District Chair will provide each Regional or Division Chair with a description of responsibilities and functions of the committee as recommended by Kiwanis International. The Chair will also provide suggestions or special plans for the committee to support the goals and objectives of the District for the administrative year. The Regional or Division Chair is the communication link to transmit the District plans, goals, and objectives to each club chair in the Region or Division.

b. Copies of all correspondence from the District, Regional, and Division Chairs will be forwarded to the Lieutenant Governor.

c. The Lieutenant Governor will give the names and addresses of the Club Chairs appropriate to the Chair's area of responsibility to each Regional or Division Chair before October 15.

Section 3. The Committee on Aktion Club assists Kiwanis Clubs in establishing Aktion Clubs in their communities and promotes the concept of continuing and effective sponsorship by the sponsoring club. The Chair of the Committee will be known as the District Administrator of Aktion Clubs.

Section 4. The Committee on Builders Clubs assists Kiwanis Clubs in establishing Builders Clubs in junior high/middle schools and promotes the concept of continuing and effective sponsorship by the sponsoring club. The Governor-Elect will appoint the Committee on Builders Club prior to July 1.

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The Chair of the Committee will be known as the District Administrator of Builders Club. The term of office of the Committee on Builders Club will begin on July 1 and continue to June 30 of the succeeding year, or until a successor has been approved. Any action taken by this committee between the date of appointment and October 1 will be subject to the approval of the incumbent District Governor and District Board of Trustees. If there is a vacancy on the committee between the date of appointment and October 1, the Governor-Elect will appoint a replacement. Between the period of October 1 and June 30 for the Committee on Builders Club, this committee is responsible to the Governor.

Section 5. The Committee on Circle K is responsible for the proper administration of the Circle K District with approval of the Kiwanis District Board.

Circle K is led by its elected members and therefore all Kiwanians who work with the Circle K board shall not adversely influence the operations of the Circle K District. Any direct intervention to be taken in regards to the operations of the Circle K District must be approved by the Kiwanis District Board.

The Governor-Elect will appoint the Committees on Circle K Club prior to November 1. The Chair of the Committee on Circle K Club will be known as the District Administrator of Circle K Club. The term of office of the Committee on Circle K begins on April 1 and continues until March 31 of any given administrative year, or until their successor has been approved. Any action taken by this committee between the date of appointment and October 1 will be subject to the approval of the incumbent District Governor and District Board of Trustees. If there is a vacancy on the committee between the date of appointment and October 1, the Governor-Elect will appoint a replacement. The Committee on Circle K Club is responsible to the Governor between the period of October 1 and March 31.

Section 6. The Committee on Community Services advises and encourages the clubs of the District to provide effective community services. Area of concern includes agriculture, conservation, environment, pollution, public and business affairs, safety, as well as other areas that the Committee may identify. The committee encourages the clubs to an increasing participation in these activities and makes proposals to clubs for effective community services.

Section 7. The Committee on Human and Spiritual Values encourages clubs to cooperate on broad nondenominational lines with local religious leaders and groups to create a greater public consciousness of the importance of religious and spiritual values. It encourages members of clubs in the District to support by precept and example the work of their personal faith communities.

Section 8. The Committee on Inter-Club and Fellowship promotes and encourages the development of fellowship among Kiwanians through organized club visits and other activities where the membership of one club is involved with the membership of another club.

Section 9. The Committee on International Foundation works with the Kiwanis International Foundation to encourage clubs to participate fully in the programs and activities of the International Foundation including financial support of the International Foundation.

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Section 10. The Committee on Key Club is responsible for the proper administration of the Key Club District with approval of the Kiwanis District Board. The Governor-Elect will appoint the Committee on Key Club prior to November 1. The Chair of the Committee on Key Club will be known as the District Administrator of Key Club. The term of office of the Committee on Key Club begins on April 1 and continues until March 31 of any given administrative year, or until a successor has been approved. Any action taken by this committee between the date of appointment and October 1 will be subject to the approval of the incumbent District Governor and District Board of Trustees. If there is a vacancy on the committee between the date of appointment and October 1, the Governor-Elect will appoint a replacement. The Committee on Key Club is responsible to the Governor between the period of October 1 and March 31.

Section 11. The Committee on Key Leader shall work to promote the Key Leader program in the Ohio District. The committee will also work with the clubs of the District in providing financial support and information for the Key Leader program.

Section 12. The Committee on K-Kids assists Kiwanis Clubs in establishing K-Kids Clubs in elementary schools and promotes the concept of continuing and effective sponsorship by the sponsoring club.

Section 13. The Committee on Marketing and Public Relations is concerned with the material and the media by which the public receives knowledge of the ideals, Objects, programs, and achievements of Kiwanis International, the Ohio District, and the clubs of the Ohio District. It recommends strategies for increasing public awareness of club and District activities.

Section 14. The Committee on Membership Growth & Orientation recommends approaches for attracting new members, for the proper orientation and induction of new members, for the effective involvement of the members, for the retention of members, and for the promotion of regular attendance at club meetings.

Section 15. The Committee on New Club Building considers opportunities for establishing new Kiwanis Clubs in communities located within the District, and stimulates and cooperates with chartered clubs of the District in their efforts to enlarge the field of Kiwanis service by the building of new clubs.

Section 16. The Committee on Young Children: Priority One promotes and encourages clubs in the implementation of this major program of Kiwanis International. It recommends strategies for effective service young children.

Section 17. The Committee on Youth Services promotes activities to assist boys and girls to adjust to their environment and adapt to the social, economic, and moral demands that they may encounter. The committee develops approaches for guiding youth in the selection of their vocation. It encourages and suggests methods for clubs to increase their participation in youth service activities.

ARTICLE III. DISTRICT SUPPORT COMMITTEES

Section 1. For District Support Committees, where it is not specified in the Bylaws or Policy Manual of the Ohio District or in the Constitution and Bylaws of Kiwanis International, the members are appointed by the Chair who will also determine the number of members on the committee. The committee membership information will be forwarded to the Governor-Designate prior to September 1.

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Section 2. The Committee on Certified Trainers is responsible for the training of Club Officers and club leadership. Kiwanis International has trained selected district Kiwanians as Certified Instructors to deliver the Club Leadership Education Program for Club Officers as provided by Kiwanis International. The committee will promote the program and work with Kiwanis International in the implementation of the leadership training program.

Section 3. The Budget Committee is responsible for the development of the Kiwanis District Budget for the subsequent year. The budget will be developed in accordance with the guidelines contained in this policy manual and be submitted to the Finance and Structure Committee for their review, approval, and recommendation to the District Board of Trustees.

Section 4. The Committee on Bylaws and Resolutions reviews the District Bylaws and the District Policy Manual. It submits recommendations concerning revisions to these documents to the Board of Trustees. It consults with the Finance and Structure Committee and the Board of Trustees to draft proposed amendments to the District Bylaws authorized by the Board of Trustees. It makes a report on all properly proposed amendments to the District Bylaws to be acted upon by the delegate body at any convention. The Committee assists the Board of Trustees in interpreting the spirit of the District Bylaws and the District Policy Manual.

