

DRAFT

Call to Order and Opening	Governor Lurie
Approval of Agenda	Governor Lurie
Approval of November 16 Minutes	Governor Lurie
Financial Statements	Secretary-Treasurer Varner
Circle K Key Cub Kiwanis	
Finance Committee	Chair Wright
Key Club	Governor Barnett or Administrator Stankus
Circle K	Governor Le' or Administrator Bell
Club Awards (September 14)	Governor Lurie
District Interclub Contest	Governor Lurie
Capital District Foundation	
2020 DCON	
2021 Mid-Year	
By Law Amendment (s)	Governor Elect Baugh
District Policies	Governor Wolff
Club Membership Review	Secretary-Treasurer Varner
Proposal for District Reorganization	
Trustee Reports	
Chesapeake	
Heart of Virginia	
Mason-Dixon	
National Capital	
Southeast Virginia	
Southwest Virginia	
Committee Reports (Board Book)	
Open Forum and Announcements	
Action Items for Future Board Meetings	Governor Lurie
Calendar Review & Next Board Meeting	Governor Lurie
Next District Board Meeting	

Capital District Kiwanis International
Board of Trustees
Williamsburg VA
March 1, 2090

The meeting of the 2019 - 2020 Board of Trustees was called to order by Governor David Lurie at 9:00 am.

Trustee Hoffman was not in attendance.

Also, in attendance were Past Governor John Tyner, Parliamentarian Jeffrey Wolff, and Finance Committee Chair Robert Wright.

Past Governor Morris moved, and Trustee Mackey seconded approved the agenda as posted.

The motion was approved unanimously.

Trustee Mackey moved and Past Governor Morris the approval of the November 16 minutes.

The motion was approved unanimously.

The Financial Statements are in the Board Book and were reviewed without comment.

Finance Committee Chairman Wright reported that the January 31, 2020 balance in the Edward Jones account was \$719,878.54.

The 2020 Key Club DCON was cancelled.

The 2020 Circle K DCON was held February 20-21 with the election of

Governor Elect Baugh moved, and Trustee Gardner seconded a motion to approve the Club Awards criteria.

The motion was approved unanimously.

Past Governor Morris moved, and Trustee Watson seconded a motion to approve the guidelines for the District Interclub Contes as amended.

The motion was approved unanimously.

The attendance at the Mid-Year Conferences was discussed. There were 192 registered attendees. It was suggested that there was a low rate of members who received the email. Everyone was reminded that in addition to emails, the Trustees and Lieutenant Governors were requested to contact their clubs and there were articles in the newsletter. The board is open to suggestions as to how to maximize the member notifications for all future events.

The 2021 Mid Year Conference will again be held at the Great Wolf Lodge, March 5 and 6, 2021. Put the word out to members now so they can plan. CKI will hold their DCON there at the same time.

District Foundation President Mike Dassovich reported that the 2019 had been prepared and was ready for submission to Kiwanis International.

2020 DCON – The theme will be “Vision for the Future.” The budget will be available for the May Board meeting.

An amendment to the Bylaws to add the position of Vice Governor was referred to the Bylaws Committee to prepare and present to the May Board meeting.

The latest membership statistics for clubs and divisions is in the Board Book and was reviewed by the Board.

It was proposed that the District review its current geographical organization and consider a reorganization looking at location and size of divisions. Governor Lurie appointed Governor Elect Baugh to chair a committee. Members will include a Foundation representative, a member of the Finance Committee and two Trustees (Mackey and Watson) and past presidents and Lieutenant Governors.

The Trustees reports are contained in the Board Book.

The Committee reports received are contained in the Board Book.

Key Leader Chair Marks reported that a Key Leader weekend will be held in April in Jamestown. He anticipates a student enrollment of 60 students. Everyone was reminded that membership in Key Club is not a requirement for clubs to sponsor attendees.

Officer Reimbursement for the Mid Year Conference. Lieutenant Governors will receive mileage and registration. Housing must be approved by the Governor.

The Stipend and reimbursement section of the policies will be reviewed and approved prior to the preparation of the 2020 – 2021 Budget in July. The matter was referred to Policy and Bylaws Committee which will work in conjunction with the Finance Committee to develop the budget for the policy recommendations.

Teenager of the year. Trustee Gardner reported that only 5 Divisions submitted nominations as opened to 8 last year. There were 36 applications.

The next Board Meeting will be at 1:00 pm at the Fredericksburg Hospitality House.

Respectful submitted

Thomas A Varner, Secretary-Treasurer



306-23-01-00 20207 0 C 001 30 S 66 002
CAPITAL DISTRICT CIRCLE K
PO BOX 2192
ASHLAND VA 23005-5192

Your consolidated statement

For 04/30/2020

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Summary of your accounts

ACCOUNT NAME	ACCOUNT NUMBER	BALANCE(\$)	DETAILS ON
BUSINESS IDA	0000158309823	12,311.06	page 1
BUSINESS VALUE 500 CHECKING	0000159837653	19,151.83	page 1
Total checking and money market savings accounts		\$31,462.89	



Checking and money market savings accounts

■ BUSINESS IDA 0000158309823

Account summary

Your previous balance as of 03/31/2020	\$12,310.87
Checks	- 0.00
Other withdrawals, debits and service charges	- 0.00
Deposits, credits and interest	+ 0.19
Your new balance as of 04/30/2020	= \$12,311.06

Interest summary

Interest paid this statement period	\$0.19
2020 interest paid year-to-date	\$0.80
Interest rate	0.01%
Annual percentage yield (APY) earned	0.02%
On 04/28/2020 the interest rate changed from 0.02% to 0.01%	

Deposits, credits and interest

DATE	DESCRIPTION	AMOUNT(\$)
04/30	INTEREST PAYMENT	0.19
Total deposits, credits and interest		= \$0.19

■ BUSINESS VALUE 500 CHECKING 0000159837653

Account summary

Your previous balance as of 03/31/2020	\$25,991.92
Checks	- 16,828.09
Other withdrawals, debits and service charges	- 12.00
Deposits, credits and interest	+ 10,000.00
Your new balance as of 04/30/2020	= \$19,151.83

Checks

DATE	CHECK #	AMOUNT(\$)	DATE	CHECK #	AMOUNT(\$)
04/01	308	133.57	04/15	* 310	125.00

* indicates a skip in sequential check numbers above this item

DATE	CHECK #	AMOUNT(\$)
04/10	311	16,569.52

Total checks = \$16,828.09

Capital District Circle K

120 Capital District Circle K, Period Ending 04/30/2020

RECONCILIATION REPORT

Reconciled on: 05/01/2020

Reconciled by: Thomas Varner

Any changes made to transactions after this date aren't included in this report.

Summary

USD

Statement beginning balance.....	12,310.87
Checks and payments cleared (0).....	0.00
Deposits and other credits cleared (1).....	0.19
Statement ending balance.....	<u>12,311.06</u>
Uncleared transactions as of 04/30/2020.....	25,161.00
Register balance as of 04/30/2020.....	<u>37,472.06</u>

Details

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
02/28/2020	Deposit			0.19
Total				0.19

Additional Information

Uncleared deposits and other credits as of 04/30/2020

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/15/2019	Deposit		Venmo	1,315.00
10/31/2019	Deposit		BBT	0.00
12/02/2019	Deposit		Kiwanis International	0.00
02/14/2020	Deposit		Kiwanis International	270.00
02/21/2020	Deposit		Venmo	1,239.00
02/25/2020	Deposit		Venmo	1,805.00
03/03/2020	Deposit			10,266.00
03/04/2020	Deposit			10,266.00
Total				25,161.00

RECONCILIATION REPORT

6

Reconciled on: 05/01/2020

Reconciled by: Thomas Varner

Any changes made to transactions after this date aren't included in this report.

Summary

USD

Statement beginning balance	25,991.92
Checks and payments cleared (4)	-16,840.09
Deposits and other credits cleared (1)	10,000.00
Statement ending balance	19,151.83

Uncleared transactions as of 04/30/2020	12,478.52
Register balance as of 04/30/2020	31,630.35
Cleared transactions after 04/30/2020	0.00
Uncleared transactions after 04/30/2020	-19.57
Register balance as of 05/01/2020	31,610.78

Details

Checks and payments cleared (4)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/23/2020	Check	308	Dennis Baugh	-133.57
03/23/2020	Check	310	Janet Koroma	-125.00
04/01/2020	Check	311	Holiday Inn & Suites Fron ...	-16,569.52
04/30/2020	Expense		BB&T	-12.00
Total				-16,840.09

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/27/2020	Deposit		Capital District Kiwanis Fo...	10,000.00
Total				10,000.00

Additional Information

Uncleared checks and payments as of 04/30/2020

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/26/2018	Check	10253	Jose Leoncio	-98.18
02/28/2020	Check		Paypal	-403.23
03/23/2020	Check	307	Madeline Eichorn	-58.26
Total				-559.67

Uncleared deposits and other credits as of 04/30/2020

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/26/2019	Deposit		Capital District Kiwanis	48.00
11/02/2019	Deposit		BBT	0.00
11/18/2019	Deposit			2,990.00
04/27/2020	Deposit		Capital District Kiwanis Fo...	10,000.00
04/30/2020	Deposit		BBT	0.19

6

Total 13,038.19

Uncleared checks and payments after 04/30/2020

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/01/2020	Check	312	Abigail Peterson	-19.57
Total				-19.57



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CAPITAL DISTRICT KEY CLUB
PO BOX 2192
ASHLAND VA 23005-5192

Your consolidated statement

For 04/30/2020

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Summary of your accounts

ACCOUNT NAME	ACCOUNT NUMBER	BALANCE(\$)	DETAILS ON
BUSINESS IDA	0000158309831	102,368.45	page 1
BUSINESS VALUE 500 CHECKING	0000159837661	111,791.92	page 1
Total checking and money market savings accounts		\$214,160.37	



Checking and money market savings accounts

■ BUSINESS IDA 0000158309831

Account summary

Your previous balance as of 03/31/2020	\$102,366.86
Checks	- 0.00
Other withdrawals, debits and service charges	- 0.00
Deposits, credits and interest	+ 1.59
Your new balance as of 04/30/2020	= \$102,368.45

Interest summary

Interest paid this statement period	\$1.59
2020 interest paid year-to-date	\$6.67
Interest rate	0.01%
Annual percentage yield (APY) earned	0.02%
On 04/28/2020 the interest rate changed from 0.02% to 0.01%	

Deposits, credits and interest

DATE	DESCRIPTION	AMOUNT(\$)
04/30	INTEREST PAYMENT	1.59
Total deposits, credits and interest		= \$1.59

■ BUSINESS VALUE 500 CHECKING 0000159837661

Account summary

Your previous balance as of 03/31/2020	\$134,602.45
Checks	- 28,905.84
Other withdrawals, debits and service charges	- 709.00
Deposits, credits and interest	+ 6,804.31
Your new balance as of 04/30/2020	= \$111,791.92

Capital District Key Club

4020 Capital District Key Club, Period Ending 04/30/2020

RECONCILIATION REPORT

Reconciled on: 05/01/2020

Reconciled by: Thomas Varner

Any changes made to transactions after this date aren't included in this report.

	USD
Summary	
Statement beginning balance.....	102,366.87
Checks and payments cleared (0).....	0.00
Deposits and other credits cleared (1).....	1.58
Statement ending balance.....	102,368.45
Uncleared transactions as of 04/30/2020.....	9,980.32
Register balance as of 04/30/2020.....	112,348.77

Details

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/30/2020	Deposit		BB&T	1.58
Total				1.58

Additional Information

Uncleared deposits and other credits as of 04/30/2020

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/31/2020	Deposit			1.73
02/14/2020	Deposit		Key Clb International	5,910.50
02/28/2020	Deposit		Key Clb International	2,180.00
03/13/2020	Deposit		Key Clb International	1,488.50
03/27/2020	Deposit		Key Club International	398.00
04/30/2020	Deposit		BB&T	1.59
Total				9,980.32

Capital District Key Club

4010 Capital District Key Club, Period Ending 04/30/2020

RECONCILIATION REPORT

Reconciled on: 05/01/2020

Reconciled by: Thomas Vamer

Any changes made to transactions after this date aren't included in this report.

	USD
Summary	
Statement beginning balance.....	134,602.45
Checks and payments cleared (11).....	-29,614.84
Deposits and other credits cleared (3).....	6,804.31
Statement ending balance.....	111,791.92
Uncleared transactions as of 04/30/2020.....	4,558.69
Register balance as of 04/30/2020.....	116,350.61

Details

Checks and payments cleared (11)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/01/2020	Check	10642	Kristina Dlugoziima	-1,937.41
04/01/2020	Check	10643	Sport Pins	-863.95
04/01/2020	Check	10641	Ashfaq Ahmad	-52.25
04/01/2020	Check	10640	King's Dominion	-7,190.50
04/01/2020	Check	10639	Alexandra UY	-36.95
04/01/2020	Check	10644	Rich's Stitches	-10,743.80
04/01/2020	Check	10645	Joe Stankus	-8,080.98
04/03/2020	Expense		PayPal	-90.00
04/06/2020	Expense		PayPal	-135.00
04/10/2020	Expense		BB&T	-350.00
04/13/2020	Expense		PayPal	-134.00
Total				-29,614.84

Deposits and other credits cleared (3)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/01/2020	Deposit			4,525.00
04/01/2020	Deposit			1,928.81
04/24/2020	Deposit			350.50
Total				6,804.31

Additional Information

Uncleared checks and payments as of 04/30/2020

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/20/2018	Check	10538	Pamela Barret	-70.00
06/20/2019	Check	10596	Juliana Yu	-44.11
07/19/2019	Check	10607	Kristina Dlugoziima	-330.83
09/30/2019	Check	10634	Children's Hospital	-476.00
09/30/2019	Check	10627	Kiwanis Childrens Fund	-5,000.00
09/30/2019	Check	10639	Jon Doblix	-100.00
09/30/2019	Check	10638	Kristina Dlugoziima	-500.00
09/30/2019	Check	10607	Children's Hospital	-1,000.00
01/06/2020	Expense			-416.15

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
02/27/2020	Expense			-324.85
04/01/2020	Check	10638	Abigail Diaz	-5,101.00
Total				-13,362.94

Uncleared deposits and other credits as of 04/30/2020

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/20/2019	Deposit			8,726.00
07/19/2019	Deposit		Capital District Key Club	6,290.61
10/04/2019	Deposit		Key Club International	720.00
12/09/2019	Deposit			0.03
12/09/2019	Deposit			0.19
02/28/2020	Deposit		BBT	1.62
02/28/2020	Deposit		Key Club International	2,180.00
04/30/2020	Deposit		BBT	1.59
04/30/2020	Deposit		BB&T	1.59
Total				17,921.63



306-23-01-00 20207 0 C 001 30 S 66 002
CAPITAL DISTRICT KIWANIS INTERNATIONAL
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Your consolidated statement

For 04/30/2020

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Summary of your accounts

ACCOUNT NAME	ACCOUNT NUMBER	BALANCE(\$)	DETAILS ON
BUSINESS IDA	0000158309815	10,563.26	page 1
BUSINESS VALUE 500 CHECKING	0000159837645	75,976.01	page 1
Total checking and money market savings accounts		\$86,539.27	



Checking and money market savings accounts

■ BUSINESS IDA 0000158309815

Account summary

Your previous balance as of 03/31/2020	\$10,563.10
Checks	- 0.00
Other withdrawals, debits and service charges	- 0.00
Deposits, credits and interest	+ 0.16
Your new balance as of 04/30/2020	= \$10,563.26

Interest summary

Interest paid this statement period	\$0.16
2020 interest paid year-to-date	\$0.69
Interest rate	0.01%
Annual percentage yield (APY) earned	0.02%
On 04/28/2020 the interest rate changed from 0.02% to 0.01%	

Deposits, credits and interest

DATE	DESCRIPTION	AMOUNT(\$)
04/30	INTEREST PAYMENT	0.16
Total deposits, credits and interest		= \$0.16

■ BUSINESS VALUE 500 CHECKING 0000159837645

Account summary

Your previous balance as of 03/31/2020	\$84,961.74
Checks	- 9,177.63
Other withdrawals, debits and service charges	- 160.10
Deposits, credits and interest	+ 352.00
Your new balance as of 04/30/2020	= \$75,976.01

Checks

DATE	CHECK #	AMOUNT(\$)
04/02	12775	1,500.00
04/03	*12778	429.06

DATE	CHECK #	AMOUNT(\$)
04/14	12779	557.76
04/01	*12784	128.00

DATE	CHECK #	AMOUNT(\$)
04/03	12785	2,000.00
04/07	*12787	431.60

continued

Capital District Kiwanis

1020 Capital District Kiwanis Intern, Period Ending 04/30/2020

RECONCILIATION REPORT

Reconciled on: 05/01/2020

Reconciled by: Thomas Varner

Any changes made to transactions after this date aren't included in this report.

Summary

USD

Statement beginning balance.....	10,563.10
Checks and payments cleared (0).....	0.00
Deposits and other credits cleared (1).....	0.16
Statement ending balance.....	<u>10,563.26</u>
Uncleared transactions as of 04/30/2020.....	276.54
Register balance as of 04/30/2020.....	<u>10,839.80</u>

Details

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/30/2020	Deposit		BBT	0.16
Total				0.16

Additional Information

Uncleared deposits and other credits as of 04/30/2020

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/13/2020	Deposit		Jeffrey Wolff	138.27
03/13/2020	Deposit			138.27
04/30/2020	Deposit		BB&T	0.00
Total				276.54

Capital District Kiwanis

1010 Capital District Kiwanis Intern, Period Ending 04/30/2020

RECONCILIATION REPORT

Reconciled on: 05/01/2020

Reconciled by: Thomas Varner

Any changes made to transactions after this date aren't included in this report.

Summary

USD

Statement beginning balance	84,961.74
Checks and payments cleared (17)	-9,337.73
Deposits and other credits cleared (1)	352.00
Statement ending balance	75,976.01
Uncleared transactions as of 04/30/2020	8,138.23
Register balance as of 04/30/2020	84,114.24

Details

Checks and payments cleared (17)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/07/2020	Check	12775	Kiwanis Childrens' Fund	-1,500.00
03/12/2020	Check	12778	John Montgomery	-429.06
03/12/2020	Check	12779	Sheila Traynham	-557.76
03/27/2020	Check	12784	Dennis Baugh	-128.00
03/31/2020	Check	12785	Jennifer R. Wolff	-2,000.00
04/02/2020	Check	12787	Eric Lamb	-431.60
04/02/2020	Check	12788	James C Shackelford	-87.80
04/02/2020	Check	12789	Joshua Hiscock	-120.40
04/03/2020	Check		Ashland Simply Storage	-69.00
04/08/2020	Check	12790	Joe Flanagan	-148.80
04/08/2020	Check	12791	Hiawatha Nicely	-353.20
04/13/2020	Check	12792	Don Dudey	-268.40
04/15/2020	Check			-49.00
04/17/2020	Check	12793	Dennis Baugh	-451.00
04/20/2020	Check	12795	Thomas A. Varner	-98.86
04/20/2020	Check		Office Max	-42.10
04/30/2020	Check	12797	Thomas A. Varner	-2,602.75
Total				-9,337.73

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/24/2020	Deposit		Kiwanis International	352.00
Total				352.00

Additional Information

Uncleared checks and payments as of 04/30/2020

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
02/02/2018	Check	12125	Anna C Dugan	-45.60
05/01/2018	Check	12206	Kiwanis Club of Chesapeake...	-50.00
08/23/2018	Check	12348	Kiwanis Club of State Line ...	-150.00
01/08/2019	Check	12444	Kiwanis Club of Carrollton	-270.00
01/08/2019	Check	12445	Kiwanis Club of Clinchco	-160.00

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/22/2019	Check	12530	Michael Roman	-176.40
06/18/2019	Check	12547		-374.61
06/28/2019	Expense			-15.00
07/05/2019	Check		Linwood N Watson	-392.96
07/28/2019	Check	12576	Kiwanis Club of Chesapeake	-124.00
08/27/2019	Check			-100.00
09/06/2019	Deposit			-70.00
09/07/2019	Check	12643	Jon Rife	-435.50
09/10/2019	Check		Bill Watson	-600.00
09/16/2019	Check		John Hassman	-143.30
09/16/2019	Check	12651	Josh Hiscock	-80.80
09/16/2019	Check		Renee Mackey	-719.52
09/18/2019	Check		James C Shackelford	-450.00
09/18/2019	Check		James C Shackelford	-450.00
09/22/2019	Check		Jennifer R. Wolff	-550.98
10/22/2019	Check	12696	Renee Mackey	-68.00
11/04/2019	Expense		Office Depot/Office Max	-229.45
11/04/2019	Check		Richard N Ruprecht	-107.44
11/08/2019	Check		David Lurie	-209.20
11/08/2019	Check		Ron McCallum	-51.20
11/08/2019	Check		Ron McCallum	-51.20
01/31/2020	Check		Jennifer R. Wolff	-1,000.00
01/31/2020	Check	12747	David Lurie	-172.00
03/03/2020	Check		Maurice Giles	-160.08
03/03/2020	Check		Renee Mackey	-373.60
03/12/2020	Check		John Montgomery	-429.06
03/16/2020	Check	12780	Bob Lewit	-380.00
04/20/2020	Check	12794	Kiwanis International Childr...	-1,000.00
04/24/2020	Check	12796	Kiwanis International	-78.00
Total				-9,667.90

Uncleared deposits and other credits as of 04/30/2020

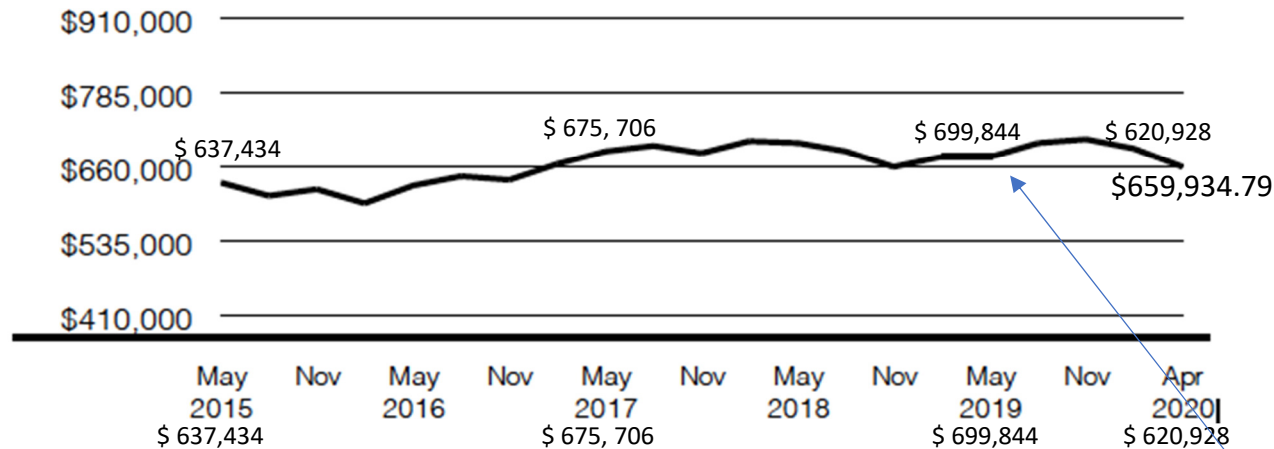
DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
02/28/2019	Deposit			198.45
03/04/2019	Deposit			33.68
03/05/2019	Deposit			474.27
03/20/2019	Deposit			133.70
03/21/2019	Deposit			607.32
03/22/2019	Deposit			66.70
03/26/2019	Deposit			200.40
03/28/2019	Deposit			249.92
04/01/2019	Deposit			339.92
04/03/2019	Deposit			133.70
04/08/2019	Deposit			133.70
04/09/2019	Deposit			401.10
04/11/2019	Deposit			133.70
04/12/2019	Deposit			133.40
04/15/2019	Deposit			133.70
04/26/2019	Deposit			52.13
05/01/2019	Deposit			139.52
05/06/2019	Deposit			124.96
05/07/2019	Deposit			133.70
05/08/2019	Deposit			133.70
05/10/2019	Deposit			279.35
05/14/2019	Deposit			66.70
05/16/2019	Deposit			139.52
05/17/2019	Deposit			139.52

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/23/2019	Deposit			28.83
05/24/2019	Deposit			139.52
05/28/2019	Deposit			72.82
05/30/2019	Deposit			133.40
05/31/2019	Deposit			279.35
07/01/2019	Deposit			249.92
07/02/2019	Deposit			72.52
07/03/2019	Deposit			375.84
07/05/2019	Deposit			43.39
07/08/2019	Deposit			209.13
07/09/2019	Deposit			370.99
07/10/2019	Deposit			573.98
07/11/2019	Deposit			362.92
07/12/2019	Deposit			921.97
07/15/2019	Deposit			641.66
07/16/2019	Deposit			836.24
07/17/2019	Deposit			1,189.67
07/19/2019	Deposit			941.03
07/22/2019	Deposit			28.83
07/23/2019	Deposit			226.01
07/24/2019	Deposit			1,189.29
07/25/2019	Deposit			1,380.06
07/26/2019	Deposit			137.58
07/29/2019	Deposit			505.05
07/31/2019	Deposit			2,313.02
10/31/2019	Deposit			0.18
02/11/2020	Check		Thomas A. Varner	0.00
02/24/2020	Deposit		BBT	0.17
04/30/2020	Deposit		BB&T	0.00
Total				17,806.13

CDKI Edward Jones Account Overview

Value of Your Account

as of April 24, 2020



Assets

Cash, Insured Deposits,		Share
Money Market Funds.....	\$ 55,864.17	8.5 %
Exchanges, Closed End Funds	\$ 4,759.59	1.0 %
Mutual Funds ¹	<u>\$ 599,311.03</u>	<u>90.5 %</u>
	\$ 659,934.79	100.0 %

Income

	Interest	Dividends
2020	\$ 44.36 ²	\$ 2,194.71 ^{2,3}
2019	\$ 21.60	\$ 18,735.84 ⁴
2018	\$ 210.96	
2017	\$ 1,469.75	

¹ 65.0 % Growth & Income funds, 4.1 % Aggressive fund, 30.9 % Income funds

² Year-to-date

³ \$11,818 Estimated for 2020

⁴ 2019 year-end dividends, \$ 1,235.62, reinvested in January, 2020

\$659,934.79

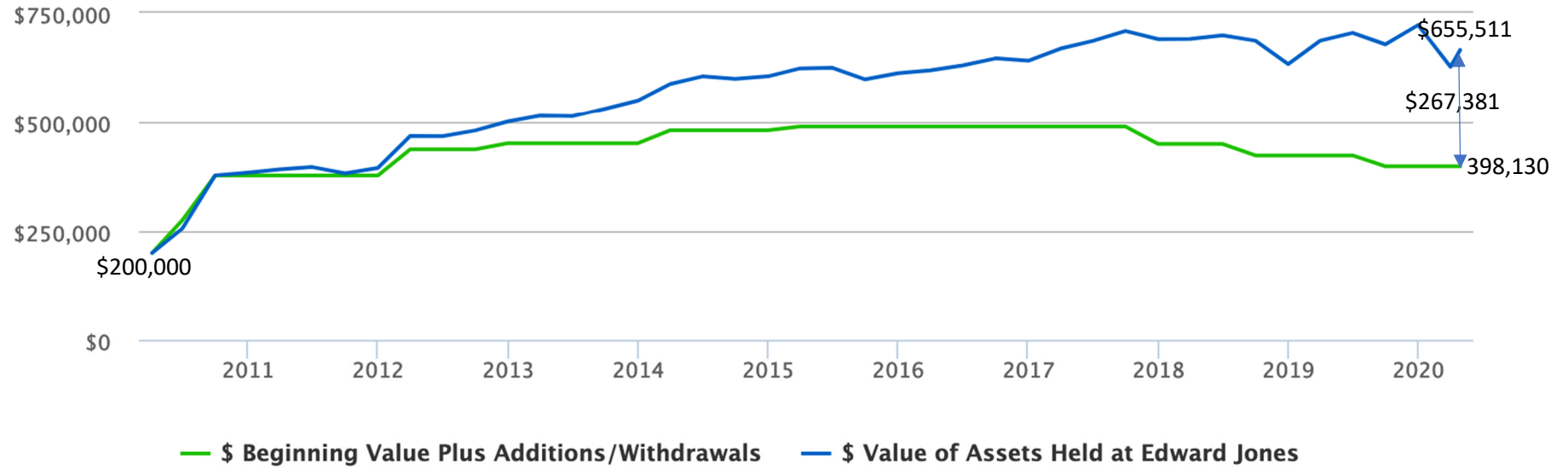
1 Month Ago	\$620,928.43
1 Year Ago	\$699,843.88
3 Years Ago	\$675,706.09
5 Years Ago	\$637,434.09

Which would you prefer?
On line chart
Under line chart key
In a separate table

Analysis: Due to conservative investing our account suffered only an 11% drop over the past year (the DOW IA, S&P 500, and NSDAQ plunged 30-35% February-March) before recovering almost half its lost value in the past month alone. Projected dividends for this calendar year are only about a third of last year's \$33,145.

