

ROCKY MOUNTAIN DISTRICT KIWANIS INTERNATIONAL

ADMINISTRATIVE PROCEDURES MANUAL



Kiwaniis[®]
ROCKY MOUNTAIN DISTRICT

October 1, 2016

GENERAL INFORMATION

SECTION 01

- 01.01 This Procedures Manual will provide administrative guidelines for the Rocky Mountain District. The manual will be applicable to all Kiwanis Clubs, District Officers and District Committees of the Rocky Mountain District. The manual will also provide guidelines concerning relationships and working procedures for Circle K Clubs, Key Clubs and Builders Clubs. Additional guidelines are provided in the current version (as amended) of the Kiwanis International Policies and Procedures as published on the Kiwanis International web site.
- 01.02 The District Procedures Manual will remain in effect until amended in whole or in part by the Rocky Mountain district Board of Trustees.
- 01.03 If there is any discrepancy or variations between this manual and the District Bylaws, the District Bylaws will govern.
- 01.04 Each District Officer shall have in their possession a copy of the District Bylaws and this Procedures Manual.

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**AGENDA FOR POST CONVENTION BOARD MEETING
SECTION 02**

- 02.01 The following items shall be included in the agenda of the first District Board meeting held after the District Convention. Items can be added or deleted by the District Governor and/or the District Secretary as required.

Introduction of Governor Designate by the Governor.

Introduction of the International Representative by the Governor Designate.

Introduction of the Governor Elect Designate by the Governor Designate.

Introduction of Lieutenant Governors Designate by the Governor Designate.

Preliminary aims of the Governor Designate.

Brief statements by Governor Designate.

Explanation of District voucher payment system.

Request for information by District Secretary.

Answer questions submitted by Lieutenant Governors Designate.

Budget consideration and adoption.

Announce tentative dates and location of Board of Trustees meetings.

Establish credit purchase approval at Kiwanis International.

Approve District Committee Chairmen.

Establish approvals for check signatures.

Remarks by International Representative.

Adjournment.

ALCOHOLIC BEVERAGES
SECTION 03

- 03.01 The District recommends and respectfully requests that all clubs prohibit the indulgence of alcoholic beverages at any duly constituted Kiwanis meeting or official Kiwanis function. A duly constituted meeting is defined as that period of time after the meeting is called to order until official adjournment. Observance is requested by all. Maintain the Kiwanis image.
- 03.02 Please refer to Kiwanis International Policy C-6 and to Kiwanis International Procedure 173 for details regarding alcoholic beverages.

**KIWANIS INTERNATIONAL "CONDUCT
UNBECOMING" GUIDELINE
SECTION 04**

04.01

"Conduct Unbecoming" includes Sexual Harassment and all aspects of Conduct Unbecoming are covered in Kiwanis International Policies B 11, 12, and 13.

**AMENDMENTS TO DISTRICT BYLAWS AND ADMINISTRATIVE
PROCEDURES MANUAL
SECTION 05**

- 05.01 Refer to District Bylaws, Article XII.
- 05.02 Refer to International Bylaws, Article IX, Section 15.
- 05.03 The Administrative Procedures Manual can be amended by action taken at any official District Board Meeting.

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**AWARDS
SECTION 06**

06.01 This section is blank.

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**BOARD OF TRUSTEES
SECTION 07**

07.01 Refer to the District Bylaws, Article VII.

**CANDIDATES FOR DISTRICT OFFICE
SECTION 08**

08.01 Refer to District Bylaws, Article VII.

08.01 Any club or division of the Rocky Mountain District desiring to offer, propose or nominate a candidate for the office of District Governor Elect for the ensuing administrative year shall file a written statement with the District Secretary of such intent not later than 90 days prior to the District Convention.

08.02 The statement shall be limited to one side of an 8 ½ x 11 sheet of paper and shall contain the biographical data and the qualifications of the candidate.
Qualifications are defined as:

Candidate must:

1. Be a Past Club President
2. Be a Past Lieutenant Governor
3. Comply with the appropriate provisions of the District Administrative Manual.

Candidate should: (not required, but certainly desirable)

1. Have served on one or two District committees
2. Have demonstrated some positive district leadership and support of District and International projects.
3. Have attended, in the recent past, Kiwanis sponsored leadership training, i.e. old Leadership Development Conference, Lieutenant Governor Training, President-elect Planning Conference, Club Officer Training, etc.
4. Have attended several District conventions.
5. Have attended several International conventions.

08.03 The candidate must attach an addendum indicating his or her willingness to serve if elected and a letter of support from the Division in which he or she resides.

08.04 Upon receipt of such statement of intent, the District Secretary shall advise all clubs in the District in writing that such name(s) have been proposed.

08.05 No part of this procedure shall negate the privilege outlined in Article VII, Section 3, paragraph (e) of the Bylaws permitting nominations from the floor of the convention

COMMITTEES
SECTION 09

- 09.01 Refer to Rocky Mountain District Bylaws Article V and attached committee descriptions.
- 09.02 Subject to the approval of the District Board of Trustees, special committees may be appointed by the Governor and shall perform such duties as may be defined in their creation.
- 09.03 All committee members shall be subject to removal by the Governor.
- 09.04 The Finance Committee of the Board of Trustees shall establish within the annual budget funds to defray committee expense as prescribed and recommended by the programs, goals and objective of the District Governor.