In addition, the committee will consider resolutions submitted by the Board of Trustees of Kiwanis International, the Board of Trustees of the District, or by a chartered club. Resolutions must be submitted to the chair in writing, thirty (30) days prior to the date of the annual District Convention. The Committee has the authority to originate resolutions.

Section 5. The Committee on District Convention assists the Board of Trustees in developing the official program and order of business for the conventions of the District. (Consult the Ohio District Convention Chair Handbook for additional information.) The Committee will work with the Committee on Education and Club Development Chair to schedule the educational events at Convention as planned by the Committee on Education and Club Development.

Section 6. ~~The Committee on District Convention Site Location is composed of the three most immediate Past District Convention Chairs willing to serve. The District Governor will appoint the Chair. The District Governor will appoint the Committee on District Convention Site Location. This committee should include at least three Past District Convention Chairs. The District Governor will appoint one as Chair. The District Secretary will serve as an ex-officio member of this committee.~~

The Committee on District Convention Site Location makes recommendations for the District Convention site at least three years in advance. The recommendations are made to the District Governor and to the District Board of Trustees ~~at the current District Convention.~~ In site selection, consideration should be given to moving the convention site throughout the District on a reasonable rotation basis. An invitation from any chartered club for holding an annual convention in its city, delivered in writing to the District Secretary, will be forwarded to the District Governor and to this committee for consideration. The District Secretary will provide to the interested club the packet of criteria and expectations. The club must submit the included response forms in order to be given consideration.

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Section 7. The Committee on Education and Club Development assists the district leadership in developing meaningful educational experiences for all Kiwanians at District Conventions and conferences including the Mid-Year Education Day. It insures that the forums and educational offerings are coordinated between conferences and convention to provide a variety of experiences without unnecessary duplication. The Committee on Education and Club Development promotes continuing Kiwanis education within each club. The Committee evaluates the previous year's education programs.

Section 8. The Executive Committee is defined in the Ohio District Bylaws.

Section 9. The Finance and Structure Committee has eleven (11) members and consists of two (2) Past Governors, one (1) Past Treasurer (these three are selected by their respective groups), Governor, Governor-Elect, District Treasurer, Immediate Past Treasurer, the President of the current class of Lt. Governors, and two (2) members elected by the Delegate Assembly. The Past Governors and Past Treasurer will serve staggered three (3) year terms. Neither the Past Governors nor the Past Treasurer will serve consecutive terms. Other members of the committee will serve for a term of one (1) year. The Governor will also appoint one (1) member of his Board to serve on the Finance and Structure Committee. The Committee will determine the method of selecting their Chair who will not be an elected District Officer or a current Board member. The name of the Chair will be submitted to the Governor-Elect prior to September 1.

In the event of a vacancy in one of the elected offices to the Finance and Structure Committee during an administrative year, the Board of Trustees shall elect a qualified Lt. Governor or a Past Lt. Governor who is an active, privileged, or senior member of a Kiwanis Club in the District to fill the office for the unexpired term.

The Finance and Structure Committee administers the District Finances, Budget, and Office Procedures under the direction of the District Board of Trustees. The Committee submits recommendations to the District Governor relative to the employment of the District Secretary, all office personnel, and an outside auditor. The Committee meets quarterly beginning in October at the District Office, and it reports to the District Board of Trustees at all District Board Meetings and to the delegates at the District Convention. It takes under advisement all matters referred to it for consideration, including the hearing of grievances, and makes its recommendations to the appropriate District body.

Section 10. The Committee on International Convention works to promote attendance at the International Convention by having an information booth at the District Convention and the Mid-Year Education Day. They will also provide articles for the District newsletter and share goals for attendance at the convention. When the Ohio District has a candidate for an International office, the committee will work in cooperation with the International Elections Committee in supporting the candidate.

Section 11. The Committee on Mid-Year Education Day assists the Governor and the Board of Trustees in developing the official program and order of business for the Mid Year Conference. The Committee will work with the Education and Club Development Committee to schedule the educational events at Mid-Year Education Day as planned by Education and Club Development Committee.

Section 12. The Committee of Past District Governors is composed of Past District Governors of this District who are active, privileged, or senior members of clubs within the District. A majority of the Committee defines a quorum. The Committee determines the method of selecting their Chair whose name will be submitted to the Governor-Elect prior to September 1.

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The Committee of Past District Governors considers and reports to the District Board of Trustees on all matters referred to it. It initiates topics for consideration and reports its conclusions to the Board. A summary of its proceedings is provided to each member of the committee, to the District Governor, and to the District Secretary. The committee meets at the time of the District Convention and may hold other meetings at the call of the chair.

Section 13. The Committee of Past District Treasurers is composed of Past District Treasurers of this District who are active, privileged, or senior members of clubs within the District. A majority of the Committee defines a quorum. The Committee determines the method of selecting their Chair whose name will be submitted to the Governor-Elect prior to September 1.

The Committee of Past District Treasurers will consider and report to the District Board of Trustees its conclusion on all matters referred to it. It will initiate subjects for consideration and report its conclusions to the Board. A summary of its proceedings will be provided to each member of the committee, and to the District Governor and District Secretary. The committee will meet at the time of the District Convention and may hold other meetings at the call of the chair.

Section 14. The Committee of Past District Lieutenant Governors is composed of Past District Lt. Governors of this District who are active, privileged, or senior members of clubs within the District. A majority of the committee members in attendance at a meeting will constitute a quorum. The Committee determines the method of selecting their Chair whose name will be submitted to the Governor-Elect prior to September 1.

The Committee of Past Lieutenant Governors considers and reports to the District Board of Trustees on all matters referred to it. It initiates subjects for consideration and reports its conclusions to the Board. A summary of its proceedings is provided to each member of the committee, to the District Governor, and to the District Secretary. The committee meets at the time of the District Convention and may hold other meetings at the call of the chair.

ARTICLE IV. SPECIAL COMMITTEES

Section 1. Special committees may be appointed by the Governor and will perform the duties as defined in their creation. Each committee will be responsible to the Governor and will make reports as requested by the Governor. All Special Committee members serve at the pleasure of the Governor during the term of the Governor.

ARTICLE V. FINANCE POLICY

A. ANNUAL BUDGET

Section 1. The Budget Planning Committee is appointed by the Governor-elect with the advice of the Finance and Structure Committee. The Governor-elect and the District Treasurer are members of the Committee and the District Secretary is an ex-officio member. In addition to the Chair of the Committee, it is suggested that the Governor-elect appoint two (2) additional members, one of whom should be a Past Governor.

Section 2. The Budget Planning Committee prepares the annual budget and submits it to the Finance and Structure Committee for review and subsequent recommendation to the District Board of Trustees for final approval at their first official meeting. The budget planning process should start in March.