Value of Holdings at Edward Jones Over Time

As of April 27, 2020
Rate of Return 4.88%



Capital District Kiwanis Interclub Scoring Matrix (2019-2020)

(Use for inter-club contest)

<u>Interclub Type</u>	<u>Points per member</u>
1. Interclub with other Kiwanis Clubs	1 points
2. Interclub with service leadership programs scheduled meetings	2 points
<u>(Note: Host K family members may not be used to complete the interclub)</u>	
3. Interclub at:	
a. Division Council Meeting	2 points
b. New Club Charter Night	2 points
c. Service Leadership Programs events (ex: Key Club, CKI, Builders, K-Kids) (includes conventions, rallies, training sessions, council meetings)	2 points
d. District Foundation Meetings	2 points
e. Club events designated by the Lt. Governor: (example)	
• SLP Celebration	4 points
• Steak Fry	4 points
<u>(Note: Lt. Governor will designate events that will encourage all Kiwanis Clubs to visit the function in large numbers.)</u>	
4. Inter-club at:	
a. Anytime a K family Governor or International President is visiting a Kiwanis family function	6 points
b. Mid-Year Conference	6 points
c. District Convention	6 points
d. Kiwanis International Convention	6 points
e. Board of Trustees meeting	6 points
5. <u>Bonus Points</u>	<u>Points per inter-club visit</u>
a. Inter-club with all clubs in Division	1 point per club visit
(Example: 11 clubs in division count 10 bonus points when completed all club visits in your division. Do not count your club)	
b. New member in attendance within their first 6 months	1 point per member
b. Any inter-club outside your Division	4 points
c. Inter-club over 50 miles one-way distance from your club meeting place	4 points
d. 50 percent of club members interclub	20 points
e. 75 percent of club members interclub	30 points
f. 90 percent of club members interclub	50 points
g. 100 percent of club members interclub	75 points
<u>6. Clubs will compete in categories based on KI policy on number of members required for an interclub</u>	
a. Club with 30 or more members (4 members)	Red
b. Clubs with 21-29 members (3 members)	White
c. Club with 20 or less members (2 members)	Blue



Temporary new member fee waiver for existing Kiwanis clubs

The COVID-19 pandemic has had an impact on communities worldwide. More than ever, kids and communities need Kiwanis. To encourage existing Kiwanis clubs to continue to invite new members, the Kiwanis International Board approved a new member fee waiver to bolster membership and help Kiwanis clubs perform the service needed in the wake of this pandemic and beyond. The Board encourages districts and clubs to comply with this waiver due to the emergency conditions presented by the pandemic.

APPROVED MOTION BY THE KIWANIS INTERNATIONAL BOARD

That the Kiwanis International Board approves the waiver of the Kiwanis International new member fee for any new members who join existing Kiwanis clubs between April 22, 2020, and September 30, 2020. Further, due to the emergency conditions and resulting effects created by the COVID-19 pandemic, the Board recommends districts and clubs to also waive their respective new member fees.

NEW CLUB NOTE FROM THE APPROVED AUDIT AND FINANCE COMMITTEE REPORT

This recommendation is not applicable to charter members of new Kiwanis clubs joining during the same time period. Such charter members will pay the appropriate charter member fee then receive a waiver of dues for the administrative year 2020-2021. This additional waiver is not applicable nor appropriate for such charter members.

NEW CLUB CLARIFICATION

Clubs organized* on or before December 31, 2019, do not receive a dues waiver for the 2020-2021 administrative year. These clubs may submit additional members and be granted a new member fee waiver. Clubs organized* on or after January 1, 2020, must submit new member fees. These members receive a dues waiver for the 2020-2021 administrative year.

DISTRICT AND CLUB NEW MEMBER FEES

The Kiwanis International Board strongly requests districts and clubs to waive any new member fees. District Boards and Club Boards should meet to approve such waivers. Kiwanis International will not collect new member fees for districts during this period. If a district wishes to continue to collect a new member fee for members added through September 30, the district must invoice the club. Questions regarding member rosters for billing should be addressed to René Booker at rbooker@kiwanis.org.

DUES VERSUS FEES AT KIWANIS INTERNATIONAL

In addition to a new member fee (the amount a member remits to initially join Kiwanis International), insurance and magazine subscription are fees assessed in subsequent years. Dues are not assessed to new members. Annual dues are billed on members after their initial new member period beginning October 1.

***Organization date:** The date the club officially hosts its organizational meeting. That date is placed on the new club information sheet and determines the club's first day of business with Kiwanis International. This date holds even if club roster, dues, and bylaws have not been officially sent to Kiwanis International. **Charter date:** The date the club hosts a celebratory event to honor the club's formation in the community. The charter date is not officially recorded at Kiwanis International.



CAPITAL DISTRICT KIWANIS INTERNATIONAL

Quarterly Committee Report & Committee Evaluation

Committee: Teenager of the Year

Date: February 14, 2020

Chairperson: Donna Henry

To be completed by the Committee Chairperson and submitted to the District Secretary and supervising District Trustee no later than 21 days before each quarterly District Board Meeting.

1. COMMITTEE MEMBERSHIP

The committee for this year was comprised of District leaders past and current to assist in updating the application. Going forward the committee will consist of the Chair, each Lt. Governor and a representative from the District foundation.

2. KIWANIS YEAR GOALS (list all committee's annual goals)

GOAL	% Complete
Draft proposed update of committee description for policy code to include the administration of the award and distinguishes between the roles of the District leadership and District Foundation.	100%
Draft timeline documenting application process to include timelines for submissions, guidance for selection at the club, division and district level.	100%
Update and convert application to online process to include Non-Discrimination Statement, Applicant Certification and Authorization to Use Image.	100%
Draft Division Nominee Certification statement for use by 2019-2020 Kiwanis Lt. Governors to submit to District Chair	100%
Respond to inquiries from applicants and Kiwanis members regarding process.	33%
Analyze overall participation to develop a plan for increasing the number of applicants from throughout the district.	50%
Draft press releases announcing Club and Division nominees	100%
Form an external committee to review Division nominations and select overall winner by May 1, 2020.	0%
Provide winning application to Editor of District Publications and DCON Chair for inclusion in DCON program and/or Capital Kiwanian	0%
Prepare report using feedback from members to make recommendations for improving process for 2020- 2021 award year	0%

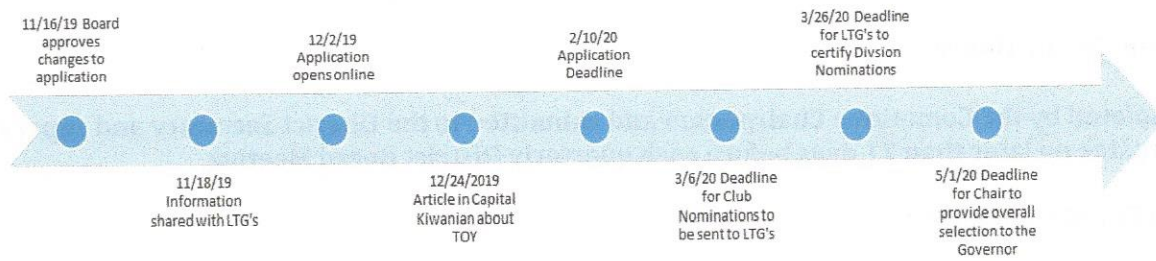
3. CHALLENGES OR ASSISTANCE NEEDED (use continuation sheet if necessary):

Recognition materials (ie., certificates) will still need to be created for branding purposes.

4. COMMENTS (use continuation sheet if necessary):

Last year 8/17 divisions submitted nominations. Given the applications that were submitted, it is expected that 5/17 divisions will have nominees this year, and although there were clubs who saw an increase in interest from local teens, clubs who have regularly had strong applicants had none. The timeline provided for 10 weeks to complete the application stage with 3 weeks each for club and division reviews and nominations and 5 weeks for the district selection of the Teenager of the Year. Early feedback has been that applicants and clubs need more

time. Lt. Governors will provide additional feedback from their clubs. With the changes that were successful this year, it should be possible to start the application process earlier for 2020/2021. The application fields will be updated to English/Spanish and the instructions will be edited.



SIGNED: prepared by Trustee Elana Gardner

February 8, 2012

Income					
Prproposed Budget for Dcon 2020			Qty	Unit	Total
Reflects possible reduced attendance (4/20/2020)					
Registration Income					
Full Package - Meals/Registration			150	\$ 160.00	\$ 24,000.00
Registration Fee Only			75	\$35.00	\$ 2,625.00
Kiwanians - Late Fees			10	\$ 25.00	\$ 250.00
Guests - Late Fees			10	\$ 25.00	\$ 250.00
SLP Members (30) + VIPs (13) (Information only - NC)			43	\$ -	\$ -
Total Meals - Package					\$ 27,125.00
Meal Income					
Leadership Luncheons			60	\$ 25.00	\$ 1,500.00
Saturday Breakfast - A la Carte			25	\$ 30.00	\$ 750.00
Saturday Lunch - A la Carte			50	\$ 35.00	\$ 1,750.00
Saturday Banquet - A la Carte			35	\$ 50.00	\$ 1,750.00
Sunday Breakfast - A la Carte			25	\$ 30.00	\$ 750.00
Total Registration Income					\$ 6,500.00
Other					
			Qty	Unit	Total
Program Advertisements-Pages	1	13		\$75.00	\$ 975.00
Program Advertisements-Premium	1	1		\$300.00	\$ 300.00
Program Advertisements-Sponsors	2	3		\$250.00	\$ 750.00
Program Advertisements-Sponsors		2		\$100.00	\$ 200.00
Commercial Exhibits		2		\$250.00	\$ 500.00
Complimentary Sleeping Rooms by Hotel (estimate)		9			\$ -
Total Other Income					\$ 2,725.00
Total Income					\$ 36,350.00
Summary	Total Income	\$36,350.00			
	Total Expenses	\$35,580.00			
	Expected Profit	\$770.00			

Expense						
Meals			Qty	Unit		Total
Finance Committee Breakfast			10	\$22.90	\$	229.00
Leadership Lunch Friday	2019 DCON		50	\$23.00	\$	1,150.00
Saturday Breakfast	154		130	\$22.90	\$	2,977.00
Saturday Lunch	214		200	\$26.12	\$	5,224.00
Saturday Banquet	194		175	\$41.96	\$	7,343.00
Sunday Breakfast	156		130	\$22.90	\$	2,977.00
Governor's Reception - Bartenders - 3 hrs			2	\$50.00	\$	100.00
Total Meals					\$	20,000.00
Other			Qty	Unit		Total
Friday Event (to be determined)					\$	3,000.00
VIP Rooms - 7 x 3 nites, 2 x 1 night			23	\$ 135.00	\$	3,105.00
Registration Supplies--Badges,Holder,Ribbons/Tickets					\$	500.00
Program					\$	1,300.00
Signs, Banners and Tent Cards					\$	600.00
Photocopying					\$	350.00
Souvenirs					\$	500.00
Governor's Banquet Entertainment					\$	600.00
Flowers					\$	600.00
Postage and Supplies					\$	300.00
Color Guard Honorarium					\$	250.00
Telephone/Internet/PayPal Fees					\$	300.00
Audio Visual					\$	1,000.00
Publicity					\$	500.00
Governor & Spouse/International Counselor Gift					\$	175.00
Speakers Fees					\$	2,500.00
Total Other Expenses					\$	15,580.00
Total Expenses					\$	35,580.00

Notes:

Complimentary Rooms and Meals for 2020 DCON:

1. Registration including all meals, functions of the Meeting and a lodging for:

- a. Governor*
- b. Governor-Elect and spouse*
- c. Kiwanis International Representative and spouse (if spouse attends)*
- d. Capital District Secretary-Treasurer and spouse.*
- e. Immediate Past Governor and spouse.*
- f. Capital District CKI Governor*
- g. Capital District Key Club Governor*
- h. Meeting Chairperson*
- i. Editor of The Capital Kiwanian*

2. Cost of lodging for only:

- a. Capital District CKI Administrator*
- b. Capital District Key Club Administrator*

**KIWANIS INTERNATIONAL BOARD MEETING
APRIL 22, 2020**

BOARD AGENDA POINT

**2020 DISTRICT CONVENTION CANCELLATIONS
IN LIGHT OF THE COVID-19 CORONAVIRUS PANDEMIC**

BACKGROUND

District conventions take place from late July through late September. Kiwanis' bylaws require that advance notice of the convention be sent to district clubs at least 60 days in advance, which is late May - late July. Due to the COVID-19 coronavirus global pandemic, many districts are wondering whether it is advisable to hold their annual convention this year, and, if they do not, how they can and should conduct the normal business of elections, amendments, and resolutions. Districts have reached out to Kiwanis International staff and Board members for guidance.

The Standard Form for District Bylaws requires that each district hold an annual convention, but also provides for emergency cancellation of that convention, if necessary, and alternate methods of handling convention business.

ARTICLE VI. CONVENTIONS

Section 16. In the event the District Board shall determine by resolution that there exists a condition of emergency that compels cancellation of the annual district convention, the Board shall notify Kiwanis International and district clubs immediately and shall determine one of the following methods to transact any and all business that was to be transacted at the annual convention, as soon as practical. The preference will be to reschedule the convention, if possible, or, alternatively, to call a meeting of all persons having the status of delegates-at-large at district conventions, a quorum of which shall be a majority.

The official business conducted at district conventions are elections, bylaw amendments, and resolutions.

CANCELLING A DISTRICT CONVENTION

Based on the provision cited above, district boards would take the following actions to cancel their annual convention and conduct district business.

1. Hold a meeting of the district board. This could be either a regular or special meeting, presumably held electronically at this point (online or via conference call). Proper advance notice must be provided, but as little as 3 days is necessary to call a special meeting.
2. Adopt a resolution declaring that emergency conditions exist in the form of the COVID-19 coronavirus pandemic and that the district board is therefore cancelling its annual convention for 2020.
3. Determine one of the preferred alternate methods to conduct elections, amendments, and resolutions. (See below for more about this point.)
4. Notify clubs of the district board's decisions.

ALTERNATIVE METHODS OF CONDUCTING BUSINESS

The Standard Form states two alternative methods to conduct district business, in this order: 1) reschedule the convention; or 2) hold a meeting of all district delegates-at-large, which are the current district officers and all past governors (though some districts have added additional categories as delegates-at-large). These rules were intended to address one-time situations affecting only one-two districts such as a natural disaster, hotel fire, or terrorist bombing. In such cases, a district can often hold a make-up convention meeting at another location and/or date prior to Sept. 30. However, presuming current COVID-19 restrictions and precautions will likely remain in place for several more weeks or months, there may not be enough time left in the administrative year after precautions are eased for many districts to use either method prior to Sept. 30.

The district bylaws do not give the district board authority to determine other ways of conducting business beyond the two recommended methods. If neither option is viable in this unique pandemic situation, then districts either must have another method of conducting the necessary business of elections, amendments, and resolutions.

The Standard Form requires that district officers be elected at the annual convention; there is no option for elections to happen at special conventions. However, when that is not possible due to extraordinary circumstances such as the current pandemic, it seems reasonable that elections could be held at a special convention. Bylaw amendments and resolutions may be adopted at either the annual convention or a special convention.

DISTRICT ELECTIONS

1. **Officers continuing to serve.** All districts need to elect officers for next year. This should happen prior to Sept. 30, since new terms begin on Oct. 1. If elections are not held by Sept. 30 then, per Article III, Section 3 of the Standard Form for District Bylaws, “Officer terms shall be as follows *or until said officer’s successor shall be duly elected and qualified,*” so the current officers would presumably continue to serve until elections can be held, even if they are held October 1 or later. This years’ officers could conceivably serve a full second consecutive term, if elections are not held at all. There is nothing in the bylaws prohibiting this, as long as the same person does not hold more than one office the same year. (The only exception is that Secretary and Treasurer may be combined.)
2. **Declaring sole candidates to be elected.** The Governor-elect is usually the sole candidate for Governor; there is rarely a challenge from the floor. In many districts, there is only one candidate for Governor-elect and Vice-Governor, also with no challenge from the floor, so the election is simply a matter of formality – an important step but not truly decisive. The same is true of most Lt. Governor and Lt. Governor-elect elections. Districts with uncontested races could be given permission to do what Kiwanis has recommended to clubs: announce that, because X is the sole announced candidate qualified to hold the office, X is declared elected.
3. **Having the current board elect next years’ officers.** Some districts have asked whether the current board can elect next year’s board, using the provisions for filling vacancies. Vacancy provisions are intended to deal with an occasional vacancy in the *current* year’s board, not the absence of a full board for the following year, so this would not be an optimal solution. Also, because this method may be seen as politically-motivated, it is **not** recommended.

Note: If there is a delay past September 30 in electing next year’s Governor-elect, this could inadvertently preclude them from being able to attend the Governors-elect Training Conference for their class. Therefore, election by Sept. 30 *or sooner* is preferable.

DISTRICT BYLAW AMENDMENTS

All districts do not have bylaw amendments every year. Districts that were planning to consider bylaw amendments this year may be able to hold them until next year. Any topics considered to be urgent would presumably need to be handled sooner than that.

District amendments usually must be received 60 days before the convention, and clubs must be notified of amendments at least 30 days before the convention. Since most districts have not yet reached either of these deadlines, they are not obligated at this point to consider any amendments this year.

DISTRICT RESOLUTIONS

All districts usually have resolutions. The majority of resolutions simply thank or give appreciation to various parties like the convention chair and volunteers, etc.; these type of resolutions are largely irrelevant this year. Some resolutions memorialize district leaders who have died since the last convention; these type of resolutions could possibly be held until next year.

However, districts planning to have K.I. Officer candidates to be elected at the 2021 K.I. convention in Salt Lake City must be able to adopt resolutions endorsing that person, and this must happen before the candidate can announce their candidacy to Kiwanis International or begin campaigning. So, a resolution to endorse a candidate should be considered this year and not held until next year. (Note: districts may also endorse candidates at a special convention called early next year, if possible, but special conventions are logistically and financially difficult for districts to hold.)

CONDUCTING BUSINESS VIA MAILED BALLOT OR REMOTE ONLINE MEANS

Some districts have asked whether they can hold either their scheduled convention or the alternate meeting of delegates-at-large via remote online means. Some districts have asked if they should or may use mailed written ballots. These means may or may not normally be permitted by law where the district is incorporated. However, nothing in the Standard Form for District Bylaws nor the K.I. Bylaws prohibits those methods. **After consulting General Counsel, staff recommends that, due to the extraordinary circumstances related to the pandemic, both methods should be permitted this year only.**

In either case – if a district uses mailed written ballots or online voting means – revisions to amendments or resolutions ‘from the floor’ will not be permitted, since there will be no live debate during which to move such revisions. Therefore, amendments and resolutions will have to be voted for or against in their original state.

If written ballots or online means are used, the question has also been raised whether voting should be conducted by the club delegates as would be the norm or by the alternative delegate-at-large body. Since the only reason for invoking any special methods are extraordinary circumstances, then, if a special convention cannot be convened for club delegates to gather and vote in-person like normal, the special delegate-at-large group should be the body meeting and voting.

RECOMMENDATION FOR CONSIDERATION

Recommendation: That, in consideration of the current and ongoing COVID-19 coronavirus pandemic, districts should consider whether they find it advisable to hold their 2020 annual convention as scheduled, with the health, safety, and well-being of Kiwanis club members and their family, friends, and communities being of paramount importance. If the district cancels its 2020 annual convention, districts are directed to follow the provisions of the Standard Form for District Bylaws as much as possible regarding convention cancellation and alternate methods of conducting business, that being: 1) to reschedule the convention prior to Sept. 30, if possible; or 2) to hold a meeting of delegates-at-large by Sept. 30, if possible. If neither of those methods is prudent or possible due to ongoing pandemic-related conditions, districts are authorized to use other alternate methods of conducting necessary business including declaring sole candidates to be elected, written mailed ballots, or online meeting or voting methods, as each district believes best suits its needs.



Thomas Varner <capdistst@gmail.com>

2020 District Conventions - Guidance from K.I. Board

1 message

Diana O'Brien <dobrien@kiwanis.org>
To: Diana O'Brien <dobrien@kiwanis.org>

Fri, Apr 24, 2020 at 4:58 PM

To: District Governors, Governors-elect, Immediate Past Governors, and Secretaries (and Administrative Secretaries)

Due to the COVID-19 pandemic, we know that many district boards have been considering whether to hold, postpone, or cancel their 2020 annual convention. Normally, districts would conduct three key items of business at their conventions: electing next year's officers, considering district bylaws amendments, and considering resolutions.

Depending on when your district convention was originally scheduled and depending on how long COVID-19 restrictions and precautions remain in place for your area, there is the possibility that some districts may be able to hold their conventions in August or September as scheduled. Or, your district may need other options. Each district board must determine what course of action best suits the district's needs and situation. **Please note that the health, safety, and well-being of Kiwanis club members and their family, friends, and communities should be the paramount factor in determining whether the district holds an in-person convention or how it otherwise conducts this year's annual business.**

At its recent meeting held April 22, 2020, the Kiwanis International considered what guidance it could provide to districts about their conventions. Please read this attached document about this topic, as it includes key points. After consideration, the Board adopted the following motion:

Recommendation: That, in consideration of the current and ongoing COVID-19 pandemic, districts should consider whether they find it advisable to hold their 2020 annual convention as scheduled, with the health, safety, and well-being of Kiwanis club members and their family, friends, and communities being of paramount importance. If the district cancels its 2020 annual convention, districts are directed to follow the provisions of the Standard Form for District Bylaws as much as possible regarding convention cancellation and alternate methods of conducting business, that being: 1) to reschedule the convention prior to Sept. 30, if possible; or 2) to hold a meeting of delegates-at-large by Sept. 30, if possible. If neither of those methods is prudent or possible due to ongoing pandemic-related conditions, districts are authorized to use other alternate methods of conducting necessary business including declaring sole candidates to be elected, written mailed ballots, or online meeting or voting methods, as each district believes best suits its needs.

The exact provision from the Standard Form for District Bylaws is quoted in the attachment (Article VI, Section 16).

Note that the wording of the motion refers to holding an alternate meeting by Sept. 30 *if possible*. Kiwanis International realizes that it may not be possible, practical, or advisable for the district to schedule *any* in-person meeting before the administrative year ends. That's why the wording goes on to allow districts to use other methods of conducting business, such as declaring sole candidates to be elected, using written mailed ballots, or using online meeting or voting methods. More information about these methods is included in the attached document or available from Kiwanis International. **Please note: If the district proposes to conduct its business (especially elections) in some other way that those stated in the motion, please consult Kiwanis International in advance** as K.I. may be able to assist you and help you avoid unintended consequences.

As you will see in the attachment, it is suggested that, if a district cancels its convention, it may want to consider holding all bylaw amendments and resolutions until its 2021 convention. However, anything considered to be urgent could and should be addressed either at the convention (if the district holds one) or via whatever alternate means the district chooses to conduct business. Any district planning to have K.I. Board candidates to be elected at the 2021 K.I. convention in Salt Lake City must adopt a resolution of endorsement before that person can declare their candidacy to K.I.

Please let me know if you have any specific questions.

Diana Rader O'Brien, Governance Specialist

KIWANIS INTERNATIONAL

US/Canada 800-KIWANIS Worldwide 317-875-8755, ext. 224

dobrien@kiwanis.org www.kiwanis.org

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Si tiene dificultad en comprender el contenido de este mensaje en inglés, por favor contáctenos en: Languages@Kiwanis.org, **y adjunte el documento o mensaje que se le envió inicialmente.** (Spanish)

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Sollten Sie Schwierigkeiten haben, den Inhalt dieser Nachricht in Englisch zu verstehen, kontaktieren Sie uns bitte unter: Languages@Kiwanis.org. **Fügen Sie bitte das Original des betreffenden Dokuments oder der Nachricht bei.** (German)

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Se avete difficoltà a comprendere il contenuto di questo messaggio in inglese siete pregati di contattarci a: Languages@Kiwanis.org. **Si prega di rispedire il documento o messaggio in questione.** (Italian)

若您需要本英文訊息之翻譯協助，請洽：Languages@Kiwanis.org。或者，當您回覆之時，請附帶您原本所收到的訊息。 (Chinese)

**KIWANIS INTERNATIONAL BOARD MEETING
APRIL 22, 2020**

BOARD AGENDA POINT

**2020 DISTRICT CONVENTION CANCELLATIONS
IN LIGHT OF THE COVID-19 CORONAVIRUS PANDEMIC**

BACKGROUND

District conventions take place from late July through late September. Kiwanis' bylaws require that advance notice of the convention be sent to district clubs at least 60 days in advance, which is late May - late July. Due to the COVID-19 coronavirus global pandemic, many districts are wondering whether it is advisable to hold their annual convention this year, and, if they do not, how they can and should conduct the normal business of elections, amendments, and resolutions. Districts have reached out to Kiwanis International staff and Board members for guidance.

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The official business conducted at district conventions are elections, bylaw amendments, and resolutions.

CANCELLING A DISTRICT CONVENTION

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1. Hold a meeting of the district board. This could be either a regular or special meeting, presumably held electronically at this point (online or via conference call). Proper advance notice must be provided, but as little as 3 days is necessary to call a special meeting.
2. Adopt a resolution declaring that emergency conditions exist in the form of the COVID-19 coronavirus pandemic and that the district board is therefore cancelling its annual convention for 2020.
3. Determine one of the preferred alternate methods to conduct elections, amendments, and resolutions. (See below for more about this point.)
4. Notify clubs of the district board's decisions.

ALTERNATIVE METHODS OF CONDUCTING BUSINESS

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The district bylaws do not give the district board authority to determine other ways of conducting business beyond the two recommended methods. If neither option is viable in this unique pandemic situation, then districts either must have another method of conducting the necessary business of elections, amendments, and resolutions.

