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*Ohio District*  
*of*  
*Kiwanis International*

*Policy Manual*

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This version of the District Policy Manual represents the most current version in print. The District Board of Trustees approved this Revised Version on October 29, 2016. 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>
<ul style="list-style-type: none"><li>a. Aktion Club</li><li>b. Builders Club</li><li>c. Circle K Club</li><li>d. Community Service</li><li>e. Human &amp; Spiritual Values</li><li>f. Inter-Club and Fellowship</li><li>g. International Foundation</li><li>h. Key Club</li><li>i. Key Leader</li><li>j. Kiwanis Kids (K-Kids)</li><li>k. Public Awareness</li><li>l. Membership Growth</li><li>m. New Club Opening</li><li>n. Risk Management</li><li>o. Young Children: Priority One</li><li>p. Youth Services</li></ul>	<ul style="list-style-type: none"><li>a. Certified Trainers</li><li>b. Budget Planning</li><li>c. Bylaws, Regulations, and Resolutions</li><li>d. District Convention</li><li>e. District Convention Site</li><li>f. Education</li><li>g. Executive</li><li>h. Finance and Structure</li><li>i. International Convention</li><li>j. Mid-Year Education Day</li><li>k. Past District Governors</li><li>l. Past District Treasurers</li><li>m. Past Lieutenant Governors</li></ul>

**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.** 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.

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

**Section 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.
- 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 following applies to Service Leadership Programs (SLP)**

The SLP Committees assist Kiwanis Clubs in establishing and supporting SLP Clubs in 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 the specified SLP Clubs. The SLP Committee. The Governor-Elect will appoint the SLP Committees per guidelines provided by Kiwanis International.

The term of office of the SLP Committee 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 the SLP Committee between the date of appointment and October 1 will be subject to the approval of the incumbent District Governor. If there is a vacancy on the committee between the date of appointment and October 1, the Governor-Elect will appoint a replacement.

- a.** Aktion Club - The Committee on Aktion Clubs 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. In addition to the above responsibilities, the Committee on Aktion Clubs is responsible for planning and executing the annual conference.
- b.** Kiwanis Kids (K-Kids) 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. The Chair of the Committee will be known as the District Administrator of Kiwanis Kids (K-Kids).

**c. Builders Club** -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 Chair of the Committee will be known as the District Administrator of Builders Clubs.

**d. Key Club** - The Committee on Key Club is responsible for the proper administration of the Key Club District with approval of the Kiwanis District Board. The Chair of the Committee on Key Club will be known as the District Administrator of Key Club. At the same time, the Governor-Elect will appoint a Youth Protection Manager.

- a. The Youth Protection Manager reports to the District Administrator of Key Club.
- b. The responsibilities of the Youth Protection Manager are to communicate the basics of Youth Protection Guidelines within the district, to help clubs understand their responsibilities in youth protection and to be a connection between Kiwanis International and the Kiwanis district/Key Club district on issues of youth protection.

**e. Circle K** - 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 Chair of the Committee on Circle K Club will be known as the District Administrator of Circle K Club.

**f. 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. The Chair of the Committee on Key Leader will be known as the District Administrator of Key Leader.

**Section 4.** The Committee on Community Services advises and encourages the clubs of the District to provide effective community services. The committee encourages the clubs to increase participation in community service and makes proposals to clubs for effective community services.

**Section 5.** 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. All clubs should be open and inviting to members.

**Section 6.** The Committee on Inter-Club and Fellowship promotes and encourages the development of fellowship among Kiwanians and our Service Leadership Program (SLP) through organized club visits and other activities where the membership of one club is involved with the membership of another club or K family organization.

**Section 7.** 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.

**Section 8.** The Committee on Public Awareness 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 and membership awareness of club, SLP, and District activities.

**Section 9.** The Committee on Membership Growth 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 attendance at club meetings, projects, and activities.

**Section 10.** The Committee on New Club Opening 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 opening of new clubs.

**Section 11.** The Committee on Young Children: Priority One promotes and encourages clubs in the implementation of this major program of Kiwanis International for children prenatal through age-5.

**Section 12.** The Committee on Youth Services promotes and encourages clubs in the implementation of this major program of Kiwanis International for children ages 6-18.

**Section 13.** The Committee on Risk Management provides clubs and members about how to mitigate risk and promotes awareness of potential liabilities to the club, the officers, and the members.