**DISTRICT CONVENTION
SECTION 10**

- 10.01 Refer to Rocky Mountain District Bylaws, Articles VI and VII.
- 10.02 The official District Convention Committee shall consist of the Governor, the Governor Elect, Immediate Past Governor, District Secretary, District Treasurer and chairman of the host committee.
- 10.03 The committee is charged with preparation of the official program including the selection of speakers. The host club may arrange for entertainment, lunches, dinners and the Governor's banquet, but any and all arrangements require committee approval.
- 10.04 The method of handling reservations and registrations shall be developed by the host club chairman and the District Secretary.
- 10.05 Any prepaid registration fee and meal cost for a called conference or the District Convention shall be refunded in full if a written request is made, prior to the headcounts being confirmed with hotel. The number of days the request must be received prior to the call of the first meeting is negotiated each year with the catering manager at the convention site.
- 10.06 The District Secretary shall file with Kiwanis International three copies of a complete financial report of the convention or a called conference within thirty days after the event.
- 10.07 A sum shall be budgeted to cover full payment for life member status in Kiwanis International for the retiring District Governor as a memento of appreciation for services rendered. Should the District Governor, at the time of leaving that office, hold life member status, any suitable gift of like value shall be presented. The presentation shall be made at the District Convention.
- 10.08 An amount determined by the District Convention Committee shall be allocated for the purchase of a suitable memento to be presented to the International Representative at the District Convention.
- 10.09 At the written request of the convention chairman of the host club for the next District Convention, the District Secretary and District Treasurer may advance a sum not to exceed \$5,000.00, payable to the hosting facilities (not the club), to cover the preliminary convention expenses.
- 10.10 Bid procedure will be as follows:

The request for bids to host a particular convention shall be published in the first three issues of the Kiwanian of the administrative year.

- It is recommended that the site be selected three (3) years in advance. The cutoff date for bids is June 1.
- The site shall be selected at the meeting of the (new) Board on Sunday at the District Convention.
- If a club desires to host the convention, it must be approved by the general membership of the club at a regular meeting. The club must vote to accept the responsibilities of host club. The president of the club will direct, in writing, to the District Secretary, their initial proposal to host the convention for the year three years hence. (i.e. In 2016 a request to host the 2019 convention will be considered.) The proposal will have a definite hotel or convention center in mind that meets the requirements listed in paragraph 10.11 of this manual. A form (Rocky Mountain District Convention Requirements) is available from the District Secretary for the purpose of bid submission. Its use is recommended.
- Potential convention dates (See Article VI, Section 1 of the District Bylaws) will be included in the proposal.
- After initial proposals are received by the District Secretary, at least two members of the Executive Committee (Governor, Immediate Past Governor, Governor Elect) and the District Secretary shall make an inspection of all facilities prior to a selection by the District Board of Trustees.
- Each club submitting a bid will be allowed a maximum of ten (10) minutes for a presentation by a member or members of the Kiwanis Club submitting the bid. After all presentations are completed, the Board of Trustees will have an opportunity to ask questions of the presenters. The Executive Committee will then make their report and recommendations. Based on the evidence presented, the Board will then make their decision.
- If no bids are received by the due date, the Executive Committee shall be authorized to seek out potential sites and host club or clubs.
- In the event the Board decides no suitable site has been presented, the Executive Committee shall be instructed to search further. Money will be budgeted by the District Board of Trustees to fund site visit expenses.

10.11 Should a Kiwanis club wish to extend an invitation to host the District Convention, the following criteria must be considered and answers provided for the Executive Committee to make a recommendation to the District Board for the final selection:

- A. First class housing for 50 persons for single occupancy and 50 rooms for double occupancy.
- B. Adequate ballroom space for general session and House of Delegate configuration, meeting room spaces for concurrent forums, registration, exhibits, secure silent auction and convention storage area.
- C. Banquet facilities for seating and serving 150 - 250 persons, in rounds of 8 or 10 attendees to a table. Banquet facilities and staff for served plated meals.
- D. An adequate edifice in which to conduct a memorial service.
- E. All facilities for sleeping, banquets, and meetings shall be first class and well kept.
- F. As is customary, a definite agreement shall be concluded on the number of complimentary sleeping rooms allocated in relation to the total number of rooms sold.
- G. State of the art AV equipment for each room, including appropriately sized dual screens for ballroom spaces, projection systems, stages, podium, microphones and AV carts.

**REGIONAL TRAINING CONFERENCES
SECTION 11**

- 11.01 This section does not pertain to the Mid-Year Conference, which is covered in Section 13 of this manual.
- 11.02 Provision for regional training conferences will be at the discretion of the District Governor.
- 11.03 Registration fees will be established to cover meal costs and provide an allowance to defray conference expenses.
- 11.04 Adequate funds will be budgeted to cover the required expenses of the conference(s) not covered by paragraph 11.03 above.
- 11.05 Kiwanis members participating on panels will be reimbursed for travel expenses to the fullest extent possible. See Paragraphs 11.03 and 11.04 above.

**INTERNATIONAL PRESIDENT'S VISIT
TO THE ROCKY MOUNTAIN DISTRICT
SECTION 12**

- 12.01 The District Governor shall be responsible for establishing the date of the visitation in conjunction with the schedule of the International President.
- 12.02 The District Governor shall also be responsible for establishing the location where the visitation will be held.
- 12.03 A committee shall be established to make all necessary arrangements for the visitation as well as accommodations for the International President and any other arrangements required. The District Office will coordinate all ticket sales, however.
- 12.04 The District will provide through budget an amount not to exceed \$200.00 in order to purchase a suitable gift for the International President and spouse. The host committee, with the Governor, shall acquire the gift.

**DISTRICT MID-YEAR CONFERENCE
SECTION 13**

- 13.01 Provisions for the Mid-Year Conference will be at the discretion of the District Governor.
- 13.02 The District Governor shall, at his or her discretion, appoint a Mid-Year Conference Chairman who will be responsible for the overall planning, coordination and implementation of the conference. The chairman will work closely with the District Secretary who will act as Co-Chairman of the project.

