

POLICIES AND PROCEDURES

Southwest District Kiwanis International

Effective March 18, 2018 as revised March 18, 2018

1. **Five Star Award:** This District shall recognize clubs whose members participate in District affairs by attending District meetings. The Five Star Award shall be presented annually to all clubs who are represented at the following District meetings: Midyear training conference, Governor's visit to the division, the international convention (unless held outside the North American continent), the District convention, and the International President's Visit to the District (if there is one).

2. **Interclub Award:** This District shall recognize clubs whose members participate in Interclubbing by awarding the Inner, Middle, and Outer Circle Awards. To qualify as an Interclub, the visiting club should inform the host club at least 48 hours in advance and receive confirmation that the host club will be meeting at the stipulated time and place. If a club plans to reschedule the regular meeting time and/or location to facilitate others to Interclub with them, the club board must approve such action and notification should be made available. In addition to visits made to a host club's regular meeting time and place, club meetings hosted at the District Convention, Midyear Conference, International President's Visit, Division Councils, or actively participating in the host club's service project (Does not include fund raiser event) will qualify for an Interclub visit.

The Inner Circle award shall be presented to all clubs that visit all other clubs that were in their division as of June 30 of the administrative year. All visits must follow the guidelines for interclubs established by Kiwanis International, which are as follows:

- (1) For clubs having a membership of twenty (20) or less members, a minimum of two (2) members in attendance will be required to constitute an Interclub meeting.
- (2) For clubs having a membership of twenty-one (21) to thirty (30) members, a minimum of three (3) members in attendance will be required to constitute an Interclub meeting.
- (3) For clubs having a membership of thirty-one (31) or more members, a minimum of four (4) members in attendance will be required to constitute an Interclub meeting.

The Middle Circle award shall be presented to all clubs who complete the Inner Circle award requirements and visit at least one club in half of the divisions in the District with two (2) or more Kiwanians during an administrative year. When there is an even number of divisions in the district, the Middle Circle requirements will be the completion of the Inner Circle in the club's division plus visits to one-half of the total number of divisions in the district. When there is an odd number of divisions in the district, the Middle Circle requirements will be the completion of the Inner Circle in the club's division plus visits to one-half of one less than the total number of divisions in the district.

The Outer Circle award shall be presented to all clubs who complete the Middle Circle award requirements and visit at least one club in every division in the District with two (2) or more Kiwanians during an administrative year.

3. **Realignment:** When realignment for the District becomes necessary, the following general guideline should be observed. Realignment should become necessary when a division drops below 200 members. Rural areas should have from 6 to 12 clubs and urban areas should have from 10 to 12 clubs. Under special circumstances, the realignment committee may recommend that a rural division be formed with only five clubs, provided an additional club is built within three (3) years of the formation. If the additional club is not organized within the time limit, the existing clubs in the new division will be reassigned to other divisions by a majority vote of the Governor, Governor-Elect, Immediate Past Governor, the District Executive Director, President of the current Lieutenant Governor class, Chairman of the Past Governors and President of the Roadrunners.

4. **Club Officers Installation:** It is recognized that, when asked, it is the duty, as well as the privilege, of each Lieutenant Governor to install the officers of each club in his/her division. It is also recognized that situations can possibly arise which prohibit the Lieutenant Governor from carrying out this policy. In that case, the Lieutenant Governor shall work with the club president to select a past Lieutenant Governor to perform this duty.

5. **New Clubs:** The District shall furnish from District funds a good quality American flag kit and a secretary's kit to each new club organized. The sponsoring club and the clubs in the division in which the new club is being built shall be encouraged to furnish to the new club Kiwanis supplies such as a "Kiwanis Meets Here" sign, podium, etc.

6. **Incorporation of Clubs:** Subject to pre-approval of its articles of incorporation by the International Board, a Kiwanis club must incorporate within one (1) year from the date on which it receives its charter. The person conducting the organizational meeting for a new club shall give guidelines on incorporation to the club.

7. **Sexual Harassment:** It is the clear and distinct policy of the Southwest District of Kiwanis International that all of its members shall conduct themselves at all times in a responsible way to avoid even the slightest inference that any sort of sexual harassment has occurred by a Kiwanian. This must be especially true in Kiwanis-related meetings, projects and functions, including sponsored youth.

Every Kiwanian is urged to monitor one's own behavior and conduct with an abundance of caution and to helpfully remind other Kiwanians if and when they appear not to be as alert and as vigilant as they should be in taking adequate precautions.