### **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.

**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 Planning 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. See Article V.A Annual Budget for additional information in regards to the budget.

**Section 4.** The Committee on Bylaws, Regulations 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 Governor 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 Chair to schedule the educational events at Convention as planned by the Committee on Education in conjunction with the Governor-Elect.

**Section 6.** The District Governor will appoint the Committee on District Convention Site Location. This committee should include at least two 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.

City Selection:

An invitation from any chartered club in good standing or division 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.

The Committee on District Convention Site Location makes recommendations for the District Convention site at least two years in advance. The Committee evaluates venues and makes a recommendation to the District Governor and to the District Board of Trustees within 6 months of approval of the recommendation of the city selection.

**Section 7.** The Committee on Education 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 is defined in the Ohio District Bylaws.

**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 in developing the official program and order of business for the Mid Year Conference. The Committee will work with the Education Committee to schedule the educational events at Mid-Year Education Day as planned by Education Committee.

**Section 12.** The Committee of Past District Governors is composed of Past District Governors of this District who are active members of clubs within the District. 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 Governors considers and reports to the Governor on all matters referred to it. It also initiates topics for consideration and reports its conclusions to the Governor. A summary of its proceedings is provided to each member of the committee, to the District Governor, and to the District Secretary.

**Section 13.** The Committee of Past District Treasurers is composed of Past District Treasurers of this District who are active members of clubs within the District. 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 Governor 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 members of clubs within the District. The committee is governed by their own bylaws. 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 Governor on all matters referred to it. It also 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.



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

d. The District Secretary is authorized to enter into contracts and pay any necessary deposits for conventions and meetings (e.g., Kiwanis, Kiwanis 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.

f. Surplus funds from the Mid-Year Education Day and District Convention shall be accumulated as follows:

- After all expenses and income for the Mid-Year Education Day have been reconciled, any surplus funds will be transferred to a District Convention and Mid-Year Education Day Reserve Fund.
- After all expenses and income for the District Convention have been reconciled, any surplus funds will be transferred to a District Convention and Mid-Year Education Day Reserve Fund.

Any surplus funds that would exceed the maximum cap level (\$30,000) for the District Convention and Mid-Year Education Day Reserve Fund will be transferred to the District Candidate for International Office Fund, which is hereby created. No more than \$15,000 shall be allowed to accumulate in the District Candidate for International Office Fund, with any excess transferred to the District General Reserves.

## **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 quarterly to the District Secretary on the District Expense Report Form. 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**

- 1.1 The purpose of this Investment Policy Statement (IPS) is to provide guidelines and a general framework to be utilized by our advisor(s) to effectively allocate, supervise, monitor, and evaluate the investment assets of the Ohio District Kiwanis.
- 1.2 This IPS does not constitute a contract. It is intended solely as a summary of investment philosophy to provide guidance for the management of the Ohio District Kiwanis portfolio. The hiring and retention of any investment advisor requires an additional and separate agreement/contract which shall be in accordance with the policies and requirements in this IPS.

### **Section 2. Recognition of Fiduciary Responsibility**

- 2.1 The Ohio District Kiwanis recognizes the importance of sound fiduciary practices in both the choice of an investment advisor and in our monitoring of the adviser's practices.
- 2.2 The Ohio District Kiwanis recognizes the following Uniform Standards of Care:
  - 2.2.1 Know standards, laws and pertinent trust provisions.
  - 2.2.2 Diversify assets to specific risk/return profile for the funds.
  - 2.2.3 Prepare a detailed, written investment policy statement.
  - 2.2.4 Use "prudent experts" and document due diligence.
  - 2.2.5 Control and account for all investment related expenses.
  - 2.2.6 Monitor the activities of "prudent experts".
  - 2.2.7 Avoid all conflicts of interest and prohibited transactions.
- 2.3 Our investment advisers must also demonstrate a high degree of their own fiduciary responsibility and adhere to prudent choices of investment products and processes. They must acknowledge and adhere to the above Uniform Standards of Care.