**DISTRICT BULLETIN EDITOR
SECTION 14**

- 14.01 The District Secretary will act as Bulletin Editor, providing an email-distributed newsletter at least (3) three times a year.

DISTRICT GOVERNOR VISITATIONS
SECTION 15

- 15.01 The Governor shall be present at one Division meeting of each Division in the District during the term of office.
- 15.02 The Governor will endeavor to be available to present charters to newly organized Kiwanis clubs, Key Clubs, Circle K Clubs, and Builders Clubs.
- 15.03 Should any unusual problems or situations arise in the District, the Governor or an appointed representative will be available.
- 15.04 Expenses incurred in the presentation of charters to newly organized Kiwanis Clubs will be assumed, in part, by the Kiwanis Rocky Mountain District. Any extra expense in this area, plus other travel expenses incurred under paragraphs 15.01 through 15.03 are also to be assumed by the District and will be a budgeted item (travel allowance).
- 15.05 Expenses for all special occasions such as 25th, 50th and 75th anniversaries, honor nights and similar meetings for which the District Governor may be available should be paid by the host group. However, in those cases where they are not and the Governor feels his or her presence would benefit those involved, such expenses will be deemed proper under the traveling allowance as budgeted for the District Governor.

**POLICIES AND DESCRIPTION FOR
DISTRICT SECRETARY, DISTRICT TREASURER AND OFFICE
CLERK(S) SECTION 16**

16.01 District Secretary Duties (See District Bylaws, Article III AND VII).

16.0101 Receive, complete required action, and file such items as monthly reports, club rosters, certificates of delegates to conventions, reports of club elections, Lt. Governors' reports, etc.

16.0102 Maintain District Files and records, including but not limited to the following:

1. District Bylaws
2. District Policy Statements
3. District Dues by Clubs (paid and unpaid)
4. International Convention Registrants
5. International Convention Delegates
6. District Convention Registrants
7. District Convention Delegates
8. Meeting Information for Clubs in the District
9. Directory of Club Presidents and Secretaries
10. Directory of District Chairmen and Board Members
11. Directory of Past District Board Members
12. Directory of Past Governors still living

16.0103 Confer with the Governor regarding assignments at each District Board meeting. Prepare the agenda as directed by the Governor and provide it to Board members along with reports to be presented at the board meeting. Maintain minutes of the meeting and distribute copies of proceedings to such individuals as required by bylaws or policies. Perform such other duties as requested by the Governor in the normal and/or necessary administrative process of the District Board.

16.0104 Keep minutes of the delegate assembly meeting, and prepare and distribute copies of proceedings as required. Perform such other duties as may be requested by the Governor at the District Convention and other official District meetings

16.0105 Submit to appropriate officers and committees all communications received from Kiwanis International. In cooperation with the Governor, submit all official reports and information requested by Kiwanis International.

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- 16.0106 Prepare and distribute correspondence and reports requested by District officers and committees (subject to approval by the Governor).
- 16.0107 Inform District officers of significant items from the Secretary's office. This includes but is not limited to directives from Kiwanis International, the Kiwanis International Foundation, club membership information, club closings, and member deaths.

16.02 District Treasurer Duties are as follows:

- 16.0201 Collect and deposit all funds due the District and those funds involved with special events, depositing same in the official District depository(s) as approved by the Board.
- 16.0202 Disburse all funds in the manner authorized by the District Board in compliance with the District budget.
- 16.0203 Prepare a quarterly financial statement and submit it to the Governor, Governor-Elect, and the Chairman of the District Finance Committee.
- 16.0204 Present the most recent quarterly financial statement at each meeting of the Board of Trustees (which becomes a part of the minutes of that meeting); with an annual report published on the district web site following the close of the administrative year,
- 16.0205 Prepare and submit reports such as Federal and State annual income tax returns and withholding reports, Social Security, unemployment taxes and other reports required as a part of the normal operations of the office.

16.03 Convention/Meetings Duties of the District Secretary are as follows:

- 16.0301 Consult with the District Governor regarding the specific responsibilities to be performed. Maintain a District Convention Operation Manual which is to be used for all committees involved in hosting and/or organizing the District Convention.
- 16.0302 Consult with the District Governor and the District Convention Chairman and others as appropriate on convention planning procedures, convention program, arrangements, finances, etc. Specific items include:

Information on housing including rates, reservation procedures and the number of complimentary rooms.

Rooms needed for convention meetings and events including size and arrangements.

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Meal arrangements including cost, ticket prices, guarantees, etc.

Registration procedures and supplies available.

Credential committee responsibilities.

Convention budget and finance arrangements.

Preparation and production of printed program.

Materials and procedures necessary for awards and recognition to be made as part of the convention.

Such other items as might be determined necessary to the proper planning and management of the District Convention.

16.0303 Assist in the planning and implementation of other official District Meetings such as District Training Conference(s), International President's visits, and special events, which are classified as District functions and are approved by the Board of Trustees.

16.04 Required travel by the District Secretary and District Treasurer should be limited to all official District and International functions, inclusive of the following:

International Convention

International Council

Rocky Mountain District Convention

Rocky Mountain District Conferences

Official visits of the International President

Rocky Mountain District Board Meetings

Meetings of District Committees as requested by the Governor

16.05 Attendance by the District Secretary at such functions as charter presentations for new clubs, Governors' official visits, district special projects and other events which are not designated as required travel in section 16.04 above should be planned in consultation with the Governor. Attendance at club anniversaries, installations, division training sessions and other Kiwanis "family" functions shall be at the option of the Secretary. All such attendance would not be deemed compensatory time and expenses could be reimbursed as funds are available and such reimbursement is deemed appropriate by the Governor.