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Section 3. The District Treasurer and the Finance and Structure Committee are responsible for the administration of the budget in accordance with sound accounting/management practices.

Section 4. No change will be made in the final approved Annual Budget except as recommended by the Finance and Structure Committee and approved by the Board of Trustees. If emergency circumstances arise requiring a change in the Annual Budget between Board Meetings, the Executive Committee is authorized to make annual adjustments of up to 5% of the total budget without advance Board approval. The Board will be notified of any changes at the next regularly scheduled meeting.

Section 5. Annually, the Budget Committee will review with the District Secretary the salary schedule and benefits program for staff members and the staffing needs for the District Office. After review, the Budget Committee will make appropriate recommendations through the proposed annual budget to the Finance and Structure Committee.

Section 6. Budget Plan Guidelines for Income:

- a. The budget should be based on the current District membership using the March 31 figure as a guide, unless the membership is projected to be substantially lower by September 30.
- b. Using current year investment income as a base, conservative projections should be used when estimating budgeted investment income.
- c. The previous year's actual figures should be used when determining Miscellaneous Sale Items.
- d. The amount of reimbursement from Key Club and Circle K for administrative services provided by the Kiwanis District will be recommended each year by the Finance and Structure Committee. Key Club's reimbursement will be considered at the January Finance and Structure meeting for approval by the Key Club Board of Trustees at their next Board Meeting. The reimbursement for Circle K will be considered at the April Finance and Structure meeting for approval by the Circle K Board of Trustees at their next Board Meeting. The Kiwanis District Board of Trustees will also approve the reimbursement amounts as part of the next year's budget.
- e. The current year's actual new member adds should be used as a guide for budgeting the New Member Fees.
- f. Funds not expended at the close of the Ohio District fiscal year become part of the net assets of the District.

Section 7. Budget Plan Guidelines for Disbursements:

- a. Budget for the Governor, Governor-Elect, and the Immediate Past Governor will be established for their participation in all activities within the District Convention and the International Convention. Additionally, the Governor's budget will include participation in the International Council Meeting.
- b. Budget for the Lieutenant Governors will be established for their participation in the International Convention.

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- c. A budget allowance for operation for each Lieutenant Governor and District Committee Chair will be prepared taking into account the size of each division and region and the distances each must travel to accomplish assigned responsibilities.
- d. It is not the intent of the District to fully reimburse individual Kiwanians for the expenses incurred in performing services for the Ohio District. Allowances are meant to reimburse only a portion of the actual expense.

Section 8. Individual Event and Activity Budgets:

a. District Activity Chairs will submit a budget to the Finance and Structure Committee for review and subsequent recommendation to the Board of Trustees. The schedule for the submission of activity budgets is:

<u>ACTIVITY</u>	<u>F&S</u>	<u>BOARD</u>
1. Mid-Year Conference	October	December *
2. International President's Visit **	October	December *
3. Golf Tournament	January	March
4. Bowling Tournament	January	March
5. District Convention	January	March
6. International Convention	January	March
7. Installation	January	March
8. Aktion Club Conference	January	March
9. Key Club	July	September
10. Circle K	July	September
11. Builders Club	July	September
12. K Kids	July	September

* If a Board of Trustees meeting is not held after the F&S Committee meeting and before January, the Executive Committee will approve this District activity.

** The visit of the International President will not be an annual event and will be determined by Kiwanis International.

b. For reimbursement purposes, the Mid-Year Education Day and the District Convention will officially begin as specified in the Program.

c. A registration fee may be charged for the Youth and Partners' activities at the Mid-Year Education Day and the District Convention. This fee should cover only the cost involved in their activities, not the Conference or Convention program. All optional activities such as tours, reunions, pre-meeting dinners, partner entertainment, youth activities, etc. are to be financed by the participants. They are not to be subsidized by Conference or Convention meals or registration fees. These activities are not part of the complimentary meals or activities offered to Past or Present Officers.

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d. The District Secretary is authorized to enter into contracts and pay any necessary deposits for conventions and meetings (e.g., Kiwanis, ~~Kiwanis Sponsored Youth~~ Service Leadership Program, Mid-year) for up to five years in advance of the event with prior approval of the Board of Trustees.

e. The District Secretary, or the responsible District Chair, is authorized to enter into small contracts that are associated with an individual district event provided that the activity covered by the contract falls within the approved budget for the district event and the contract does not exceed \$2,500.

B. RECEIPT OF FUNDS

Section 1. Receipt of all funds for all sanctioned District Activities must be deposited in the official accounts of the District.

Section 2. Incurred expenses for these activities must be paid from District accounts (not petty cash). Departures from this procedure must be approved by the District Treasurer.

C. PAYMENT OF ACCOUNTS

Section 1. District obligations for which proper invoices have been received (or a disputed invoice which has been accepted) will be paid when due or no later than thirty (30) days following the dates of such invoices. No payment of a District obligation will be made in cash except for items approved as petty cash items.

Section 2. Purchases for District activities must be made in the name of the Ohio District and only with approval of the Activity Chair and the District Secretary or the District Governor in the absence of the Secretary.

Section 3. Expense reports which do not conform to budgeted allowances, or subsequently approved modifications, will be adjusted before payment is made. An exception can be made when the projected income for a specific event is higher than the amount budgeted. In that case, the District Secretary is authorized to approve payments that are higher than budgeted by a similar increase. All budgeted items will be paid from proof of attendance at the meeting or event.

Section 4. Expense reports for all officers should be forwarded monthly to the District Office.

Section 5. The Lieutenant Governor's expenses for Club Visits should be submitted ~~monthly~~ quarterly to the District Secretary, ~~but in all cases at least quarterly~~, on the Monthly Expense Report Form. ~~The allowance check for the International Convention will be distributed immediately following the last delegate vote. Upon request, the allowance can be given in advance with proof of registration.~~ The allowance check for the International Convention will be distributed following confirmation of registration for the International Convention and approval of the District Governor.

Section 6. District Chair expenses should be submitted to the District Office at least quarterly and using the Monthly Expense Report Form.

Section 7. For current year Monthly Expense Reports to be honored, they must be received in the District Office before October 15 of the next administrative year. After that date expenses authorized by the Budget will automatically become void and non-payable.

Section 8. Checks from the Ohio District should be cashed within a period not to exceed thirty (30) days from receipt.

D. INVESTMENT POLICY

Section 1. Statement of Purpose The purpose of this Investment Policy Statement (IPS) is to provide guidelines and a general framework to be utilized by the Ohio District Kiwanis International Board, the Finance & Structure Committee and our investment manager(s) to effectively, allocate, supervise, monitor, and evaluate the investment assets of the Ohio District Kiwanis International Reserve Fund.

