

220 - DISTRICT COMMITTEES

220.1 - Appointments

Subject to the approval of the district board of trustees- designate, the district governor-elect, shall appoint the district chairmen or committees for the succeeding administrative year. The district governor may also appoint chairmen or committees as needed, subject to the approval of the district board of trustees. Such chairmen or committees should assist the clubs in the district to implement the Objects, objectives, Policies, programs, and goals of Kiwanis. (6/91) (4/12)

220.2 - Structure

A. Standing Committees: Districts shall have standing chairmen or committees on:
(1/92) (4/12)

1. Aktion Club
2. Builders Club
3. Bylaws and Policies
4. Children and Youth Services
5. Circle K
6. District Convention
7. Finance
8. Fund Raising
9. Human and Spiritual Values
10. International Convention
11. Key Club
12. Key Leader
13. Kiwanis Education
14. Kiwanis International Foundation
15. Kiwanis Kids
16. Membership
17. New Club Building
18. Public Relations
19. Risk Manager (North American districts only)
20. Service

B. Terms: Each standing committee shall serve for a term of one (1) year. All Committees, with the exception of the Committee on Key Club and the Committee on Circle K shall begin their terms of office on the first day of October. (1/92) (4/12)

The terms of office of the Committee on Key Club and the Committee on Circle K shall begin at the conclusion of the respective sponsored programs district conventions and continue to the conclusion of the succeeding conventions or until their successors shall be duly selected and qualified. (1/92) (4/12)

The District Risk Manager should serve a term of three years, so the governor-elect or governor shall only appoint this position when a term will be open (or has become vacant). (4/12)

C. Sponsored Programs Committees: The Aktion Club, Builders Club, Kiwanis Kids, and Key Club Committees shall be appointed by December 1 and shall assume responsibilities

for these programs on April 1. The Key Leader Committee shall be appointed by December 1 also and shall assume responsibilities on October 1. Any action taken by these committees shall be subject to review and the authority of the current Kiwanis district board of trustees under the bylaws and policies of the district. (1/92) (4/12)

The chairmen of the Committees on Aktion Club, Builders Club, Circle K, Kiwanis Kids, and Key Club will be known as the district administrator for Aktion Club, Builders Club, Circle K, Kiwanis Kids, and Key Club, respectively. The chairmen of the Committee on Key Leader shall be known as the district chairman. (1/92) (4/12)

D. Additional Committees: Nothing shall preclude the right of the governor to name additional committees, under the provisions of the Standard Form for District Bylaws. (1/92) (4/12)

- 1) **Administration**
- 2) **Bulletin Editor**
- 3) **Conference and Convention**
- 4) **Eliminate Project**
- 5) **KC Graduate Program**
- 6) **Stars of Tomorrow Program**
- 7) **Webmaster**

E. Duties (4/12)

1. **Aktion Clubs** (in districts where appropriate) shall assist Kiwanis clubs and divisions in establishing Aktion Clubs in conjunction with community agencies or organizations that serve the needs of people with disabilities and shall promote the concept of continuing and effective sponsorship upon the part of the sponsoring Kiwanis club(s). (4/00) (1/01)
2. **Builders Club** (in districts where appropriate) shall assist Kiwanis clubs in establishing Builders Clubs in junior high/middle schools and shall promote the concept of continuing and effective sponsorship upon the part of the sponsoring Kiwanis club. (1/92)
3. **Bylaws and Policies** shall examine the district's bylaws, policies, and procedures and shall submit any necessary or recommended revisions to the district board; shall cooperate with the board in drafting proposed amendments; and shall report on all properly proposed amendments to the district bylaws. The committee shall also cooperate with the board in interpreting the spirit of the district bylaws when necessary and in securing the proper observance of obligations, standards, and practices stated or implied. (1/92) (4/12)
4. **Children and Youth Services** shall assist clubs in implementing service projects that address the current issues, challenges and opportunities that young people face in their homes, schools and communities, including but not limited to Young Children: Priority One. (1/92) (4/12)
5. **Circle K** (in districts where appropriate) shall be responsible for the proper carrying out of the Circle K District organization's administrative functions in accordance with the Kiwanis district board's approval. (1/92)
6. **District Convention** shall assist the district board in formulating the official program

and order of business for the conventions of the district. (1/92) (4/12)