16.06 The Secretary shall work closely with the members of the Executive Committee and the District Personnel Committee to insure that adequate staffing, facilities and equipment needs are available to operate the District Office in a professional manner required to support the needs of the clubs and officers within the District.

**POLICY FOR EMPLOYMENT OF A SECRETARY AND
UTILIZATION OF CLERICAL STAFF
SECTION 17**

- 17.01 Refer to the District Bylaws Article IX, Section 3.
- 17.02 The following will cover policies for contractual agreements. As outlined in the District Bylaws, the appointment shall be made by the current Governor for an unfilled term, or the Governor Elect by July 1 for the next Kiwanis year, both subject to approval of the appropriate District Board of Trustees.
- 17.0201 A confirmed appointment shall constitute a one-year contract renewable by subsequent appointment(s) and subject to review of job performance each June by the District Personnel Committee.
- 17.0202 A satisfactory review and appointment shall result in a new one-year contract to begin at the start of the next Kiwanis year.
- 17.0203 Salary and benefits are negotiable for the following year when the District Budget Committee meets to plan and propose a budget for the approval of the next Kiwanis District Board. Total costs, including salary, benefits, travel and training should be evaluated in comparison to the proportionate "cost per member" as a part of the District dues structure.
- 17.03 The following policies will apply to a termination of employment.
- 17.0301 A resignation on the part of the Secretary shall require 14 days written notice to the District Board.
- 17.0302 Termination by the District Board in compliance with Article IX, Section 3 should allow the same 14 days of termination notice except in cases of illegal, immoral or unethical behavior which might damage the reputation or increase liability of the District.
- 17.0303 Retirement plans should be shared with the District Board at least 90 days prior to the start of retirement.

17.04 The policies for obtaining clerical assistance are as follows;

17.0401 The Secretary shall be authorized to retain clerical help from volunteers and/or contracted labor to 1) provide relief from the routine tasks which detract from the Secretary's role as chief Administrative Officer of the District and 2) insure the effective operation of the office for support of clubs during normal and/or reasonable business hours.

17.0402 The District Board will budget adequate funds to cover the costs of contracted clerical assistance and should also evaluate such costs in comparison to the proportionate "cost per member" as a part of the District dues structure.

17.0403 Priorities for retaining any paid clerical assistant(s) should be given in the following order:

- A. Qualified members of sponsored youth organizations within the Rocky Mountain District, with the necessary skills to perform the required work.
- B. Qualified members of area Kiwanis clubs who are retired and/or desire supplemental income.
- C. Full-time students with the Rocky Mountain District who are sponsored by or otherwise recommended by District Kiwanians and who seek or need financial aid for education.
- D. Other applicants from the community who are deemed qualified and seek supplemental income on a contractual basis only.

17.0404 Care should be exercised in retaining paid clerical assistance to utilize only individuals who are part-time, temporary, contracted or scholarship recipients.

17.05 Personnel Committee policies and procedures.

17.0501 A Personnel Committee shall be appointed by the Governor to provide for the evaluation of and allow a grievance committee for the Secretary. This committee should consist of the Immediate Past Governor and two other Past Kiwanis District Governors.

- 17.0502 Following the annual evaluation, the Personnel Committee shall recommend to Governor Elect one of the following actions relative to the appointment of the Secretary for the succeeding year:
- A. Unconditional appointment – based upon a satisfactory evaluation of the overall performance, attitude and value to the District during the past term of employment.
 - B. Conditional appointment – based upon a qualified evaluation with suggested areas of improvement to be monitored during the next term of employment.
 - C. Termination – based upon an unsatisfactory evaluation of the overall performance, attitude, and value to the District during the past term of employment.

DIVISION COUNCILS
SECTION 18

- 18.01 The purpose of a Division Council shall be to 1) exchange ideas on club administration and functions, 2) coordinate common projects, 3) exchange information about club programs and 4) encourage cooperation of all division clubs with the District and with Kiwanis International
- 18.02 The Division Council shall have no officers. The incumbent Lieutenant Governor shall be the chairman.
- 18.03 The Division Council shall meet at the call of the chairman as he/she sees need for such a meeting.
- 18.04 Basic membership in the Division Council shall consist of the Lieutenant Governor Elect and incumbent presidents and secretaries of the clubs of the Division, or their alternates. The chairman may invite others to attend a Division Council meeting.
- 18.05 The Division Council is an advisory group and the Council's decisions are not mandatory upon the officers or members of any club.
- 18.06 Past Lieutenant Governors within the Division will be invited to attend.

FINANCE SECTION 19

- 19.01 Refer to the District Bylaws, Article XI.
- 19.02 The Treasurer shall present and detail the preceding year budget, line by line, for the post convention board meeting. The Finance Committee made up of at least the Governor-Designate and the District Treasurer shall then prepare the succeeding year budget prior to October 1. The District Board shall adopt its budget based upon the estimated income, using the latest membership figures and investment income no later than October 31.
- 19.03 In order for the District Board to be knowledgeable of the budget to be approved at the October District Board meeting, the budget will be available at least three (3) days prior to the meeting for discussion and review.
- 19.04 Reimbursements and allowances for District Officers – normal duties (includes Governor, Governor-Elect and Immediate Past Governor) shall be as follows:
- 19.0401 In pursuit of normal duties of each office, reimbursement shall be paid at the rate of twenty-five cents (\$0.25) per mile, round trip, if travel is by automobile, or actual cost if by railroad, bus or coach fare if by plane.
 - 19.0402 Expenses for overnight accommodations shall be paid only on submission of a detailed account. Such expenses shall not include valet or laundry services.
 - 19.0403 Expenses for postage or long distance telephone expenditures will be charged to those specific accounts.
 - 19.0404 Lieutenant Governors' and Lieutenant Governor-Designates' (in the year preceding their year of office) expenses for travel will be paid in accordance with paragraph 19.0401 and as follows:
 - District Convention - 3 nights for both Lt Governors and Lt Governor-Designates.
 - District Training Conferences - 2 nights for Lt Governor-Designates.
 - District Board meetings - 1 night for Lt Governors.
 - Mid-Year Conference - 2 nights for Lt Governors.
 - Board members will not request more nights than they need.
 - Additional nights must be pre-approved by the governor.
 - 19.0405 A request for Lieutenant Governor's travel and room will not be honored when such expenses are incurred outside of his or her own Division, unless specifically assigned by the Governor or Board of Trustees.