Anyone observing sexual harassment conduct by a member of the Kiwanis family shall advise their Club President or Division Lieutenant Governor for guidance.

8. **District Directory:** A copy of the Southwest District Directory may be given to nonprofit organizations upon request made to the Southwest District Executive Director. The Southwest District Directory, or any part thereof, will not be released or the use of allowed (such as entering into third-party agreements that offer services or merchandise to members) without the prior consent of a majority of the Southwest District Board. Violation of this policy will result in the loss of access to the Directory. The District Directory will be emailed by the District Executive Director on a monthly basis to club secretaries through Kiwanis One as well as to the Kiwanis District Board and Past Governors.

9. **Sponsored Youth Budgets:** The Board shall approve the operating budget and the convention sites, locations and budgets for both the Key Club District and the Circle K District. No officer or trustee of either sponsored youth organization shall obligate his or her district for any expense not provided for in an approved budget.

10. **Sponsored Youth Deposits:** All funds belonging to the Key Club District and the Circle K district shall be deposited by the Kiwanis District Executive Director or the event finance chairman designated by him/her. The Kiwanis District Executive Director shall initiate all checks withdrawing funds from these accounts and shall retain the checkbooks and deposit slips for both sponsored youth organizations. He/she shall serve as financial adviser to both organizations.

11. **District Trips:** The District Board has the responsibility of approving any proposed tour or trip sponsored by either the Key Club District, Circle K District, or Kiwanis District. Any such tour must be approved before such tour or trip is offered to the clubs of this District.

12. **Alcoholic Beverages:** The District Board has adopted the policy of allowing local groups the option of approval of consumption of alcoholic beverages at club, division, district, or other functions. Alcohol is not approved at any Service Leadership youth group function.

13. **Fund Raising:** The District Board has the sole authority to authorize the use of lotteries, other games of chance, or any other type of gambling, as a method to raise funds from the public. It is the policy of the Southwest District that no lottery or other game of chance may be sponsored by a Kiwanis club, an Aktion Club, a Circle K Club, a Key Club, a Builders Club, or a K-Kids Club in this District without prior approval by the District Board, except as authorized below.

To obtain the necessary approval, the request must be submitted to the Governor, Lieutenant Governor, or the District Executive Director, at least thirty (30)

days prior to the date of the regular meeting of the District Board when the application will be made, and the request placed on the agenda of the next regular meeting of the Board.

It is vital that the good name of Kiwanis not be tarnished by an ill-conceived fundraising scheme. A financial report is required at the conclusion of the event and shall be forwarded to the Board within 90 days of the conclusion of the fundraising event.

Raffles will not need to obtain the approval of the Board if the following criteria are met:

- The ticket price is \$10 or less.
- The prize item(s) retail(s) at \$1,000 or less.
- The projected income is \$5,000 or less.

All money-raising activities shall be subject to and must comply with all local, state, and federal laws.

14. **Reimbursement Requirement:** In order for any District Officer including a Lieutenant Governor or Lieutenant Governor-Designate to receive the expense allowance provided for attending any District meeting at which a meeting of the District Board is held, the District Officer or Lieutenant Governor-Designate must be present for the entire Board meeting (unless specifically excused by the Governor for good cause) and file an expense voucher (see #15).

15. **Voucher Requirement:** All personnel must complete and submit within 10 days an approved District expense voucher with supporting documentation in good business format in order to receive District reimbursement. No District funds will be released without proper documentation and there will be no exceptions. Only actual expenditures, not to include alcohol, related directly to Kiwanis business are eligible for reimbursement.

16. **Reserve Funds:** The District Executive Director should allocate appropriate reserve funds at the end of each administrative year to contribute to each of the following account targets in at least the amount of:

- (a) Overseas Conventions \$ 2,500 per year
- (b) International Candidate Support \$ 1,000 per year

The District shall establish a Contingent Liabilities Fund with a target amount of \$50,000 total. The Financial Advisory Committee will establish a definition for the use of this fund.

17. **Division Expense Reimbursement:** Expense allowances provided for Lieutenant Governors for travel within their division shall be prorated among these officers on the basis of the number of miles traveled and the number of clubs in the division. The District payment rate for mileage to Kiwanis members is currently 14 cents per mile. Lieutenant Governors must be current in filing their reports in order to receive division reimbursement.

