

INTRODUCTION

The Administrative Manual for Kiwanis Leaders includes the Kiwanis International Constitution and Bylaws, Kiwanis International Board Policies and Procedures, and the Standard Forms for Club Bylaws and District Bylaws. It is intended to be a “one stop” reference guide for Kiwanis leaders at the club, division, and district levels.

One copy of the manual or update is distributed free of charge annually to all English-speaking club secretaries and lieutenant governors, as well as all governors, governors-elect, immediate past governors, district secretaries, International Board of Trustees Members, and Past International Presidents. Additional single copies are available while supplies last from the Executive Services Department. (Currently, the manual is produced in English only, the official language of Kiwanis.)

You may locate information on specific topics by using either the Table of Contents or the Index. Please note that, even though information on a particular topic might not appear in this manual, instructions or guidelines may exist in another format (such as a bulletin, application form, report form, or guidebook, etc.). If you have questions at any time that are not addressed in this manual, please contact the International Office for assistance.

Whenever pronouns of a masculine nature appear, they are also intended to include the feminine reference.

We hope that you find this manual helpful. If you have questions or comments, please contact:

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SPECIAL INFORMATION REGARDING POLICIES AND PROCEDURES

The Kiwanis International Board defines “Policies” and “Procedures” as follows:

A **policy** is a basic principle by which the Board of Trustees of Kiwanis International guides the affairs and organization of Kiwanis International.

A **procedure** is an established method or manner by which the Constitution, Bylaws, and Policies of Kiwanis International are implemented.

Both Policies and Procedures are created and revised at the discretion of the Kiwanis International Board of Trustees, as the need arises to address specific matters.

All Policies are included in this manual in their entirety. Procedures that pertain to clubs and districts are also included, most in their entirety; however, Procedures that cover financial matters at the International level, such as fund accounting, assets, liabilities, etc., have been summarized. The complete text of any procedure not included in this manual is available upon request.

The **dates** shown in parentheses at the end of each paragraph, such as (5/93) or (1/00), reflect the date of the meeting at which the Kiwanis International Board took action to either create or revise that text. Dates refer only to the paragraph immediately preceding the date; one Procedure with several paragraphs may carry different dates at the end of each paragraph. (Paragraphs that carry the date “(1980)” were in existence at the time date-coding was implemented and have not been revised since.)

The **number** shown in parentheses at the end of some paragraphs, such as (A.2) or (416.5), reflects the actual Policy or Procedure number. If one Procedure includes four paragraphs, the Procedure number will be stated only at the end of the last paragraph, and it should be assumed that the preceding (unnumbered) paragraphs are part of the same Procedure. (Policies and Procedures are not shown in their original outline format in order to make this manual more helpful to users.)

In addition to the Policies and Procedures listed in this manual, the following Procedures are available upon request:

- International Board Committee Responsibilities (102)
- Office Expenses for International Board Members (108)
- Contingency Funds for International Board Members (109)
- Relationship Between International Committees and Staff Liaisons (121)
- Financial Matters Regarding Council (146)
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(SECTION ONE)

KIWANIS INTERNATIONAL CONSTITUTION

(As amended June 25, 2002)

ARTICLE I. NAME

Section 1. The name of this organization shall be Kiwanis International.

ARTICLE II. OBJECTS

Section 1. The Objects of Kiwanis International shall be:

- To give primacy to the human and spiritual, rather than to the material values of life.
- To encourage the daily living of the Golden Rule in all human relationships.
- To promote the adoption and the application of higher social, business, and professional standards.
- To develop, by precept and example, a more intelligent, aggressive, and serviceable citizenship.
- To provide, through Kiwanis clubs, a practical means to form enduring friendships, to render altruistic service, and to build better communities.
- To cooperate in creating and maintaining that sound public opinion and high idealism which make possible the increase of righteousness, justice, patriotism, and goodwill.

ARTICLE III. POWERS

Section 1. The powers of Kiwanis International shall be:

- a. To direct, manage, supervise, and control the business, property, and funds of Kiwanis International and any sponsored organizations or program. (7/88)
- b. To create, supervise, and control chartered clubs, districts, federations, or other groups of chartered clubs and divisions thereof. (7/88)

ARTICLE IV. MEMBERSHIP

Section 1. Kiwanis International shall consist of Kiwanis clubs which have been accepted by the Board of Trustees and chartered in the manner provided in the Bylaws and which continue to comply with the Constitution and Bylaws as adopted or amended.

Section 2. Any member club that fails to conform to the provisions of the Constitution or Bylaws may have its charter and its membership in Kiwanis International suspended or revoked by action of the Board of Trustees. If any club charter or its membership shall be suspended or revoked, such club shall have the right of appeal to the next succeeding international convention in the manner prescribed in the Bylaws, and the action of the convention shall be final and binding. (7/98)

ARTICLE V. CLUBS

Section 1. Kiwanis clubs may be built in communities that provide acceptable conditions, and as prescribed in the Constitution and Bylaws of Kiwanis International.

Section 2. A charter shall be granted to each prospective club that meets all requirements and obligations, provided, however, that by the acceptance of such charter, the club agrees to be bound by the Constitution and Bylaws of Kiwanis International as adopted or amended. (7/88)

Section 3. Membership

- a. Membership in a chartered club shall be primarily of the active class as herein defined. There may be only three (3) other classes of membership; viz, privileged, senior, and honorary, as defined in the Bylaws.
- b. Membership in a chartered club is open to persons eighteen (18) years of age and over who satisfy the qualifications for either active membership, privileged membership, senior membership, or honorary membership. (6/02)

Section 4. Active Membership

- a. An active member must be a person of good character and community standing who resides or has other community interests within the area of the chartered club. (7/88)
- b. A person may hold membership in more than one (1) Kiwanis Club. (6/00)
- c. An active member must pay a membership induction fee and annual membership dues, and shall be entitled to all privileges of membership in that chartered club. (6/96)

Section 5. A club, after receiving its charter, may incorporate subject to the approval of the Board of Trustees, but only by the name designated in its charter, such as Kiwanis Club of . . . , and said club shall agree, as a condition precedent to incorporation, that it will, as an incorporated body, abide by the Constitution and Bylaws of Kiwanis International, as adopted or amended. (7/88)

ARTICLE VI. DISTRICTS

Section 1. For the purpose of promoting the best interests of Kiwanis, the Board of Trustees shall create, supervise, and control districts of chartered clubs and shall establish the boundaries thereof. The Board of Trustees shall have the power to change the boundaries of districts in such manner as it may deem best. Prior to any proposed change becoming effective, not less than ninety (90) days' notice shall be given to the affected federations, districts, and clubs. Within the next thirty (30) days after such notice, a federation, district, or club may submit a written statement of support or protest and/or may request that a hearing be held before the Board of Trustees during its meeting at the next annual international convention. If a hearing is requested, the Board shall schedule such hearing and give notice thereof to the affected federations, districts, and clubs. Before any change becomes effective, the Board shall consider all matters presented at the hearing, if held, and all written statements of support or protest. (7/98)

Section 2. Each district shall hold an annual convention in accordance with the Bylaws, unless in any year the International Board of Trustees shall determine that there exists a condition of emergency in the district, and because of such an emergency the holding of such convention would not be practical, in which case the International Board of Trustees by further resolution shall have power to establish and fix provisions and procedures for transacting, by any means deemed best by such Board of Trustees, any or all business that would normally be transacted by and at such convention. (7/88)

Section 3. Each district, through its convention, shall adopt the Standard Form for District Bylaws. Any modification of or amendment to said district bylaws shall become effective only upon approval thereof by the Board of Trustees.

Section 4. Each chartered club within the territorial limits of a Kiwanis district shall be a member of said district, so long as such club continues to comply with the Constitution and Bylaws of Kiwanis International and the district bylaws as adopted or amended.

Section 5. Districts may incorporate in the same manner and upon the same conditions provided for clubs. (7/88)

ARTICLE VII. FEDERATIONS

Section 1. For the purpose of promoting the best interests of Kiwanis, the International Board of Trustees has the authority to create, supervise, and control federations of districts and shall establish the boundaries of federations. The International Board of Trustees shall have the power to establish and change the boundaries of federations in such manner as it may deem best. Prior to any proposed change becoming effective, not less than ninety (90) days' notice shall be given to the affected federations, districts, and clubs. Within the next thirty (30) days after such notice, a federation, district, or club may submit a written statement of support or protest and/or may request that a hearing be held before the Board of Trustees during its meeting at the next annual international convention. If a hearing is requested, the Board shall schedule such hearing and give notice thereof to the affected federations, districts, and clubs. Before any change becomes effective, the Board shall consider all matters presented at the hearing, if held, and all written statements of support or protest. (6/90)

Section 2. Each federation shall hold an annual convention in accordance with the bylaws of the federation, unless in any year the International Board of Trustees shall determine that there exists a condition of emergency, and because of such an emergency the holding of such convention would not be practical, in which case the International Board of Trustees by further resolution shall have power to establish and fix provisions and procedures for transacting, by any means deemed best by such International Board of Trustees, any or all business that would normally be transacted by and at such convention. (7/88)

Section 3. Each federation, through its convention, shall adopt the federation bylaws. Any modification of or amendment to said federation bylaws shall become effective only upon approval thereof by the International Board of Trustees. The new federation bylaws, when approved by the International Board of Trustees, shall replace any constitution or bylaws in effect prior thereto. (7/88)

Section 4. Each district and each club within the territorial limits of a Kiwanis federation shall be a member of said federation and such district or club must comply with the Constitution and Bylaws of Kiwanis International and the federation bylaws, and any amendments as adopted or amended. (7/88)

Section 5. Federations may incorporate in the same manner and upon the same conditions provided for clubs. (7/88)

ARTICLE VIII. OFFICERS

Section 1. The officers of Kiwanis International shall be a President, President-elect, Immediate Past President, Vice-President/Treasurer, an Executive Director, fifteen (15) Trustees, and a District Governor for each district. The authority and duty of each officer shall be such as are defined in the Constitution and Bylaws. (7/98)

Section 2. The administrative year of the officers of Kiwanis International shall begin on the first day of October of each year. (6/97)

Section 3. Each elected officer shall be an active, privileged, or senior member in good standing of a chartered club and the members of the Board of Trustees shall have served as a governor of a district of Kiwanis International. No offices shall be combined

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in one (1) person, nor shall any officer simultaneously hold more than one (1) International office. (6/97)

Section 4. All officers, except the Executive Director, shall serve without compensation. No elected officer shall accept any remunerative employment from Kiwanis International. (7/98)

Section 5. The Board of Trustees shall appoint and determine the salary of the Executive Director and shall have the power to appoint and determine the compensation of such other administrative officers as in its judgment may be necessary. (7/98)

Section 6. The President, President-elect, and Vice-President/Treasurer shall be elected at the annual international convention for a period of one (1) administrative year, in the manner prescribed in the Bylaws. In order to occupy any such office, the person must have served two (2) years as Trustee. (7/98)

Section 7. Trustees

a. The term of office of Trustees shall be three (3) years, except for:

(1) those Trustees elected to fill vacancies, as specified in Article XIII, Sections 5 and 6 of the Bylaws; or (6/76)

(2) those Trustees elected for a different term prescribed by the Board of Trustees to permit staggered terms for the offices of Trustee as prescribed in this Constitution, Article IX, Section 1c. (6/97)

No person shall serve for more than four (4) years in the office of Trustee.

However, the time served by any person appointed by the International Board to fill an unexpired portion of a vacant term shall not count in determining the number of years served in the office of Trustee for the purpose of this provision. (6/01)

b. The election of Trustees, including the filling of vacancies, is prescribed in Article IX of this Constitution and Articles XII and XIII of the Bylaws. (6/97)

c. Except as herein provided, at least five (5) Trustees shall be elected for each administrative year: three (3) from Region I and two (2) from regions other than Region I. (6/97)

Section 8. The district governors shall be elected by and from the districts and in the manner prescribed in the district bylaws.

Section 9. All officers shall serve until their successors are elected and qualified.

Section 10. A vacancy occurring in any elective office shall be filled in the manner prescribed in the Bylaws.

Section 11. In the event that a Trustee with a remaining term in office of one (1) year seeks to be elected to an office above the level of Trustee, the term of office of said Trustee shall end on September 30 following the annual international convention at which the Trustee seeks higher office. (7/98)

ARTICLE IX. BOARD OF TRUSTEES

Section 1.

a. The Board of Trustees shall consist of the President, President-elect, Immediate Past President, Vice-President/Treasurer, and fifteen (15) Trustees. (6/97)

b. (1) For the purpose of providing Trustee representation on the Board of Trustees, Kiwanis International shall be divided into five (5) electoral regions as follows: (6/97)

Region I - All districts which include one (1) or more of the 50 states of the United States.

Region II - The Eastern Canada and the Caribbean District and the Western Canada District.

Region III - Europe, including all European Districts.

Region IV - The Asia-Pacific area, which includes the Districts of Australia, Japan, Korea, New Zealand-South Pacific, Philippine Luzon, Philippine South, and Republic of China. (6/93)

Region V - The Americas, which includes all areas south of the United States. (6/97)

(2) Each non-districted club shall be attached to a region designated by the Board of Trustees. (6/96)

(3) Districts formed after the adoption of this amendment shall be assigned to a region by action of the Board of Trustees.

c. The Trustees of the Board of Trustees shall be elected so as to provide that: (6/97)

(1) Region I

(a) Trustees shall be elected at-large by delegates from Region I at the annual international convention until such time that an alternate plan is presented by Region I and approved by the Board of Trustees. (7/98)

(b) Region I is guaranteed nine (9) Trustees. (6/97)

(2) **Region II** is guaranteed one (1) Trustee, to be selected by that region by a procedure it recommends and which is approved by the Board of Trustees. (6/97)

(3) **Region III** is guaranteed two (2) Trustees, to be selected by that region by a procedure it recommends and which is approved by the Board of Trustees. (6/97)

(4) **Region IV** is guaranteed two (2) Trustees, to be selected by that region by a procedure it recommends and which is approved by the Board of Trustees. (6/97)

(5) Region V

(a) When Region V has only one (1) district, this Trustee seat shall be filled by a nominee from Regions II, III, IV, or V. This guaranteed seat would be elected at-large at an annual international convention by all delegates and delegates-at-large. (7/98)

(b) Subject to subsection (5)(a) above, when Region V has a minimum of two (2) districts, Region V is guaranteed one (1) Trustee, to be selected by that region by a procedure it recommends and which is approved by the Board of Trustees. (6/97)

d. No district may have more than one (1) member on the Board of Trustees.

e. A district shall not have a member on the Board of Trustees for one (1) administrative year after another person from that district has completed membership on the Board of Trustees, except where necessary to fill a guaranteed seat as provided in Article IX, Section 1c.

Section 2. The Board of Trustees shall define the policies and shall have full administrative authority in all matters of Kiwanis International. All policies adopted by the Board of Trustees shall be published in *KIWANIS* magazine within one hundred and twenty (120) days following such adoption. (7/88)

Section 3. The interpretation of the Constitution and Bylaws by the Board of Trustees shall be final and binding, unless such interpretation is changed or rescinded at a subsequent international convention, as provided in Articles XVII and XVIII of the

Constitution. To change the interpretation, the proposer must provide the wording of the proposed change. (7/98)

ARTICLE X. INTERNATIONAL COUNCIL

Section 1. There is hereby created the International Council, which shall hold one (1) regular meeting before May 1 of each administrative year as called by the Board of Trustees. Additional meetings may be called by the Executive Committee of the International Board of Trustees. Written notice of the time and place of each meeting of the International Council shall be sent to each member thereof by the Executive Director not less than thirty (30) days prior to the meeting by the most efficient and timely means possible as desired by the member. (7/98)

Section 2. The International Council shall consist of the Board of Trustees, the Past International Presidents, the Federation Presidents, the Chairman of Kiwanis Asia-Pacific, and the district governors. In case any district governor cannot be present at a meeting of said Council, the governor may, with the approval of the International Board of Trustees, appoint the district governor-elect or a lieutenant governor to attend as a replacement with like powers. (7/98)

Section 3. The International Council shall confer and advise with the Board of Trustees on matters relating to Kiwanis International. By a vote of two-thirds (2/3) of the entire Council at any meeting prior to May 1, the International Council may enact or amend the Bylaws of Kiwanis International as provided in Article XVII of the Constitution, provided a copy of any proposed amendment to the Bylaws is sent to each member of the Council not less than thirty (30) days prior to the meeting of the Council. Amendments to the Bylaws passed by the International Council shall remain in force, unless rescinded at the next succeeding international convention, in accordance with Article XVII of the Constitution. (6/01)

Section 4. The President shall preside at the meetings of the International Council. In the President's absence, the Vice-President/Treasurer shall be chosen by the Board of Trustees. In the absence of the Vice-President/Treasurer, the Council shall elect a chairman. (7/88)

ARTICLE XI. CONVENTIONS

Section 1. An international convention shall be held once each administrative year at such time and place as shall be determined by the Board of Trustees, as provided in the Bylaws, unless in any year the Board of Trustees shall determine that there exists a condition of emergency and that, because of such emergency, the holding of such convention would not be practical, in which case the Board of Trustees, by further resolution, shall have the power to establish and fix provisions and procedures for transacting, by any means deemed best by the Board of Trustees, any or all business that would normally be transacted by and at an annual international convention, except election of the officers, as provided for in the Bylaws. (7/98)

Section 2. Special international conventions shall be called by the President upon the request of a majority of the chartered clubs in good standing, or upon the request of three-fourths (3/4) of the members of the Board of Trustees. (7/98)

Section 3. Each chartered club in good standing shall be entitled in any international convention to two (2) delegates. (7/98)

Section 4. Elective Officers, Past International Presidents, Chairmen of current Standing and Special Committees of Kiwanis International, governors-elect, district treasurers, district secretaries, lieutenant governors, and past district governors who are active, privileged, or senior members shall be delegates-at-large to all international conventions. (7/98)

Section 5. Each accredited delegate and delegate-at-large present shall be entitled to vote on each question submitted in any international convention, except as prescribed in the Bylaws and related to the election of guaranteed Trustees as delineated in Article IX, Section 1c of the Constitution. There shall be no voting by proxy or absentee ballot.

Section 6. On all matters put to vote in the House of Delegates, accredited delegates and delegates-at-large may abstain from voting on any proposition. In determining the outcome of any vote, the presiding officer shall make a determination on the votes actually cast; abstentions, if any, shall be excluded from all such consideration.

ARTICLE XII. COMMITTEES

Section 1. The President, by and with the consent of the Board of Trustees, shall appoint an Executive Committee consisting of seven (7) members from the Board of Trustees, of whom three (3) shall be the President, President-elect, and Immediate Past President. The Executive Committee shall perform such administrative duties and shall exercise such administrative authority as may be delegated to said committee by the Board of Trustees. The President shall preside at all meetings of the Executive Committee. In the President's absence, the committee shall elect a chairman.

Section 2. The President, by and with the consent of the Board of Trustees, shall appoint a Committee on Finance which shall include the Treasurer and not fewer than two (2) members from the Executive Committee, one (1) of whom shall be designated as chairman. The Committee on Finance shall perform such administrative duties as may be defined by the Board of Trustees. (6/92)

Section 3. The International and Standing Committees, as set forth in the Bylaws, shall be appointed in the manner prescribed in the Bylaws, and shall perform such duties as shall be authorized by the Board of Trustees. (7/88)

Section 4. Special Committees shall be appointed by the President whenever it may be deemed necessary or advisable by a majority of the Board of Trustees, and they shall perform such duties as may be authorized by the Board of Trustees in their creation.

ARTICLE XIII. REVENUE

Section 1. Each new Kiwanis club, before receiving its charter, shall pay to Kiwanis International the charter fee as provided in the Bylaws. (7/88)

Section 2. Subject to Section 3 of this Article, each member club shall pay to Kiwanis International for each member, with the exception of those holding life member status and honorary members, the sum of twenty-seven dollars (US \$27.00) per annum in semiannual installments, due on the first day of the first and seventh months of the administrative year, and payable not later than sixty (60) days thereafter. These dues shall be based upon the membership of the respective clubs as shown by the semiannual reports to Kiwanis International as of the last day of the twelfth and sixth months of the administrative year. (7/98)

The monies to be paid to Kiwanis International under this Section by each new club admitted to membership in Kiwanis International during any fiscal year shall be prorated according to the unexpired portion of the installment period in which said club was organized. (7/88)

Section 3. A Kiwanis club shall be relieved of any obligation to pay International dues for any club member under age twenty-five (25) for a period of two (2) years from the date of joining that club, provided such member was a former member of a Kiwanis International sponsored program. The financial obligations to said member's local club and district, the subscription to KIWANIS magazine, and the premium payable to defray the cost of insurance prescribed in the Bylaws shall remain payable. (7/98)

Section 4. Each member club may be assessed dues by the district with which it is affiliated, for each member, with the exception of honorary members, a sum established by the district, payable annually or semiannually as fixed by the district bylaws. If these dues are payable annually, they shall be due on the first day of the first month of each administrative year, payable not later than sixty (60) days thereafter, and shall be based upon the membership of the respective clubs as shown on their semiannual reports to Kiwanis International as of the last day of the twelfth month of the administrative year; if payable semiannually, they shall be due on the first day of the first and seventh months of each administrative year, payable not later than sixty (60) days thereafter, and shall be based upon the membership of the respective clubs as shown by the semiannual reports to Kiwanis International as of the last day of the twelfth and sixth months of the administrative year, respectively. (6/01)

Section 5. The dues to be paid to the district by each new club admitted to membership in Kiwanis International during any fiscal year shall be prorated according to the unexpired portion of the installment period in which said club was organized. (7/88)

Section 6. Each member of a chartered club, with the exception of honorary members, shall pay to that club such membership fee and annual membership dues. (7/88)

Section 7. Revenue from sources other than those defined in this Article may be raised as provided in the Bylaws. (7/88)

Section 8. Each member club shall pay dues and/or other costs as set forth in the federation bylaws to the federation with which it is affiliated for each member, except honorary members. (7/88)

Section 9. The word "dollar(s)" shall mean "United States dollar(s) or the equivalent thereof." (7/88)

ARTICLE XIV. OFFICIAL PUBLICATION

Section 1. The Board of Trustees shall publish, or cause to be published, under its supervision and control, a periodical, which shall be the official publication of Kiwanis International.

Section 2. Each chartered club in the United States and Canada, excluding the French-speaking clubs in Canada, shall make it a condition of membership that each of its active, honorary, privileged, and senior members shall be a subscriber to said official publication and shall continue as such while a member. If spouses are both members of a Kiwanis club, one spouse may choose not to subscribe to the official publication. The subscription price of the official publication shall be such as is prescribed in the Bylaws. (6/00)

ARTICLE XV. USE OF NAME AND EMBLEM

Section 1. Any active, privileged, senior, or honorary member in good standing in a chartered club shall be entitled to wear the emblem and/or other insignia, as may from time to time be adopted by the Board of Trustees.

Section 2. The word "Kiwanis" and the name, emblem, and/or insignia of Kiwanis International shall not be used as a trade name or trademark by any person or organization without the written consent of Kiwanis International or used for any purpose other than that authorized by the Board of Trustees. (7/88)

ARTICLE XVI. AUXILIARY BODIES

Section 1. There shall be no auxiliary bodies created or organized within this organization.

ARTICLE XVII. BYLAWS AND AMENDMENTS TO BYLAWS

Section 1. Bylaws of Kiwanis International, not inconsistent with this Constitution, may be enacted and may be amended by the International Council, as provided in Article X, Section 3, of this Constitution, or at an international convention by a majority of the valid votes cast. The Executive Director must receive, prior to the next scheduled international convention but no later than April 1: (7/98)

- a. Proposed amendments to the Bylaws to be voted on at an international convention (except those passed by the International Council and those initiated by the Board of Trustees); (6/91)
- b. Proposals to rescind the Bylaws adopted by the International Council; or (6/91)
- c. Proposals to change or rescind an interpretation of the Bylaws by the Board of Trustees, as provided in Article IX, Section 3. (6/91)

Section 2. Proposed amendments to the Bylaws, proposals to rescind the Bylaws adopted by the International Council, or proposals to change or rescind an interpretation of the Bylaws by the Board of Trustees must be submitted by: (6/91)

- a. The International Board of Trustees; (7/88)
- b. A district board of trustees or district house of delegates; or (6/91)
- c. A club, by a majority vote of the members. (7/88)

Section 3. Not later than thirty (30) days prior to the date of the international convention, the Executive Director shall send to the secretary of each chartered club a copy of all proposed amendments, including those amendments passed by the International Council, and all proposals to rescind the Bylaws adopted by the International Council or to change or rescind an interpretation of the Bylaws by the Board of Trustees. (7/98)

Section 4. Changes to or revision of interpretations of the Bylaws shall be made at an international convention of Kiwanis International by a majority of the valid votes cast.

ARTICLE XVIII. AMENDMENTS TO CONSTITUTION

Section 1. Amendments to this Constitution shall be made only at an international convention by two-thirds (2/3) of the valid votes cast. By April 1, the Executive Director must receive: (7/98)

- a. Proposed amendments to the Constitution (except those initiated by the Board of Trustees); (6/91)
- b. Proposals to change or rescind an interpretation of the Constitution by the Board of Trustees, as provided in Article IX, Section 3. (6/91)

Section 2. Proposed amendments to the Constitution, or proposals to change or rescind an interpretation of the Constitution by the Board of Trustees must be submitted by:

- a. The International Board of Trustees; (7/88)
- b. A district board of trustees or district house of delegates; or (6/91)
- c. A club, by a majority vote of the members. (7/88)

Section 3. Not later than thirty (30) days prior to the date of the international convention, the Executive Director shall send to the secretary of each chartered club a copy of all proposed amendments and all proposals to change or rescind an interpretation of the Constitution by the Board of Trustees. (7/98)

Section 4. Changes to or revision of interpretations of the Constitution shall be made at an international convention by a majority of the valid votes cast. (7/98)

INTERPRETATIONS OF THE KIWANIS INTERNATIONAL CONSTITUTION

DEFINITION OF INTERPRETATION

Article IX, Section 3 - states in part, "The interpretation of the Constitution and Bylaws by the Board of Trustees shall be final and binding, unless such interpretation is changed or rescinded at a subsequent convention of Kiwanis International..."

Interpretation - "Interpretation" is defined as the process of determining the real meaning or proper explanation of the terms and provisions in the Constitution and Bylaws.

PUBLICATION OF INTERPRETATIONS

Article IX, Section 3 - states in part, "The interpretation of the Constitution and Bylaws by the Board of Trustees shall be final and binding, unless such interpretation is changed or rescinded at a subsequent convention of Kiwanis International..."

Interpretation - To provide proper notice to our members, all interpretations of the Constitution and Bylaws shall, in substance, be published in KIWANIS magazine. (5/83)

CLUB "IN GOOD STANDING"

Whenever the words "club in good standing" appear in the Constitution and Bylaws, they are interpreted as follows (per Kiwanis International Board Procedure):

To be "in good standing," a Kiwanis club must comply with the Procedure on "Requirements for Club 'In Good standing' Status," as stated in this manual (or as subsequently revised by the International Board). (7/99)

GOOD CHARACTER

Article V, Section 4a - states, "An active member must be a person of good character and community standing who resides or has other community interests within the area of the chartered club."

Interpretation - "Good character" shall be interpreted not to include a person who is currently incarcerated for the conviction of a crime. (1/91)

DISTRICT "DARK YEAR" CLAUSE ON THE INTERNATIONAL BOARD

Article IX, Section 1e – states, "A district shall not have a member on the Board of Trustees for one (1) administrative year after another person from that district has completed membership on the Board of Trustees, except where necessary to fill a guaranteed seat as provided in Article IX, Section 1c."

Interpretation - This provision does not preclude an Officer from running for a consecutive term on the International Board as long as all other criteria and qualifications as set forth in the International Constitution and Bylaws are met. (10/01)

(SECTION TWO)

KIWANIS INTERNATIONAL BYLAWS

(As amended June 26, 2001)

ARTICLE I. CLUBS

Section 1. The officers of a chartered club shall be a president, president-elect, immediate past president, one (1) or more vice-presidents, a treasurer, and a secretary, and such other officers as may be required by the club bylaws. No offices may be combined in one (1) person except the offices of president-elect and vice-president may be combined, and the offices of secretary and treasurer may be combined. No person shall simultaneously serve as an elected director and an officer. The officers, together with at least five (5) directors, shall constitute the board of directors. The officers and directors must be active, privileged, or senior members in good standing. The duties of the officers and the board of directors shall be such as are prescribed in the club bylaws. (6/96)

Section 2. The basic standing committees of a chartered club and their duties shall be prescribed by Kiwanis International. This in no way preempts the right of any club to appoint special committees or to add standing committees as prescribed in the club bylaws. (6/96)

Section 3. A chartered club shall not use any name except that designated in its charter.

Section 4. A chartered club shall have the option to hold regularly scheduled meetings not less than two (2) each month but not more than one (1) in any week, on such day and at such place as shall be determined by the board of directors. (6/95)

Section 5. If a chartered club's regular meeting falls on a legal holiday or eve thereof, the board of directors may reschedule the meeting for another day during the affected week or cancel the meeting, provided not more than two (2) regular meetings are canceled during an administrative year. (6/94)

Section 6. A chartered club may hold such other meetings as the board of directors or membership may desire. (6/94)

Section 7. A chartered club shall hold its annual meeting and election of officers and directors not earlier than the first meeting in April and not later than the second meeting in May. The officers shall serve for one (1) year or until their successors are duly elected and qualified. The directors shall serve for the term prescribed in the club bylaws or until their successors are duly elected and qualified. The terms of the officers and directors shall begin on the first day of October.

Section 8. The president and secretary of each chartered club shall, before the first day of June of each year, certify to the Executive Director of Kiwanis International the names of the officers elected to serve in the ensuing year. (7/98)

Section 9. The administrative and fiscal year of all chartered clubs shall begin on the first day of October of each year.

Section 10. A chartered club shall submit to Kiwanis International by the tenth day of each succeeding month such reports as required by the Board of Trustees and semiannual membership statements as of September 30 and as of March 31 of each

year. Such reports and statements shall be made on the official forms provided by Kiwanis International. (6/90)

ARTICLE II. MEMBERSHIP IN CLUBS

Section 1. The active members of a chartered club shall represent a cross section of occupations in the community in which the chartered club is located. (6/00)

Section 2. Qualifications for Privileged Membership

a. Any active member of a chartered club who, on or before July 31, 1963, shall have been elected a privileged member may continue to be a privileged member. (1/85)

b. The board of directors of each chartered club shall review the list of privileged members not less than once each year and shall have authority, for such reasons as seem adequate, to terminate any such member's privileged membership, or to reinstate any such member as an active member. (1/85)

c. Privileged members must pay annual membership dues, and shall be entitled to all privileges of the club. (1/85)

d. No member of a chartered club shall be elected to privileged membership after July 31, 1963. (1/85)

Section 3. Qualifications for Senior Membership

a. Any active member of a chartered club who shall have been an active member in good standing of one (1) or more Kiwanis clubs for not less than ten (10) years, and who is unable to meet attendance requirements because of health, business, or other extenuating circumstances, and who shall have met such other conditions as may be prescribed by a chartered club in its bylaws, may be elected a senior member upon making written application. (6/89)

b. The board of directors of each chartered club shall review the list of senior members not less than once each year and shall have authority for such reasons as seem adequate to terminate any such senior membership, or to reinstate any member to active membership. (6/89)

c. A senior member must pay annual membership dues and shall be entitled to all privileges of the club. (6/89)

Section 4. Qualifications for Honorary Membership

a. Any person who has performed distinguished public service may be elected an honorary member of a chartered club of which the person is not an active, privileged, or senior member for a period of one (1) year and thereafter may be reelected annually. (6/89)

b. An honorary member shall pay neither a membership induction fee nor annual membership dues, and shall be entitled to all privileges of the club except those of voting and holding office. (6/96)

Section 5. Members Who Belong to More Than One Club

Members who belong to more than one Kiwanis club:

a. Shall pay all mandatory dues and fees to each club (and to each district and federation, if applicable) and to Kiwanis International and shall be eligible for life member status in only one club. (6/00)

b. Must designate which club is their primary club. Life member status eligibility and subscription to the official publication shall be based on the member's primary club. (6/00)

c. Shall normally be of the active class, unless he/she qualifies for senior or honorary class as defined in these Bylaws. Such member shall have all the privileges and obligations of his/her class of membership and must meet the standards of attendance and participation as set forth by each club board of directors. (6/00)

d. May represent only one club for voting purposes at district or International functions. (6/00)

Section 6. Interim Status

Interim status may be granted to members in transition who have left membership in one club without any outstanding obligations and anticipate joining a new club. Any active, privileged, or senior member in good standing who resigns from a club may apply to Kiwanis International for interim status, for a period not to exceed one (1) year. The fee for interim status shall be the amount of annual International dues (and fees, if applicable), payable upon application. During interim status, the individual shall not have the privilege of representing a chartered club at any club, district, or International functions. At the time such individual joins another Kiwanis club or if such individual does not join a Kiwanis club within the one-year period, interim status shall be terminated. (6/00)

Section 7. Life Member Status

a. Any Kiwanian holding active, privileged, or senior membership may be granted life member status on a one-time payment of a fee of fifteen (15) times the annual International dues as then prescribed in the Constitution. (6/89)

b. Upon a Kiwanian's attaining the status of life member, the member's club is thereby relieved of any further dues obligation to Kiwanis International for that member. The financial obligations to said member's local club and district, the subscription to the KIWANIS magazine, and the premium payable to defray the cost of insurance prescribed in the Bylaws shall remain payable. (6/89)

c. Life member status shall be in force only during the time the member also is a member of an affiliated Kiwanis club. (6/89)

d. The quota of life memberships available in any administrative year shall be determined by the Board of Trustees of Kiwanis International. (6/89)

Section 8. Attendance

a. Active members shall maintain regular attendance at club meetings and shall actively participate in the activities of the club, and the board of directors of said club shall review semiannually the attendance and activity participation record of each club member. (6/89)

b. A senior member must meet the standards of attendance and participation as set forth by the board of directors of the chartered club. (6/89)

c. Privileged and honorary members shall not be obligated to attend club meetings. (6/89)

Section 9. Election and Discipline of Members

a. Prospective active members shall be considered for election to membership only by invitation or by transfer from an active Kiwanis club, under the following procedure:

- (1) (a) Each proposal for membership shall be submitted by a member of that club to the club secretary or its committee on membership, which proposal shall bear the signature of the proposer and the endorsement of at least one (1) additional club member, both of whom shall be members in good standing. The proposal for membership shall then be submitted to the club board of directors for consideration. (6/95)

(b) Each proposal for transfer may be submitted by a member of an active Kiwanis club directly to the board of directors of another Kiwanis club for the purpose of changing club membership. Transfers must be requested within six (6) months of discontinuing active attendance in the original club. (6/95)

(2) At a meeting of the club board of directors at which a quorum is present, members shall be elected and transfers accepted by a two-thirds (2/3) vote of those present. (6/95)

(3) Upon favorable action by the club board of directors, the new and transferred members shall be personally notified concerning the action of the board and the appropriate membership fee shall then be secured. (6/95)

b. The discipline of active members in any chartered club shall be such as is authorized in the Standard Form for Club Bylaws. (10/87)

c. The election and discipline of privileged, senior, and honorary members in any chartered club shall be such as are authorized in the Standard Form for Club Bylaws. (10/87)

ARTICLE III. ORGANIZING AND CHARTERING OF CLUBS

Section 1. A Kiwanis club may be organized and chartered only in a community that has a sufficient diversity of businesses or vocations which will ensure the standards of membership and classification principles prescribed by Kiwanis International for chartered clubs, and has the potential of additional membership resources to ensure the future stability of the club. (6/89)

Section 2. The minimum number of members for the organization and charter of a prospective club shall be determined by the Board of Trustees. The organization and charter membership shall not be less than fifteen (15) active members. (6/97)

Section 3.

a. Application for the organization of a Kiwanis club shall be made on the standard petition form as adopted by the Board of Trustees. The petition shall be duly signed by ten (10) persons eligible for active membership in the prospective club, and said petition shall be approved or disapproved by the district governor in whose district the club is to be organized. If the district governor disapproves the petition, the reasons for disapproval must be stated. The district governor shall immediately forward the petition to the Executive Director of Kiwanis International. (7/98)

b. After reviewing the petition and the reasons for disapproval, the Board of Trustees shall determine if the new club will be organized. (6/89)

Section 4. Upon the approval of a petition for a new club by the Board of Trustees, the Board shall direct through its accredited representative and in cooperation with the district governor the completion of the organization of said club. (6/89)

Section 5. The charter fee to be paid by a prospective club before receiving its charter shall be one hundred dollars (US \$100.00). (6/89)

Section 6. Upon the organization of a Kiwanis club under the direction of the accredited representative, and upon approval of the Board of Trustees, there shall be issued to said club a charter from Kiwanis International signed by the President and the Executive Director of Kiwanis International. Upon organization, said club must have complied with the following conditions: (7/98)

a. Adopted the Standard Form for Club Bylaws, modified only as approved by the Board of Trustees. (6/89)

- b. Secured and maintained a charter membership of the required number of active members as established by the Board of Trustees. (6/89)
- c. Elected officers, appointed committees, and completed club organization as required by the club bylaws. (6/89)
- d. Certified to the Executive Director of Kiwanis International that the accredited representative has instructed the officers, committees, and members. (7/98)
- e. Paid to Kiwanis International the charter fee, prorated annual dues, magazine subscription, and insurance charges as required by the Constitution and Bylaws. (7/98)
- f. Complied with the applicable provisions of its district bylaws. (6/89)
- g. Maintained all standard practices and principles for Kiwanis clubs as determined by the Board of Trustees.

ARTICLE IV. MEMBERSHIP OF CLUBS IN KIWANIS INTERNATIONAL

Section 1. Membership in Kiwanis International is limited to clubs that have been chartered as provided in these Bylaws that continue to comply with the Constitution of Kiwanis International and these Bylaws as adopted or as amended and that continue to conform to the accepted standards for chartered clubs. (6/89)

Section 2. Each chartered club that continues to comply with the Constitution of Kiwanis International and these Bylaws is granted a revocable nonexclusive license to use the service marks and collective membership marks owned by Kiwanis International, including but not limited to “KIWANIS”, “K IN CIRCLE”, “CIRCLE K”, “K (INTERNATIONAL) IN CIRCLE”, “KIWANIS INTERNATIONAL”, “K IN GLOBE (KIWANIS INTERNATIONAL)”, and “KEY CLUB AND K IN CIRCLE” (Kiwanis Marks), in connection with its activities as a member of Kiwanis International. Kiwanis International has the exclusive right to control such usage of the Kiwanis Marks by a chartered club and to control the nature, quality, and uniformity of the services and membership of chartered clubs in connection with which the Kiwanis Marks are used. (6/89)

- a. If a chartered club fails to comply with any of the provisions of the Constitution and Bylaws of Kiwanis International or fails to comply with the nature and quality of the services and membership required by Kiwanis International for the use of the Kiwanis Marks, then the Board of Trustees shall give the last-reported president and secretary of such chartered club written notice, stating the nature and character of the noncompliance. The chartered club shall have sixty (60) days from the date of the mailing of the written notice to cure or correct the noncompliance and to provide certification of compliance in writing to the Board of Trustees. If the noncompliance is not cured or corrected by the chartered club within the sixty (60) days, then the license to use the Kiwanis Marks shall be revoked immediately and automatically at the end of such sixty (60) day period without further notification from Kiwanis International. Such immediate and automatic revocation of the license to use the Kiwanis Marks shall not constitute automatic revocation or suspension of the charter or membership of the chartered club. Any such revocation or suspension of the charter or membership of the chartered club shall be done in accordance with Section 4 of this Article. (6/89)
- b. The license to use the Kiwanis Marks is terminated immediately and automatically when any chartered club resigns or disaffiliates or when its charter is revoked or suspended for any reason. (1/85)
- c. In the event the license granted to a chartered club to use the Kiwanis Marks is suspended or revoked, the chartered club and its members shall immediately cease

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the use of the Kiwanis Marks and any marks confusingly similar thereto. Failure to cease use immediately of the Kiwanis Marks or any mark confusingly similar thereto will result in immediate and irreparable harm to Kiwanis International for which there is no adequate remedy at law. Therefore, Kiwanis International shall be entitled to obtain temporary restraining orders and preliminary and permanent injunctions against such use. (6/89)

d. Any suspended or revoked license may be reinstated by a majority vote of the entire Board of Trustees. All decisions with respect to the revocation or reinstatement of a license to use the Kiwanis Marks shall be final. (6/89)

e. Applying for or maintaining membership in Kiwanis International by a chartered club constitutes a waiver of all separate or independent rights of such chartered club in the Kiwanis Marks and acceptance of the terms and conditions under which the chartered club is licensed to use the Kiwanis Marks. (6/89)

Section 3. Any chartered club more than sixty (60) days in arrears for any indebtedness to Kiwanis International or a federation or for any annual dues to a district thereof shall not be considered "in good standing" and may have its charter and membership herein suspended or revoked or may be otherwise disciplined by action of the Board of Trustees in accordance with Section 4 of this Article. The Board of Trustees may restore such club to membership in Kiwanis International upon the payment of its indebtedness. (6/89)

Section 4. Any chartered club that fails to conform to the Constitution and Bylaws of Kiwanis International or that fails otherwise to conform to the accepted standards for chartered clubs may have its charter and membership herein suspended or revoked or may be otherwise disciplined by a two-thirds (2/3) vote of the entire Board of Trustees. If the Board suspends or revokes a charter or takes disciplinary action against a club, within fifteen (15) days thereof, the Executive Director of Kiwanis International shall send a copy of the charges and the action taken by the Board of Trustees to the last-reported president and secretary of the club. Within sixty (60) days from the date of mailing such notice, the club may file with the Executive Director a request for a hearing before the Board of Trustees. The Executive Director shall send by registered mail to the last-reported president and secretary of said club a notice of the final decision made by the Board of Trustees within fifteen (15) days after such decision. (7/98)

Section 5. The club, within sixty (60) days from the date of mailing the notice of final action by the Board of Trustees under Section 4 of this Article, may file with the Executive Director of Kiwanis International a written notice of appeal, which shall be considered and decided at the next international convention. (7/98)

Section 6. Upon final determination of revocation of the charter, and if the club is incorporated, said corporation shall be dissolved in accordance with local statutes; or in the event the corporation is not dissolved within one hundred and twenty (120) days, Kiwanis International has the right to petition and obtain proper orders of dissolution. (6/89)

Section 7. Any chartered club may resign from Kiwanis International upon a resolution of resignation being approved by a three-fourths (3/4) vote of the active, privileged, and senior membership of said club, provided that all financial and other obligations of said club to Kiwanis International shall have been fulfilled, that all annual dues to any district thereof shall have been paid, and that, if incorporated, the corporation shall have been duly dissolved. Said resolution shall be certified by the club's secretary and sent to Kiwanis International. Such resignation shall become effective when accepted by the Board of Trustees. The Board of Trustees may, upon written application of said club, reinstate the club to membership in Kiwanis International. (6/89)

Section 8. Chartered clubs may participate in lotteries, raffles, drawings, or other games of chance, provided that they are not in contravention of the laws, mores, customs, and

traditions of the country, state, or province in which the clubs exist, and provided further that the district board of trustees or the governing authority of nondistricted clubs shall have given prior approval for the utilization of lotteries, raffles, drawings, or other games of chance to be employed in fund-raising activities. Such approval so granted does not constitute official endorsement of such activities by Kiwanis International. Nothing contained herein shall permit any chartered Kiwanis club by its activities to impugn the good name of Kiwanis. Should violations occur, appropriate disciplinary action may be taken in accordance with these Bylaws. (6/89)

Section 9. A club shall not solicit the expression of attitudes by clubs located in other nations regarding the domestic or foreign policies of those nations. (6/89)

ARTICLE V. DISTRICTS

Section 1. The officers of a district shall be a district governor, a governor-elect, the immediate past governor, a lieutenant governor for each division of the district, a secretary, and a treasurer. There may be an acting governor appointed as provided in these Bylaws. (6/89)

Section 2. The board of trustees of a district shall consist of the district governor, the governor-elect, the immediate past governor, the lieutenant governors, the treasurer, and the secretary of said district. If there shall be appointed an acting governor, as provided in these Bylaws, said acting governor shall be a member of the board of trustees during the incapacity of the district governor. The district bylaws may provide for not more than two (2) additional past governors to be members of said board. (6/89)

Section 3. The district governor and the governor-elect shall be elected at the annual district convention as provided in the district bylaws. As provided in the district bylaws, the lieutenant governors shall be elected at a meeting of representatives of the clubs in their respective divisions called expressly for this purpose and held not later than the second week in April. The district secretary and district treasurer may be elected or appointed as provided by the district bylaws. The secretary and the treasurer may be the same person, but no other offices shall be combined in one (1) person. Each officer shall serve for the term of one (1) year or until said officer's successor shall be duly elected and qualified. The terms of all district officers shall begin on the first day of October. (6/89)

Section 4. The district governor, in order to serve as an officer of Kiwanis International, and the governor-elect shall perform such duties and responsibilities as are currently prescribed or as may be amended in the future in the Constitution and Bylaws, the Kiwanis International Board Policies and Procedures, and in the district bylaws. (7/98)

Section 5. The duties of other district officers and of the district board of trustees shall be as prescribed in the district bylaws.

Section 6. The board of trustees of each district shall hold at least two (2) meetings for each administrative year, one (1) prior to October 31, at such time and place designated by the governor, and another in connection with the district convention, at such time and place as shall be determined by said board of trustees. If the first meeting shall be held prior to October 1, any action taken shall become effective on October 1. Notice of each meeting of the district board of trustees shall be received by the Executive Director of Kiwanis International at least thirty (30) days prior to the date of such meeting. (7/98)

Section 7. The annual convention of each district shall be held at such place and upon such dates between March 15 and September 15 as shall be fixed by the board of trustees of the district and approved by the Board of Trustees of Kiwanis International, except that no district shall schedule its convention to be held within the period of thirty (30) days prior to, during, or thirty (30) days following the annual convention of Kiwanis International. Each member club of a district in good standing with Kiwanis International

and with said district shall be entitled in all conventions of its district to three (3) delegates, one (1) of whom shall be the president, said delegates to be selected and to have such powers as are prescribed in the district bylaws. All officers and past district governors of the district shall be delegates-at-large to the district convention. Notice of the annual district convention shall be received by the Executive Director of Kiwanis International at least six (6) months prior to the dates of the convention. (7/98)

Section 8. Within thirty (30) days after the close of a convention, a meeting of the board of trustees, or a conference of the officers of a district, the district secretary shall send to the Executive Director of Kiwanis International a written report of the proceedings, approved by the district governor. This report shall summarize the proceedings, provide a synopsis of all actions taken, and include copies of all adopted district bylaw amendments, resolutions, and recommendations. (7/98)

Section 9. Official delegates of a newly organized Kiwanis club shall be granted full privileges at district conventions after the charter has been approved by the Board of Trustees of Kiwanis International, even if it has not been formally presented to such club. (6/89)

Section 10. The administrative and fiscal year of all districts shall begin on the first day of October of each year.

Section 11. The Board of Trustees, if practicable, may assign an official representative to attend the convention of each district. (6/89)

ARTICLE VI. FEDERATIONS

Section 1. The officers of a federation shall consist of a president (or an acting president) and such other officers as provided in the federation bylaws. (7/88)

Section 2. The board of trustees of a federation shall consist of the officers and other trustees as provided in the federation bylaws. (7/88)

Section 3. The federation president and other federation officers and trustees shall be elected as provided in the federation bylaws. Each officer above the level of trustee shall serve for the term of one (1) year and each trustee shall serve for the term of three (3) years or until the successor shall be duly elected and qualified. The terms of all federation officers and trustees shall begin on the first day of October. (6/92)

Section 4. The federation president shall be a member of the International Council and shall perform such duties as are prescribed in the Constitution and Bylaws of Kiwanis International and the federation bylaws. (7/88)

Section 5. The duties of other federation officers and the federation board of trustees shall be as prescribed in the federation bylaws. (7/88)

Section 6. The board of trustees of each federation shall hold at least two (2) meetings during each year, one (1) prior to October 31, at such time and place as are designated by the federation president, and another in connection with the federation convention, at such time and place as shall be determined by said board of trustees. If the first meeting shall be held prior to October 1, any action taken shall become effective on October 1. Notice of each meeting of the federation board of trustees shall be received by the Executive Director of Kiwanis International at least thirty (30) days prior to the date of such meeting. (7/98)

Section 7. The annual convention of each federation shall be held as provided in the federation bylaws, except that no federation shall schedule its convention to be held within the period of twenty (20) days prior to, during, or twenty (20) days following the annual convention of Kiwanis International, unless the Kiwanis International convention is held within the geographical boundaries of the federation. Each member club of a federation in good standing with Kiwanis International, with said federation, and with its district shall be entitled in all conventions of its federation to three (3) delegates, one (1)

of whom should be the president, said delegates to be selected and to have such powers as are prescribed in the federation bylaws. All federation officers, past presidents of the federation, and past district governors of districts in the federation shall be delegates-at-large to the federation convention. Notice of the annual federation convention shall be received by the Executive Director of Kiwanis International at least six (6) months prior to the dates of the convention. (7/98)

Section 8. Within thirty (30) days after the close of a convention, a meeting of the board of trustees, or a conference of the officers of a federation, the federation secretary shall send to the Executive Director of Kiwanis International a written report of the proceedings, approved by the federation president. This report shall summarize the proceedings, provide a synopsis of all actions taken, and include copies of all adopted federation bylaw amendments, resolutions, and recommendations. (7/98)

Section 9. Official delegates of a newly organized Kiwanis club within the geographical boundaries of the federation shall be granted full privileges at federation conventions after the charter has been approved by the Board of Trustees of Kiwanis International, even if it has not been formally presented to such club. (6/89)

Section 10. The administrative and fiscal year of a federation shall begin on the first day of October of each year. (7/88)

Section 11. The board of trustees of the federation, if practicable, may assign an official representative to attend the district convention of the districts within the federation. (6/89)

ARTICLE VII. DUTIES OF OFFICERS

Section 1. Board of Trustees.

All members of the Board of Trustees, in order to serve as officers of Kiwanis International, shall perform such duties and responsibilities as are currently prescribed or as may be amended in the future in the Constitution and Bylaws and Kiwanis International Board Policies and Procedures. (7/98)

Section 2. President.

The President shall preside at all international conventions and at all meetings of the Board of Trustees, Executive Committee, and International Council of Kiwanis. The President shall be the chief executive officer, exercising general supervision over the work and activities of Kiwanis International and shall perform such other duties as usually pertain to the office of President. (7/98)

Section 3. President-elect.

The duties of the President-elect shall be such as are from time to time assigned by the Board of Trustees.

Section 4. Immediate Past President.

The Immediate Past President shall perform the duties that are provided in the Constitution and Bylaws, or as may be from time to time assigned by the Board of Trustees. (6/89)

Section 5. Vice-President/Treasurer.

The Vice-President/Treasurer shall regularly review and advise the Board of Trustees on the financial condition of Kiwanis International and make a report thereof at the annual international convention, and shall perform such duties as usually pertain to the office or as may be assigned from time to time by the President or the Board of Trustees. (7/98)

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Section 6. District Governors.

Under the direction and supervision of the Board of Trustees of Kiwanis International, district governors shall have the duty of furthering the Objects of Kiwanis International and of promoting the interests of the chartered clubs within their districts. (6/89)

Section 7. Executive Director.