### **Section 3. Investment Policy Statement**

- 3.1 The Ohio District Kiwanis and its Finance & Structure Committee take seriously the stewardship and responsibility over its funds. The Finance & Structure Committee will work with its investment adviser to set policy, establish performance benchmarks and monitor the performance of the Ohio District Kiwanis portfolio against these policies and benchmarks.
- 3.2 The Ohio District Kiwanis investment philosophy reflects the following fiscal objectives:
  - 3.2.1 **Primary Objective:** Preservation of purchasing power, Asset growth, exclusive of contributions and withdrawals, should exceed the rate of inflation in order to preserve the purchasing power of the District's assets.
  - 3.2.2 **Secondary Objective:** Growth of capital  
Asset growth, exclusive of contributions and withdrawals, should provide a rate of return competitive with a balanced portfolio.

- 3.3** These objectives should be achieved by utilizing a strategy of equities, fixed income, cash equivalents and alternative investments in a mix that is conducive to participation in a rising market while allowing adequate protection in a downward market.
- 3.4** It is expected that our portfolio must have a reasonable level of income producing assets to also give liquidity in addition to long-term growth of capital. The minimal level of overall growth expected would be consistent with the overall market return.

#### **Section 4. Investment Strategies**

**4.1** Using the investment instruments outlined below, the following investment guidelines should be followed for each category of funds.

#### **4.2 Invested Funds**

- 4.2.1** Category I 15% Minimum to 25% Maximum
- 4.2.2** Acceptable investments within this category include: CDs, US Treasuries, interest bearing checking accounts, short term bonds, and liquid money market accounts.
- 4.2.3** The aim of this category of the portfolio above all else is to protect the principal.
- 4.2.4** This category may increase to a maximum of 50% during times of non-normal volatile behavior in the financial markets upon the recommendation of the investment advisor with the concurrence of the Finance & Structure Committee. This increased strategy may include reducing the currently accepted minimums of categories II and III. Reinvestment will take place when volatility subsides and the price of the S & P Index rises above its 120 day moving average. Reinvestment will occur on the recommendation of the investment advisor with the concurrence of the Finance & Structure Committee.
- 4.3** Category II 50% Minimum to 65% Maximum
- 4.3.1** Acceptable investments within this category include income producing stocks, stock funds, balanced funds, bonds, international stocks and international bonds within a fund.
- 4.3.2** The aim of this category is to provide current income along with the possibility of long-term growth of capital. It is understood that the value of this portion of the portfolio will fluctuate and will consequently involve risk.
- 4.3.3** The resources allocated to this category can be invested with a professional money manager either directly or via a mutual fund. At the point of investment, the individual asset position will be associated with a closely correlated index and monitored relative to its performance on an ongoing basis with its peer group index. If an individual asset in this category underperforms its benchmark by 10% or more in any rolling 12 months, it will be considered as a warning for replacement, unless additional analysis is presented.
- 4.4** Category III 10% Minimum to 30% Maximum
- 4.4.1** Acceptable investments within this category include non-income producing stocks, stock funds and alternative investments. This category can include large capitalization, mid-capitalization, small capitalization and international stocks with the portfolio. The category

can include assets which are income producing. The aim of this category is long-term growth of capital with no consideration given to current income. This category is the most aggressive component of the portfolio and will experience more volatility and possibility of capital losses than the other categories.

**4.4.2** The resources allocated to this category can be invested with a professional money manager either directly or via a mutual fund. At the point of investment, the individual asset position will be associated with a closely correlated index and monitored relative to its performance on an ongoing basis with its peer group index. If an individual asset in this category underperforms its benchmark by 10% or more in any rolling 12 months, it will be considered as a warning for replacement, unless additional analysis is presented.

**4.4.3 Alternative Investments**

Investment vehicles and strategies not typically included in the asset classes described above. Alternative investments may include, but are not limited to: hedge funds, managed futures products and private placements. Each position is recommended not to exceed 5-10% of the total portfolio.

## **Section 5 Investment Funds and Manager Selection**

**5.1** The investment funds and managers selected shall have demonstrated the ability to provide above average returns when measured against their peers and their benchmarks over time. It is the responsibility of the investment advisor to provide ongoing review and analysis of the managers and funds within the investment account.

**5.2** An investment may be replaced or repositioned for any of the following reasons:

**5.2.1** Departure of one or more of the firm's key investment personnel.

**5.2.2** Deviation from the firm's or fund's stated investment discipline.

**5.2.3** Poor investment performance over a "reasonable" period of time (two years as a minimum, with three years a more appropriate period under normal circumstances).