- 19.0406 In the event any District Officer finds it more convenient to commute from their home base when attending a meeting of more than one day, the mileage allowance as detailed in paragraph 19.0401 for trips exceeding the first will be limited to what the cost of the lodging would be if he or she stayed over.
- 19.0407 When feasible, the district secretary will book and pay for hotel rooms for the board. If a board member does not cancel their reservation with the secretary in time - in that a cancellation fee is incurred - then the board member shall reimburse the district that cancellation charge.
- 19.0408 Any and all reimbursements require a standard voucher, approved for payment by the District Secretary. All expenses will be budgeted and payment will be made as prescribed by the budget.
- 19.05 The financial policy for District Officers attending International Convention and International Councils will be as follows:
- 19.0501 Budgeting for International Council is problematic as Council is not held every year. If an International Council is announced after the annual budget is prepared and approved, this will be treated as an additional budget item to be considered by the board when and as it occurs.
- 19.0502 The District Treasurer shall have budgeted an amount to cover actual expenses for travel, board and room incurred in attending International Council (if one is planned and announced prior to budget preparation and approval) and Secretary workshops.
- 19.0503 The Governor, Governor Elect, Immediate Past Governor, District Secretary, and District Treasurer shall be budgeted an amount to cover their expenses incurred including registration while attending the International Convention and reimbursement shall not exceed the budgeted amount.
- 19.0504 Lieutenant Governors shall be partially reimbursed to attend the International Convention. Maximum allowances will be established each year in the district budget. Should any of the Lieutenant Governors find it impossible to attend the International Convention during the year they hold office, their budgeted allotment will be equally divided among those Lieutenant Governors actually in attendance, up to the actual cost of their attendance.
- 19.06 In the event any District Officer is authorized to travel outside of the confines of the Rocky Mountain District, the District will reimburse such officer for travel, room and board. The transportation cost shall not exceed the cost of the common coach round trip airline fare.

- 19.07 Any and all purchases of equipment, materials and supplies which encumber District funds shall be processed through the office of the District Secretary.
- 19.08 Policies for non-payment of District Dues by Kiwanis clubs shall be governed by the similar Kiwanis International policies detailed in Kiwanis International Bylaws, Article VII, Sections 1, 2, and 3.

**FUND RAISING
SECTION 20**

- 20.01 All solicitations for funds by a Kiwanis club shall be confined to the territorial limits in which the club functions except by mutual agreement of the clubs in a division or district for a common purpose.
- 20.02 The use of a professional fundraiser must be approved by the Executive Board whether it be a Kiwanian or not.
- 20.03 Lotteries, raffles, drawings or other games of chance may be held provided they meet the requirements of the state laws in the state the club exists. Care should be exercised to be sure that such activities do not impugn the name of Kiwanis.

THE POSITION OF GOVERNOR ELECT
SECTION 21

- 21.01 Refer to the District Bylaws Article III Section 6.
- 21.02 Serve as a member of the Convention Committee and the Finance Committee.
- 21.03 Assist the Governor when requested by the Governor. Expenses incurred in such service shall be reimbursed by the District Treasurer upon submittal of a voucher approved by the District Governor.
- 21.04 Spend the year in office observing and analyzing the training and administrative techniques in use on District and club levels.
- 21.05 Observe the performance of individual Kiwanians, having in mind potential talent for service to the District.
- 21.06 Attend the International and District Conventions.
- 21.07 Attend all scheduled training sessions called by the District and by Kiwanis International.
- 21.08 Conduct a training conference for Lieutenant Governor Designate and District Chair appointees prior to, or at the time of the District Convention.
- 21.09 Be responsive to the wishes of the District Governor as these relate to the promotion of District goals and programs. The Governor Elect has no authority over incumbent Lieutenant Governors, District Chairs or Committee members and he or she shall respect the functions, privileges and obligations of the District Governor.

**KIWANIS DISTRICT PROJECTS
SECTION 22**

- 22.01 A District project is defined as any activity conducted on a District-wide basis by a committee or an organization in which the word “KIWANIS” is used in its promotion or as a part of the name of such activity.
- 22.02 In order to promote greater participation, correlation and liaison, all District project committees shall have a minimum of one Trustee of the District Board as a member of such committee. The Trustee member shall be appointed by the District Governor. No committee or organization shall engage in the promotion of, or shall conduct a District project (on a voluntary basis or otherwise) without prior approval of the Board of Trustees of the Rocky Mountain District of Kiwanis International. To avoid confusion, all dates, locations, and budgets shall be submitted to the District Board of Trustees for prior approval.
- 22.03 At the conclusion of each such District project, the committee or organization shall file a statistical report and financial statement with the District Secretary.