The Executive Director shall be the active managing officer of Kiwanis International under the supervision and direction of the President and the Board of Trustees. The Executive Director shall assist the President and the Board of Trustees in conducting the business of Kiwanis International, and shall perform such duties as are specified or implied in the Constitution and Bylaws, or as may be assigned by the Board of Trustees. (7/98)

The Executive Director shall attend all meetings of the Board of Trustees, the Executive Committee, and the International Council, and all international conventions, and shall act as the secretary thereof, but shall have no vote. (7/98)

The Executive Director shall sign all documents issued by Kiwanis International when required; affix the corporate seal of the organization when required; keep the financial accounts and records; and be responsible for proper internal control procedures, including the receipt, deposit, and disbursement of Kiwanis International funds in the manner authorized and prescribed by the Board of Trustees. (7/98)

The Executive Director shall make a report to Kiwanis International at the annual international convention and such other reports as directed by the President or the Board of Trustees. The financial accounts, records, and books of Kiwanis International shall at all times be open to the inspection of the President, the Board of Trustees, and any auditors named by the Board of Trustees. The Executive Director shall give bond for the faithful discharge of the duties of such office in a sum and with such sureties as are required by the Board of Trustees. (7/98)

The Executive Director shall be the executive in charge of the Kiwanis International Office, regional offices, and their departments, and shall be responsible for the selection and the supervision of the staff and employees, subject to the direction and control of the Board of Trustees. The Executive Director shall act as Editor of the official publication of Kiwanis International with duties as defined in Article XVII of these Bylaws. (7/98)

ARTICLE VIII. BOARD OF TRUSTEES

Section 1. The Board of Trustees of Kiwanis International shall hold not less than three (3) meetings each year at such times and places as may be determined by action of the Board, by call of the President, or by the written request of at least seven (7) members of the Board. A written notice of the time and place of all meetings of the Board of Trustees shall be mailed to each member of the Board by the Executive Director not less than thirty (30) days prior to said meeting. (7/98)

Section 2. With the approval of the President, the Board of Trustees, without meeting together, may transact business by mail by voting upon proposed resolutions mailed to them by the Executive Director. If within twenty (20) days thereafter, a majority of the members of the Board of Trustees shall send in writing to the Executive Director their vote in favor of any such resolution, said resolution shall be deemed carried; otherwise, it shall fail, provided, however, that no such affirmative action shall go into effect for ten (10) days after the Executive Director shall have sent to each member of the Board of Trustees by registered mail a report of the tabulated result of such vote. The ballots, before being destroyed, are to be produced at the following meeting of the Board of Trustees. (7/98)

Section 3. Ten (10) members of the Board of Trustees shall constitute a quorum for the transaction of all business, except in cases where a larger vote is required under the Constitution or these Bylaws. (6/97)

Section 4. The Board of Trustees shall establish and implement a long range plan for Kiwanis International. The plan shall be reviewed annually and revised as necessary. (6/89)

ARTICLE IX. CONVENTIONS

Section 1. The annual international convention shall be held at such time during the months of May, June, or July as shall be determined by the Board of Trustees, not less than ninety (90) days prior to the date of said convention. (7/98)

Section 2. The selection of the city in which the annual international convention is to be held shall be made by the Board of Trustees at least three (3) years before said convention, provided said Board of Trustees shall have the power to substitute another city in case circumstances later make such action necessary or advisable. (7/98)

Section 3. The time and place of special international conventions shall be determined by the majority vote of the Board of Trustees. (7/98)

Section 4. The Executive Director shall mail to each chartered club an official call to the annual international convention at least ninety (90) days prior to the date of the convention, and an official call for any special international convention at least thirty (30) days prior to the date of the same. (7/98)

Section 5. The Board of Trustees shall have full supervision and management of all international conventions and shall announce the official program and order of business of each convention. (7/98)

Section 6. The officers of each international convention shall be the officers of Kiwanis International. At or prior to any convention, the President may appoint a recording secretary of the convention to assist the President and the Executive Director. (7/98)

Section 7. At each international convention or prior thereto, the President shall appoint a Sergeant at Arms of the convention and such Assistant Sergeants at Arms as may be deemed necessary or advisable. (7/98)

Section 8. At each international convention or prior thereto, the President shall appoint a Committee on Credentials and a Committee on Elections, each to consist of at least fifteen (15) members from chartered Kiwanis clubs. In the case of the Committee on Elections, all members shall be delegates or delegates-at-large. Five (5) members of each of the foregoing committees shall constitute a quorum. (7/98)

Section 9. Each chartered club in good standing, at the time of electing its delegates for an international convention as herein specified, shall choose two (2) alternates, designated as alternate number one (1) and alternate number two (2). Such alternates will serve in the numerical order certified, for either of the two (2) delegates of the club, if either or both of such delegates shall be absent from the convention. Each delegate and alternate shall be an active, privileged, or senior member in good standing of the chartered club represented, or be a lieutenant governor, a past lieutenant governor, the district secretary, or a past district secretary. The lieutenant governor, a past lieutenant governor, or a past district secretary may each represent any club, but only in the division of which the lieutenant governor's, past lieutenant governor's, or past district secretary's present club is a member and not otherwise represented by two (2) delegates. The district secretary may represent any club in that secretary's district not otherwise represented by two (2) delegates. The lieutenant governor, past lieutenant governor, district secretary, or past district secretary shall be elected by such clubs not less than sixty (60) days prior to the date of any annual international convention, or not

less than twenty (20) days prior to the date of any special international convention. Their election shall be evidenced by a certificate duly authenticated by the president and the secretary of the club. The status of persons as past lieutenant governors or past district secretaries shall be certified by the district governor or district secretary. (7/98)
In the event any chartered club shall fail to certify the election of its delegates and alternates as herein set forth, the Committee on Credentials shall determine the seating of the delegates or alternates for such chartered club. (6/89)

Section 10. Official delegates of a newly organized Kiwanis club shall be granted full privileges at annual international conventions after the charter has been approved by the Board of Trustees of Kiwanis International, even if it has not been formally presented to such club.

Section 11. The Board of Trustees shall establish a uniform registration fee to be paid to Kiwanis International by all persons attending any international convention. No delegate shall be entitled to vote in a convention unless and until the delegate's registration fee has been paid. (7/98)

Section 12. The quorum of any international convention shall consist of not less than five hundred (500) delegates and delegates-at-large, provided that in time of emergency, three hundred (300) delegates and delegates-at-large shall constitute a quorum. (7/98)

ARTICLE X. CONVENTION PROCEDURE

Section 1. The official program of an international convention as approved by the Board of Trustees shall be the order of the day for the convention. Changes in the program may be made from time to time by a majority vote of the delegates and delegates-at-large present and voting. (7/98)

Section 2. All proposed resolutions shall be submitted to the Executive Director by the International Board of Trustees, districts or chartered clubs by April 1. Within thirty (30) days thereafter, the International Committee on Resolutions shall meet to consider such proposed resolutions, as well as any resolutions which may be initiated by the committee. The Executive Director shall send a copy of all resolutions recommended by the committee, other than memorial and appreciation resolutions, to each chartered club not later than thirty (30) days prior to the international convention. (7/98)

No resolutions other than those so sent to chartered clubs shall be considered by the international convention unless recommended by the International Board of Trustees by a two-thirds (2/3) vote. (7/98)

Debate on any resolution shall not be in order until it has been reported out by the Resolutions Committee. At any time prior to the voting thereon by the delegate body, the Resolutions Committee shall be authorized to make editorial changes in any resolution, provided the import of the resolution is not changed thereby.

Section 3. Reports of committees, communications to the international convention, resolutions, amendments and all motions may be debated during the House of Delegates, except those "undebatable" under *Robert's Rules of Order Newly Revised*, or unless the convention, by a two-thirds (2/3) vote, dispenses with debate. No Kiwanian shall speak longer than five (5) minutes at one time, except as provided in the order of the day or by a majority vote. The members of the Committee on Resolutions shall have the privilege of the floor during the time that the resolutions are being considered by the delegate body, but no member of the Resolutions Committee shall have the right to vote on the resolutions, unless said member is an accredited delegate. (4/99)

ARTICLE XI. DESIGNATION OF OFFICERS AFTER THEIR ELECTION AND BEFORE THEIR ASSUMPTION OF OFFICE

Section 1. After their election and before their assumption of office, all officers of Kiwanis International and of the districts thereof shall be known and designated by the titles of the offices to which they have respectively been elected, followed by the term "designate."

ARTICLE XII. NOMINATION AND ELECTION OF OFFICERS

Section 1. The official program of the annual international convention shall indicate the day and time of the session for the nomination and election of officers and shall be subject to change only in accordance with the rules of convention procedure. (7/98)

Section 2. The Committee on Elections shall have general charge of the election, including the distribution and tabulation of the ballots. (6/89)

Section 3.

a. Subject to subsection (5) herein, the nomination and election procedures for officers to be elected at the annual international convention shall be as follows: (7/98)

(1) The President-elect shall be the sole candidate for the office of President. (6/95)

(2) The Vice-President/Treasurer shall be the sole candidate for the office of President-elect. (6/97)

(3) All candidates for the offices of President-elect, Vice-President/Treasurer, and Trustees, pursuant to the procedure for selection of Trustees in Article IX of the Constitution and Article XIII of these Bylaws, for the announced number of terms available must submit notice of candidacy to the Executive Director no later than the close of the first business session of the annual international convention. (7/98)

(4) No person shall be considered as a candidate without the written consent of such person having been obtained. (6/95)

(5) No person shall be considered as a candidate without the prior endorsement of the candidate's district board of trustees or district house of delegates having been obtained. (6/99)

(6) Except as otherwise provided by these Bylaws, and provided that the prior endorsement of the candidate's district board of trustees or district house of delegates has been obtained, nothing contained in this Section shall be construed as limiting the right to make further nominations from the floor of the convention, provided the written consent of persons so nominated has been obtained and presented to the Executive Director prior to the nomination. (6/99)

b. When the nomination of candidates for the offices of Kiwanis International shall become the order of business of the annual international convention, the report of the duly qualified candidates shall be presented by the Executive Director. The candidates shall be nominated and voted upon in an order determined by the International Board. (4/01)

c. The voting shall be by ballot only where there are two (2) or more candidates for the same office. Ballots shall be numbered consecutively. Only accredited delegates or delegates-at-large shall be allowed to vote. (6/97)

d. No ballot shall be counted whereon it appears that the elector has voted for a greater or lesser number of nominees for an office than there are vacancies to be filled. (6/97)

INTERNATIONAL BYLAWS

e. A majority of all valid votes cast for each position shall be necessary for the election of the President and the President-elect. In the event that any ballot cast for President or President-elect does not show a majority for any nominee for the foregoing offices, the President shall designate a time and a place for further balloting for such office. Prior to the second ballot, the nominee having the lowest vote on the first ballot shall be dropped; and on each succeeding ballot, the same procedure shall be followed until some nominee shall have received a majority of all valid votes cast. (6/97)

f. A majority of all valid votes cast shall be necessary for the election of the Vice-President/Treasurer, and the entire house of delegates shall vote for one (1) nominee. In the event that a nominee does not receive a majority of the valid votes cast, the President shall designate a time and a place for a run-off election for such office. For the run-off election, the two (2) nominees receiving the greater number of valid votes cast shall be voted on, and the nominee then receiving a majority of the valid votes cast shall be elected. (6/97)

Section 4. The nominee for a guaranteed office of Trustee from one or more of Regions II, III, IV, or V shall be presented by the Executive Director to the delegate body and shall be declared by the President elected to the Board of Trustees as of the ensuing October 1. (7/98)

Section 5. The nominees for Trustees for regular three-year terms from Region I receiving the greater number of valid votes shall be declared elected. When necessary to fulfill the requirements of guaranteed representation for the at-large position of Trustee from Regions II, III, IV, or V, as provided in Article IX, Section 1c of the Constitution, the nominee from Region II, III, IV, or V receiving the greater number of valid votes shall be declared elected. (6/97)

Section 6. Cumulative voting shall not be permitted. (6/97)

Section 7. The Committee on Elections shall report promptly to the annual international convention the results of the balloting and the report shall be signed by a majority of the committee. After the committee has so reported, the chairman shall deliver all ballots to the Executive Director to be kept for a period of ninety (90) days after the close of the convention when the ballots shall be destroyed. (7/98)

ARTICLE XIII. VACANCIES IN OFFICE

Section 1. In the event of a vacancy in the office of President during the administrative year, the Board of Trustees shall elect from among its own number a President for the unexpired term.

Section 2. In the event of a vacancy in the office of President-elect during the administrative year, the Board of Trustees shall elect from among its own number a President-elect for the unexpired term.

Section 3. In the event of a vacancy in the office of Immediate Past President during the administrative year, the active or senior member who served as President most recently prior to the Immediate Past President who is willing to assume the office shall automatically become the Immediate Past President. (7/98)

Section 4. In the event of a vacancy in the office of Vice-President or Treasurer during the administrative year, the Board of Trustees shall elect a qualified member of a chartered club to fill the office for the unexpired term.

Section 5. In the event of a vacancy in the office of Trustee during the administrative year, subject to the provisions for guaranteed representation in Article IX of the Constitution, to fill such office, the Board of Trustees shall elect a qualified member of a chartered club who shall serve only until the end of the administrative year. (6/89)

Section 6. In case of any vacancy or vacancies, regardless of reason, occurring in the office of Trustee for one (1) year or more, thus necessitating the election of a Trustee for a term of one (1), two (2), or three (3) years, the vacancy or vacancies shall be filled in accordance with the following procedures: (6/97)

- a. The Executive Director shall inform the district governors within the appropriate region as well as the President of the European Federation and the Chairman of Kiwanis Asia-Pacific when appropriate, of the said one-, two-, or three-year- term. The person shall be selected to fill such vacancy pursuant to the provisions for selecting a guaranteed Trustee in Article IX of the Constitution. (7/98)
- b. The presiding officer shall announce the total number and the term or terms of Trustees to be elected. The presiding officer shall also announce any vacancy or vacancies to be filled. (6/97)
- c. If there is only the same number of Trustee candidates as the total number to be elected and the Trustees are to be elected for different terms, the delegates shall vote for one (1) less than the total number of Trustees to be elected, no more or no less. (6/97)
- d. Trustees shall be elected by the vote of the delegates present and voting and the nominees receiving the greater number of votes so cast shall be declared elected Trustees for the announced number of three-year terms; and those nominees receiving the next greater number of votes shall be declared elected Trustee(s) to fill the two-year term or terms; and the nominees receiving the next greater number of votes shall be declared elected Trustee(s) to fill the one-year term or terms, if any. (6/97)

Section 7. In the event the President is temporarily incapacitated and unable to discharge the duties of the office, as determined by a two-thirds (2/3) vote of the entire Board of Trustees, the Immediate Past President shall become Acting President until the President is able to resume those duties. While the President is incapacitated, the Acting President shall be the executive officer of Kiwanis International and shall have all the duties, responsibilities, and authority given to the President by the Constitution and Bylaws. If, after a period of sixty (60) days, it shall appear to the Board of Trustees that the President continues to be incapacitated and is not able to resume the duties and responsibilities of the office, the Board of Trustees may declare the office of President vacant and the vacancy shall be filled in accordance with the provisions for filling vacancies in office as prescribed in the Constitution and Bylaws. (7/98)

Section 8.

- a. Whenever it shall appear to the President or two-thirds (2/3) of the Board of Trustees that a member of the Board may be failing to perform the duties of that office or is engaging in conduct unbecoming a member of the Board, written notice of the alleged facts shall be given to that member within thirty (30) days. (6/99)
- b. A special meeting of the Board to consider the alleged facts shall be held within thirty-five (35) days thereafter, unless a regularly scheduled meeting shall take place within such thirty-five (35) day period, with at least twenty-one (21) days written notice being given to all members of the Board of such facts and meeting. Delivery of such notice shall be deemed effective five (5) days after such notice is mailed. The member of the Board so accused shall have the right to attend such meeting, be presented with the alleged facts, and be given the opportunity to provide a defense to such charges as provided in Kiwanis procedure. (6/99)
- c. In the event that the Board, by a two-thirds (2/3) vote of the entire Board, finds such member is not performing the duties of such office or has engaged in conduct unbecoming a member of the Board and takes action as provided in Kiwanis procedure or declares such office vacant, such vacancy shall be filled as provided in the Constitution and Bylaws. (6/99)

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d. "Conduct unbecoming a member of the International Board of Trustees" is defined as any conduct that:

- (1) is incompatible with the best interests of the public or of members of Kiwanis, and/or
- (2) tends to harm the standing of Kiwanis in the local or global community, as further defined in the Kiwanis International Board Policy on "Conduct Unbecoming a Member of the International Board." (6/99)

Section 9. In any year in which no annual international convention is held, the International Council in such year shall elect a qualified member of a chartered club for the succeeding administrative year for each of the following offices: President, President-elect, Vice-President, Treasurer, and Trustee for the normal term of said office, subject to the provisions for guaranteed Trustees in Article IX of the Constitution. (7/98)

Section 10. In the event of disability or inability of any member-designate of the Board of Trustees to serve for the year for which elected, as certified by the President-designate and affirmed by a two-thirds (2/3) vote of the entire Board of Trustees-designate, the Board of Trustees-designate shall proceed to elect a successor for the administrative year in accordance with the provisions for filling vacancies in office as prescribed in the Constitution and Bylaws. (6/89)

Section 11. In the event of a vacancy in the office of district governor for any district during the administrative year, by a two-thirds (2/3) vote of the entire district board of trustees, the vacancy shall be filled by a past governor, lieutenant governor, or a past lieutenant governor of that district who is an active, privileged, or senior member of a Kiwanis club in the district. However, in any year in which a condition of emergency compels the cancellation of the annual district convention, the district officers to be elected under the district bylaws at the annual convention shall be elected for the following year by a district council meeting held during the period provided for district conventions, such council to be comprised of the district board of trustees and other persons who would have had the status of delegates-at-large at the canceled convention. (10/90)

Section 12. In the event of disability or inability of a governor-designate to serve for the year for which elected, as certified by the district governor and affirmed by a two-thirds (2/3) vote of the entire district board of trustees-designate, the district board of trustees-designate for said year shall proceed to elect a successor as prescribed in the district bylaws for filling vacancies in office during the administrative year. (6/89)

Section 13. In the event that a district governor is temporarily incapacitated and unable to discharge the duties of the office, the district board of trustees shall elect by a two-thirds (2/3) vote of the entire district board of trustees a past governor, lieutenant governor, or a past lieutenant governor of that district who is an active, privileged, or senior member of a Kiwanis club in the district to become acting governor of the district until the district governor is able to reassume said duties. While the district governor is so incapacitated, the acting governor shall be the executive officer of the district and shall have all the duties, responsibilities, and authority given to the district governor by the bylaws of the district and the Constitution and Bylaws of Kiwanis International. If, after a period of sixty (60) days, it shall appear to the district board of trustees that the district governor continues to be incapacitated and is not able to reassume the duties and responsibilities of the office, the district board of trustees may declare the office of district governor vacant and the vacancy shall be filled in accordance with the provisions for filling vacancies in office as prescribed in the district bylaws. (6/89)

ARTICLE XIV. EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall meet at the call of the President or upon the written request of at least three (3) members of the committee. Notice of such meetings shall be sent by the Executive Director to all members of the International Board, to be received not later than three (3) days prior to the date of the meeting. Four (4) members of the Executive Committee shall constitute a quorum. (7/98)

ARTICLE XV. INTERNATIONAL AND STANDING COMMITTEES

Section 1. The President-elect of Kiwanis International, with the consent of the Board of Trustees, shall appoint during the term of office as President-elect such International Committees as will make it possible to give direct and effective leadership. The International Committees authorized by this Article shall serve for the administrative year for which they are appointed. (6/82)

Section 2. The duties of the International Committees shall be as defined by the President-elect with the consent of the Board of Trustees. (6/82)

Section 3. The International Committees shall consist of not less than three (3) nor more than seven (7) members, except as otherwise noted in this Article, with one (1) member of each committee being named as chairman by the President, or by the President-elect for those committees appointed by the President-elect. If an International Committee is subdivided geographically, each subdivision shall have no more than four (4) members. (10/90)

Section 4. There shall be a Standing Committee of Past International Presidents, which shall be composed of all the Past International Presidents, and there shall be added thereto each year the retiring Immediate Past International President. The quorum of the Committee of Past International Presidents shall be five (5). (6/89)

Section 5. The Committee of Past International Presidents shall consider and report to the International Board of Trustees its conclusions on all matters referred to it. It may initiate subjects for consideration and report its conclusions to said Board. A summary of the Committee's proceedings shall be provided to each member of the Committee, the International President, and the Executive Director. The Committee shall meet at the times of the International Council and the annual international convention, and may hold such other meetings as provided in Section 8 of this Article, provided that such other meetings shall not be held less than thirty (30) days prior to the convention. (7/98)

Section 6. There shall be a Standing Committee on Resolutions, which shall consist of seven (7) members from chartered clubs, at least one (1) of whom shall be a Past International President. The quorum of the Committee on Resolutions shall be four (4).

Section 7. The Committee on Resolutions shall consider and make recommendations of resolutions to be submitted for action at annual international conventions. Resolutions shall be considered by the Committee only if submitted by the International Board of Trustees, a district board of trustees or house of delegates, or a club by a majority vote of the club members. The Committee shall also have the authority to originate resolutions and to modify, combine, edit, or not accept any resolution submitted to it. When the Board of Trustees of Kiwanis International proposes to the Resolutions Committee the major emphasis program or programs for the ensuing administrative year, the Committee on Resolutions shall embody such program or programs in an appropriate resolution or resolutions. (7/98)

Section 8. Any International or Standing Committee shall meet at the call of its chairman upon the approval of the International President. Written notice of such meetings shall be received by the Executive Director at least thirty (30) days in advance of the date of the meeting. (7/98)

Section 9. All International and Standing Committees shall report to and as requested by the President or the Board of Trustees. (6/89)

ARTICLE XVI. SPECIAL COMMITTEES

Section 1. Special committees shall consist of at least one (1) member. (9/97)

Section 2. Special committees shall meet at the call of the chairman upon the approval of the President, and notices of such meeting shall be received by the Executive Director at least ten (10) days in advance of the date of the meeting. (7/98)

Section 3. Special committees shall report to and as requested by the President or the Board of Trustees. (6/89)

ARTICLE XVII. OFFICIAL PUBLICATION

Section 1. The Board of Trustees shall determine the editorial and publication policies of the official publication. (6/89)

Section 2. The Executive Director, as Editor, shall be responsible for the issuance of the official publication, subject to the direction and control of the Board of Trustees. The Executive Director may select, as determined by the Board of Trustees, such additional staff as may from time to time be deemed necessary to assist in the production of the official publication. The Executive Director shall receive no additional compensation for performing the duties of Editor. (7/98)

Section 3. The subscription price of the official publication of Kiwanis International in the United States and Canada shall be ten dollars (US \$10.00) per annum, to be paid in semiannual installments, due on the first day of the first and seventh months of each administrative year, and payable not later than sixty (60) days thereafter. All subscription funds shall be earmarked for the official publication of Kiwanis International and shall not revert to the Kiwanis general fund. Billing shall be based upon the membership of the respective clubs as shown in their semiannual membership statements to Kiwanis International as of the last day of the twelfth and sixth months of each administrative year. The official publication of Kiwanis International may be made available to Kiwanis clubs in bulk orders of ten (10) or more copies at a cost to be determined by the Board of Trustees. (6/00)

Section 4. Each chartered club in the United States and Canada, excluding the French-speaking clubs in Canada, shall collect from each of its members the subscription price of the official publication together with the regular club membership dues. Such subscription shall be duly entered upon the books of the club in a special subscription account, and the subscriptions for the official publication shall be forwarded to the Executive Director of Kiwanis International. However, clubs shall not collect the subscription price from both spouses who are members of a Kiwanis club if one spouse has chosen not to subscribe to the official publication, as provided in the Constitution. (6/00)

ARTICLE XVIII. FINANCE, ACCOUNTING, AND OTHER SOURCES OF REVENUE

Section 1. The fiscal year of Kiwanis International shall commence October 1 and terminate the following September 30. (6/89)

Section 2. The Board of Trustees shall install and maintain an efficient accounting system for Kiwanis International. (6/89)

Section 3. Not later than the first day of October of each fiscal year, the Board of Trustees shall adopt a budget for the fiscal year. The budget shall specify the estimated revenues and sources thereof, and the purpose and amount of expenses or appropriations. (6/89)

Section 4. All disbursements shall be made by voucher checks, which shall show the date, payee, type of service rendered or goods or property purchased, and the amount of payment. (6/89)

Section 5. Disbursements in any year shall not exceed the gross amount of the annual budget.

Section 6. The Board of Trustees shall designate the depositories of all funds of Kiwanis International. (10/85)

Section 7. The Board of Trustees shall have power to authorize officers and employees to execute and countersign vouchers and checks and to perform such other acts to carry out the purposes and objects of this Article. (6/89)

Section 8. The Board of Trustees may raise revenue from sources in addition to those specifically authorized in the Bylaws; however, the Board may not levy assessments upon clubs or club members, or commit Kiwanis assets for business purposes, except as provided in the Constitution and Bylaws. (6/89)

Any revenue-raising activity is expressly prohibited which does not conform to ethical and sound business practices; is inconsistent with the Objects, Policies, or Procedures of Kiwanis; or impugns the good name of Kiwanis. (6/92)

Any activity authorized by this section shall not involve the release or use of the Kiwanis International Directory or mailing list, including names, addresses, or telephone numbers of the members of Kiwanis clubs, for entering into third party agreements unless such release or use is expressly authorized by the prior consent of a majority of the delegates at an annual international convention. (7/98)

Any member belonging to a club of Kiwanis International may request their name, address, fax number, and telephone number be withheld from any list to be given or sold to any third party. (7/98)

ARTICLE XIX. INSURANCE AND INDEMNIFICATION

Section 1. The Board of Trustees, at its discretion, may purchase a comprehensive or limited general liability insurance program and/or limited blanket accident medical insurance program for the protection of all Kiwanis clubs and Kiwanis-sponsored organizations in the United States and Canada and the members, volunteers, and employees of such Kiwanis clubs and Kiwanis-sponsored organizations. (10/87)

The Board of Trustees, at its discretion, may provide such insurance programs to other parts of the Kiwanis world. (4/99)

Clubs covered by such insurance shall be billed for premiums by Kiwanis International, prorata, based on membership, for the cost of such insurance and administrative costs.

Clubs are hereby expressly authorized to allocate from revenue of fund-raising projects all premium charges over and above the sum of twenty-five cents (US \$0.25) per member per annum, which twenty-five cents (US \$0.25) per member per annum must be paid from club administrative funds. (4/99)

Section 2. The Board of Trustees may provide, through insurance or otherwise, indemnification to the past and present Trustees, Officers, employees, or agents of Kiwanis International to the extent permitted by the laws of the State of Indiana applicable to not-for-profit corporations. (7/98)

ARTICLE XX. AUDIT OF ACCOUNTS

Section 1. The Board of Trustees shall provide for the annual audit of the books of accounts of Kiwanis International by certified public accountants, or in its discretion, an audit at more frequent periods. For audit purposes, the Executive Director and Treasurer shall submit all books, records, and vouchers. (7/98)

Section 2. In the official publication of Kiwanis International, annually, no later than the April issue, the Board of Trustees shall publish the balance sheet and the statement of the receipts and expenditures of Kiwanis International for the previous fiscal year, together with the auditor's certification, and the financial statements for Key Club International and Circle K International. A glossary with detailed information regarding expenditures is to be published therewith. (6/93)

ARTICLE XXI. MOTTO

Section 1. The motto of Kiwanis International shall be "We Build."

ARTICLE XXII. PARLIAMENTARY AUTHORITY

Section 1. *Robert's Rules of Order Newly Revised* shall be the parliamentary authority for all matters of procedure not specifically covered by the Constitution and Bylaws of Kiwanis International. (6/89)

ARTICLE XXIII. AMENDMENTS

Section 1. Amendments to these Bylaws may be made from time to time as provided in Article XVII, of the Constitution, or Article X, Section 3, of the Constitution. (6/89)

INTERPRETATIONS OF THE KIWANIS INTERNATIONAL BYLAWS

CLUB “IN GOOD STANDING”

Club “In Good Standing” - A club “in good standing” is defined under Interpretations of the Constitution. (7/99)

FIRST BUSINESS SESSION OF THE ANNUAL CONVENTION

Article XII, Section 3a(3) - states “All candidates for the offices of President-elect, Vice-President/Treasurer, and Trustees for the announced number of terms available must submit notice of candidacy to the Executive Director no later than the close of the first business session of the annual international convention.”

Interpretation - The first business session shall be identified as such in the printed Convention program and shall be announced as such at the Opening Session of the Convention.

GOOD NAME OF KIWANIS

Article IV, Section 8 - states in part, “Nothing contained herein shall permit any chartered Kiwanis club by its activities to impugn the good name of Kiwanis.”

Interpretation - This provision applies to activities both within and without the meetings of the club. (5/83)

RAFFLES AND DRAWINGS

Article IV, Section 8 - states in part, “Chartered clubs may participate in lotteries, raffles, drawings, or other games of chance, provided that they are not in contravention of the laws, mores, customs, and traditions of the country, state, or province in which the clubs exist...”

Interpretation - This provision is intended to cover all such activities wherein funds are sought to be procured or raised from the public and is not intended to cover drawings held at a meeting of a Kiwanis club and confined primarily to the membership, the principal purpose of which is to encourage attendance and/or fellowship. (5/83)

REGISTERED MAIL

Article IV, Section 4 - contains the term “registered mail.”

Interpretation - “Registered mail” is any form of mail (or other communication) that reasonably guarantees delivery. (5/83)

CONFERENCE CALLS

Bylaws Article VIII, Section 1 – Board Meetings.

Interpretation: Upon proper call and notice as provided for in the Bylaws, meetings conducting Kiwanis business will be considered official by conference calls, or in a way that all parties involved can be simultaneously heard. In the event this definition is in conflict with Indiana State Law, or the Kiwanis International Constitution and Bylaws, current or as amended in the future, this definition shall be reconsidered. (4/02)

(SECTION THREE)

KIWANIS INTERNATIONAL BOARD POLICIES

DEFINITIONS

Policy - a basic principle by which the International Board guides the affairs and organization of Kiwanis International. (5/83) (A.1)

Procedure - an established method or manner by which the Constitution, Bylaws, and Policies of Kiwanis International are implemented. (5/83) (A.2)

INTERNATIONAL ADMINISTRATION

Purposes and Objectives of Kiwanis International - The purposes and objectives of Kiwanis are to promote service, friendship, and understanding among persons in the community and throughout the world. (5/83) (B.1)

Vision Statement - The Kiwanis International vision statement is: "Kiwanis International will be the world's leading organization engaging adult and youth volunteers to meet the needs of children." The International Board shall prepare, implement, and regularly review long range planning to help the organization attain its vision. (4/98) (B.2)

Duties and Responsibilities

International Board - The International Board shall define the Policies and shall have full management responsibilities and administrative authority in all matters of Kiwanis International. (Constitution, Art. IX, Sec. 2) (5/83)

International President - The International President shall be the chief executive officer, exercising general supervision over the work and activities of Kiwanis International. (Bylaws Art. VII, Sec. 1) (5/83)

Executive Director - The Executive Director shall be the chief administrative officer of Kiwanis International, the executive in charge of the International Office, and the editor of the KIWANIS magazine. (Bylaws Art. VII, Sec. 6) (5/83) (B.3)

Finance

Accounting Records and Procedures - Accounting records will be maintained and accounting procedures will be followed in accordance with generally accepted accounting principles. (5/83)

Annual Audit - Certified Public Accountants shall be employed to make an annual audit as required by the International Bylaws. (5/83)

Budgetary Controls - Kiwanis International will control its finances through an adequate budget system, and financial matters will be conducted on sound, conservative principles. The annual budgets for operations and capital expenditures shall be approved by the International Board. (5/83)

Reserves - Adequate operating and special reserves will be maintained to assure the financial soundness of Kiwanis International. (5/83) (B.4)

International Convention

International Board Authority - The International Board shall determine the dates and location of the annual International Convention and shall control and approve the Convention plans and program. (1/93)

Registration - The official document for submission of registration information and fees shall be the Kiwanis International Convention registration form or an identical copy thereof. (1/93)

Fund-Raising Activities - No individual, club, division, or district shall be permitted to conduct fund-raising activities at or in conjunction with the Kiwanis International Convention. (2/95) (B.5)

KIWANIS Magazine - The official publication of Kiwanis International shall be KIWANIS magazine. KIWANIS magazine will include articles of general public interest and articles promoting the purposes and objectives of Kiwanis International. All advertising must meet the standards established by the International Board. (5/83) (B.6)

Language - English shall be the official language of Kiwanis International for literature, printed materials, and communications to all clubs. The International Board may approve the use of other languages. (5/83)

The meetings of the Board Committees and International Board shall be conducted in English with simultaneous interpretations provided into other languages as required. (5/89) (B.7)

Equal Employment Opportunity - No employee or applicant will be discriminated against because of race, color, creed, sex, age, religion, physical handicap, or national origin. (5/83) (B.8)

Extension of Kiwanis

New Nation or Area - No Kiwanis club shall be formed in any new nation or area, unless such nation or area has first been approved by the International Board. (1/87)

Nondistricted Area - For clubs formed in nondistricted areas, the International President shall appoint the person authorized to present the club charter. Consideration will be given to financial costs, and generally the person so designated will be the Kiwanis International Accredited Representative. (1/87) (B.9)

Risk Management Program - It is Kiwanis International's mission to provide a Risk Management Program to its affiliate organizations, members, and volunteers with comprehensive insurance protection to enable continued community service while protecting Kiwanis' reputation and minimizing its exposure to loss. (2/95)

The objectives of the Risk Management Program are to: (2/95)

- A. Provide a comprehensive program of protection at a reasonable cost. (2/95)
- B. Effectively manage the risks presented by Kiwanis' daily activities. (2/95)
- C. Educate Kiwanis club members about the proper methods of preventing and controlling losses. (2/95)
- D. Monitor the program closely and make necessary changes on an ongoing basis to minimize Kiwanis' exposure to loss. (2/95)
- E. Fund not only insured losses, but also those losses not covered by standard insurance by building a "reserve" fund over time. (2/95) (B.10)

Conduct Unbecoming a Member of the International Board of Trustees - "Conduct unbecoming a member of the International Board of Trustees," in addition to the definition provided in Article XIII, Section 8, of the International Bylaws, is further defined as any of the following offenses committed while serving in office: (6/99)

- A. Engaging in offensive action, language, profanity, or derogatory statements of a racial, ethnic, or sexist nature. (6/99)
- B. Engaging in unwanted touching at any time. (6/99)
- C. Creating a hostile atmosphere. (6/99)
- D. Relating off-color jokes, ethnic jokes, and any derogatory statements or actions that are offensive on account of race, color, gender, creed, economic status, religion, or national origin. (6/99)
- E. Being convicted of a felony or being convicted of a misdemeanor involving moral turpitude. (6/99) (B.11)

Conduct Unbecoming a Member of the Kiwanis Family - "Conduct unbecoming a member of the Kiwanis family" (Kiwanis, Kiwanis Junior, Circle K, Key Club, Builders Club, K-Kids, and Aktion Club), is defined as any conduct that: (1/00)

- A. Is incompatible with the best interests of the public or of members of the Kiwanis family; or (1/00)
- B. Tends or threatens to harm the standing or reputation of the Kiwanis family in the local or global community. (1/00)

Violation of the policy defining "conduct unbecoming a member of the Kiwanis family" may result in disciplinary action against the offending member. Disciplinary action can result in a private reprimand, a public reprimand, or dismissal from the organization. A private reprimand is communicated to the individual violating the "conduct policy" as a warning. A public reprimand requires notification of the district board or district governor of the individual violating the "conduct policy." Dismissal means removal from the member's office or club. (1/00)

Any individual receiving written notice as provided in the applicable Bylaws shall be permitted to hear all evidence against him or her and be afforded the opportunity to provide evidence in his or her defense. The appropriate ruling body shall hear the evidence and determine what sanction, if any, shall be imposed, and such decision shall be final. (1/00) (B.12)

GENERAL

Anniversary of Kiwanis - The anniversary (birthday) of Kiwanis is January 21 of each year. (On January 21, 1915, the Kiwanis Club of Detroit received its charter from the State of Michigan.) (5/83) (C.1)

Contributions for Charitable Purposes - Without the specific approval of the International Board, Kiwanis International shall not accept any contributed funds designated to be used for charitable, educational, religious or eleemosynary purposes. (5/83) (C.2)

Contributions to or Endorsements of Other Organizations - An appeal to Kiwanis International from charitable, educational, eleemosynary or similar organizations to solicit contributions, support or endorsements from Kiwanis members or clubs must be approved by the International Board; however, a club or district may support or contribute to a local area request by a charitable, educational, eleemosynary or similar organization. (5/83) (C.3)

Use of Name or Emblem

International Board Authority - The official emblem or insignia of Kiwanis and other Kiwanis Family registered marks shall be established by the International Board. The names, emblems or insignias (or any facsimile) may not be used without the prior consent of the International Board, and permission may be granted if the permitted use is appropriate to the purposes and objectives of Kiwanis International. (1/92)

Items Not for Resale - Clubs, club members, divisions, districts, federations, and foundations are permitted and licensed to use the name Kiwanis and other Kiwanis Family registered marks and are permitted to have the official emblems printed on stationery, bulletins, and other merchandise reasonably necessary to their operation, provided that such merchandise is not resold for profit. (6/93)

Items for Resale - Clubs, club members, divisions, districts, federations, or foundations may purchase merchandise bearing the Kiwanis Marks which is intended for resale for profit or as a fund-raiser, only if such merchandise is acquired from the Kiwanis International Supplies Department or a licensed distributor. Individuals wishing to become licensed may do so by contacting the Executive Director. (10/96)

Worldwide Service Project - Clubs, club members, divisions, districts, foundations, federations, and licensees shall be permitted to use the Worldwide Service Project (WSP) trademarks on stationery, newsletters, and bulletins to promote the goals of this project. However, use of the WSP trademarks on merchandise shall remain exclusive to Kiwanis International for use on recognition and award merchandise. (6/93)

Responsibility for Protection - It is the responsibility of every Kiwanis entity and sponsored program and every individual Kiwanian to assure that the official Kiwanis-owned registered marks continue to enjoy the respect Kiwanis International has earned over the years. Their protection as registered marks from unauthorized use demands the highest priority. (1/92) (C.4)

Kiwanis International Foundation

Support to the Foundation - Kiwanis International shall encourage support of the purposes and objectives of and contributions to the Kiwanis International Foundation. (5/83)

Support from the Foundation - The Foundation will actively support the Objects, goals, purposes, and objectives of Kiwanis International and establish compatible fund-raising projects to enhance the Foundation's fund-raising ability. The Foundation shall distribute grants solely for Kiwanis-related activities or for activities that support the Objects, purposes, and objectives of Kiwanis International. (10/96)

Separate Corporation - While the Foundation was created to raise funds to support Kiwanis-related activities, the Foundation is a separate corporation. The Bylaws and Policies of the Foundation set forth its purpose and determine the manner in which its Board and staff shall function. (10/96)

IRS Designations - The ongoing success of the relationship between Kiwanis International and the Foundation depends upon the complete understanding by both organizations of the implications of their IRS designations as 501(c)(4) and 501(c)(3) organizations (respectively). (10/96)

Board Members - The selection of Foundation Board members shall be made as provided in the Foundation Bylaws. (10/96)

No officer or board member of any foundation affiliated with Kiwanis International directly or indirectly, shall, by virtue of his/her office, automatically become a member

BOARD POLICIES

of any board or other official body of Kiwanis International, a district, or a club. However, this shall not prevent a duly-elected officer of Kiwanis International or any affiliate thereof, by virtue of his/her election to that office, from serving in any capacity on the governing body of any foundation directly or indirectly affiliated with Kiwanis International. (10/96)

Joint Board Meeting - The Boards of Kiwanis International and the Kiwanis International Foundation shall conduct a joint meeting at least once each year. (10/96) (C.5)

Alcoholic Beverages - Alcoholic beverages shall neither be served nor consumed at any official function or meeting of a Kiwanis district or club unless the district board of trustees or the governing authority of nondistricted clubs shall have given approval for the serving and consuming of alcoholic beverages at official functions or meetings. (10/83)

Official function is defined as follows: (1) One for which attendance is granted under the official attendance rules; (2) One which begins when the presiding officer calls the meeting to order and is concluded also by the presiding officer's order. (10/83) (C.6)

Unscheduled Presidential Visit Requests - All requests for unscheduled visits by the International President must be submitted in writing through the Executive Director. The District Governor shall be notified by the Executive Director or designee of any request from a club or division for such a visit. Requests shall contain all details pertinent to the proposal, including how expenses shall be paid, the purpose for the visit, and an agenda which is designed to maximize the exposure of the President. At the discretion of the President and after consultation with those submitting the request, another International Officer may be made available for a visit. (4/97) (C.7)

DISTRICTS AND CLUBS

District - With the consent, and subject to the supervision and control, of the International Board, a district or structured grouping of clubs may be formed. Such district or structured grouping of clubs shall be an administrative unit of Kiwanis International. (10/95) (D.1)

Federation - A federation is an administrative unit that may be utilized by the International Board to administer a group of districts and/or nations. (5/83) (D.2)

Clubs

Chartering - The granting of a charter to a club in Kiwanis International shall be under the control of the International Board. Each club must adopt the Standard Form for Club Bylaws, modified only as approved by the International Board. (5/83)

Incorporation - Every Kiwanis club shall be incorporated within one (1) year following the presentation of its charter if the incorporation of clubs is the practice in the nation in which the club is located. (5/83)

Activities - A Kiwanis club may participate in activities and carry on proceedings consistent with the laws, mores, customs and traditions of the area in which the club exists, provided such activities and proceedings are not in conflict with the Constitution, Bylaws, Policies, or Objects of Kiwanis International and do not impugn the good name of Kiwanis. (10/96)

Autonomy - Each Kiwanis club has absolute autonomy in selecting its community service projects. (5/83)

International Extension Areas - Clubs shall be permitted to exist only in nations or areas which permit individuals the freedom of assembly, expression, and action necessary for a Kiwanis club to function in accordance with the Constitution, Bylaws,

and Policies of Kiwanis International. Upon the approval of the International Board, Kiwanis may be extended to new nations or areas. (5/83)

Nondistricted Areas - Clubs organized in nondistricted areas shall be subject to the direct supervision and control of Kiwanis International. (5/83)

Anniversary - The anniversary of a club shall be the day it was organized. (5/83) (D.3)

Fund-raising

Purpose - Monies received by Kiwanis clubs from fund-raising projects in which the public participates or from members or others for service activities sponsored by the club shall be segregated from the administrative funds of the club and shall be used only for the charitable, educational, religious, and eleemosynary activities of the club. (5/83)

Solicitation - All solicitations for funds by a Kiwanis club shall be confined to the general area in which the club functions, except by mutual understanding and agreement of clubs in the division, district, or area of solicitation. (5/83)

Licensees of Kiwanis International are permitted to make promotional direct mailings to club and district officers. A nonlicensee commercial organization, foundation, individual, Kiwanis club, or Kiwanis club member shall not circularize for sale any product or service, solicit funds, or promote any program or project to Kiwanis clubs or members within the district without prior approval of the district board of trustees. For nondistricted areas, prior approval must be obtained from the International Board. A Kiwanis club, Kiwanis club member, or district shall not circularize for sale any product or service, solicit funds, or promote any program or project outside the district, or a nondistricted club outside its area, without the prior approval of the International Board. (2/95)

No club shall be required to contribute gifts or souvenirs for any specific purpose. (5/83) (D.4)

Club or District Foundation - With the consent of the International Board, a district or club may form a foundation for charitable, educational, religious, or eleemosynary purposes. Such foundation must be incorporated. (5/83) (D.5)

SPONSORED ORGANIZATIONS - CIRCLE K

Circle K International - The Kiwanis International Board controls and is responsible for Circle K International and shall counsel, direct, and exercise final authority over all Circle K activities. (5/83)

Amendments to the Circle K Constitution and Bylaws - No amendments to the Constitution and Bylaws of Circle K International adopted by the delegates at a Circle K International convention or by the Circle K International Board shall become effective until approved by the Kiwanis International Board. (5/90)

Authority is vested in the Kiwanis International Board to make necessary changes to the Circle K International Constitution and Bylaws; and on having made these changes, the Kiwanis International Board will so inform the Circle K International Board of the changes made. (5/90)

Amendments to the Circle K International Policy Code and Board Procedures - No amendment to the Circle K International Policy Code and Board Procedures adopted by the Circle K International Board shall become effective until approved by the Kiwanis International Board. The only exception shall be those amendments which do not alter the intent of the original reading. These amendments may be approved by the Kiwanis

BOARD POLICIES

International Board Counselor and the Circle K International Director and subsequently reported to the Kiwanis International Board by the Board Counselor. (10/94)

Authority is vested in the Kiwanis International Board to make necessary changes to the Circle K International Policy Code and Board Procedures; and on having made these changes, the Kiwanis International Board will inform the Circle K International Board of the changes made. (10/94)

Administration and Service - The administration and service programs for Circle K on the International, district, and club levels shall comply with the Constitution and Bylaws of Kiwanis International and the Constitution of Circle K International, and with the Policies and Procedures adopted by the Kiwanis International Board. (5/83)

Districts - The board of trustees of each Kiwanis district is responsible for its Circle K district and shall counsel, direct and exercise authority over all Circle K activity on the district level. (5/83)

Clubs - Subject to policies and procedures approved by the school administration, the local Circle K club is both an activity and the responsibility of its sponsoring Kiwanis club. (5/83)

Finance - Separate accounting records, bank accounts and reserves will be maintained, and separate budgets will be prepared for Circle K International. (5/83)

Fund-raising - Subject to the approval of the Kiwanis district board of trustees and the Circle K district board of trustees, chartered Circle K clubs may participate in lotteries, raffles, drawings, or other games of chance, provided they are not in contravention of the laws, mores, customs, and traditions of the country, state, or province in which the clubs exist. (5/83)

Circle K clubs shall not solicit or circularize Kiwanis clubs, Key Clubs, or other Circle K clubs to augment their own fund-raising activities. (10/96)

All Circle K fund-raising plans and activities shall be compatible with the school, campus, and community policies and practices. (5/83)

Good Name of Kiwanis/Circle K - Circle K, by its conduct or activities, shall not impugn the good name of Kiwanis and/or Circle K, and should a violation occur, appropriate disciplinary action will be taken. (5/83) (E.1)

SPONSORED ORGANIZATIONS - KEY CLUB

Key Club International - The Kiwanis International Board controls and is responsible for Key Club International and shall counsel, direct and exercise final authority over all Key Club activities. (5/83)

Amendments to the Key Club Constitution and Bylaws - No amendment to the Constitution and Bylaws of Key Club International adopted by the delegates at a Key Club International convention shall become effective until approved by the Kiwanis International Board. (5/83)

Authority is vested in the Kiwanis International Board to make necessary changes to the Key Club International Constitution and Bylaws; and on having made these changes, the Kiwanis International Board will so inform the Key Club International Board of the changes made. (5/83)

Amendments to the Key Club International Board Policies - No amendment to the Key Club International Board Policies adopted by the Key Club International Board shall become effective until approved by the Kiwanis International Board. The only exception shall be those amendments which do not alter the intent of the original reading. These amendments may be approved by the Kiwanis International Board Counselor and the

Key Club International Director and subsequently reported to the Kiwanis International Board by the Board Counselor. (10/94)

Authority is vested in the Kiwanis International Board to make necessary changes to the Key Club International Board Policies; and on having made these changes, the Kiwanis International Board will inform the Key Club International Board of the changes made. (10/94)

Administration and Service - The administration and service programs for Key Club on the International, district, and club levels shall comply with the Constitution and Bylaws of Kiwanis International and Key Club International and with the Policies and Procedures adopted by the Kiwanis International Board. (5/83)

Districts - The board of trustees of each Kiwanis district is responsible for its Key Club district and shall counsel, direct, and exercise authority over all Key Club activity on the district level. (5/83)

Clubs - Subject to policies and procedures approved by the school administration, the local Key Club is both an activity and the responsibility of its sponsoring Kiwanis club. (5/83)

Finance - Separate accounting records, bank accounts, and reserves will be maintained and separate budgets will be prepared for Key Club International. (5/83)

Fund-raising - Key Clubs shall not solicit or circularize Kiwanis clubs, Circle K clubs, or other Key Clubs to augment their own fund-raising activities. (10/96)

All Key Club fund-raising plans and activities shall be compatible with the school, campus, and community policies and practices. (5/83)

Good Name of Kiwanis/Key Club - Key Club, by its conduct or activities, shall not impugn the good name of Kiwanis and/or Key Club, and should a violation occur, appropriate disciplinary action will be taken. (5/83) (E.2)

OTHER SPONSORED ORGANIZATIONS - LOCAL LEVEL

Authorized Sponsorship - Without the consent of the Kiwanis International Board, no district, club, or group of clubs may sponsor beyond the club level any organization except Circle K, Key Club, or in Europe, Kiwanis Junior clubs. (6/91)

Kiwanis Marks - No Kiwanis club may sponsor any organization using a copyrighted name owned by Kiwanis International unless such organization is formed under and in accordance with the programs, Policies and Procedures of Kiwanis International. (6/84) (E.3)

INTERNATIONAL PROCEDURES

INTERNATIONAL BOARD AND COMMITTEES

INTERNATIONAL BOARD RESPONSIBILITIES

Administration - The International Board is the administrative body of Kiwanis International. The Board has control over finances and affairs of Kiwanis International. (4/86) (100.1)

Functioning - The International Board shall function as follows:

- Through meetings of the Board as a whole.
- Through members of the Board acting as counselors to districts.
- Through committees of the Board itself. (1980) (100.2)

INTERNATIONAL BOARD MEETINGS

Minutes - The Executive Director shall send copies of the minutes of all International Board meetings to all Board members, all Past International Presidents and, upon annual request, one copy to each district office, and to any former International Board members who are still members of a Kiwanis club. (10/96) (101.1)

Language - Materials to the International Board shall be provided in English. If a Board member is not fluent in the English language, that individual shall be required to arrive at the site of each Board Meeting up to two days in advance of Board meetings, as determined by the International President or designee, at which time an interpreter will be provided by Kiwanis International to review materials with the Board member. (10/96) (101.2)

CONDUCT UNBECOMING A MEMBER OF THE INTERNATIONAL BOARD OF TRUSTEES

Violation of the policy defining "conduct unbecoming a member of the International Board of Trustees" may result in disciplinary action against the offending Kiwanian. Disciplinary action can result in a private reprimand, a public reprimand, or dismissal from the organization. A private reprimand is communicated to the individual violating the conduct policy as a warning. A public reprimand requires notification of the district board or district governor of the individual violating the conduct policy. Dismissal means removal from International Office. (6/99)

Any individual receiving written notice as provided in Article XIII, Section 8, of the International Bylaws, shall be permitted to hear all evidence against him or her and be afforded the opportunity to provide evidence in his or her defense. The Kiwanis International Board shall hear the evidence and determine what sanction, if any, shall be imposed. The decision of the International Board shall be final. (6/99) (103)

KIWANIS INTERNATIONAL BOARD COUNSELORS TO KEY CLUB AND CIRCLE K INTERNATIONAL BOARDS

Appointments - Annually, the International President-elect shall appoint two (2) members of the International Board to the positions of Counselor to the Key Club International Board and Circle K International Board, respectively. These appointments shall be announced no later than the annual April/May Meeting of the Kiwanis International Board. (4/97) (105.1)

Term - The International Board Counselors shall each serve a term congruent with the term of the respective youth board. (1/93) (105.2)

Duties and Responsibilities - The Counselors to the Key Club International Board and Circle K International Board shall be the designated representatives of the Kiwanis International Board to the respective youth boards. They shall act as liaisons between the two Boards, facilitating communication and understanding between each. Specific duties shall be, but are not limited to, the following: (1/93)

A. Attend and participate in the following meetings of the respective youth organization, providing input and guidance as needed: (1/93)

- Board Meetings; (1/93)
- International Conventions that occur prior to and during the Counselor's appointed term; (2/95)
- Board Training Conference; (1/93)
- Governors/Administrators Training Conference; (5/94)
- Midyear Administrators' Meeting. (2/95)

At each of these meetings, the Counselor shall report to the youth leadership on the activities of the Kiwanis International Board, as they relate to the youth organization. (1/93)

B. Communicate regularly with staff and members of the respective youth board concerning goal attainment and activities of the organization. (1/93)

C. Report at each meeting of the Kiwanis International Board on the accomplishments, goals, direction, needs, and challenges of the respective youth organization. (1/93) (105.3)

INTERNATIONAL COMMITTEES GENERAL INFORMATION

International Board Approval - The International President-elect shall appoint the International Committee Chairmen by the January/February Board Meeting and the International Committee Members by the April/May Board Meeting and shall secure International Board approval of these appointments at the respective International Board meetings. (10/96) (120.1)

Announcement of Appointments - Following the International Board meeting at which appointments to International Committees are approved, they may be announced. (10/96) (120.2)

Programs and Projects - The International Board must approve any project or program requiring Kiwanis International funds. (10/96) (120.3)

Contests and/or Awards - The International Board must approve any contest or award proposed by an International Committee or Committee member. (10/96) (120.4)

Surveys - The Executive Director and International President must approve any survey of clubs requested by an International Committee. (10/96) (120.5)

Reports - Each committee shall submit reports, including a final report of the year's activities, to the Executive Director or designee on dates specified by the Executive Director or designee. The Executive Director or designee shall present these reports to the appropriate International Board Committee at regularly scheduled meetings of the International Board. (10/96) (120.6)

INTERNATIONAL PROCEDURES

Eligibility for Appointments - Membership of International, district and club committees shall be limited to those who are Kiwanians. Where advisable, a committee may utilize non-Kiwanians with special expertise as consultants or resource persons. (1980) (120.7)

Chairmen Appointments - For appointment as International Committee Chairmen, the International President-elect should consider persons who have served as members of respective committees for at least one (1) year prior to appointment to the Chair. (5/93) (120.8)

PAST INTERNATIONAL PRESIDENTS

Meetings of the Committee - The Committee of Past International Presidents shall meet prior to each Council meeting and shall report its recommendations to the Board of Trustees. The agenda for meetings shall be prepared by the Committee Chairman. (10/96) (122.1)

Selection of the Chairman - The Past International President who served as International President three years previously shall be the Chairman of the Committee of Past International Presidents. If the appropriate Past International President cannot serve or chooses not to serve, the Past International Presidents shall select a member of the committee to serve as chairman. (10/96) (122.2)

INTERNATIONAL RESOLUTIONS COMMITTEE

Membership - The Chairman of the Resolutions Committee shall be appointed by the President-elect for the administrative year. Committee membership shall include at least one (1) Kiwanian from Europe, Asia-Pacific, or Latin America to assure international representation. If translation or interpretation is necessary, it shall be arranged by the Executive Director or designee. (9/99) (123.1)

Types of Resolutions - Resolutions shall relate to matters of broad concern to Kiwanis International. There shall be no resolutions on Kiwanis administrative or structural matters or on partisan political matters. There shall be no resolutions commending living individuals other than the traditional resolutions of appreciation for hospitality provided or resolutions of a like nature. Memorial resolutions shall be limited to Kiwanians who, at the time of death, were members of the International Council. Only the International Board may propose memorial resolutions for Kiwanians who are not members of the International Council at time of death. (4/97) (123.2)

Publication of Resolutions - Publication of proposed resolutions shall have a preceding statement drawn by the committee explaining the intentions of the particular resolutions being presented and the functioning of the Resolutions Committee. (10/96) (123.3)

INTERNATIONAL CONVENTIONS

CONVENTION SITE SELECTION

Primary Criteria - For a city to be considered as the site of a future Kiwanis International Convention, the following primary criteria must be met: (2/94)

1. Meeting Space

- a. Exhibit Hall: the Exhibit Hall must measure at least 60,000 gross square feet. (2/94)
- b. Breakout Space: The facility or facilities must have at least 30 individual meeting rooms with the ability to hold meetings ranging in size from 50 to 1,000 attendees located within or adjacent to the Exhibit Hall. (2/94)
- c. General Sessions: The facility must be capable of seating 9,500 persons with no more than 5,000 seats on the floor and the remaining seats to be either arena

seating or telescopic seating. The facility must be located within one mile of the Exhibit Hall. (2/94)

d. Other: All facilities must include air-conditioning, light, and power. Also, all facilities must comply with or be in the process of complying with the provisions established in the Americans with Disabilities Act (for United States conventions) or applicable laws in other countries. (2/94) (130.1)

2. Hotels

a. In no more than 25 hotels, at least 5,500 sleeping rooms, of which at least 3,000 must be within three (3) miles of the proposed meeting facilities. (2/94)

b. Proposed hotels must have full-service restaurants and sufficient meeting space to accommodate at least two district dinners simultaneously and two district caucuses simultaneously. (2/94) (130.1)

3. Airport

a. Must be located within 35 miles of the proposed meeting facilities. (2/94)

b. Must be an airport that is listed as an International Airport. (2/94)

c. Must have at least 8,000 passenger seats flown into the city per day to meet the demand based on projected attendance. (2/94) (130.1)

4. Confirmation of Available Dates: The convention and visitor's bureau of the city shall receive the bid specifications from Kiwanis International and shall be responsible for submitting the proposal to Kiwanis International. The proposal must include a guarantee of first-option space to Kiwanis International in order for the city to receive further consideration. (1/97)

A list of cities that have submitted a proposal and meet the primary criteria will be submitted by staff to the International Board and/or appropriate International Board Committee each year at the October Board Meeting for consideration. The International Board shall approve up to three (3) cities to be surveyed by staff to determine each city's ability to host the Convention. (1/97) (130.1)

Secondary Criteria - In addition to the primary criteria, cities wishing to host a Kiwanis International Convention shall also be judged on certain secondary criteria, which shall include but not be limited to: (1/97)

1. The ability to host the Convention on the Kiwanis International preferred dates, which are in the time period from the fourth Friday of June to the following Tuesday.