18. **Convention Advisor Duties:** The District Executive Director shall act as advisor to the Southwest District Convention host chair. The duties of the convention advisor are to:

- (a) Develop a set of written guidelines to help the host chair in the planning and preparation for a convention, including a convention committee structure.
- (b) Meet with the host convention chair and the host committee once or as otherwise authorized by the Governor prior to the convention. The District Executive Director's reasonable and necessary travel costs shall be borne by the convention budget.
- (c) Review with the convention host chair all proposed agreements with hotels, caterers, etc. and when finalized, sign commitments for the District.
- (d) Develop an estimated early registration figure.
- (e) Recommend charges for convention registration.
- (f) Prepare a detailed, clearly itemized budget of expenditures from past conventions or conferences.
- (g) Secure District Board approval of the itemized convention budget and for an advance from District funds. All other bills will be referred to the host convention chair and District Executive Director for approval of payment.
- (h) Recommend protocol for dealing with important guests or dignitaries, head table assignments, selection of speakers and Master of Ceremonies with the approval of the Governor.
- (i) Assure that those members who pre-register for the Southwest District Convention and Training Conferences 21 days before the event will receive a 10 percent (10%) discount on their registration fees. Registration after the deadline date and on site will be at an additional 10 percent (10%) above the regular rate. On these, and not to exclude any other District function, reimbursement for cancellations will be made at eighty percent (80%) of the published regular fees, if a postmarked written request is received by the event chairman or the District Executive Director three weeks (21 days) before the opening of the event. Written reimbursement requests postmarked after that date but before four

days of the start of the event will be made at fifty percent (50%) of the published regular fee. There will be no reimbursement for written requests postmarked after four days of the start of the event. The District refund policy should be printed on all registration forms and strictly followed.

19. **Host Club Protection:** It is the policy of this District that no club shall suffer a financial loss when that club is acting at the request of the District Board, unless such loss is suffered because of obvious mismanagement by that club. District funds shall cover any loss suffered by a District function, provided the host club operated within the event budget.

20. **Solicitation at District Functions:** It is the policy of this District that no solicitation such as—selling raffle tickets shall occur during a District event at general sessions and/or meal functions. Sales shall be restricted to Vendor Tables.

21. **Funds Report:** All funds or fees to be collected for District conventions, training conferences, International Convention District Events, and International President Visits shall be paid directly to the District Executive Director or the event finance chairman designated by him/her. The District Executive Director shall account for such funds, make all appropriate disbursements and provide a written report on such activities within 60 days after the event but not later than 30 days prior to the next Southwest District Board meeting after the event.

22. **Campaigns for District Office:** The following policies shall be followed in campaigning for any office of the Southwest District of Kiwanis International. They are intended to give everyone an equal opportunity and ensure campaigns are conducted in the spirit of the Objects of Kiwanis.

(a) Announcement and Publicity

(1) Campaign policies shall be published in the District publication annually.

(2) A candidate for District office (with the exception of the office of lieutenant governor) shall not announce or publicize his/her candidacy for said office prior to October 1st of the Kiwanis administrative year of said election.

(3) Information for campaigning shall be sent to each candidate and his/her club by the District Office.

(4) The Governor, Governor-Elect, Immediate Past Governor and District Executive Director shall not publicly endorse any candidate in any contested District election, except when campaigning on their own behalf.

(b) Information on Conferences, Conventions and General Campaigning

(1) During the administrative year in which the election takes place, all announced candidates will be invited by the Governor and/or Governor-Elect to attend all Conferences, District Board meetings and conventions, but each candidate is responsible for their own expenses.

(2) Convention site activity should be primarily conducted in and around the convention hotel facilities and shall comply with all state and local requirements. Candidates will assure that campaign supporters and workers do not block entry and exit ways to convention facilities. Each candidate for District office (other than Lieutenant Governor) will be provided with a booth area at the District Convention cost free. Promotional material and upkeep of the booth shall be at candidate's expense.

(3) All campaign material shall be prohibited on stage during any convention session.

(c) Active and personal campaigning:

(1) All candidates shall be responsible for the decorum of their workers and shall accept full responsibility for their campaign finances and appearances.

(2) Visits may be made to Division functions with the consent of the Lieutenant Governor of that division. If consent is given to one candidate, the Lieutenant Governor must also allow the attendance of all candidates for the same office or the candidate's designated representative.

(3) A candidate and his/her workers shall be guided by the principles, traditions, and precedents of the Objects of Kiwanis International and shall address the ability, service and experience in Kiwanis of the candidate. Nothing derogatory should be said or implied against another candidate based on race, color, creed, religion, gender or national origin.