**5.2.4** Change of client's objectives, which become incompatible with the particular investment.

**5.2.5** A better alternative not previously available becomes available.

**5.2.6** The investment category is not within the stated parameters of this IPS.

## **Section 6. Investment Advisor Restrictions**

**6.1** There shall be no more than 20% invested in any one industry sector.

**6.2** The market value of any one investment position shall not exceed 5% of the total portfolio, with the exception of securities issued by the U.S. Government and its agencies or investment in mutual funds.

**6.3** There shall be no short selling, securities lending, financial future, margins, options, or other specialized investments.

**6.4** There shall be no investments in non-marketable securities, commodities, or speculative real estate.

**6.5** There shall be no investments in private placements or letter stock, with the exception of those given as gifts.

- 6.6 If any major management or personnel changes are scheduled to occur with the investment adviser's firm, the Finance & Structure Committee is to be immediately notified.

### **Section 7. Investment Advisor Review Process**

- 7.1 The Ohio District Kiwanis Treasurer will monitor investments based on the monthly consolidated statement of positions provided by the investment adviser and miscellaneous specific reports and information prepared by the advisor from public sources.
- 7.2 Advisor will be available for communication as requested and will provide at least quarterly a written performance analysis including current status, future expectations, analysis of performance and allocation of investments, and performance comparison to peer groups.
- 7.3 Verbal report by the Treasurer to the Finance & Structure Committee chair to provide update and analysis is encouraged at any time.
- 7.4 The advisor will also meet with Finance & Structure Committee and/or Board as deemed necessary, but at least twice per year to review performance, perspective and analysis of the portfolio, including peer group comparisons.
- 7.5 Failure to follow the Ohio District Kiwanis Investment Policy Statement will be grounds for removal. Written notification from the Finance & Structure Committee will be sent to the investment advisor establishing the violation with a specific time frame of no longer than 3 months from the date of the notification to comply with the policy. Non-conformance will result in termination.
- 7.6 Failure to consistently meet investment benchmarks, as established within a reconciled performance monitor, over an extended period of time may result in the investment advisor being placed on "watch" and may lead to termination. Specifically, if portfolio assets trail their respective index by 200 basis points over 3 years and/or portfolio assets are in the 50 percentile ranking or below of a comparable peer group, then the investment advisor is immediately placed on "watch" for not doing due diligence over the portfolio management.
- 7.7 Substantive changes in an investment advisor's philosophy, process, people or fees may result in the investment advisor being placed on "watch" and may result in termination.

### **Section 8. Policy Review**

- 8.1 It shall be the responsibility of the Finance & Structure Committee to review this policy periodically but not less frequently than annually. Any modifications shall be approved by the District Board and reviewed with the investment adviser in a timely manner. It is understood, however, that it is generally not in the best interest of Ohio District Kiwanis 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.** Complimentary hotel room will be provided for the Chairperson of the Mid-Year Education Day and the District Convention.

**c.** 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.

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

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

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

**g.** 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.

**h.** Service Leadership Program District Officers (Other than Governor): Meal costs at "Official Functions" will be expensed to the 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.

## **J. GIFTS**

**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 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 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 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 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.** As a matter of courtesy, any other visits by International Officers to clubs or divisions, the club or division leader will notify 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.

**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		
Audience	PODIUM (if used)	Audience	PODIUM (if used)	Audience	PODIUM (if used)
	Toastmaster		Toastmaster		Toastmaster
	Other Program Participant		Other Program Participant		Other Program Participant
	Other International Officer/s		International Officer/s		Club Secretary
	Immediate Past District Governor		Past District Governor		Song Leader
	Club President, Host City		Other Honored Guest/s		
	Other Honored Guest/s		District Secretary		
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.
- 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.
- e. The District Candidate for International Office Fund shall contain funds that can be transferred to and spent from this fund. These funds are used for:
  - Procuring election promotional materials
  - Mailing costs
  - Cost of a reception or District event to provide exposure for an Ohio District candidate for international office and to rally the efforts of District Kiwanians for the campaign effort at the International Convention.
  - Travel expenses
- f. All expenditures from the District Candidate for International Office Fund will be initiated and approved by the Ohio District International Elections Chair.