2. The costs for hotel rooms, convention shuttle, meeting facility rental, labor rates, and air transportation for attendees. (2/94)

3. Sight-seeing and attractions available. (2/94)

4. Financial incentives and other factors offered by hotels, the convention and visitors bureau, and the convention center which would lower the cost of conducting the Convention in a given city. (2/94) (130.2)

District Input - In the event that two or more cities within the same Kiwanis district submit proposals to host the Kiwanis International Convention, it shall be the responsibility of that district's board to recommend which city or cities should receive further consideration. When only one city within a Kiwanis district has submitted a proposal to host the Kiwanis International Convention, staff will inform the district governor and district secretary to determine if the district has any concerns of which the governor and secretary are aware about the city being selected as the site for a future International Convention. (4/99) (130.3)

INTERNATIONAL PROCEDURES

Final Report - A final report on all cities recommended by the International Board to be surveyed shall be presented at the May meeting of the International Board. (2/94) (130.4)

Contracting - Once the International Board has selected a host city for the Kiwanis International Convention, staff shall begin the process of executing the necessary letters of agreement/contracts to secure the space for Kiwanis International. (2/94) (130.5)

CONVENTION FINANCING

Self-Supporting - Kiwanis International conventions will be self-supporting and will be financed by the registration fees and other convention income. (4/98) (131.1)

Registration Fees - All active, senior, and privileged members of Kiwanis clubs will be required to register at the established member fee. Only those persons not holding membership in a Kiwanis club may register at the spouse/guest fee. (4/98) (131.2)

For more information on registration fees, see also: (4/98)

- Registration Fees for Soloists or Musical Groups
- Registration Fees for Exhibitors
- [Registration for] Families of Int'l. President and President-elect
- [Registration for] Spouses, Partners, and Guests of Kiwanis
- Voting by Staff

CONVENTION MUSIC

Registration Fees for Soloists or Musical Groups - All Kiwanians or spouses who are soloists or members of musical groups are required to pay registration fees. No registration fee is required of soloists or musical groups who are not Kiwanis members or spouses of members, and they will be furnished courtesy badges. Groups, when in uniform, may be admitted without courtesy badges to assigned sessions and other non-special convention activities. If a musical group is composed of Kiwanis members and nonmembers, the nonmembers will be furnished courtesy badges. (1980) (132.1)

Convention Budget - The convention budget shall not include any provision for the payment of the expenses of any soloist or musical group sponsored by a Kiwanis club, division, or district. (1980) (132.2)

HOUSE OF DELEGATES

Convention Parliamentarian - Subject to approval by the International Board, the Convention parliamentarian shall be appointed by the International President and shall be certified by the National Association of Parliamentarians. (5/90) (133.1)

Delegate-at-Large Status - A delegate-at-large must surrender at-large status to represent a specific club, or a delegate representing a specific club must surrender that status to become a delegate-at-large. (9/99) (133.2)

Past District Governors as Delegates-at-Large - By May 1 of each year, the district secretary shall certify to Kiwanis International the names of the past district governors who are active, senior, and privileged members of clubs in that district (including past district governors of other districts), and such past governors shall be given credentials as delegates-at-large at the International Convention. The Credentials Committee may certify as a delegate-at-large a past governor who may have been omitted from such a list. (1980) (133.3)

Only One Delegate Status - In any case, a Kiwanian shall be entitled to only one delegate status (delegate-at-large or delegate) and one vote. (9/99) (133.4)

Delinquent Clubs at Convention - Prior to the International Convention, each club that is financially delinquent to Kiwanis International will be informed that its official delegates cannot be seated unless such delinquency is paid. The Certificate of Election of Delegates and Alternates sent to all clubs shall also carry this information. (10/94) (133.5)

Standing Rules for the House of Delegates

- Rule 1 - The official language of this convention shall be English. Simultaneous interpretations shall be available in several languages, as designated in the official program. (10/96)
- Rule 2 - Only delegates with official delegate badges may present or speak on motions and vote. (1980)
- Rule 3 - Only delegates may be seated in the area designated for delegates. (1980)
- Rule 4 - The House of Delegates shall allow delegates to leave and re-enter; however, ballots shall not leave the House. (1/01)
- Rule 5 - Any main motion of amendment shall be written in English, signed by the maker and seconder, and presented to the Executive Director before it is moved. (1980)
- Rule 6 - No delegate may speak more than three (3) minutes at a time unless allowed to do so by the orders of the day or by a majority vote of the delegates. (1980)
- Rule 7 - No delegate may address the assembly a second time on the same question until all delegates who desire to speak on the topic have spoken. (1980)
- Rule 8 - The maker of a motion shall be entitled to speak first in support of such motion or may immediately yield the floor to another delegate. (1980)
- Rule 9 - Debate shall alternate between those speaking for and those speaking against a motion. (1980)
- Rule 10 - Microphones shall be designated by number. Speakers for the main motion shall use the odd-numbered microphones, and speakers against the main motion shall use the even-numbered microphones. The chairperson will recognize microphones in rotating order. (1980)
- Rule 11 - A delegate shall not speak for or against a motion and move to close debate on the same recognition. (1980)
- Rule 12 - An assistant Sergeant at Arms shall be positioned at each microphone to relay to the chairperson priority motions, such as a point of order, a point of information, etc. (1980)
- Rule 13 - Candidates for the offices of International President and President-elect shall have one (1) nominating speech not to exceed three (3) minutes and a seconding speech not to exceed one (1) minute. (1980) (1/02)
- Rule 14 - Candidates for the office of International Vice-President/Treasurer shall have a nomination not to exceed one (1) minute with no second; shall personally address the House of Delegates for no more than five (5) minutes and shall take two (2) standard questions (posed to all candidates for Vice-President/Treasurer). Answers to questions shall not exceed one (1) minute. In the event of a run-off election, each of the candidates involved shall return to the stage before the second ballot to present remarks not to exceed two (2) minutes. (1980) (1/02)

INTERNATIONAL PROCEDURES

- Rule 15 - Candidates for offices above the level of International Trustee whose remarks require interpretation shall be allowed no more than ten (10) minutes for the presentation of their remarks, and interpretation combined and shall be allowed two and one-half (1/2) minutes per question for their answer and interpretation combined. Candidates must provide their own interpreter. (2/96) (1/02)
- Rule 16 - Candidates for the office of International Trustee shall have a nomination not to exceed one (1) minute with no second; and shall personally address the House of Delegates for no more than three (3) minutes. (1/99) (1/02)
- Rule 17 - Candidates for the office of International Trustee whose remarks require interpretation shall be allowed no more than six (6) minutes for the presentation of their remarks and interpretation combined. Candidates must provide their own interpreter. (10/96) (1/02)
- Rule 18 - Any candidate who is unopposed for office may be elected by a voice vote. When there is a sole candidate for a guaranteed seat for Regions II, III, or IV, that candidate shall be declared by the Executive Director to the House of Delegates. The nominee shall be listed with all other candidates. The presiding officer shall call for nominations from the floor during the House of Delegates. If the nominee remains the sole non-U.S. candidate for the office of International Trustee, the presiding officer will declare the nominee elected. The presiding officer shall then announce the remaining number and term(s) of the Trustees to be elected. (1/88) (1/02)
- Rule 19 - Debate on any proposed resolution or amendment to the Constitution and Bylaws, including all amendments thereto, shall be limited to 15 minutes. (1980) (1/02)
- Rule 20 - A motion to move the previous question will not be in order until 15 minutes of debate has taken place or all microphones are clear. (1980) (1/02)
- Rule 21 - Nominating speeches for officers may not be waived. (5/90) (1/02)
- Rule 22 - If the first session of the House of Delegates is a morning session, it shall be adjourned at or near noon. Subject to the discretion of the chair, no proposed amendment to the Constitution and Bylaws shall be introduced later than 15 minutes before the scheduled adjournment of any morning or afternoon session. Any proposed amendment not considered on that day shall be considered during the second session of the House of Delegates. (1980) (1/02)
- Rule 23 - Any of the above rules may be suspended by a two-thirds (2/3) vote. (1980) (1/02)
- Rule 24 - *Roberts Rules of Order Newly Revised* shall be the parliamentary authority for all matters of procedure not specifically covered by the Constitution and Bylaws of Kiwanis International and these standing rules. (1980) (1/02)

EXHIBITS

Approval of Exhibitors – Exhibit approval shall be granted upon receipt of the following:

1. The completed application form;
2. The required fee;
3. The exhibitor's tax identification number;
4. Samples of all literature, products, merchandise, goods and services to be distributed, displayed, promoted, or sold by the exhibitor. (10/02)

Categories - The categories of exhibits shall be:

- 1. Nonprofit or Not-for-profit Organization:** An outside organization seeking support from Kiwanians and/or Kiwanis clubs to further develop its goals and objectives. [Note: \$350 per booth; an increase of \$50 per booth.] (10/02)
- 2. For-profit (commercial) Kiwanis Licensees:** Kiwanis licensed and in-good-standing for profit businesses offering merchandise, programs, products or services that may be of interest to Kiwanians and/or Kiwanis clubs. [Note: \$750 per booth; an increase of \$350 per booth from existing "fundraiser fee."] (10/02)
- 3. For-profit Commercial Businesses, Companies, Corporations, or Organizations:** A for-profit business offering merchandise, programs, products, or services that may be of interest to Kiwanians and/or Kiwanis clubs. [Note: \$1000 per booth; an increase of \$500 per booth from existing "commercial" fee.] (10/02)

Selection Criteria – To be approved as an exhibitor at the Kiwanis International Convention, one or more of the following criteria must be met:

1. Previously exhibited at one or more Kiwanis International conventions; (10/02)
2. One or more Kiwanis clubs currently working with the exhibitor. (10/02)
3. Conformity of the programs, products, or services with the criteria for products and services accepted for advertising in KIWANIS magazine. (10/02)
4. The potential interest of the exhibitor's programs, products, services, or merchandise to Kiwanis member and/or clubs. (10/02)

Facilities - Facilities provided by Kiwanis International shall be indicated in the initial invitation to exhibit. All other expenses and services incidental to the exhibit shall be at the expense of the exhibitor. (10/02)

Permitted Activities - Permitted activities are:

1. The distribution and display of pre-approved literature and/or product samples from within the assigned booth space. (1/97) (10/02)
2. The utilization of audio/visual equipment, so long as the volume does not disturb surrounding exhibitors. (1/97) (10/02)
3. The taking of orders for the sale of pre-approved merchandise, products, goods, or services. (1/97) (10/02)
4. Conducting a drawing or other giveaway from within the assigned booth space as long as it does not involve the exchange of money, as in the purchasing of a chance or raffle ticket. (5/90) (10/02) (134.2)

Prohibited Activities - Prohibited activities are:

1. The sale, display, or distribution of merchandise, products, goods or services outside the assigned booth space. (5/90) (10/02)
2. Conducting a drawing or any other contest of chance or skill that involves the exchange of money, as in the purchasing of a chance or raffle ticket. (1/97) (10/02)
3. Presenting gifts to employees of Kiwanis International. (1980)
4. Using any sound amplification or lighting equipment or any other technique that is distracting to surrounding exhibitors. (1/97)
5. The sale, display, or distribution of merchandise, products, goods, or services not approved in advance by Kiwanis International. (10/02)

INTERNATIONAL PROCEDURES

6. The sell of any merchandise, product, goods or services offered by Kiwanis International, The Kiwanis Family Store, or Kiwanis International's subcontracted vendors. (1/97) (10/02) (134.2)

Registration Fee for Exhibitors- Any Kiwanis member or spouse who is an exhibitor or an assistant to an exhibitor is required to pay the appropriate registration fee. Any nonmember exhibitor or an assistant to an exhibitor is not required to pay a registration fee. (1/97) (134.3)

Copy of Exhibit Procedures - A copy of these exhibit procedures shall be provided to exhibitors. (1/97) (10/02) (134.3)

ESTABLISHING DISTRICT ATTENDANCE QUOTAS

Determination – Convention attendance goals for North American districts at North American conventions shall be determined by averaging the following three (3) figures:

- A. The percentage of active membership multiplied by a distance factor. (North America is divided into thirds. The area nearest the convention city is charged with 5 percent of active membership; the area in the mid-range is charged with 3.5 percent; and the most distant areas are charged with 2 percent.) (4/01)
- B. The active number of clubs multiplied by two. (This number represents a district's voting potential.) (1980)
- C. The three-year average convention attendance for the district. (1980)

Convention attendance goals for North American districts at non-North American conventions shall be two (2) percent of the district's active membership. Non-North American districts within the region of a non-North American convention also shall have a goal equal to two (2) percent of the district's active membership. All other districts shall have a goal equal to one (1) percent of the district's active membership. (10/01) (135.1)

Three-Year Average -Goals at North American conventions for districts in Europe, Asia-Pacific, and Latin America will be based on a three-year average convention attendance. In no case, however, shall any district's goal be fewer than five (5) persons. (4/01) (135.2)

Host District Exception - The exception to this formula shall be the host district, whose goal shall be equal to 14 percent of the district's active membership. The host year will not be used for calculation of goals for subsequent years. (4/01) (135.3)

International Board Review - Any district wishing to have its attendance goal reviewed by the International Board must submit a written request to the Executive Director no later than November 1 of the year in which the goals are announced. (4/01) (135.4)

REGISTRATION

Families of International President and President-elect - Registration fees shall be waived for the families of the International President and President-elect, except when those family members are Kiwanians designated as official voting delegates. All voting delegates must pay the appropriate member registration fee. (1/97) (138.1)

Spouses, Partners, and Guests of Kiwanians - No spouse, partner, or guest of any Kiwanian may attend any session, forum, or other activities at the Kiwanis International Convention unless such person has paid the appropriate registration fee. (1/97) (138.2)

DISTRIBUTION OF LITERATURE OR ITEMS

The distribution of literature or items which have not been approved by the Kiwanis International Board shall be prohibited during International Conventions inside exhibit halls and meeting rooms contracted by Kiwanis International. (4/00) (139)

INTERNATIONAL OFFICE

SMOKING PROHIBITED IN THE INTERNATIONAL OFFICE

Smoking inside the International Office building is prohibited. (5/93) (154)

VOTING BY STAFF PROHIBITED

A member of the Kiwanis International Office Staff shall not vote at Kiwanis International Conventions and district conventions. A staff member shall also not vote during that portion of the division conference at which the lieutenant governor or lieutenant governor-elect is elected. In the event that a staff person is named as a delegate for the purpose of club representation credit, a registration fee for the appropriate convention shall be required. (6/89) (156)

RECORDS IN THE INTERNATIONAL OFFICE

Kiwanis International shall keep at a location within Indianapolis, Indiana, correct and complete books and records of account, and correct and complete records of all transactions of Kiwanis International, and complete and correct minutes of the proceedings of its International Board and Board Committees. It shall also keep at its office records of its clubs, stating the names and addresses of all clubs. Financial or accounting records may be kept in written form or in any other form capable of being converted to written form within a reasonable time. (157)

Contracts and Agreements - Standard contracts and licensing agreements shall be kept in files at the International Office and be available upon request to International Board members and proper staff personnel. (5/88) (157.1)

Request to Examine Records - The books and records of Kiwanis International, Key Club International and Circle K International shall be open for inspection by any member of the Kiwanis International Board. (5/93)

Any club, upon written demand stating the purpose therefore, shall have the right to examine in person or by agent or attorney, at any reasonable time or times for the parties, for any proper purpose, all of Kiwanis International's books, papers, records of account, minutes, and records of clubs, and shall have the right to make copies thereof or extracts therefrom at the club's expense.

Documents involved in litigation and personnel records shall not be subject to examination by a club or its agent or attorney in the absence of an order of a court of competent jurisdiction. (6/89) (157.2)

TOURS OF THE INTERNATIONAL OFFICE

The staff of the International Office shall extend normal courtesies to incoming tour groups from any part of the world, including a tour of the International Office, but shall have no official obligations beyond that. (5/93) (157.3)

KIWANIS MAGAZINE

NATURE OF PUBLISHED MATERIAL

Articles, advertisements, or other matter published in KIWANIS magazine should reflect fairly on institutions, businesses, professions, religions, customs, and organizations, and be consistent with the Objects, objectives, current resolutions or current programs of service of Kiwanis International or clearly defined policy of Kiwanis International. (4/99) (160.1)

ARTICLES AND EDITORIALS

Selection - Articles and editorials shall be chosen to interpret, amplify, and extend Kiwanis' Objects, objectives, programs of service, current resolutions, and ideals, both in specific topics and in general application. (4/99)

Policies and Positions - There shall be published several times each year editorials by the Editor, or by an officer of Kiwanis, or by a competent writer with Kiwanis background and experience, which shall state the policy or position of Kiwanis International on matters embraced in the Objects, objectives, current resolutions, and current programs of service of Kiwanis International. (4/99)

Approval - All editorials shall be approved for publication by the Editor. (5/93) (160.2)

ADVERTISING

KIWANIS magazine will make every effort not to accept advertising: (4/99)

- A. That is fraudulent or misleading. (1/97)
- B. That is vulgar, suggestive, repulsive, or offensive. (1/97)
- C. Which constitute attacks of a personal character or that contain uncalled-for reflection on other advertisers. (1/97)
- D. Of products containing habit-forming or dangerous drugs; offers of free medical treatment; or offers that claim to cure. (1/97)
- E. That are considered "bait and switch" advertisements. (4/99)
- F. For direct solicitation of funds. (1/97)
- G. Of alcoholic beverages. (1/97)
- H. Of products that contain tobacco. (1/97)
- I. Which attack the ethics and standard practices of the professions and other classifications in our membership. (1/97) (161)

CRITERIA FOR PUBLICATION OF CLUB ACTIVITIES

Space limitations prevent publication of routine club activities such as news of club meetings, anniversaries, speakers, and presentations. Reports selected shall be limited to successfully completed or established service or fund-raising projects. Priority will be given to projects of an unusual or innovative character. (4/99) (162)

MAGAZINE SUBSCRIPTIONS

Subscription Price - Each club in the United States and Canada (excluding the French-speaking clubs in Canada) shall pay for each member a subscription price of US \$10 annually for KIWANIS magazine. Subscriptions are required for each honorary member, unless that member is an active, privileged, or senior member of another Kiwanis club. If spouses are both members of a Kiwanis club, one spouse can choose not to subscribe. Members who belong to more than one Kiwanis club shall pay for only one subscription, through their primary club. (9/00)

The subscription price of KIWANIS magazine for Kiwanians outside the United States and Canada is US \$12 annually. (9/00) (163.2)

International Extension Areas - The subscription to the English translation of KIWANIS magazine shall be made available to the members of clubs in international extension areas at the regular subscription rate plus the cost of handling and delivery. (7/88) (163.3)

Bulk Orders - Kiwanis magazine is available in bulk orders at the cost of the current annual subscription price per number of copies ordered, plus annual mailing costs to the point of destination. (10/94) (163.4)

Nonmember Price - Each nonmember subscriber shall pay US \$18.00 annually for Kiwanis magazine. (9/00) (163.5)

REGIONAL MAGAZINES

A regional magazine shall adhere to the procedures which govern the official publication, Kiwanis magazine. (Additional procedural information is available from Kiwanis International upon request.) (6/91) (164)

INSURANCE

INTERNATIONAL BOARD MEMBERS' INSURANCE

Travel Accident Policy - The Executive Director shall contract for travel accident insurance for the International Board and selected Kiwanis employees, who through the nature of their position, are required to travel extensively. (6/82) (170.2)

Officers and Directors Liability Insurance - Officers and directors liability insurance shall be purchased for the protection of the members of the International Board. (6/82) (170.4)

ADMINISTRATIVE FEE FOR COMPREHENSIVE LIABILITY INSURANCE PROGRAM

An administrative fee shall be budgeted and charged to the comprehensive liability insurance program, and that fee shall be reviewed annually. (5/93) (171)

INVESTIGATION OF LIABILITY CLAIMS

Investigative Team - An investigation team shall be established to monitor selected bodily injury and property damage claims against Kiwanis International. A team will consist of a minimum of three people: A member of the International Board appointed by the International President, the Executive Director or designee, and the Insurance broker. (10/90)

Types of Claims - The team will conduct an on-site investigation of the following type claims:

- A. A claim resulting in the death of any individual. (1/90)
- B. A claim resulting in any loss of limb. (1/90)
- C. A claim resulting in bodily injury or property damage with expected cost in excess of US \$25,000. (1/90)
- D. A claim resulting in potential damage to the name of Kiwanis International. (1/90)

Costs - All costs associated with the investigation shall be charged to the comprehensive general liability insurance program. (1/90) (172)

KIWANIS MARKS

PURPOSE

The purpose of the Kiwanis name, emblem, and insignia is to identify with Kiwanis International an individual, a group of individuals, a piece of printed matter, an object, or an article. Permission to use the Kiwanis name or emblem in any manner shall be granted only if the permitted use is appropriate to the Objects, purposes, and objectives of Kiwanis International. (1980) (175.1)

PERMITTED USES

General - Except as provided in the procedure on “District Foundations-Name” and “Club Foundations-Names,” no corporation or unincorporated association shall use the words “Kiwanis” or “Kiwanis International” in its name, nor shall it use in any way the registered service marks or collective membership marks owned by Kiwanis International including, but not limited to the following, hereinafter referred to as Kiwanis Marks, unless the express written consent of the International Board is first obtained: (4/97)

- “KIWANIS”
- “K IN CIRCLE”
- “CIRCLE K”
- “K (INTERNATIONAL) IN CIRCLE”
- “KIWANIS INTERNATIONAL”
- “K IN GLOBE (KIWANIS INTERNATIONAL)”
- “KEY CLUB AND K IN CIRCLE”

Trade or Business - Unless approved by the International Board, consent shall not be given where the proposed use of the Kiwanis Marks would be by a corporation or unincorporated association which regularly carries on a trade or business including, but not limited to, nursing homes, retirement homes, and hospitals. (5/91)

The name, emblem, or insignia of Kiwanis International may be used on an article or object as noted below, if first approved by the International Board, on an individual case basis: (10/96)

1. As part of a business promotion, or (10/96)
2. In conjunction or association with the name or trademark of a commercial enterprise. (10/96)

Endorsement - No corporation or unincorporated association shall represent or hold out to the public that it is endorsed or supported by Kiwanis International or any of its districts or federations or by any chartered club, without the express written consent of the Executive Director upon approval by the International Board. (10/96)

Licensing - No licensing agreement for the use of Kiwanis Marks shall be entered into on behalf of Kiwanis International without the express written consent of the Executive Director, using the appropriate standard licensing agreement approved by the International Board. (10/96)

Tours - The name of Kiwanis International shall not, without specific International Board authorization, be used in any way to indicate Kiwanis International sponsorship of any group tour. (5/93)

Past Office Holders - A Kiwanian who has been elected to an office and who has actually served any portion of the term of such office shall be entitled to the insignia and other recognition as a past holder of such office. A Kiwanian who has been elected to, but has not served in an office of Kiwanis, shall not be entitled to the insignia or any other recognition as a past holder of such office. (4/97)

Informing Applicants - The Executive Director shall inform applicants for the use of Kiwanis Marks of any action taken by the International Board. (1980)

Club Use - Nothing in this procedure shall be construed as forbidding the incorporation or reincorporation of a chartered club “in good standing.” (5/85) (175.2)

USE WITH COLLECTIVE REFERENCE TO SPONSORED PROGRAMS

When a collective reference is made to the sponsored programs of Kiwanis International, the names and logos of all sponsored programs are to be included on the materials. (10/90) (175.3)

PROHIBITED CASES

In considering requests for permission to use the name or emblem of Kiwanis International, the name, emblem, or insignia shall not be used on an article or object: (4/97)

- A. Which is in poor taste, or (1980)
- B. Which is of inferior quality or poor workmanship, or (1980)
- C. On which the name, emblem, or insignia is inaccurately or inartistically reproduced, or (1980)
- D. In the normal use of which the name, emblem, or insignia would be defaced or distorted, or (1980)
- E. Which is to be offered for sale to the general public other than as a fund-raising project of a Kiwanis club, or (1980)
- F. Which contains alcoholic beverages, or (1980)
- G. Which contains tobacco, or (10/96)
- H. Which contains habit-forming or dangerous substances, or (10/96)
- I. Which may be used for gambling purposes, or (1980)
- J. Which will substantially compete with similar items listed in the official Kiwanis Supplies Catalog. (1980) (175.4)

LICENSING

The Executive Director shall have authority to approve nonexclusive licensing applications/agreements which allow suppliers to produce, promote, and/or sell merchandise bearing Kiwanis Family registered trademarks. Where possible, staff shall attempt to license the manufacturer of the product. If this is impractical, the licensee shall complete a Third Party Manufacturer's Agreement and shall supply the name and address of the manufacturer upon Kiwanis' request. Licensee candidates shall adhere to the terms of the agreements, including correct and timely reporting of sales, and payment of royalties and fees. Types of licensing agreements shall be limited to: (2/94)

Catalog Merchandise Distributor License - Restricted to territories outside of the United States, this license allows the distributor to re-sell Kiwanis Family marked catalog merchandise obtained from the Supplies Department, or Kiwanis Family marked catalog-type items obtained locally, to Kiwanis Family members. The licensee shall pay Kiwanis International a percentage of sales royalty not to exceed 10 percent. (2/94) (745.1)

Non-Catalog Item License - This license allows the supplier to produce and sell Kiwanis Family marked custom-made merchandise and other finished products that do not compete directly with merchandise listed in the Kiwanis Family Supplies catalogs. The percentage of sales royalty received from the licensee shall not exceed 10 percent. Each licensee shall pay a minimum annual royalty or an annual processing fee of not less than US \$50. (2/94) (745.1)

Fund-raising Items for Resale to the Public - Licensees producing and/or selling finished Kiwanis Family marked merchandise for eventual resale to the public (non-Kiwanis Family members) shall pay Kiwanis International a percentage of sales royalty not to exceed 5 percent and/or an annual fee as provided in the licensing agreement. (2/94) (10/02) (745.1)

Direct Mailing of Licensee Literature - No more than once annually, licensees will be permitted to purchase one (1) set of address labels at cost from the International Office. Licensees may purchase labels for any or all of the following groups: governors, governors-elect, district secretaries, lt. governors, club presidents, and club secretaries. Licensees may not reproduce the address labels in any form. A sample copy of all mailings sent via address labels secured from Kiwanis International must be sent to the Executive Director prior to the mailing. (10/96) (10/02) (745.2)

RELEASE OF INFORMATION

Other than those required by the government, requests for information concerning Kiwanis clubs may be provided in the form of printed mailing labels or lists or on diskettes for the purpose of producing names and addresses for all mailings. The requester must agree to take the necessary precautions to ensure that this information is not copied or reused for other than its intended purpose. Requests for such information from persons or organizations not a part of Kiwanis International or the Kiwanis International Foundation must be approved by the Executive Director or designee. (10/94) (701.2)

TRAVEL MANAGEMENT

OFFICIAL PRESIDENTIAL VISITS

Rotation Schedule - The International President shall make one (and only one) official visit to a district or international area on the rotation schedule shown below, with Year 1 commencing in the 2001-02 administrative year, and the cycle repeating every five years. Although this procedure limits Presidential travel to specific districts, when the President is in a district, visits to several locations within that district shall be at the President's prerogative, when the need is apparent. (9/00) (106.1)

Year 1: (9/00)	Year 2: (9/00)	Year 3: (9/00)	Year 4: (9/00)	Year 5: (9/00)
2001-02	2002-03	2003-04	2004-05	2005-06
2006-07	2007-08	2008-09	2009-10	2010-11
2011-12	2012-13	2013-14	2014-15	2015-16

Year 1: (2001-02) (9/00)	Year 2: (2002-03) (10/01)	Year 3: (2003-04) (10/01)
Alabama	Austria	Germany
E. Canada & Caribbean	Capitol	Italy-San Marino
Kentucky-Tennessee	Carolinas	Japan
Korea	Florida	Kansas
Norden	France-Monaco	Michigan
Philippine South	Nebraska-Iowa	Missouri-Arkansas
Switzerland-Liechtenstein	Netherlands	Montana
Texas-Oklahoma	New England	Utah-Idaho
Western Canada	New Zealand-S. Pacific	Wisconsin-U. Michigan
	Ohio	

Year 4: (2004-05) (9/00)	Year 5: (2005-06) (9/00)
Australia	Andean & Central America
Georgia	Belgium-Luxemburg
Iceland-Faroes	California-Nevada-Hawaii
Illinois-Eastern Iowa	Indiana
Minnesota-Dakotas	Louisiana-Miss.-W. Tennessee
Pennsylvania	New Jersey
Republic of China	New York
Rocky Mountain	Pacific Northwest
West Virginia	Philippine Luzon
	Southwest

Arranging Official Visits

Requests - District governors-elect (or Kiwanis officials in nondistricted areas) will be asked to provide in writing to the Executive Director or designee their first, second, and third choice of a preferable time and/or place for the official visit. (1/00)

Schedule Preparation - The schedule for official visits shall be prepared by the International President during the term of International President-elect in consultation with the Executive Director or designee. (1/00)

Confirmation - The Executive Director or designee will confirm with the district governors, governors-elect, and secretaries (or Kiwanis officials in nondistricted areas) the date and place of the official visit. (10/96) (106.2)

Other Scheduling Information - The International President should consider attaching visits to developing areas in conjunction with scheduled visits. (6/92)

When practical, the official visit should be held in conjunction with an event in the district that normally attracts sizable numbers of attendees. (4/97)

No official visit shall be made to any district or area if conditions exist which would make such a visit inadvisable. (1980) (106.3)

Expenses - For Presidential visit expense coverage, refer to "Travel Expense Reimbursement by Kiwanis International [for] International President Traveling on Official Visits or Special Events." (5/93) (106.4)

Assistance from the International Office - The Executive Director or designee shall assist the International President with the schedule of his official visitations to districts and shall see that a monthly account of the travel budget is furnished to the President. Adequate control of the Presidential budget requires the prompt submission of expense vouchers by the President. (5/93)

For travel to districts or areas where the primary language differs from the President's language, the Executive Director or designee shall be responsible to arrange for professional interpreters or qualified local Kiwanians to act as interpreters and, when necessary, as aides to the President. (10/96) (106.5)

TRAVEL BY BOARD MEMBERS AS COUNSELORS TO DISTRICTS

Appointment - The International President-designate, immediately upon the close of an International convention, shall appoint the International Board Counselors to the several districts, and their period of service shall begin with: (1) the district convention which is held between the International Convention and September 30; or (2) on October 1, whichever is first, and conclude on September 30 of the next succeeding administrative year. Each district governor, governor-elect and secretary shall be advised by the International Office of the appointment of its Counselor. For districts having district conventions between the International Convention and October 1, for that period a dual Board Counselor relationship exists with the current governor and district board of trustees. (1980)

Duties - After the post-International Convention Board meeting, but before district conventions take place, the President-designate shall be prepared to instruct those assigned as International Counselors to district conventions in their duties, especially as such duties relate to the program of education, which will be implemented at the district conventions under the general supervision of the governors-elect. (10/96)

Attending District Conventions - The newly appointed Counselor ordinarily will be assigned as the International Counselor to the next district convention which is to be held following the Counselor's appointment (including those conventions held between the International Convention and September 30). To save travel costs, or for other reasons, the President-designate may assign an International Board member or International Board member-designate other than the assigned Counselor, or a Past International Board member as the International Representative to a district convention. (10/96)

INTERNATIONAL PROCEDURES

When attending an assigned district's convention, the transportation expense for the Counselor and spouse shall be borne by Kiwanis International and the district should bear the expense of housing and meals for all functions related to the Counselor's responsibilities. (2/96)

Making a Second Visit - For the primary purpose of in-depth counseling, upon written request from the governor (or designee) of an assigned district to and with the approval of the Executive Director, the Counselor may make a second visit to that district. (10/01)

When making a requested second visit to an assigned district, the transportation expense for the Counselor shall be borne by Kiwanis International, and the district should bear the expense of housing and meals for all functions related to the Counselor's responsibilities. If a Counselor's spouse attends the second visit, all expenses related to the spouse's attendance will be at the Counselor's own expense. (2/96)

Districts Scheduled for Official Visit by President - When the International President is scheduled to make an official visit to a district, the International Board Counselor to that district shall not attend the same district function, except an annual convention. (1/98)

Language Interpretation - When a Board Counselor visits an assigned district in which the Counselor's native tongue and/or conversational languages are not widely understood, professional interpretation support will be arranged by the Executive Director or designee at the expense of Kiwanis International. (10/96) (107.1)

Other Visits to Assigned Districts - The counselor shall make no additional visits to the district. If a request for an extraordinary visit is received from a district governor, it shall be approved or disapproved by the International President. If a second visit is approved, the Counselor's expenses shall be borne by Kiwanis International. The expense for the spouse of the Counselor shall be borne by the Counselor. (1980)

Visits to Other Districts - Without the approval of or assignment by the President or President-designate, an International Board member shall not attend another district's board meeting, convention, or conference. (5/90) (107.2)

TRAVEL MANAGEMENT

Philosophy

Responsibility - Travel is a necessary part of doing business, but it should be undertaken with careful consideration. Effective and sensible control of expenses is a very important part of business and significantly contributes to sound fiscal policies. It is the responsibility of Kiwanis International, both volunteers and staff, to control expenses where possible. (10/89)

Reasonable Costs - Travel is one of the largest expenses in every company; therefore, this procedure is designed to provide an official statement covering all business related travel and to provide the best value for the dollar. When travel and other business expenses are necessary, it is the responsibility of each person to incur expenses that are reasonable and justifiable in relation to the business being conducted. (10/89)

Board Members Traveling Together - In keeping with the best interest of Kiwanis International, no more than three International Board members should travel together on the same flight. (10/89) (178.1)

Designated Agent - All travel must be made through the Kiwanis International designated travel agent, which shall be determined by the International Board. Kiwanis International will not reimburse travel expenses incurred through any other agency without prior approval. Whenever possible, written approval shall be obtained well in advance of intended travel dates. (See "Exceptions," below.) (10/98) (178.2)

Exceptions

Prior Approval Required - All exceptions to this Procedure must have prior approval by the Executive Director or designee, other than exceptions pertaining to the International Board, which must be approved by the International President or designee. Whenever possible, written approval should be obtained well in advance of intended travel dates. All exceptions must be noted and explained in the expense report. (10/96)

Travelers from Europe, Asia-Pacific, and Latin America - Upon approval of the Executive Director, if a traveler other than an International Board member is located in Europe, Asia-Pacific, or Latin America, and use of the designated travel agent is impractical, individual arrangements, requested in writing, can be established according to locale and need. Such individual arrangements for Board members must be requested on an annual basis, in writing, and have the approval of the International President. (4/97) (178.3)

Applicability - These procedures apply to all persons traveling in an authorized status for Kiwanis International or any of its Sponsored Organizations, including but not limited to Key Club International and Circle K International, as follows: (10/89)

- A. Kiwanis International Officers and Board of Trustees members. (1980)
- B. Kiwanis International staff. (1980)
- C. Past International Presidents. (1980)
- D. International Secretaries Emeriti. (5/93)
- E. International Committee Chairmen and Members for committee meetings planned by Kiwanis International. (5/93)
- F. Governors-elect attending the meeting(s) required by Kiwanis International. (1/00)
- G. Governors attending the first meeting of the Kiwanis International Council. (5/93)
- H. Special assignments by the International President. (1980)
- I. Participants in all special events authorized by the International President where reimbursement is made. (1980)
- J. Kiwanis International Foundation Board. (1980)
- K. Circle K and Key Club International Board members and advisors. (5/93) (178.4)

Airline Reservations

A. Flight Parameters - Flight transportation to assigned meetings shall normally be limited to the lowest round trip fare via the most direct route. (See also "Air Fare Costs, Payment, and Reimbursement" and "Class of Service for Air Flights." regarding restrictions and exceptions.) (10/95)

B. Advance Arrangements - All travel should be scheduled as far in advance as possible, taking into account the business mission and traveler's personal availability. (10/89)

C. Personal Profile - All Kiwanis International travelers must submit a personal profile to the designated travel agent, showing preferences and special requests before arranging travel. Profile requests will be honored when practical. These forms will be provided by the designated agent and updated annually or upon request of the traveler. (5/93)

D. Reservations - Reservations are to be made directly with the designated travel agent, either by mailing or faxing a completed Kiwanis International Travel Request Form or by calling the telephone numbers provided under "Designated Agent." However, the traveler may make such emergency travel plans as the circumstances may require. Travel Request Forms will be sent by Kiwanis International to travelers prior to scheduled meetings and are available upon request from the International Office. (5/93)

E. Cancellations - If cancellation of a flight is necessary, the designated travel agent should be advised of the cancellation immediately. (4/97)

F. Changes - Any time a change in routing after departure is required, a copy of the revised ticket plus charge/credit slip should be provided to Kiwanis International with the expense report as well as a statement giving the reason (business or personal) for the change indicated on the charge/credit slip. (5/93)

G. Lost, Missing, or Unused Tickets - Airline tickets are to be treated as cash. Lost, missing, or unused tickets must be reported to the Executive Director or the designated travel agent immediately. Unused tickets should be returned immediately to the agent. (4/97)

H. Other Travel Details - Hotel reservations and ground transportation (car rental, rail, local tour arrangements, limousine) can, if practical, be arranged with the designated travel agent. (5/93)

All arrangements for tickets, hotels, and car rentals should be made at the same time so that complete itineraries can be created. (5/93)

I. Confirmation - The designated travel agent will confirm reservations and requests and deliver or express tickets and itineraries to travelers. The traveler should check for errors after receiving his/her packet and immediately inform the designated travel agent if problems occur. (5/93) (178.5)

Air Fare Costs, Payment, and Reimbursement

A. Reimbursement - Airline transportation will be billed by the designated travel agency to the Kiwanis International corporate credit card. Kiwanis International will receive the credit card statements and a complete report of all transactions and reimburse the credit card company directly. Individual transaction reports will be available on request. (10/96)

All other costs (lodging, car rental, etc.) must be paid by the traveler. Kiwanis International will then reimburse all eligible costs directly to the traveler. (5/93)

B. Senior Discounts and Senior Coupons - Travelers age 62 and over qualify for a 10 percent senior discount off most quoted fares. Qualifying travelers must advise the designated travel agent at the time of booking that they qualify for the discount. (10/96)

Senior discount coupon booklets also are available for travelers age 62 and over. Coupon booklets are issued in packs of four or eight one-way segments. (Two coupons equal one round trip ticket in the 48 contiguous United States and Canada.) Senior coupon booklets are available on most United States carriers, valid for one year from the date of purchase. (10/96)

Since coupon booklets are normally less expensive than the price of a round-trip ticket, Kiwanis International strongly urges travelers who are scheduled to make two or more official trips per year to purchase them. (10/96)

Senior coupon booklets should be purchased from the designated travel agent by travelers in the following manner: (10/96)

1. Call the agent and ask to purchase either a four or eight pack coupon booklet (depending upon the total number of official round-trips). (10/96)
2. The agency will issue an MCO (Miscellaneous Charge Order) in the traveler's name with the airline requested. (10/96)

3. The traveler must go to the airport nearest his/her home to pick-up the coupon booklet(s) at the airline ticket counter. Proof of identification (including age) is required. (10/96)

4. When travel dates are confirmed, the traveler must contact the travel agent at least 14 days in advance to book the tickets. Since seats are limited, reservations should be made well in advance. The coupons themselves are not good for travel. They must be redeemed by the traveler at the airport ticket counter on or before the day of departure. (10/96)

C. Monitoring - Kiwanis International Travel Management procedures are on file with the designated travel agent and will be monitored by both the agency and Kiwanis International. Each transaction will be recorded by the agency, including fare offered, fare accepted/refused, savings earned, and reasons for refusal (if any). (5/93)

D. Extension of Business Travel for Personal Reasons - The extension of a Kiwanis International business trip for personal reasons is permissible so long as the airfare charges to Kiwanis International are no more expensive than from the original return location, and all auto, hotel, meal, and additional airfare attributable to the personal trip are paid by the individual. (See also "Extension of Travel to Obtain Cost Savings.") (5/93)

E. Tickets for Spouses and Family Members: All tickets requested for a spouse or other family members must be charged to the individual's personal account. When making a reservation for a spouse or family member, the traveler should inform the designated travel agent to charge those fares to his/her personal credit card. Approved air travel for Kiwanis business will be billed directly to Kiwanis International. (4/97) (178.6)

Class of Service for Air Flights

A. Authorized Class of Service - The authorized class of service for Kiwanis International business is the lowest available fare. (10/96)

B. Acceptable Reasons for Refusal - Travelers should request and accept the lowest available fare offered at the time requested. Acceptable reasons for refusal may include: (5/93)

1. Scheduled times of meetings do not coincide with flight times. (1980)
2. Flight times are before 8:00 a.m. or after 9:00 p.m. (1980) (10/96)
3. Layover time exceeds two hours or is less than 40 minutes. (1980) (10/96)
4. A domestic flight plan includes more than two (2) plane changes. (10/96)
5. Type of aircraft. (1980)
6. Conflicts with traveler's business needs. (1980)
7. Traveler's medical needs. (4/99)

C. Class of Service - International Board members and spouses traveling on authorized Board travel shall be entitled to use business class (or the equivalent class of service) for intercontinental flights of: (a) ten (10) or more hours of nonstop flying; or (b) 15 hours of total flight itinerary from point of origin to destination (known in the airline industry as "continuous flight"), with prior approval by the International President or designee. (10/98)

This provision shall apply only when no other route of travel fewer than ten (10) air hours is available. Alternate routing (i.e., additional segments or selecting more distant connections) may not be used to attain ten (10) hours air travel. (4/95)

D. Frequent Flyer Programs: Frequent flyer programs must never, in any way, influence airline choices when an acceptable alternative exists at a lower cost. Refusal of a lower rate will be documented and included in a monthly management report and the traveler may be billed for the difference in fares, subject to the discretion of the Executive Director. If the cost is the same, the traveler's preference will be honored. (4/97)

E. Open Segments - Open segments which are more expensive are discouraged. (10/96)

F. Extension of Travel to Obtain Cost Savings: A trip must not be extended only to take advantage of a lower fare, unless the savings would total more than the cost of added hotel and meal expenses. (4/97) (178.7)

Hotel Accommodations

A. Discount Rates - The designated travel agent is able to make hotel reservations at special corporate and/or discount rates throughout the world. Therefore, persons traveling for Kiwanis International are encouraged (but not required) to make hotel reservations at the same time as airline arrangements. (5/93)

B. Selection of Hotel - Selection of hotels should be based upon cost and convenience, meeting both business and personal needs at a good value. For a list of preferred hotels in any city, the traveler should call the designated travel agent and ask the Kiwanis agent for rates and reservations. (10/96)

C. Guarantees for Late Arrival - All hotel reservations made with the designated travel agent will be guaranteed for late arrival by using the traveler's credit card. (5/93)

D. Cancellations - A reserved room which will not be used must be cancelled. A cancellation number must be requested and recorded as proof of cancellation. Travelers failing to cancel a reservation or failing to advise the designated travel agent to do so could be held personally responsible for any no-show charges incurred. (10/96)

E. Reimbursement for Lodging - Kiwanis International will reimburse actual room costs supported by the hotel bill for each day that lodging away from home is required for Kiwanis business reasons. The daily cost of lodging includes only the single occupancy room rate and applicable taxes, except when one's spouse is an authorized traveler. Standard and/or moderately priced accommodations are considered the norm. Rooms with prestige locations, suites, or other larger accommodations must be authorized in writing by the International President, Executive Director, or their designee per Travel Management procedures. (10/89)

F. Rate Differences for Accompanying Spouse/Family - If accommodations are to be shared with a spouse or other person(s) who are not on Kiwanis business, the traveler is responsible for payment of any rate differences between single and double/twin rate. This amount is due upon receipt of the expense report. (10/89)

G. Alternative Lodging - On occasion, a traveler may wish to stay at the home of friends or relatives while on a business trip. This is acceptable and, if a gift is given or any entertainment costs are incurred, such cost(s) may be included on the expense report under "Other Expenses" with the notation "Gift in Lieu of Lodging." In all cases, the gift or entertainment must cost less than hotel room rental. (5/93) (178.8)

Auto Travel

A. Reimbursement Qualifications - The cost of rental cars is reimbursable when the nature of the trip is such that the use of public transportation (trains, buses, subways, and taxis) is not practical, is more expensive, or when desired by the traveler, provided the traveler pays any costs which exceed the cost of public transportation. (10/89)

B. Discounts - Kiwanis association discounts are available through the designated travel agent and many of the major car rental companies. (5/93)

C. Insurance Coverage - The International Board expects that each International Board member and staff member who drives an automobile or other travel vehicle will be protected by adequate amounts of insurance, including public liability, property damage, and other types of losses. Therefore, Kiwanis International will not be responsible for or reimburse such person for either auto insurance premiums paid or for losses sustained. (10/90)

Securing insurance coverage for rental cars is not necessary when traveling on Kiwanis International business; therefore, the purchase of optional insurance will not be reimbursed. (10/96) (178.9)

Railroad Travel - Although not used extensively, train travel should be considered for short distances. For train travel, the most reasonable class should be taken. (In Europe, first class is acceptable and speedy/express trains are recommended.) (5/93) (178.10)

TRAVEL REIMBURSEMENT BY KIWANIS INTERNATIONAL

General Information Pertaining to All Travelers

A. Reimbursable Expense - A reimbursable expense is an actual cost that requires an itemized statement or receipt that is reimbursable up to the lesser of actual cost or the amount permitted in the budget. (10/90)

B. Air Travel - Transportation reimbursement to assigned meetings shall be limited to the lowest round trip fare by the most direct route, as quoted by Kiwanis' designated travel agent, plus portal-to-portal expenses, such as taxi, tips, etc. (10/96)

C. Auto Travel Reimbursement - When official travel is authorized by automobile, a mileage allowance shall be reimbursed. Automobile mileage reimbursement is made at a per mile rate equal to that allowed by the United States Internal Revenue Service (IRS), not to exceed the equivalent cost of the lowest round-trip airfare, plus transportation to and from the airport. (As of January 1, 2002, the IRS mileage rate is US 36 & ½ cents: \$0.365.) (1/98) (01/02)

D. Incidental Costs - Kiwanis International will also reimburse travelers for reasonable incidental travel costs, such as laundry, telephone, tips, valet service, and meals. Such costs must be itemized on the expense report form and receipts must be attached when applicable. (10/96)

E. Per Diem - A per diem allowance is an amount given for attendance at a meeting or conference, for which no itemized statement is required for reimbursement. (10/95)

When programmed meals are provided by Kiwanis International, the per diem paid shall be reduced by the individual meal allowance, which is, for travel within the United States and Canada (US dollars): breakfast-\$7, lunch-\$13, and dinner-\$20; and for travel outside the United States and Canada (US dollars): breakfast-\$10, lunch-\$20, and dinner-\$30. (1/99)

Members of the International Board are entitled to a per diem allowance, including travel days, when away from home on official Board business (see the above paragraph regarding deductions for programmed meals). Additionally, per diem allowances shall be paid at one-half (1/2) the established rates for travel days less than one-half (1/2) day. (4/95)

INTERNATIONAL PROCEDURES

Per diem allowances shall be as follows:

- US \$40 per day for International Board Members and Past International Presidents for travel within the United States or Canada, except US \$65 per day for the International President when traveling within the United States or Canada accompanied by his/her spouse; (1/99)
- US \$60 per day for International Board Members and Past International Presidents for travel outside the United States or Canada, except US \$80 per day for the International President when traveling outside the United States or Canada accompanied by his/her spouse. (1/99)

F. Costs Paid When Incurred - Unless direct-billing is pre-arranged, travel costs will normally be paid for by travelers at the time the costs are incurred and submitted with receipts on the official expense report for reimbursement. (10/96)

G. Cash Advances - All monies paid for future travel or other expenses for official Kiwanis business shall be recorded as an advance. Within 30 days after completion of travel, the individual shall either repay the advance or report the amount on an approved expense report. (1980)

Any request for a staff cash advance must list the reasons for the advance and be approved by the employee's supervisor. Such advances may include an allowance for hotels, meals, and incidentals not to exceed the period of travel. (10/96)

H. Expense Report Required - All travelers shall submit an expense account for travel and/or all events for which they are entitled to any expense reimbursement. All costs must be itemized on the expense report form and receipts must be attached when applicable. The expense account shall be submitted, postmarked no later than thirty (30) days following the conclusion of the travel or event to be eligible for reimbursement. (10/96)

I. Partners: With the permission of the presiding International Officer, when partners are invited to Kiwanis International meetings, attendance shall be limited to legal spouse or partner who will assist the officer in carrying out their duties, and shall not include parents, children, friends, or other family or guests. Reimbursement for partners may be limited, as outlined elsewhere in this Procedure. (1/01) (179.1)

International President Traveling on Official Visits or Other Visits

Official Visits - Transportation expenses for the International President and spouse are paid by Kiwanis International; local transportation, including to and from the airport, should be provided by the district or governor. The district should assume the lodging and other official visit costs for the President and spouse during their official visit. (5/93)

Special Events - Within Kiwanis International presidential travel expense, the International President is permitted to schedule district or club special events or other visits, including but not limited to those listed below. For such special district or club events, transportation expenses for the International President and spouse are paid by Kiwanis International. The district or club must assume the cost of their lodging and other special event or visit costs. (9/00) (179.2)

- A. Cheyenne Frontier Days
- B. Kiwanis Family Conference-East
- C. Tournament of Roses activities
- D. Detroit #1 Club Anniversary celebration
- E. Birmingham Club program

Spouses of International Board Members - Kiwanis International will pay the expenses for transportation of the spouse of the International President and/or International President-elect when accompanying the President/President-elect on official travel. (1/00)

Travel expenses, housing, and programmed meals shall be paid for spouses of International Board members attending the International Convention, the first meeting of Council, counseled district/sponsored youth conventions, and Presidential assignments. (1/00) (179.2)

Governors

A. To Attend the First Meeting of Council:

Transportation - If by automobile, direct mileage is reimbursed as defined in "Travel Reimbursement by Kiwanis International - Auto Travel." If by air, economy airfare between the place of residence and Indianapolis is paid, provided the designated travel agent makes the airline arrangements, in accordance with Travel Management procedures. (5/93)

Lodging - Lodging is provided for the governor and spouse for three nights for governors of North American districts and for four nights for governors of Asia-Pacific, European, and Latin American districts. (5/93)

Meals - Programmed meals for the governor and spouse are provided. (5/93)

Spouses - Although expenses paid by Kiwanis International for spouses are limited to housing and programmed meals, they are urged to attend and participate in this educational event. (5/93) (179.10)

B. To Attend the International Convention:

Transportation - No transportation costs are paid by Kiwanis International. The governor's costs should be paid by the district. (5/93)

Lodging - Lodging will be provided by Kiwanis for the governor and spouse for five nights (from the International Convention budget). (5/93)

Meals - Programmed meals planned specifically for governors and spouses of governors are provided. This does not include "team dinners." (5/93)

Spouses - Although expenses paid by Kiwanis International are limited, spouses of governors are urged to attend and participate in these educational events. (5/93) (179.10)

C. To Attend the Regional Conferences for Governors:

Transportation - No transportation costs are paid by Kiwanis International. The governor's costs should be paid by the district. (5/93)

Lodging - Lodging costs are reimbursed if the conference lasts more than one day. (5/93)

Meals - Programmed meals are provided. (5/93)

Spouses - When spouses are invited to attend, expenses paid by Kiwanis International are limited. (10/95) (179.10)

D. Governors of Districts in Formation, Provisional Districts, and Designated Districts:

Governors of districts in formation, provisional districts, and designated districts, when expected to attend specific Kiwanis International functions, will be reimbursed by Kiwanis International for travel expenses on the same basis as governors of full districts. (1/00) (179.10)

Governors-elect

A. To Attend the Governors-elect Training Meeting(s):

Transportation - If by automobile, direct mileage is reimbursed as defined in "Travel Reimbursement by Kiwanis International - Auto Travel." If by air, economy airfare between the place of residence and Indianapolis are paid, provided the designated Kiwanis travel agent makes the airline arrangements, in accordance with Travel Management procedures. (5/93)

Lodging - Lodging costs are provided for the period of the meeting(s) for governors of North American districts, and for one additional night for governors of Asia-Pacific, European, and Latin American districts. (5/93)

Meals - Programmed meals are provided. (5/93)

Spouses - If spouses are invited to attend, expenses paid by Kiwanis International are limited. (1/00) (179.11)

B. To Attend the International Convention

The governors-elect and spouses are encouraged to attend the International Convention and follow -up training conferences. However, Kiwanis International does not pay for transportation, lodging, meals, or other expenses for either governors-elect or their spouses. (9/00) (179.11)

C. Governors-elect of Districts in Formation, Provisional Districts, and Designated Districts:

Governors-elect of districts in formation, provisional districts, and designated districts, when expected to attend specific Kiwanis International functions, will be reimbursed by Kiwanis International for travel expenses on the same basis as governors-elect of full districts. (1/00) (179.11)

District Secretaries

A. To Attend the First Meeting of Council:

Transportation and Lodging - No transportation or lodging expenses are paid by Kiwanis International. (5/93)

Meals - Programmed meals are provided. (10/95)

Spouses - Spouses are invited to attend, though no spouse expenses except programmed meals are paid by Kiwanis International. (5/93) (179.12)

B. To Attend the International Convention:

Expenses - No transportation, lodging, or other expenses are paid by Kiwanis International for District Secretaries or their spouses to attend the International Convention. (5/93) (179.12)

C. To Attend the District Secretaries' Conference:

Transportation - No transportation expense is paid by Kiwanis International. (5/93)

Lodging - Lodging costs are provided for three nights. (5/93)

Meals - Programmed meals are provided. (5/93)

Spouses - Spouses are not invited to, and should not attend, this meeting. (5/93) (179.12)

INTERNATIONAL FINANCIAL MATTERS

USE OF KIWANIS INTERNATIONAL FUNDS FOR OTHER THAN KIWANIS ACTIVITIES

The funds of Kiwanis International have been provided by its member clubs for Kiwanis administration, and therefore contributions cannot be made for the activities of other organizations. (10/90) (780)

CURRENCIES

Payment of amounts due Kiwanis International shall be made in United States currency, or in other currencies approved by the International Board. Approved currencies are the United States dollar, the Canadian dollar, and the European euro. (10/98) (355)

Clubs located in restricted currency countries shall deposit funds payable to Kiwanis International with the approved fiscal agent or directly in the Kiwanis bank account. (10/90) (355)

Effective on July 1 of each year, a calculation will be made to determine the average of the immediate prior 24 months currency exchange rate. The currency exchange rate to be used in the calculation will be as of the first business day of each of the 24 months. The rates used will be those published in the Wall Street Journal or, if not therein, the average obtained from the principal banks used by Kiwanis International. (10/94) (781)

CLUB PAYMENTS TO KIWANIS INTERNATIONAL

Bank Accounts - All clubs shall make every effort to submit payment directly to Kiwanis International. In countries where monetary policies do not permit direct payments to Kiwanis International, the Executive Director may open a bank account in the name and ownership of Kiwanis International for the collection and transmittal of dues and other funds, and the responsibility shall be assumed by the following: (1980)

1. In districted areas, unless a fiscal agent is appointed by the Executive Director, the district governor. (4/86)
2. In nondistricted areas, the ranking officer appointed by the Executive Director. (1980)

Fiscal Agent - Fiscal agents must submit financial reports to Kiwanis International by the fifteenth day of the following month. (4/97) (354)

DISTRICT ASSISTANCE IN THE COLLECTION OF KIWANIS INTERNATIONAL DUES — See this heading in the District Section.