Section 2. Asset Allocation Traditional asset allocation uses 1) Cash 2) Bonds 3) Stocks 4) Real Estate and 5) Tangibles as the conventional sectors of assets to diversify into a portfolio. The percentage allocation into these various asset classes is referred to as asset allocation. The traditional 40/60 means 40% in fixed income investments and 60% in equity based investments. A 40/60 asset allocation should be considered a moderate growth with income allocation. This allocation is subject valuation volatility but the degree of that volatility is lessened by the fixed income allocation. Under most circumstances the higher the fixed income allocation the lower the expected volatility should be for the overall account. The Finance & Structure Committee will determine on an annual basis whether it is most appropriate to account for expected cash withdrawals through the use of a “set aside” or if adjustments in the Base 40/60 asset allocation model should be made. It is important that our investment manager be notified of any expected shortfalls so that appropriate set asides can be made in the lower risk level asset categories or the overall asset allocation be adjusted based upon the category as outlined in the Asset Allocation section of the investment policy. It is the responsibility of the Finance & Structure Committee to plan for and notify the investment manager of anticipated cash flow requirements so that any appropriate adjustments can/will be made within the Reserve Fund. Under the Base 40/60 Asset allocation model the 40% fixed income portion of the account can include cash equivalents, money markets funds, certificates of deposit, Government bonds, corporate bonds (to include high yield corporate bonds) and other securities that exhibit the risk and return attributes of fixed income securities. The 60% equity portion of the portfolio shall be diversified to include both domestic and international equities through the use of professionally managed mutual funds. The 40/60 allocation while a guideline should be monitored so that the equity portion does not exceed 60% by a significant amount so as to increase the downside volatility risk of the overall portfolio. The 40% fixed income allocation should be expected to be higher than 40% if “set asides” are established or a more conservative asset allocation is to be undertaken to provide for funds shortfalls in operating budgets.

Section 3. Investment Manager Selection The Reserve Fund seeks professional investment management through the use of mutual funds for the part of the account that is to be considered longer term investments. Any “set aside” other assets that are deemed to be part of current working capital can utilize money market accounts or short term Certificates of Deposit as alternative funding options for those designated funds. In the selection of an investment manager it is expected that selected funds and managers have demonstrated their ability to provide long-term rates of return performance equal to or above average in relation to their peers. An equal consideration in the selection process is to demonstrate below average risk characteristics during down cycles versus benchmarks and peers. The additional consideration of downside risk tolerances is to be considered equally important to the generation of returns since this Fund is a reserve fund and must incorporate risk tolerance appropriate to stated purpose of the fund. This does not mean that there should not be expected down cycles of the portfolio or specific fund values. Down cycles are inherent within the investment process. What it does mean is that any experienced down cycle should have an expected make-up phase that recaptures the down cycles in a period of time sufficient to meet and adhere to the goals and needs of the Reserve Fund.

Section 4. Market Timing It should not be supposed possible to consistently and successfully move into and out of the capital markets at the right time in anticipation of future market directions. Therefore reaction to short term events and short-term capital market movements should be considered outside the capacity of this IPS. If however the capital needs of the District are deemed to have changed and those changes require an adjustment in the asset allocation or adjustments in specific funds that comprise the portfolio, then thoughtful consideration of current market conditions are warranted prior to the execution of the required changes.

Section 5. Reviews The Finance & Structure Committee and other interested and authorized persons can/will monitor investments based on the monthly consolidated statement of positions provided by investment manager and miscellaneous specific reports and information prepared by the investment manager from public sources. The investment manager is available for communication as requested and will provide performance review upon request. The investment manager will also meet in person with Ohio District associates as deemed necessary. This investment policy statement will be reviewed annually to reflect changing objectives and investment environments. It is understood, however that it is generally not in the best interest of Ohio District Kiwanis International to react to short-term events that contradict the longer term policy adopted in this policy.

E. NET ASSETS OF THE OHIO DISTRICT

Section 1. In the context of this section the term “net assets” refers to the total equity of the District at the end of the fiscal year. It includes the net assets of the "Undesignated" Kiwanis (operating) Fund, the Key Club Fund (the accumulated net assets), the Circle K Fund (the accumulated net assets), and several temporarily restricted special event funds, as designated by the Board of Trustees.

Section 2. The net assets of the District should not exceed the average of the three (3) most recent years of the actual total annual operating expenses (excluding Conventions and other Special Events) for Kiwanis, Key Club and Circle K. When the net assets of the District exceed the level in this policy the excess may be used as receipts for the subsequent annual budget for the District.

Section 3. The net assets of the District should not fall below 50% of the average of the three (3) most recent years of the actual total annual operating expenses (excluding Conventions and other Special Events) for Kiwanis, Key Club and Circle K. When the net assets of Kiwanis, Key Club, or Circle K falls below the 50% minimum, the Board of Trustees should consider a dues increase.

Section 4. Each of the three organizations will be considered separately.

F. NET ASSETS OF SERVICE LEADERSHIP ORGANIZATIONS

Section 1. All Key Club and Circle K funds not expended at the close of the fiscal year become part of the temporarily restricted net assets for Key Club or Circle K respectively. These funds are the accumulated assets for the youth organization and are included in the net assets of the Ohio District of Kiwanis.

Section 2. If a non-budgeted request for funds for Key Club or Circle K expenditures will decrease the accumulated net assets, the District Treasurer must give prior approval, with concurrence of the Board of Trustees or the Executive Committee.

G. AUDITORS (See Bylaws)

Section 1. The books of account of the District shall be subject to review at least once each administrative year by a CPA firm recommended by the Finance and Structure Committee and selected by the Board of Trustees. The review shall be a financial review except that every fourth year shall be an audit. The CPA firm will also make recommendations to the District Treasurer and District Secretary for implementing and handling District financial matters.

Section 2. The annual audit or financial review will be submitted to the Finance and Structure Committee at their January meeting. Since the report is for the previous year, the Immediate Past Governor is invited to this meeting.

H. FINANCIAL REPORTS

Section 1. The District Treasurer and District Secretary have responsibility for preparation of a monthly report of district finances. This report is to include Bank Reconciliation's for all depository accounts, as well as a statement of all income and expenses.

Section 2. This financial report is to be distributed monthly to the District Board, and quarterly to the Finance & Structure Committee, all active Past Governors, all active Past Treasurers, and all active Past Secretaries. These reports may be distributed electronically.

I. COMPLIMENTARY ROOMS, MEALS, AND REGISTRATION FEES

Section 1. Current District and International Officers;

a. Complimentary room, registration fee, and meal tickets for all Official Functions of the district will be provided to the following:

- 1) District Officers and Partners (Governor, Governor-Elect, Treasurer, and Immediate Past Governor),
- 2) International Officer(s) from Ohio and Partner(s),
- 3) Ohio District Key Club and Circle K Governors.