{A candidate and his/her workers shall promote their candidate only. Nothing should be said or inferred against another candidate. Should derogatory remarks, relating to a candidate, their race, color, creed, family, business or personal life be expressed to any Kiwanian, it should be incumbent upon such Kiwanian, in good conscience, to advise the candidate of the remarks and the source.}

(4) No candidate shall solicit or enlist the aid of Kiwanis Sponsored Youth in his/her campaign.

(5) If official Kiwanis stationery is used in a campaign, the present status of the writer must be clearly identified, e.g., JOHN DOE, Past Lt. Governor.

(d) Violation of Campaign Policy

(1) Violations of this campaign policy will be handled in the same manner as violations of District Policy.

(2) It is incumbent upon all Kiwanians to advise a candidate if that candidate's campaign workers violate this policy.

(3) If the District Board, by majority vote of those present, rules there has been an intentional violation of this campaign policy, the Governor will announce that fact to the convention delegates before they vote for the office sought by the candidate who committed an intentional violation of campaign policy.

22 A. First Year Vice-Governor Election Require 2018 candidates to announce only for one office (i.e., Governor Elect or Vice Governor) and do not allow unsuccessful candidates for Governor Elect or Vice Governor, depending on which vote is held first, to be considered for the other office. This process allows maximum flexibility in the voting process and would be less confusing to the delegates. For example, if no cross over is allowed, then the nominating speeches and voting for one of the offices can proceed even if the results are not yet completed, and the nominating speeches and voting for the other office could occur. Also, in order for a candidate to be qualified, the candidate must submit a written notice of candidacy to the SWD Executive Director before the beginning of the convention, and must have submitted a signed agreement to Kiwanis International (KI) to fulfill the duties of the office. KI may balk at having a candidate indicate that they intend to run for an office, but if not successful to then run at the same convention for the other office. The bylaws do not specifically limit the agreement to one office, but KI could argue that the phrase "fulfill the duties of office" is singular, and, therefore, you can only submit an agreement to KI for one office per convention. (*Adopted December 27, 2017 to be effective December 27, 2017.*)

23. Permits: Anyone wishing to display or sell merchandise at a District event/training conference or convention may be permitted by the District to do so. In order to obtain a permit, the person/entity must submit a request to the event/conference/convention chair or District Executive Director. The request must set forth information concerning the identity of the individual or organization, including name, address, and telephone number, the purpose of the display, the type of merchandise for sale, the purpose for which the sale proceeds will be utilized, the status of the organization (charitable, non-profit, for profit, club, corporation, LLC, partnership, sole proprietorship, etc.) and state of incorporation or other formation. Upon receipt of

a request, the event/conference/convention chair and District Executive Director will issue a permit if the request is in the interest of the District and its members. The permit may include reasonable financial or other conditions.

24. **Committees:** All chairs are appointed by the governor except as note

INSPIRATION:

1. Strategic Planning and implementation: Chaired by Strategic Planning Chair

- Committee members: determined by the chair
- Continuous review and improvements to the District plan
- Work with the District board to implement to strategic plan

2. The Formula Team: Chaired by the Formula Chair

- The Formula Chair, division openers and counselors
- Young professional club building committee

3. Kiwanis Education: Chaired by Education Chair (appointed by governor-elect)

- Committee members: Education chair, master instructor, governor-elect, executive director, District Convention chair, and Mid-Year Conference chair
- Education chair will coordinate education classes at annual convention and conference
- Master Instructor will coordinate the delivery of Club Leadership Education (CLE) and will train/certify the CLE instructors
- CLE Instructors will provide in-class education for presidents and secretaries

4. SLP Roundtable: Chair will be the Governor-Elect

- Members: Administrators for K-Kids, Builders Club, Key Club, CKI, Aktion Club, Key Leader, and Youth Protection Chair
- Meetings: Monthly by electronic meeting
- Purpose: Sharing of information and coordination of calendars

5. K-Family Relations: Chair appointed by the Governor

- Members: Governor, CKI Governor, Key Club Governor, Interclub Chair, Service Chair, Marketing Chair

- Meetings: At least two times per year
- Purpose: to promote Kiwanis Interclub visits, plan and promote joint activities with Kiwanis, Key Club, and CKI members

6. District Convention and Mid-Year Conference: Chaired by the District Convention and Mid-Year Conference Chairs

7. Go to ICON (International Convention): Chaired by ICON chair

IMAGE:

1. Community Service: Chaired by the service chair

- Members: Service chair, Youth and Children Services chair, Marketing director, appointed Lieutenant Governor