EXTENSION OF CREDIT FOR SUPPLIES ORDERS

Districts - A district may have credit extended for the purchase of supplies or other purposes. The credit limit for any district shall be US \$5,000 and for a period not to exceed 90 days. Prior to the beginning of each administrative year, the incoming district board shall provide the Executive Director with a list of names and titles of those district officials who may charge purchases to the district account during the administrative year. In the event that no such list is received, only the district governor or district secretary may charge purchases to the district account. If a district has a balance due of US \$500 or more for a period greater than 120 days, purchases made to the district shall be on a cash basis only. The Executive Director or designee may authorize exceptions to this rule. (10/94)

Clubs or Individuals - Clubs or individuals are required to prepay by check or by charge card for all amounts payable to Kiwanis International. (10/96)

School Corporations - School corporations may have credit extended for the purchase of supplies. The credit limit for any school corporation shall be US \$300 for a period not to exceed 30 days. (10/96) (722.4)

FUND ACCOUNTING, RESERVES, AND FISCAL RESPONSIBILITY (SUMMARY)

The International Board is responsible for the management, supervision and control of the business, property, programs and funds of Kiwanis International and its sponsored youth organizations. (10/95)

In accordance with generally accepted accounting principles, Kiwanis International maintains its books and records on an accrual basis. Timely, detailed monthly financial reports, with comparisons to budget, are provided to the International Board. An annual audit by independent, certified public accountants is required. The audit report is published annually in the April issue of KIWANIS magazine.

Kiwanis International's operations are segregated into five separate accounting funds. Each fund records its own assets, liabilities and reserves, and related revenues and expenses.

The **Unrestricted Fund** represents the amount of resources available for implementing Kiwanis International's operations, goals, and objectives.

The **Magazine Fund** represents the amount of resources available for publishing the KIWANIS magazine.

The **International Convention Fund** represents the amount of resources available for International Convention purposes.

The **General Liability Insurance Fund** represents the amount of resources available for insurance premiums, claims in excess of the amount of insurance coverage, and administrative expenses.

The **Building Fund** includes building, furniture, and equipment. Depreciation is fully reimbursed annually in cash from the unrestricted fund. With funded depreciation and by permitting revenues to include interest earned on property fund investments, Kiwanis is able to replace capital assets as needed.

Reserves are maintained in each fund to assure the financial soundness of Kiwanis International and permit the organization to remain debt free. The International Board sets goals for the amount of reserves to be maintained based on current economic conditions and the organization's long range plan.

The International Board approves an annual operating budget for each fund and a capital budget. The Executive Director has the responsibility to maintain proper internal controls, and to make disbursements only as authorized by such budgets. Every Kiwanian and Kiwanis employee also has the responsibility to conserve Kiwanis funds. (10/95) (704)

In emergency situations, the Executive Director, after prior consultation with the International President, International Treasurer, or the Chairman of the Board Committee on Finance, may take whatever actions appear necessary to safeguard the funds, investments, other assets, or the financial obligations of Kiwanis International. (6/85) (150.2)

REVENUE (SUMMARY)

The principal sources of revenue are: dues, charter fees, supplies sales, KIWANIS magazine subscriptions and advertising, new member processing fees, convention fees, general liability insurance fees, and interest on investments.

The amounts for dues, life memberships, magazine subscriptions, and charter fees, and the method to determine liability insurance costs are set forth in the Kiwanis International Constitution and Bylaws.

Clubs are billed semiannually for dues, magazine subscriptions, and liability insurance costs based on its membership at September 30 and March 31. Dues are billed based on total club membership, not including honorary and life members.

Magazine subscriptions are billed based on total club membership of clubs in the United States and Canada. Magazine subscriptions are available by subscription for other Kiwanis members. Advertising is sold in KIWANIS magazine to offset some of the overall production costs, which results in a lower magazine subscription price paid by members.

Liability insurance costs are billed based on total club membership of clubs in the United States, Canada, and the Caribbean. Fees for insurance coverage are set by the International Board annually based on premiums, claims, and administrative costs paid by Kiwanis International.

New clubs admitted to membership pay a charter fee and a prorated amount of dues, magazine subscription, and liability insurance fees.

Kiwanis International sells club-related supply items. A Kiwanis club or member must pay by cash, check, or credit card for the purchase of supplies.

The life member status fee is 15 times the annual dues. Income received for life memberships is deferred and amortized over a fifteen year period.

Convention registration fees are set by the International Board to cover the cost of the convention. The International Board also sets the processing fees for new members to cover administrative costs.

The International Board has adopted conservative investment procedures. Interest on investments is earned on the entire investment portfolio and is allocated based on each fund's investments. (704, 700-781)

Alternative income, such as the fees received for the Kiwanis-promoted credit card, provides additional revenue, which offsets some administrative costs and results in lower membership dues. Participation in any program(s) will be on a voluntary basis only. No fees or assessments may ever be made of the general membership for any program(s). No negative result may accrue to members who choose not to participate. Kiwanis

International and KIWANIS magazine may assist in the promotion of applicable programs. Promotional costs will normally be funded by the vendor, except where Kiwanis International deems it appropriate to assist at its expense or by a portion of the receipts.

Kiwanis International seeks corporate relationships and sponsorships to complement and assist its efforts to grow and provide appropriate services to members, clubs, and the communities they serve. All agreements must be reviewed and approved by the International Board and signed by the Executive Director.

All monies generated by alternative income or by corporate relationships and sponsorships will be recorded separately and distinctly from income generated from other sources. (740-749)

SPONSORED PROGRAMS (SUMMARY)

Key Club International and Circle K International maintain separate books and records on an accrual basis in accordance with generally accepted accounting principles. These organizations follow the same financial procedures that apply to Kiwanis International.

The sponsored programs member dues do not cover 100% of the expenses. Kiwanis International subsidizes the following annual costs for both the Circle K International and

INTERNATIONAL PROCEDURES

Key Club International organizations:

- A. The salaries and related employee benefit costs for all the departmental employees of the sponsored programs.
- B. International Office building occupancy expenses, including furniture equipment.
- C. Accounting costs to maintain financial records.
- D. The costs related to support services and materials for sponsoring Kiwanis clubs.
- E. Any additional amounts requested by the sponsored programs and specifically approved by the Kiwanis International Board.

In addition, the Kiwanis International Foundation makes annual grants to the sponsored programs to cover some of their expenses. (10/95) (770-776)

MISCELLANEOUS INTERNATIONAL MATTERS

INVITATION TO FIRST MEETING OF COUNCIL

Invited Guests - In addition to members of Council as specified in the International Constitution, invitations to attend the first meeting of the International Council shall be limited to the following (with spouses, if applicable): Governors of Provisional and Designated Districts, International Committee Chairmen, Host Chairman of the next International Convention, Circle K International President, Key Club International President, widows of Past International Presidents, individuals and widows of individuals who have been granted emeritus status by the Kiwanis International Board and the Kiwanis International Foundation Board, District Secretaries, and the Kiwanis International Foundation Board. (1/00)

Invitations to attend the first meeting of Council may be extended to other individuals upon approval of the International Board, with reimbursement to be determined on an individual basis. (1/00) (145.1)

Absence of a District Secretary - In case any District Secretary cannot be present at a meeting of Council, the District Secretary may, with the approval of the district board of trustees, appoint the District Administrative Secretary to attend as a replacement. (5/94) (145.2)

KIWANIS INTERNATIONAL-EUROPEAN FEDERATION

Territorial Limits and Governance - The territorial limits, duties, powers, objectives, responsibilities, and relationship to Kiwanis International shall be as specified in the Constitution and Bylaws of Kiwanis International and the Bylaws of the Federation. (5/92) (185.1)

Collection of Financial Obligations - The International Board may authorize Kiwanis International or the federation to collect financial obligations due to the other. Monthly transfers of amounts collected shall be made within ten (10) business days following the end of the month. (5/92) (185.2)

Administration - The Boards of Kiwanis International and the federation shall administer their respective offices, budgets, and finances. (5/92) (185.3)

DISASTER RELIEF

In the event of a disaster and upon an agreement between the Presidents of the Kiwanis International Board and the International Foundation Board, clubs may be invited to contribute voluntarily to a fund established by the Foundation for the purpose of providing relief funds for the particular disaster. The Kiwanis International President may authorize a letter to be sent to all Kiwanis clubs requesting voluntary contributions. (4/97)

The International Foundation Executive Committee shall clearly define the nature of the disaster fund and its proper usage, as well as the channels through which the monies will be expended. The disaster fund will be used only for its stated purpose. Funds received from clubs specified for particular disaster relief shall be deposited in the special fund established by the Foundation and dispensed as outlined in the above paragraph. (4/97) (186)

LEADERSHIP EDUCATION

Responsibility - The International President-elect, at the request of the International President, shall be responsible for the education of our leadership as to their Kiwanis duties and responsibilities. In carrying out this responsibility, the President-elect will work closely with the appropriate International Board Committees as they develop the specific procedures for final approval by the International Board. (1980) (187.1)

Governors-elect Meeting(s) Required by Kiwanis International: The basic leadership education of all governors-elect shall be provided by Kiwanis International at the established and announced governors-elect meeting(s) (1/00)

The meeting(s) will be presided over by the International President-elect. The International Treasurer will be invited to observe and/or participate, at the expense of Kiwanis International. The International Vice-President may be invited to observe and/or participate, at the discretion of the President-elect, also at the expense of Kiwanis International. The faculty will consist primarily of staff, coordinated by the President-elect and the Education and Club Development Department. The agenda shall be developed by the President-elect in consultation with the Education and Club Development Department. (1/00)

Travel Reimbursement - Kiwanis International will reimburse to all governors-elect the costs of travel, lodging and meals as outlined in Travel Management Procedures. (10/96)

Substitute Prohibited - If the governor-elect cannot attend the required Governors-elect meetings, he/she may not send substitute to act in his/her stead. (1/00) (187.2)

Note: For leadership training information at other levels, see in the Club section: "Education" [of Club Officers]

In the District section:

- "District Operations Training Conference for Incoming Lieutenant Governors"
- "Club Officers Training"
- "President-elect Planning Conference for Incoming Club Presidents and Lieutenant Governors"
- "Training Programs and Forums at the District Convention"

KIWANIS WORLD SERVICE MEDAL

Nominations - Candidates may be nominated by: (1) a Kiwanis club; (2) a past medal recipient; or (3) a service agency or organization with the endorsement of a Kiwanis club. Nominations will be due by December 1 of each year. A synopsis of no more than two pages will be required with all submissions. Staff will screen nominations and only forward to the Board the synopsis of nominations that meet the selection criteria. Exhibit materials supporting the nominations will be displayed for examination by Board members at the meeting. (4/97) (191.1)

Selection Criteria - The Kiwanis World Service Medal will be awarded to an individual, or, in special circumstances, to an organization or agency when no one person can be identified as primarily responsible for the service activity being honored. (5/90)

No more than one recipient per annum will be honored, and no medal need be presented. (5/90)

INTERNATIONAL PROCEDURES

The medal is awarded for service that: (1) enhances the quality of life for children; and (2) benefits a significant number of children in a substantial way. The recipient's involvement in service must be actual, not merely the espousal of a position of philosophy, and should provide an inspiring example to others. The recipient may be involved in service: (1) as a volunteer; or (2) by exercising professional skills to benefit others in ways that sacrifice personal gain and exemplify outstanding dedication beyond ordinary requirements of employment or professional duty. (9/97)

The International Board will review all nominations and select a recipient at the January/February Board Meeting. (4/97) (191.2)

Point System for Judging

10 points — To what degree is the service activity "actual," that is, meeting a specific need in a direct way rather than merely publicizing the need or promoting public involvement in a general way? (5/90)

10 points — How extensive is the service activity's impact, that is, how many children and how wide a geographic area is served? (9/97)

10 points — How substantially does the service activity improve the quality of life for those who are served? (5/90)

10 points — To what degree does the nominee's service involvement serve as an inspiration to others? For example, has the nominee's involvement inspired others to join in the service activity? (5/90)

10 points — To what degree is the nominee's involvement a voluntary commitment or professional sacrifice to service? (5/90)

- If a volunteer, to what degree has the nominee devoted him/herself to the activity (5/90)
- If a professional, to what degree has the nominee sacrificed considerations of a normal professional career and remuneration and exceeded the ordinary requirements of professional duty? (5/90)

10 points — Initiative: How unique is the service activity? Has the nominee found a way to address a previously neglected or largely unmet need, or is it also being served by others? Has the nominee found a new or more effective way to meet a service need? (5/90)

10 points — Creativity: How imaginative and resourceful has the nominee been in creating a response to the service need? (5/90)

10 points — Dedication: For how long has the nominee been highly involved in the service activity? How much of the nominee's personal time, assets, and energy have been devoted to the service activity? (5/90) (191.3)

KIWANIS INTERNATIONAL ELECTION CAMPAIGN STANDARDS

Purpose - To prescribe general guidelines for campaign behavior and provide for a procedure for obtaining opinions as to acceptable behavior. (10/90) (193.1)

Candidates - Candidates should advise in writing their intentions on or before October 1 of each administrative year. (4/97) (193.2)

Mailing Labels - Announced candidates may request and receive, at no charge, one set of mailing labels for the International Board, Past International Presidents, Past International Board Members, International Committee Chairmen, governors, governors-elect, immediate past governors, district secretaries, lt. governors, and club presidents. (5/93) (193.3)

Conduct - Candidates will conform to the following ethical values: honesty, trustworthiness, integrity, good character, fairness, caring, and respect. Candidates shall at all times conduct themselves and their campaigns in accordance with basic rules of ethical conduct so as to uphold the good name of Kiwanis. Acceptable ethical campaign behavior includes, but is not limited to, the following: personal contacts, telephone calls, letters, and brochures. (5/93)

Candidates, campaign committees, and supporters shall refrain from such conduct as the following: giving erroneous or misleading campaign information; making derogatory statements about any candidate; giving gifts of anything of substantial value; giving gratuities; and being involved in undignified gimmicks or practices. (4/97) (193.4)

Distribution of Campaign Materials - The distribution of campaign materials inside the convention center and the convention arena shall be prohibited. (1/93) (193.5)

Opinions - Any candidate may request an opinion from the Executive Director as to whether any anticipated campaign practice is acceptable behavior. The Executive Director shall submit all questions of campaign ethics to the Campaign Ethics Committee for their opinion. The Campaign Ethics Committee shall be composed of the International Treasurer, Immediate Past International President, and International President-elect. No member shall participate in an opinion concerning a candidate for an office for which he or she is a candidate. An opinion will be given by a majority of the Committee. (10/90) (193.6)

Repeated Intentional Violations - A candidate who intentionally commits unacceptable behavior after receiving an opinion from the Campaign Ethics Committee stating that such behavior is unacceptable is subject to censure by the International Board. Prior to any censure, the candidate shall be afforded a hearing before the International Board. (5/93) (193.7)

AGREEMENT TO FULFILL DUTIES OF OFFICES OF THE BOARD OF TRUSTEES

Upon announcement of candidacy for International Trustee, each candidate must enter into an agreement with Kiwanis International whereby, if successful, the candidate agrees to fulfill the duties and responsibilities of the offices of the International Board of Trustees, as stipulated by Kiwanis International. The terms of such agreement must be fulfilled in order for the candidate to serve as a member of the Board of Trustees of Kiwanis International. (10/98) (194)

DISTRICT PROCEDURES

DISTRICT ORGANIZATION

ROLE OF A DISTRICT

A district is a geographical area in which Kiwanis clubs are associated for administrative purposes. The activities and organization of a Kiwanis district shall exist only to help individual Kiwanis clubs and Kiwanis International advance the Objects, objectives, policies and goals of Kiwanis and shall not tend to diminish services provided by Kiwanis clubs or individual Kiwanians at the club level. (4/97) (201)

AREA COORDINATORS

Appointment and Supervision - The Executive Director may appoint area coordinators in areas that do not have sufficient clubs or membership to become a district in formation. Area coordinators will normally be appointed by July 1 for the following administrative year, and will be listed in the Kiwanis International Directory. Area coordinators will report to and receive direction from the Executive Director or designee. The Executive Director may remove an area coordinator from office. (10/93)

Duties - The area coordinator shall develop and implement, in cooperation with the existing clubs and appointed representative of Kiwanis International, a plan for new club building and growth that fulfills the potential of the territory, including district status where practical. This plan shall be submitted to the Executive Director or designee. (10/96)

The area coordinator shall be responsible for the leadership development and training of incoming club officers. (10/93)

The area coordinator shall guide and assist clubs with assessing club operation, problem-solving, public relations, and communication with Kiwanis International. (10/93) (202)

MINIMUM REQUIREMENTS FOR EACH DISTRICT STATUS

District in Formation - When deemed in the best interests of Kiwanis International and the Kiwanis clubs involved, the International Board may create a district in formation, consisting of a group of not less than fifteen (15) Kiwanis clubs "in good standing" in developing Kiwanis nations/areas with a minimum of 500 paid members having compatible geographic areas and customs. A district in formation must obtain the status of a provisional district within two (2) administrative years. (4/01)

Provisional District - A district in formation shall become a provisional district when it attains a minimum of 750 paid members and no less than 20 clubs "in good standing." A provisional district must obtain the status of a designated district within two (2) administrative years. (1/00)

Designated District - A provisional district shall become a designated district when it attains a minimum of 1,000 paid members and no less than 25 clubs "in good standing". A designated district must obtain full district status within one (1) administrative year. (1/00)

Full District - The designated district must retain 1,000 members and 25 clubs "in good standing" with dues paid not later than ninety (90) days after the due date before being granted full district status. (9/00)

Deadline - Any area that does not achieve the next level of district status within the stated time period shall be reviewed by the Kiwanis International Board of Trustees for extension, revocation, or other action regarding status. (1/00)

Decline: When a district falls below the requirements for its current status, based on the January 15 paid certified membership report, its status shall be reviewed by the International Board, and its status may be reverted to the appropriate previous level based upon its current number of clubs and members, with corresponding obligations and privileges. The Executive Director will advise the district board by mail of any changes to a district's status. (9/00) (203.1)

ORGANIZATIONAL CONVENTION

At the organizational convention of the district at each new status level, the delegate body shall adopt the Standard Form for District Bylaws and the officers shall be elected in accordance with these bylaws. The presiding officer and acting secretary of the organizational convention of the district shall be appointed by the International President. (1/00) (203.2)

SERVICES

Kiwanis International will provide developing Kiwanis nations/areas, districts in formation, provisional districts, designated districts, and full districts with services in accordance with their respective status. The International Board may authorize special services to assist nondistricted areas, districts in formation, provisional districts, and designated districts to achieve full district status. In general, appropriate services and support will be available as delineated below: (4/01) (203.3)

All Kiwanis Clubs - All Kiwanis clubs worldwide shall receive:

- appropriate materials in one of the languages approved by the International Board;
- access to office-based staff;
- leadership education in administrative processes;
- a copy of KIWANIS magazine or approved substitute publication;
- access to purchase Kiwanis supplies;
- recognition for achievement in Kiwanis International programs; and
- the services of the district/federation, if they are part of one. (1/00) (203.3)

Developing Kiwanis Nations/Areas: In developing Kiwanis nations/areas, staff may be deployed and other special services provided (such as recruitment, training, and supervision by accredited representatives) to determine the potential for creating a district in formation. (5/93) As clubs are developed, efforts shall be made by the Regional Service Centers to organize meetings, gatherings, or other appropriate venues to discuss matters related to future fellowship, service, and membership growth. (4/01) (203.3)

Districts in Formation - Districts in formation will receive:

- direct assistance from field- or office-based staff in planning and implementing membership development activities;
- invitation to the governors-elect meeting(s) required by Kiwanis International;
- assistance with training for lieutenant governors; and
- recruitment, training, and supervision of accredited representatives. (1/00) (203.3)

Provisional Districts - In addition to the above, provisional districts will receive:

- an International Board Counselor visit; and
- attendance by the governor at International Council meetings. (1/00) (203.3)

DISTRICT PROCEDURES

Designated Districts - In addition to the above, designated districts will receive:

- a special visit by the International President or President-elect; and
- attendance by the governor at and introduction during the International Convention. (1/00) (203.3)

Full Districts - In addition to the above, full districts will receive:

- the current governor and three (3) most recent past Governors prior to full district status holding delegate-at-large status at the International Convention; (10/01)
- a visit from the International President in rotation with other districts; and
- such other rights and privileges as may be specified in the Constitution, Bylaws, Policies, and Procedures of Kiwanis International. (1/00) (203.3)

RESTRICTIONS FOR DISTRICTS IN FORMATION, PROVISIONAL DISTRICTS, AND DESIGNATED DISTRICTS

Amendments - The district or its board of trustees may not propose amendments to the Constitution and Bylaws or submit resolutions for consideration by Kiwanis International.(1/0

Award Programs - The officers are not eligible to participate in the Distinguished District Governor or Distinguished Lieutenant Governor award programs. (1/00)

Delegate Status and International Board Eligibility - The governor, governor-elect, lieutenant governors, treasurer, and secretary are not delegates-at-large to an International Convention. (1/00)

A lieutenant governor or past lieutenant governor may not be a delegate representing a club other than his/her own club at an International Convention. (1/00)

A past governor is not eligible to serve on the International Board unless the past governor has served as a governor of a full district and the district currently has full district status. (10/01)

International Council - The governor is not a voting member of Council. (1/00) (203.4)

TITLES OF GOVERNORS

The chief administrator of the district in formation, provisional district, or designated district shall be addressed as governor. Each shall be officially titled as "Governor of District in Formation," "Governor of Provisional District," or "Governor of Designated District," respectively. (1/00) (203.5)

KIWANIS RECORDS AND REPORTS

All Kiwanis records and reports such as accounts receivable/payable, membership and club reports, and convention attendance reports, shall reflect the current status of Kiwanis districts in formation, provisional districts, and designated districts. (1/00) (203.6)

INCORPORATION OF DISTRICTS

Districts should be incorporated in the same manner as clubs. See "Incorporation of Clubs" in the Club section. (6/91) (204)

CREATING A NEW DISTRICT OR CHANGING THE BOUNDARIES OF AN EXISTING DISTRICT

Prior to creating a new district or changing the boundaries of an existing district, the International Board shall follow the notice and other requirements of the International Constitution. The effective date of any new district or the change in boundaries of an existing district will be as determined by the International Board. (6/91) (205)

DIVIDING EXISTING DISTRICTS

Prior to dividing an existing district, the International Board shall follow the notice and other requirements of the International Constitution. (6/91)

The International Board shall not consider a request from a portion of an existing district to form a separate district unless such portion and the remainder each have a membership roll of not less than 25 clubs and 1,000 members. (6/91)

The historical club, division, and district records of the former district shall be maintained by the appropriate new district, depending on the geographic location of the club, division, or officer. Such records shall include officer status, recognition, responsibilities, and privileges at the club, division, and district level. (Example: John Kiwanian was a member of the Mooreland, Britain, club who served as Governor of the fictional Britain-Wales District. When the Britain-Wales District later split, John was then recognized by the new Britain District as a Past Governor, with the right to attend the Britain District convention as a delegate-at-large.) (4/99) (206)

OFFICIAL RECOGNITION OF A NEW DISTRICT

Special Celebration Event - If the district has a special celebration of the formation of the district, the International President or designated representative shall attend the celebration to bring greetings from Kiwanis International and present the gifts. This shall be planned in advance to coincide with existing travel commitments within the region of the new district. (4/97)

The President, if unable to attend the special celebration or if no special celebration event is held, may make arrangements with the governor for a special presidential visit to the district. (5/93) (207.1)

Gifts from Kiwanis International - Gifts to a new district from Kiwanis International shall be the district banner, an appropriately-engraved gong and gavel, and appropriate district officer pins. Gifts shall be given at the first event to take place among: (4/99)

- The special event celebration; or (5/93)
- The special presidential visit, if held; or (5/93)
- The first district convention (by the International President or the assigned International Board Counselor). (5/93) (207.2)

DISTRICTING OF KIWANIS CLUBS

For efficient administrative purposes, when practical, Kiwanis clubs shall be part of a district. Nondistricted clubs or groups of nondistricted clubs shall be included in districts as soon as feasible. (For district requirements, see "Districts in Formation and Designated Districts" in this Section and "Area Coordinators" in the Club section.) (4/97) (209)

New Clubs Organized Within an Existing District - A new Kiwanis club organized within the territorial limits of a Kiwanis district and complying with the requirements of the International Constitution and Bylaws shall become a member of that district. (6/91) (209.1)

New Clubs Organized Outside an Existing District

Temporary Attachment to District - A new Kiwanis club organized outside the territorial limits of a Kiwanis district, subject to the approval of the International Board, may be attached, for administrative purposes only, to an existing district. If so attached, such club shall have all of the rights, privileges and responsibilities of other clubs in the district. If not so attached, the club will be a nondistricted club. (6/91)

DISTRICT PROCEDURES

The International Board may deem that certain nondistricted clubs would be more effectively administered and serviced by an existing district rather than by the International Office and may temporarily attach such clubs to an existing district. Prior to such attachment, the clubs and districts involved will be consulted. (6/91)

Obligations and Privileges - Upon attachment to a given district, such clubs shall pay the regular club annual district dues and other costs to the district, and shall be entitled to the same rights and privileges as other clubs. The payment of district dues by such temporarily attached clubs will underwrite the cost of production of all materials and mailings as provided to all member clubs of the district. (6/91)

Cessation - The temporary attachment of a club or clubs to a given district shall cease: (6/91)

- If the International Board determines that such club or clubs can be administered and serviced more effectively in an alternate manner. (6/91)
- If such club or clubs become a part of the assigned or another district. (6/91)
- If the International Board determines that the assigned district is not providing the supervision and service required to fulfill its responsibilities. (6/91) (209.2)

Administration of Nondistricted Clubs - Clubs not attached to any district or federation shall be administered by Kiwanis International. (6/91) (209.3)

DISTRICT BYLAWS

Standard Form for District Bylaws - A district, through its convention, shall adopt the Standard Form for District Bylaws, and any modifications are subject to approval by the International Board. (6/91) (210.1)

Amendments - Prior to a district convention, the district secretary will send copies of proposed amendments to the Executive Director. If a proposed amendment appears to be in conflict with the Constitution, Bylaws, Policies, or Procedures of Kiwanis International and/or the Standard Form for District Bylaws, appropriate guidance will be provided to the district officers by the Executive Director or designee. (1/92)

Any amendment to district bylaws does not become effective until approved by the International Board. (6/91) (210.2)

Changes to the Standard Form - The International Office Staff, with the advise and consent of the International Board Committee responsible for Policies and Procedures shall bring the Standard Form for District Bylaws into conformity with amendments to the Constitution and Bylaws of Kiwanis International. (6/91)

If a provision of the district bylaws is in conflict with the International Constitution and Bylaws, the International Constitution and Bylaws shall prevail. (6/91) (210.3)

DISTRICT OFFICERS AND COMMITTEES

DISTRICT COMMITTEE APPOINTMENTS

Subject to the approval of the district board of trustees-designate, the district governor, while governor-elect, shall appoint the chairmen and members of district committees for the succeeding administrative year. The district governor may also appoint committees as needed, subject to the approval of the district board of trustees. Such committees should assist the clubs in the district to implement the Objects, objectives, policies, programs and goals of Kiwanis. (4/97) (220.1)

DISTRICT COMMITTEE STRUCTURE

Standing Committees - The basic committee structure may include the following standing committees: (10/01) (220.2)

Administrative:

1. Administration
2. Achievement
3. Convention [District]
4. Finance and Fund Raising
5. Laws and Regulations
6. Membership Growth & Orientation
7. New Club Building
8. Past District Governors
9. Public Relations
10. Resolutions
11. Training and Leadership Development

Services:

12. Community Services
13. Human and Spiritual Values
14. Young Children: Priority One

Sponsored Programs (when appropriate):

15. Aktion Club
16. Builders Club
17. Circle K
18. Key Club
19. Kiwanis Junior
20. K-Kids

Standing Committee Terms - Each standing committee except the Committee of Past District Governors shall be composed of at least five (5) members and 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. 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 Youth district conventions and continue to the conclusion of the succeeding conventions or until their successors shall be duly selected and qualified. (10/96) (220.2)

Cooperation with International Committees — Each standing committee shall at all times cooperate with the appropriate committee of Kiwanis International in promoting in the clubs of the district any program suggested by such International Committee. (10/96) (220.2)

Sponsored Programs Committees - The Aktion Club, Builders Club, K-Kids, and Kiwanis Junior Committees shall be appointed by the governor-elect on or before February 1, and the Key Club and Circle K committees shall be appointed by the governor-elect on or before September 30, prior to the sponsored programs conventions. 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. (4/02)

The chairmen of the Committees on Aktion Club, Builders Club, Circle K, K-Kids, Key Club, and Kiwanis Junior will be known as the district administrator for Aktion Club, Builders Club, Circle K, K-Kids, Key Club, and Kiwanis Junior, respectively. (9/00) (220.2)

Past District Governors Committee - The Committee of Past District Governors shall be composed of Past District Governors who are active, privileged, or senior members of clubs within the district and a quorum of the committee shall be a majority thereof. This committee shall determine the method of selecting its chairman, who shall serve at the pleasure of the committee. The committee shall submit the name of the chairman so selected to the Governor-elect prior to October 1. (1/92) (220.2)

Resolutions Committee - The Committee on Resolutions shall be appointed by the Governor-elect prior to October 1. The membership of this committee shall include at least two past district officers, one of whom shall be a Past District Governor. This committee shall serve at the pleasure of the District Governor. (1/92) (220.2)

Young Children: Priority One Committee - The Governor shall be given the option of naming the committee or committees on Young Children: Priority One in terms of the

DISTRICT PROCEDURES

programs themselves. (10/96) (220.2)

Additional Committees - Nothing shall preclude the right of the Governor to name additional committees, under the provisions of the Standard Form for District Bylaws, which would make it possible for the Governor to give direct and effective leadership to the goals and objectives the Governor has determined for the administrative year with the approval of the District Board. All other committees shall be appointed by the Governor-elect prior to October 1 and shall serve at the pleasure of the District Governor. (10/96) (220.2)

DISTRICT COMMITTEE DUTIES

The Committee on Achievement shall encourage all Kiwanis clubs in the district to prepare and submit Annual Club Reports in accordance with the rules formulated by Kiwanis International and shall select outstanding reports for appropriate recognition. (1/92) (220.3)

The Committee on Administration shall recommend programs and procedures providing for the effective administrative functioning of clubs. Areas of concern include club meeting programs, music, inter-club relations, fellowship, house and reception, as well as other areas which the committee may deem pertinent, and shall make proposals to the clubs of means whereby such concerns may be implemented. (220.3)

The Committee on Convention shall assist the District Board in formulating the official program and order of business for the conventions of the district. (1/92) (220.3)

The Committee on Finance and Fund Raising 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. The committee shall also recommend to clubs ideas for local fund raising activities. (1/92) (220.3)

The Committee on Laws and Regulations shall examine the District Bylaws and shall submit any recommendations concerning revisions thereof to the District Board, shall cooperate with the Board in drafting proposed amendments authorized by the Board, and shall make a report on all properly proposed amendments to the District Bylaws to be acted upon by any convention. The committee shall also cooperate with the Board in interpreting the spirit of the District Bylaws and in securing the proper observance of obligations, standards, and practices arising thereunder, including the adjustment of any grievances. (1/92) (220.3)

The Committee on Membership Growth and Orientation shall cooperate with all clubs in the district to help them maintain an adequate membership of proper standards, properly orient and induct new members, involve all members, and promote regular attendance at club meetings. (10/96) (220.3)

The Committee on 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) (220.3)

The Committee of Past District Governors shall consider and report to the District Board its conclusion on all matters referred to it. It shall also initiate subjects for consideration and report to the District Board its conclusions. A summary of its proceedings shall be provided to each member of the committee, and to the District Governor and District Secretary. The committee shall meet at the time of the District Convention and may hold other meetings at the call of the chairman. (1/92) (220.3)

The Committee on Public Relations shall concern itself with the material and the media by which the public shall receive a true knowledge of the ideals, Objects, programs, and achievements of Kiwanis International, and of the districts and the clubs thereof. (1/92) (220.3)

The Committee on Resolutions shall consider resolutions submitted by the International Board, the District Board, or by a chartered club, when submitted to the chairman in writing thirty (30) days prior to the date of the Annual District Convention. The committee shall also have the authority to originate resolutions and to modify, combine, and edit all resolutions submitted to it. (1/92) (220.3)

The Committee on Leadership Development and 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. (1/02) (220.3)

The Committee on Community Services shall study, devise, and suggest methods and means whereby the clubs of the district can render effective community services.

Areas of concern shall include agriculture, conservation, environment, pollution, public and business affairs, and safety, as well as other areas which the committee may deem pertinent. It shall inspire the clubs to an increasing participation in these activities, and shall make proposals to clubs of means whereby such purposes may be accomplished. (1/92) (220.3)

The Committee on Human and Spiritual Values shall encourage the clubs to cooperate on broad nondenominational lines with local religious leaders and groups in creating a greater public consciousness of the importance of religious and spiritual values, and shall urge each of the members of clubs in the district to support by precept and example the work of the member's own church and community. (1/92) (220.3)

The Committee on Young Children: Priority One shall study, devise, and suggest methods and means to clubs to assist them in implementing Young Children: Priority One. (1/93) (220.3)

The Committee on 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) (220.3)

The Committee on 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) (220.3)

The Committee on 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) (220.3)

The Committee on 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) (220.3)

The Committee on Kiwanis Junior Clubs (in districts where appropriate) shall be responsible for the proper carrying out of the Kiwanis Junior District organization's administrative functions in accordance with the Kiwanis District Board's approval. (1/00) (220.3)

DISTRICT OFFICERS

District Board - The administrative body of a district shall be its board of trustees. The responsibilities and duties of such board are included in the International Constitution and Bylaws and the district bylaws. (6/91) (221.1)

Duties and Responsibilities - The duties and responsibilities of the district officers are set forth in the International Constitution and Bylaws and the district bylaws. (6/91) (221.2)

Selection - Districts are urged to nominate the best qualified persons for district officers and avoid rotation of nominations among groups of clubs or geographic areas. (6/91) (221.3)

Past District Officers - Due to the reservoir of talent and experience available among past district officers, their services should be utilized whenever practical, and especially to assist the strengthening of weaker clubs, to build new clubs, and to assist at conferences and conventions. (6/91) (221.4)

GOVERNORS-ELECT TRAINING - See "Leadership Education" in the Kiwanis International section.

DISTRICT OPERATIONS TRAINING CONFERENCE

The governor-elect has the responsibility to select the faculty of and implement the District Operations Training Conference for Incoming Lieutenant Governors. If held at the district convention, the governor shall delegate to the governor-elect the responsibility for implementation of the training conference and assure that adequate time and facilities are provided. (6/91) (222.1)

CLUB OFFICERS TRAINING

The governor-elect has the responsibility to assure the implementation of all Club Officer Training. Such training shall be held by each lieutenant governor-designate, assisted by a certified Kiwanis trainer. (10/96) (222.2)

TRAINING PROGRAMS AND FORUMS AT THE DISTRICT CONVENTION

The governor shall delegate to the governor-elect the responsibility of implementing the leadership training programs and forums at the district convention, and the governor shall assure that adequate time and facilities are provided. (1980) (222.3)

RESPONSIBILITIES OF THE DISTRICT GOVERNOR-ELECT

Agreement to Fulfill Duties of Office - Upon announcement of candidacy for governor-elect, candidates shall enter into an agreement with Kiwanis International whereby, if successful, the candidate agrees to fulfill the duties of office, as stipulated by Kiwanis International. The terms of such agreement must be fulfilled in order for the candidate to serve as governor of the district and an Officer of Kiwanis International. (9/99) (223.1)

Duties:

- A. Fulfill the responsibilities of governor-elect as defined in the Constitution, Bylaws, Policies, and Procedures of Kiwanis International and in the district bylaws, and to support the Governor in his/her role as an Officer of Kiwanis International. (10/96)
- B. Attend all Governors-elect meeting(s) required by Kiwanis International. (1/00)
- C. Attend the International Convention and the meeting for governors-elect held at that Convention. (10/96)

- D. Organize the training of the incoming lieutenant governors and district committee chairmen and monitor those individuals through the year to assure performance of responsibilities. (10/90)
- E. Be responsible for implementing the Club Officer Training program. (1/00)
- F. Be responsible for training programs and forums at the district convention. (See also "District Convention Program.") (10/96)
- G. In districts where applicable, appoint the committees on Aktion Club, Builders Club, Circle K, K-Kids, Key Club, and Kiwanis Junior by February 1. (9/00)
- H. After the annual district convention for each of the sponsored youth organizations (where applicable), actively promote and assure proper supervision of those programs on a local, divisional and district level. (5/93)
- I. Develop a membership growth plan, including specific targeted sites for new club building, and provide it in writing to the International President-designate prior to the start of the administrative year. (2/95) (223.2)

RESPONSIBILITIES OF THE DISTRICT GOVERNOR

The governor, as an Officer of Kiwanis International, shall:

- A. Fulfill the responsibilities of governor as defined in the Constitution, Bylaws, Policies, and Procedures of Kiwanis International and in the district bylaws. (10/96)
- B. Participate fully in the business of Council. (10/96)
- C. Cooperate with Kiwanis International in programs of a pilot nature for which the district may be selected. (10/90)
- D. Develop a growth plan for the district and supervise the implementation of that plan. (10/90)
- E. Actively promote the participation of clubs in the Objects, Goals, and programs of service, including Young Children: Priority One. (10/96)
- F. Submit all required reports in a timely manner. (5/93)
- G. Attend and participate fully in the International Convention. (10/96)
- H. Promote prompt payment of district and club financial obligations to Kiwanis International, the district, and the federation (if any), and follow-up on any delinquencies. (5/93)
- I. Promote 100 percent filing of annual club reports. (10/90)
- J. Actively promote the sponsored youth programs of Kiwanis International (where applicable) and assure proper supervision of those programs on a local, divisional and district level. (5/93)
- K. Attend the regional conference for district governors. (10/90)
- L. Promote the Kiwanis International Foundation. (10/90)
- M. Respond promptly to requests and communications from Kiwanis International.
- N. When applicable, plan and make arrangements for the official visit to the district by the International President. (5/93)
- O. Plan and develop the program for the district convention and mid-year conference, and delegate to the governor-elect the responsibility of implementing the leadership training programs and forums at the district convention, assuring that adequate time and proper facilities are provided. (5/93)

DISTRICT PROCEDURES

P. Assure that the International Board Counselor is kept abreast of district developments. (10/90)

Q. At the district convention, assure that the International Board Counselor has adequate time to present the message from Kiwanis International, to discuss any problems or concerns, and to provide counseling to members in attendance. The International Board Counselor should receive the courtesies appropriate to a representative of the International President. (5/93)

R. Promote attendance at the International Convention. (5/93)

S. Assure that the books of account of the district are audited in accordance with the Standard Form for District Bylaws. (10/90) (224)

(See also "Responsibilities of the Governor to New Clubs.")

RESPONSIBILITIES OF LIEUTENANT GOVERNORS

The lieutenant governor, as a district officer, shall:

A. Fulfill the responsibilities of lieutenant governor as defined in the Constitution, Bylaws, Policies, and Procedures of Kiwanis International and in the district bylaws. (10/96)

B. Serve as a member and attend meetings of the district board of trustees. (5/93)

C. Develop a membership growth plan for the division and supervise its implementation. (5/93)

D. Consult with and assist the clubs in the division to assure: (10/96)

1. Their proper functioning, including their compliance with the Objects, objectives, Policies and Procedures of Kiwanis International; (5/93)

2. Their timely submission of all required reports and payment of financial obligations; and (5/93)

3. Their participation in the Objects, Goals, and programs of service of Kiwanis International, including Young Children: Priority One. (10/96)

E. Make the required contact visit and official visits to the club meeting and to the board of directors. (5/93)

F. Submit all required reports and respond to communications in a timely manner. (5/93)

G. Plan and make arrangements for the governor's official visit to the division. (5/93)

H. Attend the training conference for lieutenant governors, the district convention and conferences, and the International Convention. (1/00)

I. Organize the training of club officers and committee chairmen within the division. The training of club officers shall be organized with the assistance of a trainer certified to conduct the training program. (10/96)

J. Actively promote the sponsored youth programs of Kiwanis International (where applicable) and assure proper supervision of those programs on a local and divisional level. (5/93)

K. Not less than quarterly, hold divisional council meetings with club presidents, the lieutenant governor-elect, and when advisable, club secretaries, committee chairmen, and past lieutenant governors. (10/960)

L. Hold periodic meetings with the past lieutenant governors who are members of clubs in the division. (5/93)

M. Assist the lieutenant governors-designate before they take office by: (5/93)

1. Also attending with them the club contact visits; (5/93)
2. Providing them with copies of all reports filed with the district or Kiwanis International; (5/93)
3. Providing them information on the strengths and weaknesses of the clubs in the division; and (5/93)
4. Agreeing to act as a special liaison during the coming year as lieutenant governor to all new clubs formed in the division during the current year to assure maintenance of the minimum number of active members needed for chartering of the club, and to assure continued fulfillment of and compliance with the duties and responsibilities as Kiwanis clubs. (5/93) (225.1)

(See also "Responsibilities of the Lieutenant Governor and Sponsoring Club(s) to New Clubs.")

Visits to Club Meetings - The lieutenant governor is required to visit each club in the division at least twice: once as lieutenant governor-designate on a contact visit, and then as lieutenant governor at a regular club meeting on the official visit. During the official visit, the lieutenant governor shall bring a message on Kiwanis, emphasizing the Objects, objectives, programs of service, and the Young Children: Priority One program. Contact visits shall be completed by October 1, and official club visits by March 15. (1/93) (225.2)

Visits to Club Board of Directors Meetings - The lieutenant governor shall attend a regular meeting of the board of directors of each club in the division during the administrative year. The board visits shall be completed by March 15. (6/91) (225.3)

Reports by Lieutenant Governors - A lieutenant governor shall prepare and timely file all reports required by the district or Kiwanis International. For clubs with fewer active members than the number needed to charter a new club, the lieutenant governor shall ascertain the reasons for low membership and what actions the club is taking to rebuild its membership. The reports of the lieutenant governor shall include the reasons for low membership, and indicate the personal assistance that is being given to the club to help solve its membership problem. (6/91) (225.4)

Assisting Weak Clubs in the Division - The lieutenant governor shall implement and oversee the program to assist divisional clubs weak in administrative matters, membership, and/or service. The lieutenant governor will be trained about the program by Kiwanis International and district leaders, and shall assure that the prescribed process is followed by others who assist with its implementation. (4/97) (225.5)

ADVISORY COMMITTEE OF PAST LIEUTENANT GOVERNORS

Under the chairmanship of the lieutenant governor, an advisory committee of past lieutenant governors who are members of clubs in the division should meet periodically to counsel with the lieutenant governor on Kiwanis matters and all aspects of division administration. (5/93) (225.6)

DISTRICT FINANCIAL MATTERS

INTERNAL CONTROL OF DISTRICT FUNDS

Proper internal controls shall be established for the receipt and disbursement of all district funds. (6/91) (230)

DISTRICT BUDGETS AND FINANCIAL REPORTS

A district finance committee shall prepare a budget of anticipated revenues and expenses. The annual budget shall be approved by the district board of trustees, and current financial reports shall be made by the district treasurer to such board at each of its meetings. (5/93) (231)

ANNUAL AUDIT

Requirement - In accordance with the Standard Form for District Bylaws, "The books of account of the district shall be audited at least once each administrative year by an independent auditing firm selected by the District Board. A copy of the audited report shall be sent to the Executive Director by March 31 and to members of the current District Board." (6/91)

Report to Kiwanis International - All districts are required to submit a copy of their audited report to the Executive Director annually and not later than March 31 of the succeeding administrative year. If the audited report is not received, the Executive Director shall request in writing by April 15, a copy of the district's audited report. (6/91)

International Board Review - Each district's audited report will be summarized by Kiwanis International and submitted for review by the International Board Committee on Finance at the April/May Board meeting. (6/91) (232)

SUBSIDIES FOR CLUBS TEMPORARILY ATTACHED TO A DISTRICT

Basis - The International Board may grant a monetary subsidy to assist the district in providing necessary service and supervision if the clubs are remotely removed from the boundaries of the district. Unless otherwise authorized by the International Board, the subsidy for supervision shall be limited to one visit per administrative year by a district officer to the area of the club or clubs. (6/91)

Annual Grant - Any such subsidy shall be granted only on an annual basis. The annual review of a subsidy grant shall include a detailed report from the district on the service and supervision provided and the actual cost of such incurred by the district. The continuance of any such attachment and/or subsidy shall be contingent upon an annual review and assessment of the services and supervision being provided. At the April/May meeting of the International Board, the Executive Director shall make the review and assessment, and make a recommendation to the Board. (10/91) (233.1)

SUBSIDIES FOR REMOTELY-LOCATED CLUBS MADE PART OF A DISTRICT

Basis - The International Board may approve the extension of district boundaries to make certain remotely-located clubs become part of a district. In such cases, the Board may provide a subsidy to that district to help offset the additional costs of supervision and administration. (6/91)

Annual Report - Annually, such district shall report to the International Board a detailed accounting of the amount of district dues received from those clubs upon which the subsidy is based, and the cost of servicing and administering the remotely-located clubs over the average cost of the same type of service and administration for other clubs in the district. (6/91)

Amount - The amount of the subsidy will only reimburse a portion of the district costs, and when district income from such clubs warrants, the subsidy will be reduced or discontinued. (6/91)

At the April/May meeting, the International Board Committee responsible for international extension shall review the district accounting and recommend to the International Board the amount, if any, of future subsidies. (6/91)

Club Obligations and Privileges - The remotely-located clubs shall pay the dues and other costs to the district and shall be entitled to the same rights and privileges as other clubs. (6/91) (233.2)

SUBSIDY GRANTED TO EASTERN CANADA AND THE CARIBBEAN DISTRICT

In the case of the subsidy granted to the Eastern Canada and the Caribbean District, for assistance in servicing and administering the Caribbean area clubs:

Annual Grant - The subsidy may be granted on an annual basis. (4/95)

By November 1, the district may submit to the Executive Director a subsidy request in a prescribed format detailing the reasons why a subsidy is needed. The subsidy request shall pertain to the subsidy paid during the administrative year beginning 11 months following the requested due date. (Example: On November 1, 1996, the request for the 1996-97 administrative year subsidy is due.) (2/96)

The request shall be reviewed and approved by the International Board Committee on Finance no later than the January/February meeting of the Board for inclusion in the proposed budget. The district shall be informed of the decision of the Finance Committee within 30 days following the date approved. (2/96)

Annual Report - Annually, by the April/May meeting of the International Board, such district shall report to the Executive Director a detailed accounting of: (6/91)

- The amount of district dues received from those clubs upon which the subsidy is based, and; (1980)
- The cost of servicing and administering the remotely-located clubs over the average of the same type of service and administration for other clubs in the district. The Executive Director shall make the review and assessment, and bring anything necessary to the attention of the International Board. (6/91)

Amount - The formula for the annual subsidy shall be: The total of the two (2) semi-annual certified memberships of the district for the administrative year, less the number of Life Members in each semi-annual period, divided by two (2), and multiplied by US 75 cents (\$.75). (6/91)

The amount of the subsidy shall be reduced or shall cease when district income from such remotely-located clubs warrants reduction or discontinuance. (1980) (233.3)

DISTRICT ASSISTANCE IN THE COLLECTION OF KIWANIS INTERNATIONAL DUES

Some districts in Europe, Asia-Pacific, or Latin America may be authorized to assist Kiwanis International in the collection of Kiwanis International dues, providing the following conditions are met: (4/97)

- A. The districts wishing to assist shall nominate a fiscal agent to be approved by Kiwanis International. (1/91)

DISTRICT PROCEDURES

B. The district officers and fiscal agent must sign an agreement setting forth their duties and responsibilities. To be effective, the agreement must be approved by the Executive Director. (1/91)

C. Those involved in the collection of dues or other monies would be required to be bonded in an appropriate amount. (1/91) (234)

CURRENCIES

Payment of amounts due Kiwanis International shall be made in United States currency, or in other currencies approved by the International Board. (For details, see "Currencies" in the Kiwanis International section.)