### **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;
- 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 positions up for election on the Finance and Structure Committee may 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. 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.** Alcohol may be served or consumed at Kiwanis events in a legal and responsible manner, provided such serving or consumption is done in accordance with the customs and applicable laws where the club or other Kiwanis entity is located. Because the presence of alcohol at a function greatly increases the risk of personal injury, Kiwanis clubs and other Kiwanis entities must be conscious of liability exposure whenever alcohol is offered. All Kiwanis entities should adhere to the alcohol guidelines established by Kiwanis International when providing alcohol at an event; see Kiwanis International Policy -Procedure 173 – Alcohol Guidelines for Kiwanis Clubs and Other Kiwanis Entities.

### **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. OPENING A NEW CLUB OUTSIDE THE DIVISION BOUNDARIES**

**Section 1.** The Lt. Governor from the division desiring to open 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 club's activities, club projects, and club statistics shall be through the on-line reporting system of Kiwanis International at [www.kiwanisone.org](http://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**

Kiwanis International and Ohio District Kiwanis Club Dues are summarized here for convenience.

### **A. KIWANIS CLUB DUES**

**Section 1. KIWANIS INTERNATIONAL** - Billed and collected by Kiwanis International.

\$52.00 Kiwanis International

\$ 8.00 per year for Kiwanis Magazine

\$13.00 per year for Liability Insurance\*

\$ 4.00 per year for Directors and Officers (D&O) Insurance\*

\$77.00 Payable Annually

\* Recommended payment from club service account

For new members joining after October 1<sup>st</sup>, an enrollment fee would be payable to Kiwanis International of \$50.

**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

**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

**Section 4.** Annual dues are based on membership count on October 1<sup>st</sup>.

## **B. CIRCLE K DUES**

**Section 1.** When a new Circle Club is formed, the sponsoring Kiwanis club pays a chartering fee set by Kiwanis International.

**Section 2.** Circle K Members: Each member club pays \$600.00 to Circle K International for International Dues (or \$450.00 for a 2 year school or a 4 year school with total student enrollment of less than 1,000 students) and \$12.00 per individual member to Ohio District Circle K (billed by and paid to Circle K International). Note: Members joining after April 15<sup>th</sup> pay only \$5.00 to the Ohio District.

## **C. KEY CLUB DUES**

**Section 1.** When a new Key Club is formed, the sponsoring Kiwanis club pays a chartering fee set by Kiwanis International.

**Section 2.** Sponsorship Fees. The sponsoring club pays a \$100.00 annual sponsorship fee to Ohio District Key Club. This fee is due November 31.

**Section 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 Club is formed, the sponsoring Kiwanis club pays a chartering fee set by Kiwanis International.

**Section 2.** The sponsoring Kiwanis club will pay an annual fee as set by Kiwanis International 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 the applicable chartering fee 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 set by Kiwanis International. 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**

**Section 1.** When forming a new Aktion Club, the sponsoring Kiwanis club pays a chartering fee as set by Kiwanis International.

**Section 2.** Aktion Members. Each member will pay Kiwanis International for annual dues.

## **ARTICLE X. KIWANIS MEMBERS WORKING WITH SERVICE LEADERSHIP PROGRAM PARTICIPANTS AND OTHER YOUTH ACTIVITIES**

**Section 1.** Service Leadership Program participants deserve the best Kiwanis has to offer. This includes the relationship and interaction between SLP participants and those adults who so generously give of themselves to assure the success of Kiwanis Service Leadership Programs. It also includes the relationship and interaction between youth impacted by other District Kiwanis sponsored projects and those adults involved in the activities of those projects.

**Section 2. Applicability** Policy Articles X and XI apply to adults serving as chaperones, transportation providers, and/or those in direct supervisory roles with youth under the age of majority at District events only. Such events include but are not limited to Key Club Fall Rally and Key Club District Convention, Key Leader, Kiwanis District Convention and Mid-Year Education Day. These policies do not apply to adults serving as casual volunteers at such events wherein such adults are not directly supervising youth, are not likely to be alone with individual youth attendees, and who are not in a direct position of authority over the youth attendees. E.g. these policies do not apply to volunteers serving as contest judges, observers, merchandise store workers, facilitators, or similar positions.

**Section 3. Chaperone:** A chaperone is defined as a Kiwanis member, faculty member, parent, legal guardian, or person who is in *loco parentis*, twenty-one (21) years of age or older, who has been approved by the school or agency and registered with the school or agency to accompany the youth members at the specific event.

**Section 4. Use of Alcoholic Beverages and Tobacco:** While attending any district event that is produced primarily by or for the benefit of youth, adults are expected to refrain from consumption of alcoholic beverages and/or the use of tobacco products during any portion of the event.