Official functions of the district include the following: District Installation, District Convention, Mid-Year Education Day, any Tri-K Board Meeting and any Official visit of International Officers to the District.

b. Guests of the Ohio District:

- 1). Unmarried partners of deceased Past District Governors of Ohio District will receive one night complimentary lodging and a ticket to the Governor's Banquet at the District Convention.
- 2). Speakers and musical guests may receive a complimentary ticket to the event in which they perform. The cost of these tickets is included in the expense of the event.
- 3). The International Counselor may be the guest of the Ohio District at various events throughout the year. All expenses for the Counselor's visit will be covered under the budget for the specific event.

c. The cost to participate in optional events, prior to or following Official Events is not complimentary.

d. Room expenses include only the actual room expense plus appropriate taxes. Personal expenses, such as telephone, room service, etc., are not complimentary.

e. District Secretary: Room, registration fees, and meal tickets for the District Secretary and Partner will be included in the Annual Budget for that Office.

f. Past International Officers and Partners will receive a complimentary room for the District Convention and meal tickets for the Governor's Banquet, complimentary room and banquet tickets at the District Installation, complimentary room and banquet tickets for the visit of the International President, and complimentary room and banquet tickets for the Mid-Year Education Day based on the following schedule:

- 1). Past International Trustee for five (5) years after completing the elected office,
- 2). Past International Vice President for seven (7) years after completing the elected office,
- 3). Past International President-elect or President for life.

g. Service-Leadership Program District Officers (Other than Governor): Meal costs at "Official Functions" will be expensed to the ~~Sponsored-Service Leadership Program~~ Support Line Item.

Section 2. At the District Convention the Governor-elect will host the International Representative at all times. The host will pay all necessary expenses for the International Representative and Partner except for personal expenses, such as telephone, room service, etc. These documented expenses will be given to the Convention Chair for reimbursement.

Section 3. Additional expenses incurred by a second visit by the International Representative and Partner to the Ohio District will be covered by mutual agreement of the Governor and Chair of the Finance and Structure Committee.

Section 4. Incoming District Chairs are invited to all events but no provision is made for room, registration fees, meal tickets, or mileage, except as may be provided in the Training Budget.

Section 5. All expenses for the Ohio District Office Staff who attend and work at a particular District event must be approved by the District Chair of the event, District Governor, and District Secretary and charged to the expenses of that event.

Section 6. The District Secretary will make all arrangements through the appropriate Activity Chair for the complimentary room, registration fees, and meal tickets described above.

Section 7. The District Governor will receive a complimentary room (for up to two nights) and dinner tickets for the District Golf Outing.

J. GIFTS

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Section 1. All gifts described below are to be purchased through the District Office and should be included in the yearly District Budget.

Section 2. The following is a list of recipients and the maximum expenditure allowable for each, including the cost of the gift, wrapping, cards, and shipping charge:

- a. The total amount for the International President and Partner at the Official Visit to the District is not to exceed \$200.00. The gift is selected and presented by the Governor;
- b. The total amount for the International Representative and Partner at the Official Visit to the District is not to exceed \$150.00; and the gift is selected and presented by the Governor-elect;
- c. The total amount for the retiring District Governor and Partner at the District Convention Governor's Banquet is not to exceed \$350.00; and the gift is selected and presented by the Immediate Past Governor;
- d. The total amount for the retiring District Treasurer and Partner at the District Convention Governor's Banquet is not to exceed \$200.00; and the gift is selected and presented by the Immediate Past Governor;
- e. Upon the death of a current Board Member or partner, or a Past District Officer or partner, the District Office will send flowers or an appropriate memorial donation from the District as a tribute to the Kiwanis service provided by that individual. As a guideline the cost of flowers or donation should not exceed \$75 dollars. The Governor and the District Secretary will determine the appropriate memorial for the deceased. The District Budget should include a line item for this expense as determined by the budget committee.
- f. Plans for any other gifts for International or District Officers at District expense must be reviewed by the Finance and Structure Committee.

K. EXPENSE ALLOWANCES FOR DISTRICT OFFICERS, COMMITTEE MEMBERS and OFFICE STAFF

Section 1. Governor, Governor-Elect, Immediate Past Governor, and District Treasurer: In addition to the complimentary room, meals and registration fees described in Article V, H, Section 1., a., the Governor, Governor-Elect, Immediate Past Governor, and District Treasurer as part of the annual budget for that office, receives a mileage allowance for attending Kiwanis related activities, an allowance for administrative expenses related to the office, and an allowance for attending the International Convention.

Section 2. Immediate Past District Treasurer: The Immediate Past District Treasurer receives a mileage allowance for attending the first Board Meeting of the new Administrative Year.

Section 3. District Secretary and Office Employees:

- a. All expenses for the District Secretary and Partner will be established in the Annual Budget and include all District activities, appropriate International Meetings, and other District

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business as required in the performance of the duties. Auto travel expenses for activities related to the office will be reimbursed at the prevailing IRS mileage rate and must not exceed jet coach fare. Total disbursements may not exceed the budgeted amount for the year unless previously reviewed by the Finance and Structure Committee and approved by the Board of Trustees. The District Governor must approve all expense vouchers of the District Secretary.

- b. Other District Office employees will be reimbursed, at the prevailing IRS mileage rate, for travel related to the operation of the district office.

Section 4. Lieutenant Governors:

~~Each Lieutenant Governor receives a mileage allowance and one (1) per diem to attend the District Installation, a mileage allowance and two (2) per diems to attend the Mid Year Education Day; a mileage allowance and three (3) per diems to attend the District Convention; an allowance for attending the International Convention (part of the annual budget for that office); a mileage allowance to attend the December Board Meeting; and an administrative allowance (including mileage, telephone, and postage) to operate the division.~~

~~Actual disbursements may not exceed these budgeted allowances~~

Each Lieutenant Governor is eligible to receive reimbursements as provided in the adopted district budget. Typically these will be mileage allowances and stipends for club visits and attendance at District Events.

Section 5. District Chairs: Selected District Chairs receive an allowance as specified in the budget toward promotion of their particular area throughout the District. This allowance can be for mileage and/or administrative expenses. Actual disbursements may not exceed these budgeted allowances.

~~**Section 6. Lieutenant Governor-Elect:** Each Lieutenant Governor Elect receives a complimentary registration to the Mid Year Education Day, if a Lieutenant Governor Elect Orientation Meeting is held and they attend the meeting, and a mileage allowance for attending required training sessions. (These allowances are specified in the Training Budget.)~~

Each Lieutenant Governor-Elect receives a mileage allowance and room allowance (50% of the Double Room charge) to attend the Lieutenant Governor-Elect Training Session and a mileage allowance to attend Mid Year Education Day and District Convention, if there is a Lieutenant Governor Elect Training Session held at either event. (These allowances are specified in the Training Budget.)