EXPENSES OF DISTRICT OFFICERS REIMBURSED BY THE DISTRICT

Districts are urged to financially support some of the expenses incurred by district officers in the performance of their duties. The amount of such reimbursement shall be determined by each district, but no officer should expect to receive full reimbursement for all expenses incurred. (See also "Travel Expense Reimbursement by Kiwanis International [for] Governors, Governors-elect, and District Secretaries.") (5/93) (242)

DISTRICT CONVENTIONS AND CONFERENCES

DISTRICT CONVENTIONS

Purpose - The district convention shall be held annually to provide fellowship, motivation, inspiration, administrative methods, and Kiwanis knowledge and objectives for club members and leaders, with special emphasis on club presidents-designate and secretaries-designate to better prepare them to fulfill the duties and responsibilities of the offices they are to assume. (6/91) (250.1)

Date - The district convention shall not be held between the second week of April and the second week of May, so that it will not conflict with the meeting of the International Council or the International Board Meeting traditionally held during that time period and so that schedule conflicts with the district's Board Counselor will be avoided. (4/97)

The district convention should not be less than two (2) days or more than three (3) days in duration. (5/93)

Not later than October 31, annually, the district secretary shall inform the Executive Director of the dates and location of the next annual district convention. A summary of convention dates shall be provided to the International President-elect by December 15. (6/91) (250.2)

Location - A district convention must be held within the boundaries of the district, unless prior approval has been secured from the International Board. (6/91) (250.3)

Joint - Unless approved in advance by the International Board, no district shall hold a joint convention with another district. (10/92) (250.4)

Program - The governor has the responsibility to plan and develop the convention program. The governor-elect has the responsibility for any training of incoming club officers and lieutenant governors, and for the forums and educational sessions. (5/93)

The program should include noteworthy and/or inspirational speakers that will encourage additional attendance. (5/93)

Adequate time should be provided for forums and educational sessions that focus on day-to-day responsibilities of club, division, and district officers. (10/96)

Adequate time should be provided for the International Counselor to present the message from Kiwanis International and to discuss any problems or concerns of attendees. (5/93)

The district convention should not be less than two (2) days or more than three (3) days in duration. (5/93) (250.5)

Club Representation - Special efforts should be made to encourage representation by all clubs, especially the incoming club officers and all members of new clubs. The convention should be held in a city that is convenient to club members. Costs should be reasonable so persons are not discouraged to attend for financial reasons. (5/93) (250.6)

Exhibits - When space permits, exhibits of club projects should be encouraged, especially worthwhile projects that other clubs can adopt. (5/93) (250.7)

DISTRICT CONFERENCE

A mid-year district or area conference should be held annually to further the programs of Kiwanis through fellowship, inspiration, and forums which provide an opportunity for discussion among club members and officers relating to club services and administration. (6/91) (251)

GUIDELINES FOR KIWANIS-FAMILY FUNCTIONS

Any individual, group of individuals, club, division, or district wishing to initiate a Kiwanis-family conference, meeting, or gathering for which attendance will be solicited of or accepted from Kiwanis-family members from outside of the originating district's boundaries must first obtain approval to solicit those members from the governors or governors-elect of the districts to be solicited at least 60 days prior to the event. A copy of such request for approval must also be sent to the Executive Director or designee to notify Kiwanis International of the event. (4/01) (252)

MISCELLANEOUS DISTRICT MATTERS

DISTRICT FOUNDATIONS

Incorporation - A district foundation must be incorporated. The articles must provide: (6/91)

- A. A definite commitment of the organization's purpose and funds to a charitable, educational, eleemosynary and/or scientific use. (6/91)
- B. Assured control of the foundation by Kiwanians by providing that the members, officers, directors and trustees shall be active, privileged, or senior members of clubs within the sponsoring Kiwanis district. Members of Circle K or Key Clubs may be nonvoting members of the foundation. (10/93) (260.1)

Name - The foundation's name must include the name of the sponsoring district, and shall not include the name of any living individual. (6/91) (260.2)

Responsibilities to Kiwanis International - Either the articles or an agreement executed by the district and foundation with Kiwanis International must provide: (6/91)

- A. That the foundation and its members will at all times abide by the Constitution and Bylaws and Policies of Kiwanis International, as adopted or amended. (6/91)
- B. That the foundation will comply with all conditions and requirements of Kiwanis International. (6/91)
- C. That no amendments to the articles or any bylaws shall be made without the consent of the International Board. (6/91)

The sponsoring district and foundation shall sign an agreement providing that, whenever

DISTRICT PROCEDURES

requested by the International Board, the foundation shall dissolve or change its form of organization. (6/91) (260.3)

PAST LIEUTENANT GOVERNORS ASSOCIATION

Bylaws - The bylaws of a past lieutenant governors' association shall be approved by the district board of trustees, shall be compatible with the bylaws of the district, and must assure that the association shall not in any way interfere with the authority of the district board of trustees. (1980) (261.1)

Membership - Membership by past lieutenant governors in such associations shall be voluntary. (6/91) (261.2)

DISTRICT ADMINISTRATIVE SECRETARY

An employed assistant in the office of a district secretary may have the title of administrative secretary. (1980) (262)

COUNCIL OF ADMINISTRATIVE SECRETARIES

Title - There shall be an officially recognized group known as the Council of Administrative Secretaries. (1/92) (263.1)

Composition and Leadership - The membership shall be composed of the club and district administrative secretaries. The executive leader of the Council shall be known as President, elected from among its membership. (1/92) (263.2)

Purpose - The purpose shall be to foster a better understanding of the duties and responsibilities incumbent upon the office of administrative secretary; and to stimulate friendship, fellowship, and sociability among the administrative secretaries in the employ of the respective clubs and districts of Kiwanis International. (1/92) (263.3)

Meetings - This Council shall meet once each year at the site of the International Convention. The Council President shall develop a schedule of meetings in consultation with the Executive Director or designee. Meetings shall not conflict with general convention sessions. The schedule of Council meetings shall be published in the Convention Program. Kiwanis shall provide meeting space without cost to the Council. Council participants shall be responsible for a registration fee and Convention costs applicable to Kiwanis members. (1/92) (263.4)

SEMI-ANNUAL BILLING AND CERTIFIED MEMBERSHIP REPORT

Weekly Report - During April and May, and again during October and November, District Secretaries shall receive from Kiwanis International a weekly Semiannual (S/A) Billing and Accounts Receivable by Club Report. Any discrepancies between district figures and those listed on the report must be reported to Kiwanis International before May 31 and November 30, respectively. (10/92) (264.1)

Final Summary - On June 1 and December 1, a final computer summary of dues billings which have been processed shall be produced. The summary shall be reviewed to include new clubs for which proper paperwork and fees have been received, and to exclude clubs whose status is charter revoked or suspended by action of the International Board. (10/92) (264.2)

Certified Membership Report - Kiwanis International shall issue a Certified Membership Report, listing membership by region, field, and district. This report is a final certification of dues payments processed by Kiwanis International and cannot be adjusted. The Certified Membership Report is distributed by June 15 and December 15 to the International Board, Past International Presidents, Chairmen of membership

growth-related International Committees, district governors, and district secretaries. This report stands as the official membership record of Kiwanis International, its districts, and member clubs. (10/92) (264.3)

CLUB PROCEDURES

CLUB ORGANIZATION

CLUB LOCATION

New Kiwanis clubs may be built in a community which has a sufficient diversity of businesses or vocations which will ensure high standards of membership and which has the potential of additional membership resources to ensure the future stability of the club. If the new club is being built in an area with an existing Kiwanis club or clubs, such club or clubs shall be informed and their cooperation sought in building the new club. For further information, see the International Bylaw s. (6/91) (301.1)

CLUB TERRITORIAL AREA

No Kiwanis club shall have an exclusive territorial area. (6/91) (301.2)

CLUB MEETING PLACES

Each club is autonomous in determining its place of meeting. However, each member of a Kiwanis club is entitled to attend the meeting of any other Kiwanis club, and it is expected that the meeting place selected will be one where any Kiwanian worldwide can attend the club's meeting. (5/93) (301.3)

CLUB NAME

Official Name - To conform with the Constitution, the official name of a Kiwanis club shall commence with the three words "Kiwanis Club of _____." The official name shall then be used for the club's articles of incorporation. The name of the club shall be lettered on the club banner as it appears in the club's bylaws. (6/91)

Geographic Location - The club name shall include the city, geographical location, or corporate area, followed by the unabbreviated name of the country, state, province, or territory. (Examples: Kiwanis Club of Calgary, Alberta, and Kiwanis Club of Santa Rosa, Philippines.) (1/97)

Two Communities - Where two communities are involved, it is desirable to include the names of both communities. (Example: Kiwanis Club of Whiting-Robertsdale, Indiana.) (6/91)

Historical Area - If the club is organized in an historical area, the club name may be followed by a word that is descriptive of the area. (Example: Kiwanis Club of San Antonio-Alamo, Texas.) (6/91)

Honoring an Individual - In selecting a name to honor an individual, the club name must contain the name of the community or area, along with the last name of the individual who is no longer living and whose contribution to the community or country is outstanding. (Example: Kiwanis Club of Mitchell-Grissom, Indiana, named after astronaut Virgil Grissom.) (1/97)

Gender Designation Prohibited - A club shall not use in its name a specific gender designation, such as the words "man/woman," "men/women," or "male/female," or any designation which would impugn the good name of Kiwanis. (1/97) (301.4)

NUMBER OF MEMBERS REQUIRED

CLUB PROCEDURES

In most communities, at least 20 active members in good standing shall be required for clubs organized in any district or nondistricted areas. (1/99)

With at least 30 days advance notice to and approval of the Executive Director or designee, a new Kiwanis club may be organized with as few as 15 active members in a community of fewer than 1,500 persons, if the community is at least 35 miles away from any community of 1,500 or more. (9/97)

With the exception of new clubs being organized in small, remote communities as described in the above paragraph, districts may fix a higher minimum number of members for new clubs organized. This must be done by a majority vote of the district board and reported to Kiwanis International. Kiwanis International will honor the higher minimum fixed by the district board when processing new clubs from that district. (1/98) (302.1)

BUILDING NEW KIWANIS CLUBS FROM MEMBERSHIP OF OTHER SERVICE ORGANIZATIONS

Without the consent of the International Board, a new Kiwanis club shall not be built from a club chartered by another service organization until such group has relinquished its charter and continued as an unaffiliated club for a period of six (6) months. (6/91) (302.2)

CHARTER MEMBERSHIP

The charter membership of a club shall be considered as all club members in good standing as of the date the charter is presented to the club. The president and secretary of a new club shall certify over their signatures and send to the International Office the names of the charter members of the club. (10/96) (302.3)

SEED MEMBERS FOR NEW CLUBS

When forming a new Kiwanis club, the New Club Builder may identify current and/or former members of Kiwanis who are willing to become members in the new club for the specific purpose of assisting the club during its first year to establish sound operations. These persons should be included in the initial core of the club's leadership. Seed members should be given specific guidance by the New Club Builder about their role in the new club. A new club should have no more than five seed members. (9/97)

If seed members are former Kiwanis members, they may be included in the minimum number required for the new club. (9/97)

If seed members are moving their active membership from another club, they shall be counted in addition to the minimum number of members required to organize the new club. Also, those "transferring" to the new club shall be exempt from paying the new member fee, and the new club will not pay other prorated dues and fees for that seed member to Kiwanis International for the first semiannual period. Existing clubs which lose a member for the purpose of being a seed member in a new club shall not be penalized for loss of that member for one year. (1/01) (302.4)

NEW CLUB PETITION AND PROCESSING

A "Petition for a New Club" form shall be sent by the Executive Director to the sponsoring club, or to those individuals interested in forming a Kiwanis club. At the same time, the affected district governor(s) shall be informed of such action. The petition shall be properly completed and forwarded for approval as provided in the International Constitution and Bylaws. (6/91)

Any new clubs must be reported to the International Office within one (1) business day after the date of organization. All necessary documents and fees for such clubs must be received by Kiwanis International no later than thirty (30) days after the organization date. If the documents and fees arrive more than thirty (30) days after the reported

organization date, the official organization date will be registered as the date the documents and fees were received. A new club cannot be processed and recognized until the documents and fees are received. (10/92) (303)

ORGANIZATIONAL MEETING OF A NEW CLUB

Majority Required - A majority of the members of a new Kiwanis club shall be present at the organizational meeting of that club for the meeting to be officially recognized as the club's organizational meeting. Should a majority of the members not be present, the official organizational meeting must be rescheduled. (6/91) (304.1)

Who Conducts - The official organizational meeting of a new Kiwanis club shall be conducted by a person trained and authorized by Kiwanis International for that purpose. (10/96) (304.2)

Adoption of Club Bylaws - At its organizational meeting, before admission to membership in Kiwanis International, the club must adopt the Standard Form for Club Bylaws. Any change or modification of such bylaws must be approved by the International Board. (1/92) (304.3)

FEES AND DUES

Membership Application and Fees - Before a new club may be organized and the charter presented, the required number of individuals shall have completed an application for membership and paid a membership fee, which shall be at least US \$35.00. (9/97)

Club Dues - A new club must also establish annual dues of an amount necessary to meet club administrative expenses and district, federation (if any), and International dues. (See "Payment of Dues, Magazine Subscription, and Insurance" regarding membership dues to be paid by newly organized clubs.) (1/93)

Charter Fee - The charter fee to be paid by a prospective club before receiving its charter shall be one hundred dollars (US \$100.00) per the International Bylaws. (10/95)

International Dues, Magazine, and Insurance - Each new club accepted for membership in Kiwanis International will pay a prorated amount of dues, magazine subscription fees, and insurance costs per member, in accordance with a fee schedule based upon the date of the club's organization. (10/94) (305.1)

After Submission of Roster - The new member fee, as defined under "New Member Fee" in this section, applies to all club members added after the submission to the International Office of the Permanent Organization Roster following the organizational meeting. (1/01) (305.2)

CLUB CHARTER

Signatures - Upon the organization of the Kiwanis club and approval by the International Board, a charter signed by the International President, Executive Director, and the district governor will be issued to the club. For clubs formed within a federation, the charter may also be signed by the president and the secretary of the federation. (6/91) (307.1)

Presentation - On behalf of Kiwanis International, the governor or the governor's representative will personally present the new charter to each club. If the governor designates a representative, this person generally should be a past district governor. The presentation of a charter to the first new club in a nondistricted area should be made by the International President or the President's representative. (10/98)

The district governor, International President, or other representative who presents the club charter, when making the report to Kiwanis International about the charter night, shall send a charter night program which shall be placed in the permanent file of

CLUB PROCEDURES

the new club at the International Office. (10/96) (307.2)

Language - Charters issued to clubs shall be printed in the official Kiwanis language of English. (6/91) (307.3)

REVISIONS TO CLUB BYLAWS

With the advice and consent of the International Board, the Executive Director shall make the necessary changes in the Standard Form for Club Bylaws to bring them into conformity with amendments to the International Constitution and Bylaws, and all clubs shall be informed that such changes immediately apply to their club bylaws. (10/91) (307.4)

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, if such incorporation in the club's state, province, or country limits the club creditors to the funds or property of the incorporated club. (10/96) (308.1)

Initial information on incorporation shall be given to a new Kiwanis club by the person conducting the organizational meeting. The Executive Director shall provide additional guidelines to assist any club incorporating. (10/96) (308.2)

CLUB COMPLIANCE WITH LOCAL AND NATIONAL LAWS

Every Kiwanis club must comply with the laws of the country in which it exists and functions. Whenever local laws impose a requirement which may be inconsistent with the Constitution and Bylaws or Policies of Kiwanis International, the clubs affected should present the concern to the International Board for advice and guidance. (4/97) (309)

RESPONSIBILITIES OF THE LIEUTENANT GOVERNOR AND SPONSORING CLUB(S) TO NEW CLUBS

Lieutenant Governor - The lieutenant governor shall assist in the formation of new clubs, and shall have the responsibility to determine that the new club has the minimum number of active members (and not just signatures on a petition) at the dates of organization and chartering, and that the club maintains the minimum number of members needed for chartering throughout the administrative year. (10/96)

The lieutenant governor is the chairman of the charter event for the new club, and shall encourage every club in that division to be represented by at least an interclub at the charter function. (10/96) (310.1)

Lieutenant Governor and Sponsoring Club(s) - The lieutenant governor shall designate which club(s) shall be recognized as the sponsor(s) of a new club. In nondistricted areas, the authorized club builder shall designate sponsoring club(s). (10/96)

The sponsoring club(s), the lieutenant governor at the time of organization, and any succeeding lieutenant governor shall assist the new club for at least one year after its organization, and be responsible for: (6/91)

- A. Club meeting programs during the first thirteen weeks. (6/91)
- B. Continued membership recruitment efforts and maintenance of active membership of not less than the number of members required to organize the club. (6/91)
- C. Assistance in planning for and attendance at the club charter presentation event. (6/91)

D. Development of proper club administrative procedures and programs of community service. (1/92) (310.2)

OFFICIAL ORGANIZERS OF NEW CLUBS

Kiwanis International shall authorize, train and support persons to organize new Kiwanis clubs. In North American districts these persons shall be New Club Builders. In other districts and nondistricted areas these persons shall be Kiwanis International Accredited Representatives (KIARs). (10/96) (311)

Guidelines for Selection of New Club Builders - New Club Builders may be appointed by the district chairperson for new club building and approved by the governor. Candidates for appointment to the position of New Club Builder should: (10/96) (311.1)

- A. Be willing to make a three-year commitment to the position, with the understanding that their continuation into the second and third years will be preceded by a review of their achievement in the current year. (10/96)
- B. Understand that they are generally expected to lead the efforts to organize at least one new Kiwanis club each year, and that it is recommended that this be the only position that they hold so there is no conflict with this single focus. (10/96)
- C. Participate in the training/update session conducted for New Club Builders. (10/96)

Guidelines for Selection of Kiwanis International Accredited Representatives (KIAR)- A KIAR may be recommended by the district governor, is appointed by the Executive Director, and must be trained and certified by a member of the International Office staff, or other trainer designated by staff. (10/96)

The following guidelines should be used to select Kiwanis International Accredited Representatives (KIARs). Candidates should: (1980)

- A. Be knowledgeable of the area involved. (1980)
- B. Be willing to spend the necessary time to assess thoroughly the conditions of the area involved. (1980)
- C. Be willing to explain to prospective Kiwanians the principles and ideals contained in the Objects, objectives, and Policies of Kiwanis International. (1980)
- D. Be willing to spend the necessary time to give Kiwanis education and leadership training to new members and club officers. (1980)
- E. Be willing to complete the necessary club organization papers and forward them to the International Office. (1980) (311.1)

Duties and Responsibilities of New Club Builders - The duties and responsibilities of New Club Builders shall be: (10/96)

- A. Participate in the annual training/updating session provided for New Club Builders. (10/96)
- B. Work with the district chairperson for new club building and governor to target and properly plan for the organization of at least one new Kiwanis club each year. (10/96)
- C. Follow the process and use the material provided by Kiwanis International for the proper organization of a solid new Kiwanis club. (10/96)
- D. Keep the district chairperson informed of progress on the site(s) targeted for the year. (10/96) (311.2)

Duties and Responsibilities of Kiwanis International Accredited Representatives (KIAR) - The duties and responsibilities of KIAR's shall be: (10/96)

CLUB PROCEDURES

- A. Visit the area involved and collect information as required by the International Board or Executive Director. (1980)
- B. Counsel with the proposed Kiwanis club and correspond with the International Board or Executive Director prior to its possible approval as a club. (1980)
- C. Appraise and report factually the membership potential in the area involved. (1980)
- D. Secure assurance that prospective members will accept the Objects, objectives, and Policies of Kiwanis International. (1980)
- E. Gain a thorough knowledge and understanding of the Policies and Procedures governing international extension and the current and forward plan for implementation of international extension. (1980)
- F. Make specific recommendations to the Executive Director or the International Board. (1980) (311.2)

Reimbursement - A New Club Builder or Kiwanis International Accredited Representative (KIAR) will receive limited reimbursement for actual expenses incurred in the performance of tasks routinely related to the position. More information is available on request from Kiwanis International. (10/96) (311.3)

CLUB OFFICERS

SELECTION OF CLUB OFFICERS

The best interests of a club are served when a number of different club members serve as officers, members of the board of directors and committee chairmen. Persons other than the secretary and treasurer should not be encouraged or expected to hold the same office or chairmanship for more than two years. (6/91) (320.1)

INSTALLATION OF CLUB OFFICERS

Each Kiwanis club should hold a meeting at the beginning of each administrative year for the purpose of installing its new officers, and should recognize that such a meeting provides opportunity for the entire club membership to renew and reaffirm their commitment to the objectives of the organization. Such meetings also provide public relations opportunities to acquaint the community with the purposes, objectives and activities of the Kiwanis club. (6/91) (320.2)

EDUCATION AND TRAINING OF CLUB OFFICERS

The education of the new officers, members of the board of directors, and the committee chairmen in each local club shall be under the direction of the president-designate. The club president-designate shall conduct a Club President's Conference for Incoming Officers and Appointees to prepare them for their club responsibilities. (5/90) (320.3)

See also "Club Officers Training" and "President-elect Planning Conference" in the District section.

QUALIFICATIONS FOR THE CLUB PRESIDENT

The club president should be an active member in good standing, and should: (6/91)

- A. Possess the esteem and confidence of the club members and the ability to assume the leadership of the club; (6/91)
- B. Have attended the previous district convention and division training conference; (1/00)
- C. Be prepared to give the time and effort necessary to lead and carry on the work and activities of the club; (6/91)

D. Have served well as a board member, club officer or as chairman of one or more of the major club committees; and (6/91)

E. Have a working knowledge of the Objects and objectives of Kiwanis International and the club bylaws. (6/91) (321)

RESPONSIBILITIES OF THE CLUB PRESIDENT

The club president shall: (10/96)

A. Plan in advance and preside at club and board of directors' meetings. (1/92)

B. Lead a well-managed and interesting club meeting that opens and closes on time and has a variety of programs of interest to club members. Periodic meetings or recreational activities with spouses (or families) should also be held. (10/96)

C. Have an aggressive year-long membership recruitment and retention program, with monthly and quarterly goals. (1/92)

D. Have an effective pre-induction education program for new members, stressing membership responsibilities, benefits achieved by active involvement in service activities, and the need for regular club meeting attendance. (1/92)

E. As an ex-officio member, attend as many committee meetings as possible, monitoring the progress of each committee to make certain that goals and objectives will be achieved. (1/92)

F. Make certain that all new members are assigned to one or more committees and become actively involved in club activities. (1/92)

G. Assure that there is a proper accounting of club finances, including the separation of administrative and service funds, and that the club's financial records are audited annually. (1/92)

H. Cooperate with the lieutenant governor, district governor, and district and International Offices on all Kiwanis matters, and handle all correspondence and communications promptly. (1/92)

I. Make certain that all required club reports are filed with the district and Kiwanis International in a timely manner. (1/92)

J. Have a close working relationship with, and make certain that the club carries out its responsibilities to, any sponsored youth organization. If the club does not sponsor such an organization, consider sponsoring one. (1/92)

K. Determine if a nearby community or area lacks a Kiwanis club, and lead or participate in the building of a new Kiwanis club. (1/92)

L. Attend the International Convention, district convention and conferences, and division council meetings. (1/92)

M. Make certain the club is well represented at the International Convention, as well as the district convention, conferences, and events. (1/92)

N. Promote inter-clubbing. (1/92)

O. Orient the president-designate regarding duties as the club's next chief executive officer. (1/92)

P. With the president-designate, arrange a joint meeting of the incoming and outgoing boards of directors for the purpose of providing a smooth and effective change of administrations. (1/92)

Q. Ensure the club's full participation in service initiatives, including the Young

CLUB PROCEDURES

Children: Priority One program. (10/96) (322)

RESPONSIBILITIES OF THE CLUB PRESIDENT-ELECT

The club president-elect, prior to October 1, shall: (10/96)

- A. Study the club president's leadership materials, make use of information available from Kiwanis International, and attend the International, district and divisional leadership training conferences. (1/92)
- B. Confer with the current president, club officers and committee chairmen on the club programs of service and administration. (1/92)
- C. Attend the International Convention, district conferences and conventions, Club Officer Training, and division council meetings. (1/00)
- D. Supervise the club's annual community analysis to determine the community needs and programs of club service to recommend for next year's implementation. Be certain to include new projects and some that carry out the Young Children: Priority One program. (1/93)
- E. Appoint club committee chairmen and members who will carry out the club's administrative responsibilities and/or service projects. Make certain that all members of the club, and especially new members, are involved, and that members are not continually reappointed as chairman or a member of the same committee. (1/92)
- F. Be actively involved in the preparation of the annual club budget to properly plan for proposed programs of service and the necessary fund-raising activities. (1/92)
- G. Set goals and objectives for the coming year and recommend their adoption. (1/92)
- H. Hold the president's training conference for club officers, directors, committee chairmen and members. (1/92)
- I. Make arrangements with the lieutenant governor (and spouse) to attend and be the installing officer at the installation of club officers. (1/92)
- J. With the president, arrange a joint meeting of the incoming and outgoing boards of directors. (1/92)
- K. Supervise an annual analysis of the club, including the club's ability to meet the needs of its members and community. (10/96) (323)

MEMBERSHIP IN CLUBS

QUALIFICATIONS

Each Kiwanis club consists of persons with the qualifications set forth in the Constitution and Bylaws of Kiwanis International. Membership in a Kiwanis club is personal and not of the business or professional entity, partnership or corporation which the individual member represents. (6/91) (340.1)

CLUB MEMBER MOVING FROM ONE AREA TO ANOTHER

When a club member moves from one area to another, the club secretary shall complete the Member Transfer/Referral Form and forward it to either the club secretary or district secretary. The moving member may submit a Proposal for Membership directly to the board of directors of a club in his/her new area, and that Kiwanis club is encouraged to elect that individual to its club membership. (4/97) (340.2)

INVITATION TO MEMBERSHIP

Admission to Kiwanis club membership shall be by personal invitation only. Kiwanis clubs shall not solicit new members through newspaper ads, general mailings to the public, or other such forms of nonselective advertising. (6/91) (340.3)

PAYMENT OF DUES, MAGAZINE SUBSCRIPTION, AND INSURANCE

Per Capita Dues - Each club shall pay to Kiwanis International annual dues for each active, senior and privileged member, except those holding life member status, as provided in the International Constitution (US \$27.00). (4/98) (341.1)

Reporting of Membership - Dues, magazine subscription fees and insurance costs are payable by clubs each administrative year. They are based on the number of members as reported to Kiwanis International in the appropriate report. The amounts become delinquent if not paid within 60 days after the due date. If the club fails to report the membership count, the count is obtained from the district office. (4/02) (341.2)

Refunds or Prorating - Clubs do not receive a refund from Kiwanis for dues, magazine subscription fees or insurance costs paid for members who are dropped from club membership in the semiannual periods after September 30 or March 31, and clubs, during that period, are not charged dues, magazine subscription fees or insurance costs for new members. (10/90) (341.3)

See also "District Assistance in the Collection of Kiwanis International Dues" in the District section.

PROPOSAL AND ELECTION OF PROSPECTIVE CLUB MEMBERS

Election to membership in a Kiwanis club is by invitation only. Each proposal for and election to membership shall be in accordance with the qualifications and procedures set forth in the International Constitution and Bylaws and the club bylaws. (6/91) (342.1)

INVITING PROSPECTIVE MEMBERS TO CLUB MEETINGS

Clubs are encouraged to adopt a practice of inviting a prospective member to several regular meetings of the club before the club board of directors votes on the election to membership of such prospective member. When practical, the prospective member should be introduced as, and be, a guest of the club. (6/91) (342.2)

MEMBERSHIP FOR YOUNG MEN AND WOMEN

Every effort should be made by Kiwanis clubs to invite younger men and women as members, especially those who were members of Kiwanis' sponsored youth organizations. (6/91) (342.3)

PRE-INDUCTION EDUCATION MEETING

After election to membership and before the induction of a new member, the new member should attend a pre-induction education meeting, at which members of the club membership committee should discuss the history, Objects and objectives of Kiwanis; club service projects and fund-raising activities; and the responsibilities, costs and benefits of club membership. The member should be made aware of the benefits of regular attendance, participation in the activities of the club, and visiting other Kiwanis and sponsored youth clubs. When practical, the spouse of the prospective member should be invited to attend this meeting. (1/92) (342.4)

INDUCTION OF NEW MEMBERS

CLUB PROCEDURES

A ceremony of induction of new members into a club in a dignified manner should be developed by each club for its own use. (6/91) (342.5)

NEW MEMBER FEE

A new member fee of US \$15 shall be charged for each new club member to defray the office administrative costs. The fee is waived for: charter members of new Kiwanis clubs; honorary members; members who, within a six-month period, join another Kiwanis club; and Circle K or Key Club members who join a Kiwanis club within six months after graduation. A fee is owed by a club and not waived when a member who has been deleted is then added by the same club, except when semiannual dues have been paid for that member for the semiannual period in which the member rejoins. (1/01) (342.6)

APPOINTMENT TO COMMITTEES

The president should appoint a new member to one or more committees of interest to the new member within one month of the member's induction, and the chairman of the committee is responsible to actively involve the new member. (10/96) (342.7)

LEGION OF HONOR

The Legion of Honor shall include all persons who have been members of one or more Kiwanis clubs for twenty-five (25) years or more. Such years of membership need not be consecutive. (6/91) (343.1)

Each five-year period of membership service, beginning with twenty-five (25) years, should be recognized by presentation of an appropriate certificate and lapel pin to the Legion of Honor member. (6/91) (343.2)

CLUB MEETINGS

Note: See also "Club Meeting Places" under "Building New Clubs."

MEETING TYPES

Inter-club Meeting - An inter-club meeting is one which is held by two or more Kiwanis clubs (including clubs "in formation") or by a Kiwanis club and any Builders Club, Circle K club, Key Club, or Kiwanis Junior club. No less than four members of the visiting club nor less than a visiting group of four composed of a minimum of two Kiwanians plus members of a Builders Club, Circle K club, Key Club, and/or Kiwanis Junior club. (4/98) (344.1)

Round Table Meeting - Whenever a Kiwanis club changes either the time or place, or both, of its regular meeting, a round table meeting may be held at the time and place of the regular meeting. If the club president cannot attend the round table meeting, the president shall appoint another officer or member to act as chairman. The chairman shall be responsible for an official record of attendance of members and visiting Kiwanians, which shall become part of the club's records. (4/97) (344.2)

Special Meeting - A special meeting of a Kiwanis club may be held in lieu of its regular meeting. Examples of a special meeting may include a family or spouse night, installation of club officers, inter-club, etc. (4/97) (344.3)

Annual Meeting - Provisions for a club's annual meeting are stated in the International Bylaws and in the Standard Form for Club Bylaws. (4/97) (344.4)

CLUB MEETING ATTENDANCE AND PARTICIPATION RULES

Meeting Attendance Requirement - To receive credit for attendance at a meeting, the member must be present for at least 60 percent of the time scheduled for such meeting. Attendance by proxy is not permitted. (6/91) (345.1)

Club Meeting Participation Credit Opportunities - One member participation credit shall be given for personal attendance at the following meetings or activities during the calendar month or seven (7) days immediately preceding or following the month that a club meeting is missed: (4/00)

- A. A regular meeting of any Kiwanis club. (9/99)
- B. A round table meeting. (4/97)
- C. A special meeting of a Kiwanis club. (4/97)
- D. A regular meeting of the member's club board of directors. (4/99)
- E. A regular, scheduled meeting of a formally established committee of the member's club. (4/99)
- F. Participation in a club approved service project. (Maximum of one credit per days per service project.) (4/99)
- G. Attendance at an International, district, or division convention, conference, or formally scheduled meeting. (Maximum of one credit per convention, conference, or meeting, regardless of length.) (4/99)
- H. Attendance at an International or district board meeting. (Maximum of one credit per meeting, regardless of length.) (4/99)
- I. Absence from a regular club meeting as a result of travel to or from the International or district convention or conference (travel must be within seven (7) days before and/or after the convention or conference). (4/99)
- J. Attendance at any club function for Kiwanians and their families designed to improve health, welfare, morale, and esprit de corps (club dinners, picnics, birthday parties, outings, etc.) (Maximum of one credit per month.) (4/99)
- K. Attendance at any club sponsored program board meeting, regular meeting, or sponsored program service project. (4/99)
- L. A visit to the Kiwanis International Office, a Regional Service Center, or a district office. (Maximum of one credit per quarter). (4/99)
- M. One credit shall be given for each regular meeting missed as a result of performing jury duty. (4/99) (345.2)

MONTHLY ATTENDANCE CREDIT CALCULATION

Basis and Frequency - Attendance credits for a club member shall be determined monthly, and shall be based on the number of member attendance credits compared to the number of regular meetings the club has that month. (2/96)

Limit - A member's attendance credits shall not exceed the number of regular club meetings for that month. (2/96)

Membership Class - The percentage of the club's monthly attendance is based solely on the total number of active members of a club. Honorary, privileged, or senior members or guests, whether members of Kiwanis or not, are not included. (6/91)

Calculation Process - To figure the percentage of attendance for a given month, determine the total number of attendance credits for active members as provided in this procedure, and divide that number by the total number of active members on the club roster for each of the regular club meetings during the given month. (6/91)

Example: Assume that a club with 50 active members meets weekly on Wednesday, that there are four Wednesdays during the month, and that the attendance credits are as follows: (6/91) (345.3)

30 members each with 4 (or more) credits = 120 credits*

10 members each with 3 credits = 30 credits

5 members each with 2 credits = 10 credits

4 members each with 1 credit = 4 credits

1 member with no credits = 0 credits

Total Club Attendance Credits = 164

Total Possible Attendance Credits (50 X 4) = 200

Monthly Percentage (164/200) = 82 percent

* Maximum allowable

LEAVE OF ABSENCE

Dues Requirement - A leave of absence excuses a member from attendance requirements but does not eliminate the dues required for membership. (6/91)

Conditions - Upon formal request, and by a vote of two-thirds (2/3) of the entire board of directors, a member may be granted a leave of absence for a period of not less than thirty (30) days but not exceeding six (6) months for conditions as follows: (1980)

- When confining illness will prevent attendance; (1980)
- When special and/or temporary business conditions, professional assignments, or travel will prevent regular attendance; (1980)
- When military service removes a member beyond his/her own club area. (1980)

Such leaves of absence may be renewed for additional six-month periods during the time that such conditions exist. (6/91)

Member Moving - Upon formal request, and by a vote of two-thirds (2/3) of the entire board of directors, a leave of absence may be granted when members move their residence and/or community interests beyond the club area. This leave of absence provides the member an opportunity to become affiliated with another Kiwanis club in the new location while retaining membership in the present club. Kiwanis clubs are urged to use such leaves of absence to retain members in Kiwanis. Such leaves of absence terminate when the member affiliates with another club or at the end of a one-year period from the time the leave of absence is granted, whichever is earlier. (6/91)

Member Serving in Legislative Capacity - Kiwanians serving in a state, provincial, national, or comparable legislative capacity, while attending legislative sessions or meetings, shall not be subject to the attendance requirements of active members, and shall remain in the good standing of their club while rendering such legislative services. No attendance credit shall be given to the member serving in such capacity, and for club attendance reporting purposes as provided in this procedure, the member shall be considered as having a leave of absence. (6/91) (345.4)

PERFECT ATTENDANCE TABS

Attendance tabs denote years of perfect attendance rather than consecutive years of perfect attendance. Upon completion of any twelve consecutive months of perfect attendance, an appropriate attendance tab should be presented by the club to its member. (6/91)

For perfect attendance tab purposes, the member has the opportunity of making up the number of leave of absence meetings either before such leave takes effect or upon resumption of attendance at club meetings for a period equal to the leave of absence either before such leave takes effect. Otherwise, perfect attendance tabulations resume at the end of the leave of absence without loss of weeks already accumulated. (4/01) (345.5)

CERTIFICATE OF ATTENDANCE

A visiting Kiwanis member should be given a certificate of attendance, signed by the club secretary. To receive an attendance credit for visiting another Kiwanis club, the Kiwanis member should present to the member's club secretary a signed certificate or other proof of attendance. The responsibility for obtaining such a certificate rests with the visiting club members themselves. (6/91) (345.6)

CLUB FINANCIAL MATTERS

CLUB FUNDS

Kiwanis clubs must handle their funds in a business-like manner and must segregate their administrative and community service funds. Persons handling club funds should be bonded. (4/97) (350)

BUDGETS AND FINANCIAL REPORTS

Prior to October 1, annually, the club board of directors should adopt administrative and service budgets for the following administrative year. During the year, at the club's monthly board of directors meetings, timely and complete financial reports should be presented by the treasurer. These financial reports must be reviewed by the club board of directors and accepted, subject to audit. (4/97) (351)

FUND-RAISING ACTIVITIES - For information about:

- Fund-raising area, see the Policy on "Districts and Clubs/Fund-Raising."
- Funds other than membership fees and dues for administrative purposes, see the Standard Form for Club Bylaws.
- Drawings at club meetings, see Interpretations of the International Bylaws regarding "Raffles and Drawings." (10/95) (352)

ANNUAL AUDIT - For information on club audits, refer to the Standard Form for Club Bylaws. (353)

CLUB PAYMENTS TO KIWANIS INTERNATIONAL — See this heading in the International Procedures section. (354)

CURRENCIES - Payment of amounts due Kiwanis International shall be made in United States currency, or in other currencies approved by the International Board. For details, see "Currencies" in the International Procedures section. (355, 781)

DELINQUENT CLUBS AT INTERNATIONAL CONVENTION - See this

heading in the International Procedures section. (133.3)

CLUB STATUS

REQUIREMENTS FOR “IN GOOD STANDING” STATUS

To be “in good standing,” a Kiwanis club must comply with the essential actions of a Kiwanis club as defined by the International Board, which are as follows: (1/00)

- A. Comply with all the provisions of the Constitution, Bylaws, Policies, and Procedures of Kiwanis International, its district, and its federation (if any). (1/00)
- B. Comply with the current Standard Form for Club Bylaws, modified as approved by the International Board of Trustees. (1/00)
- C. Implement community service projects, including those that support Young Children: Priority One and district goals for the Worldwide Service Project (if any). (1/00)
- D. Sponsor or support a K-Kids club, Builders Club, Key Club, Circle K club, or Kiwanis Junior club (where possible). (1/00)
- E. Maintain an active, privileged, and senior membership of not less than fifteen (15); set a goal of a net increase of at least one (1) member per year; and stage pre-induction orientation and formal induction of new members. (1/00)
- F. Pay dues, subscriptions, and other obligations to Kiwanis International, its district, and its federation (if any), within ninety (90) days after such amounts are due. (1/00)
- G. Meet at least twice monthly with a well-managed, informative, and fun club meeting which contains an informative program and follows a timed agenda. (1/00)
- H. Schedule board meetings at least once a month. (1/00)
- I. Monies received from fund-raising projects in which the public participates, or from members or others for the service activities sponsored by the club, shall be segregated from the administrative funds and shall be used only for charitable, educational, religious, and eleemosynary activities. (1/00)
- J. Complete the annual club organization, including the election and reporting of officers and the appointment of committees. (1/00)
- K. Have all club officers participate in Club Officers Training. (1/00)
- L. Participate in district and division activities, including the fulfillment of its club delegate obligation to district conventions. (1/00)
- M. File all reports as required by Kiwanis International and by the district and federation (if any). (1/00) (360.1)

CLUBS ON PROBATION

Conditions - A district or federation (if any) board of trustees may place a club on probation for a violation(s) of the essential actions (provided in the Procedure on “Requirements for Clubs in Good Standing Status”) for a period not to exceed six (6) months. (10/98)

Notice - A written notice of the violation(s) and a copy of the findings and conditions to be met to eliminate the probation must be sent to the club president, club secretary, lieutenant governor, and the Executive Director. (10/98)

Response - Such club will be given at least thirty (30) days to respond to such violation(s) and may request a hearing on such violation(s) before the district or federation (if any) board. (1980)

Extension - If the club makes partial improvements, the probation may be extended by the district or federation (if any) board for up to two (2) additional periods, not to exceed three (3) months each. (1/99)

Charter Suspension or Revocation - If the violation(s) have not been corrected by the club within the probation period, the district or federation (if any) board shall recommend to Kiwanis International the suspension or revocation of the club's charter, or as provided in the International Bylaws, the International Board may suspend or revoke the club's charter and/or prevent the club from using the Kiwanis Marks. (10/98)

Referral to International Board - At any time, the entire matter, together with a copy of all proceedings, correspondence, and recommendations may be referred by the club, district, or federation (if any) board to the International Board, or the International Board may initiate a review of such proceedings. (1980)

Return to "In Good Standing" Status - If, at any point in this process prior to charter suspension or revocation, the club complies with the requirement, the violation of which resulted in probation, then the club shall be returned to "in good standing" status and shall be so notified by the district or federation. (1/99) (360.2)

CLUBS NOT CURRENT WITH FINANCIAL OBLIGATIONS

Charter Suspension - When a club fails to pay its dues or subscriptions or other indebtedness exceeding US \$150 to Kiwanis International or annual dues to its district or federation (if any) within ninety (90) days after such amounts are due, the club shall be considered not current with its financial obligations and placed on charter suspended status. (1/00)

Club Delegate Representation Prohibited - A club not current with its financial obligations or having outstanding dues obligations is not entitled to be represented by delegates at any district, federation (if any), or International conference or convention.

Written Notice and Status Report - A notice of and reasons for not being current with its financial obligations will be sent no later than one hundred and twenty (120) days after the indebtedness is due to the last reported president and secretary of the club by the Executive Director or designee, and copies shall be sent to the district. Notice will also be sent no later than one hundred and fifty (150) days to all last-reported club members. (1/00)

Charter Revocation - When a club fails to pay its dues, subscriptions, or other obligations to Kiwanis International, to the federation (if any), or pay dues to its district within six (6) months after such amounts are due, under the International Bylaws, the club charter and membership shall be revoked at the next Kiwanis International Board meeting. Whenever the International Board shall direct revocation of a club charter for nonpayment of financial obligations, the club shall be notified immediately of such action by the Executive Director or designee. (1/00)

Return to "In Good Standing" Status - If, at any point in this process prior to charter revocation, the club pays its full indebtedness, the club shall then be returned to "in good standing" status and shall be so notified by the Executive Director or designee. (1/00) (360.3)

CLUBS AT RISK FOR LOW MEMBERSHIP

Conditions and Notice - Within thirty (30) days after the September 30 certified membership is released, the Executive Director or designee will notify each district of the clubs in their district whose September 30 certified membership is below fifteen (15). Such clubs will be considered to be at risk. (1/00)

Assistance - During the period a club is deemed to be at risk, Kiwanis International and/or the district will provide membership development programs to assist the

CLUB PROCEDURES

club in the process of increasing its membership to a level wherein the club can function fully and fulfill its responsibilities of a club as required in the Essential Actions. (1/99) (360.4)

NOTICE TO CLUBS

A copy of the Procedure on Club Status shall be included in the annual club and district officer's guidebooks and/or manuals. (10/98) (360.5)

MERGER OF CLUBS

For Kiwanis clubs to merge, both clubs must be free of indebtedness to Kiwanis International and the district. New officers must be elected. The club must determine the day, time, and place of club meetings, which charter will be retired, and which key number will be retained. The club must also resolve the transfer of funds and the sponsorship of sponsored programs clubs. The club that is retiring its charter must dissolve its corporate status. (10/96)

When all administrative details are satisfied, the other club charter may be retired by action of the Executive Director. (10/96)

No new member fee will be charged for members of the club whose charter is being retired. (1/01) (361.1)

RESIGNATION OF CLUB CHARTER

The necessary steps for resignation of the charter of a club are found in the International Bylaws. (10/91) (361.2)

See also "Club Charter Reinstatement" after a club has resigned its charter (or had its charter revoked). (1/99)

CHARTER SUSPENSION

When a club charter has been suspended by the International Board, all of the club's rights and privileges as a Kiwanis club cease during such period of suspension. The Board will revoke the charter of a club that has had its charter suspended for more than six (6) months. Upon written request of the district board of trustees, revocation will be considered within the six-month period. (1/00) (362.1)

REACTIVATION MEETING

In order for a club that has had its charter suspended to be restored to "in good standing" status, a reactivation meeting must be held, conducted by the lieutenant governor, an appointed representative of Kiwanis International, or a current or past district officer. At that meeting, the club roster must have a minimum of twenty (20) members, of which at least fifteen (15) are in attendance. (10/96)

Following the reactivation meeting, the district and International Offices shall be provided with a report which must be signed by the club president and secretary, to include: (1/93)

- A. The date the meeting was held; (1980)
- B. The names and addresses of the club president and secretary; (1980)
- C. The names and addresses of its club members; (1/93)
- D. The place, day, and time of its regular club meetings; and (1/93)
- E. The day of its regular monthly board of directors' meeting. (1/93) (362.2)

CHARTER REVOCATION

When a club charter has been revoked by the International Board (in accordance with International Bylaws, Article IV, Section 4), all of the club's rights and privileges as a Kiwanis club are terminated and the club ceases to exist at that time and has no status at any administrative level. The club continues in this status during any appeal as prescribed in the International Constitution and Bylaws. Upon the revocation of a club charter, the charter shall be sent to the Executive Director. (1/99) (363.1)

CHARTER REINSTATEMENT

The International Board may authorize reinstatement of a club which has resigned or had its charter revoked, providing that: (1980)

The reinstatement charter fee of US \$100 (as defined in the International Bylaws) has been submitted. (5/93)

- A reorganization meeting has been conducted in conformity with the procedures as set forth for the organization of a new Kiwanis club. (1980)
- The required forms have been completed and submitted to the International Office. (1980)
- All other financial obligations have been satisfied. (6/91)

Such club shall be reinstated to "in good standing" status. (1/99) (363.2)

INTERNATIONAL EXTENSION

PRIMARY THRUST OF INTERNATIONAL EXTENSION

The primary thrust of Kiwanis in international extension shall be to build new clubs in approved areas and to strengthen existing clubs. (7/88) (370)

WHERE CLUBS SHALL BE PERMITTED TO EXIST

Clubs shall be permitted to exist only in nations or geographic areas which permit individuals the freedom of assembly, expression and action necessary for a Kiwanis club to function in accordance with the Constitution, Bylaws, Policies, and Procedures of Kiwanis International. (7/88)

Until such time as an authorized nation, part of a nation, or group of nations becomes a district in formation, the Executive Director shall approve each prospective site prior to new club building in that area. This approval shall be based upon a reasonable expectation for the political, social, and economic stability that would be required for compliance with this procedure.

See also "Official List of Kiwanis Nations and Nations Authorized for Extension." (6/92) (371)

GUIDELINES FOR ORGANIZING THE FIRST CLUB IN A NEW COUNTRY OR AREA

All Areas - The following guidelines are to be used when consideration is given to establishing Kiwanis in a new country or area. Individual circumstances may require some variances. These guidelines are to be used to implement the long-range extension plan as approved by the International Board. (7/88)

Assessment - A comprehensive assessment shall be completed by staff on any

CLUB PROCEDURES

prospective Kiwanis nation or area prior to final International Board review, including determination of the following: growth potential, political climate, monetary policy, economic factors, geographic location, language, cultural factors, proximity to existing

Kiwanis clubs, communications and education factors, presence of other service clubs, availability of qualified new club building representatives, and ability of Kiwanis International and/or a district to service the club. (1/98)

Compliance - There must be compliance with all new club building requirements as set forth elsewhere in these procedures. (6/91)

Currency - The currency situation in any new country or area must be such that dues and other funds can be forwarded to the International Office without undue difficulty, or, if this is not possible, that: (1) Kiwanis can maintain a bank account in its own name in that country or area controlled by a fiscal agent, as provided in "Financial Matters in International Extension Areas"; and (2) a plan has been prepared by staff showing how the deposited funds can be utilized by Kiwanis International. See "Club Payments to Kiwanis International" and "Financial Matters in International Extension Areas" for more information regarding the payment of financial obligations. (7/88)

Economy - Kiwanis clubs shall be organized only in those countries or areas in which the economy provides enough income to afford membership in a service club and a sufficient number of business and professional persons to support the five Kiwanis clubs specified immediately below in "Special Criteria for Nondistricted Areas." (5/83) (372.1)

See also "New Club Building in International Extension Areas."

Special Criteria for Nondistricted Areas

Visitation - A prospective Kiwanis nation or area should be visited by a member of the International Board or staff prior to International Board authorization of extension. During this visit, a meeting should be held with prospective members of the first club(s) to verify information previously gathered on the prospective nation or area and to ensure that the responsibilities of Kiwanis membership are fully understood. (7/88) (372.1)

Growth Potential - There should be at least five (5) communities of sufficient size for additional clubs to be organized in the general area or vicinity in which the first club in a new Kiwanis country or area is to be organized. (7/88) (372.2)

NEW CLUB BUILDING IN INTERNATIONAL EXTENSION AREAS

There must be compliance with all new club building requirements as set forth elsewhere in these procedures (See "Building New Clubs.") (6/91) (373.1)

Clubs shall be organized by an official representative of Kiwanis International. (1/98) (373.2)

New club building activities shall be coordinated by districts in districted areas and by the International Office in nondistricted areas. (1/80) (373.3)

New clubs in international extension areas may be sponsored by clubs in any country or area which fulfill the responsibilities of new club sponsorship. (1/80) (373.4)

Two-thirds (2/3) of the members of the first club in a new country or area should be citizens or permanent residents of that country or area in which the club is being formed. (4/97) (373.5)

Every extension club should be furnished with basic club organization, operation, and service literature as determined by the International Board. When practical, such literature and material should be translated into the primary native language. (1/80) (373.6)

FINANCIAL MATTERS IN INTERNATIONAL EXTENSION AREAS

Bank Accounts for New Clubs in New Nations - When a new club is built in a new Kiwanis nation, it shall be the responsibility of the sponsoring club or clubs to assure payment of financial obligations to Kiwanis International until such time as proper banking arrangements are made. It shall also be the responsibility of the sponsoring club to assist Kiwanis International in opening a bank account in the name of Kiwanis International in the city in which the club is located. This account shall be the designated account into which the club shall make all payments to Kiwanis International. (10/91)

In the event the new club is in a country that has currency restrictions, the sponsoring club or clubs shall also be responsible for assisting Kiwanis International with opening a bank account in United States dollars (European euros in Europe). (10/91)

If a bank account cannot be opened in United States dollars or European Euros, an account should be opened in currency of the country involved. (10/91) (374.1)

Deposit of Funds - All funds paid by each club shall be deposited in the name and to the credit of Kiwanis International or its designated agent, as approved by the Executive Director. (10/96) (374.2)

Club Payments - Club payments to Kiwanis International shall be made in an approved currency on the basis of the United States dollar exchange rate. Where the monies cannot be transferred to a United States depository, they shall be collected by a fiscal agent selected and approved by the Executive Director and deposited in the country of origin in an approved depository. (1980) (374.3)

LEADERSHIP EDUCATION IN INTERNATIONAL EXTENSION AREAS

Leadership education programs shall encompass both administration and Kiwanis principles and objectives. (1980) (375.1)

In nondistricted areas, the leadership education of the officers and members of a club shall be the responsibility of the International Board or its designated representative. (1980) (375.2)

OFFICIAL LIST OF KIWANIS NATIONS AND NATIONS

AUTHORIZED FOR EXTENSION

Combined Listings - The list of "Nations Authorized for Extension" and the "Official List of Kiwanis Nations" are combined in one listing, as shown below. All nations appearing on the list are authorized for extension, while only nations with one or more active clubs have an asterisk following their name. (6/92) (376.1)

CLUB PROCEDURES

Nations Authorized for Extension - Nations Authorized for Extension will be composed of:

- A. All current and past Kiwanis nations in which growth activity may occur without prior reauthorization of extension by the International Board. (6/92)
- B. Additional nations which the International Board may have authorized for extension, but in which an active club has yet to be organized. A past nation may be specifically excluded by the International Board from further extension activity and removed from this list. (6/92)
- C. Additional nations which the Executive Director may approve on the International Board's behalf when the Board is not in session and when a viable plan is provided for extension into said nation. (1/98) (376.2)

Adding or Deleting Nations from Combined Listings - A nation will be added to the Official List of Kiwanis Nations at the time the first club is organized in that nation, in accordance with the procedures on "Where Clubs Shall be Permitted to Exist" and "Guidelines for Organizing the First Club in a New Country or Area," and an asterisk will be placed next to that nation's name to designate that at least one active club currently exists. (6/92)

A nation will be deleted from the Official List of Kiwanis Nations ninety (90) days following approval of charter revocation of the last club in that nation by the International Board. This will be reflected by removing the asterisk from next to the nation's name. (The nation's name will normally remain on the list of Nations Authorized for Extension unless specifically removed by the International Board.) (6/92) (376.3)

Current Combined Listings - Following is the (combined) current list of Nations Authorized for Extension and the Official List of Kiwanis Nations (as of September 2000): (9/00) (376.4)

Official List of Kiwanis Nations* and Nations Authorized for Extension (Combined):

- | | | |
|------------------------------------|------------------------------|--|
| 1. Albania | 46. Georgia* | 91. Northern Mariana Islands |
| 2. Algeria | 47. Germany* | 92. Norway* |
| 3. Andorra | 48. Ghana | 93. Pakistan |
| 4. Antigua and Barbuda* | 49. Greece | 94. Panama* |
| 5. Argentina* | 50. Grenada | 95. Papua New Guinea |
| 6. Armenia | 51. Guadeloupe* | 96. People's Republic of China |
| 7. Aruba* | 52. Guam* | 97. Philippines* |
| 8. Australia* | 53. Guatemala | 98. Poland* |
| 9. Austria* | 54. Guyana | 99. Portugal* |
| 10. Azerbaijan | 55. Haiti | 100. Puerto Rico* |
| 11. Bahamas* | 56. Honduras | 101. Republic of China* |
| 12. Bangladesh | 57. Hong Kong* | 102. Romania* |
| 13. Barbados* | 58. Hungary* | 103. Russia |
| 14. Belarus | 59. Iceland* | 104. St. Lucia* |
| 15. Belgium* | 60. India* | 105. Senegal |
| 16. Belize | 61. Indonesia* | 106. Singapore* |
| 17. Bermuda* | 62. Ireland | 107. Slovakia* |
| 18. Bolivia | 63. Israel | 108. Slovenia |
| 19. Brazil | 64. Italy-San Marino* | 109. South Africa* |
| 20. Bulgaria* | 65. Jamaica* | 110. Spain |
| 21. Cameroon | 66. Japan* | 111. Sri Lanka* |
| 22. Canada* | 67. Jordan | 112. St. Vincent & The Grenadines |
| 23. Cayman Islands* | 68. Kazakhstan* | 113. Suriname* |
| 24. Chile | 69. Kenya* | 114. Sweden* |
| 25. Colombia* | 70. Korea* | 115. Switzerland* |
| 26. Comoros | 71. Kyrgystan | 116. Tajikistan |
| 27. Costa Rica* | 72. Latvia | 117. Thailand |
| 28. Cote d'Ivoire | 73. Liberia | 118. Trinidad and Tobago* |
| 29. Croatia | 74. Liechtenstein* | 119. Tunisia* |
| 30. Cuba | 75. Lithuania* | 120. Turkey* |
| 31. Czech Republic* | 76. Luxemburg* | 121. Turkmenistan |
| 32. Denmark | 77. Macedonia (Republic of)* | 122. Turks and Caicos Islands* |
| 33. Dominica* | 78. Malaysia* | 123. Ukraine |
| 34. Dominican Republic | 79. Malta | 124. United Kingdom* |
| 35. Ecuador* | 80. Martinique* | 125. United States* |
| 36. Egypt | 81. Mexico* | 126. Uruguay |
| 37. El Salvador* | 82. Moldova | 127. Uzbekistan |
| 38. Estonia* | 83. Monaco* | 128. Vanuatu* |
| 39. Faroe Islands* | 84. Morocco | 129. Venezuela* |
| 40. Federated States of Micronesia | 85. Netherlands* | 130. Yugoslavia, Federal Republic of (Serbia & Montenegro) |
| 41. Fiji | 86. Netherlands Antilles* | |
| 42. Finland* | 87. New Caledonia* | |
| 43. France* | 88. New Zealand* | |
| 44. French Guiana* | 89. Nicaragua | |
| 45. French Polynesia* | 90. Nigeria* | |

* Denotes at least one currently active club

MISCELLANEOUS CLUB MATTERS

CLUB FOUNDATIONS

Incorporation - The establishment of a club foundation is subject to the approval of the Kiwanis International Board. (6/91)

The foundation must be incorporated, and its articles must provide a definite commitment of its funds for charitable, educational, eleemosynary and/or scientific use. (6/91)

The articles of incorporation shall provide that the members, officers, directors and trustees of the foundation shall be active, privileged, or senior members of the sponsoring Kiwanis club. (6/91) (380.1)

Name - The foundation name must include the name of the sponsoring Kiwanis club. (9/00) (380.2)

Agreement - Either the articles of incorporation or an agreement executed between the foundation and Kiwanis International must provide that: (6/91)

A. The foundation and its members will at all times be governed by the Constitution, Bylaws, Policies, and Procedures of Kiwanis International as adopted or amended. (6/91)

B. The foundation will comply with all such conditions and requirements that Kiwanis International may prescribe. (6/91)

C. No amendments to the articles or any bylaws of the foundation shall be made without the consent of the International Board. (6/91)

D. Foundations sponsored by Kiwanis groups shall sign agreements similar to those signed by clubs, providing that, whenever requested by the International Board, the corporation shall dissolve or change its form of organization, and they shall not be required to include such provision in the articles of incorporation. (1980) (380.3)

CLUB ANNIVERSARIES

Date - The club shall use the date of its organization as its annual anniversary date. (6/91) (381.1)

Observance - Clubs shall be urged to celebrate each of the anniversaries of their formation, and special preparations should be made for the observance of anniversaries divisible by five (5). Advantage should be taken of these occasions to give proper publicity on television, radio, and in the local press to the contributions of the clubs to the community. (1980) (381.2)

Recognition - A letter over the signature of the International President shall be sent to clubs celebrating their first and fifth anniversaries and every fifth anniversary thereafter. Clubs celebrating their twenty-fifth anniversary and every fifth anniversary thereafter shall be given appropriate recognition in KIWANIS magazine. (1980) (381.3)

CLUB ADMINISTRATIVE SECRETARY

An employed assistant in the office of a club secretary may have the title of administrative secretary. (1980) (382)

See also "Council of Administrative Secretaries" in the District section.