**Section 5. Reporting:** If a Kiwanian observes troubling behavior involving a youth at a district event or becomes aware of a situation that is illegal or potentially unsafe for a young person at a district event, he/she must immediately contact the appropriate personnel at the event as well as provide notification to law enforcement personnel as appropriate. All local, state, provisional, and federal laws regarding reporting must be followed.

**Section 6. Overnight stays:** While attending a district event that requires overnight stay in a hotel or camp/conference setting, adequate adult chaperoning is expected and should include no fewer than one adult male for each ten or part of ten youth males, and one adult female for each ten or part of ten youth females. Except for a parent sharing a sleeping room or other sleep quarters (e.g., tent) with his/her own child sleeping room, no adult should share a hotel or dormitory sleeping room with a youth. In the event that sleeping quarters consist of multiple beds, such as a bunkhouse or camp cabin, adults may share the sleeping quarters with youth members of the same gender, provided that two or more adults are present.

**Section 7. Transportation:** Adults transporting youth in a vehicle should do so with a second adult in the vehicle, or in hardship cases, the “rule of threes”, being at least three people in the car at all times, is recommended. All transportation decisions should be made in accordance with local laws and school policies.

**Section 8. Medications:** The possession of prescription and nonprescription medications by youth at a district event should be permitted only by written permission of the parent/guardian. An appropriate health/medication form may be required per school policy or SLP policy.

**Section 9. Criminal History Background Checks:** Criminal history background checks for adults working with youth participants under the age of majority at District events and activities may be required for all such adults and, if conducted should conform to applicable local and state/provincial laws and requirements. All adults working with youth at all district-sponsored events must have a background check that is considered to be “clear”, based on criteria established by Kiwanis International. Such events include, but are not limited to the Kiwanis district convention, Key Club district convention, Kiwanis Mid-Year Conference, etc.

**Section 10. Conflicts with other rules:** Whenever these guidelines conflict with local school policies or rules, or local, state, or national laws or regulations, the highest applicable standards for conduct shall prevail.

**Section 11. Personal information:** All documents bearing personal information of any youth attending a district event, including registration forms, medical information forms, permission to treat forms, etc., should be treated as being confidential. Processes that protect this information must be created, including minimizing the number of people who have access to any such documents. The documents should be maintained a minimum of three years or longer as may be required by applicable state laws and regulations. After the maintenance period has expired, the documents should be destroyed in a way that maintains confidentiality, such as shredding. The disposal and destruction of all confidential information shall conform to applicable state laws and regulations. Maintenance, storage, and destruction shall be responsibilities of the District Office, except as differently required by Kiwanis International or other superior entities.

**Section 12. Education:** Every Kiwanis district is expected to provide an educational forum or workshop at every district-produced convention and conference on guidelines and best practices for adults working with youth, using materials provided by Kiwanis International.

**Section 13. Youth and Social Media:** For any social networking site that involves requesting a connection (such as inviting someone to be a friend on Facebook), adults should never initiate such connections with youth. If a youth requests such a connection from a Kiwanian, he/she should use their best judgment in responding. Adults should treat their interaction with youth on social networking sites as though the interaction were occurring in public, in front of other adults and young people. In other words, if it would not be appropriate to say something to the young person in public, it should not be said as a comment on a social networking site either. Kiwanians should refrain from interactions that can be excessive (such as constantly “liking” or commenting on a person’s posts on Facebook). Prior to posting any media online, such as

photographs, obtain permission from any and all individuals (or parents for minors) that appear in that media; it could be illegal to do otherwise.

**Section 14. Behavioral or Health Issues:** Kiwanians are often seen by a young person as an adult to trust with personal and/or sensitive information. Kiwanians should refrain from counseling youth and should instead find, or assist the young person in finding, appropriate expert assistance.