~~**Section 7. District Training Faculty:** Each District Lieutenant Governor Trainer receives a complimentary registration to the Mid Year Education Day if a Lieutenant Governor Elect Orientation Meeting is held, a mileage allowance for attending the Mid Year Education Day, and a mileage allowance for attending any other training for the Lieutenant Governor Elect. (These allowances are specified in the Training Budget.)~~

Each CLE Trainer who participates in the Annual Training Session for Lieutenant Governor Elects receives a mileage allowance and room allowance while attending the training session. (These allowances are specified in the Training Budget.)

Section 8. The mileage allowance, except where otherwise stated, will be set by the budget committee.

ARTICLE VI. PROTOCOL

A. HOSTING INTERNATIONAL AND DISTRICT OFFICERS

Section 1. International Officers

- a.** The Official Visit of the International President is a District Event and will not be used to coincide with any activity of an individual club or division unless requested by the International President. The District Governor is responsible for all arrangements of the Visit.
- b.** Any other visits by International Officers, other than those from Ohio, must be approved and arranged by the District Governor.

Section 2. Guidelines for District Governor's Official Regional Visit to Combined Division Council Meetings

(See Kiwanis International Lieutenant Governors Guidebook on "Governor's Official Visit" and "Council Meeting Conducted in Conjunction with the Governor's Official Visit to the Division.")

- a.** As early as possible in the Administrative year, each Lieutenant Governor should consult with the Governor, schedule the date for the Governor's Official Visit, and confirm the date in writing.
- b.** Confirmation to the Governor for any visit of the Governor should include the following information:
 - Date, time, and place (with directions and any construction areas),
 - Partner event (yes or no),
 - Dress (formal, semi-formal, or informal),
 - Complimentary overnight accommodations (if needed, check with Governor),
 - Reception details (check with Governor).
- c.** It is the responsibility of the Governor to meet with the club presidents prior to the dinner. It is the responsibility of the Lt. Governor to invite and make sure the club presidents are in attendance. Allow at least forty-five (45) minutes for discussion and questions at this meeting
- d.** This is the Governor's Official Visit to the Division. The District Governor is the speaker and the program for the event.
- e.** If entertainment, such as a vocal group, is to be part of the program, the performance should not exceed fifteen (15) minutes. All business and announcements should be brief. Plan to start on time and keep on schedule.
- f.** Arrange the head table or reserved tables in advance using name place cards. In advance, advise those at the head table or reserved tables where they are to sit. If other guests are to be seated in a special area, they should be advised also. (Use the seating chart found in this Manual as a guide.)
- g.** As host, arrive at the meeting place well before the Governor arrives.
- h.** Plan carefully and delegate details to others so that there is sufficient help. The Lieutenant Governor should be free to serve as host to the Governor.
- i.** On behalf of the Division it has been customary, but not mandatory, to present a gift to the Governor, or the Governor and Partner.

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- j. Thank the Governor for time and contribution to Kiwanis and the Division. Don't recap the speech, add to it, or make one of your own.
- k. The Governor and Partner are guests of the division or region. Their meals and overnight accommodations, if it is necessary for them to stay overnight, should be provided by the division or region at no cost.
- l. No jokes, stories, entertainment, or entertainers that might be offensive to any of the audience should be included.
- m. GOOD MEETINGS REQUIRE PREPARATION, EXECUTION, AND CONCLUSION.
- n. The following are seating charts for Kiwanis events:

US Flag	<u><i>Visit of International President/Officer</i></u>	US Flag	<u><i>District Governor Visit</i></u>	US Flag	<u><i>Lt. Governor Visit</i></u>
	Invocator		Invocator		Invocator
	Other Honored Guest/s		Other Honored Guest/s		Honored Guest/s
	Lt. Governor, Host Div.		Lt. Governor, Host Div.		Immediate Past President
	Governor-Elect		Governor-Elect		Lieutenant Governor
	International President/Officer		Governor		Club President
	Governor, Host District		President, Host Club		PODIUM (if used)
Audience	PODIUM (if used)	Audience	PODIUM (if used)	Audience	TOASTMASTER
	Toastmaster		Toastmaster		Other Program Participant
	Other Program Participant		Other Program Participant		International Officer/s
	Other International Officer/s		International Officer/s		Past District Governor
	Immediate Past District Governor		Past District Governor		Other Honored Guest/s
	Club President, Host City		Other Honored Guest/s		District Secretary
	Other Honored Guest/s		District Secretary		Song Leader
Kiwanis Flag	Song Leader	Kiwanis Flag	Song Leader	Kiwanis Flag	

Section 3. Head Table Seating

- a. When International or District Officers are visitors to your club or division, the following outline will assist in arranging seating at the Head Table:
- b. The President of the Club takes precedence over all International and District Officers and occupies the center position. However, if a Toastmaster is used, the Toastmaster should occupy the center position with the President at the right and the Speaker, if applicable, at the left. The positions of honor then alternate from right to left to the end of the head table. The positions are assigned according to the order of preference shown on the diagram above.
- c. If the Toastmaster or Speaker is an International or District Officer, preference is given to the position as program participant rather than the position of honor accorded that office.
- d. When partners are invited and space permits, they are to be seated at the Head Table alternately between others present--either on the right or left of their Kiwanian as appropriate. If partners cannot be seated at the head table, they should be seated together at reserved tables immediately in front of head table.

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- e. When a club acts as host club at a District function, the District Governor should occupy the same position that the International President does in the diagram above, with the others following on the left and right sides of the podium as indicated by position in the District, division, and club.
- f. When a division function is held, the Lieutenant Governor replaces the Governor and others sit in the places determined by their rank.

B. INTERNATIONAL AND DISTRICT ELECTIONS PROCEDURES

Section 1. International Elections Committee

- a. The Ohio District International Elections Committee will be composed of the Governor, Immediate Past Governor, and Governor-Elect and the Ohio District International Elections Committee Chair with support from the remaining active Past Governors.
- b. The Ohio District International Elections Committee Chair is selected by the candidate or the committee when there is no candidate.
- c. The candidate and the chair collaborate to develop campaign strategy, fund raising, etc. with assistance from the Past Governors .
- d. When the Ohio District has a candidate for an office, the International Elections Committee will coordinate activities with the International Convention Committee.

Section 2. Candidates for District Kiwanis Office

- a. To maintain the dignity and social standards, which have always been associated with Kiwanis and its Official Family, candidates for District Offices and the Finance and Structure Committee are to observe the following:
 - 1). The public announcement of intention to run for said office should be made only after October 1 of the administrative year the person intends to run. Declarations of Candidacy forms are available from the District Secretary. Completed forms should be on file at the District Office not later than March 1.
 - 2). The person must secure endorsement of the home division and may include no more than three (3) additional divisional endorsements in any publication or presentation;
 - 3). Brochures may be mailed after January 1 of the election year to the following:

Club Presidents and Secretaries,
Past District Officers,
District Officers and Chairs;

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- 4). There should be only one brochure and one mailing;
- 5). Election Literature may not be distributed, posted, or otherwise disseminated at any District function except the District Convention, then only as described in Section 3,b below.
- 6). If requested, the District Office will provide mailing labels at cost.
- 7). Candidates will be featured in an issue of the district newsletter.
- 8). Any Kiwanian in good standing can be a candidate for office.
- 9). Campaigns should be conducted with dignity, decorum, and social acceptance.