CLUB ITEMS LOST IN A CATASTROPHE

Replacement at No Cost - Upon notification of a loss in a fire, flood, or other catastrophe, the International Office will offer the club free of charge: (10/96)

- Charter replacement - one per club (1980)
- Club banner - one per club (1980)
- Gong - one per club (1980)
- Gavel and gavel band - one per club (1980)
- Songbooks: words only - one per member; words and music - one per club (1980)
- Guest register pad - one per club (1980) (383.1)

Discount of Other Items - Upon notification of such a loss, the International Office will allow to a club a 25 percent discount on all replacement items not listed above, and purchased within six months of such occurrence. (10/96) (383.2)

Club Status - To receive the replacement items and discount listed above, a club must be current on its financial obligations (See also Requirements for Club In Good Standing Status.) (1980) (383.3)

SERVICE PROCEDURES

SERVICE PROJECTS

DEFINITION OF A SERVICE PROJECT

A service project is an activity consistent with the Objects, objectives, and Policies of Kiwanis International devised or planned by a Kiwanis club or a club committee and performed by club members for the benefit of others. (10/96) (400)

GUIDELINES FOR COMMUNITY SERVICE ACTIVITIES

Endorsements - A Kiwanis club should not make a practice of endorsing projects, no matter how meritorious, unless the club is willing and prepared to assume its full share of the responsibility for the accomplishment of that which it endorses. (5/93)

Duplication - A Kiwanis club should not assume the functions or responsibilities of a chamber of commerce or board of trade. The Kiwanis club and Kiwanians, individually, are encouraged to be active members of such organizations, as they do provide for the betterment of their community. (5/93)

Cooperation - In selecting its community service activities, a Kiwanis club should cooperate with existing organizations rather than create a new one, unless existing organizations are unable to accomplish the intended purposes and objectives. (5/93)

Nature - Community service activities requiring Kiwanis members' time and effort are more in accord with Kiwanis service ideals than activities requiring only that the club make a monetary contribution. (10/96) (401.1)

SERVICE PROJECTS THAT TAKE MORE THAN ONE YEAR TO COMPLETE

The current club board of directors cannot bind future boards. If a club wishes to undertake a project that will continue beyond one administrative year, two (2) weeks' written notice of a vote on the project must be sent to the club membership prior to the voting.

An affirmative vote of the club membership commits the entire club, including succeeding boards of directors, to continue the project until it is completed, or until the club membership reverses its original action. (5/93) (401.2)

ANNUAL SERVICE GOALS AND OBJECTIVES

The development of worldwide understanding, friendship, peace and goodwill, and the betterment of mankind are specific objectives of Kiwanis service. Clubs will investigate the needs of their communities and develop appropriate service projects to meet those needs. Any identified need merits consideration; however, clubs will give first consideration to three service areas: sponsored programs, Young Children: Priority One, and services to youth. (4/97) (401.3)

SUPPORT FROM KIWANIS INTERNATIONAL FOR CLUB SERVICE ACTIVITIES

Responsibilities of Kiwanis International - Kiwanis International has a responsibility to encourage and guide its clubs in developing effective service projects. Its primary responsibility is to provide clubs with methods and materials for identifying the greatest needs within their communities and responding with projects that address those needs. (5/96)

To assist clubs in developing projects that address common needs, Kiwanis International provides lists of project ideas, success stories from clubs, sources of additional information, and contact information on other organizations. The project ideas offered in

these forms come from clubs, other organizations, and staff research. Staff provides this ongoing support consulting with International Committees when possible. (5/96) (402.1)

Criteria for Development of Service Bulletins - For some project ideas, Kiwanis International offers an additional level of support: a service bulletin and support materials that provide a step-by-step explanation of how to implement the project. Service bulletins are developed for projects that meet the following criteria: (5/96)

- A. The project meets a widespread need that clubs can effectively address. (5/96)
- B. Clubs are interested in this project. (5/96)
- C. The project is the most effective way for a club to have an impact on the need. (5/96)
- D. There is greater PR value or potential to attract members through this service effort than through typical club projects. (5/96)
- E. Support of this project would not have a negative impact on current service initiatives. (5/96) (402.2)

Impetus for Development of a Service Bulletin - New service bulletins are developed by staff when one of the following events occurs: (5/96)

- A. The International Board requests that a bulletin be developed. (5/96)
- B. Staff identifies a need of increasing importance that clubs in at least 20 percent of the districts in an electoral region want to address. (5/96)
- C. Staff identifies a project implemented by at least 20 percent of all clubs, and the project appears to have potential for additional support in at least 20 percent of the districts in an electoral region. (5/96) (402.3)

Use and Distribution of Service Bulletins - Service bulletins are distributed to clubs for guidance in developing projects. Clubs are not required to follow the directions in service bulletins or to create projects exactly like the ones described. If the resulting projects effectively address needs, the bulletins are successful. (5/96)

A current list of service bulletins is maintained by the Executive Director or designee. (5/96)

Service bulletins are maintained for a minimum of three years. After that point, a bulletin may be eliminated if the project it describes fails two of three tests: (5/96)

- A. The project is currently implemented by less than five percent of all clubs. (5/96)
- B. An International Committee and staff judge it to have little impact and not merit promotion. (5/96)
- C. Fewer than 500 service bulletins on the project have been requested by clubs in a three-year period. (5/96) (402.4)

WORKING WITH OTHER ORGANIZATIONS

DEFINITIONS OF A FOCUS PROJECT AND A WORKING RELATIONSHIP

Kiwanis International can have one of two types of relationships with other organizations, and each relationship is defined by the level of support provided by Kiwanis International. (10/91)

A focus project with a constituent organization is defined as a program or project that is linked to another organization and requires development of printed or audiovisual materials and allocation of significant staff time to develop support from Kiwanis clubs. (10/91)

A working relationship with another organization is defined as: (1) support by Kiwanis clubs for a program of another organization; and (2) communication between Kiwanis International and the highest levels of leadership in the other organization. (10/91) (410.1)

GUIDELINES FOR A FOCUS PROJECT

For the International Board to consider approval of a focus project, the organization and the proposed project must meet the following requirements: (4/97)

- A. The organization's goals must be compatible with the Objects of Kiwanis International. (10/91)
- B. The focus project must reflect the interests of Kiwanis clubs. (10/91)
- C. The organization's structure at the local level must be able to make provisions for the autonomy of Kiwanis clubs. (10/91)
- D. The support needed for a focus project must be something the average Kiwanis club can provide. (10/91)
- E. The linkage must offer something of advantage to Kiwanis. (10/91)
- F. The focus project's service objective must fit into one or more of these service categories: youth, elderly, handicapped, community improvement, education, environment, health, human and spiritual values, or international friendship and understanding. No two simultaneous focus projects will be in the same category. (10/91) (410.2)

EXISTING FOCUS PROJECTS

Existing focus projects are:

- Hugh O'Brian Youth Leadership state seminars and community leadership workshops. (10/91)
- CMN Champions (Children's Miracle Network). (10/91) (410.3)

GUIDELINES FOR A WORKING RELATIONSHIP

Working relationships do not require International Board approval. Staff will monitor club activity and communicate with organizations that have Kiwanis club support. If staff discovers that an organization's policies are in conflict with the Policies or Objects of Kiwanis International, this finding will be reported to the International Board and reported to districts and clubs. (10/96) (410.4)

DEVELOPMENT AND EVALUATION

Kiwanis International will support not more than three focus projects at the same time. Each focus project must be evaluated at least biannually. When a focus project is concluded, Kiwanis may maintain a working relationship with the constituent organization that cooperated on the focus project. Not more than one focus project will be developed during an administrative year. (10/96)

There is no limit to the number of working relationships Kiwanis International may maintain. Working relationships may be reviewed at the discretion of the International Board. (10/91) (410.5)

WORKING WITH ORGANIZATIONS KNOWN TO KIWANIS INTERNATIONAL

The International Office will provide available information and materials about organizations known to or having a special relationship with Kiwanis International. (10/96) (411.1)

WORKING WITH ORGANIZATIONS NOT KNOWN TO KIWANIS INTERNATIONAL

Guidelines used by the International Office in responding to inquiries concerning organizations that are not known to or do not have a special relationship with Kiwanis International are as follows: (5/93)

- A. Generally, Kiwanis clubs should not endorse the policies and programs of other organizations. (5/93)
- B. Inviting speakers to appear before the club is not considered an endorsement. Kiwanis may use its club meeting program as an “open forum” for the presentation of all aspects of a problem and all points of view. (5/93)
- C. To avoid any inference of an endorsement of an organization, care must be exercised in using its materials to promote a Kiwanis club project. (4/97)
- D. Care must also be exercised in sponsorship by Kiwanis of public meetings in order to avoid any inference that it is an endorsement of the statements or views of the speakers. (4/97) (411.2)

PRIORITY ONE ADVISORY COUNCIL

Definition - The Priority One Advisory Council is a committee of individuals and representatives of organizations who have agreed to assist Kiwanis International in the development, implementation, and evaluation of its ongoing program, Young Children: Priority One. (1/93)

The partnerships and coalitions described in this procedure are informal committees composed of local Kiwanis leaders and representatives of the local affiliates of the Advisory Council's member organizations. (10/96) (420.1)

Purpose - The Priority One Advisory Council has three purposes:

- A. To advise Kiwanis International in developing and evaluating service materials and projects that address the needs of children, prenatal through age five. (1/92)
- B. To link Kiwanis clubs with local members or affiliates of Advisory Council members, forming a network of local partners that can collaborate on service projects. (1/92)
- C. To cooperate in developing potential joint projects that can encourage better service projects or greater cooperation among local affiliates and Kiwanis clubs. (1/92) (420.2)

Size - The member organizations will be represented at meetings of the Advisory Council by volunteers, elected officials, or staff of the member organizations. (4/97) (420.3)

Kiwanis Representation - In addition to the International President or designee, the International Board will designate a Kiwanian to be the Board's official representative on the Advisory Council. The Executive Director will assign a staff liaison to the Advisory Council. The International President-elect, International Treasurer, and the Chairman of the International Committee on Young Children: Priority One, at the discretion of the International President, will also be invited to attend meetings of the Advisory Council. Additional Kiwanians may be invited to attend a meeting. (1/93) (420.3)

Chairman - The chairman of the Advisory Council will be a representative of one of the member organizations. The International President, International Board representative, and the staff liaison will consult upon the appropriate person to be the chairman. The International President-elect, with the consent of the Board of Trustees, will appoint the chairperson for the following Kiwanis administrative year. An individual may be reappointed chairman any number of times. (5/92) (420.3)

Committees - The chairman may form committees to study particular issues or projects. These committees shall designate their own meeting times and locations. (1/92) (420.3)

Membership Criteria - All organizations on the Advisory Council must: (4/97)

- A. Be national or international in scope. (1/92)
- B. Address one or more needs of children, prenatal through age five, as one of their primary missions. (1/92)
- C. Indicate a willingness to work cooperatively with Kiwanis International and other members of the Advisory Council on projects that address the needs of young children. (1/92) (420.4)

SERVICE PROCEDURES

An organization will be invited to join the Advisory Council because it can help Kiwanis develop projects or programs that address the needs of young children. The organization must meet one of the following criteria: (4/97)

- A. A large membership that can be encouraged to work with Kiwanis clubs and their partners on local-level projects. (1/92)
- B. Expertise in program development and implementation that can be shared with local Kiwanis clubs and their partners. (1/92)
- C. Research data and expertise that can guide Kiwanis and its partners in developing and implementing truly effective projects. (1/92)
- D. Other technical expertise or access to funding to develop material or support projects. (1/92) (420.4)

An individual invited to join the Advisory Council may possess:

- A. Expertise in the needs of young children or programs that address those needs. (1/92)
- B. Expertise that can improve the partnerships, funding support, public awareness, or effectiveness of local projects. (1/92)
- C. A level of public recognition that could increase public awareness of the Kiwanis International program, Young Children: Priority One. (1/93) (420.4)

Consideration for Membership - One or more members of the Advisory Council must recommend an organization or individual for membership. The chairman of the Advisory Council, the International Board representative, and the staff liaison will review the recommendation and decide whether to submit the organization or individual to the International Board for formal approval. A majority of the Board must approve such a nominee. (4/97)

At intervals, the staff liaison will review participation of members of the Advisory Council. The staff liaison may recommend that nonparticipating members be contacted and urged to attend meetings or that nonparticipating members be thanked for their tenure on the Council and removed from membership. These actions will be decided at a meeting of the chairman, the International Board representative, and the staff liaison. All proposed actions will be reported to the International Board for approval prior to any action becoming effective. (5/92) (420.4)

Meetings

Frequency - The Advisory Council will meet no less than twice each year and no more than four times each year. The chairman will schedule meetings after consulting with the International President, International Board representative, and the staff liaison. (1/92)

Location - The Advisory Council will meet at locations agreed upon by the chairman, the International Board representative, and the staff liaison. Locations should be convenient and affordable to encourage representative attendance. The International Board may request that one meeting of the Advisory Council be held at either the Kiwanis International Office in Indianapolis, Indiana, or the Kiwanis International Convention during each administrative year. (1/92)

Reimbursement - Kiwanis International will reimburse the travel expenses of the International President or designee, the appointed International Board representative, and the staff liaison for attending meetings of the Advisory Council. If the International President-elect and/or International Treasurer are invited by the President, their travel expenses will also be reimbursed. Expenses of all other Priority One Advisory Council members shall be at their own expense. (1/92)

Recommendations - The Advisory Council is encouraged to discuss issues and make recommendations to Kiwanis International. The recommendations of the Advisory Council are not binding on Kiwanis International. The Council chairman will

seek consensus or defined, separate opinions on the matters discussed by the Council. Any votes by the Advisory Council will be taken to evaluate the level of consensus and will not obligate an individual or organization to a particular action or expression of opinion. (1/92) (420.5)

Communication

Kiwanis - Kiwanis International will send to all members of the Advisory Council copies of all materials produced for the Kiwanis International program, Young Children: Priority One, any newsletter about the program, and KIWANIS magazine. If a member organization offers a quantity of its materials for use by Kiwanis leaders and if the International Board representative and staff liaison agree that the materials would be useful, Kiwanis International will distribute the materials. (1/93)

Member Organizations - Member organizations will provide samples to Kiwanis International of all materials they offer for public use. Member organizations will be asked to put the International Board representative and staff liaison on mailing lists for their periodicals. Kiwanis International will provide to member organizations information about the Kiwanis structure, district leadership, recommended methods for working with clubs, and regular updates about club support for the Kiwanis International program, Young Children: Priority One. Member organizations are expected to use this material to inform their affiliates and encourage networking. (1/93) (420.6)

Joint Projects - Kiwanis International may work with one or more members of the Advisory Council to develop joint projects. Staff or funds may be contributed by each participating organization. (1/92)

The International Board must approve any joint project and any funding commitment before the joint project is implemented. (1/92)

The participants in a joint project are encouraged to seek funding for the project from other sources, such as foundations and corporations. Each request for funding on which Kiwanis International is listed must be approved by the Executive Director or designee. Whenever possible, funding requests should ask that the funds be given to the Kiwanis International Foundation, which will oversee disbursement to the joint project. (1/92) (420.7)

SPONSORED PROGRAMS (OTHER THAN CIRCLE K AND KEY CLUB)

Note: See separate sections for Circle K and Key Club.

SPONSORED PROGRAMS OF KIWANIS INTERNATIONAL

Kiwanis International Support of a Sponsored Program - Kiwanis International has developed and gives priority to support for sponsored service projects for youth and adults of various age groups to be known as "Kiwanis Sponsored Programs," collectively referred to as the "Kiwanis Family." These groups are: Aktion Club, Builders Club, Key Club, Circle K, K-Kids, and Kiwanis Junior. Adoption as a sponsored program by Kiwanis International involves a higher level of support, including registration and tracking of clubs, specialized communications for the clubs and sponsors, and promotion to other Kiwanis clubs. Kiwanis International assumes responsibility for providing funding for future development and maintenance of the program. (10/01) (429.1)

Criteria for Investigation of a Sponsored Club - Before Kiwanis International considers adopting a new sponsored program, the sponsored club being considered must demonstrate its popularity through: (5/96)

- A. Sponsorship by at least three percent of all Kiwanis clubs. (5/96)
- B. Sponsorship in at least 20 percent of the districts in an electoral region. (5/96) (429.2)

Consideration of a New Sponsored Program - Staff would then consider the potential of the program and report it's finding to the Kiwanis International Board. The report would answer the following questions: (5/96)

A. Value of Project at the Club Level

1. Does the sponsored club provide a meaningful experience to club members and to the sponsoring Kiwanians? (5/96)
2. Is the service impact of the sponsored club potentially equal to that of current sponsored programs? (5/96)
3. Will a Kiwanis club require additional support from within the community for the sponsored club, and is that support widely available to most Kiwanis clubs? (5/96)

B. Value to Kiwanis International

1. Does the sponsored club meet a widespread need that Kiwanis should address? (5/96)
2. Is the sponsored club the best way to address the service need? (5/96)

C. Other Support Options

1. Would creating a service bulletin or kit (treating it as a club project) increase the effectiveness or the number of sponsored clubs? (5/96)
2. What is gained by making this a sponsored program instead of supporting it through a service bulletin or kit? (5/96)

D. Growth Potential

1. How great is the need for this sponsored club and how many potential sponsored clubs could be created based on need? (5/96)
2. How many of this sponsored club could Kiwanis clubs support? (5/96)
3. How great is the interest by Kiwanis clubs in this project? (5/96)
4. How would support of this sponsored club affect current sponsored programs? (5/96)
5. How would support of this sponsored club affect Young Children: Priority One and the Worldwide Service Project? (5/96)
6. Could Kiwanis International provide support that would spur the growth of or improve Kiwanis club support of these sponsored clubs? (5/96)

E. Resources

1. How much would it cost to support a new sponsored program to the same degree that Builders Club is now supported? (5/96)
2. What services do Kiwanis clubs currently sponsoring these clubs desire? (5/96) (429.3)

Evaluation/Continuation of a Sponsored Program - Upon adoption of a sponsored program, the Kiwanis International Board will develop criteria and goals for evaluating the continuation of the program. The criteria shall include, but not be limited to, new sponsored club building goals for each electoral region. (5/96) (429.4)

DISTRICT SPONSORSHIP AND SUPPORT OF A SPONSORED PROGRAM

Sponsorship and Support - Prior to introducing a sponsored program for sponsorship by Kiwanis clubs, a district or district-in-formation should agree to provide the following support for the program: (10/01)

- A. Appointment of a district administrator, and committee as appropriate; (10/01)
- B. Adequate support for the administrator and committee to facilitate communication, promotion, education, and travel; (10/01)
- C. Adequate promotion and education through district communications and training resources; and (10/01)
- D. Assistance in new club building efforts. (10/01) (430.1)

Registration of Marks - Whenever the Kiwanis International Board shall give approval to the establishment of district sponsorship of a youth organization other than Circle K and Key Club, the Kiwanis International Board shall secure the registration of the name and insignia of said organization. (10/01) (430.2)

TAG LINE FOR SPONSORED PROGRAMS - The tag lines "A Kiwanis Family Member" and "Serving the Children of the World" shall be used to identify each sponsored program as an entity of Kiwanis International. (4/99) (431.1)

The tag line shall be used in all cases when reference is made to Builders Club, Key Club, Circle K, K-Kids, or Kiwanis Junior. Exceptions to this procedure are documents/materials which are considered "for internal use" at the Kiwanis International Office. (4/99) (431.2)

CIRCLE K

Circle K is a service club for university students. The program's purpose is to provide personal growth in its members through community service, leadership development, and fellowship activities. Each Circle K club shall adopt and adhere to the approved form for club bylaws for Circle K, and shall elect officers, hold regular meetings, and adhere to a club committee structure. (See Procedures 500 – 599 for more information on Circle K.) (10/01) (434)

KIWANIANNE CLUB PROGRAM

Kiwanianne clubs were organized at the club level, prior to Kiwanis International allowing female membership, for the purpose of encouraging and supporting adult women interested in a service club. Kiwanianne clubs may be continued as a local club program. (Note: No district structure was ever organized for the Kiwanianne program.) (2/95)

After September 30, 2001, Kiwanis International no longer recognizes Kiwanianne as a sponsored program and will not authorize use of the "Kiwanianne" name or marks. No new clubs may be organized, and all existing clubs are encouraged to reorganize as Kiwanis clubs or, by September 30, 2001, cease using the name and marks of "Kiwanianne" and Kiwanis. (4/01)

KEYWANETTES CLUB PROGRAM

The Keywanettes program, where it exists, is a high school service club program for young women, similar to that of Key Club. (Keywanettes was begun prior to the time that Key Club allowed female members.) Local and district structures were recognized by Kiwanis International, but never adopted as a Kiwanis International sponsored program. Keywanettes may be continued as a local club program. Only districts which had district Keywanettes structures approved by the International Board prior to May 1983 may retain their district structure. (2/95) (437)

AKTION CLUBS

Aktion Club is a service club for adults with disabilities. The program's purpose is to assimilate club members into the mainstream of society through community service, leadership development, and fellowship activities. Each Aktion Club shall adopt and adhere to the standard form for club bylaws for Aktion Clubs, and shall elect officers and hold regular meetings. (10/01) (439)

Chartering - Upon acceptance of a Petition for Charter and US \$5.00 membership fee per charter Aktion Club member, the sponsoring Kiwanis club shall receive the charter certificate, a sponsoring insignia, and membership cards and pins for the number of members listed on the Petition for Charter. A community agency or other organization which serves the needs of adults with disabilities should be identified to support the Aktion Club. (4/00) (439.1)

Dates of Charter - An Aktion Club is to be considered chartered during the administrative year if the properly completed Petition for Charter is mailed to the International Office and postmarked no later than midnight, September 30, of that year. (4/00) (439.2)

Number of Kiwanis Clubs Sponsoring an Aktion Club - An Aktion Club may be officially sponsored by one or more Kiwanis clubs. An Aktion Club may be cosponsored with a Kiwanis club by either a Circle K or Key Club. (4/00) (439.3)

Primary Responsibilities of a Sponsoring Kiwanis Club - The Kiwanis club must comply with the following "Requirements of Sponsorship" and a statement providing evidence of such should be approved by each sponsoring Kiwanis club's board of directors and signed by the Kiwanis club president at the time of petitioning for charter or at any time when a Kiwanis club assumes partial or full sponsorship of an Aktion Club: (4/00)

- A. Appoint a Kiwanis Advisor to the Aktion Club and ensure he/she receives adequate orientation/training; (4/00)
- B. Ensure Kiwanis members attend designated meeting; (4/00)
- C. Maintain an expense line item in the Kiwanis club's service account to support the activities of the Aktion Club; (4/00)
- D. Meet with a representative of the community service agency or organization annually; (4/00)
- E. Ensure that all Aktion Club members pay their annual membership fees; (4/00)
- F. Ensure that Aktion Club officers receive proper training following election, and support and assistance in meetings and activities throughout their term of office; (4/00)
- G. Ensure that a planning session involving the leadership of the sponsoring Kiwanis club(s) and the Aktion Club is held annually; and (4/00)
- H. Host or participate in two joint activities involving the membership of the sponsoring Kiwanis club(s) and the Aktion Club. (4/00) (439.4)

Aktion Club Structure - There shall be no structure beyond the club level (division, zone, region, or district) for Aktion Club members or clubs. (4/00) (439.5)

Club Administrative Expenses - Costs of Aktion Club administrative expenses shall be paid only from club membership fees collected from members, specific administrative fund-raising activities, and support from the sponsoring Kiwanis club. Funds raised for community service projects shall not be used to pay for club administrative expenses. (4/00) (439.6)

Club Fundraising Activities - Although an Aktion Club often receives financial support from its sponsoring Kiwanis club, the Aktion Club has the responsibility to raise the funds necessary to implement its service activities. The following guidelines apply to fund-raising activities: (4/00)

- A. Aktion Clubs may not solicit financial assistance from individuals, businesses, or organizations by the sale of products, goods or services without giving something of real economic value in return. (4/00)
- B. The activity should normally involve personal Aktion Club member participation. (4/00)
- C. Fund-raising practices require a public announcement of the purpose of the fund-raising activity to enhance support and assure good public relations. (4/00)
- D. Normal cooperative Kiwanis sponsorship relationships should be maintained, avoiding any possible indication which might be construed as Kiwanians contributing under undue pressure. (4/00) (439.7)

Membership Fee - An annual membership fee of US \$5.00 shall be paid by each member of Aktion Club within Regions I (United States) and II (Canada and the Caribbean). The fee shall be payable October 1 and considered past due December 1. In return, the members shall receive a membership card and pin. (10/01)

An annual membership fee shall also be paid by each member of Aktion Club within Regions III (Europe), IV (Asia-Pacific), and V (Latin America). The amount and payment date shall be set by the nation and/or district, and shall be approved by the Kiwanis International Board. (10/01) (439.8)

Membership Records (Aktion Club) - Each Aktion Club shall annually report the name, address, and other pertinent membership information for each member of the club, unless otherwise prohibited by law. The list of members, in whole or in part, may not be released, transferred, sold, rented, or otherwise distributed in any manner to any other party for any use other than the management of membership records for Kiwanis International or its sponsored organizations and programs. (4/00) (439.9)

BUILDERS CLUB

Builders Club is a service club for students between the ages of 10 and 15 years. The program's purpose is to provide personal growth in its members through community service, leadership development, and fellowship activities. Each Builders Club shall adopt and adhere to the approved form for club bylaws for Builders Club, and shall elect officers and hold regular meetings. (10/01) (440)

Chartering - Upon acceptance of a Petition for Charter and US \$1.00 membership fee per charter Builders Club member, the sponsoring Kiwanis club shall receive the charter certificate, a sponsoring insignia, and membership cards and pins for the number of members listed on the Petition for Charter. In the event a school will not allow the organization of a Builders Club in the school, a community-based organization with facilities for meeting and appropriate staff for club advisement may be substituted in place of the school. Such a Builders Club must bear a name that represents the community in which it exists. A staff member or parent must be substituted for and act as the faculty advisor to the club. (1/01) (440.1)

Dates of Charter - A Builders Club is to be considered chartered during the administrative year if the Petition for Charter and charter fee are mailed to the International Office and postmarked no later than midnight, September 30, of that year. (1/92) (440.2)

Builders Club Structure - There shall be no structure beyond the club level (division, zone, region, or district) for Builders Club members or clubs. Participation of Builders Club members in overnight functions beyond the club level is highly discouraged, as is overnight attendance of Builders Club members at Kiwanis Family district and multi-district events. (10/98) (440.3)

Primary Responsibilities of a Sponsoring Kiwanis Club - The Kiwanis club must comply with the following "Requirements of Sponsorship" and a statement providing evidence of such should be approved by the Kiwanis club's board of directors and signed by the Kiwanis club president at the time of petitioning for charter or at any time when a Kiwanis club assumes partial or full sponsorship of a Builders Club: (1/00)

- A. Appoint a Kiwanis Advisor to the Builders Club and ensure he/she receives adequate orientation/training; (1/00)
- B. Ensure Kiwanis members attend every meeting; (1/00)
- C. Maintain an expense line item in the Kiwanis club's service account to support the activities of the Builders Club; (1/00)
- D. Meet with the school principal before the beginning of the school year; (1/00)
- E. Ensure that all Builders Club members pay their annual membership fees; (1/00)
- F. Ensure that Builders Club officers receive proper training following election; (1/00)
- G. Hold a planning session involving the leadership of both clubs; and (1/00)
- H. Host or participate in two joint activities involving the membership of both clubs. (1/00) (440.4)

Number of Kiwanis Clubs Sponsoring a Builders Club - A Builders Club may be officially sponsored by no more than two (2) Kiwanis clubs. Note: The Kiwanis International Board further resolved, effective October 1, 1994, that this procedure be waived for existing Builders Clubs that currently have more than two (2) sponsors, according to the International Office records, until such time as natural attrition or change in sponsorship brings them into compliance with this procedure. (10/94) (440.5)

Andy Chaffin Builders Club Award - There shall be a Builders Club growth incentive award named the Andy Chaffin Builders Club Award, which will target Kiwanis district governors. The criteria for the award shall be a 10 percent increase in the ratio of active Builders Clubs to Kiwanis clubs between October 1 and September 30 each year. Suitable recognition will be given to governors who fulfill the criteria. (2/96) (440.6)

Club Administrative Expenses - Costs of Builders Club administrative expenses shall be paid only from club membership dues collected from members, specific administrative fund-raising activities, and support from the sponsoring Kiwanis club. Funds raised for community service projects shall not be used to pay for club administrative expenses. (1/99) (440.7)

Club Fundraising Activities - Although a Builders Club often receives financial support from its sponsoring Kiwanis club, the Builders Club has the responsibility to raise the funds necessary to implement its service activities. The following guidelines apply to fund-raising activities: (1/99)

- A. Builders Clubs may not solicit financial assistance from individuals, businesses, or organizations by the sale of products, goods or services without giving something of real economic value in return. (1/99)
- B. The activity should normally involve personal Builders Club member participation. (1/99)
- C. Fund-raising practices require a public announcement of the purpose of the fund-raising activity to enhance support and assure good public relations. (1/99)
- D. Normal cooperative Kiwanis sponsorship relationships should be maintained, avoiding any possible indication which might be construed as Kiwanians contributing under undue pressure. (1/99)
- E. No funds may be raised by a Builders Club by a lottery, raffle, drawing, or other games of chance. (1/99) (440.8)

Membership Fee - An annual membership fee of US \$1.00 shall be paid by each member of Builders Club within Regions I (United States) and II (Canada and the Caribbean). The fee shall be payable October 1 and considered past due December 1. In return, the members shall receive a membership card and pin. (10/01)

An annual membership fee shall also be paid by each member of Builders Club within Regions III (Europe), IV (Asia-Pacific), and V (Latin America). The amount and payment date shall be set by the nation and/or district, and shall be approved by the Kiwanis International Board. (10/01) (440.9)

Membership Records - Each Builders Club shall annually report the name, address, and other pertinent membership information for each member of the club, unless otherwise prohibited by law or school regulations. The list of members, in whole or in part, may not be released, transferred, sold, rented, or otherwise distributed in any manner to any other party for any use other than the management of membership records for Kiwanis International or its sponsored organizations and programs, or the offering of member benefit programs under guidelines approved in advance by the Board of Trustees of Kiwanis International. (4/99) (440.10)

K-KIDS

K-Kids is a service club for students between the ages of 6 and 12 years. The program's purpose is to provide personal growth in its members through community service, leadership development, and fellowship activities. Each K-Kids club shall adopt and adhere to the approved form for club bylaws for K-Kids, and shall elect officers and hold regular meetings. Involvement of the parents of K-Kids members should also be encouraged. (10/01) (441)

Chartering - Upon acceptance of a Petition for Charter and US \$1.00 membership fee per charter K-Kids member, the sponsoring Kiwanis club shall receive the charter certificate, a sponsoring insignia, and membership cards and pins for the number of members listed on the Petition for Charter. (9/99)

In the event a school will not allow the organization of a K-Kids club in the school, a community-based organization with facilities for meeting and appropriate staff for club advisement may be substituted in place of the school. Such a K-Kids club must bear a name that represents the community in which it exists. A staff member or parent other than the parent advisor must be substituted for and act as the faculty advisor to the club. (10/01) (441.1)

Dates of Charter - A K-Kids club is to be considered chartered during the administrative year if the Petition for Charter and charter fee are mailed to the International Office and postmarked no later than midnight, September 30, of that year. (10/98) (441.2)

Number of Kiwanis Clubs Sponsoring a K-Kids Club - A K-Kids club may be officially sponsored by no more than two (2) Kiwanis clubs. A K-Kids club may be cosponsored with a Kiwanis club by either a Circle K or Key Club. (10/98) (441.3)

Primary Responsibilities of a Sponsoring Kiwanis Club - The Kiwanis club must comply with the following "Requirements of Sponsorship" and a statement providing evidence of such should be approved by the Kiwanis club's board of directors and signed by the Kiwanis club president at the time of petitioning for charter or at any time when a Kiwanis club assumes partial or full sponsorship of a K-Kids Club: (1/00)

- A. Appoint a Kiwanis Advisor to the K-Kids club and ensure he/she receives adequate orientation/training; (1/00)
- B. Ensure Kiwanis members attend every meeting; (1/00)
- C. Maintain an expense line item in the Kiwanis club's service account to support the activities of the K-Kids club; (1/00)
- D. Meet with the school principal before the beginning of the school year; (1/00)
- E. Ensure that all K-Kids members pay their annual membership fees; (1/00)
- F. Ensure that K-Kids club officers receive proper training following election; (1/00)
- G. Hold a planning session involving the leadership of both clubs; and (1/00)
- H. Host or participate in two joint activities involving the membership of both clubs. (1/00) (441.4)

K-Kids Club Structure - There shall be no structure beyond the club level (division, zone, region, or district) for K-Kids club members or clubs. Participation of K-Kids club members in overnight functions beyond the club level is highly discouraged, as is overnight attendance of K-Kids club members at Kiwanis Family district and multi-district events. (1/99) (441.5)

Club Administrative Expenses - Costs of K-Kids club administrative expenses shall be paid only from club membership dues collected from members, specific administrative fund-raising activities, and support from the sponsoring Kiwanis club. Funds raised for community service projects shall not be used to pay for club administrative expenses. (1/99) (441.6)

Club Fundraising Activities - Although a K-Kids club often receives financial support from its sponsoring Kiwanis club, the K-Kids club has the responsibility to raise the funds necessary to implement its service activities. The following guidelines apply to fund-raising activities: (1/99)

- A. K-Kids clubs may not solicit financial assistance from individuals, businesses, or organizations by the sale of products, goods or services without giving something of real economic value in return. (1/99)
- B. The activity should normally involve personal K-Kids club member participation. (1/99)
- C. Fund-raising practices require a public announcement of the purpose of the fund-raising activity to enhance support and assure good public relations. (1/99)
- D. Normal cooperative Kiwanis sponsorship relationships should be maintained, avoiding any possible indication which might be construed as Kiwanians contributing under undue pressure. (1/99)

SERVICE PROCEDURES

E. No funds may be raised by a K-Kids club by a lottery, raffle, drawing, or other games of chance. (1/99) (441.7)

Membership Fee - An annual membership fee of US \$1.00 shall be paid by each member of K-Kids within Regions I (United States) and II (Canada and the Caribbean). The fee shall be payable October 1 and considered past due December 1. In return, the members shall receive a membership card and pin. (10/01)

An annual membership fee shall also be paid by each member of K-Kids within Regions III (Europe), IV (Asia-Pacific), and V (Latin America). The amount and payment date shall be set by the nation and/or district, and shall be approved by the Kiwanis International Board. (10/01) (441.8)

Membership Records (K-Kids) - Each K-Kids club shall annually report the name, address, and other pertinent membership information for each member of the club, unless otherwise prohibited by law or school regulations. The list of members, in whole or in part, may not be released, transferred, sold, rented, or otherwise distributed in any manner to any other party for any use other than the management of membership records for Kiwanis International or its sponsored organizations and programs. (4/99) (441.9)

KIWANIS JUNIOR

Kiwanis Junior is a sponsored program of Kiwanis International and is limited to the organized districts within Region III (Europe). Kiwanis Junior is a service club for adults between the ages of 18 and 35 years. The program's purpose is to provide personal, educational, and professional growth in its members through community service, leadership development, and fellowship activities. Each Kiwanis Junior club shall adopt and adhere to the approved form for club bylaws for Kiwanis Junior, and shall elect officers and hold regular meetings. (10/01)

When a club or district within Region III agrees to sponsor a Kiwanis Junior club, it does not agree to pay all costs associated with the functioning of the Kiwanis Junior club or Kiwanis Junior district. However, a sponsoring Kiwanis club or district may wish to provide financial support in some manner to the sponsored Kiwanis Junior club or district. It is the responsibility of the sponsoring Kiwanis club or district to provide assistance, direction, and guidance to the Kiwanis Junior club or district. (10/01) (442)

Organization Structure - The scope of Kiwanis Junior shall be limited to local club and district sponsorship. Kiwanis Junior is to have no structure above the district level. (4/00) (442.1)

Club Charter Fee - A charter fee of \$50.00 US shall be paid by the sponsoring Kiwanis club which requests chartering of a Kiwanis Junior club. For the charter fee, the Kiwanis Junior club shall receive the charter, club banner, and pins for the number of members listed on the Petition for Charter, up to 15. Until such time that the charter fee has been paid, a Kiwanis Junior club does not exist. Only Kiwanis Junior clubs that have been issued and maintain a charter with Kiwanis International may use the logos or trademarks of Kiwanis Junior. (4/00) (442.2)

Annual Club Sponsorship Fee - To maintain a Kiwanis Junior charter, an annual sponsorship fee of US \$10.00 shall be paid by each Kiwanis club sponsoring a Kiwanis Junior club. (4/00)

Nonpayment of the annual Kiwanis Junior club sponsorship fee to the Kiwanis International Regional Service Center-Europe within the administrative year by the sponsoring Kiwanis club will result in the placing of the Kiwanis Junior club on suspended status upon approval of the Kiwanis International Board. Notification of suspended status will be sent to the sponsoring Kiwanis club president and the affected Kiwanis Junior club president with copies being distributed to the appropriate Kiwanis officials. (4/00)

Nonpayment of the annual Kiwanis Junior club sponsorship fee by the sponsoring Kiwanis club for two consecutive years will result in the revocation of that Kiwanis Junior

club's charter upon approval of the Kiwanis International Board. Notification of charter revocation will be sent to the sponsoring Kiwanis club president and the affected Kiwanis Junior club president with copies being distributed to the appropriate Kiwanis officials. (4/00) (442.3)

Dates of Club Charter - A Kiwanis Junior club is to be considered chartered during the administrative year if the Petition for Charter, completed Standard Form for Club Bylaws, and charter fee are mailed to the Kiwanis International Regional Service Center-Europe and postmarked no later than midnight, September 30, of that year. Upon receipt of the above-mentioned material and payment, the Kiwanis International Regional Service Center-Europe will provide a charter to the sponsoring Kiwanis club for presentation. The date that will appear on the charter will be the date that all of the required materials arrive in the Kiwanis International Regional Service Center-Europe. (4/00) (442.4)

Club Membership Requirements - A Kiwanis Junior club must obtain and maintain a minimum of ten (10) active members to obtain and retain a charter from Kiwanis International. (4/00)

There must be a minimum of ten (10) Kiwanis Junior clubs in a district prior to a Kiwanis district submitting proposed bylaws for the creation of a Kiwanis Junior district. If at any time the number of Kiwanis Junior clubs in a district drops below ten (10), then the district status is suspended by Kiwanis International and will not be reissued until such time that the ten (10) club minimum is again obtained. (4/00) (442.5)

Conferences - One Kiwanis Junior conference may be held once each year. This conference is to be held in conjunction with the Kiwanis International-European Federation Convention. The sole purpose of the conference should be educational in nature and further the growth of Kiwanis Junior in Europe. The conference shall be held in a manner so as not to violate the standard form of Kiwanis Junior club or district bylaws. (4/00) (442.6)

District Operations - District operations for Kiwanis Junior shall be governed by the Kiwanis Junior district bylaws, Kiwanis district policies, and the Policies and Procedures of Kiwanis International. The maintenance of all Kiwanis Junior district records shall be under the supervision of the Kiwanis district board of trustees. The Kiwanis district office may provide assistance and storage area as possible. (4/00) (442.7)

District Administrator - The Kiwanis Junior district administrator shall be directly responsible for the proper conduct and direction of administrative functioning within the Kiwanis Junior district. The district administrator or an approved representative of the Kiwanis district board shall give guidance to all meetings of the Kiwanis Junior district board of officers, the annual Kiwanis Junior district convention, and all other authorized district functions. (4/00) (442.8)

District Board Meetings - The Kiwanis Junior district board should hold two meetings annually, one of which shall be in the fall and the other at least one month prior to the district convention. Other meetings may be called, as needed, when approved by the district administrator. (4/00) (442.9)

District Board Activities - Kiwanis Junior district board shall study ways and suggest means for building and strengthening Kiwanis Junior clubs in the district. Worthwhile local Kiwanis Junior club activity and administrative suggestions should be disseminated in written form to all Kiwanis Junior clubs in the district as a service of the Kiwanis Junior district. (4/00) (442.10)

District Convention and Events - The Kiwanis Junior district convention shall be held annually at a place, on dates, and under conditions approved by the Kiwanis district board. It is recommended that the Kiwanis Junior district convention be held in conjunction with the sponsoring Kiwanis district convention. Each Kiwanis Junior district shall adopt a code of conduct for their conventions. (4/00) (442.11)

Club Officers Training Conferences - Kiwanis Junior club officers training conferences may be scheduled, preferably on a weekend or during a vacation period, subject to the approval of the Kiwanis district board or the district administrator. (4/00) (442.12)

District Travel Funds - District Kiwanis Junior travel funds may be used by district officers in attending district board meetings, conventions and training conferences, and visits to clubs, as required by the Kiwanis Junior district board. No other travel funds are recommended unless the Kiwanis district board specifically approves such funds. Correspondence should be the prime means of communication. Excessive travel by district officers, even if at the officers' own expense, may be limited by the district administrator. (4/00) (442.13)

Division - The Kiwanis Junior division is a part of the Kiwanis Junior district organization and is used for administrative purposes of the district. The division is headed by a Kiwanis Junior lieutenant governor, who is an elected Kiwanis Junior district officer. The Kiwanis Junior division will have no officers other than those referred to in the Kiwanis Junior district bylaws. (4/00)

While a Kiwanis Junior district is in formation and Kiwanis Junior clubs are formed, a Kiwanis district may wish to create a Kiwanis Junior division for administrative purposes. (4/00) (442.14)

Minimum Standards for District Financial Operations

Financial Counselor - The Kiwanis district board of trustees, if requested by the Kiwanis Junior district administrator, shall appoint a Kiwanian to serve as the financial counselor to the Kiwanis Junior district. The financial counselor shall be an official representative of the Kiwanis district board and shall be responsible to same. (4/00)

Budget - Each Kiwanis Junior district shall work within an established budget of income and expenses as approved by the Kiwanis Junior district board of officers and the Kiwanis district board of trustees. The Kiwanis Junior district budget shall be prepared by the Kiwanis Junior district governor in conjunction with the Kiwanis Junior district administrator and the financial counselor, if any. (4/00)

Collection and Disbursements - The collection of district dues and the disbursement of district funds shall be the responsibility of the Kiwanis Junior district board and shall be supervised by the Kiwanis district board of trustees through the Kiwanis Junior district administrator and/or financial counselor. (4/00)

Accounting - On a continuing basis, a complete and standardized system of financial records and financial accounting shall be created for the Kiwanis Junior district by the Kiwanis district board of trustees. The financial counselor and/or the Kiwanis Junior district administrator shall also supervise the preparation of and verify the accuracy of any and all periodic reports concerning the financial condition of the Kiwanis Junior district as required by the Kiwanis district board. (4/00)

District Convention - In order to assist the Kiwanis Junior district administrator and/or financial counselor, the Kiwanis district board may appoint a Kiwanian in the host city of the Kiwanis Junior district convention to act as a financial advisor to the Kiwanis Junior district convention. In any event, it is incumbent upon the Kiwanis district board of trustees, through its representation to: (4/00)

1. Supervise the deposit, disbursement, and recording of convention receipts; (4/00)
2. Supervise the preparation of financial reports by appropriate Kiwanis Junior district board members concerning the district convention as required by the Kiwanis district board of trustees; (4/00)
3. Provide such financial reports to the Kiwanis district board of trustees within 90 days of the close of the convention; and (4/00)
4. Report to the Kiwanis district board of trustees and the Kiwanis Junior district administrator the knowledge or belief that operations or plans will exceed the approved convention budget. (4/00) (442.15)

CIRCLE K PROCEDURES

Note: These procedures have been adopted by the Kiwanis International Board for the governance of Circle K. However, please be aware that Circle K International has adopted additional Policy Codes, under the approval of the Kiwanis International Board, which provide further governance of Circle K. These are available (as well as the Circle K International Constitution and Bylaws) upon request from the Circle K Department at the International Office.

CIRCLE K INTERNATIONAL

RESPONSIBILITIES OF KIWANIS INTERNATIONAL

The Kiwanis International Board controls and is responsible for Circle K International and shall exercise final authority over all Circle K International, district, and club activities. The Kiwanis International Executive Director has administrative and management responsibilities and accountability for Circle K, similar to the responsibilities and accountability for Kiwanis. (5/93) (501)

CIRCLE K AND SPONSORED PROGRAMS DEPARTMENTS OF THE INTERNATIONAL OFFICE

The Circle K and Sponsored Programs Departments of the Kiwanis International Office will be responsible to: (5/93)

- A. Promote and coordinate the activities of Circle K International in compliance with its Constitution and with the Constitution, Bylaws, Policies, and Procedures of Kiwanis International; (5/93)
- B. Produce educational materials on membership in and activities of Circle K for Kiwanians and Circle K members; (5/93)
- C. Distribute new club and other Circle K information to all interested Kiwanis and Circle K members; (5/93)
- D. Charter new Circle K clubs; (5/93)
- E. Collect and process dues from Circle K clubs for all members, other than honorary; (10/93)
- F. Issue Circle K International membership cards to all members reported to the International Office; (5/93)
- G. Establish and maintain Circle K International records; (5/93)
- H. Produce, edit, and publish the official magazine for Circle K members; (5/93)
- I. Prepare for and supervise the Circle K International Board meetings and training conferences; (5/93)
- J. Prepare and supervise the annual Circle K International Convention; (5/93)
- K. Train the Circle K International President, Board of Trustees, and governors; (5/93)
- L. Prepare the service initiative materials and coordinate the development of a theme video (if necessary); and (5/93)
- M. Develop increased cooperation among Kiwanis, Key Club, Builders Club, and Circle K concerning activities of mutual interest. (10/93) (502)

KIWANIS INTERNATIONAL BOARD COUNSELOR TO THE CIRCLE K INTERNATIONAL BOARD

For complete information regarding appointment, term, and responsibilities, see this heading in the International Procedures section. (105)

POLITICAL INFLUENCE BY NONMEMBERS OF CIRCLE K FORBIDDEN

Any attempt to exercise political influence over the selection of officers of Circle K by nonmembers of Circle K International present at any election at any level is forbidden. Violations shall be treated as an infraction of the Circle K Code of Conduct. (5/93) (506)

RESPONSIBILITIES OF CIRCLE K INTERNATIONAL OFFICERS

Subject to control and regulation by the Kiwanis International Board, Circle K International officers have the duties and responsibilities as defined in the Circle K International Constitution and Bylaws, including conducting the business of the organization; initiating, developing, and coordinating programs for implementation at various levels of the organization; and suggesting methods and procedures for building and strengthening Circle K International, districts and clubs. (5/93) (507.1)

MEETINGS OF CIRCLE K INTERNATIONAL BOARD

The Circle K International Board shall meet at least three times annually. With the approval of the Board and the Administrator of Circle K International, the Board of Trustees shall hold one or two such meetings during the International Convention and/or the Board Training Conference. (5/93) (507.2)

CODE OF CONDUCT AT CIRCLE K INTERNATIONAL ACTIVITIES

Application - The Circle K International Board shall adopt and enforce a Code of Conduct for all International conventions, conferences, meetings, and other events, which shall be a part of the Circle K International Policy Code. (5/93) (510.1)

Person Responsible - For Circle K International conventions and events, except the International Experiential Leadership Institute, the Circle K District Directors shall be primarily responsible for the persons in attendance from their respective districts. All Kiwanis members shall also have a responsibility for the persons in attendance from their respective districts. (10/96)

For the Circle K International Experiential Leadership Institute, the Director of Circle K International shall be responsible for the persons in attendance. (10/96)

For Circle K International Board meetings or events, the Director of Circle K International or designee shall be responsible for the conduct of all Board members. (5/93) (510.2)

CIRCLE K MEMBERSHIP RECORDS

The Circle K Department shall cause to be maintained a database of member records to include name, address, and other pertinent membership information. The list of members, in whole or in part, may not be released, transferred, sold, rented, or otherwise distributed in any manner to any other party for any use other than the management of membership records for Kiwanis International or Circle K International, or the offering of member benefit programs under guidelines approved in advance by the Board of Trustees of Kiwanis International and Circle K International. (4/99) (511)

FINANCIAL MATTERS

The Procedures on Finance that specifically apply to Circle K are 780-789 regarding the accounting system, budget, revenues, disbursements, finances, and fund balances (reserves). These are outlined in the International section under "Financial Matters - Sponsored Programs." (5/93) (512)

ALTERNATE FUNDING

Circle K may, upon following the approved procedures, raise additional funds to be deposited with the Kiwanis International Foundation. All fund-raising efforts must comply with these procedures, and no member, club, district or person may initiate an alternate fund-raising effort on behalf of Circle K International. The purpose of raising alternate funds for Circle K International is to raise monies for leadership development training and scholarships. These funds shall be considered designated funds for Circle K International grants from the Foundation. (5/89) (513)

The Tomorrow Fund - An account for designated funds for Circle K International may be created by the Kiwanis International Foundation for individual and/or corporate gifts. (5/89) (513.1)

Fund-Raising Guidelines - The following guidelines shall be met in order to conduct alternate fund-raising efforts:

- A. All fund-raising efforts will be coordinated by the Kiwanis International Executive Director, who may consult with the Executive Director of the Kiwanis International Foundation. (1980)
- B. All fund-raising campaigns shall follow the Policies and Procedures of Kiwanis International, the Kiwanis International Foundation and Circle K International. (1980)
- C. Expenditures from this account will follow Kiwanis International Procedures on Finance. (5/93)
- D. Funds raised from corporations shall be in addition to funds received from the Kiwanis International Foundation and Kiwanis International. In all cases, Kiwanis International and the Kiwanis International Foundation shall be viewed as the primary support of Circle K International. No contribution from any corporation shall infringe upon the relationship between Circle K and Kiwanis International. (5/93)
- E. Funds shall not be sought from corporations or foundations whose products, services, or activities may in any way cast a shadow of suspicion upon or impugn the good name of Kiwanis or Circle K. (5/93)
- F. Funds shall not be solicited or accepted from the alcohol or tobacco industries. (1980)
- G. Funds sought must be for the development and implementation of scholarships or leadership development programs or projects and cannot be used for administrative purposes, including staff personnel. (5/93)
- H. No member club, district, or person may initiate an alternate fund-raising campaign on behalf of Circle K International. Contacts must be made by the staff of Kiwanis International and/or the Kiwanis International Foundation. (5/93)
- I. All contracts must be signed by the Kiwanis International Executive Director or designee. (5/93) (513.2)

Funds Raised from International Alumni Registry - Each alumni registrant shall be charged a fee, in accordance with the Circle K International Policy Code. From each fee, an amount sufficient to cover the administrative costs of services provided, a subscription to CIRCLE K magazine, and the annual alumni directory shall be deposited into the general operating nonsubsidized budget of Circle K International. (5/94)

The fee collected in excess of this administrative cost shall be deposited into the Circle K International Tomorrow Fund, administered by the Kiwanis International Foundation. Use of these funds shall be governed by these procedures and any applicable procedures of the Kiwanis International Foundation. (5/94) (513.3)

SOLICITATION OF FUNDS BY CIRCLE K INTERNATIONAL BOARD MEMBERS

Members of the Circle K International Board shall not solicit funds from any Kiwanis/Circle K district or Kiwanis/Circle K club to assist in the execution of their duties. (10/93) (514)

EXPENSE REIMBURSEMENT FOR CIRCLE K INTERNATIONAL BOARD MEMBERS

Expenses Reimbursed - Within the limits of the approved budget, Circle K International will pay the necessary expenses, including travel, of members of the Circle K International Board at approved Board meetings and the Circle K International Convention; other authorized travel expenses; and reasonable telephone, postage, and stationery expenses incurred in the execution of their duties. All expenses must be approved by the Kiwanis International Executive Director or designee. (10/93) (515.1)

Counseling Visits to Districts - Circle K International will pay for the travel expenses of two (2) visits by officers to districts assigned for counseling. Circle K International will also pay for extra counseling visits necessitated by extraordinary circumstances and approved by the Circle K International President and the Director of Circle K International. (5/93) (515.2)

Amount of Travel Expense - Air travel shall be by coach class or its equivalent and must be arranged with the Kiwanis designated travel agent. Reimbursement shall be made at the cost of round-trip economy fare, plus transportation to and from the airport. (5/93) (515.3)

Direct mileage is reimbursed as defined in "Travel Reimbursement by Kiwanis International - Auto Travel." (5/93) (515.3)