2. Marketing: Chaired by the Marketing coordinator

- Members: Marketing coordinator, newsletter editor, public relations chair, and social media coordinator

IMPACT:

1. The Eliminate Project: Chaired by the Eliminate District Coordinator

2. Club and District Signature Projects: Current class of lieutenant governors

3. Human and Spiritual Values: Chaired by the Human and Spiritual Values Chair

4. Kamp Kiwanis: Chaired by the camp committee of the Southwest District Foundation

INVESTMENT:

1. Budget and Finance: Chaired by the finance chair

- Members: finance chair, governor-elect, executive director, and current members of the finance committee
- Finance chair will coordinate the budget process from proposal to acceptance by the board. The Finance chair will also be the financial advisor for CKI and Key Club and will coordinate discussions about best practices for financial management of District funds including Key Club and CKI

2. Revenue and Fund Raising: Chaired by the revenue chair

- Members: Revenue chair, governor, executive director and others to look for non-dues revenue streams

2. International Foundation Committee
 - Appointed by the Governor-Elect
3. The following officers of the Southwest District of Kiwanis International: Executive Director, Governor Elect, Governor, and Immediate Past Governor may be signers on all financial accounts held on behalf of the Southwest District of Kiwanis. *(Adopted January 29, 2016 to be effective January 29, 2016.)*
4. The master password(s) shall be sealed in an envelope and held by a trusted third party such as the District's attorney. *(Adopted January 29, 2016 to be effective January 29, 2016.)*

ADMINISTRATIVE:

1. Risk Management: Chaired by the District risk manager
 - Members: District risk manager, youth protection manager
2. Technology: Chaired by the technology chair
 - Members: Technology chair, Marketing chair, Webmaster, FaceBook manager
3. Laws and Regulations: Appointed by the Governor-Elect
4. Resolutions Committee: Appointed by the Governor-Elect
 - The committee on Resolutions shall be appointed by the Governor-Elect prior to June 1. The membership of the committee shall be composed of at least five (5) members of which at least two (2) shall be past District officers and one (1) shall be a past District Governor. The committee shall commence serving on October 1 for a term of one (1) year, and shall serve at the pleasure of the Governor
5. International Election Chair and the International Candidate Support Committee (ICSC):
 - Governor appoints the chair
 - Members: Governor, Immediate Past Governor, Governor-Elect, District Executive Director, and all past governors and District secretary emeritus
 - Purpose: to support candidates for International Office
6. Past Governor Association: Chair picked from the group each year
7. Road Runners (Past Lieutenant Governors Association): Chair picked from the group each year.

25. Public Activities:

(a) The District may, from time to time, express by proper means its attitude on questions of public importance and any proposed legislation affecting communities within the territory of the District, provided that no Kiwanis clubs outside the District are affected by the same.

(b) When Kiwanis clubs outside the District are affected by any such public question or proposed legislation, before expressing an opinion, the District shall refer the matter, with its recommendation, to the International Board of Trustees. Upon approval of the recommendations by the International Board, the District may publicly express its opinion through legal and proper means.

(c) The District shall not be used in any way for political purposes, nor shall it as a District actively participate in the political candidacy of any person.

(d) Notwithstanding Sections (a), (b), and (c) above, no substantial part of the activities of the District shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the District shall not participate in or intervene in (including the publication or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

(e) The District shall take no action on any public question or proposed legislation

until the same shall first have been received and considered by the District Board.

(f) The District shall not participate in any political activity, which is inconsistent with the District bylaws.

26. Membership:

(a) Any member club more than sixty (60) days in arrears for any indebtedness to

Kiwanis International or this District shall not be considered "in good standing."

(b) Any member club that fails for two (2) successive years to have at least one (1) delegate present at the annual District convention, and within thirty (30) days after a request by the District Board to furnish a satisfactory excuse for such failure, shall not be considered "in good standing."

(c) To retain the privileges of District membership, a club must be "in good standing," as defined from time to time by the Kiwanis International Board of Trustees.

27. Life Members

(a) Any Kiwanian in good standing holding active membership in a Kiwanis

club of the District may be granted DISTRICT LIFE MEMBER status by being sponsored by his/her club's board of directors or by a current District officer and by payment of a one-time fee of twenty (20) times the annual District dues, less the subscription fee for the District bulletin.

(b) Upon a Kiwanian attaining the status of DISTRICT LIFE MEMBER of the District, the member's club is relieved of any further District dues obligation for that member. The member's financial obligation to the local club and to Kiwanis International remains unchanged.