Section 3. District Convention Protocol

- a. All candidates for District Office and for the ~~two~~ positions up for election on the Finance and Structure Committee will host a joint reception for Convention attendees. This will be held in a designated area and all candidates may be asked to share the expense. Ohio District Kiwanis Foundation candidates are invited to participate in this reception, including sharing of expenses.
- b. Copies of a candidate's brochure may be given to delegates any time following the Reception mentioned above, but may not be handed out at any other Official function of the District.
- c. No reception, board reunion, or open house will be conducted during a planned convention activity.
- ~~d. When being formally introduced at the close of the District Convention, it is customary for each newly elected District Officer's partner to be escorted by the Past Governor, who was Governor when the District Officer served as Lieutenant Governor.~~
- d. As a Kiwanis tradition, it has been customary for the partner of a newly elected District Officer to be escorted by the Past Governor who was governor at the time the newly elected District Officer served as Lieutenant Governor. However, the newly elected District Officer is completely free to exercise his/her own preference in this matter.

Section 4. Standing Rules for House of Delegates

a. The following is the suggested rules for the House of Delegates at the District Convention and should be printed in the convention program and be adopted by the House of Delegates at the beginning of the Delegate session.

1. Only delegates may be seated in the area designated for delegates.
2. The House of Delegates will not be closed.
3. Only delegates with official delegate badges may present or speak on a motion and vote.
4. Any main motion of amendment will be written, signed by the maker and seconded, and presented to the District Secretary sixty (60) days in advance before it is moved.
5. No delegate may speak more than three (3) minutes at a time unless allowed to do so by the orders of the day or by a majority vote of the delegates.
6. No delegates may address the assembly a second time on the same question until all delegates who desire to speak on the topic have spoken.
7. The maker of a motion will be entitled to speak first in support of such motion or may immediately yield the floor to another delegate.
8. Debate will alternate between those speaking for and those speaking against a motion.
9. When appropriate, microphones will be designated by number. The Chair will recognize microphones in rotating order.
10. If, in the judgment of the Chair, a proposed amendment to any proposed resolution or amendment is closely linked, then debate may proceed on both the proposed amendment and the proposed resolution or amendment together.
11. A delegate will not speak for or against a motion and move to close debate on the same recognition.
12. Debate on any proposed resolution or amendment to the Constitution and Bylaws, including any amendments thereto, will be limited to thirty (30) minutes.
13. A motion to move the previous question will not be in order until fifteen (15) minutes of debate has taken place or all microphones are clear.
14. The Candidate for Governor may have one nominating speech not to exceed three (3) minutes and a seconding speech not to exceed one (1) minute.
15. Candidates for Governor-Elect may have one nominating speech not to exceed one (1) minute with a second from the floor. The candidates may then address the delegates not to exceed three (3) minutes.
16. Candidates for Treasurer may have one nominating speech not to exceed one (1) minute with a second from the floor. The candidates may then address the delegates not to exceed two (2) minutes.
17. Candidates for the Finance and Structure Committee will be nominated and seconded from the floor, with no speech, giving only the name, club, and division number of the candidate. The candidates may then address the delegates not to exceed one (1) minute.
18. Any rule herein above may be suspended by a majority vote of the delegates.
19. Robert's Rules of Order (latest edition) will be the parliamentary authority for all matters of procedure not specifically covered by the Constitution and Bylaws of Kiwanis International and the above standing rules.

C. ALCOHOLIC BEVERAGES AND GAMBLING

Section 1. Alcoholic Beverages

- a. Alcoholic beverages will not be served or consumed at any official function or meeting of Kiwanis.
- b. Official functions are defined as follows:
 - 1). A function in which attendance credit is granted under the Official Attendance Rules.
 - 2). A function begins when the presiding officer calls the meeting to order and concludes when the presiding officer closes the meeting.

Section 2. Gambling

Any Kiwanis club may sponsor or participate in a lottery, raffle, drawing or game of chance offered to the general public for the purpose of raising service funds for the club, division, Ohio District, or Ohio District Foundation. All current state and local statutes and laws in effect will be observed.

D. KIWANIS NAME, EMBLEM, INSIGNIA

The Kiwanis name, emblem and/or insignia of Kiwanis International will not be used for any purpose other than authorized by the Board of Trustees of Kiwanis International. Any emblem and/or insignia of the Ohio District or the Ohio District Foundation will not be used for any purpose other than authorized by the Boards of those organizations.

E. SOLICITING FOR FUNDS

It is recommended that each club confine its fund-raising activities to ones that will not interfere with similar activities of other clubs in the area.

F. PRIVACY OF DISTRICT INFORMATION

Section 1. The Ohio District Kiwanis Directory and other pertinent Kiwanis information are published to provide an official source of information concerning Kiwanis clubs, divisions, and district committees. No commercial organization, foundation, individual, Kiwanis Family Club, or Kiwanis Family club member is authorized to use that information to offer any product for sale; to solicit funds from Kiwanis Family clubs or members; or for any purpose other than Kiwanis information unless approved by the District Governor.

The Ohio District Kiwanis Directory is the property of the Ohio District of Kiwanis International and not the property of any Kiwanis club, member or individual. The information is protected by copyright and is not to be used in violation of Ohio District Kiwanis Policy. Questions concerning appropriate use of Ohio District information should be directed to the District Secretary at 1-888-827-8196.

Section 2. The privacy policy concerning District information shall be included in the Ohio District Kiwanis Directory and other publications of Kiwanis Information.

Section 3. Divisions and Clubs are encouraged to publish similar statements in their Directories or other publications of Kiwanis Information.

G. BUILDING A NEW CLUB OUTSIDE THE DIVISION BOUNDARIES

Section 1. The Lt. Governor from the division desiring to build a club that will be located in a different division shall notify the Governor prior to initiating the process. The Lt. Governor shall discuss the interest in forming a club with the Lt. Governor of the division in which the new club will be geographically located. The Governor shall mediate any disagreement between the divisions.

Section 2. In all cases when the sponsoring club is located outside of the division where the new club will be geographically located, the District Board of Trustees shall determine the division to which the new club is assigned. This decision shall be made prior to submission of the charter information to Kiwanis International.

Section 3. The assignment of a club to a division is made on an individual club basis. Subsequently, if a club in either division has interest in and opportunity for forming another club in the same service area, the procedure outline in Sections 1 and 2 above shall be followed.

Section 4. Credit for building a new club is awarded to the sponsoring club(s).

ARTICLE VII. DISTRICT NEWSLETTER

Section 1. The district newsletter is published by the Ohio District Kiwanis.

Section 2. District newsletter publication dates will be established by the District Governor and the newsletter editor.