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Note: If there is a delay past September 30 in electing next year’s Governor-elect, this could inadvertently preclude them from being able to attend the Governors-elect Training Conference for their class. Therefore, election by Sept. 30 *or sooner* is preferable.

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However, districts planning to have K.I. Officer candidates to be elected at the 2021 K.I. convention in Salt Lake City must be able to adopt resolutions endorsing that person, and this must happen before the candidate can announce their candidacy to Kiwanis International or begin campaigning. So, a resolution to endorse a candidate should be considered this year and not held until next year. (Note: districts may also endorse candidates at a special convention called early next year, if possible, but special conventions are logistically and financially difficult for districts to hold.)

CONDUCTING BUSINESS VIA MAILED BALLOT OR REMOTE ONLINE MEANS

Some districts have asked whether they can hold either their scheduled convention or the alternate meeting of delegates-at-large via remote online means. Some districts have asked if they should or may use mailed written ballots. These means may or may not normally be permitted by law where the district is incorporated. However, nothing in the Standard Form for District Bylaws nor the K.I. Bylaws prohibits those methods. **After consulting General Counsel, staff recommends that, due to the extraordinary circumstances related to the pandemic, both methods should be permitted this year only.**

In either case – if a district uses mailed written ballots or online voting means – revisions to amendments or resolutions ‘from the floor’ will not be permitted, since there will be no live debate during which to move such revisions. Therefore, amendments and resolutions will have to be voted for or against in their original state.

If written ballots or online means are used, the question has also been raised whether voting should be conducted by the club delegates as would be the norm or by the alternative delegate-at-large body. Since the only reason for invoking any special methods are extraordinary circumstances, then, if a special convention cannot be convened for club delegates to gather and vote in-person like normal, the special delegate-at-large group should be the body meeting and voting.

RECOMMENDATION FOR CONSIDERATION

Recommendation: That, in consideration of the current and ongoing COVID-19 coronavirus pandemic, districts should consider whether they find it advisable to hold their 2020 annual convention as scheduled, with the health, safety, and well-being of Kiwanis club members and their family, friends, and communities being of paramount importance. If the district cancels its 2020 annual convention, districts are directed to follow the provisions of the Standard Form for District Bylaws as much as possible regarding convention cancellation and alternate methods of conducting business, that being: 1) to reschedule the convention prior to Sept. 30, if possible; or 2) to hold a meeting of delegates-at-large by Sept. 30, if possible. If neither of those methods is prudent or possible due to ongoing pandemic-related conditions, districts are authorized to use other alternate methods of conducting necessary business including declaring sole candidates to be elected, written mailed ballots, or online meeting or voting methods, as each district believes best suits its needs.

**KIWANIS INTERNATIONAL BOARD MEETING
APRIL 22, 2020**

BOARD AGENDA POINT

**2020 DISTRICT CONVENTION CANCELLATIONS
IN LIGHT OF THE COVID-19 CORONAVIRUS PANDEMIC**

BACKGROUND

District conventions take place from late July through late September. Kiwanis' bylaws require that advance notice of the convention be sent to district clubs at least 60 days in advance, which is late May - late July. Due to the COVID-19 coronavirus global pandemic, many districts are wondering whether it is advisable to hold their annual convention this year, and, if they do not, how they can and should conduct the normal business of elections, amendments, and resolutions. Districts have reached out to Kiwanis International staff and Board members for guidance.

The Standard Form for District Bylaws requires that each district hold an annual convention, but also provides for emergency cancellation of that convention, if necessary, and alternate methods of handling convention business.

ARTICLE VI. CONVENTIONS

Section 16. In the event the District Board shall determine by resolution that there exists a condition of emergency that compels cancellation of the annual district convention, the Board shall notify Kiwanis International and district clubs immediately and shall determine one of the following methods to transact any and all business that was to be transacted at the annual convention, as soon as practical. The preference will be to reschedule the convention, if possible, or, alternatively, to call a meeting of all persons having the status of delegates-at-large at district conventions, a quorum of which shall be a majority.

The official business conducted at district conventions are elections, bylaw amendments, and resolutions.

CANCELLING A DISTRICT CONVENTION

Based on the provision cited above, district boards would take the following actions to cancel their annual convention and conduct district business.

1. Hold a meeting of the district board. This could be either a regular or special meeting, presumably held electronically at this point (online or via conference call). Proper advance notice must be provided, but as little as 3 days is necessary to call a special meeting.
2. Adopt a resolution declaring that emergency conditions exist in the form of the COVID-19 coronavirus pandemic and that the district board is therefore cancelling its annual convention for 2020.
3. Determine one of the preferred alternate methods to conduct elections, amendments, and resolutions. (See below for more about this point.)
4. Notify clubs of the district board's decisions.

ALTERNATIVE METHODS OF CONDUCTING BUSINESS

The Standard Form states two alternative methods to conduct district business, in this order: 1) reschedule the convention; or 2) hold a meeting of all district delegates-at-large, which are the current district officers and all past governors (though some districts have added additional categories as delegates-at-large). These rules were intended to address one-time situations affecting only one-two districts such as a natural disaster, hotel fire, or terrorist bombing. In such cases, a district can often hold a make-up convention meeting at another location and/or date prior to Sept. 30. However, presuming current COVID-19 restrictions and precautions will likely remain in place for several more weeks or months, there may not be enough time left in the administrative year after precautions are eased for many districts to use either method prior to Sept. 30.

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Club Name	Club Key	Division	Starting #	Ending #	Net Change	Club Status	Money Ow	New Memt
Baltimore C	K00009	K0306	11	11	0	A	0.00	0.00
Norfolk	K00085	K0314	63	64	1	A	0.00	50.00
Richmond	K00103	K0311	167	167	0	A	0.00	0.00
Washington	K00127	K0301	87	91	4	A	0.00	0.00
Wilmington	K00131	K0306	32	34	2	A	0.00	0.00
Roanoke	K00182	K0315	150	148	-2	A	0.00	0.00
Portsmouth	K00195	K0314	16	16	0	A	0.00	0.00
Lynchburg	K00196	K0315	44	45	1	A	0.00	0.00
Norton	K00384	K0317	30	30	0	A	0.00	0.00
Martinsville	K00432	K0315	39	41	2	A	0.00	0.00
Salem	K00436	K0315	40	44	4	A	0.00	0.00
Hagerstown	K00448	K0307	45	46	1	A	0.00	0.00
Danville	K00482	K0315	85	85	0	A	0.00	0.00
Alexandria	K00490	K0302	29	32	3	A	0.00	50.00
Petersburg	K00692	K0310	33	39	6	A	0.00	250.00
Charlottesville	K00733	K0309	46	63	17	A	0.00	0.00
Harrisonburg	K00770	K0309	30	31	1	A	0.00	0.00
Frederick, MD	K00783	K0307	32	45	13	A	0.00	0.00
Staunton	K00794	K0309	51	50	-1	A	0.00	0.00
Winchester	K00806	K0308	107	105	-2	A	0.00	0.00
Marion	K00922	K0316	26	25	-1	A	0.00	0.00
Radford	K00942	K0316	13	12	-1	A	0.00	0.00
Ashland	K00952	K0311	57	56	-1	A	0.00	0.00
Fredericksburg	K00960	K0302	22	23	1	A	0.00	0.00
Coeburn	K00974	K0317	9	10	1	A	0.00	50.00
Seaford	K01036	K0305	29	29	0	A	0.00	0.00
Alleghany County	K01092	K0309	33	32	-1	A	0.00	50.00
Manassas	K01290	K0302	25	25	0	A	0.00	0.00
Crewe	K01293	K0310	7	7	0	A	0.00	0.00
Waynesboro	K01407	K0309	47	48	1	A	0.00	0.00
Bassett	K01577	K0315	18	19	1	A	0.00	0.00
Chesapeake	K01698	K0314	63	61	-2	A	0.00	50.00
Coastal Del	K01780	K0305	7	7	0	CS	711.00	0.00
Towson-Tir	K01811	K0306	8	10	2	A	0.00	0.00
Arlington	K01958	K0302	48	50	2	A	0.00	0.00
Westminster	K01973	K0307	38	35	-3	A	0.00	50.00
Elkton	K01980	K0306	19	19	0	A	0.00	0.00
Prince George	K01996	K0304	18	17	-1	A	0.00	0.00
Dover	K02022	K0305	11	15	4	A	0.00	200.00
Reisterstown	K02058	K0306	12	12	0	A	0.00	0.00
Georgetown	K02064	K0305	12	11	-1	A	0.00	0.00
Clintwood	K02192	K0317	22	22	0	A	0.00	0.00
Bridgeville	K02269	K0305	36	37	1	A	0.00	100.00

Ellicott City K02358	K0304	30	29	-1	A	0.00	0.00
Abingdon K02490	K0316	39	45	6	A	0.00	0.00
Bethesda K02577	K0303	17	18	1	A	0.00	0.00
Front Roya K02634	K0308	30	31	1	A	0.00	0.00
Bluefield K02773	K0316	13	13	0	A	0.00	0.00
Wise K02796	K0317	34	33	-1	A	0.00	0.00
Montgome K02811	K0316	40	40	0	A	0.00	0.00
Chincoteag K02858	K0305	36	46	10	A	0.00	50.00
Grundy K02890	K0317	25	26	1	A	0.00	50.00
Woodbridg K02917	K0302	9	10	1	A	0.00	50.00
Suffolk K02953	K0314	14	14	0	A	0.00	0.00
South Arlin K03013	K0302	18	18	0	A	0.00	0.00
East Baltim K03028	K0306	1	0	-1	A	0.00	0.00
Wythe Cou K03133	K0316	24	24	0	A	0.00	0.00
Eastern Bræ K03259	K0301	19	19	0	A	0.00	0.00
Haysi K03264	K0317	27	28	1	A	0.00	0.00
Mount Airy K03291	K0307	27	28	1	A	0.00	0.00
Christiansb K03324	K0316	54	62	8	A	0.00	0.00
Rockville K03500	K0303	22	22	0	A	0.00	0.00
Delmar K03509	K0305	6	8	2	A	0.00	0.00
Midlothian K03543	K0311	37	35	-2	A	0.00	0.00
Loch Raver K03575	K0306	16	16	0	A	0.00	0.00
Wheaton-S K03596	K0303	21	22	1	A	0.00	50.00
Hampden-I K03908	K0306	10	10	0	A	0.00	0.00
Mount Ver K04042	K0302	29	28	-1	A	0.00	0.00
Pocomoke K04084	K0305	13	15	2	A	0.00	0.00
Virginia Be: K04356	K0314	43	45	2	A	0.00	50.00
Commodor K04467	K0304	28	32	4	A	0.00	200.00
Northwest K04517	K0301	12	10	-2	A	0.00	0.00
Severna Pa K04548	K0304	11	9	-2	A	0.00	0.00
Fairfax K04592	K0302	22	22	0	A	0.00	0.00
Leesburg K04757	K0302	11	13	2	A	0.00	50.00
Williamsbu K04947	K0312	123	125	2	A	0.00	0.00
Fort Hill, Ly K04996	K0315	5	8	3	A	0.00	0.00
Peninsula æ K05148	K0313	24	24	0	A	0.00	0.00
Mercury 64 K05659	K0313	17	17	0	A	0.00	0.00
Colonial He K05765	K0310	41	43	2	A	0.00	0.00
Capitol Hill, K05798	K0301	11	11	0	A	0.00	0.00
Leisure Wo K06223	K0303	14	18	4	A	0.00	0.00
Denbigh, N K06293	K0313	18	19	1	A	0.00	0.00
Chester K06948	K0310	34	32	-2	A	0.00	0.00
Accomack, K07262	K0305	17	18	1	A	0.00	50.00
Virginia Be: K07292	K0314	24	25	1	A	0.00	0.00
Churchland K07460	K0314	18	16	-2	A	0.00	0.00

Ocean View K07526	K0314	11	15	4	A	0.00	0.00
Poquoson K07584	K0312	107	106	-1	A	0.00	0.00
Tappahann K07735	K0311	17	17	0	A	0.00	0.00
Botetourt (K08286	K0315	39	39	0	A	0.00	100.00
Crofton K08352	K0304	58	57	-1	A	0.00	0.00
Colonial Ca K08385	K0312	77	78	1	A	0.00	0.00
Smithfield K08499	K0313	39	40	1	A	0.00	50.00
Shepherd F K08528	K0301	25	26	1	A	0.00	0.00
Middlesex, K09199	K0312	60	59	-1	A	0.00	0.00
Greater Lar K09555	K0301	13	14	1	A	0.00	0.00
Tuckahoe, K09694	K0311	12	12	0	A	0.00	0.00
Waldorf K09782	K0303	34	38	4	A	0.00	0.00
Virginia Be K09841	K0314	18	18	0	A	0.00	0.00
Greater Oc K09859	K0305	49	47	-2	A	0.00	0.00
Annapolis K10161	K0304	13	13	0	A	0.00	0.00
McClure Ri K10240	K0317	12	11	-1	A	0.00	0.00
Old Point C K10322	K0313	11	12	1	A	0.00	0.00
Shenandoa K10343	K0309	37	35	-2	A	0.00	0.00
Far East W K10964	K0301	13	14	1	A	0.00	0.00
Lynnhaven K10990	K0314	16	16	0	A	0.00	0.00
Central Ch K11043	K0310	15	15	0	A	0.00	0.00
Bull Run-M K11452	K0302	22	22	0	A	0.00	0.00
Great Bridge K11467	K0314	12	13	1	A	0.00	0.00
Clinch Rive K12325	K0317	20	20	0	A	0.00	0.00
Northern N K12626	K0312	27	28	1	A	0.00	50.00
Greater Mi K12899	K0305	21	22	1	A	0.00	0.00
Blue Ridge, K12978	K0308	20	23	3	A	0.00	0.00
Grafton K13385	K0312	34	34	0	A	0.00	0.00
Charles Co K13814	K0303	9	7	-2	A	0.00	0.00
Mitchellvill K14701	K0301	16	18	2	A	0.00	0.00
Tysons K15461	K0302	19	19	0	A	0.00	0.00
Southwest K16213	K0301	11	11	0	A	0.00	0.00
Montgome K16726	K0303	15	15	0	A	0.00	0.00
Council K17334	K0317	18	17	-1	A	0.00	0.00
Old Town K17385	K0308	44	44	0	A	0.00	0.00
Hopewell K17413	K0310	23	25	2	A	0.00	0.00
Bel Air K17511	K0306	9	9	0	A	0.00	0.00
Toano K17543	K0312	21	21	0	A	0.00	0.00
Gloucester K17758	K0312	18	18	0	A	0.00	0.00
Downtown K17790	K0313	20	21	1	A	0.00	0.00
City Center K17833	K0313	11	11	0	A	100.00	0.00
Strasburg K17962	K0308	8	9	1	A	0.00	0.00
Greater Hil K18034	K0313	35	40	5	A	0.00	0.00
Dinwiddie K18852	K0310	16	17	1	A	0.00	50.00

Hurley	K19011	K0317	15	22	7	A	0.00	0.00
St Paul-Cas	K19369	K0317	20	22	2	A	0.00	0.00
State Line,	K19470	K0307	17	14	-3	CSN	0.00	0.00
Smith Mou	K19517	K0315	11	12	1	A	0.00	0.00
Forest	K19522	K0315	12	13	1	A	0.00	0.00
Orange Co	K19558	K0309	12	14	2	A	0.00	50.00
Clinchco	K19595	K0317	20	13	-7	A	0.00	0.00
Chilhowie	K19617	K0316	15	15	0	CS	1635.00	0.00
Carrollton	K19690	K0313	32	32	0	A	0.00	100.00
Giles Count	K19723	K0316	7	10	3	A	0.00	0.00
New Kent	K19889	K0312	32	32	0	A	0.00	0.00
Canton-Fel	K20062	K0306	24	24	0	A	0.00	0.00

Builders CI Total Owed

0.00	0.00
0.00	50.00
130.00	130.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	50.00
0.00	250.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
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360.00	1071.00
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0.00	0.00
0.00	1635.00
0.00	100.00
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Club Name	Club Key	Division	Starting #	Ending #	Net Change
Baltimore City	K00009	K0306	11	11	0
Norfolk	K00085	K0314	63	64	1
Richmond	K00103	K0311	167	167	0
Washington	K00127	K0301	87	91	4
Wilmington	K00131	K0306	32	34	2
Roanoke	K00182	K0315	150	148	-2
Portsmouth	K00195	K0314	16	16	0
Lynchburg	K00196	K0315	44	45	1
Norton	K00384	K0317	30	30	0
Martinsville	K00432	K0315	39	41	2
Salem	K00436	K0315	40	44	4
Hagerstown	K00448	K0307	45	46	1
Danville	K00482	K0315	85	85	0
Alexandria	K00490	K0302	29	32	3
Petersburg	K00692	K0310	33	39	6
Charlottesville	K00733	K0309	46	63	17
Harrisonburg	K00770	K0309	30	31	1
Frederick, MD	K00783	K0307	32	45	13
Staunton	K00794	K0309	51	50	-1
Winchester	K00806	K0308	107	105	-2
Marion	K00922	K0316	26	25	-1
Radford	K00942	K0316	13	12	-1
Ashland	K00952	K0311	57	56	-1
Fredericksburg	K00960	K0302	22	23	1
Coeburn	K00974	K0317	9	10	1
Seaford	K01036	K0305	29	29	0
Alleghany Highlands	K01092	K0309	33	32	-1
Manassas	K01290	K0302	25	25	0
Crewe	K01293	K0310	7	7	0
Waynesboro	K01407	K0309	47	48	1
Bassett	K01577	K0315	18	19	1
Chesapeake	K01698	K0314	63	61	-2
Coastal Delaware	K01780	K0305	7	7	0
Towson-Timonium	K01811	K0306	8	10	2
Arlington	K01958	K0302	48	50	2
Westminster	K01973	K0307	38	35	-3
Elkton	K01980	K0306	19	19	0
Prince Georges County	K01996	K0304	18	17	-1
Dover	K02022	K0305	11	15	4
Reisterstown	K02058	K0306	12	12	0
Georgetown	K02064	K0305	12	11	-1
Clintwood	K02192	K0317	22	22	0
Bridgeville	K02269	K0305	36	37	1

Ellicott City	K02358	K0304	30	29	-1
Abingdon	K02490	K0316	39	45	6
Bethesda	K02577	K0303	17	18	1
Front Royal	K02634	K0308	30	31	1
Bluefield	K02773	K0316	13	13	0
Wise	K02796	K0317	34	33	-1
Montgomery County-Blacksburg	K02811	K0316	40	40	0
Chincoteague	K02858	K0305	36	46	10
Grundy	K02890	K0317	25	26	1
Woodbridge	K02917	K0302	9	10	1
Suffolk	K02953	K0314	14	14	0
South Arlington	K03013	K0302	18	18	0
East Baltimore	K03028	K0306	1	0	-1
Wythe County	K03133	K0316	24	24	0
Eastern Branch, Washington	K03259	K0301	19	19	0
Haysi	K03264	K0317	27	28	1
Mount Airy	K03291	K0307	27	28	1
Christiansburg	K03324	K0316	54	62	8
Rockville	K03500	K0303	22	22	0
Delmar	K03509	K0305	6	8	2
Midlothian-Chesterfield	K03543	K0311	37	35	-2
Loch Raven	K03575	K0306	16	16	0
Wheaton-Silver Spring	K03596	K0303	21	22	1
Hampden-Midtown, Baltimore	K03908	K0306	10	10	0
Mount Vernon, Fairfax County	K04042	K0302	29	28	-1
Pocomoke City	K04084	K0305	13	15	2
Virginia Beach	K04356	K0314	43	45	2
Commodore Mayo, Mayo	K04467	K0304	28	32	4
Northwest Washington	K04517	K0301	12	10	-2
Severna Park	K04548	K0304	11	9	-2
Fairfax	K04592	K0302	22	22	0
Leesburg	K04757	K0302	11	13	2
Williamsburg	K04947	K0312	123	125	2
Fort Hill, Lynchburg	K04996	K0315	5	8	3
Peninsula at Oyster Point, Newport News	K05148	K0313	24	24	0
Mercury 64, Hampton	K05659	K0313	17	17	0
Colonial Heights	K05765	K0310	41	43	2
Capitol Hill, Washington	K05798	K0301	11	11	0
Leisure World, Silver Spring	K06223	K0303	14	18	4
Denbigh, Newport News	K06293	K0313	18	19	1
Chester	K06948	K0310	34	32	-2
Accomack, Onancock	K07262	K0305	17	18	1
Virginia Beach Virginia, Town Center	K07292	K0314	24	25	1
Churchland, Portsmouth	K07460	K0314	18	16	-2

Ocean View Beach, Norfolk	K07526	K0314	11	15	4
Poquoson	K07584	K0312	107	106	-1
Tappahannock	K07735	K0311	17	17	0
Botetourt County, Troutville	K08286	K0315	39	39	0
Crofton	K08352	K0304	58	57	-1
Colonial Capital, Williamsburg	K08385	K0312	77	78	1
Smithfield	K08499	K0313	39	40	1
Shepherd Park, Washington	K08528	K0301	25	26	1
Middlesex, Saluda	K09199	K0312	60	59	-1
Greater Landover	K09555	K0301	13	14	1
Tuckahoe, Richmond	K09694	K0311	12	12	0
Waldorf	K09782	K0303	34	38	4
Virginia Beach-Combers	K09841	K0314	18	18	0
Greater Ocean Pines-Ocean City	K09859	K0305	49	47	-2
Annapolis	K10161	K0304	13	13	0
McClure River	K10240	K0317	12	11	-1
Old Point Comfort, Hampton	K10322	K0313	11	12	1
Shenandoah Valley, Staunton	K10343	K0309	37	35	-2
Far East Washington	K10964	K0301	13	14	1
Lynnhaven-Virginia Beach	K10990	K0314	16	16	0
Central Chesterfield	K11043	K0310	15	15	0
Bull Run-Manassas	K11452	K0302	22	22	0
Great Bridge-Chesapeake	K11467	K0314	12	13	1
Clinch River, Richlands	K12325	K0317	20	20	0
Northern Neck-Kilmarnock	K12626	K0312	27	28	1
Greater Millsboro	K12899	K0305	21	22	1
Blue Ridge, Winchester	K12978	K0308	20	23	3
Grafton	K13385	K0312	34	34	0
Charles County	K13814	K0303	9	7	-2
Mitchellville	K14701	K0301	16	18	2
Tysons	K15461	K0302	19	19	0
Southwest Waterfront Washington DC	K16213	K0301	11	11	0
Montgomery Village	K16726	K0303	15	15	0
Council	K17334	K0317	18	17	-1
Old Town	K17385	K0308	44	44	0
Hopewell	K17413	K0310	23	25	2
Bel Air	K17511	K0306	9	9	0
Toano	K17543	K0312	21	21	0
Gloucester	K17758	K0312	18	18	0
Downtown Hampton	K17790	K0313	20	21	1
City Center Newport News	K17833	K0313	11	11	0
Strasburg	K17962	K0308	8	9	1
Greater Hilton	K18034	K0313	35	40	5
Dinwiddie	K18852	K0310	16	17	1

Hurley	K19011	K0317	15	22	7
St Paul-Castlewood	K19369	K0317	20	22	2
State Line, Maryland	K19470	K0307	17	14	-3
Smith Mountain Lake	K19517	K0315	11	12	1
Forest	K19522	K0315	12	13	1
Orange County	K19558	K0309	12	14	2
Clinchco	K19595	K0317	20	13	-7
Chilhowie	K19617	K0316	15	15	0
Carrollton	K19690	K0313	32	32	0
Giles County	K19723	K0316	7	10	3
New Kent	K19889	K0312	32	32	0
Canton-Fells Point	K20062	K0306	24	24	0

Club Status	Money Owed	New Member Owed	Builders Club/Kkids Owed	Total Owed
A	0	0	0	0
A	0	50	0	50
A	0	0	130	130
A	0	0	0	0
A	0	0	0	0
A	0	0	0	0
A	0	0	0	0
A	0	0	0	0
A	0	0	0	0
A	0	0	0	0
A	0	0	0	0
A	0	0	0	0
A	0	0	0	0
A	0	50	0	50
A	0	250	0	250
A	0	0	0	0
A	0	0	0	0
A	0	0	0	0
A	0	0	0	0
A	0	0	0	0
A	0	0	0	0
A	0	0	0	0
A	0	0	0	0
A	0	0	0	0
A	0	0	0	0
A	0	50	0	50
A	0	0	0	0
A	0	50	0	50
A	0	0	0	0
A	0	0	0	0
A	0	0	0	0
A	0	0	0	0
A	0	50	0	50
CS	711	0	360	1071
A	0	0	0	0
A	0	0	0	0
A	0	50	0	50
A	0	0	0	0
A	0	0	0	0
A	0	200	0	200
A	0	0	0	0
A	0	0	0	0
A	0	0	0	0
A	0	100	0	100

A	0	0	0	0
A	0	0	0	0
A	0	0	0	0
A	0	0	0	0
A	0	0	0	0
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A	0	0	0	0
A	0	50	0	50
A	0	50	0	50
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CSN	0	0	0	0
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A	0	50	0	50
A	0	0	0	0
CS	1635	0	0	1635
A	0	100	0	100
A	0	0	0	0
A	0	0	0	0
A	0	0	0	0

Run Date: 05/01/2020

Run time: 12:22:47PM

Kiwanis International

Monthly Membership Comparison

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CUS9004

Club Id	Club Name	Cntry/St	Sts	Sep 19	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep 20	% Chg	Trend
K03	Capital																	
K0301	Division 1																	
K05798	Capitol Hill, Washington	DC		11	11	11	11	11	11	11	11						0.00	
K03259	Eastern Branch, Washington	DC		19	19	19	19	19	19	19	19						0.00	
K10964	Far East Washington	DC		13	13	13	13	14	14	14	14						7.69	+1
K09555	Greater Landover	MD		13	13	13	14	14	14	14	14						7.69	+1
K14701	Mitchellville	MD		16	16	18	18	18	18	18	18						12.50	+2
K04517	Northwest Washington	DC		12	12	12	12	12	12	12	12						0.00	
K08528	Shepherd Park, Washington	DC		25	25	25	25	25	26	26	26						4.00	+1
K16213	Southwest Waterfront Washington DC	DC		11	11	11	11	11	11	11	11						0.00	
K00127	Washington	DC		87	87	88	88	88	88	91	91						4.60	+4
Division 1 Totals:				207	207	210	211	212	213	216	216						4.35	+9
K0302	Division 2																	
K00490	Alexandria	VA		29	30	30	31	32	32	32	32						10.34	+3
K01958	Arlington	VA		48	49	49	49	50	50	50	50						4.17	+2
K11452	Bull Run-Manassas	VA		22	22	22	22	22	22	22	22						0.00	
K04592	Fairfax	VA		22	22	22	22	21	21	22	22						0.00	
K00960	Fredericksburg	VA		22	22	23	23	23	23	23	23						4.55	+1
K04757	Leesburg	VA		11	11	11	11	11	11	13	13						18.18	+2
K01290	Manassas	VA		25	25	25	25	25	25	25	25						0.00	
K04042	Mount Vernon, Fairfax County	VA		29	29	29	29	29	29	28	28						-3.45	-1
K03013	South Arlington	VA		18	18	18	18	18	18	18	18						0.00	
K15461	Tysons	VA		19	19	19	19	19	19	19	19						0.00	
K02917	Woodbridge	VA		9	9	9	9	9	9	10	10						11.11	+1
Division 2 Totals:				254	256	257	258	259	259	262	262						3.15	+8
K0303	Division 3																	
K02577	Bethesda	MD		17	17	17	17	17	18	18	18						5.88	+1
K13814	Charles County	MD		9	9	9	9	8	8	7	7						-22.22	-2
K16691	La Plata	MD	CR														0.00	
K06223	Leisure World, Silver Spring	MD		14	16	16	16	16	19	19	18						28.57	+4
K16726	Montgomery Village	MD		15	15	15	15	15	15	15	15						0.00	
K03500	Rockville	MD		22	22	22	22	22	22	22	22						0.00	