7. **Finance** shall prepare a budget of estimated income and expenditures for submission to the district board and shall submit such other recommendations as may be requested by the district board. (1/92) (4/12)
8. **Fund Raising** shall recommend ideas to clubs for local fund-raising activities. (1/92) (4/12)
9. **Human and Spiritual Values** shall encourage the clubs to cooperate on broad nondenominational lines to create a greater public consciousness of the importance of human and spiritual values. (1/92) (4/12)
10. **International Convention** shall assist in promoting attendance and participation in the annual Kiwanis International Convention. (4/12)
11. **Key Club** (in districts where appropriate) shall be responsible for the proper carrying out of the Key Club District organization's administrative functions in accordance with the Kiwanis district board's approval. (1/92)
12. **Key Leader** (in districts where appropriate) shall recruit and train a volunteer team to market the Key Leader program throughout the district; work with Kiwanis International Staff to recommend dates and locations for successful events within the district; and appoint and support the site coordinator for each district event. Note: The Key Leader chair should have experience working with teens, as well as good communication and technology skills, and must be able to attend the annual Key Leader regional training conference organized by Kiwanis International. Key Leader chairs are asked to serve a calendar year, since most events take place in October and November. (4/12)
13. **Kiwanis Education** shall assist the district leadership in developing meaningful educational and training experiences for all Kiwanians at district conventions and conferences, organize and/or promote operations and leadership programs for incoming district and club officers, and promote continuing Kiwanis education within each club. (1/92) (4/12)
14. **Kiwanis International Foundation** shall, in cooperation with district leadership, promote and represent the International Foundation in the district. The committee shall encourage all Kiwanis clubs in the district to participate in the Annual Club Gift campaign and encourage all Kiwanis members in the district to support the Kiwanis Children's Fund. (4/12)
15. **Kiwanis Kids** (in districts where appropriate) shall assist Kiwanis clubs in establishing Kiwanis Kids clubs elementary schools and shall promote the concept of continuing and effective sponsorship upon the part of the sponsoring Kiwanis club. (4/12)
16. **Membership** assist clubs to recruit and retain members, orient and induct new members, and involve all members in service and club activities. (1/92) (4/12)
17. **New Club Building** shall study the opportunities for introducing Kiwanis into new

communities located within the district and shall stimulate and cooperate with chartered clubs of the district in their efforts to enlarge the field of Kiwanis service by the building of new clubs. (1/92)

18. Public Relations shall assist clubs in creating awareness about the service, fundraising, and fellowship opportunities Kiwanis offers and the positive impact of clubs on their communities. (1/92) (4/12)

19. Risk Managers (North American districts only) shall learn and understand the contents of the Liability Risk Management Packet and serve as a resource for the clubs; provide answers to basic questions and instruct the clubs on how to utilize the risk management materials provided; conduct workshops and training for the district (developed by Kiwanis International); regularly communicate with the Kiwanis International Risk Manager regarding club activities and issues that arise; and attend the District Risk Manager Training provided by Kiwanis International. (4/12)

Note: The Risk Manager appointment must be an active Kiwanis member in good standing who does not hold any other District or International volunteer leadership positions. Additionally, he/she should have a background in property or casualty insurance, or experience as an insurance agent, insurance company employee, or attorney familiar with negligence and liability law, or have a good business background (possibly a business owner or manager). The Risk Manager may have a committee to assist him/her, but the Risk Manager appointee is responsible to Kiwanis International in their duties. (4/12)

20. Service shall assist clubs in the district in rendering effective service in their communities. (1/92) (4/12)