TRAVEL BY CIRCLE K INTERNATIONAL PRESIDENT:

Pre-Approved Travel - Pre-approved travel by the Circle K International President includes: (5/92)

- A. Regularly prescribed meetings of the Circle K International Board and Board Training Conference; (10/93)
- B. Circle K International Convention; (5/93)
- C. No more than two (2) additional conferences outside his/her home district; (5/93)
- D. No more than six (6) district events outside the President's home district; (5/93)
- E. Key Club International Convention; (5/93)
- F. Kiwanis International Convention and International Council; (5/93)
- G. Kiwanis district convention in the President's home district; (5/93)
- H. Regular Circle K functions within the President's home district. (5/93)

Other Travel - To avoid excessive Presidential travel, except for pre-approved travel listed above, prior approval is required from the Circle K International Director. The request for approval shall detail the need, purpose, and financial arrangements for the travel. (5/93)

Submission and Approval of Travel Expenses - Approved Presidential travel listed in Procedures A, B, D, and E, above, shall be paid by Circle K International. Approved Presidential travel listed in F, above, shall be paid by Kiwanis International. Appropriate expense reports shall be submitted to the Circle K International Director for approval. (5/93)

Travel expenses listed in G and H, above, shall not be paid by either Circle K International or Kiwanis International. (5/93)

Suspension of Travel Privileges - Failure by the Circle K International President to perform the duties of office as outlined in the Circle K International Service Agreement, to adhere to travel procedures, or to meet proper academic standards, at the discretion of the Circle K International Director, may result in the suspension of travel privileges. (5/93) (515.4)

TRAVEL BY CIRCLE K INTERNATIONAL SECRETARY AND TRUSTEES

Pre-Approved Travel - Pre-approved travel by the Circle K International Secretary and Trustees includes: (5/92)

- A. Regularly prescribed meetings of the Circle K International Board and Board Training Conference; (10/93)
- B. Circle K International Convention; (5/93)
- C. Two (2) visits to each of the districts counseled by that Board member; (10/96)
- D. One (1) additional conference outside his/her home district: (5/93)
- E. Regular Circle K functions within his/her home district. (5/93)

Other Travel - To avoid excessive Board member travel, except for pre-approved travel listed above, prior approval is required from the Circle K International Director. The request for approval shall detail the need, purpose, and financial arrangements for the travel. (5/93)

Submission and Approval of Travel Expenses - Approved travel listed under procedures A-C, above, by the Secretary and Trustees shall be paid by Circle K International. Appropriate expense reports shall be submitted to the Circle K International Director for approval. (5/93)

Travel expenses listed under D and E, above, shall not be paid by either Circle K International or Kiwanis International. (5/93)

Suspension of Travel Privileges - Failure by Circle K International Board Members to perform the duties of office, as outlined in the Circle K International Service Agreement, to adhere to travel procedures, or to meet proper academic standards, at the discretion of the Circle K International Director, may result in the suspension of travel privileges. (5/93) (515.5)

CIRCLE K INTERNATIONAL CONVENTION SITE SELECTION

Designation - At an official meeting of the Circle K International Board, the appropriate designated Circle K International Board Committee shall (in consultation with staff) identify up to five Circle K International districts with the membership and resources to support a Circle K International Convention. One of the designated districts shall be the district in which the Kiwanis International Convention is being held in the year under consideration. The remaining districts shall, whenever feasible, be within a 300-mile radius of the Kiwanis International Convention site for that year. (4/99) (525.1)

Research - Upon receipt of the list of designated districts, the Meetings and Conventions Department staff shall conduct the necessary research and site visits to determine which facilities within the designated districts would best accommodate the financial and logistical needs of Circle K International. The research and survey may include (but not be limited to) contacts with: (4/99)

- A. Convention and Visitors Bureaus for designated cities; (5/93)
- B. Current Kiwanis district governors for designated districts; (5/93)
- C. Current Circle K district governors for designated districts; (5/93)
- D. Appropriate hotels within the designated cities. (5/93) (525.1)

Minimum Specifications:

A. Preferred Dates - First or second week in July, preferably in a Thursday-Tuesday pattern. (4/00)

B. Meeting Space:

- 1. Breakout Space** - The facility or facilities must have a minimum of 12 individual meeting rooms with the ability to hold meetings ranging in size from 50-700 attendees, adaptable for various room set-ups. (4/00)
- 2. General Sessions** - The facility must accommodate 1000 people, theater-style, in front of a 24'x48' stage with no sight obstructions. If the proposed sessions hall is not in the headquarters hotel, it must be located within three blocks, or complimentary transportation options must be available. (4/00)
- 3. Exhibit Space** - A minimum of 10,000 square feet of space must be available for exhibits. (4/00)
- 4. General** - Facilities must include normal air-conditioning, light and power; if located in the United States, facilities must comply with or be in the process of complying with the provisions established in the Americans with Disabilities Act; facilities in other countries or regions must comply with applicable local laws. (4/00)

C. Sleeping Rooms - A minimum of 325 sleeping rooms within one property. At least 85 percent of the sleeping rooms must have two double (or larger) beds to accommodate three to four people. (4/00) (525.1)

Reporting - The Meetings and Conventions Department staff shall prepare a written report on the cities/facilities within the designated districts best able to accommodate a Circle K International Convention. This report shall contain no fewer than two and no more than four potential sites, all of which meet the minimum convention criteria and would be acceptable convention sites. (4/99) (525.1)

Final Selection - The report of the Meetings and Conventions Department shall be submitted to the Kiwanis International Board Committee on Communications and Conventions for review and a recommendation. The recommendation of the Kiwanis International Board Committee on Communications and Conventions shall be submitted to the Circle K International Board for ratification and then to the Kiwanis International Board for final approval. (4/99) (525.1)

District Involvement - Contacts with the Kiwanis district governor and the Circle K district governor will be made to obtain information the officers may have concerning the selection of a city in their district as the site of a future International Convention. (5/93)

As sites are either chosen for a future convention or eliminated from consideration, affected districts will be notified. (5/93) (525.2)

FINANCING THE CIRCLE K INTERNATIONAL CONVENTION

Circle K may seek alternate sources of income to defray a portion of the cost of operation of the annual International Convention, as set forth in the Procedure on "Fund Raising Guidelines." Efforts will be made to coordinate these solicitations with, but not necessarily through, the Convention Host Committee. (10/93) (526)

ATTENDANCE OF KIWANIS INTERNATIONAL OFFICERS AT THE CIRCLE K INTERNATIONAL CONVENTION

The Kiwanis International President-designate shall attend the annual convention of Circle K International at the expense of Kiwanis International. (10/93) (527.1)

The member of the Kiwanis International Board appointed by the International President, at the expense of Kiwanis International, shall be the official Kiwanis International Board representative at the annual convention of Circle K International. (5/93) (527.2)

CIRCLE K DISTRICTS

DISTRICT ADMINISTRATION

Operations - Operations for Circle K activities on the district level shall be governed by the Kiwanis district board of trustees, the Constitution and Bylaws of Circle K International, and the Circle K district bylaws. The maintenance of all Circle K district records and finances shall be under the supervision of the Kiwanis district board of trustees. (10/93) (530.1)

District Administrator - The Circle K district administrator, appointed by the Governor-elect (subject to approval by the Kiwanis district board of trustees), shall be directly responsible to the Kiwanis district board for the proper conduct and direction of administrative functioning within the Circle K district, and the coordination of Circle K clubs with sponsoring Kiwanis clubs. The district administrator, or an approved representative of the Kiwanis district board, shall give guidance to all meetings of the Circle K district board of officers, the annual Circle K district convention, and all other authorized district functions. (10/93) (530.2)

Obligations to Circle K International - The Circle K district's obligations to Circle K International shall be the responsibility of the Circle K district board and a concern of its sponsoring Kiwanis district board of trustees and the district Circle K Administrator. (5/93) (530.3)

Circle K Division - The Circle K division is an administrative unit of the Circle K district. Each division shall be administered by a Circle K lieutenant governor who, by virtue of such office, shall be a Circle K district officer. (5/93) (530.4)

Minimum Standards for District Financial Operations

Financial Counselor - The Kiwanis district board of trustees shall appoint a Kiwanian to serve as the financial counselor to the Circle K district. The financial counselor shall be an official representative of and shall be responsible to the Kiwanis district board. The Circle K district administrator may also serve as financial counselor. (5/93)

Budget - Each Circle K district shall work within an established budget of revenues and expenses for operations, conventions, and conferences, which must be approved by the Circle K and Kiwanis district boards. Such budgets shall be prepared with the

guidance of the Circle K district administrator and/or financial counselor. Approval by the district boards shall be prior to the administrative year for operations and not less than 90 days prior to the date of any conference or convention. (5/93)

Collections and Disbursements - The collection of district dues and the disbursement of district funds shall be the responsibility of the Circle K district board and shall be supervised by the Kiwanis district board of trustees through the Circle K district administrator and/or financial counselor. Two signatures—an approved Circle K district officer and the district administrator or financial counselor—shall be required for Circle K disbursements. (5/93)

Bonding - All Circle K district officers handling funds and the approved Kiwanis signatory shall be bonded. (5/93)

Accounting - On a continuing basis, a complete and standardized system of financial and accounting records shall be maintained for the Circle K district by the Kiwanis district board of trustees. The financial counselor and/or Circle K district administrator shall submit periodic financial reports of the Circle K district to the Kiwanis district board. (5/93)

District Convention - In order to assist the Circle K district administrator and/or financial counselor, the Kiwanis district board may appoint a Kiwanian in the host city of the Circle K district convention to act as a financial counselor to the Circle K

CIRCLE K PROCEDURES

district convention. Such financial counselor shall be responsible to: (5/93)

- A. Supervise the deposit, disbursement, and recording of convention receipts and expenses; (10/93)
- B. Supervise the preparation of timely financial reports and submit them to the Kiwanis district board of trustees within sixty (60) days after the close of the convention; and (5/93)
- C. Report immediately to the Kiwanis district board of trustees and the Circle K district administrator the knowledge or belief that expenditures will exceed or receipts will be less than the amounts budgeted. (5/93)

Annual Review - A minimum of an annual financial review of the books of accounts of the Circle K district shall be made by an independent auditor selected by the Kiwanis district board of trustees. (10/96) (530.5)

CIRCLE K DISTRICT BOARD OF TRUSTEES

Responsibilities - Under the supervision of the Kiwanis district board of trustees, the Circle K district board shall be responsible for the administration of the Circle K district. The board also shall study and suggest methods to build and strengthen the district administration and its Circle K clubs and to secure active participation in sponsorship by Kiwanis clubs and members. Worthwhile local Circle K club activity and administrative suggestions should be disseminated in written form to all Circle K clubs and sponsoring Kiwanis clubs in the district. The development, distribution, and control of a Circle K district directory, if one is produced, shall be the responsibility of the Circle K district board, and should be economically produced. (5/93) (532.1)

Meetings - The Circle K district board shall hold three (3) meetings annually. Such meetings shall be approved by the district administrator. Any additional meetings must be approved by the district administrator and Kiwanis district board of trustees. (5/93) (532.2)

TRAVEL AND OTHER EXPENSES OF THE CIRCLE K DISTRICT BOARD

Budgeted Expenses - Within the limits of the approved Circle K district budget, travel and other expenses may be paid to district officers to carry out their office

responsibilities; to attend district board meetings, conventions, and training conferences; and to visit counseled clubs. All requests for the payment of travel and other expenses shall be approved by the Circle K district administrator. (5/93) (532.3)

Pre-approved Travel for the District Governor - Within the limits of the approved district budget, and upon approval of the district administrator, pre-approved travel for the district governor should be limited to and not exceed: (5/93)

- A. Circle K district board meetings and training conferences; (5/93)
- B. Circle K district convention; (5/93)
- C. Circle K International Convention; (5/93)
- D. One (1) Kiwanis Family Conference; and (5/93)
- E. If invited:
 1. Clubs within the Governor's district; (5/93)
 2. Kiwanis district convention; (5/93)
 3. Key Club district convention; and (5/93)
 4. Special Kiwanis or Circle K functions held in the Governor's own Circle K division. (5/93) (532.3)

Pre-approved Travel for the District Secretary, Treasurer, and Lieutenant Governors - Within the limits of the approved district budget, and upon approval of the

district administrator, pre-approved travel for the district secretary, treasurer, and lieutenant governors should be limited to and not exceed: (5/93)

- A. Circle K district board meetings and training conferences; (5/93)
- B. Circle K district convention; (5/93)
- C. Circle K International Convention; (5/93)
- D. One (1) Kiwanis Family Conference; (5/93)
- E. Visits to regular meetings and to board of directors meetings of clubs in their Circle K division (lieutenant governors only); and (10/93)
- F. If invited, special Kiwanis or Circle K functions in their Circle K division. (5/93) (532.3)

Additional Travel - Excessive travel by district officers must be limited. Except for pre-approved travel authorized by this procedure, additional travel by district officers, even at the officers' own expense, requires special circumstances to exist and needs prior approval by the district administrator. Additional travel expenses will not be reimbursed without prior approval by the Kiwanis district board. (5/93) (532.3)

Suspension of Travel Privileges - Failure by Circle K district board members to adhere to travel procedures or to meet proper academic standards, at the discretion of the district Circle K administrator, may result in the suspension of travel privileges. (5/93) (532.3)

CODE OF CONDUCT AT CIRCLE K DISTRICT ACTIVITIES

Each Circle K district shall adopt a code of conduct for their conventions and events consistent with the Circle K International Code of Conduct. Districts without a code of conduct shall be bound by the Circle K International Code of Conduct. Additionally, each Circle K district shall be bound by the Circle K International Alcohol Policy for their conventions and events. (5/93) (535.1)

CIRCLE K CLUB OFFICERS TRAINING CONFERENCE

A Circle K club officers training conference may be scheduled on a weekend or during a vacation period. Prior approval of the Kiwanis district board or the Circle K district administrator shall be obtained before scheduling such conference. (5/93) (535.2)

CIRCLE K CLUBS

ORGANIZATION OF CIRCLE K CLUBS

Limited to Collegiate Educational Institutions - Circle K clubs shall be organized only at standard degree-granting colleges, universities, and junior colleges, and vocational technical schools that have been certified by the appropriate national, state, or provincial board of education. A Circle K club may be established and maintained in such school, provided a Kiwanis club agrees to sponsor the clubs and it has the support of the school administration. (5/93) (540.1)

Petition for Charter - A petition for charter shall be made on a standard form provided by the Director of Circle K International. (5/93) (540.2)

Date of Charter - In order for a new Circle K club to be considered chartered during a specific Kiwanis administrative year, the charter application, dues, and sponsorship fee payment must be mailed to the International Office, postmarked no later than midnight, September 30, of that year. (5/93) (540.3)

Number of Sponsoring Clubs - A Circle K club may be officially sponsored by no more than two (2) Kiwanis clubs. Note: The Kiwanis International Board further resolved, effective October 1, 1994, that this procedure be waived for existing Circle K clubs that currently have more than two (2) sponsors, according to the International Office records, until such time as natural attrition or change in sponsorship brings them into compliance

with this procedure. (10/94) (540.4)

PRIMARY RESPONSIBILITIES OF A CIRCLE K CLUB

Club Obligations - The Circle K club's obligations to its district and International organization shall be as outlined in the Circle K International Constitution and Bylaws and shall be the responsibility of the Circle K club officers and a concern of its sponsoring Kiwanis club. (10/93)

Club Operations - The administration, club program, and activities of the Circle K club are the responsibility of the Circle K club officers, functioning under the regulations and policies the school has established for student organizations, and under the counsel of the sponsoring Kiwanis club. (5/93)

List of Circle K Club Members - A complete list of Circle K club members, including name, address, and other pertinent membership information, shall accompany the payment of the Circle K International dues. (4/99) (541.1)

PRIMARY RESPONSIBILITIES OF A SPONSORING KIWANIS CLUB

Requirements of Sponsorship - The Kiwanis club must comply with the following "Requirements of Sponsorship" and a statement providing evidence of such should be approved by the Kiwanis club's board of directors and signed by the Kiwanis club president at the time of petitioning for charter or at any time when a Kiwanis club assumes partial or full sponsorship of a Circle K club: (1/00)

- A. Appoint a Kiwanis Advisor to the Circle K club and ensure he/she receives adequate orientation/training; (1/00)
- B. Ensure Kiwanis members attend every meeting; (1/00)
- C. Maintain an expense line item in the Kiwanis club's service account to support the activities of the Circle K club; (1/00)
- D. Work with the college/university administration to secure a faculty advisor for the club; (1/00)
- E. Ensure that all Circle K members pay annual dues, and that an active membership of at least 20 members is maintained; (1/00)
- F. Ensure that Circle K club officers receive proper training following election; (1/00)

- G. Hold a planning session involving the leadership of both clubs; (1/00)
- H. Host or participate in two joint activities involving the membership of both clubs; (1/00)
- I. Invite Circle K members to attend every regular Kiwanis meeting; and (1/00)
- J. Ensure that Circle K members attend conventions and conferences. (1/00)

Club Counseling - A member of the sponsoring Kiwanis club should be present at every Circle K club and board meeting. Within school administration-approved policies, the counseling of each Circle K club shall be the responsibility of the sponsoring Kiwanis club's board of directors, usually directed through the Kiwanis club's committee on Circle K. (5/93)

Advisor - A member of the school's faculty or administration should be appointed by the administration of the school to work as the advisor to the Circle K club and to act as the school's official representative with both the Circle K club and its sponsoring Kiwanis club. (5/93)

Discontinued Sponsorship - A Kiwanis club must communicate with the Circle K International Department and the district governor when it plans to discontinue or has discontinued sponsorship of a Circle K club. (4/97) (541.2)

CODE OF CONDUCT AT CIRCLE K CLUB ACTIVITIES

The Code of Conduct for attendees at Circle K club meetings and events shall be as set forth in "Conduct of Attendees at Circle K International Activities" or as adopted by the district under "Code of Conduct at Circle K District Activities." Written notice shall be given to school authorities, the Kiwanis district governor, district Circle K administrator, and the sponsoring Kiwanis club president for any violations of the Code of Conduct and the action(s) taken. (5/93) (543)

TRAVEL OF CIRCLE K CLUB MEMBERS

Permitted Travel - The travel of Circle K club members to district and International meetings shall be limited to those approved by the faculty advisor and the chairman of the committee on Circle K clubs of the sponsoring Kiwanis club. Only one club officer training conference or workshop, one district convention and one International Convention are recommended annually for club members. (1980) (544.1)

Sponsoring Club Assistance - Costs for a Circle K member to attend training conferences, workshops, and conventions may be shared by the Circle K member, Circle K club, and the sponsoring Kiwanis club. (5/93) (544.2)

CLUB ADMINISTRATIVE EXPENSES

Costs of Circle K club administrative expenses shall be paid only from club membership dues collected from members, specific administrative fund-raising activities, and support from the sponsoring Kiwanis club. Funds raised for community service projects shall not be used to pay for club administrative expenses. (5/93) (546)

BONDING OF CIRCLE K CLUB OFFICERS

All Circle K club officers handling funds shall be bonded. (547)

CLUB FUND-RAISING ACTIVITIES

Circle K Club Responsibilities - Although a Circle K club often receives financial support from its sponsoring Kiwanis club, the Circle K club has the responsibility to raise the funds necessary to implement its service activities. The following guidelines apply to fund-raising activities: (5/93)

- A. Circle K clubs may not solicit financial assistance from individuals, businesses, or organizations by the sale of products, goods, or services without giving something of real economic value in return. (1/99)
- B. The activity should normally involve personal Circle K club member participation. (5/93)
- C. Fund-raising practices require a public announcement of the purpose of the fund-raising activity to enhance support and assure good public relations. (5/93)
- D. Normal cooperative Kiwanis sponsorship relationships should be maintained, avoiding any possible indication which might be construed as Kiwanians contributing under undue pressure. (5/93) (548.1)

Lotteries, Raffles, Drawings, or Other Games of Chance - Where legally permitted and when approved by the Kiwanis and Circle K district boards, funds may be raised by a Circle K club by a lottery, raffle, drawing, or other games of chance. Approval by the Kiwanis District Board and Circle K District Board of such games of chance does not constitute official endorsement of such activity by Kiwanis International and/or Circle K International. (5/93) (548.2)

KEY CLUB PROCEDURES

Note: These procedures have been adopted by the Kiwanis International Board for the governance of Key Club. However, please be aware that Key Club International has adopted additional Policies, under the approval of the Kiwanis International Board, which provide further governance of Key Club. These are available (as well as the Key Club International Constitution and Bylaws) upon request from the Key Club Department at the International Office.

KEY CLUB INTERNATIONAL

RESPONSIBILITIES OF KIWANIS INTERNATIONAL

The Kiwanis International Board controls and is responsible for Key Club International and shall exercise final authority over all Key Club International, district, and club activities. The Kiwanis International Executive Director has administrative and management responsibilities and accountability for Key Club, similar to the responsibilities and accountability for Kiwanis. (10/93) (601)

KEY CLUB AND SPONSORED PROGRAM DEPARTMENTS OF THE INTERNATIONAL OFFICE

The Key Club and Sponsored Program Departments of the Kiwanis International Office will be responsible for the following: (10/93)

- A. Promote and coordinate the activities of Key Club International in compliance with its Constitution and with the Constitution, Bylaws, Policies, and Procedures of Kiwanis International; (10/93)
- B. Produce educational materials on membership in and activities of Key Club for Kiwanians and Key Club members; (10/93)
- C. Distribute new club and other Key Club information to all interested Kiwanians and Key Club members; (10/93)
- D. Charter new Key Clubs; (10/93)
- E. Collect and process Key Club International dues from clubs for all members, other than honorary; (10/93)
- F. Issue Key Club International theme and membership cards to all members reported to the International Office; (10/93)
- G. Establish and maintain Key Club International records; (10/93)
- H. Produce, edit, and publish the official magazine for Key Club members; (10/93)
- I. Prepare for and supervise the Key Club International Board meetings and training conferences; (10/93)
- J. Prepare and supervise the annual Key Club International Convention; (10/93)
- K. Train the Key Club International President, Board of Trustees, and governors; (10/93)
- L. Prepare and finalize the theme and major emphasis materials and coordinate the development of a theme video; (10/93)
- M. Develop increased cooperation among Kiwanis, Circle K, Builders Club, and Key Club concerning activities of mutual interest. Care will be exercised to prevent the use of Key Club members as merely ticket sellers or messengers for Kiwanis activities; (10/93)
- N. Develop and distribute the Key Club list of certain International and district officers. (10/93) (602)

KIWANIS INTERNATIONAL BOARD COUNSELOR TO THE KEY CLUB INTERNATIONAL BOARD

For complete information regarding appointment, term, and responsibilities, see this heading in the International Procedures section. (105)

POLITICAL INFLUENCE BY NONMEMBERS OF KEY CLUB FORBIDDEN

Any attempt to exercise political influence over the selection of officers of Key Club by nonmembers of Key Club International present at any elections at any level is forbidden. Violations shall be treated as an infraction of the Code of Conduct under "Conduct of Attendees at Key Club International Activities." (10/93) (606)

RESPONSIBILITIES OF KEY CLUB INTERNATIONAL OFFICERS

Subject to the control and regulation by the Kiwanis International Board, Key Club International officers have the duties and responsibilities as defined in the Key Club International Constitution and Bylaws, including conducting the business of the organization; initiating, developing, and coordinating programs for implementation at various levels of the organization; and suggesting methods and procedures for building and strengthening Key Club International, districts, and clubs. (10/93) (607)

MEETINGS OF THE KEY CLUB INTERNATIONAL BOARD OF TRUSTEES

KEY CLUB PROCEDURES

Board Meetings - The Key Club International Board shall meet at least three times annually. With the approval of the Board and the Director of Key Club International, the Board of Trustees shall hold one or two such meetings during the International Convention. (10/96) (608.1)

Training Conferences - Within thirty (30) days of the conclusion of the Key Club International Convention, a training conference will be held for the newly elected Key Club Board. (10/93) (608.2)

Theme Committee - With the approval of the Director of Key Club International, the Board Theme Committee may hold one meeting in addition to its meetings during approved Board Meetings per the first paragraph, above. (10/93) (608.3)

CODE OF CONDUCT AT KEY CLUB INTERNATIONAL ACTIVITIES

Application - The Key Club International Board shall adopt and enforce a Code of Conduct for all International conventions, conferences, meetings, and other events, which shall be a part of the Key Club International Board Policies. (10/93) (610.1)

Persons Responsible - For the Key Club International convention and all events related to the convention, the Key Club International Director shall require a minimum ratio of adult chaperones to Key Club members in attendance from each club and/or district in attendance. An adult chaperone for Key Club shall be a Kiwanis member, faculty member, parent, legal guardian, or person who is: a) in *loco parantis*; b) over the age of twenty-one (21); c) approved by the school; and d) registered with and accompanying the Key Club members at the convention. The adult chaperone shall be responsible for the Key Club members assigned to him or her. The International Director may also require a higher ratio of adult advisors to members for clubs that have been the source of Code of Conduct or other discipline violations at previous district or International conventions. Every Key Club member registered to attend the convention must have a designated chaperone who shall be the individual primarily responsible for the member in attendance. Ultimately, each Key Club district administrator shall have authority for all persons in attendance from his/her respective district. (9/99)

For the Key Club International Leadership Conference for Board members and governors and the KC Weekend leadership conferences for club members, the Key Club International Director or designee shall be responsible for the persons in attendance. (1/99)
For Key Club International Board meetings or events, the Director of Key Club International or designee shall be responsible for the conduct of all Board members. (10/93) (610.2)

KEY CLUB MEMBERSHIP RECORDS

The Key Club Department shall cause to be maintained a database of member records to include name, address, and other pertinent membership information. The list of members, in whole or in part, may not be released, transferred, sold, rented, or otherwise distributed in any manner to any other party for any use other than the management of membership records for Kiwanis International or Key Club International, or the offering of member benefit programs under guidelines approved by the Boards of Trustees of Kiwanis International and Key Club International. (4/99) (611)

FINANCIAL MATTERS

The procedures on Finance that specifically apply to Key Club are 780-789 regarding the accounting system, budget, revenues, disbursements, finances, and fund balances (reserves). These are outlined in the International section under "Financial Matters - Sponsored Programs." (5/93) (612)

ALTERNATE FUNDING

Key Club International may, upon following the approved procedures, raise additional funds to be deposited with the Kiwanis International Foundation. All fund-raising efforts

must comply with these procedures, and no member club, district, or person may initiate an alternate fund-raising effort on behalf of Key Club International. The purpose of raising alternate funds for Key Club International is to raise moneys for leadership development training and scholarships. These funds shall be considered designated funds for Key Club International grants from the Foundation. (10/98) (613)

Youth Opportunities Fund - An account for designated funds for Key Club International may be created by the Kiwanis International Foundation for individual and/or corporate gifts. (10/98) (613.1)

Fund-Raising Guidelines - The following guidelines shall be met in order to conduct alternate fund-raising efforts:

- A. All fund-raising efforts will be coordinated by the Kiwanis International Executive Director who may consult with the Executive Director of the Kiwanis International Foundation. (10/98)
- B. All fund-raising campaigns shall follow the Policies and Procedures of Kiwanis International, the Kiwanis International Foundation, and Key Club International. (10/98)
- C. Expenditures from this account will follow Kiwanis International procedures on finance. (10/98)
- D. Funds raised from corporations shall be in addition to funds received from the Kiwanis International Foundation and Kiwanis International. In all cases, Kiwanis International and the Kiwanis International Foundation shall be viewed as the primary support of Key Club International. No contribution from any corporation shall infringe upon the relationship between Key Club and Kiwanis International. (10/98)
- E. Funds shall not be sought from corporations or foundations whose products, services, or activities may in any way cast a shadow of suspicion upon or impugn the good name of Kiwanis or Key Club. (10/98)
- F. Funds shall not be solicited or accepted from the alcohol or tobacco industries. (10/98)
- G. Funds sought must be for the development and implementation of scholarships or leadership development programs or projects and cannot be used for administrative purposes, including staff personnel. (10/98)
- H. No member club, district, or person may initiate an alternate fund-raising campaign on behalf of Key Club International. Contacts must be made by the staff of Kiwanis International and/or the Kiwanis International Foundation. (10/98)
- I. All contracts must be signed by the Kiwanis International Executive Director or designee. (10/98) (613.2)

SOLICITATION OF FUNDS BY KEY CLUB INTERNATIONAL BOARD MEMBERS

Members of the Key Club International Board shall not solicit funds from any Kiwanis/Key Club district or Kiwanis/Key Club to assist in the execution of their duties. (10/93) (614)

EXPENSE REIMBURSEMENT FOR KEY CLUB INTERNATIONAL BOARD MEMBERS

Expenses Reimbursed - Within the limits of the approved budget, Key Club International will pay the necessary expenses, including travel of members of the Key Club International Board at approved Board meetings and the Key Club International Convention; other authorized travel expenses; and reasonable telephone, postage, and stationery expenses incurred in the execution of their duties. All expenses must be approved by the Kiwanis International Executive Director or designee. (10/93)

KEY CLUB PROCEDURES

Counseling Visits to Districts - Key Club International will pay for the travel expenses of two visits by officers to districts assigned for counseling. The two visits are for the Key Club district convention and a district board meeting. Key Club International will also pay for extra counseling visits necessitated by extraordinary circumstances and approved by the Key Club International President and the Director of Key Club International. (10/93) (615.2)

Amount of Travel Expense - Air travel shall be by coach class or its equivalent, and must be arranged with the Kiwanis designated travel agent. Reimbursement shall be made at the cost of round-trip economy fare, plus transportation to and from the airport. (10/93)

Direct mileage is reimbursed as defined in "Travel Reimbursement by Kiwanis International - Auto Travel." (10/93) (615.3)

TRAVEL BY KEY CLUB INTERNATIONAL PRESIDENT

Pre-Approved Travel - Pre-approved travel by the Key Club International President includes: (10/93)

- A. Regularly prescribed meetings of the Key Club International Board and Board Training Conference; (10/93)
- B. The Key Club International Convention; (10/96)
- C. The Circle K International Convention; (1980)
- D. The Kiwanis International Convention and International Council; (1980)
- E. The Kiwanis district convention in the President's home district; (1980)
- F. Regular Key Club functions within the President's home district. (1980)

Other Travel - To avoid excessive Presidential travel, except for pre-approved travel listed above, prior approval is required from the Key Club International Director. The request for approval shall detail the need, purpose, and financial arrangements for the travel. (10/93)

Approval of Travel - All trips by the President must be approved by a parent or guardian of the President and the proper school officials. (10/93)

Submission and Approval of Travel Expenses - Approved Presidential travel listed in procedures A-C, above, shall be paid by Key Club International. Approved Presidential travel listed in D, above, shall be paid by Kiwanis International. Appropriate expense reports shall be submitted to the Key Club International Director for approval. (10/93) Travel expenses listed in E and F, above, shall not be paid by either Key Club International or Kiwanis International; some districts may provide for certain reimbursements from their district budgets. (10/93)

Suspension of Travel Privileges - Failure by the Key Club International President to perform the duties of office as outlined in the Key Club International Service Agreement, to adhere to travel procedures, or to meet proper academic standards, at the discretion of the Key Club International Director, may result in the suspension of travel privileges. (10/93) (615.4)

TRAVEL BY KEY CLUB INTERNATIONAL SECRETARY AND TRUSTEES

Pre-Approved Travel - Pre-approved travel by the Key Club International Secretary and Trustees includes: (10/93)

- A. Regularly prescribed meetings of the Key Club International Board and Board Training Conference; (10/93)
- B. The Key Club International Convention; (10/96)

- C. The Key Club district convention and one board meeting of each of the districts represented by that Board member; (10/93)
- D. The Kiwanis district convention in his/her home district; (1980)
- E. Regular Key Club functions within his/her home district. (1980)

Other Travel - To avoid excessive Board member travel, except for pre-approved travel listed above, prior approval is required from the Key Club International Director. The request for approval shall detail the need, purpose, and financial arrangements for the travel. (10/93)

Approval of Travel - All trips by the International Officers must be approved by a parent or guardian of the Officer and the proper school officials. (10/93)

Submission and Approval of Travel Expenses - Approved travel listed in procedures A-C, above, by the Secretary and Trustees shall be paid by Key Club International. Appropriate expense reports shall be submitted to the Key Club International Director for approval. (10/93)

Travel expenses listed in procedures D and E, above, shall not be paid by either Key Club International or Kiwanis International. (10/93)

Suspension of Travel Expenses - Failure by Key Club International Board Members to perform the duties of office as outlined in the Key Club International Service Agreement, to adhere to travel procedures, or to meet proper academic standards, at the discretion of the Key Club International Director, may result in the suspension of travel privileges. (10/93) (615.5)

WORLDWIDE STATUS OF KEY CLUB INTERNATIONAL

Request for Charter - Any Kiwanis club outside the original thirty (30) districts, upon approval of the Kiwanis district board of trustees, may petition for a Key Club charter for its Key Club with Key Club International; nondistricted Kiwanis clubs must have the approval of the Kiwanis International Board. A Key Club charter may be granted by the Key Club International Board and will be continued, provided the club conforms to the Constitution, Bylaws, Policies, and Procedures of Key Club International and the Policies and Procedures of Kiwanis International. (10/93) (620.1)

Protection of Name and Emblem - Permission to organize such Key Clubs will be granted only to Kiwanis clubs in those nations or areas where protection of the name and emblem is assured. (10/93) (620.2)

KEY CLUB INTERNATIONAL CONVENTION SITE SELECTION

Designation - At an official meeting of the Key Club International Board, the appropriate designated International Board Committee shall identify up to five Key Club International districts with the membership and resources to support a Key Club International Convention. One of the designated districts shall be the district in which the Kiwanis International Convention is being held in the year under consideration. The remaining districts shall, whenever feasible, be within a 300-mile radius of the Kiwanis International Convention site for that year. (4/99) (625.1)

Research - Upon receipt of the list of designated districts, the Meetings and Conventions Department staff shall conduct the necessary research and site visits to determine which facilities within the designated districts would best accommodate the financial and logistical needs of Key Club International. The research and survey may include (but not be limited to) contacts with: (4/99)

- A. Convention and Visitors Bureaus for designated cities; (10/93)
- B. Current Kiwanis district governors for designated districts; (10/93)
- C. Current Key Club district governors for designated districts; (10/93)

D. Appropriate hotels within the designated cities. (10/93) (625.1)

Minimum Specifications:

A. **Preferred Dates** - First or second week in July, preferably in a Friday-Tuesday pattern. (4/00)

B. Meeting Space:

1. Breakout Space - The facility or facilities must have a minimum of 18 individual meeting rooms with the ability to hold meetings ranging in size from 50-700 attendees, adaptable for various room set-ups. (4/00)
2. General Sessions - The facility must accommodate 2500 people, theater-style, in front of a 24'x 54' stage with no sight obstructions. If the proposed sessions hall is not in the headquarters hotel(s), it must be located within three blocks or complimentary transportation options must be available. (4/00)
3. Exhibit Space - A minimum of 10,000 square feet of space must be available for exhibits. (4/00)
4. General - Facilities must include normal air-conditioning, light, and power; if located in the United States, facilities must comply with or be in the process of complying with the provisions established in the Americans with Disabilities Act; facilities in other countries or regions must comply with applicable local laws. (4/00)

C. **Sleeping Rooms** - A minimum of 800 sleeping rooms in no more than three (3) hotels. At least 85 percent of the sleeping rooms must have two double (or larger) beds to accommodate three or four people. (4/00) (625.1)

Reporting - The Meetings and Conventions Department staff shall prepare a written report on the cities/facilities within the designated districts best able to accommodate a Key Club International Convention. This report shall contain no fewer than two and no more than four potential sites, all of which meet the minimum convention criteria and would be acceptable convention sites. (4/99) (625.1)

Final Selection - The report of the Meetings and Conventions Department shall be submitted to the Kiwanis International Board Committee on Communications and Conventions for review and a recommendation. The recommendation of the Kiwanis International Board Committee on Communications and Conventions shall be submitted to the Key Club International Board for ratification and then to the Kiwanis International Board for final approval. (4/99) (625.1)

District Involvement - Contacts with the Kiwanis district governor and the Key Club district governor will be made to obtain information the officers may have concerning the selection of a city in their district as the site of a future International Convention. (10/93) As sites are either chosen for a future convention or eliminated from consideration, affected districts will be notified. (10/93) (625.2)

ATTENDANCE AT THE KEY CLUB INTERNATIONAL CONVENTION

Limitations - Attendance shall be limited to active members of Key Clubs. Former Key Clubbers shall be admitted only by an invitation extended by the Key Club International Board with the approval of the Director of Key Club International. (10/93) (627)

Kiwanis International Officers - The Kiwanis International President-designate shall attend the annual convention of Key Club International at the expense of Kiwanis International. (10/93)

The Kiwanis International Board Member appointed by the Kiwanis International President, at the expense of Kiwanis International, shall be the official Kiwanis Board counselor at the annual convention of Key Club International. (10/93) (628)

KEY CLUB DISTRICTS

DISTRICT ADMINISTRATION

Operations - Operations for Key Club activities on the district level shall be governed by the Kiwanis district board of trustees, the Constitution and Bylaws of Key Club International, and the Key Club district bylaws. The maintenance of all Key Club district records and finances shall be under the supervision of the Kiwanis district board of trustees. (10/93) (630.1)

District Administrator - The Key Club district administrator, appointed by the governor-elect (subject to approval by the Kiwanis district board of trustees), shall be directly responsible to the Kiwanis district board for the proper conduct and direction of administrative functioning within the Key Club district, and the coordination of Key Club with sponsoring Kiwanis clubs. The district administrator or an approved representative of the Kiwanis district board shall give guidance to all meetings of the Key Club district board of officers, the annual Key Club district convention, and all other authorized district functions. (10/93) (630.2)

District's Obligations to Key Club International - The Key Club district's obligations to Key Club International shall be the responsibility of the Key Club district board and a concern of its sponsoring Kiwanis district board of trustees and the district Key Club Administrator. (10/93) (630.3)

Key Club Division - The Key Club division is an administrative unit of the Key Club district. Each division shall be administered by a Key Club lieutenant governor, who, by virtue of such office, shall be a Key Club district officer. (10/93) (630.4)

Minimum Standards for District Financial Operations

Financial Counselor - The Kiwanis district board of trustees shall appoint a Kiwanian to serve as the financial counselor to the Key Club district. The financial counselor shall be an official representative of and shall be responsible to the Kiwanis district board. The Key Club district administrator may also serve as financial counselor. (10/93)

Budget - Each Key Club district shall work within an established budget of revenues and expenses for operations, conventions, and conferences, which must be approved by the Key Club and Kiwanis district boards. Such budgets shall be prepared with the guidance of the Key Club District Administrator and/or financial counselor. Approval by the district boards shall be prior to the administrative year for operations and not less than 90 days prior to the date of any conference or convention. (10/93)

Collections and Disbursements - The collection of district dues and the disbursement of district funds shall be the responsibility of the Key Club district board and shall be supervised by the Kiwanis district board of trustees through the Key Club district administrator and/or financial counselor. At least two signatures—an approved Key Club district officer and the district administrator or financial counselor—shall be required for Key Club disbursements. (10/93)

Bonding - All Key Club district officers handling funds and the approved Kiwanis signatory shall be bonded. (10/93)

Accounting - On a continuing basis, a complete and standardized system of financial and accounting records shall be maintained for the Key Club district by the Kiwanis district board of trustees. The financial counselor and/or Key Club district administrator shall submit periodic financial reports of the Key Club district to the Kiwanis district board. (10/93)

District Convention - In order to assist the Key Club district administrator and/or financial counselor, the Kiwanis district board may appoint a Kiwanian in the host city of the Key Club district convention to act as a financial counselor to the Key Club

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district convention. Such financial counselor shall be responsible to: (10/93)

- A. Supervise the deposit, disbursement, and recording of convention receipts and expenses; (10/93)
- B. Supervise the preparation of timely financial reports and submit them to the Kiwanis district board of trustees within 60 days after the close of the convention; (10/93)
- C. Report immediately to the Kiwanis district board of trustees and the Key Club district administrator the knowledge or belief that expenditures will exceed or receipts will be less than the amounts budgeted. (10/93)

Annual Review - A minimum of an annual financial review of the books of accounts of the Key Club district shall be made by an independent auditor selected by the Kiwanis district board of trustees. (10/96) (630.5)

KEY CLUB DISTRICT BOARD OF TRUSTEES

Responsibilities - Under the supervision of the Kiwanis district board of trustees, the Key Club district board shall be responsible for the administration of the Key Club district. The board also shall study and suggest methods to strengthen and build the district administration and its Key Clubs and to secure active participation in sponsorship by Kiwanis clubs and members. Worthwhile local Key Club activity and administrative suggestions should be disseminated in written form to all Key Clubs and sponsoring Kiwanis clubs in the district. The development, distribution, and control of a Key Club district directory, if one is produced, shall be the responsibility of the Key Club district board, and should be economically produced. (10/93) (632.1)

Meetings - The Key Club district board shall hold three meetings annually. Such meetings shall be approved by the district administrator. Any additional meetings must be approved by the district administrator and Kiwanis district board of trustees. (10/93) (632.2)

TRAVEL AND OTHER EXPENSES OF THE KEY CLUB DISTRICT BOARD

Approval of All Travel - All travel of Key Club District Board Members, including pre-approved travel, is subject to the approval of a parent or guardian of the district officer, proper school officials, and the Key Club district administrator. (10/93) (632.3)

Budgeted Expenses - Within the limits of the approved Key Club district budget, travel and other expenses may be paid to district officers to carry out their office responsibilities; to attend district board meetings, conventions, and training conferences; and to visit counseled clubs. All requests for the payment of expenses shall be approved by the Key Club district administrator. (10/93) (632.3)

Pre-approved Travel for the District Governor - Pre-approved travel for the district governor is limited to and may not exceed: (4/97)

- A. Key Club district board meetings and training conference; (1980)
- B. Key Club district convention; (1980)
- C. Key Club International Convention; (1980)
- D. If invited: (10/93)
 - 1. Clubs within the Governor's district; (10/93)
 - 2. Kiwanis district convention; (10/93)
 - 3. Circle K district convention; and (10/93)
 - 4. Special Key Club or Kiwanis functions held in the Governor's own Key Club division. (10/93) (632.3)

Pre-approved Travel for the District Secretary, Treasurer, and Lieutenant Governors - Pre-approved travel for the district secretary, treasurer, and lieutenant governors is limited to and may not exceed: (4/97)

- A. Key Club district board meetings and training conference; (1980)
- B. Key Club district convention; (1980)
- C. Key Club International Convention; (1980)
- D. Visits to regular meetings and to board of directors meetings of clubs in their Key Club division (lieutenant governors only); and (10/93)
- E. If invited, special Key Club or Kiwanis functions in their Key Club division. (10/93) (632.)

Additional Travel - Excessive travel by district officers must be limited. Except for pre-approved travel authorized by this procedure, additional travel by district officers, even at the officers' own expense, requires special circumstances to exist and needs prior approval by the district administrator. Additional travel expenses will not be reimbursed without prior approval by the Kiwanis district board. (10/93) (632.3)

Suspension of Travel Privileges - Failure by Key Club district board members to adhere to travel procedures or to meet proper academic standards, at the discretion of the district Key Club administrator, may result in the suspension of travel privileges. (10/93) (632.3)

COMMUNICATIONS BY DISTRICT BOARD MEMBERS

The telephone, electronic mail, and correspondence (rather than travel) should be used as the primary means of communication. (10/96) (634)

CODE OF CONDUCT AT KEY CLUB DISTRICT ACTIVITIES

The code of conduct for attendees at district conventions, conferences, meetings, and events shall be as set forth in Key Club International Board Policy. Each Key Club district board, upon approval by the Kiwanis district board, may adopt more restrictive procedures. The Kiwanis district board shall designate persons responsible for district conventions, conferences, meetings, and other events. (See "Conduct of Attendees at Key Club International Activities.") (10/93) (635.1)

ADULT CHAPERONES

At all Key Club district conventions, conferences, meetings, and events, there shall be at least one adult advisor for every ten Key Clubbers (or a portion thereof) in attendance. The adult sponsors attending shall be: (10/93)

- A. Members of the sponsoring Kiwanis club; (10/93)
- B. The Key Club faculty advisor (or other substituting member of the faculty as approved by the local school officials); or (10/93)
- C. A parent or guardian of a member of the Key Club. (10/93)

If approved by the sponsoring Kiwanis club and the local school officials, the Key Club District Administrator may give permission for a Key Club unable to comply with the above-noted adult chaperone procedure to be supervised by other Kiwanians, faculty advisors, or parents or guardians. (10/93) (635.2)

Convention Arrangements and Adult Chaperone Counseling - The Key Club district administrator or representative, as approved by the Kiwanis district governor, is responsible for all contractual arrangements with hotels, motels, or other facilities. The Administrator (or representative) shall work with the Key Club Host Committee Chairman to assist in implementing those organizational and program plans as established by the Key Club District Board. (10/93)

The administrator (or representative) is also responsible for counseling the adult chaperones necessary for the Key Club District Convention, to help ensure the

KEY CLUB PROCEDURES

appropriate conduct of attendees. (10/93) (635.3)

KEY CLUB OFFICERS TRAINING CONFERENCE

A Key Club officer's training conference may be scheduled on a weekend or school vacation period. Prior approval of the Kiwanis district board or the Key Club district administrator shall be obtained before scheduling such conference. (10/93) (635.4)

KEY CLUBS

ORGANIZATION OF KEY CLUBS

Limited to High School Educational Institutions - Key Club shall be organized only at a high school that has been certified by the appropriate national, state, or provincial board of education. A Key Club may be established and maintained in a high school, provided a Kiwanis club agrees to sponsor the club and it has support of the high school administration. (1/00) (640.1)

In the event a high school will not allow the organization of a Key Club in the school, a community-based organization with facilities for meeting and appropriate staff for club advisement may be substituted in place of the school. Such a Key Club must bear a name that represents the community in which it exists. A staff member or parent must be substituted for and act as the faculty advisor to the club. (1/00) (640.1)

Petition for Charter - A petition for charter shall be made on a standard form provided by the Director of Key Club International. The Director of Key Club International must approve the issuance of each charter for a new Key Club. (1/00) (640.2)

Date of Charter - In order for a new Key Club to be considered chartered during a specific Kiwanis administrative year, the charter application and dues must be mailed to the International Office, postmarked no later than midnight, September 30, of that year. (10/93) (640.3)

Organized Under One Charter - There shall be only one Key Club chartered within each individual high school. In the event the membership of the Key Club is more than 250 members, or the enrollment needs in the school dictate, more than one club may be organized under one charter. The principal should so notify Key Club International in writing, and each club should perform separate administrative functions. Kiwanis sponsorship shall remain the same for any and all clubs functioning under a single charter. (1/00) (640.4)

Number of Sponsoring Clubs - A Key Club may be officially sponsored by no more than two (2) Kiwanis clubs. Note: The Kiwanis International Board further resolved, effective October 1, 1994, that this procedure be waived for existing Key Clubs that currently have more than two (2) sponsors, according to the International Office records, until such time as natural attrition or change in sponsorship brings them into compliance with the procedure. (10/94) (640.5)

Chartering a Key Club Where a Sponsoring Kiwanis Club Does Not Exist - In the event a school has formally requested a Key Club and no sponsoring Kiwanis club exists, a Kiwanis district may seek approval to build a Key Club provided the following conditions are met: (10/98)

- A. The proper school official requests the new Key Club in writing;
- B. The Kiwanis lieutenant governor, district secretary, or Key Club district administrator must certify that no Kiwanis club exists within the community to provide sponsorship;
- C. The proper school official agrees to abide by the terms of sponsorship as set forth by the Key Club International Director;

D. A Kiwanis club, division, or district must agree to provide Kiwanis new club building efforts, and temporarily serve as the acting Kiwanis sponsor of record, agreeing to the terms of sponsorship as set forth by the Key Club International Director;

E. A minimum membership for chartering the Key Club shall be thirty (30) students; and

F. The charter shall be temporary and may be renewed on an annual basis. (10/98) (640.6)

PRIMARY RESPONSIBILITIES OF A KEY CLUB

Club Obligations - The Key Club's obligations to its district and International organization shall be as outlined in the Key Club International Constitution and Bylaws and shall be the responsibility of the Key Club officers and a concern of its sponsoring Kiwanis club. (10/93)

Club Operations - The administration, club program, and activities of the Key Club are the responsibility of the Key Club officers, functioning under the regulations and policies the school has established for student organizations and under the counsel of the sponsoring Kiwanis club. (10/93)

List of Key Club Members - A complete list of Key Club members, including name, address, and other pertinent membership information, shall accompany the payment of the Key Club International dues. (4/99) (641.1)

PRIMARY RESPONSIBILITIES OF A SPONSORING KIWANIS CLUB

Requirements of Sponsorship - The Kiwanis club must comply with the following "Requirements of Sponsorship" and a statement providing evidence of such should be approved by the Kiwanis club's board of directors and signed by the Kiwanis club president at the time of petitioning for charter or at any time when a Kiwanis club assumes partial or full sponsorship of a Key Club: (1/00)

A. Appoint a Kiwanis Advisor to the Key Club and ensure he/she receives adequate orientation/training; (1/00)

B. Ensure Kiwanis members attend every meeting; (1/00)

C. Maintain an expense line item in the Kiwanis club's service account to support the activities of the Key Club; (1/00)

D. Meet with the school principal before the beginning of the school year; (1/00)

E. Ensure that all Key Club members pay annual dues; (1/00)

F. Ensure that Key Club officers receive proper training following election; (1/00)

G. Hold a planning session involving the leadership of both clubs; (1/00)

H. Host or participate in two joint activities involving the membership of both clubs; (1/00)

I. Invite Key Club members to attend every regular Kiwanis meeting; and (1/00)

J. Ensure Key Club members attend conventions and conferences. (1/00)

Club Counseling - A member of the sponsoring Kiwanis club should be present at every Key Club and board meeting. Within school administration-approved policies, the counseling of each Key Club shall be the responsibility of the sponsoring Kiwanis club's board of directors, usually directed through the Kiwanis club's Committee on Key Clubs. (10/93)

Faculty Advisor - A member of the school's faculty must be appointed by the administration of the school to work as the faculty advisor to the Key Club and to act as the school's official representative with both the Key Club and its sponsoring Kiwanis club. (10/93)

KEY CLUB PROCEDURES

Discontinued Sponsorship - A Kiwanis club is responsible for communicating with the Key Club Department and the district governor when it plans to discontinue or has discontinued sponsorship of a Key Club. (10/93) (641.2)

CODE OF CONDUCT AT KEY CLUB ACTIVITIES

The code of conduct for attendees at Key Club meetings and events shall be as set forth in "Conduct of Attendees at Key Club International Activities" or as adopted by the district under "Key Club District Activities - Code of Conduct." Written notice shall be given to school authorities, the Kiwanis district governor, district Key Club administrator, the sponsoring Kiwanis club president, and the parent(s) or guardian for any violations of the code of conduct and the actions taken. (4/97) (643)

TRAVEL OF KEY CLUB MEMBERS

Permitted Travel - The travel of Key Club members to district and International meetings shall be limited to those approved by the parents or guardians, school administration, and the chairman of the committee on Key Clubs of the sponsoring Kiwanis club. (10/93) (644.1)

Sponsoring Club Assistance - Costs for a Key Club member to attend training conferences, workshops, and conventions may be shared by the Key Club member, Key Club, and the sponsoring Kiwanis club. (10/93) (644.2)

ADULT CHAPERONES

For every ten Key Club members (or a portion thereof) attending any divisional or district activity or function, there shall be not less than one adult advisor. Adult sponsors attending shall be members of the sponsoring Kiwanis club, the Key Club faculty advisor, or other members of the faculty approved by the school or parents or guardians of Key Club members. Key Clubs unable to comply with the above-noted adult advisor policy must contact their Kiwanis Key Club district administrator for permission to be supervised by other acceptable persons. Trips to any such activities or functions should not conflict with either school or personal obligations. (10/93) (644.3)

CLUB ADMINISTRATIVE EXPENSES

Costs of Key Club administrative expenses shall be paid only from club membership dues collected from members, specific administrative fund-raising activities, and support from the sponsoring Kiwanis club. Funds raised for community service projects shall not be used to pay for club administrative expenses. (10/93) (646)

CLUB FUND-RAISING ACTIVITIES

Key Club Responsibilities - Although a Key Club often receives financial support from its sponsoring Kiwanis club, the Key Club has the responsibility to raise the funds necessary to implement its service activities. The following guidelines apply to fund-raising activities: (10/93)

- A. Key Clubs may not solicit financial assistance from individuals, businesses, or organizations by the sale of products, goods, or services without giving something of real economic value in return. (1/99)
- B. The activity should normally involve personal Key Club member participation. (10/93)
- C. Fund-raising practices require a public announcement of the purpose of the fund-raising activity to enhance support and ensure good public relations. (10/93)

D. Normal cooperative Kiwanis sponsorship relationships should be maintained, avoiding any possible indication that might be construed as Kiwanians contributing under undue pressure. (10/93) (648.1)

Lotteries, Raffles, Drawings, or Other Games of Chance - No funds may be raised by a Key Club by a lottery, raffle, drawing, or other games of chance. (10/93) (648.2)

(SECTION FIVE)

STANDARD FORM FOR DISTRICT BYLAWS

As adopted by the Kiwanis International Board, May 1, 1996,
and as amended to and including June 26, 2000

OF KIWANIS

**DISTRICT
INTERNATIONAL**

ARTICLE I. NAME AND TERRITORIAL LIMITS

Section 1. The name of this organization shall be the _____
District of Kiwanis International.

Section 2. The territorial limits of this district shall be confined to **[list here]**:
_____.

Neither the district name nor territorial limits shall be changed unless permission shall first have been obtained from the International Board of Trustees.