(c) The quota of DISTRICT LIFE MEMBERS available in any administrative year shall be under the control of and within the discretion of the District Board.

(d) All DISTRICT LIFE MEMBER fees paid to the District shall be placed in a restricted fund status by the District Executive Director. These funds become a dedicated principal, which cannot be used for operation of the District except by a two-thirds vote of the delegate body at a regularly scheduled convention of the District. The interest generated from these memberships shall become part of the budgeted income for each fiscal year.

28. Candidates for International Office:

(a) Any candidate for Kiwanis International office shall be confirmed in accordance with procedures set forth herein. No candidate shall be presented by the District or any club thereof in any other manner.

(b) Any club in good standing may propose a past District Governor, who is currently an active member of a club within the District, to become the candidate of the District for the office of international trustee at the time of a future convention of Kiwanis International. Such proposal shall be forwarded to the District Executive Director in the form of a resolution adopted by the Board of Directors of the proposing club.

(c) Upon receipt of a proposal or proposals for nomination, the District Executive Director shall notify the District Governor and all members of the District Board.

(d) The District Board, at its next meeting, shall consult with the candidate, or candidates if there is more than one, and review the requirements of service on the Kiwanis International Board. The Board may also consult with any past International Officer in the District and with the Chairman of the Committee of Past Governors regarding the candidate(s). If, after consultation with the District Board, each candidate agrees to have his/her name submitted, the District Board shall then submit the name(s) to the House of Delegates at the next annual District convention with its recommendations.

(e) Voting at the Annual District Convention shall be by written ballot. Election to be the District's candidate shall require a two-thirds (2/3) majority of those

present in the House of Delegates. If no candidate receives the required two-thirds (2/3) majority the candidate receiving the fewest votes will be eliminated and an additional vote by written ballot will be taken

(f) In the case of an incumbent Kiwanis International trustee or other officer of Kiwanis International who desires to run for re-election or higher office, said officer shall inform the District Board of that desire. At the time of the District convention next preceding the election in which the individual is to run, the District Board shall submit a resolution in proper form to the District House of Delegates. The delegates shall vote on the resolution, a majority being required to confirm the candidacy on behalf of the District.

(g) Upon acceptance and confirmation of any candidate to be presented for any international office in the name of the District, the District Executive Director shall within 30 days notify the Executive Director of Kiwanis International of the name, club, and the year in which the individual is to be presented as a candidate. If the year is not known at this time, the District Executive Director shall so state and shall advise Kiwanis International when the information becomes available.

29. Election of Lieutenant Governor and Lieutenant Governor-Elect:

(a) Subject to the laws of the local jurisdiction, delegates and alternates are authorized to attend all meetings called for the purpose of electing Lieutenant Governors and Lieutenant Governor-Elect by telephone conference or other electronic means provided that those not attending in person can hear the comments of all other delegates during the meeting and vice versa.

(b) Attendance via telephone or other electronic means shall be considered attendance at the meeting for all purposes.

(c) If any delegates attend by telephone or other electronic means, the presiding officer at the meeting called to elect a Lieutenant Governor or Lieutenant Governor-Elect shall take the votes of such delegates in such a way as to preserve the confidentiality of each delegate's vote. *(Adopted June 21, 2017 to be effective June 21, 2017.)*

30. Social Media Guidelines for the members of Southwest District of Kiwanis International

All District and Division Officers shall adhere to the following guidelines when posting on Social Media platforms such as Facebook, Twitter, and/or any other tools that fall within the social media realm. Recognizing that the individual actions of each Kiwanis Club members reflect upon the entire organization, the Board urges all clubs to adopt a similar policy and for all Kiwanis members to abide by these guidelines.

- Be aware that you are responsible, legally and morally, for what you say and post online. Remember that your audience may include Kiwanis Family members and non-members, both adults and youth, from many cultures throughout the world.
- Talk about your Kiwanis experience in positive terms.
- Make it clear that you are speaking only for yourself and any views posted are yours alone. Online conversation should be open and honest.
- Do not post any items, make any comments, or share any materials that would be inappropriate for anyone under the age of 18 to read, view, or share.
- Know when to respond and how to respond. You may disagree with the post, but never fight or air grievances online, and don't get caught up in someone else's rant or rage.
- Do not use any types of foul language.
- Do not speak of others in degrading terms.
- Prior to posting any media online, obtain permission from any individuals who appear in that media. It could be illegal to do so otherwise.
- Adhere to copyright and fair use.
- Use factual information and cite sources.

(Adopted March 18, 2018 to be effective March 18, 2018.)