## **ARTICLE XI. CRIMINAL BACKGROUND CHECKS FOR KIWANIS MEMBERS WORKING WITH SERVICE LEADERSHIP PROGRAM PARTICIPANTS AND OTHER YOUTH ACTIVITIES**

### Section 1. Definitions

- A. Background check—The background check consists of an investigation by a Qualified Investigating Organization as defined below. Typically the investigation includes inquiries into criminal convictions related to felonies, serious traffic convictions, and certain misdemeanors involving minors using databases available to the Qualified Investigating Organization.
- B. Qualified Investigating Organization (QIO) – An organization licensed by the State to use State and/or Federal databases to check criminal records, driving records, and verify identity. Until otherwise designated the agency used by the Ohio District will be the same as the one used by Kiwanis International.
- C. Fair Credit Reporting Act (FCRA) – A federal law under the provisions of which written authorization from an applicant must be obtained before a background investigation or check may be requested. The authorization document for conducting a background investigation must be on a document that is separate from all other documents, e.g. employment applications, membership applications, or other application documents.

### Section 2. Favorable and Unfavorable Report

- A. A criminal history background check is considered “unfavorable” if it indicates: a felony or misdemeanor conviction involving moral turpitude; a felony conviction or registration of a violent and/or sexual nature, involving any type of abuse of a child, involving threatening or intimidating behavior, or otherwise of a physical nature; or a felony related to larceny or theft. Following are examples of these types of convictions; however, this list does not constitute the full breadth of convictions:
  - 1. Felonies or registrations of a physical nature
  - 2. Abuse, aggravated abuse, or neglect of an elderly person or disabled adult
  - 3. Adult abuse, neglect, or exploitation of aged persons or disabled adults
  - 4. Aggravated assault
  - 5. Aggravated battery
  - 6. Battery
  - 7. Carjacking
  - 8. Child abuse, aggravated child abuse, or neglect of a child



9. Contributing to the delinquency or dependency of a child
10. Exploitation of an elderly person or disabled adult
11. False imprisonment
12. Home-invasion robbery
13. Incest
14. Kidnapping
15. Leading, taking, enticing or removing a minor beyond the state limits or concealing the location of a minor with criminal intent pending dependency proceedings or proceedings concerning alleged abuse or neglect of a minor
16. Lewdness and indecent exposure
17. Luring or enticing a child
18. Manslaughter, aggravated manslaughter of an elderly person or disabled adult, or aggravated manslaughter of a child
19. Homicide
20. Obscenity
21. Possessing an electric weapon or device, destructive device, or other weapon at a school-sponsored event or on school property
22. Prostitution
23. Resisting arrest with violence
24. Robbery
25. Sexual activity with or solicitation of a child by a person in familial or custodial authority
26. Sexual battery
27. Sexual misconduct
28. Unlawful sexual activity with minors
29. Voyeurism
30. Disorderly conduct
31. Domestic violence
32. Felonies related to larceny, theft, or moral turpitude (“contrary to community standards of justice, honesty, or good morals”)
33. Coordinating the commission of theft in excess of \$3,000
34. Dealing in stolen property
35. Larceny and grand larceny
36. Identity theft
37. Arson
38. Arrest without violence – three (3) or more incidents
39. Contraband
40. Driving while intoxicated – three (3) or more incidents
41. Extortion
42. Forgery
43. Petit theft (as larceny)
44. Exhibiting weapons or firearms at school events, on school property, or within 1,000 feet of a school
45. Trespassing – three (3) or more incidents
46. Vehicular homicide
47. Welfare and unemployment fraud
48. Misdemeanors
49. Battery, if the victim of the offense was a minor
50. Luring or enticing a child
51. Drugs or paraphernalia
52. Concealed weapon
53. Petit theft (as a misdemeanor) – three (3) or more incidents
54. Other Types of Convictions
  - Other types of felony convictions will be reviewed on a case-by-case basis by the District Secretary and District Governor

## B Legally Reversed or Overturned Convictions

Any conviction legally reversed or overturned by the proper authorities shall not be considered when evaluating the background check.

- C. Favorable Report—a report not indicating any or similar convictions as listed above will be considered favorable.

### Section 3. Responsibilities of the District Office as administered by the District Secretary

- A. Publish the procedures for requesting a background check for Kiwanis members and other adults working with SLP and other youth programs in District-sponsored events and activities.
- B. Provide appropriate application and consent forms as shown in exhibits following this section of policy.
- C. Be responsible for developing and maintaining a secure database in which to record investigation requests, dispositions, and results of investigations.
- D. Advise the responsible District administrators, District Chairs, and other such District personnel of favorable background check reports.
- E. Upon receipt of an unfavorable report as defined in Section 2 above, immediately notify the Governor who will, in turn, follow the steps outlined in policy section 4 below
- F. Receive required fees from the individual applicants for the required reports and be the central billing office for the investigating organization.