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Kiwanis International
Monthly Membership Comparison

Club Id	Club Name	Cntry/St	Sts	Sep 19	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep 20	% Chg	Trend
K03	Capital (Continued)																	
K0303	Division 3 (Continued)																	
K09782	Waldorf	MD		34	37	37	37	37	37	38	38						11.76	+4
K03596	Wheaton-Silver Spring	MD		21	21	22	22	22	22	22	22						4.76	+1
Division 3 Totals:				132	137	138	138	137	141	141	140						6.06	+8
K0304	Division 4																	
K10161	Annapolis	MD		13	13	13	13	13	13	13	13						0.00	
K04467	Commodore Mayo, Mayo	MD		28	28	28	28	28	28	32	32						14.29	+4
K08352	Crofton	MD		58	58	58	58	57	57	57	57						-1.72	-1
K02358	Ellicott City	MD		30	29	29	29	29	29	29	29						-3.33	-1
K01996	Prince Georges County	MD		18	17	17	17	17	17	17	17						-5.56	-1
K04548	Severna Park	MD		11	9	9	9	9	9	9	9						-18.18	-2
Division 4 Totals:				158	154	154	154	153	153	157	157						-0.63	-1
K0305	Division 5																	
K07262	Accomack, Onancock	VA		17	17	17	17	17	17	18	18						5.88	+1
K02269	Bridgeville	DE		36	37	37	37	36	36	36	38						5.56	+2
K02858	Chincoteague	VA		36	45	45	45	45	45	45	46						27.78	+10
K01780	Coastal Delaware	DE	CS	7	7	7	7	7	7	7	7						0.00	
K03509	Delmar	DE		6	6	6	7	8	8	8	8						33.33	+2
K02022	Dover	DE		11	12	12	15	15	15	15	15						36.36	+4
K02064	Georgetown	DE		12	12	12	11	11	11	11	11						-8.33	-1
K12899	Greater Millsboro	DE		21	20	20	20	21	21	22	22						4.76	+1
K09859	Greater Ocean Pines-Ocean City	MD		49	49	43	43	46	47	47	47						-4.08	-2
K04084	Pocomoke City	MD		13	15	15	15	15	15	15	15						15.38	+2
K01036	Seaford	DE		29	21	21	21	28	28	28	29						0.00	
Division 5 Totals:				237	241	235	238	249	250	252	256						8.02	+19
K0306	Division 6																	
K00009	Baltimore City	MD		11	11	11	11	11	11	11	11						0.00	
K17511	Bel Air	MD		9	9	9	9	9	9	9	9						0.00	
K20062	Canton-Fells Point	MD		24	24	24	24	24	24	24	24						0.00	

Run Date: 05/01/2020

Run time: 12:22:47PM

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Monthly Membership Comparison

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CUS9004

Club Id	Club Name	Cntry/St	Sts	Sep 19	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep 20	% Chg	Trend
K03	Capital (Continued)																	
K0306	Division 6 (Continued)																	
K03028	East Baltimore	MD		1													0.00	-1
K01980	Elkton	MD		19	19	20	19	19	19	19	19						0.00	
K03908	Hampden-Midtown, Baltimore	MD		10	10	10	10	10	10	10	10						0.00	
K03575	Loch Raven	MD		16	16	16	16	16	16	16	16						0.00	
K02058	Reisterstown	MD		12	12	12	12	12	12	12	12						0.00	
K01811	Towson-Timonium	MD		8	8	9	9	10	10	10	10						25.00	+2
K00131	Wilmington	DE		32	34	35	35	36	36	34	34						6.25	+2
Division 6 Totals:				142	143	146	145	147	147	145	145						2.11	+3
K0307	Division 7																	
K00783	Frederick, MD	MD		32	43	43	43	45	45	46	45						40.63	+13
K00448	Hagerstown	MD		45	45	45	46	46	46	46	46						2.22	+1
K03291	Mount Airy	MD		27	27	27	27	27	28	28	28						3.70	+1
K19470	State Line, Maryland	MD	CSN	17	17	17	17	14	14	14	14						-17.65	-3
K06886	Suburban Frederick	MD	CR	12													0.00	-12
K01973	Westminster	MD		38	36	36	37	37	37	36	35						-7.89	-3
Division 7 Totals:				171	168	168	170	169	170	170	168						-1.75	-3
K0308	Division 8																	
K12978	Blue Ridge, Winchester	VA		20	23	23	23	23	23	23	23						15.00	+3
K02634	Front Royal	VA		30	30	31	31	31	31	31	31						3.33	+1
K17385	Old Town	VA		44	44	44	44	44	44	44	44						0.00	
K17962	Strasburg	VA		8	8	9	9	9	9	9	9						12.50	+1
K00806	Winchester	VA		107	107	107	107	105	106	106	106						-0.93	-1
Division 8 Totals:				209	212	214	214	212	213	213	213						1.91	+4
K0309	Division 9																	
K01092	Alleghany Highlands	VA		33	33	33	31	31	32	32	32						-3.03	-1
K00733	Charlottesville	VA		46	63	63	63	63	64	64	63						36.96	+17
K00770	Harrisonburg	VA		30	29	29	29	31	31	32	32						6.67	+2
K19558	Orange County	VA		12	12	14	14	14	14	14	14						16.67	+2

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Kiwanis International
Monthly Membership Comparison

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Club Id	Club Name	Cntry/St	Sts	Sep 19	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep 20	% Chg	Trend
K03	Capital (Continued)																	
K0309	Division 9 (Continued)																	
K10343	Shenandoah Valley, Staunton	VA		37	37	36	34	34	34	34	35						-5.41	-2
K00794	Staunton	VA		51	51	51	50	50	50	50	50						-1.96	-1
K01407	Waynesboro	VA		47	48	47	47	47	48	48	48						2.13	+1
Division 9 Totals:				256	273	273	268	270	273	274	274						7.03	+18
K0310	Division 10																	
K11043	Central Chesterfield	VA		15	15	15	15	15	15	15	15						0.00	
K06948	Chester	VA		34	34	35	35	34	33	33	32						-5.88	-2
K05765	Colonial Heights	VA		41	42	42	43	43	43	43	43						4.88	+2
K01293	Crewe	VA		7	7	7	7	7	7	7	7						0.00	
K18852	Dinwiddie	VA		16	16	16	16	16	16	17	17						6.25	+1
K17413	Hopewell	VA		23	24	25	25	25	25	25	25						8.70	+2
K00692	Petersburg	VA		33	33	38	39	39	39	39	39						18.18	+6
Division 10 Totals:				169	171	178	180	179	178	179	178						5.33	+9
K0311	Division 11																	
K00952	Ashland	VA		57	58	59	57	56	58	57	56						-1.75	-1
K03543	Midlothian-Chesterfield	VA		37	37	37	37	36	36	35	35						-5.41	-2
K04088	North Richmond	VA	CR	6	6	6	6										0.00	-6
K00103	Richmond	VA		167	170	168	168	167	167	167	167						0.00	
K18597	Richmond Young Professionals	VA	CR														0.00	
K07735	Tappahannock	VA		17	17	17	17	17	17	17	17						0.00	
K09694	Tuckahoe, Richmond	VA		12	12	12	12	12	12	12	12						0.00	
Division 11 Totals:				296	300	299	297	288	290	288	287						-3.04	-9
K0312	Division 12																	
K08385	Colonial Capital, Williamsburg	VA		77	75	78	78	76	78	78	78						1.30	+1
K17758	Gloucester	VA		18	18	18	18	18	18	18	18						0.00	
K13385	Grafton	VA		34	34	34	34	34	34	34	34						0.00	
K09199	Middlesex, Saluda	VA		60	60	60	60	59	59	60	59						-1.67	-1
K19889	New Kent	VA		32	32	32	32	32	32	32	32						0.00	

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Kiwanis International
Monthly Membership Comparison

Club Id	Club Name	Cntry/St	Sts	Sep 19	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep 20	% Chg	Trend
K03	Capital (Continued)																	
K0312	Division 12 (Continued)																	
K12626	Northern Neck-Kilmarnock	VA		27	27	27	27	28	28	28	28						3.70	+1
K07584	Poquoson	VA		107	108	109	108	110	110	111	106						-0.93	-1
K17543	Toano	VA		21	21	21	21	21	21	21	21						0.00	
K04947	Williamsburg	VA		123	125	127	127	127	126	125	125						1.63	+2
Division 12 Totals:				499	500	506	505	505	506	507	501						0.40	+2
K0313	Division 13																	
K19690	Carrollton	VA		32	32	32	32	32	32	32	32						0.00	
K17833	City Center Newport News	VA		11	11	11	11	11	11	11	11						0.00	
K06293	Denbigh, Newport News	VA		18	19	19	19	19	19	19	19						5.56	+1
K17790	Downtown Hampton	VA		20	20	21	21	21	21	21	21						5.00	+1
K18034	Greater Hilton	VA		35	36	37	37	39	39	40	40						14.29	+5
K05659	Mercury 64, Hampton	VA		17	17	17	17	17	17	17	17						0.00	
K10322	Old Point Comfort, Hampton	VA		11	11	11	11	11	11	11	11						0.00	
K05148	Peninsula at Oyster Point, Newport News	VA		24	24	25	24	24	24	24	24						0.00	
K08499	Smithfield	VA		39	39	39	39	39	40	40	40						2.56	+1
Division 13 Totals:				207	209	212	211	213	214	215	215						3.86	+8
K0314	Division 14																	
K01698	Chesapeake	VA		63	63	64	66	67	66	66	66						4.76	+3
K07460	Churchland, Portsmouth	VA		18	18	18	18	16	16	16	16						-11.11	-2
K11467	Great Bridge-Chesapeake	VA		12	12	12	12	12	12	12	12						0.00	
K10990	Lynnhaven-Virginia Beach	VA		16	16	16	16	16	16	16	16						0.00	
K00085	Norfolk	VA		63	63	63	63	63	63	64	64						1.59	+1
K07526	Ocean View Beach, Norfolk	VA		11	12	12	12	15	15	15	15						36.36	+4
K00195	Portsmouth	VA		16	16	16	16	16	16	16	16						0.00	
K02953	Suffolk	VA		14	14	14	14	14	14	14	14						0.00	
K04356	Virginia Beach	VA		43	43	44	44	44	44	45	45						4.65	+2
K07292	Virginia Beach Virginia, Town Center	VA		24	24	24	25	25	25	25	25						4.17	+1
K09841	Virginia Beach-Combers	VA		18	18	18	18	18	18	18	18						0.00	
Division 14 Totals:				298	299	301	304	306	305	307	307						3.02	+9

Kiwanis International
Monthly Membership Comparison

Club Id	Club Name	Cntry/St	Sts	Sep 19	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep 20	% Chg	Trend
K03	Capital (Continued)																	
K0315	Division 15																	
K01577	Bassett	VA		18	18	19	19	19	19	19	19						5.56	+1
K08286	Botetourt County, Troutville	VA		39	39	39	39	39	37	39	39						0.00	
K00482	Danville	VA		85	85	85	84	84	84	84	85						0.00	
K19522	Forest	VA		12	12	12	12	13	13	13	13						8.33	+1
K04996	Fort Hill, Lynchburg	VA		5	6	6	8	8	8	8	8						60.00	+3
K00196	Lynchburg	VA		44	44	44	44	45	45	45	45						2.27	+1
K00432	Martinsville	VA		39	39	39	39	41	41	41	41						5.13	+2
K00182	Roanoke	VA		150	150	148	147	147	148	148	148						-1.33	-2
K00436	Salem	VA		40	42	42	42	42	42	42	42						5.00	+2
K19517	Smith Mountain Lake	VA		11	11	12	12	12	12	12	12						9.09	+1
Division 15 Totals:				443	446	446	446	450	449	451	452						2.03	+9
K0316	Division 16																	
K02490	Abingdon	VA		39	40	41	41	44	43	45	45						15.38	+6
K02773	Bluefield	VA		13	13	13	13	13	13	13	13						0.00	
K19617	Chilhowie	VA	CS	15	15	15	15	15	15	15	15						0.00	
K03324	Christiansburg	VA		54	59	60	60	60	60	62	62						14.81	+8
K19723	Giles County	VA		7	7	7	7	7	10	10	10						42.86	+3
K00922	Marion	VA		26	26	26	26	26	25	25	25						-3.85	-1
K02811	Montgomery County-Blacksburg	VA		40	40	41	41	40	40	40	40						0.00	
K00942	Radford	VA		13	13	13	12	12	12	12	12						-7.69	-1
K03133	Wythe County	VA		24	24	24	24	24	24	24	24						0.00	
Division 16 Totals:				231	237	240	239	241	242	246	246						6.49	+15
K0317	Division 17																	
K12325	Clinch River, Richlands	VA		20	20	20	20	20	20	20	20						0.00	
K19595	Clinchco	VA		20	13	13	13	13	13	13	13						-35.00	-7
K02192	Clintwood	VA		22	22	22	22	22	22	22	22						0.00	
K00974	Coeburn	VA		9	9	9	9	9	10	10	10						11.11	+1
K17334	Council	VA		18	18	16	16	16	16	17	17						-5.56	-1
K02890	Grundy	VA		25	25	25	25	25	25	25	26						4.00	+1
K03264	Haysi	VA		27	27	27	27	27	27	28	28						3.70	+1

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Kiwanis International
Monthly Membership Comparison

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Club Id	Club Name	Cntry/St	Sts	Sep 19	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep 20	% Chg	Trend
K03	Capital <i>(Continued)</i>																	
K0317	Division 17 <i>(Continued)</i>																	
K19011	Hurley	VA		15	20	21	22	22	22	22	22						46.67	+7
K10240	McClure River	VA		12	12	12	12	12	12	11	11						-8.33	-1
K00384	Norton	VA		30	30	30	30	30	30	30	30						0.00	
K19369	St Paul-Castlewood	VA		20	21	21	21	21	21	21	21						5.00	+1
K02796	Wise	VA		34	34	34	34	34	34	33	33						-2.94	-1
Division 17 Totals:				252	251	250	251	251	252	252	253						0.40	+1
Total Number of Clubs:				147														
Capital Totals:				4161	4204	4227	4229	4241	4255	4275	4270						2.62	+109

Kiwanis International
Monthly Membership Comparison

		Sep 19	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep 20	Trend
Report Totals:		4,161		4,227		4,241		4,275							+109
	Total Number of Clubs:	147													
			4,204		4,229		4,255		4,270						

Kiwanis International
Monthly Membership Comparison

District	District Name	Sep 19	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep 20	Trend
K03	Capital	4,161	4,204	4,227	4,229	4,241	4,255	4,275	4,270						+109
Report Totals:		4,161	4,204	4,227	4,229	4,241	4,255	4,275	4,270						+109

DISTRICT REORGANIZATION 2020 PROPOSAL

The last time the Capital District did a study and establish Divisions and Regions, there are several factors which went into the study to format the recommendations. As you will see from the numbers below we have 9 clubs with under 10 members, and 2 divisions with 450 and 505 members. This diversity was the first criteria in looking at realignment.

Total membership divided by number of divisions. Today (2/19) this would be

$$4241/17 = 250 \text{ members per division}$$

Actual Members [Red numbers are under 200] [Green numbers are over 450]

1	212
2	259
3	137
4	153
5	249
6	147
7	169
8	212
9	270
10	179
11	288
12	505
13	213
14	306
15	450
16	241
17	251

$$4241/147 = 29 \text{ members per club.}$$

Actual Members as of January 31 are as low as 7

7	3 clubs
8	1 club
9	5 clubs

The second factor was a combination of geographical considerations

- Availability and proximity to interstate highways.
- Physical barriers such as Chesapeake Bay and mountains.
- Miles between clubs.
- City travel, such as DC.

Unfortunately, there were also some personal considerations such as wanting to be in a certain division although it created travel problems for all clubs in that division.

Today we also need to look at the location of our SLP's and how we can best support them to the best of our ability. (This is more a factor of club building than it is for reorganization.)

The third item was committee membership. To the best of my recollection the committee was composed of:

Governor Elect, Chair

Three (3) Trustees

Three (3) Lieutenant Governors or Past Lieutenant Governors

Three (3) Members (Club Presidents or Past Presidents should be given priority)

District Secretary-Treasurer

Current Club Location Map

Past Governor Wolff has prepared a district map with club locations indicated. This can be updated to reflect a more accurate visual of what exists today.

Suggested Committee Tasks

Develop guidelines, such as ideal division sized based on number of members, travel time between clubs, geographical barriers, and facilitators (Chesapeake Bay bridges are a barrier, Interstates are facilitators.)

Develop target goals, such as number of clubs and number of regions.

Timeline

May Board of Trustee Meeting. Draft Reorganization prepared for Board of Trustees Meeting. Board will also set year for implementation either Kiwanis Year 2020-2021 or 2021-2022. (Changes would take effect on October 1 or the implementation year.)

June 15 notification submitted to all clubs.

2020 DCON House of Delegates vote on reorganization.

Trustee Board Report

Division 4 – Club Elections – Ellicott City has conducted their club elections and they have been reported to Kl.

Membership growth –

- Annapolis – 0,
 - Commodore Mayo +4
 - Crofton -1
 - Ellicott City -1
 - Prince Georges County -1
 - Severna Park -2
- Net loss –1 for the division

Monthly reports –

- Annapolis -Up to date
- Crofton – Missing February and March
- Commodore Mayo – None recorded
- Ellicott City – Up to date
- Prince Georges – None recorded
- Severna Park – Missing March and April

Division 5 – Club Elections – Bridgeville, Greater Ocean Pines-Ocean City, and Pocomoke have conducted their club elections and they have been reported to Kl.

Membership growth –

- Accomac +1
- Bridgeville + 2
- Coastal Delaware – 0 – Coastal Delaware is a suspended club for not paying their dues.
- Chincoteague +10
- Delmar + 2
- Dover +4
- Georgetown -1
- Millsboro +1
- Greater Ocean Pines, Ocean City -2
- Pocomoke +2
- Seaford – 0

Monthly reports –

- Accomac- Up to date
- Bridgeville – Up to date
- Chincoteague – Up to date
- Coastal Delaware – None recorded
- Delmar – Missing October and February

- Dover – None recorded
- Georgetown – None recorded
- Millsboro – Up to date
- Greater Ocean Pines, Ocean City – Missing all but January – The former club secretary had serious health conditions
- Pocomoke – Missing March
- Seaford – Missing all but April

TRUSTEE BOARD REPORT -- Heart of Virginia Region

1. Name of the Division Club Counselor and Growth Chair
 2. Lieutenant Governor submitted copy of club reports to Trustee
 3. Membership growth/decrease
 4. Plans for new club (s)
 5. Plans for new SLP's
-

Division 9 Report submitted by Eric Lamb – Division 9 LTG

1. The Club Counselors are Dennis Baugh and Eric Lamb
2. LTG has submitted all reports to Division Secretary
3. Membership growth for the Kiwanis year is +16
4. There is the potential for a new club in the Nelson County area.
5. Charlottesville is working on a new Key club in a private School and Orange County is working on a Key club at Orange High School. if a key club is not doable in Orange , a builders club should appear.

I attended the Division 9 Council meeting in Staunton on February 8.

Division 10 verbal report received from Jamie Moore – Division 10 LTG

1. Not sure if the departed counselors have been replaced
2. LTG has submitted all reports to Division Secretary
3. Membership growth from District dashboard is +10
4. There is some indication of a need for a club in the division that meets as night.
5. No new SLPs

Division 10 Council meeting is scheduled for March 7. I will plan to attend.

Division 11 verbal report received from Avanti Yamamoto – Division 11 LTG

1. Club counselors are Tom Varner and John Morris
2. LTG has submitted all reports to Division Secretary
3. Membership growth from District dashboard is 0 – Richmond has an active membership drive ongoing which promises to promote membership.
4. East Henrico has been in the planning stages for some time and is not moving forward at this time.
5. Richmond club took over sponsorship of Attlee High Key Club from North Richmond.

TRUSTEE BOARD REPORT
Mason Dixon Region Renee Mackey, Trustee
May 1, 2020

Division 6

Membership-No new members. The Ad Hoc Division Readjustment Study Committee is reviewing the possibility of adding one club, and/or sending two clubs to another division. This would change membership statistics from the current 147 members to 125.

SLP Advisor background checks-The Lt. Gov. is working to finish these checks.

A division council meeting was held via social media. More clubs were represented than usually attend. Clubs shared how they were keeping in touch with members and dispersing funds to assist local agencies reaching out to children and families during the pandemic. Elections will be held.

Division 7

Membership-No new members. Prospective new members have been invited to participate in local service projects. i.e. distributing food to school children.

SLP Advisor background checks-The Lt. Gov. is working with club presidents to complete the outstanding checks. One hurdle seems to be advisors who have had several background checks from other organizations and fail to see the value of one more through Kiwanis.

Several clubs are using a social media platform to conduct meetings. Boards are also meeting online. Elections will be held.

Division 8

Membership-No new members. Clubs have focused on maintaining contact with existing clubs and their members. Outreach to potential members is now happening online as they share their ideas for upcoming service projects.

SLP Advisor background checks-The Lt.Gov. is working with the clubs to find new advisors for those SLP's without Kiwanis Club support.

Some clubs are beginning to experiment with social media for meetings/communication. The club boards are making decisions to distribute funds to local organizations. Elections are on track.



TRUSTEE BOARD REPORT

February 14, 2020

Division 1

Lt. Governor Sheila Traynham, Far East Lt. Governor-designate Landus Burroughs, Shepherd Park

Lt. Governor-elect Marie Bowe-Quick, Mitchellville

1. Club Counselor(s)/Club Opener(s) N/A Growth Chair Ronesha Prioleau, Mitchellville
2. Monthly Reports- Clubs have been contacted about missing reports
Contact Visit Report In progress Board Visit Report In progress
3. Membership Growth/Decrease 2019- 2020 YTD (+6)
 - (5) clubs with memberships below 15
 - (5) clubs with positive growth YTD
4. Plans for new club(s) Possible satellite
5. Plans for new SLP(s) KIPP DC College Preparatory Key Club
6. Kiwanis Children's Fund President's Challenge 2019- 2020 Goal \$863.13
 - Financial goal has been exceeded; \$12.44/member
 - Club participation is below the 50% requirement
 - (3) Today Clubs Blue Level
7. Capital District Foundation 2019- 2020 22% Club Participation

Division Council Meeting/Election was held on February 8, 2020.

Division 2

Lt. Governor Catie Dugan-Vargas, Tysons Lt. Governor-elect TBD

1. Club Counselor(s) Carolyn Richar, Randy Zeigler, Kristina Dlugozima & Jennifer Wolff
Club Opener(s) Jeffrey Wolff, Dave Diesselhorst & Brian Bell Growth Chair N/A
2. Monthly Reports- Need to follow up with (2) clubs with no reports filed this year
Contact Visit Report Yes Board Visit Report In progress
3. Membership Growth/Decrease 2019- 2020 YTD (+5)
 - (2) clubs with memberships below 15
 - (3) clubs with positive growth YTD
 - (1) club with decrease YTD
4. Plans for new club(s) TBD
5. Plans for new SLP(s) Academics of Loudon Key Club
6. Kiwanis Children's Fund President's Challenge 2019- 2020 Goal \$4,025.27
 - \$15.85/member needed to achieve the above goal; currently \$3.30/member
 - (3) Today Clubs Blue Level
7. Capital District Foundation 2019- 2020 36% Club Participation

Next Division Council Meeting and election will be held on March 21, 2020.

Division 3

Lt. Governor Richard Ruprecht, Bethesda Lt. Governor-elect TBD

1. Club Counselor(s)/Club Opener(s) N/A Growth Chair N/A
2. Monthly Reports- *see additional comments
Contact Visit Report "Yes" Board Visit Report "In progress"
3. Membership Growth/Decrease 2019- 2020 YTD (+8)
 - (1) club with memberships below 15 *see additional comments (3) clubs with positive growth YTD
 - (1) club with decrease YTD
4. Plans for new club(s) TBD
5. Plans for new SLP(s)
 - Seneca Valley High School Key Club (Montgomery Village)
 - Springbrook High School Key Club (Wheaton- Silver Spring)
 - John L. Gildner Regional Institute for Children and Adolescents [JLG-RICA] Key Club (Bethesda)
6. Kiwanis Children's Fund President's Challenge 2019- 2020 Goal \$1,427.07
 - Club participation is at 71% with \$622.00 contributed as of 1/31/2020
 - \$10.81/member needed to achieve the above goal; currently at \$5.89/member
 - (2) Today Clubs Blue Level
7. Capital District Foundation 2019- 2020 57% Club Participation

Next Division Council Meeting and election will be held on March 22, 2020.

Additional Comments:

Reminders to clubs about 990N, and Annual Corporation Filing and Youth Protection has been provided. Charles County has indicated they will surrender charter. Election for National Capital Region Trustee 2020-2023 will be held on March 21, 2020. PLG Tim Gilette, Tysons has submitted his Performance Pledge and is the only candidate as of February 14, 2020.

Elana T. Gardner

02/14/ 2020

supports the idea. In addition, Matt says that he will be the Faculty Advisor for this new CKI Club.

Division 13 (LTG Bill Black)

1. Name of the Division Club Counselor and Growth Chair: Club Counsellor - Wesley Brown, Growth Chair - Bill Black
2. Lieutenant Governor submitted copy of club reports to Trustee: Initial Club Visits completed and report submitted on time. Board Visit Report due NLT 31 March 2020
3. Membership growth/decrease: +7 Total 214 Four of 9 clubs have net growth. Seven of 9 clubs are above Charter-strength, but 4 of the 9 clubs have 20 members or less.
4. Plans for new club (s): None. Only 2 of 9 clubs in the division are "healthy" size, although most are very active and serving their communities. Emphasis continues on strengthening/increasing membership in these clubs, rather than opening a new club. This is a geographically compact division, thus opening a new club will likely pull members from existing clubs, as was the case when Carrolton opened.
5. Plans for new SLP's: There remains some interest in opening a new Key Club at Kecoughtan High School, where there is a willing Faculty Advisor.