LEADERSHIP TRAINING SECTION 23

- 23.01 Refer to Section 21 of this manual for the position of Governor Elect.
- 23.02 It shall be the responsibility of the Governor Elect to plan, organize and conduct a training session for Lieutenant Governors Designate prior to or at the time of the District Convention.
- 23.03 The Governor Elect shall arrange for an adequate number of qualified District Trainers and establish a schedule and locations for Club Officer Training and President Elect Planning Conferences. Lieutenant Governors Designate shall arrange for all club presidents elect and secretaries in their respective divisions to attend Club Officer Training and all club presidents elect in their respective divisions to attend a President Elect Planning Conference.
- 23.04 The Governor shall make the necessary arrangements to have training available for Club Presidents Elect, Club Secretaries and Club Treasurers at the District Convention.
- 23.05 The District Leadership Development Coordinator will conduct or implement training sessions at various times during the year for new club secretaries and treasurers and new secretaries and/or treasurers who assume office other than October 1 and who have not had the opportunity to attend the secretary/treasurer training session offered at the District Convention.

NEW CLUB EQUIPMENT SECTION 24

24.01 It shall be the responsibility of the Board of Trustees of the Rocky Mountain District to budget and provide the following supplies as a gift from the District for each new Kiwanis Club organized within the District or to provide an amount of funds not to exceed \$250.00 per new club to attend the District Convention following the organization of the club:

Kiwanis gong and gavel
Club Banner
Secretary's kit
United States Flag with floor stand

24.02 It is suggested that each newly organized Kiwanis Club in the District receive from the sponsoring club or clubs, additional gifts, if the District provides the above gifts, as the sponsoring club(s) may see fit to furnish, such as:

A road sign, with meeting time and place
A speakers rostrum
A Kiwanis Flag-table set

In the event the club chooses to attend the District Convention at the District's expense it is suggested the sponsoring club(s) provide some of the gifts listed in Paragraph 24.01. Any of the suggested gifts should be ordered from the Supplies Department of Kiwanis International, 3636 Woodview Trace, Indianapolis, IN 46268 and shall be charged to the account of the sponsoring club.

24.03 A budget allocation to cover the cost of the items listed above, or the cost of attendance at the District Convention shall be provided for all new clubs established in the administrative year.

24.04 Where a club's charter is revoked all equipment listed in Paragraph 24.01 and the club's charter will be picked up by the current Lieutenant Governor and returned to the District Office. The charter is to be forwarded to Kiwanis International.

**RELATIONSHIP WITH INTERNATIONAL REPRESENTATIVE
AND COUNSELOR TO THE DISTRICT
SECTION 25**

- 25.01 The President Designate of Kiwanis International will assign an International Representative to the District Convention and a Counselor who may or may not be the same person.
- 25.02 Responsibilities of the Counselor to the District throughout the administrative year are as follows:
- 25.0201 To interpret all policies and suggested administrative techniques in relationship to the immediate and continuing needs of the District.
 - 25.0202 To assist the Governor and the District Board in developing the District into an effective and cohesive team, which can best serve the interest of the clubs in the District.
 - 25.0203 To share in the successes of the District in meeting its established goals and to feel equally distressed when evidences of weakness develop both in administrative techniques and in program implementation.
 - 25.0204 To be the voice of the International President in the District when the President cannot be present,
 - 25.0205 To assist the General Office in maintaining that necessary close working relationship with the District which insures strong and effective District administration.
 - 25.0206 To work with the District Governor to the end that he or she may reach the distinction of being a distinguished Governor.
- 25.03 As part of their responsibilities, the District shall waive all fees and meal costs at official functions within the District for the International Counselor, International Representative, International President, and present or past International officers residing in the District.
- 24.04 The District Governor shall keep the International Counselor/Representative fully informed as to dates and times he/she should be in attendance at the District Convention, including dress, etc. The District Governor shall handle all details of the International President's visit to the District, including correspondence to inform the President and spouse of what is planned for the visitation – dress, accommodations, who will meet them, what they might expect in regard to weather, what dignitaries they will meet and any special affairs they will attend including media interviews. (See also Section 12 regarding the visit of International President). The International President and International

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Representative/Counselor should be welcomed and treated as one would treat a guest in their home while they are in the District.

RESOLUTIONS
SECTION 26

- 26.01 The District shall confirm at the District Convention all resolutions passed by the delegates at the International Convention.
- 26.02 The District may author any or several resolutions that may be presented to the House of Delegates at the International Convention. (See International Bylaws, Article XVII, Section 6)
- 26.03 Clubs or individuals may prepare resolutions to be presented to the House of Delegates at a District Convention.
- 26.04 Resolutions shall relate to broad matters of policy and not to administrative matters.

**SPONSORED LEADERSHIP PROGRAMS
SECTION 27**

- 27.01 Any reference to the Key Club and/or Circle K Board of Trustees of the Kiwanis Board Trustees shall assume that in all instances these boards are located in the Rocky Mountain District of Kiwanis International
- 27.02 The responsibility and control of the Key Club and/or the Circle K District shall rest with the District Kiwanis Board of Trustees.
- 27.03 The Kiwanis District Governor and the Board of Trustees shall be responsible for the counsel, advice and final authority for the functioning of the Key Club and /or the Circle K District.
- 27.04 The Kiwanis Key Club and/or the Circle K District Administrator shall be responsible for the proper procedures of the Key Club and/or Circle K District organization's administrative functions in accordance with the Kiwanis District Board directives.
- 27.05 The Kiwanis Board of Trustees may budget and authorize expenditures of Kiwanis District funds as are necessary for covering expenses of Key Club and/or Circle K District officers to attend District and International Conventions, or for such other Key Club and /or Circle K District expenses which seem imperative, but only beyond the ability of the Key Club and/or Circle K District Treasurer to cover such expenses. The Kiwanis Key Club and/or Circle K Administrator must recognize the fact that the Key Club and/or Circle K administrative years are different from the Kiwanis administrative year. Generally, the Key Club and/or Circle K years fall about one half into each of any two consecutive Kiwanis years. Therefore, the amounts budgeted for financial assistance for the Key Club and/or Circle K Administrators must be shared 50-50 between any two Administrators who serve in any fiscal Kiwanis Year.
- 27.06 Should any situation arise at such time that the Kiwanis Board cannot conveniently meet to grant approval, the Kiwanis District Governor and the Kiwanis District Key Club and/or Circle K Administrator may collaborate to render a decision on behalf of the Kiwanis District Board. Any such decision shall be confirmed by the Kiwanis Board at its next regular meeting.
- 27.07 Travel of the Key Club District Governor, District Secretary, District Treasurer and Trustees shall be approved by the individual high school principal, parents, and the Kiwanis District Key Club Administrator.
- 27.08 District Key Club and/or Circle K funds may be used by Key Club and/or Circle K district officers for transportation to District Board meetings, District conventions and training conferences. Any additional travel expenditures must be approved by the Kiwanis District Governor and the Kiwanis District Key Club and/or Circle K Administrator.