ARTICLE VIII. REPORTING CLUB ACTIVITIES AND PROJECTS

Section 1. Reporting of clubs activities, club projects, and club statistics shall be through the on-line reporting system of Kiwanis International at www.kiwanisone.org. If assistance is needed with this system, the District Secretary should be contacted.

Section 2. No annual report will be required from Kiwanis clubs. The annual report information for clubs and any possible reporting awards will be taken from the monthly report information submitted.

Section 3. Reporting is the only way that the Divisions, District, International, or the world will know about your Kiwanis activities. Your reports are needed and appreciated.

ARTICLE IX. DUES AND SPONSORSHIP FEES

Dues are specified by the Ohio District Bylaws and are summarized here for convenience.

A. KIWANIS CLUB DUES

Section 1. \$42.00 Kiwanis International - Billed from International Office
 \$ 8.00 per year for Kiwanis Magazine
 \$12.00 per year for Liability Insurance

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\$62.00 Payable Annually

~~A \$50.00 fee is charged by Kiwanis International for processing new members or reinstating former members and must be paid before the person is added to the membership count.~~

For new members joining after October 1st, a graduated enrollment fee would be payable to Kiwanis International based upon the following schedule:

October	\$62.00	April	\$36.00
November	62.00	May	30.00
December	60.00	June	24.00
January	54.00	July	18.00
February	48.00	August	12.00
March	42.00	September	6.00

Section 2. Ohio District - Billed and collected by Kiwanis International. (Notes: Dues and Fees are wired to Ohio District Kiwanis International periodically as collected.

\$ 26.00 Payable Annually

~~A \$5.00 fee is charged by the Ohio District (payable to Kiwanis International) for processing new members or reinstating former members, and must be paid before the person is added to the membership count.~~

Section 3. A new member fee shall be paid to the District equal to the amount of prorated District dues as of the month the member joins the club or former members are reinstated. The prorated fee shall be determined by using the following schedule:

October	\$26.00	April	\$14.00
November	24.00	May	12.00
December	22.00	June	10.00
January	20.00	July	8.00
February	18.00	August	6.00
March	16.00	September	4.00

(The prorated new member fee shall be effective October 1, 2010)

Section 4. ~~Dues are based on membership count on specific date based upon clubs organization date.~~
Annual dues are based on membership count on October 1st.

B. CIRCLE K DUES

Section 1. ~~Circle K Members: Each member pays \$25.00 to Circle K International and \$10.00 to Ohio District Circle K (billed by and paid to Circle K International). Note: Members joining after April 15th pay only \$5.00 to the Ohio District. When a new Circle Club is formed, the sponsoring Kiwanis club pays a chartering fee to Kiwanis International with the amount specified on their website (www.kiwanisone.org) under Service Leadership Programs/New Club Chartering Options. The amount charged is contingent upon optional items provided to the new club.~~

Section 2. Circle K Members: Each member club pays \$600.00 to Circle K International for International Dues and \$12.00 per individual member to Ohio District Circle K (billed by and paid to Circle K International). Note: Members joining after April 15th pay only \$5.00 to the Ohio District.

C. KEY CLUB DUES

~~**Section 1.** Sponsorship Fees. The sponsoring club pays a \$100.00 annual sponsorship fee to Ohio District Key Club. This fee is due November 1. When a new Key Club is formed, the sponsoring Kiwanis club pays a chartering fee to Kiwanis International with the amount specified on their website (www.kiwanisone.org) under Service Leadership Programs New Club Chartering Options. The amount charged is contingent upon optional items provided to the new club.~~

Section 2. Sponsorship Fees. The sponsoring club pays a \$100.00 annual sponsorship fee to Ohio District Key Club. This fee is due November 1.

~~**Section-2. 3** Key Club Members. Each member pays \$6.50 to Key Club International and \$3.00 to Ohio District Key Club (billed by and paid to Key Club International)~~

D. BUILDERS CLUB DUES

~~**Section 1.** When a new Builders Cub is formed, the sponsoring Kiwanis club pays a fee, before the chartering of the club, of \$460.00, which covers the costs of the new club, including the following items: club banner, gong and gavel, pins and materials for officers, pins and resource guides for faculty and Kiwanis advisors, and pins, membership cards and handbooks for members. chartering fee to Kiwanis International with the amount specified on their website (www.kiwanisone.org) under Service Leadership Programs New Club Chartering Options. The amount charged is contingent upon optional items provided to the new club.~~

Section 2. The sponsoring Kiwanis club will pay an annual fee of \$150.00 per club in subsequent years.

E. K-KIDS CLUB DUES

Section 1. For a newly chartered K-Kids club, the annual club kit will be sent to the club once the petition for charter and \$150.00 payment is received.

Section 2. K-Kids Members. There are no dues or members fees for K-Kids. In place, the sponsoring club pays an annual fee of \$150.00. This fee provides a kit with club and member materials for the K-Kids club, as well as a subscription to K-Kidzone, the official member publication of K-Kids.

Section 3. If there are over 50 members of a K-Kids club additional charges for supplies will be incurred.

F. AKTION CLUB DUES

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Section 1. ~~Effective October 1, 2004, newly chartering Aktion Clubs do not pay membership fees to Kiwanis International at the time of chartering. In place of fees, the sponsoring Kiwanis club pays a one-time amount of \$460.00, which covers the costs of the new club, including the following items: club banner, gong and gavel, pins and materials for officers, pins and resource guides for faculty and Kiwanis advisors, and pins, membership cards and handbooks for members. When forming a new Aktion Club, the sponsoring Kiwanis club pays a chartering fee to Kiwanis International with the amount specified on their website (www.kiwanisone.org) under Service Leadership Programs New Club Chartering Options. The amount charged is contingent upon optional items provided to the new club.~~ New clubs will pay district and International fees in the second year. All clubs chartered before April 1st will be invoiced for fees the following September/October. All clubs chartered after April 1st will not be invoiced until the following year.

Section 2. Aktion Members. Each member will pay \$5.00 to Kiwanis International for annual dues.

ARTICLE X. CHANGES TO POLICY MANUAL

Section 1. Changes to the Policy Manual, if in conformity with the Constitution and Bylaws of Kiwanis International and the Ohio District, may be adopted by a two-thirds (2/3) vote of the District Board of Trustees voting at any duly authorized Board of Trustees meeting. Proposed changes, to be submitted only by a member of the current Trustees, by the Finance and Structure Committee, by the Laws and Regulations Committee, or by the District Governor, will be received by the District Secretary at least sixty (60) days prior to the date of the Meeting. The Secretary will send a copy of all proposed changes to each member of the Board of Trustees not less than thirty (30) days prior to the date of the Meeting. Approved changes will become effective immediately.

End of Policy Manual

Policy Manual adopted by District Board on March 12, 2010.



March 12, 2010

B. David Whiteman
District Secretary

Date