Division 14 (LTG Joe Flanagan)

1. Name of the Division Club Counselor and Growth Chair: Club Counsellors - Nancy Simonelli. Growth Chair - Richard Morris
 2. Lieutenant Governor submitted copy of club reports to Trustee: Initial Club Visits completed and report submitted on time. Eight Of 11 Board Visits completed. All Board Visits expected to be completed and Report expected to be completed NLT 31 March 2020
 3. Membership growth/decrease: +7 Total membership 305. Four of 11 clubs have net growth. Nine of 11 clubs are above Charter-strength, but 7 of the 11 clubs have 20 members or less!
 4. Plans for new club (s): None
 5. Plans for new SLP's: No current plans of new SLPs in Div 14. Newest Key Club at Granby High School is developing.
- Portsmouth 100th celebration on March 21st will feature Lt Governor Joe Flanagan as guest speaker. Joe's former boss, 90-year old Dave Whitener was once a member of Portsmouth Kiwanis Club & spent 30 years at WVEC-TV, will also say a few words about his time in Kiwanis.
 - The Virginia Beach Kiwanis Club is developing an interesting partnership with Virginia Beach Jaycees. VA Beach Kiwanis has already supported the Jaycees "Flame Of Hope" rededication at NAS Oceana and plans to volunteer at their big East Coast Surfing Championships in August. "We are in it for the long haul so relationships develop in time for Jaycees to join us when they "age out" of their club."

SOUTHEAST VIRGINIA TRUSTEE BOARD REPORT - as of 21 Feb 2020

Southeast Virginia Region
 TRUSTEE BOARD REPORT
 Ron McCallum, Trustee
 March 1, 2020
 Williamsburg, VA

2019-2020 Regional Growth Summary: +20 members net, 924 total members, no new club opened...yet! 11 of 29 clubs positive net growth, 2 of 29 clubs negative net growth. Sixteen of 29 clubs with less than Charter-strength, and 11 of 29 with less than 20 members.

Division 12 (LTG James Shackelford)

1. Name of the Division Club Counselor and Growth Chair: Club Counsellors - Mary Beth Murphy, Dave Rothberg, Caren Schumacher, James Shackelford and Missy Zimmerman. Growth Chairs - Murphy, Rothberg, Schumacher, Shackelford, Missy Zimmerman and Scott Zimmerman.
2. Lieutenant Governor submitted copy of club reports to Trustee: Initial Club Visits completed and report submitted on time. ALL Board Visits completed and Board Visit Report submitted on 19 Feb 2020!
3. Membership growth/decrease: +6 Total 505... 3 of 9 clubs have net growth ... 1 of 9 clubs is net negative. All clubs are above Charter-strength, and all clubs have 20+ members
4. Plans for new club (s): King William and West Point are two potential areas. Initial review/analysis worked has been completed. Visits with potential members in King William have begun. Recently, the Warsaw area, or area north of Tappahannock, has popped up on our radar. An analysis for a potential club will probably not be done until a club has been formed in one of the first two areas.
5. Plans for new SLP's: (1) The new Key Club in Charles City has been chartered by KI, club sponsor New Kent. A Faculty Advisor has been identified. The club currently consist of 17 members...14 of whom are also members of the National Honor Society!!
 (2) Discussions continue with Principal of New Kent High School. New Kent club to be sponsor. There is a great deal of interest, both at the school and the Kiwanis New Kent Club. Still have not identified a Faculty Advisor. As soon as that happens, we expect to see process accelerate.
 (3) There continues to be interest in restarting the Lancaster High School Key Club (charter suspended). The club was sponsored by the Northern Neck Club and they are having on going discussions with school administrators. There is no firm conviction yet that the club will be re-established.
 (4) Northern Neck Kiwanis President Matt Brent has agreed to serve as the District CKI Administrator for the 2020-2021 Kiwanis Year. He also hopes to get a new CKI Club started at Rappahannock Community College (RCC), where he is a professor. He has already discussed this with the RCC President, who

SOUTHWEST REGION TRUSTEE BOARD REPORT (4/30/20)

Division 15 (Hi Nicely, Lt. Governor) – 451 members, +8

As with all Kiwanis clubs, COVID-19 has greatly reduced our activity volume, but Hi has maintained regular contact with the 10 clubs. His board visits (all completed by March 15 except for Danville, which canceled the meeting that Hi was scheduled to visit due to weather) reflected satisfactory operations.

Hi has been an active participant in the Governor's monthly conference calls. Roanoke Past President Don Witt was elected Lt. Governor for 2020-21 and is working closely with Hi for a smooth transition.

While it's difficult to predict how the division will fare in membership levels after we resume regular meetings, most of the clubs are showing relatively steady membership. The biggest gainer has been Fort Hill (+3), which is making measurable contributions to the community with a small base.

The Roanoke club has established a weekly virtual meeting schedule and is inviting the public free of charge. The club has also begun recording their meetings and making them available on their web site (roanokekiwanis.org). Several other clubs were represented at Roanoke's April 29 meeting.

Division 16 (Bob Lewit, Lt. Governor) – 246 members, +15

Bob visited 8 of his 9 clubs in February and March, finding satisfactory progress at board meetings of the clubs he was able to see. Chilhowie is the exception, a new club that was started 18 months ago and has never gotten off the ground. Chilhowie is not meeting at all, has had its charter suspended and likely will close – although Past Capital District Governor Jon Rife was attempting to salvage the situation before COVID-19 hit. Bob has worked especially hard with the other clubs to compensate and hopes his overall division membership gain will sustain the likely loss of Chilhowie's 15 members -- and still finish positive overall.

In a March DCM, Sherry Charles from Montgomery County-Blacksburg was elected Lt. Governor-Elect.

Thanks to the work of Past Southwest Trustee Jack White, Abingdon was able to feature KI President-Elect Art Riley as its speaker (virtually) on April 21 – and several other clubs were in attendance.

Division 17 (Catherine Cummins, Lt. Governor) – 252 members, even

Catherine visited 11 of 12 clubs (missing Council, which called off a meeting she intended to make) during the quarter. The filed report indicated some weak spots that are being addressed individually but directly.

Catherine has been active in setting up training and a spring DCM. She is an active participant in the Governor's monthly calls. She has also "ridden herd" as necessary with clubs needing to fulfill such requirements as completing IRS documents, submitting delinquent dues payments, and completing Youth Protection Training and Background Checks. She has set up a virtual DCM for the first week of May.



CAPITAL DISTRICT KIWANIS INTERNATIONAL

Quarterly Committee Report & Committee Evaluation

77

Committee: Capital District Aktion Club

Date: May 2020

Chairperson: Jennifer Hiscock

To be completed by the Committee Chairperson and submitted to the District Secretary and supervising District Trustee no later than 21 days before each quarterly District Board Meeting.

1. COMMITTEE MEMBERSHIP

Committee fully staffed: Yes ___

No _X_ [Note: Regions without representation below.]

Chesapeake Bay	<u>YES</u>	NO
Heart of Virginia	<u>YES</u>	NO
Mason-Dixon	<u>YES</u>	NO
National Capital	YES	<u>NO</u>
Southeast Virginia	YES	<u>NO</u>
Southwest Virginia	YES	<u>NO</u>

Chesapeake Bay- Steve Cohen; Heart of Virginia- Pam Miller; Mason Dixon- Jennifer Hiscock, Joshua Hiscock

2. KIWANIS YEAR GOALS (list all committee's annual goals)

GOAL	% Complete
<i>The Aktion Club committee will arrange for and identify an Aktion Club speaker each K family convention (Kiwaniis, CKI, and Key Club) to strengthen the bond between the various programs and promote K family interaction.</i>	1/3 = 33.3% A speaker had been secured for Key Club DCON which needed to be cancelled due to COVID-19. I was not asked to secure and have a speaker present at CKI DCON this year.
<i>The Aktion Club committee will charter two (2) new clubs within the Capital District.</i>	0/2 = 0% The most challenging aspect is trying to find Kiwanis Clubs willing to take on the sponsorship responsibilities.
<i>The Aktion Club Committee will promote this branch of the Service Leadership Programs family at all opportune times in order to hit 350 members within the district.</i>	262/350 = 75% Since February's committee report, Aktion Club has lost one member who recently passed away.
<i>The Aktion Club committee chair will create a monthly newsletter for club and Kiwanis advisors related to club management, service project ideas, and partnering opportunities with other branches of the K family.</i>	7/12 = 58%

77

<p><i>The Aktion Club committee will provide training opportunities for Capital District Kiwanis members at DCON, CKI DCON, Key Club DCON, and other regional events as invited.</i></p>	<p>50%</p> <p>Aktion Club materials were available at Kiwanis Mid-Winter at the table display. Aktion Club will also be represented during Kiwanis DCON as I have been asked to present a session on being an advisor.</p> <p>Aktion Club was going to be included in the Kiwanis Family workshop at Key Club DCON, which unfortunately needed to be cancelled due to COVID-19.</p>
<p><i>The Aktion Club committee chair will add at least one (1) Kiwanis member from each region of the district.</i></p>	<p>3/6 = 50%</p>

3. CHALLENGES OR ASSISTANCE NEEDED (use continuation sheet if necessary):

- Assistance with finding Kiwanis Clubs who are willing to sponsor an Aktion Club; there is certainly community interest!
- Four clubs are currently suspended and I am communicating with the Kiwanis Advisors to alleviate the challenge and ensure dues are paid. These clubs are Dover, Newark, Lynchburg, and Mt. Woodburg.

4. COMMENTS (use continuation sheet if necessary):

- Aktion Club Week was celebrated March 2-6, 2020.
- A Capital District Aktion Club virtual spirit week was held on April 13-17, 2020 to engage members during the COVID-19 quarantine.

SIGNED: *Jennifer L. Hiscock* 05/03/2020



Kiwanis®

Capital District

May 16, 2020

Report of the Bylaws and Policies Committee

The Committee met in April to review the District Policy Statements and make a number of revisions. The basis for the revisions were as follows:

- Move a variety of references to reimbursements from Sections 3 – Officers, Section 5 – Committees, and Section 6 – District Meetings to Section 11 – Finance – Subsection C – Reimbursement, so that there is one section of the policy that serves as the authority for this subject.
- Removed a confusing statement about ex-officio officers from Section 5 – Committees,
- Changed references to Conventions/Conferences to District Meetings to be consistent throughout document.
- Changed a variety of different references to Kiwanis Education to use the new terms Leadership Development & Education Committee and it's chairperson, the Leadership Development Coordinator.
- Completed a thorough update to Section 6 – now called “District Meetings” rather than Conventions and Conferences.

The changes made are reflected in the attached markup version of the policy statements. A majority of this review and update falls into “housekeeping” as we were standardizing language and better organizing the document. However, there are a few items (primarily within Section 6) where policy either didn't exist or wasn't written consistently that the committee did correct.

Respectfully Submitted,

A handwritten signature in black ink, reading 'Jeffrey Wolff'.

PG Jeffrey M. Wolff, Chairman



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Capital District Kiwanis Policy Statements

Last Updated by the
Capital District Kiwanis Board of Trustees
at the May 16, 2020 Board Meeting

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PREAMBLE.

The District Policy Statements implement the provisions of the District Bylaws. They define how the day-to-day business of the District is to be carried out. However, the District Bylaws are the primary governing document. They should be consulted first.

These statements are arranged to provide easy access to information on particular subjects. Sections 1 through 16 contain information related to the corresponding Articles in the Bylaws. If there are no additions to the Bylaws in the Policy Statement, it is so noted. The remaining sections contain information on topics that are not directly related to the Bylaws.

SECTION 1 – DEFINITIONS

Article I, Definitions, of the Capital District Kiwanis Bylaws is the authority for this section and there are no additional policies.

SECTION 2 – PURPOSE AND STRUCTURE

A. Organization

- a. **District.** The board shall periodically review the alignment of the divisions and regions and make adjustments for the good of the district.
- b. **Dissolving Regions.** The Board shall dissolve a Region if, for any reason, there are fewer than two Divisions in the Region. The Board, in consultation with the Lt Governor of the remaining Division, will assign the remaining Division to an adjacent Region. The District Trustee from the dissolved Region will serve the remainder of the term to which elected and not be replaced.

B. Membership

a. New Clubs

- i. **Adherence to Policies.** All new clubs in the Capital District must adhere to Kiwanis International Procedures, Section 300: Clubs.
- ii. **New Club Gifts.** When gifts are ordered for presentation to a new Kiwanis club on Charter Night, the order shall be placed through the club secretary of the sponsoring club in coordination with the Lieutenant Governor and regional Formula Committee member, and the funds required for such gifts be secured by the clubs in the Division by whatever methods they agree upon, working through the Lieutenant Governor of the Division. The District is not responsible for such gifts or for orders placed with Kiwanis International for such gifts.

b. Club Membership

- i. **Membership Levels.** Clubs are strongly encouraged to maintain an active membership of at least 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.
- ii. **Growth Plan.** Each club should have a growth plan reviewed/updated annually by the club Board of Directors to recruit new membership and retain current members. The growth plan will be presented to the Lieutenant Governor in writing by December 1st of each administrative year. Clubs may request assistance in developing the growth plan from the Lieutenant Governor, division Club Counselor, and/or the District Formula Committee.
 1. A Growth Plan should at least include:
 - a. Club's membership as of October 1st of the administrative year;
 - b. A goal of at least 25 club members or net +1 membership growth – whichever is greater;
 - c. Action steps needed to reach goal with appropriate timeline

c. Clubs Failing to File Reports

- i. **Adherence to Policies.** All clubs in the Capital District must adhere to Kiwanis International Procedures, Section 360.1M, requiring the filing of all reports, which include monthly club reports (and, in some cases, an annual report) and the election report.
- ii. **Violation Notification.** When a club fails to file all required reports in a timely manner, as defined by the schedule below, the District Secretary-Treasurer will, within ten (10) business days, advise the club via email and written correspondence that it is in violation of the Kiwanis International Procedures for Clubs in Good Standing, and that failing to file required reports may result in probation or charter suspension or revocation. The notice shall contain a list of all reports that the club is delinquent in filing.
- iii. **Board Action.** At its next meeting, the Board shall review a report of all clubs that are delinquent in filing. The report shall include which club reports and months are delinquent, the communications sent and responses received from each club, etc. The Board may then take action to include, but not be limited to, probation, suspension, or revocation processes.
 1. Monthly reports: As soon as a club is more than two (2) consecutive reports behind in filing, and/or is more than two (2)

months behind in filing one (1) or more reports in the current administrative year.

2. Annual report: As soon as a club is more than two (2) months behind in filing the report for the previous administrative year.
3. Election report: As soon as a club is more than two (2) months behind in filing the report.

- iv. **Return to "In Good Standing" Status.** If, at any point in this process, prior to charter suspension or revocation, the club complies with the requirements of Kiwanis International Procedures, then the club shall be returned to "in good standing" status and shall be so notified by the Board.

d. **Convention Attendance**

The District Secretary-Treasurer shall maintain a record of clubs represented at District Conventions and Conferences. At the District Board meeting held in conjunction with the District Convention, the Secretary-Treasurer shall provide the Board a report listing clubs not represented at least one (1) District Convention (including the current one) or District or Regional Conference in the current and preceding Administrative years. This list is intended to help Lieutenant Governors work with clubs and preclude the invoking of Section IV, Section 3 of the Bylaws. In addition, at the first meeting of each new Board, the District Secretary-Treasurer shall provide the Board with a list of clubs that were not represented at a District Convention or Conference during the Administrative year preceding the Board's tenure.

SECTION 3 – OFFICERS

A. District Officers

- a. **District Executive Committee.** The District Governor, Governor-elect, Immediate Past Governor and Secretary-Treasurer shall constitute the District Executive Committee, which shall meet as necessary.
- b. **Board Meeting Attendance.** When nominated, District Officers commit in writing to perform various duties and attend certain meetings. If a District Officer is absent from one of these meetings, the Officer shall provide a written explanation of the absence to the Board no later than seven (7) days after the missed meeting. The Board shall consider the explanation at their next meeting and determine if the absence is to be excused or not. If no explanation is forthcoming within the designated time period, the absence shall be considered to be unexcused. Should a District Officer have two (2) or more unexcused absences

during the administrative year, the Board may take action to vacate that office in accordance with Article IX of the Bylaws.

B. District Trustees

- a. **Regional Counselors.** The District Trustee will counsel the region from which elected. As a Counselor, the Trustee is/will:
 - i. A voice for the Governor and the District in the assigned region;
 - ii. A conduit for ideas and concerns between the Lt. Governors of the assigned region and the Board;
 - iii. A mentor for the Lt. Governors in the assigned region;
 - iv. If needed, a resource the Governor can use to help resolve problems in the assigned region;
 - v. Attend at least one (1) regional meeting during the year, if the assigned region holds one;
 - vi. Attend at least one (1) Division or President Council Meeting per division in the assigned region;
 - vii. Actively work with Lt. Governors and clubs to develop effective programs in their area of responsibility;
 - viii. Maintain regular communications with the Lt. Governors in the assigned region; and
 - ix. At the quarterly meeting of the Board of Trustees, report on the status of any club in his/her Region with a membership of fewer than twenty (20). This report will include membership trends for the last five years, actions taken within the Region, such as visits by Lt. Governor and Growth Team representative, existence and/or review of a club growth plan, progress as of the previous month, and the projected date when club will reach twenty (20) members.
- b. **Committee Assignments.** Prior to the next Administrative year, the Governor-Elect shall assign a Trustee to each Committee to serve as liaison between the Committee and the Board. The duties of the Trustee as liaison are to:
 - i. Have a monthly or bi-monthly meeting with each of assigned committee chair (face to face, if possible, otherwise over the telephone). Be a coach, mentor, and counselor for each committee chair to aid the committee in accomplishing its annual goals.

- ii. Attend one (1) or more committee meetings of each committee assigned.
- iii. Obtain a written report from each assigned committee one (1) month prior to each quarterly Board meeting. Reports must then be forwarded to the District Secretary-Treasurer.
- iv. Be a spokesperson to the Board for resources needed or results accomplished by each assigned committee.
- v. Be an active recruiter for the Governor in filling all District Committee vacancies within the counseled region.

C. Lieutenant Governor

- a. **General.** Lieutenant Governors are the official representatives of the Capital District and their Divisions at the annual International Convention. Lieutenant Governors sit as an Advisory Council to the District Board at the Board Meeting held in conjunction with the District Convention and at other times designated by the Board. Members of the Advisory Council shall have a voice but not a vote.
- b. **Monitoring Membership Levels.** The Lieutenant Governor will monitor the membership levels for the clubs in his/her division by reviewing the monthly/annual reports available from the Kiwanis International Website under Club Management.
 - i. If a Club has fewer than twenty (20) members, the Lieutenant Governor will convene a meeting within thirty (30) days with the club to advise them of the District and International policies concerning clubs with fewer than twenty (20) members. At this meeting, the Lieutenant Governor will be accompanied by the District Trustee and a Regional Formula Team representative to provide materials for the Club to prepare a growth plan.
 - ii. The Lieutenant Governor will report to his/her District Trustee quarterly on all clubs below twenty (20) members, their plans, and their progress to date.

- c. **Visiting and Evaluation of Clubs.** The Lieutenant Governor will visit each of the clubs in the Division a minimum of three times and file the required reports in a timely manner. The three visits are a Contact Visit, Progress Visit, and a Board Visit. The date of the visit and the form must be filled out completely. Completed forms must be sent to the Capital District Secretary/Treasurer by the due date.

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D. Lieutenant Governor-Elect/Designate

- a. **Duties.** The duties of Lt. Governor-Elect/Designate are to:

- i. Attend the ~~Midyear Conference~~ and District Convention;
- ii. Participate in all training sessions for Lt. Governors-Elect;
- iii. Attend and participate in all divisional and regional training sessions for officers;
- iv. Attend and participate in division council meetings;
- v. Attend and participate in Regional meetings;
- vi. Be encouraged to attend the International Convention;
- vii. Work with the regional Membership Committee member(s) in the area of membership development and problem clubs where designated by the Lt. Governor;
- viii. Fulfill the obligations of the Lieutenant Governor, if through ill health or for other reasons, he or she is unable to carry on;
- ix. Carry out any other assignments which the Lieutenant Governor may assign him or her. However, they cannot include the club visitations and other defined obligations of the Lieutenant Governor, unless through ill health or other reasons the Lieutenant Governor is unable to carry on;
- x. Compile a Division Directory and have in the hands of all District Officers, District Chairs, and Division Club Presidents by November 1 of their year as Lieutenant Governor;
- xi. Develop administrative plans for regular Division council meetings during the term as Lieutenant Governor, a minimum of one (1) each quarter; and
- xii. Develop, in conjunction with the other Regional Lt. Governors-Elect, administrative plans for at least one (1) Regional meeting during the term as Lt. Governor.

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E. Club Officers

- a. **Club Visits.** It is recommended that club officers clear all proposed invitations to the District Governor and District Trustees for club visits with the Lt. Governor prior to extending the invitation; this is so the Lt. Governor can coordinate the Division invitations and activities involving the District Governor and District Trustees. It is recommended that clubs pay for the meals of the Lt. Governor, District Officers, International Officers, Trustees, and Committee Chairs when on official visits.

- b. **Installation Ceremonies.** In so far as possible, club officers should invite their Lt. Governor to the "installation of officers" ceremony.

SECTION 4 – DISTRICT BOARD

Article IV, District Board, of the Capital District Kiwanis Bylaws is the authority for this section and there are no additional policies.

SECTION 5 – COMMITTEES

A. Standing Committees as Required by Kiwanis International

Kiwanis International Procedures requires the following district standing committees. Their duties in this district shall be as defined by Kiwanis International and as further defined in their Service Agreements contained in Appendix C.

Aktion Clubs
Builders Club
Bylaws and Policies
Circle K
District Convention
Finance
The Formula (Membership/Club Opening)
Kiwanis International Convention
Key Club
Key Leader
Kiwanis Children's Fund
Kiwanis Kids
Leadership Development and Education
Service
Resolutions

B. Standing Committees Required by the District

The Capital District also has the following committees. Their duties are defined by their Service Agreements contained in Appendix C.

Long Range Planning
Conventions and Meetings
Past Governors
Past Lieutenant Governors

C. Committee Structure.

The Capital District has separated the required committees into two categories. Policy Formulation Committees and Support Committees.

- a. **Policy Formulation Committees.** These committees work with the Board to provide direction and recommend policy for the District in specific areas of operation. They are the Bylaws and Policy Committee, Finance Committee and the Long-Range Planning Committee. Policy formulation committees shall adhere to the following guidelines.

- i. **Membership.** In general, each committee will consist of two (2) to three (3) District Trustees and three (3) general members. The composition of each committee is specified in detail in Appendix C – District Committee Service Agreements.

Deleted: The District Secretary/Treasurer is an ex officio member of all Policy Formulation Committees.

- ii. **Appointments.**

1. **Trustee Appointments.** The Board will assign each District Trustee to a one (1) year term on a Policy Formulation Committee.
2. **Member Appointments.** Every year the Governor-Elect will appoint one general member to each committee for a three (3) year term, if there is a vacancy. Consideration should be given to members who bring relevant expertise to the committee. Members may be reappointed. The Governor-Elect, in consultation with the current chair, shall appoint an eligible member of the committee as chair. Exceptions to the member appointment process are stated in Appendix C.
3. **Special Appointments.** The District Foundation Board shall appoint one (1) member of its Board to serve a one (1) year term as an ex officio member to the Finance Committee; that member may be reappointed.

- iii. **Chairs.**

1. **Eligibility.** Prior to appointment, chairs should have served at least one (1) full year on the committee. Trustees may not chair these committees.
2. **Appointment.** The chair shall be appointed in accordance with subsection 2 above. When a chair's term will expire at the end of the current administrative year, all members will first be appointed in accordance with subsection 2, and then the Governor-Elect, in consultation with the current chair, shall appoint an eligible member of the committee as chair. The appointee will serve as chair when the term is set to commence until his or her term expires.

3. Reappointments. Committee chairs may be reappointed.
4. Reporting. Chairs will make quarterly written reports to the Board at each quarterly Board meeting via their Supervising Trustee. One (1) month prior to each quarterly Board meeting, chairs will submit written reports to their Supervising Trustees covering the committee's goals, progress toward goals, significant successes, problem areas, and anything else the committee feels should be brought to the Board's attention. The chair will present a formal report to the Board meeting at the District Convention.

iv. **Vacancies.**

1. Members. Should a vacancy occur on a committee during the year, the position or body which appointed the departed member shall appoint a replacement to serve the remainder of the unexpired term.
2. Chairs. Should a chair become vacant, a member shall first be appointed in accordance with subsection a.ii above. Then:
3. Finance Committee. The Past Governor on the committee who most recently served as Governor will assume the chair for the remainder of the year.
4. All other Policy Formulation Committees. The Governor shall appoint an eligible member of the committee as chair.

b. **Support Committees.** These are committees required by Kiwanis International and the District that are not Policy Formulation Committees. Support committees shall adhere to the following guidelines.

- i. **Membership.** Each committee will have at least one (1) member from each region. Some committees have additional members as described in these Policy Statements and the committee service agreements. The chair will designate one (1) member from each region as the regional coordinator. If a committee has more than one (1) member in a region, the chair will designate one (1) of those members as the regional coordinator. Chairs will serve as regional coordinators for their home regions. The composition of each committee is specified in detail in Appendix C – District Committee Service Agreements.

ii. **Appointments.**

1. Member Appointments. With the exception of the adult committees for school-based Service Leadership Programs (SLPs),

the Governor-Elect, in consultation with the chair and the regional Past Lt. Governor Committees, will appoint members to three (3) year terms beginning October 1 of the coming administrative year. All appointments are to be made prior to February 1. Members may be reappointed. The Governor-Elect, in consultation with the current chair, shall appoint an eligible member of the committee as chair. Exceptions to the member appointment process are stated in Appendix C.

2. Special Member Appointments. For adult committees for school-based SLPs, the Governor-Elect will, in consultation with the District Administrator, appoint members to three (3) year terms. Members may be reappointed. The Governor-Elect, in consultation with the current Administrator, shall appoint an eligible member of the committee as Administrator. To coincide with the International Administrator Training schedule and the school year, appointments and terms will be as follows:
 - a. District Administrators will be appointed prior to November 1 of the administrative year in which the appointment will be effective.
 - b. Zone Administrators will be appointed prior to February 1 of the administrative year in which the appointment will be effective.
 - c. CKI and Key Club terms will begin on April 1 of the year in which appointed.
 - d. Builders Club and Kiwanis Kids terms will begin on April 1 of the year in which appointed.
3. Additional Exceptions. The Conventions and Meetings Committee is not required to meet the one (1) member from each region requirement. SEE Service Agreement in Appendix C for committee membership requirements.

iii. **Chairs.**

1. Eligibility. Prior to appointment, chairs should have served at least one (1) full year on the committee.
2. Appointment. The chair shall be appointed in accordance with subsection 2 above, except as noted below. When a chair's term will expire at the end of the current administrative year, all members will first be appointed in accordance with subsection 2, then the Governor-Elect, in consultation with the current chair, shall appoint an eligible member of the committee as chair. The appointee will serve as chair when the term is set to commence (in accordance with subsection 2) until his or her term expires.

3. Reappointments. Committee chairs may be reappointed.
4. Reporting. Chairs will make quarterly written reports to the Board at each quarterly Board meeting via their Supervising Trustee. One (1) month prior to each quarterly Board meeting, chairs will submit written reports to their Supervising Trustees covering the committee's goals, progress toward goals, significant successes, problem areas, and anything else the committee feels should be brought to the Board's attention.

iv. **Vacancies.**

1. Members. Should a vacancy occur on a committee during the year, the Governor shall appoint a replacement from the same region as the departed member to serve the remainder of the unexpired term.
2. Chairs. Should a chair become vacant, a member shall first be appointed in accordance with subsection b.ii above. Then, the Governor shall appoint an eligible member of the committee as chair to serve the remainder of the unexpired term.

v. **General Duties.**

1. The committee will make recommendations to the Board concerning programs in the committee's area of responsibility.
2. The regional members will work with Lt. Governors and clubs to develop effective programs in their area of responsibility.
3. At the request of the Governor, Lt. Governor, or club, the regional members of the various committees will work as a team to provide whatever assistance is needed to make the club an effective and well administrated service organization.
4. Each committee will meet at least three (3) times during the year, including at the District Convention. Committee members will receive training annually by June 1. Committees are encouraged to hold virtual and/or teleconference meetings at other times.
5. Conduct training sessions in the committee's area of responsibility at District Meetings.
6. By June 1, provide the Leadership Development & Education Committee with Kiwanis Minute spots concerning the committee's area of responsibility.