### Section 4. Responsibilities of the District Governor

- A. Review the results of CBIs that contain information of an unfavorable nature as identified through the review by the District Secretary. (See section 2 above.)
- B. Communicate to the individual who requested the CBI of the nature of the unfavorable report. That communication is to be in writing and receipt to be confirmed by the recipient.
- C. Assure the applicant that he/she may work with the QIO for a period of 30 days to correct the report should there be an error.
- D. Overseeing the appeal process should a member with an unfavorable report elect to appeal the determination. The appeal process will follow these steps:
  - a. Applicant must confidentially bring the appeal to a Special Committee consisting of the Governor-elect, Immediate Past Governor, and District Treasurer.
  - b. The burden of proof would rest on the person bringing the appeal to convince the Special Committee that the findings of the Governor were incorrect and should be reversed.
  - c. The results of the appeal shall be communicated to the appellant by the Governor.

Section 5. Required Criminal Background Checks. The Ohio District will:

- A. Before each October 1 require a current background check (CBI) to be on file for the following:
  - a. District Governor
  - b. District Governor-elect
  - c. District Treasurer
  - d. District Lt. Governors
  - e. Any District Administrator or Chairperson involved with or implementing a program for youth under the age of majority. This is to include the Zone Administrators for Key Club
  - f. Those individuals serving consecutive terms will have the CBI every third year.
  - g. In those instances where Kiwanis International requires the completion of a CBI, meeting that requirement will satisfy the District Requirement.
- B. Be responsible for the cost of the above investigations and will include such cost in the District's administrative budget.
- C. Require a completed favorable District CBI before any district officer, administrator, or district chair as listed above may attend any District event for youth under the age of majority. These events include but are not limited to:
  - a. Key Club District Convention
  - b. Key Club Fall Rally
  - c. Any workshops or meetings sponsored by Kiwanis, CKI, or Key Club for youth under the age of majority.
  - d. Key Leader
- D. All candidates for district office, the office of Lt. Governor, or any individual to be appointed as a District Administrator or District Chair for programs related to youth under the age of majority are to be informed that a favorable background check will be required prior to assuming the duties of the office.
- E. All favorable background checks on file with the District are to be considered valid for a period of three years for an individual regardless of that individual's office or position in the district. E.g. The background check for a person serving as a Lt. Governor remains valid the following two years even if that person accepts and serves as a District Chair or District Administrator for an SLP or other such District office or position that requires a CBI.

*Attached: Authorization Form*

# The Ohio District of Kiwanis International

## NOTICE TO VOLUNTEERS REGARDING BACKGROUND CHECK (CBI)

I understand that a Criminal Background Investigation (Background Check) that may include information from public or private sources regarding my criminal history, may be obtained in connection with my application as a volunteer with Ohio District of Kiwanis International.

I understand that, if I am approved for volunteer service by the Ohio District of Kiwanis International this background check authorization will be kept on file and may be used at any time during my service to procure further information when, in the judgment of the Ohio District of Kiwanis International, such may be necessary.

I hereby release and discharge to the extent permitted by law, the Ohio District of Kiwanis International its employees, any individual or agency obtaining information for the Ohio District of Kiwanis International and any personal or professional reference, from any and all claims, damages, losses, liabilities, costs, or other expenses arising from the retrieving, reporting and/or disclosure of information in connection with this background investigation.

I understand that I am volunteering my services and declare in no way shall I be considered an employee or subcontractor or independent contractor of the Ohio District of Kiwanis International.

By signing below, I, \_\_\_\_\_, have read, understand and consent to the above. I further authorize that a photographic copy or a telephonic facsimile of this document shall be valid for purposes present and future. My signature below certifies that all information I have provided in connection with this background check is true, accurate and complete to the best of my knowledge.

### AUTHORIZATION

\_\_\_\_\_  
Print Name (last, first, middle)

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date of Birth (MM/DD/YYYY)  
**(For ID Purposes Only)**

\_\_\_\_\_  
Drivers License Number

\_\_\_\_\_  
Drivers License State

Any other names I have been known by: \_\_\_\_\_

Current Address: \_\_\_\_\_

Previous Addresses (Last 10 Years) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**ARTICLE XII. 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 October 29, 2016.



October 29, 2016

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B. David Whiteman  
District Secretary

Date