27.09 Kiwanis District funds shall not be available for expenses incurred in sponsoring Key Clubs and/or Circle K Clubs, or furnishing supplies and equipment. This obligation remains with the sponsoring Kiwanis Club.

27.10 Key Club:

27.1001 The Governor Elect shall appoint the Key Club District Administrator. The administrator shall be substantially qualified as described in the Kiwanis International position descriptions.

27.1002 The Key Club Administrator shall be appointed to serve a one-year term from April 1 through March 31.

27.1003 Responsibilities of the Key Club Administrator include:

27.1004 **AMBASSADORSHIP-** The district administrator is the “adult face” of the program in the district. This means they should be advocates for the program, represent the program at district events, and generally serve as the primary “go-to” person for the program in the district.

Serve as primary liaison between the Key Club and the Kiwanis district.

Develop a positive working relationship with the Kiwanis district governor, governor- elect, secretary and other district leadership to administrator the Key Club district organization.

Provide training and information on Key Club sponsorship at district events.

Attend the Kiwanis district convention, mid-year conference, meeting of the district board of trustees and other meetings/conferences as appropriate.

Promote the Key Club program throughout the Kiwanis district through articles, mailing and presentations.

In coordination with the Key Club governor, provide a report to the Kiwanis district board which highlights the activities of the Key Club board as well as the Key Club district.

Assist the district treasurer and budget committee in financial planning and reporting.

Understand the “Youth Protection Guidelines” and how it relates to Key Club programming.

27.1005 Opening new clubs- The district administrator is the primary driver for opening new clubs in the district. They support new clubs through the

club-building and chartering processes. Administrators should also look for opportunities in their districts to promote Key Club to potential host sites such as schools and agencies.

- 27.1006 Club support- The district administrator should offer regular communication and support to both Kiwanis advisors and faculty/facility advisors. Administrators should find ways to recognize the work of the club advisors and develop means to help them do their best work.
- 27.1007 Committee Leadership- The district administrator should oversee a committee of adults to help carry out district responsibilities. Therefore, it becomes important for administrators to be a good leader/ coach—and good at putting people in positions where their strengths match the program needs.
- 27.1008 Collection of Key Club Dues and disbursing of funds shall be the responsibility of the Key Club Board, supervised by the District administrator.
- 27.1009 Board Advising- The District administrator serves as the district’s Kiwanis representative to the Key Club Governor and to the district board to include supervision of board meetings, coordination of training of board members and overseeing financial aspects of the Key Club District.
- 27.1010 Other Duties:
- Supervision of a minimum of two board meetings annually.
 - Complete a “District Team Agreement” with the Key Club Governor annually and uphold each point of the agreement.
 - Provide training of the Key Club district board and officers, to include strategic planning and goal setting, organizational and financial management, Kiwanis family structure, teambuilding and leadership development.
 - Oversee management of the Key club district finances.
 - Disbursements shall require approval of both the Treasurer and the District administrator. Such approval must be in writing either by email or pen.
 - Annual budget to be provided to the Kiwanis District Board no less than two weeks prior to the date of the fall meeting of the Kiwanis District Board.
 - Financial periodic reports are to be provided to the Kiwanis District Board at the mid-year conference and the district convention.
 - Oversee the administrative operations of the Key club district.
 - All board members will forward to their successors all records and make login information available within 30 days after

election. Should there be no successor, same shall be forwarded to the secretary.

- Serve as an ex-officio (non voting) member of the Key Club district board.

27.1011 District Event Management- The District administrator or administration member, in conjunction with the Key Club district board, shall plan and execute the Key Club District Convention.

- Ensure the planning and execution of all Key Club district board meetings, conferences and conventions.
- Serve as the individual assuming responsibility at all Key Club district events.
- Host an annual Key Club District Convention.
- Coordinate the annual contests and awards, elections.
- Submit annual district report form.

27.11 Circle K:

27.1101 The Governor Elect shall appoint a Circle K District Administrator. The administrator shall be substantially qualified as described in the Kiwanis International position descriptions.

27.1102 The administrator is appointed to serve a one-year term, from one April 1 through March 31.

27.1103 Responsibilities of the Circle K Administrator include:

27.1104 AMBASSADORSHIP –The district administrator is the “adult face” of the program in the district. This means they should be advocates for the program, represent the program at Kiwanis-family district events and generally serve as the primary “go-to” person for the program in the district.

27.1105 Serve as primary liaison with the CKI governor between the Circle K and the Kiwanis districts.

27.1106 Develop a positive working relationship with the Kiwanis district governor, governor-elect, secretary and other district leadership to administrator the Circle K district organization.