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c. The following applies to both Policy Formulation and Support Committees.

- i. **Service Agreements.** Service agreements for each committee will be maintained in Appendix C of these Policy Statements. The service agreements outline the minimum requirements of membership on the District Committees. The committee chair and all committee members who wish to serve must agree to fulfill the agreement.
- ii. **Trustee Assignments.** See Section 3.B.b.
- iii. **Ex-Officio Members.** Ex-Officio members of committees are persons who serve on committees by virtue of their office.
 1. The Governor and Governor-Elect shall be ex officio members of all District Committees.
 2. The District Secretary-Treasurer shall be an ex-officio member of the Bylaws and Policy Committee, Finance Committee, and Long-Range Planning Committee.
 3. The Parliamentarian shall be an ex-officio member of the Bylaws and Policies Committee.
 4. No ex-officio member of any committee shall have a vote nor are they factored into the number to make a quorum.
- iv. **Budget.**
 1. **Funding Requests.** By the July 1 each year, Committee Chairs desiring budgets for the coming year will forward their request and justification for operating funds to the District Secretary-Treasurer via the Trustee liaison.
 2. **Expenditures.** During the year, a committee shall not exceed its budget allotment without prior approval of the Board. Should a committee desire additional funding; the chair will forward a request and justification for such funds to the District Secretary-Treasurer via the Trustee liaison. The request will be reviewed by the Finance Committee and forwarded to the Board for action. All expense vouchers from committee chairs must be sent to the District Secretary-Treasurer for payment via the Trustee liaison.

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Reimbursement for the District Leadership Conference (if held). Regional coordinators will be reimbursed by the District for attending the District Leadership Conference (if held) in accordance with the annual budget. Other committee members from the region may attend at their own expense. ¶

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Deleted: <#>**Travel.** Reimbursements for travel expenses incurred by members of District Committees and other Subject Matter Experts (SME) shall follow the policies listed below: ¶

<#> ¶
 <#>Travel reimbursement should only be considered for activities conducted outside a member's own region. In such circumstances, reimbursement for mileage at the current prevailing District rate will be provided as long as the travel was authorized in advance in writing by the district committee chairperson or supervising trustee. ¶

<#> ¶
 <#>With prior written approval of the District Governor, those SME who are asked to travel one-way more than one-hundred eighty (180) miles from their home on District business may also be reimbursed one (1) night's lodging expense up to the U.S. General Services Administration established per diem rates for that zip code. (see <http://www.gsa.gov/portal/category/100120>) ¶

<#> ¶
 <#>The travel expenses for officially invited program speakers to Regional Educational Conferences or the District Convention are to be covered by the respective event's budget. Regions need to account for the travel of SME from outside their region when they draft their Educational Conference budgets. ¶

<#> ¶
 <#>District Committees need to plan for mileage reimbursements in their submitted budgets for their members to speak outside of their home region at any other event other than the district events (Regional Educational Conferences and the District Convention) such as club or divisional meetings. ¶

<#> ¶
 <#>Other expense reimbursements to members that fall outside of these guidelines should be handled on a case-by-case by the board through budgeted district funds within the Kiwanis administrative year in which they occurred. ¶

<#> ¶
 <#>All travel reimbursement requests should be submitted to the supervising Trustee for approval before being turned in to the District Secretary-Treasurer for payment.

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D. Standing Key Positions Required by Kiwanis International

Kiwanis International Procedures requires and shall significantly support the following key positions. Their duties and responsibilities are defined below:

- a. **Risk Manager** is the District's point of contact with Kiwanis International for insurance and liability matters. The Risk Manager will instruct clubs on how to avoid or minimize risk and communicate regularly with Kiwanis International. This person should have a background in property or casualty insurance.
- b. **District Youth Protection Manager.** The Youth Protection Manager will instruct clubs on how to help protect the youth served by Kiwanis clubs and their service leadership programs and communicate regularly with Kiwanis International. This person should have a background in youth training, education, or law enforcement.
- c. **The Formula (Membership/Club Opening) Coordinator.** The Formula is a special initiative of Kiwanis to open new clubs and strengthen membership in existing clubs. The Formula (Membership/Club Opening) Coordinator is responsible for providing direction and support for club opening and membership strengthening in the district. This position collaborates with the district leadership team to develop goals and objectives for inviting and retaining members.
- d. **Leadership Development Coordinator.** The Leadership Development Coordinator is responsible for implementation of the education, training, and leadership development of club presidents and secretaries in the district using programs established by Kiwanis International. This person may have a role, at the district's discretion, in educating or training other leaders such as Lieutenant Governors and Trustees.
- e. **Partnership Coordinator.** The Partnership Coordinator is responsible for connecting clubs with Kiwanis International's official partners and supporting clubs in developing and maintaining signature projects in their communities. The Partnership Coordinator may also help form new partnerships in selected regions, applicable to those areas.
- f. **Public Relations Coordinator.** The Public Relations Coordinator is responsible for guiding and assisting clubs with public relations via various media and ensuring adherence by clubs and the district to the branding guidelines established by Kiwanis International.

E. Other District Key Positions.

- a. **District Editor** is responsible for preparing the District's official publication, *The Capital Kiwanian*.

- b. **District Publication Designer** is responsible for handling all aspects of graphic design, layout and publication of *The Capital Kiwanian*. The positions of District Editor and District Publication Designer may be combined.
- c. **Kiwanis Children's Fund Representative** is the District's point of contact between the Kiwanis Children's Fund and the district.
- d. **Parliamentarian** advises the presiding officer at District Board meetings, and District Conventions and Conferences on matters of parliamentary procedure. The Parliamentarian shall:
 - i. be present at all District Board meetings, House of Delegate sessions and any other District meetings where questions of parliamentary procedure may arise. In the absence of the Parliamentarian, the presiding officer shall appoint another qualified individual as acting Parliamentarian for the session, and
 - ii. be an ex officio member of the Bylaws and Policy Committee.
- e. **Secretary-Treasurer** is a paid member of the District Staff whose duties are delineated in the District Bylaws. The job description for the Secretary-Treasurer is maintained in Appendix E of these Policy Statements.
- f. **Historian. Duties:**
 - i. Maintain the Historical Archives of the District, including:
 1. Annual club narrative reports;
 2. Record of club charter dates;
 3. List of District, regional, division, and club officers;
 4. Press clippings reporting Kiwanis activities in the District; and
 5. Other information of historical interest provided by Clubs and members.
 - ii. In coordination with the District Secretary-Treasurer, make the material available through publication and posting on the District Web Site.

F. District Foundation

- a. **Administration.** The District Foundation is the 501(c) (3) fundraising arm of the Capital District. The Foundation is administered by its own elected board with a

Director from each Division in accordance with its own Bylaws as approved by the District Board. The Foundation President is elected by the Foundation Board.

b. Bylaws Amendments.

- i. Proposed amendments to the Sections of Incorporation of the District Foundation and amendments to the Bylaws of the Foundation will be submitted to the District Board after the Foundation Board has approved any proposed amendment and requested action by District Board.
- ii. Once an amendment is approved by both the Capital District and Foundation Boards, the District Secretary shall submit the proposed amendment to Kiwanis International in duplicate. Attached to each copy shall be a signature sheet containing the signatures of the President and Secretary of the Foundation and the signatures of the District Governor and District Secretary-Treasurer indicating that the proposed amendment has been approved. The signature sheet will also contain a blank fifth signature block for approval by Kiwanis International. The District Secretary will submit both copies to Kiwanis International. Kiwanis International will be asked by covering letter for its approval, indicated by returning one of the two original submitted by the District Secretary. The District Secretary shall retain a third set pending the return of one of originals by Kiwanis International.
- iii. Once the amendment has been approved by Kiwanis International, then the amendment shall become effective. If the amendment is to the Sections of Incorporation of the Foundation, it is the responsibility of the Foundation to see that the amendment is filed with the Virginia State Corporation Commission with the requisite fee.

c. Relationship with the District Board.

- i. Except in the case of an emergency, the District Board shall give the Foundation Board prior notice about action the District Board intends to take that might affect the Foundation to provide the Foundation Board with an opportunity to present its views in person to the District Board.
 - ii. In cases requiring emergency action by the District Board affecting the Foundation that requires emergency action, the District Board will provide the Foundation Board with opportunity to present its position in person to the District Board as soon as possible thereafter.
- d. Meetings.** The Foundation Board normally meets quarterly with one (1) meeting held in conjunction with the District Convention. In preparing and approving the schedule of activities for the District Convention, the Governor shall arrange the

schedule so that the meetings of the District Board and Foundation Board do not conflict.

- e. **Programs.** Assist the Governor in meeting the District objectives in: Service Leadership Programs; District Pediatric Trauma Project; and Fundraising Activities at District Conventions and Conferences. The specific duties as they relate to Fundraising Activities are to:
 - i. In coordination with the Lt. Governors, Past Lt Governors Association, and Service Leadership Programs, solicit sale items from clubs in the District;
 - ii. Arrange for delivery of donated items to the ~~Meeting~~ site and, at the conclusion of the ~~Meeting~~, ensure all unsold items are packed for delivery to the next site;
 - iii. In coordination with the Convention and Meeting Committees, obtain the hotel room, arrange and decorate the room, receive and display the donated items; and
 - iv. Operate their Fundraising Activities at the ~~Meeting~~.
- f. **Fundraising.**
 - i. From Capital District Kiwanians. The Foundation is limited to fundraising projects in the Capital District provided by these Policy Statements or as otherwise authorized by the Board. Specifically, the Foundation is authorized to: solicit Kiwanians and clubs of the Capital District to contribute a per member donation to the Foundation for use in the District.
 - ii. From Other Sources. The Foundation shall: obtain grants to support District and regional service projects; assist clubs in obtaining grants for club service projects; and actively solicit corporate sponsorships for District Service Leadership Programs and Kiwanis training and education events.

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SECTION 6 – DISTRICT MEETINGS

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A. Scheduling

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- a. **District Convention** The Capital District Convention shall be held annually during the month of August as approved by the District Board of Trustees and the Board of Trustees of Kiwanis International. The meetings should not be less than two (2) days or more than three (3) days in duration.

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b. Midyear Conference Each year during the period January to April, a Midyear Conference will be held in the following format – district-wide, six regionals, or a combination of a single region and multiple regions going together. The Board will decide which option will be used two (2) years in advance of the scheduled conference based on whether or not a host has come forward and which format would be most beneficial for the District.

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i. District Midyear Conference

- 1.** Should a club, Division, or Region desire to host a District-wide Midyear Conference, they must present a conference proposal to the Conventions and Meetings Committee for review at the District Convention held eighteen (18) months prior to the proposed Conference.
- 2.** Upon receipt of a proposal for a District-wide Midyear Conference, the Conventions and Meetings Committee will review the proposal and recommend a course of action to the Board. The Board will receive the report and, in consultation with the Governor-Elect elected at that District Convention, decide no later than eighteen (18) months before the proposed conference start whether to accept the proposal. The meetings should not be less than two (2) days or more than three (3) days in duration. If no proposal is presented, or the proposal(s) presented were not accepted, the Board will direct regions to hold Regional Midyear Conferences during the year under consideration.

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ii. Regional Midyear Conferences

- 1.** When Regional Conferences are held, the Lt. Governors-Elect, with the assistance of the Regional Trustees, will develop plans for the date, format, and location of their regional conferences and submit them to the Conventions and Meetings Committee no later than April 30 of the year prior to the scheduled conferences. A budget template for regional conferences is maintained in Appendix F of these Policy Statements.

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c. The Convention and Meetings Committee has the overall responsibility for ensuring that contracting for all meeting locations are completed at least two years in advance.

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B. Designation of Host

- a.** A chartered Kiwanis Club in good standing, group of clubs, a division, or region that desires to host a District Meeting shall extend an invitation, through the region's lieutenant governors, to the Conventions and Meetings Committee at

least two (2) years in advance. This invitation shall include dates, hotel(s) capability for housing, conference rooms, and banquet facilities. Upon Committee approval, the Committee Chair shall present the recommendation to the District Board of Trustees for approval. When the District Board approves the recommendation, the Secretary-Treasurer notifies the Lieutenant Governors of the host region.

C. Designation of the Meeting Chairperson

- a. Promptly, after notification, the Host(s) should nominate a Chairperson(s). The nomination is to be made through the Lieutenant Governors for the sitting Governor's appointment. It should be noted that the duties of the Chairperson are time consuming, especially the final three (3) months prior to the Meeting. So, it is essential that the Chair understands and is willing to commit to a position that will have constraints on personal time and obligations.
- b. In the case of Regional Conferences, each Regional Chairperson will communicate with the District Trustee serving as counselor to that Region, the District Secretary-Treasurer, the Lt. Governors of the Region, the Conventions and Meetings Committee, and the Leadership Development Coordinator on the progress and plans.

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Approval: This approval is normally given two (2) years in advance so preparations can be organized. The Host is responsible for providing all volunteer services, without cost to the Capital District or the Conference Committee, that are essential for the Meeting Program, activities and functions.¶

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D. Responsibilities of the Capital District Governor

- a. The Governor has the overall responsibility to plan and develop the Meeting Program including complete responsibility for the concept, format, schedules, speakers, menus and fees in consultation with Meeting Chairperson(s). The Governor must approve all planning phases of the Meeting.
- b. The Governor and spouse shall be the host to the Kiwanis International Representative and Spouse at the District Midyear Conference (if applicable).

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The Governor-Elect shall be an Ex-officio member of the District Convention Committee.¶

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E. Responsibilities of the Capital District Governor-Elect

- a. The Governor-Elect has the responsibility for the training programs at all District Meetings. This includes the training of incoming club officers, and Lieutenant Governors as well as educational sessions for the attendees. The Capital District Leadership Development Coordinator is delegated to coordinate the training programs.
- b. The Governor-Elect and spouse shall be the host to the Kiwanis International Representative and spouse at the District Convention.

F. Responsibilities of the Capital District Secretary-Treasurer

- a. The District Secretary-Treasurer shall communicate to each chartered club and to the Secretary of Kiwanis International an official call to at least sixty (60) days

prior to the date off the Meeting. ~~Official Calls to District Meetings~~ shall also appear in *The Capital Kiwanian*.

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- b. The District Secretary-Treasurer shall be the Treasurer for ~~all~~ Planning Committees and shall be responsible for the payment of all invoices incurred by the Meeting.

- c. The District Secretary-Treasurer, as the agent for the Capital District, shall sign all contracts with the ~~Host Venue~~ and all other contracts.

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- d. The District Secretary-Treasurer shall be responsible for the financial accounting of the Meeting to Capital District.

- e. The District Secretary-Treasurer shall record the official minutes of the House of Delegates ~~at District Convention~~.

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- f. The District Secretary-Treasurer shall serve as a resource ~~as needed~~.

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G. Responsibilities of the Kiwanis International Representative

- a. The appointment of the Kiwanis International Representative occurs after the Kiwanis International Convention. The District Governor is notified by Kiwanis International of the appointment. The ~~Representative~~ has the responsibility of presiding at the Installation Ceremony on Sunday morning ~~of District Convention~~ and will be provided a copy of the Installation Procedures ~~in advance~~.

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H. Meeting Program

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- a. Capital District Committee Meetings at ~~District Conventions or District Midyear Conferences~~ ~~can~~ be held on Friday between 8 AM and 4 PM. During this time frame, certain training and leadership sessions may ~~also~~ be scheduled. The format for Meetings on Saturday is ~~a combination of general and~~ educational sessions.

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- i. The election of Capital District Officers will take place at the District Convention. A House of Delegates business session will be scheduled on Saturday afternoon and the Election of Officers will be held on Sunday morning.

- b. Although not a part of the formal portion of the Meeting Program, additional activities or functions may be offered by the ~~Meeting~~ Committee for the purpose of enhancing fellowship among Kiwanians, spouses and guests. These activities shall not conflict with the ~~Meeting~~ Program.

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- c. The scheduling of meetings, which are essential for the Governor and Governor-Elect to attend, shall not overlap.

- d. The Governor, Governor-Elect and any candidates for the position of Governor-Elect shall not hold receptions on the evening of the Governor's Banquet at District Convention. Instead, an open reception with a cash bar should be held so all attendees may participate.

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I. Responsibilities of the Meeting Chairperson(s)

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- a. Upon selection, the Chairperson(s) should consult Section 6 of the District Policy Statements for procedures on the District Meetings.

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- b. The chairperson shall meet with the Governor, Governor-Elect, the Immediate Past Governor, the Capital District Secretary-Treasurer and the Chair of the Committee on Finance and Budget for an orientation before beginning meeting preparations.

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- c. Generally, the Host Venue has been determined when the invitation to host a Meeting was proposed. If not already completed, the Chairperson shall begin negotiating with the Sales Associate of the Host Venue for adequate housing, conference rooms, and banquet facilities. A contract shall be obtained from the Sales Associate outlining cost of rooms, number of rooms, number of handicapped rooms, and number of complimentary rooms. It is customary for the hotel to provide one (1) gratis room for every fifty (50) rooms reserved. Conference areas, additional space requirements and equipment availability and cost shall also be verified.

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- i. When additional housing is required outside of the primary facility is needed, the Sales Associate of the Host Venue negotiates with the sales teams of the satellite hotel(s) for additional rooms and rates. This is incorporated in the Host Venue room accommodation contract.
- ii. After the above information has been ascertained, the Chairperson shall confer with the Governor for approval before entering into formal written contracts. Once the formal written contracts are developed, the Capital District Secretary-Treasurer reviews with the Host Venue Sales Associate the contracts and, if satisfactory, signs them as the Capital District Agent. Contracts shall be periodically reviewed by the Chairperson and the Sales Associate for any necessary changes. Any contract requiring a change shall be rewritten, approved by the Governor and signed by the Capital District Secretary-Treasurer.
- iii. The contract with the Host Venue shall clearly stipulate that no bills will be honored unless verified by the District Secretary-Treasurer or designated representative in accordance with the terms of the contract.

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d. The Chairperson shall organize a Planning Committee, including persons to serve as/oversee:

- a. Vice Chairperson
- b. Secretary
- c. Finance
- d. Physical Arrangements
- e. Housing
- f. Registration
- g. Program and Printing
- h. Entertainment and Speakers
- i. Fundraising and Hospitality
- j. Publicity
- k. Service Leadership Programs and First Timers
- l. Meals/Catering
- m. Flowers and VIPs
- n. Any other sub-committees deemed necessary by the Chairperson.

i. The Chairperson shall recommend to the Governor members for appointment to the Convention Committee. The Governor will appoint the Capital District Secretary-Treasurer to be the Treasurer for the Planning Committee.

ii. The Chairperson shall provide information to the committee members of their duties and responsibilities. In addition, the committee members should be aware of the role of the Governor, Immediate Past Governor, Governor-Elect, Capital District Secretary-Treasurer, the Lieutenant Governor of the Host Division, District Trustee of the Host Region, Leadership Development & Education Coordinator, Host Club President and the Hotel Sales and Registration Associates.

iii. The Chairperson shall develop an on-going schedule for committee meetings. This plan shall begin no later than a year prior to the previous Meeting. It should outline dates, location of meetings and transactions for the meetings. In addition, any information required by the Capital District should also be noted in the schedule. The Schedule Plan shall be made available to the Governor and Governor-Elect. The Governor should participate in all discussions, if possible. The Governor-Elect should also participate in preparation for the Governorship.

e. The Chairperson shall develop a Financial Plan (budget), detailing proposed income and expenses. The Chairperson shall present the plan to the Capital District Finance Committee for approval at the meeting proceeding the intended Meeting. If approved, the Capital District Finance Chairperson and Immediate Past Governor, presents the Finance Plan to the District Board of Trustees for approval. When the Plan is approved, it becomes the Budget for the Meeting.

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- f. The Chairperson shall oversee the accuracy of bills and refer them to the Finance Chairperson of the Planning Committee for recording and forwarding to the Capital District Secretary-Treasurer for payment
- g. A presentation inviting Kiwanians to the Meeting shall be made by the Chairperson or a designated person. This invitation shall be presented at the Sunday Closing Session of the preceding Meeting.
- h. The Chairperson shall have continuing liaison with the Governor, Governor-Elect, District Secretary-Treasurer, Leadership Development Coordinator, Hotel Personnel, and the Conventions & Meetings Committee.
- i. The Chairperson shall be responsible for the assignment of complimentary lodging.
- j. The Chairperson shall prepare and submit correspondence or reports pertaining to the Meeting as required.
- k. The Chairperson shall prepare a list of workshop facilitators and place a notice, for the session, listing time and place in each facilitators registration packet. Arrangement of workshop facilitators is the responsibility of the Leadership Development Coordinator.
- l. The Chairperson shall give the final meal count to the Hotel's Sales Associate 72 hours prior to the meal functions. The payment of the meal function is based on this count. If the attendees number more or less, this figure must be verified and approved by the Meeting Chairperson and the District Secretary-Treasurer before payment.
- m. The Chairperson shall consult with the Governor to identify the Kiwanis International Representative, if attending, and any particulars needed for the Representative's visit.

J. Financial Plan/Budget

- a. Administrative and complimentary expenses are procured from charges for registration, a meal surcharge, and any Meeting Committee functions. The registration fee should be set at a reasonable cost. Meal costs should be secured in writing from the Host Venue at the time the contracts are negotiated.
- b. By developing the Financial Plan/Budget early, Meeting sub-committee chairpersons will have general guidelines for expenditures. The sub-committee chairpersons shall endeavor to maintain expenses as low as prudently possible. The Meeting Chairperson shall review the budgets of the sub-committees with the respective chairpersons to ensure that the expenses are contained within the budget guidelines. The object is that the Meeting does not incur a deficit.

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c. The Financial Plan/Budget shall include the following line items:

i. Cost of registration, meals, and lodging

ii. Estimated Committee expenses, such as:

1. Transportation, if required,
2. Telephone expenses,
3. Flowers,
4. Audio/Visual equipment and staffing,
5. Publicity,
6. Postage,
7. Supplies,
8. Badges and Holders,
9. Color Guard Honorarium (donation, if approved by the Committee),
10. Ribbons,
11. Youth Activities,
12. Activities for First Timers,
13. Equipment rental,
14. Gifts,
15. Miscellaneous, and
16. Planning Committee Wrap-up Dinner

iii. Complimentary expenses of the Meeting are:

1. Registration including all meals, functions of the Meeting and lodging for:

- a) Governor and spouse (suite where available),
- b) Governor-Elect and spouse (suite where available),
- c) Kiwanis International Representative and spouse (if attending),
- d) Capital District Secretary-Treasurer and spouse,
- e) Immediate Past Governor and spouse,
- f) Capital District CKI Governor,
- g) Capital District Key Club Governor,
- h) Meeting Chairperson,
- i) Editor of The Capital Kiwanian

2. As registration costs can be expensed from their own respective SLP Administrator budgets, lodging only shall be provided complimentary for:

- a) Capital District CKI Administrator
- b) Capital District Key Club Administrator

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iv. Gifts for Dignitaries

1. A suitable gift valued between \$50-\$100 shall be purchased and presented to the Kiwanis International Representative (if in attendance at District Convention).
2. A suitable gift valued between \$125-\$150 shall be purchased and presented to the retiring Governor at District Convention.

v. Additional Standard Expenses

1. Cost of an award for the best District Meeting Exhibit displayed by a District Chairperson at the Meeting.
2. Cost of the Friday breakfast for the Capital District Finance Committee at District Convention. (maximum 10 people)
3. Cost for set-up and hotel service personnel for the Capital District Governor's Reception.
4. Any cost, i.e. flag rental, interpreter, etc. if the Kiwanis International Representative is from outside the U.S.A.
5. Cost of any Meeting function, which the Planning Committee approves, should be self-supporting (i.e. entertainment on Friday night, spouses' activities, etc.).

vi. Not Chargeable to the Meeting

1. Past Governor's Luncheon at District Convention. This Friday Luncheon is arranged by the Meal/Catering Committee under the direction of Past Governors' Chairperson. Cost is individually collected and delivered to the District Secretary-Treasurer for payment.
2. Leadership Luncheon at District Convention. This Friday Luncheon shall be arranged by the Meal/Catering under the direction of the Governor & Governor-Elect. Individual cost is collected and delivered to the District Secretary-Treasurer for payment.
3. Cost of lodging for one (1) night and Governor's Banquet cost for the Teenager of the Year and parents at the District Convention. Payment is the responsibility of the Capital District Foundation.

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Cost of the Luncheon for the President-Elect Planning Conference (PEPC). The luncheon shall be arranged by the Meal/Catering Committee under the direction of the Capital District Training Coordinator. Cost is individually collected and delivered to the District Secretary-Treasurer for Payment. ¶

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Cost of the Governor's Reception. ¶

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4. The Meeting Committee may elect to absorb, in a duly approved motion of the Committee, certain other expenses provided that no deficit is created.
5. Should any financial matters become objects of dispute, the Meeting Chairperson will immediately seek counsel with the Governor. In the event expenses exceed income, the deficit shall henceforth be a financial obligation of the Capital District.
6. Any expenses of any service project planned for the District Meeting shall not come from the Meeting or District Budget.

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K. Capital District Credentials Committee (District Convention Only)

- a. At least sixty (60) days prior to each duly called Convention, the Governor shall appoint a Credentials Chairperson and committee members from any region that does not have an announced candidate.
- b. The Convention Chairperson shall arrange for an appropriate area for the Credential desk, plus, table, chairs, and a sign identifying the area.
- c. The Convention Chairperson shall determine the hours the Credential Desk is open, concurring with the Credential Chairperson. Normally the desk is open Friday 9:00am - 5:00pm and Saturday 9:00 am - 3:30 pm. The hours should be published in the Convention Program and attendees should be reminded at all general sessions.
- d. The delegate ribbons are provided to the Credentials Chairperson by the District Secretary-Treasurer. These ribbons are given at the time the delegate or delegate at-large is certified by the Credential Committee.

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L. District Convention Elections Committee (District Convention Only)

- a. At least sixty (60) days prior to each duly called Convention, the Governor shall appoint an Election Committee Chairperson. The Chairperson will conduct the elections for the offices of Governor and Governor-Elect, as well as for a candidate for International Trustee, as needed. The Chairperson will appoint sufficient members of the committee as Sergeants-at-arms and ballot counters. Each announced Governor-Elect candidate will be given the opportunity to appoint an equal number of members to the committee. The committee shall be formed even if there is only one announced Governor-Elect candidate, in order to be prepared if there are additional nominations from the floor.
- b. The Convention Chairperson shall confer with the Elections Chair for a suitable location where only certified delegates may enter for ballot counting. The

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Convention Chairperson should also inquire if any other type of assistance is needed, i.e. ballot boxes, printing of ballots, etc.