ARTICLE II. OBJECTS

Section 1. The objects of this district shall be:

- a. To seek within the district and through the clubs of the district the attainment of the Objects of Kiwanis International as set forth in the Constitution.
- b. To increase the fellowship and cooperative effort of clubs within the district.
- c. To cooperate with Kiwanis International in building new clubs and membership in existing clubs, educating club members, and strengthening club services within the district.
- d. To promote participation of clubs in the general objectives, programs, and policies of the district and Kiwanis International.

ARTICLE III. DIVISIONS

Section 1. The territory of this district shall be divided into **[indicate number]** _____ divisions.

Section 2. The territorial limits of these divisions shall be as attached **[attach listing]**.

Alternate: **Check if selected**

Section 2. The territorial limits of these divisions shall be such as delineated from time to time by the District Board of Trustees.

ARTICLE IV. MEMBERSHIP

Section 1. Every chartered Kiwanis club in this district shall be a member of this district.

Section 2. Any member club more than sixty (60) days in arrears for any indebtedness to Kiwanis International or to this district shall not be considered "in good standing."

Section 3. 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 of Trustees to furnish a satisfactory excuse for such failure, shall not be considered "in good standing."

Section 4. 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.

ARTICLE V. OFFICERS

Section 1. District Officers.

- a. The officers of the district shall be the Governor, Governor-elect, Immediate Past Governor, Secretary, Treasurer, and a Lieutenant Governor for each division.*

***Note**—After their election and before their assumption of office, all officers shall be known and designated by the titles of the offices to which they have respectively been elected, followed by the term "designate."

- b. No offices other than those of Secretary and Treasurer may be combined in one (1) person.

c. If in any year the Immediate Past Governor ceases to be an active, senior, or privileged member in a club of the district, the active, senior, or privileged member who served as Governor most recently prior to the Immediate Past Governor shall automatically become the Immediate Past Governor.

Section 2. The terms of all district officers shall begin on the first day of October of each year and continue for one (1) year, or until their successors shall be duly elected and qualified.

Section 3. Each district officer shall be an active, senior, or privileged member in good standing in a club of the district; and each Lieutenant Governor shall be an active, senior, or privileged member in good standing in a club in the division from which elected.

Section 4. Each district officer has the duty and responsibility to:

- a. Promote the Objects and objectives of Kiwanis International; and
- b. Promote the interests of the clubs within the district.

Section 5. The Governor has the further duties and responsibilities:

- a. Be the chief executive officer of the district.
- b. Under the direction and supervision of the International Board of Trustees, further the Objects of Kiwanis International and promote the interests of the clubs within the district.
- c. Preside at all conventions and meetings of the District Board of Trustees.
- d. Attend all Conventions, Conferences, and Council Meetings of Kiwanis International.
- e. Be an ex-officio member of all standing and special committees.
- f. Perform such duties and responsibilities as are currently prescribed or as may be amended in the future in the Constitution and Bylaws, the Kiwanis International Board Policies and Procedures, or the district bylaws. (10/98)

Section 6. The Governor-elect has the further duties and responsibilities:

- a. Attend the training conferences for Governors-elect.
- b. Be responsible for the training of district officers-designate.
- c. Be responsible for the training of club officers and members at the district convention.
- d. Perform such duties and responsibilities as are currently prescribed or as may be amended in the future in the Constitution and Bylaws, the Kiwanis International Board Policies and Procedures, or the district bylaws. (10/98)
- e. Carry out such other duties and responsibilities as are from time to time assigned by the District Board of Trustees.

Section 7. The Immediate Past Governor shall perform such duties and responsibilities as usually pertain to such office or as may be assigned by the District Board of Trustees.

Section 8. The District Secretary has the further duties and responsibilities:

- a. Keep all records of the district.
- b. Assist the Governor and the District Board of Trustees in conducting the business of the district.
- c. Be the executive in charge of the District Office and its departments and, subject to the direction and control of the District Board of Trustees, select and supervise the staff and employees.
- d. Submit to the proper officers, committees, or persons, all communications received from Kiwanis International, and cooperate with the Governor in forwarding all reports required by Kiwanis International.
- e. Attend and keep the minutes of the meetings of the District Board of Trustees and

DISTRICT BYLAWS

the district conventions.

- f. Attend all Conventions of Kiwanis International, and if invited, attend meetings of the International Council.
- g. Keep the financial accounts and records and be responsible for proper internal control procedures, including the receipt, deposit, and disbursement of district and sponsored organization funds in the manner authorized and prescribed by the District Board of Trustees.
- h. At all times, make available for inspection by the Governor, the District Board of Trustees, or any authorized auditors, the financial accounts, records, and books of the district and its sponsored organizations.
- i. Make a report to the district at its annual convention and such other reports as directed by the Governor or the District Board of Trustees.
- j. Perform such other duties and responsibilities as usually pertain to such office or as may be assigned by the Governor or the District Board of Trustees.
- k. Give bond for the faithful discharge of the duties of such office, in such amount and with such sureties as are required by the District Board of Trustees.

Section 9. The District Treasurer has the further duties and responsibilities:

- a. Be a member of the Finance Committee.
- b. Regularly review and advise the District Board of Trustees on the financial condition of the district and its sponsored organizations.
- c. Make a report at the annual convention.
- d. Perform such other duties and responsibilities as usually pertain to such office or as may be assigned by the Governor or District Board of Trustees.
- e. Give bond for the faithful discharge of the duties of such office, in such amount and with such sureties as are required by the District Board of Trustees.

Section 10. The Lieutenant Governors have the further duties and responsibilities:

- a. Assist the Governor in the work of the district.
- b. Represent the Governor and, under the direction of the Governor, supervise the district executive work in their respective divisions.
- c. Perform such other duties and responsibilities as usually pertain to such office or as may be assigned by the Governor or District Board of Trustees.

ARTICLE VI. BOARD OF TRUSTEES

Section 1. The District Board of Trustees shall consist of the Governor, Governor-elect, Immediate Past Governor, Secretary, Treasurer, and Lieutenant Governors.*

Option: [Check if selected]

The District Secretary shall be a member of the District Board of Trustees, but shall be without vote.

Option: [Check if selected]

The offices of Secretary and Treasurer are combined. Except where otherwise noted throughout these bylaws, "Secretary-Treasurer" is substituted for "Secretary" and/or "Treasurer."

***Note**—If desired, the district bylaws may provide for not more than two (2) additional Past Governors to be members of said Board.

Section 2. The management and control of the affairs of the district not otherwise provided for in these bylaws shall be vested in the District Board of Trustees, subject to the supervision and control of the International Board of Trustees.

Section 3. The District Board of Trustees shall hold at least two (2) meetings during each year, one prior to October 31 at such time and place as designated by the Governor, and another in connection with the district convention at such time and place as shall be determined by the Board. If the first meeting is held prior to October 1, any action taken shall become effective on October 1.

Section 4. A special meeting of the District Board of Trustees may be called by the Governor or two-thirds (2/3) of the members of the entire Board.

Section 5. The District Secretary shall notify each member of the District Board of Trustees and the Executive Director in writing of the time, place, and date of any meeting at least three (3) weeks in advance of the date of such meeting.

Section 6. In the absence of the Governor (or Acting Governor) from a meeting, the District Board of Trustees shall designate one of its members to act as chairman.

Section 7. One-half (1/2) of the total members of the District Board of Trustees shall constitute a quorum, and a majority vote of those present shall decide any question, with the exception of those questions for which a greater proportion is specifically required in these bylaws.

Section 8. Within thirty (30) days after any special or regular meeting of the District Board of Trustees, the District Secretary shall make a written report, as approved by the Governor, providing a synopsis of the actions taken and transmit the report to the Executive Director. A copy of the report shall either be sent to the secretary of each chartered club within the district or be published in the next district bulletin.

ARTICLE VII. COMMITTEES

Section 1. The titles, structure, and duties of district standing committees shall be those defined by the International Board of Trustees and set forth in appropriate documents of Kiwanis International.

Section 2. Each standing committee shall at all times cooperate with the appropriate Committee of Kiwanis International and promote programs suggested by the Committee among the clubs of the district.

Section 3. 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.

Section 4. All committee members shall be subject to removal by the Governor.

ARTICLE VIII. CONVENTIONS

Section 1. The annual convention of the district shall be held at such place and date, between March 15 and September 15, as shall be mutually agreed upon by the District Board of Trustees and the International Board of Trustees, except that no district convention shall be held within the period of thirty (30) days prior to, during, or thirty (30) days following the Convention of Kiwanis International. In determining the location of an annual convention, the District Board of Trustees may be guided and advised by the majority vote of the qualified delegates present and voting at an annual convention.

Section 2. An invitation from any chartered club for holding an annual convention in its city shall be delivered in writing to the District Secretary.

Section 3. Special conventions of the district shall be called by the Governor upon the request of a majority of the chartered clubs "in good standing," or upon the request of three-fourths (3/4) of the members of the District Board of Trustees.

Section 4. The District Secretary shall mail to each chartered club and to the Executive Director an official call to the annual convention at least sixty (60) days prior to the date of the convention, and an official call for any special convention at least thirty (30) days prior to the date of such convention. The District Board of Trustees shall have full supervision and management of all conventions.

Section 5. For each convention, the Governor shall appoint a Committee on Credentials and a Committee on Elections, each to consist of at least three (3) members. All members of the Committee on Elections shall be delegates or delegates-at-large.

Section 6. At any convention, each chartered club "in good standing" in the district shall be entitled to seat up to three (3) delegates. Two (2) of the delegates should be the club president and president-designate. To assure proper representation, each chartered club may choose up to three (3) alternate delegates.

Section 7. Official delegates of a newly organized Kiwanis club shall be granted full privileges at district conventions if the charter has been issued by Kiwanis International, whether or not it has been formally presented to such club.

Section 8. The delegates and their alternates shall be active, senior, or privileged members in good standing of the chartered clubs they represent, and shall be elected by such clubs not less than thirty (30) days prior to the date of the annual convention or less than fifteen (15) days prior to the date of any special convention. Their election shall be evidenced by a certificate to the District Secretary duly authenticated by the president and secretary of the club. Should any chartered club fail to so certify the election of its delegates and alternates, then the Committee on Credentials shall have the right to determine the seating of the delegates or alternates for such chartered club.

Section 9. All officers and Past Governors of the district who are active, senior, or privileged members of a Kiwanis club of the district shall be delegates-at-large to all district conventions.

Section 10. Each accredited delegate and delegate-at-large present shall be entitled to vote on each question submitted to any convention. There shall be no voting by proxy or absentee ballot. To be accredited, a delegate or delegate-at-large must be certified according to the provision of these bylaws and must have paid a convention registration fee, if such is required.

Section 11. The District Board of Trustees may establish uniform convention registration fees to be paid by all persons attending any convention of the district. The proceeds derived from such registration fee shall be expended solely upon approval of the Board.

Section 12. The convention may propose, discuss, and adopt resolutions, and recommend matters or concerns to Kiwanis International. The convention shall also consider and act upon matters submitted to it by Kiwanis International.

Section 13. In the absence of the Governor (or Acting Governor) from any convention of the district, the District Board of Trustees shall designate the Governor-elect, Immediate Past Governor, or a Lieutenant Governor to act as chairman.

Section 14. A quorum at any convention of the district shall comprise the official delegates present, and must represent not less than one-third (1/3) of the total number of clubs within the district.

Section 15. Within thirty (30) days after any convention, the District Secretary shall make a written report, as approved by the Governor, providing a synopsis of the actions taken and shall transmit the report to the Executive Director. A copy of the report shall either be sent to the secretary of each chartered club within the district or be published in the next district bulletin.

Section 16. In the event that in any year the District Board of Trustees shall determine by resolution that there exists a condition of emergency in the district that compels

cancellation of the annual district convention, the Board shall then establish procedures to transact any and all business that would normally be transacted by and at such convention. The preference will be to call a council meeting to be held during the period provided for district conventions. Such council shall be comprised of the Board and other persons having the status of delegates-at-large to all district conventions.

ARTICLE IX. CONVENTION PROCEDURE

Section 1. The official program of a convention as approved by the District Board of Trustees shall be the order of the day for all sessions. Changes in the program may be made from time to time by a majority vote of the delegates and delegates-at-large present and voting.

Section 2. Resolutions

a. Proposed resolutions may be submitted by majority vote of a club's board of directors to the District Secretary not less than **[indicate number]** _____ days* prior to the date of the district convention. Proposed resolutions may also be submitted by the District Board of Trustees or originated by the Committee on Resolutions.

***Note**—Insert not less than thirty (30) and not more than sixty (60) days.

b. All proposed resolutions shall be referred to the Committee on Resolutions for its consideration and recommendation to the convention. No resolutions other than those so submitted to or originated by the Committee on Resolutions shall be considered, unless consideration thereof shall be recommended by two-thirds (2/3) vote of the District Board of Trustees. Debate on such resolutions shall not be in order until they have been reported out by the Committee on Resolutions or the Board.

Section 3. Reports of committees, resolutions, and all motions, except those that are "undebatable," may be debated upon the floor of the convention unless, by a two-thirds (2/3) vote, the house of delegates decides to dispose of them without debate.

ARTICLE X. NOMINATION AND ELECTION OF OFFICERS

Section 1. Officers Other than Lieutenant Governors

a. The election of officers,* except the Lieutenant Governors, shall be held at the annual convention.

***Note**—The International Bylaws provide that the District Secretary and/or District Treasurer may be appointed.

Alternate: [Check below if selected]

____ The District Secretary is appointed.

____ The District Treasurer is appointed.

b. If the District Secretary and/or Treasurer is not elected by the house of delegates at the annual convention, the Secretary and/or Treasurer who is to assume office on October 1 shall be appointed by the Governor-designate, with the approval of the District Board of Trustees-designate.

c. The official program of the annual convention shall indicate the time and place of the election of officers.

d. The nominating and election procedure for officers to be elected at the annual convention shall be as follows:

(1) The Governor-elect shall be the sole candidate for the office of Governor.

(2) All candidates for the offices of Governor and Governor-elect [and Secretary and/or Treasurer] must submit written notice of candidacy to the District Secretary no later than the beginning of the first business session of the annual convention. At that session, the Secretary shall make a report of the candidates giving such notice.

(3) A majority of all valid votes cast for each position shall be necessary for the election of the Governor and Governor-elect [and Secretary and/or Treasurer]. In the event that any ballot cast for Governor or Governor-elect [or Secretary or Treasurer] does not show a majority for any nominee for the foregoing offices, the Governor shall designate a time and a place for further balloting for such office. Prior to the second ballot, the nominee having the lowest vote on the first ballot shall be dropped; and on each succeeding ballot, the same procedure shall be followed until a nominee shall have received a majority of all valid votes cast.

***Note**—If the district elects to have a nominating conference, request suggested procedures from Kiwanis International to amend these bylaws to include a nominating conference.

e. The voting shall be by ballot only where there are two (2) or more candidates for the same office. Only accredited delegates or delegates-at-large shall be allowed to vote. There shall be no voting by proxy or absentee ballot.

f. Nothing in this Article shall be construed as limiting the right to make further nominations from the floor of the convention.

g. Cumulative voting shall not be permitted.

Section 2. Committee on Elections

a. Before the election, the District Secretary shall make available to the Committee on Elections a list of the delegates and delegates-at-large as shown by the report of the Committee on Credentials.

b. The Committee of Elections shall have general charge of the election and of distributing and counting the ballots.

c. The Committee on Elections shall report promptly to the convention the results of the balloting and the report shall be signed by a majority of the committee.

Section 3. Election of Lieutenant Governor and Lieutenant Governor-elect

a. The Lieutenant Governor of each division shall hold, not later than the second week in April, a conference for the purpose of electing a Lieutenant Governor and a Lieutenant Governor-elect. The time and place of this conference shall be designated by the Lieutenant Governor. Written notice shall be sent, not later than ten (10) days prior to the conference, to the president of each club in the division and to all Past Governors and Past Lieutenant Governors of that division who are active, senior, or privileged members of a club in the division.

b. The personnel of the conference shall be the president and immediate past president of each club in the division, or their duly elected alternates, the Lieutenant

Governor of the division, and all Past Governors and Past Lieutenant Governors of that division who are still active, senior, or privileged members of a club in the division.

c. The representatives present, representing not less than two-thirds (2/3) of the clubs of the division, shall constitute a quorum at the conference, and each club shall have one (1) vote for each representative present. The Lieutenant Governor and the Past Governors and Past Lieutenant Governors in attendance at the conference shall have the privilege of the floor without the right to vote, except in the event of a tie vote, in which case the Lieutenant Governor shall be entitled to vote.

d. The Immediate Past Lieutenant Governor shall be chairman of the conference or, if absent, the immediate predecessor, and so on. In the absence of a Past Lieutenant Governor, the conference shall elect one of its members as chairman. The conference shall elect one of its number as secretary, and such tellers as may be necessary.

e. Upon completion of organization as above outlined, the conference shall proceed to elect a Lieutenant Governor and a Lieutenant Governor-elect. The Lieutenant Governor-elect shall be the sole candidate for the office of Lieutenant Governor. However, nothing shall preclude additional nominations from the floor.

A majority of all valid votes cast for each office shall be necessary for elections. In the event that no candidate receives a majority of valid votes cast, a new election shall take place immediately, and the person receiving the fewest number of votes shall be eliminated. This procedure shall be followed until one (1) person receives a majority vote. No person shall be submitted to the conference as a candidate for Lieutenant Governor or Lieutenant Governor-elect without the consent of said person first being obtained. Each candidate for Lieutenant Governor shall give assurances of a willingness and ability to carry out the duties and responsibilities of the office of Lieutenant Governor, to attend the leadership education conferences, and to officially visit the clubs of the division.

f. A Lieutenant Governor-elect is not a district officer.

g. The division conference shall be guided by the principles, traditions, and precedents of Kiwanis International in its election of officers, and particularly consider the ability, service, and experience in Kiwanis of a proposed candidate.

h. The Lieutenant Governor shall certify the results of the election to the District Secretary and Kiwanis International immediately following the conference.

ARTICLE XI. VACANCIES IN OFFICE

Section 1. In the event of a vacancy in the office of Governor during an administrative year, by a two-thirds (2/3) vote of the entire District Board of Trustees, the Board shall elect a Past Governor, Lieutenant Governor, or Past Lieutenant Governor who is an active, senior, or privileged member of a Kiwanis club in the district to become Governor for the unexpired term.

Section 2. In the event of a vacancy in the office of Governor-elect during an administrative year, the vacancy for the unexpired term shall be filled by the District Board of Trustees, by a two-thirds (2/3) vote of the entire District Board, from the Lieutenant Governors or Past Lieutenant Governors who are active, senior, or privileged members of Kiwanis clubs in the district.

Section 3. In the event of a vacancy in the office of Secretary or Treasurer during an administrative year, the Governor shall appoint a qualified member of a chartered club of the district to fill that office for the unexpired term. This appointment shall be subject to the approval of the District Board of Trustees at its next meeting.

Section 4. In the event of a vacancy in the office of Lieutenant Governor during an administrative year, the Governor shall notify the presidents of the affected division that a replacement Lieutenant Governor may be elected by a conference of the division within thirty (30) days from the date of such vacancy. In the absence of a replacement being elected by a division conference, the Governor shall appoint a qualified member of a chartered club in the same division to fill the office for the unexpired term, which appointment shall be subject to the approval of the District Board of Trustees at its next meeting.

Section 5. In the event after election and before October 1 of disability or inability of the district officer to serve for the year for which elected, the District Board of Trustees-designate for said year shall proceed forthwith to appoint or elect the successor in the manner provided for filling vacancies in office during the administrative year. The Governor-designate shall give reasonable notice of the time and place of such election and, if absent or disabled, the Governor of the district shall act.

Section 6. In the event that the Governor is temporarily incapacitated and is unable to discharge the duties of the office, the District Board of Trustees shall elect, by a two-thirds (2/3) vote of the entire District Board, a Past Governor, Lieutenant Governor, or Past Lieutenant Governor who is an active, senior, or privileged member of a Kiwanis club in the district to become Acting Governor until the Governor is able to resume the duties of the office. While the Governor is incapacitated, the Acting Governor shall be the executive officer of the district and shall have all the duties, responsibilities, and authority given to the Governor by these bylaws and the Constitution and Bylaws of Kiwanis International. If, after a period of sixty (60) days, it appears to the Board that the Governor continues to be incapacitated and is not able to resume the duties and responsibilities of office, the Board may declare the office of Governor vacant and the vacancy shall be filled in accordance with the provisions for filling vacancies in such office as contained in these bylaws.

ARTICLE XII. REMOVAL OF OFFICERS

Section 1. Whenever it shall appear to the Governor or a majority of the District Board of Trustees that an officer may be engaging in conduct unbecoming a Kiwanian or is failing to perform the duties of that office, the District Board shall give written notice of the alleged facts to the officer within thirty (30) days.

A special meeting of the Board to consider the alleged facts shall be held within 35 days thereafter, with at least 21 clear days written notice being given to all members of the Board of such meeting. Service of such notice shall be deemed effective five (5) days after such notice is mailed. In the event that the Board, by two-thirds (2/3) vote of the

entire Board, finds the officer has engaged in conduct unbecoming a Kiwanian or is not performing the duties of such office and declares such office vacant, a new officer to fill such vacancy shall be elected or appointed forthwith as provided in these bylaws.

ARTICLE XIII. PUBLIC ACTIVITIES

Section 1. 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.

Section 2. 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 recommendation by the International Board, the district may publicly express its opinion through legal and proper means.

Section 3. 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.

ARTICLE XIV. REVENUE

Section 1. Each member club shall pay to the district for each of its members, with the exception of its honorary members, the sum of **[indicate amount] \$_____ per annum as the subscription price of the district bulletin, and [indicate amount] \$_____*** per annum as dues. The total amount shall be due in semiannual installments of one-half (1/2) thereof each on October 1 and April 1 of each year, payable not later than sixty (60) days thereafter, and is to be based upon the membership of the respective clubs as shown by the semiannual reports to Kiwanis International as of September 30 and March 31, respectively. The total amount shall include all district charges other than the new member add fee and registration fees for district conventions or conferences.

Section 2. New member add fees, as established by the house of delegates, shall be paid to the district in the amount of **[indicate amount] \$_____.**

Section 3. Registration fees for district conventions and conferences, as established by the District Board of Trustees, shall also be paid to the district.

Section 4. The dues to be paid to the district by any new club admitted to membership during any fiscal year shall be prorated according to the unexpired portion of the fiscal year in which said club was completed.

Section 5. No financial obligation other than the revenues provided in this Article shall be placed upon the clubs by the district, except:

- a. By a two-thirds (2/3) vote of the delegates at a convention; or
- b. By a two-thirds (2/3) vote upon a referendum submitted to all clubs of the district; and with the approval of the International Board of Trustees.

ARTICLE XV. FINANCE

Section 1. The fiscal year of the district shall begin on October 1 and terminate on the following September 30.

Section 2. Not later than October 15, the District Board of Trustees shall approve a budget of estimated revenues and expenses, including capital expenditures, for the year.

Section 3. The books of account of the district shall be audited at least once each administrative year by an independent auditing firm selected by the District Board of Trustees. A copy of the audit report shall be sent to the Executive Director by March 31 and to members of the current District Board of Trustees.

Section 4. The audit **[choose one]: _____ must be certified; or _____ need not be certified.**

Section 5. The District Board of Trustees shall determine the official depository or depositories and shall designate those persons who shall sign checks.

Section 6. The necessary traveling expenses of all district officers when engaged in the business of the district may be paid by the district in accordance with the provisions of the budget.

Section 7. The necessary expenses of the Governor incurred in attending the Convention, Council, and any conference of Kiwanis International may be paid by the district.

ARTICLE XVI. NATIONAL OR LOCAL REQUIREMENTS

Section 1. Provisions required by national or local laws are as follows [list provisions, if any]:

ARTICLE XVII. OTHER AUTHORITIES

Section 1. For authority on all matters not specifically covered by these bylaws, the following documents, current or as amended in the future, shall be consulted in order of priority to determine such matters:

- First—Kiwaniis International Constitution and Bylaws;
- Second—Kiwaniis International Policies and Procedures.

ARTICLE XVIII. PARLIAMENTARY AUTHORITY

Section 1. *Robert’s Rules of Order Newly Revised* shall be the parliamentary authority for all matters of substance or procedure not specifically covered in these bylaws.

ARTICLE XIX. AMENDMENTS

Section 1. Amendments to these bylaws, if in conformity with the Constitution and Bylaws of Kiwanis International, may be adopted by a two-thirds (2/3) vote of the delegates and delegates-at-large voting at any convention. Proposed amendments, which shall be submitted only by a club “in good standing” or by the District Board of Trustees, shall be received by the District Secretary at least sixty (60) days prior to the date of the convention. The Secretary shall send a copy of all proposed amendments to the secretary of each chartered club not less than thirty (30) days prior to the date of the convention.

Section 2. If these bylaws are in conflict with the Kiwanis International Constitution and Bylaws, current or as amended in the future, this district shall amend these bylaws to bring them into conformity with the Kiwanis International Constitution and Bylaws.

ARTICLE XX. SEVERABILITY

Section 1. In the event that any provision of these bylaws is held invalid, all other provisions shall remain in effect.

ARTICLE XXI. APPROVAL OF KIWANIS INTERNATIONAL

Section 1. These bylaws and all amendments or additions, including any districting, redistricting, or grouping of clubs, shall not be effective unless approved by the International Board of Trustees.

(SECTION SIX)

**STANDARD FORM FOR
CLUB BYLAWS**

As adopted by the Kiwanis International Board, May 1, 1996,
and as amended to and including June 26, 2000

KIWANIS CLUB OF _____

KEY NUMBER: _____

ARTICLE I. OFFICIAL NAME

Section 1. This organization shall be known as **Kiwanis Club of _____**. This name shall not be changed unless permission shall first have been obtained from the International Board of Trustees.

ARTICLE II. OBJECTS

Section 1. The Objects of this club shall be the Objects of Kiwanis International, which are:

- ? To give primacy to the human and spiritual, rather than to the material values of life.
- ? To encourage the daily living of the Golden Rule in all human relationships.
- ? To promote the adoption and application of higher social, business, and professional standards.
- ? To develop, by precept and example, a more intelligent, aggressive, and serviceable citizenship.
- ? To provide, through this club, a practical means to form enduring friendships, to render altruistic service, and to build a better community.
- ? To cooperate in creating and maintaining that sound public opinion and high idealism which make possible the increase of righteousness, justice, patriotism, and goodwill.

ARTICLE III. MEMBERSHIP AND CLASSIFICATION

Section 1. Membership in this club shall be primarily of the active class as herein defined. There may be only three (3) other classes of membership: senior, privileged, and honorary.

Section 2. A member may hold membership in more than one (1) Kiwanis club. (6/00)

Section 3. The active members shall represent a cross section of occupations in the community in which this club is located.

Section 4. Members (other than honorary) have the duty to attend meetings, participate in service projects and other activities, pay club financial obligations, wear the Kiwanis emblem, be appointed to committees, be elected as officers or directors, and attend Kiwanis conferences and conventions.

Section 5. Membership is open to persons eighteen (18) years of age and over who satisfy the qualifications for active, senior, privileged, or honorary membership. (6/02)

Section 6. All members of this club must believe in and subscribe to the Objects of Kiwanis International and be of good character and community standing.

Section 7. Qualifications for Active Membership.

- a. An active member must believe in and subscribe to the Objects of Kiwanis International.
- b. An active member must be a person of good character and community standing and reside in or have other community interests within the area of this club.
- c. An active member must pay a membership induction fee and annual membership dues and shall be entitled to all privileges of club membership.

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Section 8. Qualifications for Senior Membership.

- a. Any active member who shall have been an active member in good standing of one (1) or more Kiwanis clubs for not less than ten (10) years, and who is unable to meet attendance requirements because of health, business, or other extenuating circumstances, and who shall have met such other conditions as may be prescribed by this club in these bylaws, may be elected by the Board of Directors as a senior member upon making written application.
- b. The Board of Directors shall review the list of senior members not less than once each year and shall have authority, for such reasons as seem adequate, to terminate any such senior membership or to reinstate any such member to active membership.
- c. A senior member must pay annual membership dues and shall be entitled to all privileges of club membership.
- d. A senior member must meet the standards of attendance and participation as set forth by the Board of Directors.

Section 9. Qualifications for Privileged Membership.

- a. Any active member of a chartered club who, on or before July 31, 1963, shall have been elected a privileged member, may continue to be a privileged member.
- b. The Board of Directors shall review the list of privileged members not less than once each year and shall have authority, for such reasons as seem adequate, to terminate any such member's privileged membership or to reinstate any such member as an active member.
- c. A privileged member must pay annual membership dues and shall be entitled to all privileges of club membership. A privileged member shall be excused from conformity to the attendance rule for active and senior members.
- d. No member shall be elected to privileged membership after July 31, 1963.

Section 10. Qualifications for Honorary Membership.

- a. Any person who has performed some distinguished public service may be elected by the Board of Directors as an honorary member (of which the person is not an active, senior, or privileged member) for a period of one (1) year and thereafter may be reelected annually.
- b. An honorary member shall not pay either a membership induction fee or annual membership dues, and shall be entitled to all privileges of club membership, except those of voting and holding office. An honorary member in the United States or Canada shall be a paid subscriber to KIWANIS magazine.
- c. An honorary member shall not be obligated to attend club meetings.

ARTICLE IV. ADMISSION TO MEMBERSHIP AND RESIGNATION

Section 1. Prospective active members shall be considered for election to membership by invitation only or by transfer from an active Kiwanis club, under the following procedures:

- a. Each proposal for membership shall be submitted by a member of this club to the Secretary or the Committee on Membership Growth and Education, which proposal shall bear the signature of the proposer and the endorsement of at least one (1) additional club member, both of whom shall be members in good standing.
- b. All proposals for membership shall be submitted to the Board of Directors for consideration.

Alternate: [Check if selected]

- b. All proposals for membership shall be referred to the Board of Directors, who shall inform the club members of the names of those proposed for membership which will be acted upon by the Board of Directors after a period of two (2) weeks.

- c. Each proposal for transfer may be submitted by a member of an active Kiwanis club directly to the Board of Directors for the purpose of changing club membership. Transfers must be requested within six (6) months of discontinuing active attendance in the original club.
- d. At a meeting of the Board of Directors at which a quorum is present, members shall be elected and transfers accepted by a two-thirds (2/3) vote of those present.
- e. Upon favorable action by the Board of Directors, the new and transferred members shall be notified personally concerning the action of the Board and the membership induction fee shall then be secured. The official admission into club membership shall be the date the foregoing requirements are completed, and that date shall be reported to Kiwanis International.

Section 2. Senior and honorary members shall be elected by a majority vote of the entire Board of Directors.

Section 3. A member may resign from this club provided that such member's indebtedness to the club has been paid. The resignation shall be submitted in writing to the Board of Directors and shall become effective when accepted by the Board. Such individual shall forfeit all interest in any funds or other property belonging to the club and all rights to the use of the Kiwanis name, emblem, insignia, or other Kiwanis Marks.

ARTICLE V. DISCIPLINE OF MEMBERS

Section 1. Any active, senior, or privileged member being two (2) months in arrears in the payment of dues and/or financial obligations, by majority vote of the Board of Directors, shall stand suspended from membership and be so notified in writing by the Secretary. Upon payment of arrears and making application for reinstatement of membership, such member, within thirty (30) days from the date of such written notice, by majority vote of the Board may be reinstated. If such member is not reinstated within the thirty (30) day period, the individual's membership is terminated.

Section 2. Active members shall maintain regular attendance at club meetings and shall actively participate in club activities, and the Board of Directors shall review semiannually the attendance and activity participation record of each member. The Board will then measure the personal involvement and attendance at regular club meetings of each active member. At the discretion of the Board, any active member who, without excuse, fails to regularly attend club meetings or actively participate in the activities, by majority vote of the Board, shall stand suspended and be so notified in writing by the Secretary.

Section 3. Any senior member who, without excuse, fails to meet the standards of attendance and participation in club activities set forth by the Board of Directors, by majority vote of the Board, shall stand suspended and be so notified in writing by the Secretary.

Section 4. Any suspended active or senior member, upon making application to the Board of Directors for reinstatement and expressing a willingness to meet club standards of attendance and participation, by majority vote of the Board, may be reinstated within thirty (30) days from the date of such written notice of suspension by the Secretary. If such member is not reinstated within the thirty-day period, the individual's membership is terminated.

Section 5. A complaint against a member charged with conduct unbecoming a member of the Kiwanis family shall be referred to a special committee appointed by the Board for the purpose of investigating, reporting, and making a recommendation before any action is taken on such charges by the Board of Directors. Proper notice of the charges, the investigation, and the hearing shall be given to such member. A member against whom

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such charges are sustained after a hearing before the Board may be disciplined or removed from the member's office or club by a two-thirds (2/3) vote of the entire Board. (1/00)

"Conduct unbecoming a member of the Kiwanis family" (Kiwanis, Kiwanis Junior, Circle K, Key Club, Builders Club, K-Kids, and Aktion Club), is defined as any conduct that:

- a. is incompatible with the best interests of the public or of members of the Kiwanis family; or
- b. tends or threatens to harm the standing or reputation of the Kiwanis family in the local or global community. (6/00)

Violation of the policy defining "conduct unbecoming a member of the Kiwanis family" may result in disciplinary action against the offending member. Disciplinary action can result in a private reprimand, a public reprimand, or dismissal from the organization. A private reprimand is communicated to the individual violating the "conduct policy" as a warning. A public reprimand requires notification of the district board or district governor of the individual violating the "conduct policy." Dismissal means removal from the member's office or club. (6/00)

Any individual receiving written notice as provided in the applicable Bylaws shall be permitted to hear all evidence against him or her and be afforded the opportunity to provide evidence in his or her defense. The appropriate ruling body shall hear the evidence and determine what sanction, if any, shall be imposed, and such decision shall be final. (6/00)

Section 6. Any person whose membership has been terminated in any manner shall forfeit all interest in any club funds or other property and all rights to the use of the Kiwanis name, emblem, insignia, or other Kiwanis Marks.

ARTICLE VI. OFFICERS*

Section 1. The officers shall be a President, President-elect, Immediate Past President, Vice-President(s) [**indicate number _____**], a Treasurer, and a Secretary.** If, in any year, the Immediate Past President ceases to be an active, senior, or privileged member of this club, the active, senior, or privileged member who served as President most recently prior to the Immediate Past President shall automatically become Immediate Past President.

***Note**—If desired, there may be elective offices of Assistant Secretary, Assistant Treasurer, and such other offices as the club may desire. **List such offices, if any:**

****Note**—After their election and before their assumption of office, all officers shall be known and designated by the titles of the offices to which they have respectively been elected followed by the term "designate."

Section 2. Each officer shall be an active, senior, or privileged member in good standing. No offices shall be combined in one (1) person other than those of:

- a. President-elect and Vice-President; or
- b. Secretary and Treasurer.

No person shall simultaneously serve as an elected director and an officer.

Section 3. All officers shall enter upon their official duties on the first day of October of each year and shall serve for a term of one (1) year or until their successors shall be duly elected and qualified.

Section 4. The President has the following duties and responsibilities:

- a. Be the executive officer of this club.

- b. Preside over all meetings of the club and the Board of Directors.
- c. Promote the Objects of Kiwanis International and the positive image of Kiwanis in the community.
- d. Be an ex-officio member of all standing and special committees.
- e. Present the views of the club to the district and the views of the district to the club.
- f. Promote membership growth and the building of new Kiwanis clubs.
- g. Be one of the club delegates to the International and district conventions.
- h. Attend district conferences and division meetings.
- i. Perform such other duties and responsibilities as usually pertain to such office.

Section 5. In the absence of the President, [check one of the following: _____ the President-elect; or _____ Vice-President] shall preside at all meetings of this club and of the Board of Directors.

Section 6. The President-elect has the following duties and responsibilities:

- a. Be the only nominee for the office of President.
- b. Prepare for service as President for the following year.
- c. While serving as President-designate, attend the International and district conventions, district conferences, and training conference for club presidents-designate.
- d. Perform such other duties and responsibilities as usually pertain to such office or as may be assigned by the President or Board of Directors.

Section 7. The Immediate Past President shall perform such duties and responsibilities as usually pertain to such office or as may be assigned by the President or Board of Directors, including attending the division meeting for the selection of the Lieutenant Governor and Lieutenant Governor-elect.

Section 8. The Vice-President(s) shall perform such duties and responsibilities as usually pertain to such office or as may be assigned by the President or Board of Directors.

Section 9. The Treasurer has the following duties and responsibilities:

- a. Receive all funds paid to this club and promptly deposit them in the official depositories.
- b. Disburse funds on order of the Board of Directors.
- c. Maintain the club financial accounts and records.
- d. At all times, make available for inspection by the President, the Board, or any authorized auditors, the financial accounts and records of the club.
- e. Make a financial report to the Board monthly, at the annual meeting of the club, and at such other times as the President or Board may require.
- f. Perform such other duties and responsibilities as usually pertain to such office or as may be assigned by the President or Board.

Option: [Check if selected]

The following provision may be added:

- g. Give bond in such form and amount as may be required by the Board.

Section 10. The Secretary has the following duties and responsibilities:

- a. When Secretary-designate, attend the training conference for club secretaries-

designate.

- b. Keep the club books and records, including membership and attendance.
- c. At all times, make available for inspection by the President, the Board of Directors, or any authorized auditors, the club books and records.
- d. Keep minutes of the meetings of the club, Board, and committees.
- e. Present all bills to the Board for approval.
- f. Submit to the proper officers, committees, or members all communications received from Kiwanis International or the district.
- g. Promptly reply to correspondence and submit all official reports required by Kiwanis International or the district.
- h. Submit reports to the club at such times as the President or Board may require.
- i. Perform such other duties and responsibilities as usually pertain to such office or as may be assigned by the President or Board.

Option: [Check if selected]

The following provision may be added:

- j. Give bond in such form and amount as may be required by the Board.

Section 11. Other officers (if any) shall perform such duties as usually pertain to such offices or as may be assigned by the President or Board of Directors.

ARTICLE VII. BOARD OF DIRECTORS

Section 1. The Board of Directors shall consist of the officers and _____ * [indicate number] elected directors.

***Note**—The Kiwanis International Bylaws require not less than five (5) elected directors.

Section 2. Each director shall be an active, senior, or privileged member in good standing.

Section 3. The directors shall enter upon their official duties on the first day of October of each year and shall serve for a term of two (2) years or until their successors shall be duly elected and qualified. To ensure continuity on the Board of Directors, one- and two-year terms are required in the initial election.

Alternate 1: [Check if selected]

Section 3. The directors shall enter upon their official duties on the first day of October of each year and shall serve for a term of one (1) year or until their successors shall be duly elected and qualified.

Alternate 2: [Check if selected]

Section 3. The directors shall enter upon their official duties on the first day of October of each year and shall serve for a term of three (3) years or until their successors shall be duly elected and qualified. To ensure continuity on the Board of Directors, one-, two-, and three-year terms are required in the initial election.

Section 4. The Board of Directors shall determine the policies and activities of the club, elect and discipline members, approve the budget, approve all bills, take counsel with committees, and have general management of the club.

Section 5. The Board of Directors shall meet regularly at least once each month and hold additional meetings at the call of the President or a majority of the Board. At the discretion of the Board, the committee chairmen shall meet in joint session with the Board.

Section 6. A majority of the Board of Directors shall constitute a quorum for the transaction of all business, except in cases where a larger vote of the entire Board is required under these Bylaws.

ARTICLE VIII. CONTINUING OR LONG-TERM PROJECTS

Section 1. A club may adopt or discontinue a project that may last more than one (1) year, by the approval of a two-thirds (2/3) vote of the active, privileged, and senior members present at any regular meeting, provided written notice of the proposed adoption or discontinuance shall have been given to the members at least two (2) weeks prior to the meeting. One-third (1/3) of the active, senior, and privileged members shall constitute a quorum. There shall be no voting by proxy or absentee ballot. (10/98)

ARTICLE IX. RECONSIDERATION OF BOARD ACTION

Section 1. Whenever a petition signed by a majority of the entire club membership alleges that a decision of the club Board of Directors should be reconsidered by the membership of the club, the club secretary shall give at least fourteen (14) clear days written notice to the entire membership of a special meeting to reconsider the decision of the club Board of Directors in question. Such meeting shall be held within thirty (30) days of the date of the petition. Service of such notice shall be deemed effective five (5) days after such notice is mailed. At this meeting, the decision of the club Board of Directors may be reversed by a two-thirds (2/3) vote of those members present.

ARTICLE X. COMMITTEES

Section 1. The basic standing committee structure for clubs is established by the International Board of Trustees. The basic structure should include separate committees that address community services, sponsored youth, Young Children: Priority One, human and spiritual values, club administration, membership growth and education, public relations, and finance and fund raising. This structure, along with the duties and responsibilities of standing committees, shall be included in annual club and district officer guidebooks and/or manuals. (2/99)

Section 2. Where and when the opportunity exists to extend Kiwanis through the sponsorship of a new Kiwanis club, the President shall appoint a Committee on New Club Building. This committee shall have the responsibilities as outlined in the procedures for new club building established by Kiwanis International.

Section 3. Where desired, there shall be the option of expanding the committee structure by creating other standing committees which would enable the club to function more effectively in terms of its own needs and interests. The duties of such committees shall be determined at the time they are created.

Section 4. Each standing committee shall be composed of three (3) or more members and shall serve for a term of one (1) year, commencing on the first day of October. All members of a committee are appointed by and are subject to removal by the President. Each committee shall be responsible to the President and shall make such reports as the President or Board of Directors may direct.

Section 5. Subject to the approval of the Board of Directors, special committees may be appointed by the President and shall perform such duties as may be defined in their creation.

Section 6. Each committee shall cooperate with the appropriate Kiwanis International or district committee(s) to promote, when practical, programs suggested by such committee(s).

ARTICLE XI. MEETINGS

Section 1. This club shall hold one (1) weekly meeting.* The day and place shall be determined by the Board of Directors.

Alternate: [Check if selected]

Section 1. This club shall hold two (2) regularly scheduled meetings per month. The day and place shall be determined by the Board of Directors.

***Note**—The Bylaws of Kiwanis International provide that a club shall have the option to hold regularly scheduled meetings not less than two (2) each month and not more than one (1) in any week.

Section 2. If the club's regular meeting falls on a legal holiday or eve thereof, the Board may reschedule the meeting for another day during the affected week or cancel the meeting, provided not more than two (2) regular meetings are cancelled during the administrative year.

Section 3. The club may hold such other meetings as the Board or membership may desire

Section 4. The regular meetings shall not be more than one (1) hour and thirty (30) minutes in duration, except on special occasions as approved by the Board of Directors. (11/98)

Section 5. The annual meeting of this club should be held at a regular meeting no earlier than the first meeting in April and no later than the second meeting in May. The membership shall be given at least two (2) weeks notice of the date and place of the annual meeting. One-third (1/3) of the active, senior, and privileged members of the club shall constitute a quorum. (11/98)

ARTICLE XII. NOMINATION AND ELECTION OF OFFICERS AND DIRECTORS

Section 1. The election of officers and directors, except the Secretary, shall be held at the annual meeting.

Option: [Check if selected]

This provision may be modified to also require the election of the Secretary by the club at the annual meeting, in which case, Sections 7 and 8 of this Article are hereby changed to conform with such modification.

Section 2. Voting shall be by ballot and shall not be cumulative. Only active, senior, and privileged members present and in good standing may vote. There shall be no voting by proxy or absentee ballot.

Section 3. At a regular meeting at least five (5) weeks prior to the annual meeting, the President shall appoint a Nominating Committee. The committee shall consist of not less than five (5) members and, if possible, a majority shall be Past Presidents. The President shall designate the chairman of this committee. The duties of this committee shall be to make nominations, with the consent of those nominated, and to prepare a ballot for the election of such officers and directors.

Section 4. At least two (2) weeks before the annual meeting, the Nominating Committee shall submit:

- a. the President-elect as its sole nominee for the office of President;
- b. a list of nominees not exceeding two (2) in number for each office to be filled; and

c. a list of nominees not exceeding the number of directors to be elected plus three (3).

At least one (1) week before the annual meeting, at a regular meeting of the club, nominations from the floor may be made for any office and, when so made, together with the list submitted by the Nominating Committee, shall then be the list of nominees submitted for an election of officers and directors.

Section 5. The President shall appoint an Elections Committee consisting of not more than seven (7) members. The duties of this committee shall be to distribute, collect, and count the ballots and report the results to the President, who shall announce them. A majority of all votes cast shall be necessary to elect any officer. If any ballot does not have a majority for a nominee for any office, the President shall immediately designate a time and place for further balloting for such office. Prior to the second ballot, the nominee having the lowest vote on the first ballot shall be dropped; and in each ballot, the same procedure shall be followed until one (1) nominee shall have received a majority of all votes cast.

Section 6. If the names of more than the number of directors to be elected are placed in nomination, the individuals who receive the highest number of votes up to the number to be elected shall be declared elected.

Section 7. The Secretary shall be elected within one (1) week after the annual meeting by the officers and directors who comprise the Board of Directors for the succeeding year.

Section 8. Nothing contained in this Article shall be construed as limiting the right to make further nominations from the floor of the meeting.

ARTICLE XIII. VACANCIES IN OFFICE

Section 1. In the case of a vacancy in the office of the President, [**choose one: the _____ President-elect; or _____ Vice-President***] shall succeed to the office. In the case of a vacancy in the office of President-elect, Vice-President, Treasurer, or Director, the vacancy shall be filled at a regular club meeting, upon one (1) week's notice of nomination(s) by the Board of Directors. In the case of a vacancy in the office of Secretary, the vacancy shall be filled by the Board.

***Note**—If more than one (1) Vice-President, insert “the first” here.

Section 2. After the election and prior to October 1, in the event of the disability or inability to serve by an officer-designate or director-designate, except the Secretary, the vacancy shall be filled at a regular club meeting, upon one (1) week's notice of nomination(s) by the Board of Directors-designate. In case of a vacancy in the office of Secretary for the following year, the vacancy shall be filled by the Board of Directors-designate.

ARTICLE XIV. REMOVAL OF OFFICERS OR DIRECTORS

Section 1. Whenever it shall appear to the President or a majority of the club Board of Directors, or by a petition signed by a majority of the entire club membership and presented to the club Board of Directors, that an officer or director may be engaging in conduct unbecoming a member of the Kiwanis family or is failing to perform the duties of that office, the Club Board shall give written notice of the alleged facts to the officer or director within thirty (30) days. (1/00)

A meeting of the entire club membership to consider the alleged facts shall be held within thirty (30) days thereafter, with at least fourteen (14) days clear notice being given to the entire membership of such meeting. Service of such notice shall be deemed effective five (5) days after such notice is mailed. In the event that the club, by a two-thirds (2/3) vote of the entire membership, finds that the officer or director has engaged in conduct unbecoming a member of the Kiwanis family or is not performing the duties of such office and declares such office vacant, the membership shall proceed forthwith

to elect a new officer or director to fill such vacancy. (1/00)

ARTICLE XV. INTERNATIONAL AND DISTRICT OBLIGATIONS

Section 1. This club shall exercise fully the privileges and rights of membership in Kiwanis International and the district and shall discharge promptly all obligations imposed by Kiwanis International and the district.

Section 2. The Board of Directors shall provide for the prompt review, approval, and forwarding of all reports required or requested by Kiwanis International or the district.

Section 3. The Board of Directors shall provide for the prompt payment of all dues and other obligations to Kiwanis International or the district.

Section 4. The President and President-designate should act as club delegates to the International and district conventions.

Section 5. In the event the President or President-designate is unable to attend the district or International convention, this club should elect alternate delegates.

Section 6. Delegates and alternates to all conventions or other meetings of Kiwanis International or the district shall be elected at dates sufficiently in advance of such meetings to comply with the Kiwanis International Bylaws and district bylaws. Provision for expenses of such representatives shall be made in the club administrative budget. The Board of Directors shall also provide for the proper representation at any other International and district meetings of Kiwanis in which this club has the privilege of participation.

Section 7. If this club is also affiliated with a federation, the rights, privileges, and obligations set forth in this Article which apply to a district also apply to the federation.

ARTICLE XVI. OFFICIAL PUBLICATION*

***Note**—Article XVI applies only to clubs in the United States and Canada.

Section 1. Each active, senior, privileged, and honorary member of a chartered club in the United States and Canada, excluding the French-speaking clubs in Canada, shall be a paid subscriber to the official publication of Kiwanis International. The subscription price shall be collected from each active, senior, and privileged member as a part of that member's regular dues. If spouses are both members of a Kiwanis club, one spouse may choose not to subscribe to the official publication. A member who belongs to more than one (1) Kiwanis club must designate their primary club to which the subscription to the official publication will be paid. (6/00)

Section 2. This club shall enter the subscriptions for the official publication in its books in a special subscription account, and such subscriptions shall be forwarded to the Executive Director.

ARTICLE XVII. PUBLIC ACTIVITIES

Section 1. This club, by fair discussions at its meetings and in other ways, is encouraged to keep its members and the community informed on all questions of public importance and any proposed legislation affecting the community in which this club is located.

Section 2. This club shall have the right, and it shall be its duty, from time to time to give expression by proper means of its attitude on such public questions and such proposed legislation, provided that no other Kiwanis club is affected by the same.

Section 3. When any other Kiwanis club or clubs within the district are affected by any such public questions or proposed legislation, before expressing an opinion, this club must refer the matter, with a favorable or unfavorable recommendation, to the District Board of Trustees. If a club or clubs outside the district are affected, the club must refer the matter to the International Board of Trustees. Upon approval of the recommendation

by the district or International Board, respectively, the club may publicly express its opinion through legal and proper means.

Section 4. This club shall not be used in any way for political purposes, nor shall it, as a club, actively participate in the political candidacy of any person.

ARTICLE XVIII. REVENUE

Section 1. The membership induction fee and annual dues shall be as determined by the Board of Directors and shall be approved by a two-thirds (2/3) vote of the active, senior, and privileged members present at any regular club meeting, provided written notice shall have been given the members at least two (2) weeks prior to the meeting. Such membership induction fee or annual dues shall remain in effect until changed in accordance with the provisions of this Section.

Section 2. Revenue from sources other than those defined in this Article may be raised as determined by the Board of Directors and approved by a two-thirds (2/3) vote of the active, senior, and privileged members present at any regular meeting, provided written notice shall have been given the members at least two (2) weeks prior to the meeting.

Section 3. Monies received from fund-raising projects in which the public participates, or from members or others for the service activities sponsored by this club, shall be segregated from the administrative funds and shall be used only for charitable, educational, religious, and eleemosynary activities.

Section 4. A member under the age of twenty-five years shall be relieved of any obligation to pay the amount of the International (and district) dues for a period of two (2) years from the date of joining this club, provided the member was a former member of a Kiwanis International sponsored program. The member will be responsible for all dues in excess of the amount of the International (and district) dues. (9/98)

ARTICLE XIX. FINANCE

Section 1. Not later than October 15, separate budgets of estimated income and expenditures for the administrative and community service funds for the year (October 1 - September 30) shall be adopted by the Board of Directors.

Section 2. The club books of account shall be audited at least once each year. The auditors shall be named by the Board of Directors. The auditors should be familiar with financial statements and should reconcile bank statements (if necessary) and conduct tests of income and expenditures for the past year. The auditors may be club members, but shall not be the Secretary or the Treasurer. A copy of the auditor's report shall be provided to the current Board of Directors and, upon request, to any club member. (10/98)

Section 3. The Board of Directors shall determine the official depository or depositories and shall designate those persons who shall sign checks.

Section 4. If a club is dissolved, resigns, has its charter revoked, or otherwise ceases operations, and if there are funds or other club assets remaining after club obligations are paid for which the last Board of Directors has made no provision, then the Treasurer shall pay such funds to and donate such assets to the Kiwanis International Foundation.

ARTICLE XX. NATIONAL OR LOCAL REQUIREMENTS

Section 1. Provisions required by national or local laws are as follows [list provisions, if any]:

ARTICLE XXI. OTHER AUTHORITIES

Section 1. For authority on all matters not specifically covered by these bylaws, the following documents, current or as amended in the future, shall be consulted in order of priority to determine such matters:

- First—Kiwaniis International Constitution and Bylaws;
- Second—Kiwaniis International Policies and Procedures;
- Third—District Bylaws.

ARTICLE XXII. SEVERABILITY

Section 1. In the event that any provision of these bylaws is held invalid, all other provisions shall remain in effect.

ARTICLE XXIII. PARLIAMENTARY AUTHORITY

Section 1. *Robert’s Rules of Order Newly Revised* shall be the parliamentary authority for all matters of substance or procedure not specifically covered in these bylaws.

ARTICLE XXIV. AMENDMENTS

Section 1. Any amendment of these bylaws, if in conformity with the Kiwanis International Constitution and Bylaws, may be adopted by two-thirds (2/3) vote of the active, senior, and privileged members present at any regular meeting, provided written notice of the proposed amendment shall have been given to the members at least two (2) weeks prior to the meeting. One-third (1/3) of the active, senior, and privileged members shall constitute a quorum. There shall be no voting by proxy or absentee ballot.

Section 2. If these club bylaws are in conflict with the Kiwanis International Constitution and Bylaws, current or as amended in the future, this club shall amend these bylaws to bring them into conformity with the International Constitution and Bylaws.

ARTICLE XXV. APPROVAL OF KIWANIS INTERNATIONAL

Section 1. These bylaws and all amendments or additions shall not be effective unless approved by Kiwanis International.

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FRONT COVER:

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2000-01
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Manual for
Kiwanis Leaders

**Constitution, Bylaws, Policies,
Procedures, Standard Forms for
Club and District Bylaws**

SPINE TEXT:

2001-02 Administrative Manual

BACK COVER:

The Objects of
Kiwanis International

To give primacy to the human and spiritual rather than to the material values of life.

To encourage the daily living of the Golden Rule in all human relationships.

To promote the adoption and the application of higher social, business and professional standards.

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To develop, by precept and example, a more intelligent, aggressive and serviceable citizenship.

To provide, through Kiwanis clubs, a practical means to form enduring friendships, to render

altruistic service and to build better communities.

To cooperate in creating and maintaining that sound public opinion and high idealism which

make possible the increase of righteousness, justice, patriotism and good will.

Adopted at the 1924 International Convention

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