27.1107 Providing training and information on Circle K sponsorship at district events.

27.1108 Attend the Kiwanis district convention, mid-year conference, meeting of the district board of trustees and other meetings/conferences as appropriate and/or invited.

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- 27.1109 Promote the Circle K program throughout the Kiwanis district through articles, mailing and presentations.
- 27.1110 In coordination with the Circle K district governor, provide a report to the Kiwanis district board which highlights the activities of the Circle K district board as well as the Circle K district.
- 27.1111 Assist the district treasurer and budget committee in financial planning and reporting.
- 27.1112 Attend the annual Service Leadership Programs Conference sponsored by Kiwanis International the Governors and Administrators Training Conference sponsored by Circle K International.
- 27.1113 Serve as an ex-officio (non-voting) member of the CKI district board. You or your designee must be present at all official board meetings.
- 27.1114 Understand the Youth Protection Guidelines and how it relates to Circle K programming.

27.12 Builders Club:

- 27.1201 The Governor Elect shall appoint a District Builders Club Administrator to serve a one-year term.
- 27.1202 The Builders Club Administrator is responsible for providing quality and efficient leadership to and administration of the Builders Club district organization as a vital component of the Kiwanis family.
- 27.1203 AMBASSADORSHIP- The administrator is the adult face of the Builders Club program for the district. They should be advocates for the program, represent the program at district events and generally serve as the primary “go-to” person for the program in the district.
- 27.1204 The Builders Club goal for the Rocky Mountain District is every Kiwanis club sponsoring one or more Builders Clubs.
- 27.1205 The responsibilities of the Builders Club Administrator are:
- Serve as the primary liaison between the Builders Club program and the district.
 - Develop positive working relationships with the Governor and district board.
 - Provide training and information on Builders Club sponsorship at district events.
 - Attend the Kiwanis district convention, mid-year conference and other meetings and conferences as appropriate.
 - Promote the Builders Club program throughout the district

through articles, social media, newsletters and presentations.

- Understand the Youth Protection Guidelines and how they relate to Builders Club programming.

- 27.1206 **Opening New Clubs:**
The Builders Club administrator supports new clubs through the club-building and chartering processes.
- 27.1207 **Club Support:**
The Builders Club administrator should offer regular communication and support to both Kiwanis advisors and faculty advisors.
- 27.1208 The following Builder Club Awards are to be presented at the Mid-Year Conference each year:
- 27.1209 All Lt. Governors achieving 100% Builders/Kiwanis Club ratio during the year.
- 27.1210 All Lt. Governors of Kiwanis divisions already at or above 100%.
- 27.1211 Builders Club Kiwanian of the Year presented to the RMD Kiwanian who made the greatest contribution to Builders Club during the year.

**ROCKY MOUNTAIN DISTRICT AND KIWANIS INTERNATIONAL
ELECTION ADVISORY COMMITTEE
SECTION 28**

(Adopted December 18, 2014)

- I. PURPOSE: The principal purpose of this committee is to provide the District with insight and counsel regarding International issues - primarily amendments, resolutions and elections to higher International office. The committee is also charged to: a) Provide counsel to those in the District seeking International office, and b) Provide a system for the selection, endorsement and recommendation to the District Board of Trustees, of candidates for International office. This committee may also be assigned other duties and responsibilities by the District Governor.

- II. COMPOSITION: This committee shall be composed of the current District Governor, Governor-elect, District Secretary, those District members currently serving on Kiwanis International committees and Kiwanis International Foundation, all Past District Governors and all Past District Secretaries. All members of the committee must be active members of a Rocky Mountain District club.

- III. PROCEDURES:
 1. All Past District Governors, Secretaries, and International committee members will be polled, each year in November, to determine their interest in serving on the Election Advisory Committee (EAC). Responses must be provided to the District Office by November 15th of each year. The number responding in the affirmative will assist in determining what constitutes a quorum for voting and action purposes, providing they commit to attending called meetings..
 2. A quorum for any meeting shall be 50%, plus one, of those serving on the committee.
 3. The Chairman of the EAC will be determined by a majority vote of the committee and shall serve until replaced by a majority vote of the committee or the campaign manager of the endorsed candidate becomes chairman per III.5 below..
 4. Candidates seeking Kiwanis International office shall be selected and endorsed by this committee and recommended to the District Board of Trustees for approval and appropriate action. Procedure of candidates will be:

- a. The candidate's home club will adopt a resolution of support and endorsement naming the proposed candidate, who must be in good standing in his or her club and the Rocky Mountain District. This resolution will be submitted to the District Secretary by the home club. The candidate will also send to the District Secretary a resume, a statement of goals and reasons for seeking higher Kiwanis International office. All required items must be submitted by January 1st of the year prior to the year of the International Convention at which the candidate will stand for election.
 - b. The District Secretary will forward the resolution and other information submitted under 4a above to the Election Advisory Committee for action by January 10th. The committee will conduct appropriate interview(s) of all eligible candidates at a meeting called by January 20th. The committee will determine the interview format and inform the candidate(s) prior to the meeting. The committee after conducting its review of the candidate(s), shall make its recommendation, chosen by a majority vote, to the District Secretary for one (1) candidate or no candidate by February 1st.
 - c. The recommendation of the EAC and appropriate materials shall be forwarded to the District Board of Trustees for their consideration.
 - d. The District Secretary will draft a resolution, subject to the review of the District committee on Resolutions, for the purposes of adoption at the District Convention immediately preceding the International Convention at which the election will take place.
5. The endorsed candidate for International office may select his or her Campaign Manager who will then serve as EAC Chairman as long as the candidate is in the process of election to higher International office. It is recommended that the selected campaign manager meet the composition stated in II.