M. Final Meeting Report

- a. Within, but not later than forty-Five (45) days after the close of the Meeting, the Convention Chairperson shall file with the Capital District Governor and Secretary-Treasurer, a copy of a complete and detailed report on the events of the Meeting, including the detailing of income and expenditures. Included will be an attendance report prepared by the Finance Sub-committee and detailing the number of Kiwanians registered for the Convention; the number of First Time Convention attendees; the number of guests attending; the number of delegates and delegates-at-large in attendance (if District Convention); the number of persons from each club in the Capital District registered and in attendance, identifying those Kiwanis clubs with no one in attendance at the meeting and the number of Presidents-Elect and Lt. Governors-elect attending.

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N. Guidelines for the Sub-Committee Chairpersons

a. Meeting Secretary

- i. Shall be responsible for recording and maintaining the minutes of all meetings of the Planning Committee as well as the distribution of the minutes to all Committee members, the Governor, Governor-Elect, the District Secretary-Treasurer, and the Convention and Meetings Committee Chairperson.
- ii. Shall notify members of all meetings.

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b. Finance Chairperson

- i. Shall assist the Meeting Chairperson in preparation of the Financial Plan/Budget in accordance with the Capital District Meeting Budget Guide.
- ii. Shall refine the Budget as necessary.
- iii. Shall coordinate with the District Secretary-Treasurer procedures for depositing funds, certifying bills for payment and forwarding bills.
- iv. Shall authenticate all bills, corroborating with the Meeting Chairperson as necessary.
- v. Shall be responsible for receiving and accounting for all funds generated by the Meeting.

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- vi. ~~Shall work with the~~ Registration Committee ~~to verify online registrations~~ and funds ~~collected~~. Shall forward ~~on a weekly basis~~ all receipts and bills to the District Secretary-Treasurer.
- vii. Shall prepare monthly financial progress reports for presentation at the Planning Meetings.
- viii. Shall maintain a running account of registrations broken down by date, Kiwanians, spouse, ~~Service Leadership Program members, and by club~~, Division and Region. This is to be sent to the District Secretary-Treasurer weekly.
- ix. Shall prepare a final analysis of the finances of the Convention/Conference and forward it to the District Secretary-Treasurer.
- c. **Physical Arrangements Chairperson**
- i. Shall work with the Hotel Sales Associate to establish:
1. Location and number of conference rooms
 2. Location and capacity of banquet facilities
 3. Location for Registration area and ~~Convention Office~~
 4. Area for Exhibits. (Tables, linens, chairs, electricity, etc.)
 5. Area for Credential Desk (~~District Convention Only~~)
 6. Area for House of Delegates (~~District Convention Only~~)
 7. Area for Election Committee (~~District Convention Only~~)
 8. Location for Caring Corner and Hospitality area
- ii. Shall determine availability and cost of audio/visual equipment. Shall arrange for equipment ~~and staff~~ as necessary.
- iii. Shall determine the availability of ~~risers~~, if needed and the placement of a piano, if used.
- iv. Shall work with the District Secretary-Treasurer to establish layouts for District Committee meetings.
- v. Shall confer with the ~~Leadership Development Coordinator~~ to establish the schedule of ~~Workshop~~ Sessions.
- vi. Once the schedule is established, shall develop Session Set-up Forms with the ~~Leadership Development Coordinator~~. This form shall include seating arrangements, equipment needed, number in audience, names on tent card, etc.

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Shall prepare a subcommittee budget. ¶

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Location for Service Leadership Programs and First Timers activities.¶

¶ (NOTE: The use of Conference Rooms and Banquet areas should be complimentary.)¶

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vii. Shall confer with the Governor to establish layout for the House of Delegates. (~~District Convention Only~~)

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viii. Shall provide the Printing Chair with a list of:

1. Door signs with the title of the training sessions.

2. Names for tent cards needed for meeting, ~~workshop~~ sessions and specialized signs, i.e. a chart listing the location of ~~Hospitality Rooms~~, and ~~Convention Office~~.

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ix. Shall determine Kiwanis banners needed and arrange for their display. Shall also arrange for ~~availability and~~ proper set-up of flags.

x. Shall confer with the Hotel's ~~Banquet Services Manager~~ prior to the Meeting.

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xi. Shall develop a daily Matrix Set-up Sheet showing each District Meeting, Board of Trustees, House of Delegates (~~District Convention only~~), ~~Workshop Sessions~~, and Meeting Functions by time, room, presenter, equipment needed, and times the Registration Desk is open. Shall provide the Hotel Set-up Associate with a copy for proper room arrangement.

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xii. Shall check each committee, ~~education~~, and banquet area during the ~~Meeting~~ for proper set-up, equipment, tent cards, and door signs. (NOTE: Large envelopes containing the necessary tent cards, door signs, and arranged by date and time can be prepared for each training session, committee meeting and banquet.)

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d. ~~Registration Chairperson~~

i. ~~Shall develop procedures for online registration, refunds, reporting on registration forms to the Finance Chairperson and District Secretary-Treasurer.~~

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ii. Shall prepare, under the direction of the ~~Meeting Chairperson~~, an online registration form with appropriate information about fees, guest activities, contact person with telephone number, and hotel(s) no less than six (6) months prior to the ~~Meeting~~.

iii. ~~Shall provide location of online form~~ to the District Secretary-Treasurer and the Editor of *The Capital Kiwanian* no less than five (5) months before the ~~Meeting~~.

iv. Shall obtain and review with the ~~Meeting Chairperson~~ a list of supplies with prices, i.e. badges, badge holders, envelopes, etc.

- v. Shall order supplies no less than six (6) months prior to the Meeting. Deleted: Convention/Conference
- vi. Shall inventory ribbons and obtain needed ones from the District Secretary-Treasurer and the Foundation Executive Secretary
- vii. Shall arrange for any technical assistance prior to and during the times the Registration Desk is open during the Meeting. Deleted: secretarial or computer
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- viii. Shall arrange for equipment needed during the Convention/ Conference and for delivery to the Convention Office. Deleted: Operations/Information Center
- ix. Shall prepare an envelope for each attendee, badge with complete name and club, spouse/guest badge with complete name, badge holder, tickets ordered, Meeting Program, and generic material such as tourism information. Deleted: placing within a copy of the registration form,
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Deleted: (NOTE: The original Registration Form is retained by the Registration Committee.)
- x. Shall indicate on the outside of the envelope the individual's name, Kiwanis club, and tickets enclosed.
1. Shall devise an appropriate plan for indicating registrants who owe money. (NOTE: One way may be by placing a red dot on the front of the envelope.)
- xi. Shall devise a plan for any refunds with the Finance Chairperson. Deleted: Convention/ Conference
- xii. Shall staff the Registration Desk at the Meeting. The Staff should consist of the Registration Chairperson, technical assistance, and at least three (3) assistants using the following suggested schedule: Friday 8AM-8PM; Saturday 7AM-6PM; Sunday 8-9AM. Deleted: Convention/Conference
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- xiii. Shall prepare a plan for "walk-in" registrants. Necessary supplies, blank registration forms and partially pre-filled envelopes, shall be in place. All "walk-in" attendees are required to register and pay the registration fee in order to attend any activity or function of the Meeting. If they desire meal or function tickets, the price is not discounted. If tickets are turned in, after a refund, they can be resold. Deleted: Convention/Conference
- xiv. Shall prepare the envelopes for the complimentary guests and have them filed separately from the other envelopes.
- xv. Shall alphabetize envelopes in boxes. (NOTE: A good box to use is the size that holds 10 reams of paper.) Deleted:
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- xvi. Shall coordinate with Meal/Catering Chairperson meal numbers and special dietary requirements. Formatted: Indent: Left: 0.5", Add space between paragraphs of the same style, No bullets or numbering

e. **Housing and Transportation Chairperson**

- i. As stated previously, the **Meeting** Chair is responsible for assignment of complimentary lodging and reviews this with the Registration Associate of the **Host Venue**.
- ii. Shall inquire of the current class of Lieutenant Governors the type of lodging desired, such as suites, if available, connecting doubles, a double; or, two (2) Divisions sharing a double as a Hospitality Room.
- iii. Shall review room reservations with the Hotel Registration Associate.
- iv. Shall arrange housing so that all VIP's, disabled persons, and District Chairperson, and **instructors** who are presenters are housed in the **Host Venue**. A list of these people should be provided to the Hotel Registration Associate.
- v. Shall inquire if the **Host Venue** has available equipment for the disabled, i.e. wheelchairs, walkers, etc.
- vi. The **Host Venue** Registration Associate shall work with the Satellite hotel(s) personnel for room assignments.
- vii. Room assignments shall remain **confidential**.
- viii. The **Host Venue** and or/satellite hotel(s) shall confirm room reservations.
- ix. Shall have a list of all registrants indicating hotel assignment and room assignment.
- x. The Housing Committee shall have a representative on call and stationed at the Registration Desk at all times during the **Meeting**.
- xi. Shall arrange for shuttle service between hotels if needed.

f. **Program and Printing Chairperson**

- i. Shall arrange for the printing of all tent cards and all session door signs.
- ii. Shall arrange the printing of the following items, to be delivered to the Registration Committee two (2) weeks before the **Meeting**:
 1. Program Booklet and "Meeting At A Glance" card. Number required is to be a committee decision. The Program for the **Meeting** will be furnished after it has been established and approved by the Governor.

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- Meal tickets. Each meal event should have tickets with a different color and show the meal name, date, time, location, and price. Meal tickets are needed for all general sessions where a meal is served. Dietary requirements should also be addressed with special tickets.
2. Tickets for any other Meeting function.
 3. Envelopes for attendees, if using printed ones.
- iii. Shall acquire the necessary photographs and VIP Statements.
- g. **Meals/Catering Chairperson**
- i. Shall develop the meal prices for any meal that is to be included with a Convention/ Conference function and/or activity.
 - ii. Shall review meal plans with the Governor for approval. Once prices are established, present them to the Meeting Chairperson for incorporation into the Budget. Final meal contracts must be signed by the District Secretary-Treasurer.
 - iii. Shall make arrangements to handle special dietary requirements, i.e. vegetarian, allergies, etc.
 - iv. Shall work with the Past Governor Chairperson to arrange for the Past Governor's Luncheon. (NOTE: This is not a budget item.)
 - v. Shall work with the Governor and Governor-Elect to arrange the Leadership Luncheon. (NOTE: This is not a budget item.)
 - vi. Shall arrange for food and beverage items for the Hospitality area, if any.
 - vii. Shall arrange for food and beverage items for the Capital District Reception.
 - viii. Shall obtain written contracts with cost of items for the Hospitality area and cost for the Reception. These contracts need the Governor's approval and are forwarded to the District Secretary-Treasurer for signatures.
- h. **Publicity Chairperson**
- i. Shall plan and implement a suitable public relations and publicity program for the Meeting utilizing all available channels:
 1. The Capital Kiwanian

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Opening Breakfast¶

Fellowship Luncheon¶

Governor's Banquet¶

Inspirational Breakfast¶

Honor's Reception ¶

(NOTE 1: It is helpful to review the number of tickets ordered previously.)¶

(NOTE 2: Tickets can be computer prepared which will decrease the expense.)¶

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Governor's Banquet¶

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2. Capital District Website
3. Capital District-wide Email Blasts
4. Social Media
5. Lt. Governors/Trustees
6. District Public Relations Chairperson

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i. Service Leadership Programs and First Timers Chairperson

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- i. Shall coordinate with local Key/CKI clubs to include the use of their personnel in staffing Meeting activities.
- ii. Shall arrange for any Service Leadership Program member activities, if any. The cost must receive Committee approval.
- iii. Shall be the liaison with guests from any Service Leadership Program clubs.
- iv. Shall arrange First Timers activities, if any. The cost must receive Committee approval.

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j. Guest Activities Chairperson

- i. Shall arrange activities for guests on Friday and Saturday.
- ii. Shall develop a self-supporting budget for these activities for Committee approval.
- iii. Shall arrange for transportation for the activity.
- iv. Shall work with the Immediate Past Governor's spouse to arrange some type of activity for Past Governor's spouses.

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Shall arrange for ticket takers of guest functions. ¶

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k. Caring Corner/Hospitality Chairperson

- i. Interface with the Capital District Foundation's Caring Corner Chairperson to determine the arrangements for Caring Corner.
- ii. Communicate the number of tables for crafts, room arrangement and other equipment needed to the Physical Arrangements Chairperson.
- iii. Shall arrange for a Hospitality Area. Coordinate with the Meals/Catering Chairperson for type of beverages and food items with cost.

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l. Ceremonies/Speaker Chairperson

- i. Shall handle protocol for all Meeting events.

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- ii. Shall arrange for a Color Guard Unit for posting colors at the Opening Breakfast ~~and retrieving/retiring the colors at the closing Breakfast~~.
- iii. Shall invite the Mayor or ~~local government~~ official of the Host ~~community~~ to extend a welcome at the Opening Breakfast.
- iv. Shall arrange for a Keynote speaker at the ~~Saturday~~ Luncheon and a speaker for the ~~Sunday~~ Breakfast, with the Governor's approval.
- v. If possible, arrangements for speakers should be made early in the planning stage. Any costs for speakers will need the ~~Meeting~~ Committee's approval.
- vi. Shall arrange for musical interlude prior to the Opening Ceremonies, at meals, and during the meals, if desired.
- vii. Shall arrange for entertainment at the Governor's Banquet if desired by the Governor.
- viii. Shall coordinate with the Governor to prepare ~~head table (if utilized)~~ seating charts and reserved table list for all meals. Tables may be reserved for Past Governors and Spouses, ~~District Trustees and spouses~~, District Chairperson, and spouses, and the current class of Lieutenant Governors and spouses.
- ix. Shall provide a list of ~~head table (if utilized)~~ name cards, and VIP table signs needed to the Printing Chairperson.
- x. Shall work with the Physical Arrangements Chairperson for proper set-up of banquet areas.
- xi. Shall arrange for ticket takers at all meal functions.
- m. ~~VIP/Flowers~~ Chairperson
 - i. Shall provide flower arrangements for the ~~tables~~ at all meal functions.
 - ii. Shall have flower arrangements and/or gift baskets placed in the rooms prior to the arrival of the:
 1. Governor and spouse.
 2. Governor-Elect and spouse.
 3. District Secretary-Treasurer and spouse
 4. Immediate Past Governor and Spouse.
 5. Kiwanis International Representative and spouse.

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- iii. Shall arrange for two (2) one dozen bundles of Roses, wrapped and with bows, for presentation at the closing business session Sunday. One dozen is RED for the presentation to the Governor-Designee's spouse, and the other dozen is YELLOW for presentation to the retiring Governor's spouse. (District Convention Only)

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- iv. Shall provide corsages and boutonnieres for the District Officers and spouses at the Governor's Banquet of District Convention.

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- v. Shall provide the Planning Committee with a budget for the above flowers for approval.

n. Exhibits Chairperson

- i. Shall work with the Physical Arrangements Chairperson to determine space availability.

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- ii. Shall solicit exhibits from Capital District Committee Chairpersons and Clubs three (3) months prior to the event. The communication should also include "Rules for Exhibitors".

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- iii. Shall arrange for exhibits from area Kiwanis projects (i.e. Pediatric Shock Trauma Unit).

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- iv. An award shall be presented to the District Committee Chairperson or Club displaying the best exhibit. The Governor and Governor-Elect shall select the best exhibit.

- v. Shall develop an exhibit floor plan and finalize all exhibits with the Meeting Chairperson.

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- vi. Shall arrange for exhibit set-up early Friday, labeling the space for each exhibitor.

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- vii. Shall staff the exhibit area on Friday to assist exhibitors in their set-up.

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- viii. No direct or indirect appeal for funds for any purpose shall be made during that period of time that any educational session or other general meeting of the Capital District is being held, unless the appeal is for the Capital District purposes approved by the Capital District Board of Trustees. If, however, any member of the Capital District desires to present an idea for club fund raising, or to offer a unique product, that person or organization may submit a detailed description of their proposal to the Capital District Fundraising Chairperson, not later than sixty (60) days prior to the date of the event at which the presentation or offering is

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to be made. If the Chairperson so elects, he/she may authorize booth space for such purpose in the exhibit area at the given Meeting.

- ix. Shall organize a Convention Office at the Meeting in consultation with the Meeting Chairperson. It should be adjacent to the Registration Desk. The Center should be equipped with all the necessary equipment and supplies for registration, items of local interest, and a bulletin board for posting notices. It is generally an office area for the Meeting Chairperson, the Registration Chairperson and his/her assistants, and the Physical Arrangements Chairperson.

SECTION 7 – NOMINATION AND ELECTION OF OFFICERS

A. District Governor

- a. **Eligibility Requirements.** The District Bylaws Article VII, Section 3.a., states that the Governor-Elect shall be the sole candidate for the office of Governor but also allows for nominations from the floor. Any nominee from the floor, or any candidate for governor in the event the Governor-Elect cannot or decides not to run, must meet the eligibility requirements for Governor-Elect set forth in subsection B.c. below and the District Bylaws, Article III, Section 2.c. to run for Governor.
- b. **Required Event Attendance.** A nominee for District Governor shall be willing and able to attend the Kiwanis International Council Meeting following the nominee's election, International and District conventions, International training, and District Leadership Conference (if held), and fulfill the other obligations and requirements as listed in the International and District Bylaws.

B. District Governor-Elect

- a. **Eligibility Requirements.** Article III, Section 2, Officers, of the Capital District Kiwanis Bylaws is the authority for this section and there are no additional policies.
- b. **Required Event Attendance.** A candidate for District Governor-Elect shall indicate in writing their intention to attend the International and District conventions, International training, and District Leadership Conference (if held), and fulfill the other obligations and requirements as listed in the International and District Bylaws.
- c. **Filing & Disputes.** Per District Bylaws, a candidate for District Governor-Elect must have the support of the majority of the clubs in the candidate's division. This shall be documented by a letter from the majority of such club presidents

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If space is used for Fund Raising activities it must be in accordance with the Criteria For Fund Raising Exhibits. ¶

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Data Processing Chair ¶

¶ Shall establish a database system for processing registration data, so as to facilitate printing of the following: ¶

¶ Registration confirmation card to be sent to registrant ¶

¶ Registration summary for insertion in packets ¶

¶ Name tags ¶

¶ Registrations lists by divisions ¶

¶ Listing of registrations by meal functions, guest activities ¶

¶ Shall establish on site data entry and printing capabilities for walk-in registrations. ¶

Deleted: <#>Mid-Year and other conferences. ¶

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<#>**Scheduling.** Each year during the period January to April, a mid-year conference will be held in the following format – district-wide, six regionals, or a combination of a single region and multiple regions going together. The Board will decide which option will be used two (2) years in advance of the scheduled conference based on whether or not a host has come forward and which format would be most beneficial for the District. ¶

<#>¶

<#>**District Mid-Year Conference.** ¶

<#>¶

<#>Should a club, Division, or Region desire to host a District-wide Mid-Year Conference, they must present a conference proposal to the Conventions and Meetings Committee for review at the District Convention held eighteen (18) months prior to the proposed Conference. ¶

<#>¶

<#>Upon receipt of a proposal for a District-wide Mid-Year conference, the Conventions and Meetings Committee will review the proposal and recommend a course of action to the Board. The Board will receive the report and, in consultation with the Governor-Elect elected at that District Convention, decide no later than eighteen (18) months before the proposed conference start whether to accept the proposal. The meetings should not be less than two (2) days or more than three (3) days in duration. If no proposal is presented, or the proposal(s) presented were not accepted, the Board will direct regions to hold Regional Mid-Year Conferences during the year under consideration. ¶

<#>¶

<#>**Regional Mid-Year Conferences.** ¶

<#>¶

<#>When Regional Conferences are held, the Lt. Governor Elects, with the assistance of the Regional Trustees, will develop ¶

indicating the date of the vote by the membership or Board of Directors of each such club. Candidates for the office of Governor-Elect must file with the District Secretary-Treasurer a statement indicating their intent to be a candidate and a summary of their club, division and district activities and copies of club support letters. These may be filed no earlier than September 1 of the year prior to the year of candidacy. The filing may be by electronic or paper documents.

- i. The District Secretary-Treasurer will make a district wide announcement via electronic means by the second Friday in January of all persons for Governor-Elect whose candidacy submissions are complete. Any candidate who files an intention after that date will be announced within seven (7) days after the candidacy is judged complete.
- ii. Disputes concerning the completeness of any candidacy filing will be referred to the Bylaws and Policy Committee. The Committee will recommend Board of Trustees action within fourteen (14) days after receiving the dispute.

d. Campaign.

- i. **Promulgation of Campaign Rules.** The District Secretary-Treasurer must provide a copy of this Policy Statement concerning campaigning to: all persons who file with the District Secretary Treasurer as candidates and any other person who the District Secretary-Treasurer believes to be a potential candidate. Whenever a copy of this Policy Statement is provided to an individual, it will be by certified mail, return receipt requested so that the District will have a permanent record of receipt. Each candidate for Governor-Elect shall provide a copy of this Policy Statement relating to campaigning to his/her campaign manager and all campaign committee members. The candidate shall be responsible for compliance with this Policy Statement by the candidate's campaign manager and campaign committee.
- ii. **Active Campaigning.** Active campaigning consists of the following:
 - 1. Distribution of campaign materials, including but not limited to brochures, posters, signs, electronic communication, tangible objects, or documents with the candidate's name, picture, qualifications, campaign logo, and/or theme;
 - 2. Solicitation of votes, commitments, support, and/or endorsement of individuals (other than from the candidate's own club or division and other than those serving on the campaign committee); and

3. Speaking at club, divisional, or regional functions (other than the candidate's own club, division, or region) to gain exposure as a candidate.

Candidates must not begin their active campaign as defined above until the candidacy is judged complete and in accordance with District Policy Statements by the District Secretary-Treasurer and the candidacy is announced to the District.

Active campaigning will not be permitted at District ~~Midyear~~ Conference (if held) or the International Convention. Any campaigning at regional conferences will be in accordance with rules determined by the region's Lieutenant Governors and District Trustee. Such rules will provide equal exposure to candidates present at the meeting.

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- iii. **Campaign Activities Prior to Active Campaigning.** Prior to active campaigning, as defined above, a potential candidate or candidate may:

1. Personally, communicate verbally or in writing with selected individuals, one at a time for the purpose of:
 - a. Informing of his/her desire or intent to run for office, seeking advice,
 - b. Establishing a campaign committee and chairperson,
 - c. Setting up campaign committee meetings,
 - d. Meeting with campaign committee volunteers to plan the campaign, and
 - e. Securing written authorization from campaign volunteers and supporters indicating that they knowingly have allowed their names to be used in campaign materials.
2. Appear at regional or District meetings, by invitation from the regional Trustee and/or Lieutenant Governors for the purpose of introducing and announcing their candidacy and to become acquainted with the region or division.
3. Attend club meetings upon the invitation of the club president as an observer and become better acquainted with the club.
4. Obtain certification from the District Secretary-Treasurer of all Kiwanis experience and qualifications planned to be used in

campaign material prior to using said material in the active campaign as defined above.

5. Prior to or during active campaigning, as defined above, a candidate may not:
 - a. Use a Governor's Official Visit or a District Trustee's visit to a regional conference as a campaign platform.
 - b. Attend a Governor's Official Visit outside the candidates own Division without an invitation from the Lieutenant Governor.
 - c. Solicit funds from the District, Region, Division, Club, or individual Kiwanis members.

iv. **Campaign Activities at the District Convention.** Candidates and their campaigns will adhere to the following rules:

1. Posting and distribution of campaign material must conform to the policies of the Convention hotel. It is the responsibility of the candidate to ascertain from the Convention Chair (not the hotel) what the policies are.
2. Campaign material will not be placed in Convention Registration Packets.
3. No campaign activities or materials are permitted within two hundred (200) feet of the Convention Registration Desk, Hotel Registration Desk, or the Credentials Committee Desk.
4. In addition, members of the Convention Committee will not be allowed to wear or distribute campaign material for any candidate.

v. **Violation of Campaign Rules.**

1. The Executive Committee and the Chair of the Bylaws and Policy Committee shall be the Committee to hear any alleged violations of the campaign rules in this Policy Statement. The Committee shall not address any complaints unless in writing. Complaints shall be mailed to the District Secretary-Treasurer.
2. Anyone bringing charges against a candidate must have reasonable cause to support those charges. Frivolous charges are not to be made and if the Committee determines that the charges are frivolous, it may impose the same sanctions against the

complainant as may be imposed against a candidate for any Campaign violation.

3. A copy of the complaint shall be provided to the candidate involved by the Committee. The candidate involved shall be entitled to provide a written response which shall be filed with the District Secretary-Treasurer within fifteen days (15) after the candidate receives the copy of the complaint. The Committee shall allow the complainant and the candidate to personally address the Committee at a meeting. If the Committee determines there was a violation, it may take any of the following actions:
 - a. Issue a private reprimand to the candidate by letter, with no copies to any other individuals; or
 - b. Issue a limited reprimand by providing a copy of the reprimand to the Lieutenant Governors; or
 - c. Issue a public reprimand by publishing it in *The Capital Kiwanian*.
4. **Disqualification.** In addition to any of the authorized actions detailed above, the Committee may, if it deems the seriousness of the violation is of sufficient magnitude, forward the matter to the Board of Trustees for a determination whether the candidate should be disqualified from continuing as a candidate.

All matters coming before the Committee shall be deemed confidential and Committee shall not disclose to persons outside the Committee, except by issuing a public reprimand as defined above. If the Committee determines there was no violation, the Committee shall advise the complainant and the candidate in writing.

If the Committee determines that the complaint is not sufficiently addressed by the current District Policy Statements to reasonably conclude that the candidate should have known the conduct was a violation, but believes that the conduct that is the subject of the complaint should not be allowed, the Committee may propose an amendment to the District Policy Statements to clarify the matter in the future.

C. District Secretary-Treasurer

Article III, Section 2, Officers, of the Capital District Kiwanis Bylaws is the authority for this section and there are no additional policies.

D. District Trustee

- a. **Eligibility Requirements.** Article III, Section 2, Officers, of the Capital District Kiwanis Bylaws is the authority for this section and there are no additional policies.
- b. **Other Duties.** A candidate for District Trustee shall indicate in writing their intention to perform all the duties of a District Trustee as outlined in the Capital District Bylaws and District Trustee Pre-Election Performance Pledge in Appendix G of this Policy Code.
- c. **Required Event Attendance.** A candidate for District Trustee shall also indicate in writing their intention to attend all leadership training conferences, District and International Conventions, and all Board of Trustees meetings during the candidate's term.

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E. Lieutenant Governor and Lieutenant Governor-Elect

- a. **Eligibility Requirements.** Article III, Section 2, Officers, of the Capital District Kiwanis Bylaws is the authority for this section and there are no additional policies.
- b. **Required Event Attendance.** The nominee shall agree to attend the District Convention, District Leadership Conference (if held), Club Leadership Education, and any regional conferences during the nominee's year as Lieutenant Governor-Elect. The nominee also shall agree to attend the Kiwanis-Family Weekend, District Mid-Year Conference (if held), District Convention, International Convention, and any regional conferences during the nominee's year as Lieutenant Governor.
- c. **Other Duties.** The nominee shall indicate in writing their intention to perform all the duties of a Lieutenant Governor as outlined in the Capital District Bylaws and Lieutenant Governor Pre-Election Performance Pledge in Appendix G of this Policy Code. The nominee shall agree to fulfill all other duties and obligations of a Lieutenant Governor as outlined in the Kiwanis International Bylaws in working under the direction of the District Governor as supervising District executive in the Division.
- d. **Certification.** The Lieutenant Governor shall certify the results of the election to the District Secretary and Kiwanis International immediately following the conference using the Division Election Conference Minutes Form in Appendix H of this Policy Code.

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F. International Officers

- a. **Eligibility Requirements.** A nominee for endorsement for the office of International Trustee must:
- i. Be a past governor, and
 - ii. Meet all of the requirements, as specified in the International Bylaws and Policy and Procedures.
- b. **Normal Process.**
- i. **Call for Nominees.** As soon as the Governor and District Secretary-Treasurer become aware of an opportunity for the Capital District to nominate a candidate for International Trustee, the District Secretary-Treasurer will issue a call for nominees to all Past Governors that are in good standing with Kiwanis International and the Capital District at the time. Potential nominees shall be given a time limit to respond to the call.
 - ii. **Filing.** Eligible Past Governors desiring to be a candidate for the office of International Trustee shall provide a written statement or electronic communication of their intent and qualifications to the District Secretary-Treasurer within the established timeframe.
 - iii. **Filing Review.** Not more than ten (10) days after the filing deadline, the District Secretary-Treasurer will review the filing(s), determine if the potential candidates meet all of the requirements to run for International Trustee, and forward all eligible nominee(s) to the nominating committee with a copy being sent to the Board.
 - iv. **Nominating Committee Appointment and Duties.** The Governor will appoint a nominating committee with the responsibility of selecting one (1) nominee to be presented to the Board of Trustees and the House of Delegates.
 - v. **Nominating Committee Composition.** The nominating committee will be composed of five Past Governors who are not declared candidates for International Trustee, including as many Past International Trustees as practical.
 - vi. **Board Review.** The nominating committee will forward a candidate, via the Governor, to the Board of Trustees for review. After its review, the Board may:
 1. Endorse the candidate. The endorsed candidate may use that endorsement for the purposes of campaigning; and in consultation with the candidate and the District Finance Committee, establish a recommended amount of District funds to be spent on the

campaign for International Trustee, if the candidate is endorsed by the House of Delegates, or;

2. Withhold endorsement of the candidate

- vii. **House of Delegates Endorsement.** At the District Convention prior to the International Convention when the candidate will be supported, the House of Delegates will authorize the endorsement by the Capital District of one candidate for election to the position of International Trustee. Such endorsement must include explicit approval of the amount of funds to be expended on the campaign. Endorsement will be complete after a majority vote of the House of Delegates.
- c. **Special Process.** If circumstances or time limitations, as determined by the Board, require that an International Trustee endorsement decision be made before the House of Delegates meets, the Board shall act in place of the House.

SECTION 8 – VACANCIES IN OFFICE

- A. Governor or Governor-Elect.** In the event of a vacancy in the office of Governor or Governor-Elect during an administrative year, by a majority vote of the entire District Board, the Board shall elect a Past Governor, current or past Lieutenant Governor, current or past District Trustee, who is an active member of a club in good standing in the Capital District, to become Governor for the unexpired term.
- B. Immediate Past Governor.** In the event of a vacancy in the office of Immediate Past Governor, the qualified member who served as Governor most recently prior to the Immediate Past Governor, who is willing and able, shall automatically become the Immediate Past Governor.
- C. Secretary-Treasurer.** In the event of a vacancy in the office of Secretary-Treasurer during the administrative year, the Governor shall appoint a qualified member of a club in good standing in the Capital District to fill the office for the unexpired term, subject to the approval of the District Board.
- D. Trustee.** In the event of a vacancy in office of District Trustee, the vacancy shall be filled as follows:
 - a. If the term has one (1) year or less remaining, a qualified member from a club in the same region shall be elected by a majority vote of the District Board to serve the unexpired term;
 - b. If the term has more than one (1) year remaining, the District Secretary-Treasurer shall notify the clubs in the affected region that a replacement District Trustee may be elected by a regional conference to be held within sixty (60) days from the

date of such vacancy. In the absence of a replacement being elected by a regional conference, a qualified member of a club in the region shall be elected by a majority vote of the Board.

- c. If the person filling the unexpired term serves at least three-fourths (3/4) of the unexpired term, they shall be given credit for serving the full term.

E. Lieutenant Governor. In the event of a vacancy in office of Lieutenant Governor, the vacancy shall be filled as follows:

- a. In the event of a vacancy in the office of Lieutenant Governor during the 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. Pending the election, the Governor will appoint one or more Past Lieutenant Governors to carry out such duties of the Lieutenant Governor as may be necessary in the interim. In the absence of a Lieutenant Governor being elected by the division conference, the Governor shall appoint a qualified member of a club in the same division to fill the office for the unexpired term, which shall be subject to the approval of the District Board.
- b. If the person filling the unexpired term serves at least three-fourths (3/4) of the unexpired term, they shall be given credit for serving the full term.

SECTION 9 – DISCIPLINE OF OFFICERS

Article IX, Discipline of Officers, of the Capital District Kiwanis Bylaws is the authority for this section and there are no additional policies.

SECTION 10 – REVENUE

Article X, Revenue, of the Capital District Kiwanis Bylaws is the authority for this section and there are no additional policies.

SECTION 11 – FINANCE

A. Reserves.

- a. **Definition.** The Capital District shall retain funds in reserve in an amount equal to 1.0 times the current annual operating budget of the Capital District, less budgeted revenue from self-supporting events (e.g. District Conventions, Regional Conferences, K-Family Weekend, Past Governor's Weekend, etc.).

- b. **Budgetary Considerations.** In the event that the District ends the Administrative Year with a deficit, the District Secretary-Treasurer, in coordination with the Investment Manager, shall arrange to transfer the dollar amount of the deficit to the operating budget, from the District Reserves. In the event that the District ends the Administrative Year with an excess, the District Secretary-Treasurer shall transfer the amount of the surplus to the Investment Manager for deposit in the District Reserve account. Said transaction shall be completed as soon as sufficient current-year revenue has been deposited in the operating account(s) and reported to the Board of Directors at the next Board meeting following October 1st.

B. Investment Policy. The fiduciary responsibility for the resources of the Capital District of Kiwanis International shall reside with the Board of Trustees.

- a. The Board of Trustees, with the advice of the District Finance Committee, shall appoint an Investment Manager(s) who shall have the power to invest the reserve funds of the Capital District in accordance with these District Policy Statements. The investment manager shall not be a current member of the District Board or District Finance Committee.
- b. The Finance Committee shall monitor all investment activities and review all activities at least quarterly and submit a quarterly report to the Board of Trustees. The Board of Trustees shall review the performance of investments at each regularly scheduled Board Meeting.
- c. The Capital District Board of Trustees has the authority to direct the investment of District reserve funds utilizing the advice and recommendations of the District Finance Committee. The Board's direction regarding such securities and other investments shall be in accordance with guidelines hereinafter delineated. The assets shall be invested with care, skill, prudence and circumstances that a prudent person ("prudent man rule), acting in a like capacity and familiar with such matters, would use when considering investments of like character and aim. The investment manager shall invest funds of the Capital District as directed by the Board of Trustees.
- d. The Investment Manager shall follow a philosophy that strives for the highest rate of return consistent with minimal risk and volatility of results. The Investment Manager shall accomplish this by utilizing a strategic approach to asset management based upon the fundamental economic and market environment.
- e. The investment objectives shall be to provide, through active management, long term results that equal or exceed various investment indices such as the Standard & Poor's 500 Index, Lipper Bond Index, Intermediate Government/Corporate Bond Index, or similar.

- f. Investment guidelines will be a mixed asset approach. Guidelines shall be developed in conjunction with the investment manager(s) and shall be reviewed periodically to insure compliance with the overall investment philosophy. The portfolio shall be rebalanced annually during the first quarter of the calendar year.
- g. Assets shall be invested in a manner consistent with the safeguards and diversity that a prudent investor should adhere to and all transactions undertaken on behalf of the account must be for the sole interest of the Capital District of Kiwanis International.
 - i. Assets equal to the mandated reserve shall be invested in fully insured fixed income assets, to include a ladder schedule of certificates of deposit, treasury or U.S. Government agencies. Investments shall be distributed among financial institutions so that all investments are below the maximum insured limit of the Federal Deposit Insurance Corporation (FDIC).
 - ii. Funds in excess of the required reserve may be invested in either fixed income or equities. The amount of funds invested in equities may be determined by the District Finance Committee with the target of having no more than 50% invested in equities (based on cost). The balance of funds shall be invested in fixed income (CD's, investment grade corporate bonds or government Securities).
 - iii. No industry group/sector may constitute more than 10% of the assets of the portfolio. The maximum maturity of any fixed income security will be ten (10) years and the average maturity of all fixed income securities will not exceed five (5) years.

C. Reimbursement.

- a. **General.** Before a District Officer can receive any of the District reimbursements provided for in this section, the Officer must have filed all required reports with the District Office and submit a voucher to the District Secretary-Treasurer within 30 days of the event for which reimbursement is being requested. The District Secretary-Treasurer must receive all requests for reimbursement by September 28th for the current Kiwanis administrative year.
- b. **District Trustee.** District Trustees shall receive:
 - i. registration fees, meal costs, cost of all functions, and lodging (if needed) for the Regional or District-Wide Mid-Year Conference associated with the one visit required as counseling Trustee. These costs will be included in the Conference budget. Other reimbursable expenses may be granted as provided in the Conference budget.

- ii. round-trip mileage, registration fees, meal and function costs, and lodging for a maximum of three nights for District Convention up to budgeted stipend. Other reimbursable expenses may be granted as provided in the Capital District Budget. To qualify for reimbursement as provided in the Capital District Budget for attendance at the District Convention, the individual must have attended all Board meetings and Delegate sessions at the Convention.
- iii. an expense reimbursement that approximates the anticipated expenses related to attending the International Convention with the actual amounts determined on an annual basis by Board of Directors. To qualify for reimbursement as provided in the Capital District Budget for attendance at the International Convention, the individual must have attended all Delegate sessions at the Convention. Valid reimbursable expenses for attending the International Convention include:
 - 1. Round-trip economy class airfare for the Trustee only or actual mileage driven round-trip to convention city as long as it does not exceed the cost of a round-trip economy flight.
 - 2. Mileage reimbursement for one round-trip from home to airport, if travel is via air.
 - 3. Airport or hotel parking
 - 4. Early registration fees for International Convention (including ticketed meal sessions)
 - 5. Lodging in a standard room for a maximum of four nights at the assigned District hotel or equivalent hotel at the same or lower rate than that charged at the District's assigned hotel.

NOTE: if a District Trustee is unable to attend the International Convention during their final year in office, and a District Trustee-Designate has been elected for that region, the District Trustee-Designate may attend the Convention and be reimbursed at the same rate as the District Trustee. In order to qualify for reimbursement, the District Trustee-Designate must be elected by a club in their Division as the official delegate at the Convention, with all appropriate papers filed with Kiwanis International, and attend all delegate sessions at the Convention.
- iv. mileage for one Division or President Council Meeting per division in the assigned region per administrative year. The amount of reimbursement per mile shall be governed by the District budget.

c. **Lieutenant Governor.** Lieutenant Governors shall receive

- i. mileage only for required Contact Club Visits, Club Board Visits and Club Progress Visits in their division up to a maximum of three (3) visits per club. The amount of reimbursement per mile shall be governed by the District budget and is payable for all reports submitted by the deadline stated on each report. Acceptance of, and mileage reimbursement for, late visits and reports will be at the discretion of the Board of Trustees.

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- ii. registration fees for Regional Conferences. These fees will be included in the Conference budget. Other reimbursable expenses may be granted as provided in the Conference budget.

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- 1. Reimbursement of Trustees and Lt. Governors for registration costs (not including late fees) and meal functions shall be provided for in the District Budget within individual line items, when possible. These are not expenses of the Meeting. Which costs will be reimbursed to Trustees and Lt. Governors after attendance at Meeting shall be communicated at the beginning of the Kiwanis year after adoption of the Capital District Kiwanis Budget.

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iii.

- iv. round-trip mileage, registration fees, meal and function costs, and lodging for a maximum of two nights for District Convention up to budgeted stipend. Other reimbursable expenses may be granted as provided in the Capital District Budget. To qualify for reimbursement as provided in the Capital District Budget for attendance at the District Convention, the individual must have attended all Delegate sessions at the Convention. No Stipends will be paid if the Lieutenant Governor Designate is currently serving as Lieutenant Governor and has not submitted their clubs visit reports.

d. **Lieutenant Governor Designee.** Lieutenant Governors Designate shall receive:

- i. the cost of lodging and meals for the District Leadership Conference (if held). Other reimbursable expenses may be granted as provided in the Capital District Budget.
- ii. round-trip mileage, registration fees, meal and function costs, and lodging for a maximum of two nights for District Convention up to budgeted stipend. Other reimbursable expenses may be granted as provided in the Capital District Budget. To qualify for reimbursement as provided in the Capital District Budget for attendance at the District Convention, the individual must have attended all Delegate sessions at the Convention.

- iii. an expense reimbursement that approximates the anticipated expenses related to attending the International Convention with the actual amounts determined on an annual basis by Board of Directors. To qualify for reimbursement as provided in the Capital District Budget for attendance at the International Convention, the individual must have attended all Delegate sessions at the Convention. Valid reimbursable expenses for attending the International Convention include:
 1. Round-trip economy class airfare for the Lieutenant Governors Designate only or actual mileage driven round-trip to convention city as long as it does not exceed the cost of a round-trip economy flight.
 2. Mileage reimbursement for one round-trip from home to airport, if travel is via air.
 3. Airport or hotel parking
 4. Early registration for International Convention (including ticketed meal sessions).
 5. Lodging in a standard room for a maximum of four nights at the assigned District hotel or equivalent hotel at the same or lower rate than that charged at the District's assigned hotel.

e. District Committees

i. **Travel.** Reimbursements for travel expenses incurred by members of District Committees and other Subject Matter Experts (SME) shall follow the policies listed below:

1. Travel reimbursement should only be considered for activities conducted outside a member's own region. In such circumstances, reimbursement for mileage at the current prevailing District rate will be provided as long as the travel was authorized in advance in writing by the District Meeting Chairperson or supervising trustee.
2. With prior written approval of the District Governor, those SME who are asked to travel one-way more than one-hundred eighty (180) miles from their home on District business may also be reimbursed one (1) night's lodging expense up to the U.S. General Services Administration established per diem rates for that zip code. (see <http://www.gsa.gov/portal/category/100120>)

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3. The travel expenses for officially invited program speakers to Midyear Conferences or the District Convention are to be covered by the respective event's budget. Regions need to account for the travel of SME from outside their region when they draft their Midyear Conference budgets.
4. District Committees need to plan for mileage reimbursements in their submitted budgets for their members to speak outside of their home region at any other event other than the district events (Midyear Conferences and the District Convention) such as club or divisional meetings.
5. Other expense reimbursements to members that fall outside of these guidelines should be handled on a case-by-case by the board through budgeted district funds within the Kiwanis administrative year in which they occurred.
6. Regional coordinators will be reimbursed by the District for attending the District Leadership Conference (if held) in accordance with the annual budget. Other committee members from the region may attend at their own expense.
7. All travel reimbursement requests should be submitted to the supervising Trustee for approval before being turned in to the District Secretary-Treasurer for payment.

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SECTION 12 – OTHER AUTHORITIES

In the event of a conflict between these Policy Statements and the Capital District Bylaws, the Bylaws will govern.

SECTION 13 – AMENDMENTS

- A. **Approval.** Any changes to these policy statements or any appendixes directly related to policies may be made with the approval of a simple majority of the District Board of Trustees.
- B. **Process.** The Bylaws and Policy Committee has the responsibility for reviewing recommendations from any committee with policy implications and provide recommendations to the District Board.
- C. **Notice.** Notice of proposed amendments shall be received by the district Secretary-Treasurer at least thirty (30) days prior to the board meeting. The district Secretary-Treasurer shall send a notice of all proposed amendments to each District board member

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not less than fifteen (15) days prior to the board meeting. Notice of proposed amendments must contain the language of the Policy Statement proposed to be amended, the language of the proposed amendment, and a clear explanation of the purpose to be achieved by the amendment. Wherever practicable, notice must contain the recommendation of the relevant committee regarding the proposed amendment.

- D. Non-Substantive Changes.** The Bylaws and Policy Committee shall be permitted to make grammatical, typographical, formatting, housekeeping, and other non-substantive changes to the District Policy Statements without approval of the District Board.

SECTION 14 – SEVERABILITY

In the event that any provision of these Policy Statements is held invalid, all other provisions shall remain in effect.

SECTION 15 – INCORPORATION AND DISSOLUTION

Article XV, Incorporation and Dissolution, of the Capital District Kiwanis Bylaws is the authority for this section and there are no additional policies.

SECTION 16 – GENERAL PROVISIONS

Article XVI, General Provisions, of the Capital District Kiwanis Bylaws is the authority for this section and there are no additional policies.

SECTION 17 – COMMUNICATION WITH MEMBERS

- A.** Copies of all letters and other correspondence to clubs on the part of the Governor, Governor-elect or Lieutenant Governors concerning club reports or other such matters which are a part of the District office records, shall be sent to District Secretary-Treasurer's office.
- B.** A copy of all letters or communications from the District Secretary-Treasurer to clubs concerning reports, dues, etc., shall be sent to the Lieutenant Governor of the division involved and to the District Governor and District Governor-Elect.
- C.** Copies of communications from an individual club to the District Secretary-Treasurer concerning District affairs (as referred to in A above) shall be sent to the Lieutenant Governor of the respective division.
- D.** Capital District Policy will permit utilization of electronic communications in all district, division and club communications. Utilization of electronic media to communicate time

sensitive material will require that the sender verify receipt of the material by the intended recipient by verbal communication or by return electronic communication.

SECTION 18 – ATTENDANCE AT KIWANIS FAMILY EVENTS SPONSORED BY OTHER KIWANIS DISTRICTS

- A.** The Kiwanis District Secretary-Treasurer shall maintain an approved list of annual events sponsored by other Kiwanis Districts. Once an event is approved by the Capital District Kiwanis Board, participants to the event do not have to seek permission each year to attend, but funding approval in advance is required unless the adopted budget for the Capital District already includes the event in question.
- B.** The Kiwanis Governor and Sponsored Youth Administrators shall request at the beginning of each administrative year visits to any additional events for approval by the Kiwanis Board. Additions to the approved list can be made anytime during the administrative year by the Kiwanis Board if the need should occur.
- C.** If attendance at a special event falls between Kiwanis Board Meetings the Kiwanis Governor may give permission to attend an event provided funding exists in an adopted budget or is assured in some other way with the Governor's approval in advance of the event. In such cases, the District Secretary shall be notified in writing by the Governor. The letter of approval and supporting information shall be forwarded to the Kiwanis Board at the next mailing from the District Secretary for information purposes.
- D.** The Kiwanis Governor or District Administrator of the other K-Family District in which an event is to be held shall be notified in writing of planned attendance by the Capital District K-Family representatives at the event sponsored by their District.
- E.** Members of the Capital District CKI and Key Club cannot attend special events in other Districts without approval of the Capital District Administrator and the administrator of the district in which the event is held.
- F.** Adequate liability insurance coverage through Kiwanis International or otherwise shall be a pre-requisite to Capital District K-Family visits to any event in any other K-Family Districts. Written evidence or certification of such coverage shall be filed with the Capital District Secretary in advance of any visit. The amount of insurance coverage considered adequate shall be determined by Kiwanis International whose decision shall be final and binding on all parties.

SECTION 19 – CLUB SOLICITATION

- A.** All solicitations by clubs, divisions, or regions for funds for any purpose shall be confined to the territorial limits of the club, division or region making the appeal, by mutual understanding or agreement of any club outside of the division or another division.

- B. Clubs shall not be circularized for the sale of any commercial product, whether the same be sold by another club or otherwise.
- C. No club shall circularize other clubs for the promotion of any project or program outside of its District without prior approval of Kiwanis International.

SECTION 20 – CAPITAL DISTRICT PEDIATRIC TRAUMA UNIT PROJECT

- A. The Capital District adopts, as a District project, the support of Pediatric Trauma Units located within the District. This support of pediatric trauma units is to be encouraged by any or all of the following ways:
 - a. To educate Kiwanis Club members and communities about pediatric trauma units, the services they offer and the location of these trauma units in our District.
 - b. To encourage Kiwanis clubs to implement programs of child safety provided by one or more of the pediatric trauma units.
 - c. To solicit individuals through the Capital District Foundation for the support of these pediatric units in our District.
 - d. To assist local rescue organizations in transportation facilities necessary transport injured or critically ill children to the nearest pediatric trauma unit.
- A. The Governor and Board of Directors of the Capital District Foundation shall form a committee to distribute contributions received for pediatric trauma units and to determine the units to receive those contributions.

SECTION 21 – GRIEVANCE PROCEDURES

- A. In the complex world, we all face on a daily basis, Kiwanians and our Kiwanis organizations will undoubtedly encounter changes, differences in opinions and viewpoints and sometimes even disputes. Hopefully, any such disputes will be few and far between but if and when they do arise there needs to be a system or process for dealing with the situation promptly, fairly and efficiently. The name of Kiwanis must be preserved at all levels and hurt or damage to individual persons and the Kiwanis organizations with which they are affiliated should be minimized. It is therefore the policy of the Capital District of Kiwanis International that any Kiwanian, foundation, club or sponsored youth organization within the jurisdiction of the Capital District having a Kiwanis related grievance, dispute or complaint that extends beyond the single local club or organization level should refer it immediately to the Governor of the Capital District for handling as the Governor deems appropriate.
- B. The Governor shall have the authority to seek approval of any proposed solution from the District Board if time permits and if the Governor feels such approval would be helpful

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or appropriate, but approval of the District Board is not required to make the Governor's action valid and enforceable. If the Governor did not seek the approval of the Board, any party to the grievance may appeal the Governor's decision to the District Board of Trustees through a letter to the District Secretary-Treasurer requesting the Board consider the grievance and the decision. The decision of the Board will be final.

- C. Every effort should be made to limit the dissemination of mere allegations or even factual information to those parties only who need to know in order to and dealt with the specific problem at the lowest possible level. This will avoid unnecessary broad widespread reporting of the problem, the allegations, the facts or the personalities and Kiwanis organizations involved and hopefully will produce prudent and effective damage control before irreparable harm is caused or done.

SECTION 22 – KIWANIS RELATED LITIGATION: CONTEMPLATED, THREATENED OR ACTUAL

- A. The effectiveness of all that we do as Kiwanians depends in large measure on building, advancing and protecting the good name of Kiwanis. Our good name is threatened anytime a Kiwanis related dispute, controversy or complaint moves past the individual Kiwanians or Kiwanis organizations involved into the public sector where it may become more widely known and publicly reported by media or others. No matter who ultimately appears to win the fight, the Kiwanis image and reputation will likely suffer, so Kiwanis itself and all others will lose something very precious.
- B. Whenever a Kiwanis related problem reaches the stage where litigation is contemplated or threatened either by or against Kiwanis, it is the policy of Capital District of Kiwanis International that prior to the commencement of litigation (before the first formal pleading is filed with any court), that the Governor of the Capital District be notified by the individual Kiwanian or Kiwanis club, foundation or other Kiwanis organization under the jurisdiction of the Capital District. Such notification shall be in writing and shall include the party's intentions, the reasons therefore and other facts, opinions or matters considered relevant to a complete understanding of the entire problem. The notification should also explain, if possible, how and why the proposed litigation will enhance or at least not damage the good name of Kiwanis.
- C. The Governor will, in turn, immediately inform the District Board and seek its collective opinion on whether the contemplated or threatened litigation would be detrimental to Kiwanis.

SECTION 23 – SEXUAL HARASSMENT

- A. It is the clear and distinct policy of the Capital District of Kiwanis International that all of its members shall conduct themselves at all times in a responsible manner to avoid even the slightest inference that any sort of sexual harassment has occurred between a

Kiwanian and any other member of society. This must be especially true in Kiwanis related meetings, projects and functions, including sponsored youth.

- B.** Every Kiwanian is urged to monitor one's own behavior and conduct with an abundance of caution and to helpfully remind other Kiwanians if and when they appear not to be as alert and as vigilant as they should be in taking adequate precautions.
- C.** Several behavioral suggestions are in order to carry out this policy:
 - a. Strive to have at least two adults present at all times when Kiwanians and sponsored youth are meeting together or are traveling together, even briefly.
 - b. Avoid the unnecessary touching of others, whether adults or youth.
 - c. Avoid sexually suggestive language, off-color jokes or stories.
 - d. Avoid the distribution of pictures, audio or videotapes or printed materials including e-mail messages or media of any kind containing sexually suggestive language or scenes.
 - e. Avoid all activities/projects that involve one-on-one contact between adults and youth ("Lone Ranger projects").
- D.** Alleged violations reported to any club will be documented and promptly and discretely investigated, and proper authorities, including the Division and District Risk Managers and Kiwanis liability insurance carriers should be notified immediately if anyone files a complaint about the conduct of a Kiwanian.
- E.** Violations of these policies should be grounds for revocation of Kiwanis membership, at the discretion of a Club's Board of Directors, or in the case of a District matter, the Board of Trustees.
- F.** A copy of this policy shall be made available to all Club members and shall be a part of the materials provided to new members at the time they join.

SECTION 24 – SOCIAL MEDIA GUIDELINES

- A.** All District Officers shall adhere to the following guidelines when posting to a Blog, making comments online, or using Facebook, Twitter, YouTube, LinkedIn, Flickr or any other tools that fall within the social media realm. Recognizing that the individual actions of each Kiwanis club member reflect upon the entire organization, the Board urges all clubs to adopt a similar policy and for all Kiwanis members to abide by these guidelines.
 - a. Be aware that you are responsible, legally and morally, for what you say and post online.

- b. Remember that your audience may include Kiwanis family members and nonmembers, both adults and youth, from many cultures throughout the world.
- c. Talk about your Kiwanis experience in positive terms.
- d. Make it clear that you are speaking only for yourself and any views posted are yours alone.
- e. Online conversations should be open, honest, and honorable.
- f. Do not post any items, make any comments, or share any material that would be inappropriate for children to read, view or share.
- g. Add value to the conversation.
- h. Know when to respond. You may disagree with a post, but never fight or air grievances online, and don't get caught up in someone else's rant or rage.
- i. Do not use foul language.
- j. Do not speak of others in derogatory or degrading terms.
- k. Prior to posting any media online, obtain permission from any individuals who appear in that media. It could be illegal to do otherwise.
- l. Adhere to copyright and fair use.
- m. Use factual information and cite sources.

SECTION 25 – OFFICIAL VISIT OF PRESIDENT OF KIWANIS INTERNATIONAL

The President of Kiwanis International makes an official visit to the Capital District every five years. The following guidelines are offered for hosting the event.

- A.** Soon after the election of the Governor-elect for the year of the official visit of the International President, the Governor-elect shall nominate for appointment by the Governor a chair of a committee to make arrangements for the occasion.
- B.** Kiwanis practice is that Kiwanis International underwrites the travel cost of the International President and spouse to the host area. The District is responsible for all costs of lodging (preferably a suite), food, local transportation, and entertainment while the International President is in the District.

- C. The chair must organize a committee, much like the committee for the Mid-Winter or District Convention to prepare for the visit. The Committee develops a recommendation to the Governor of the year of the visit outlining the activities to be carried out. A financial plan is then developed of the cost of the activities that is self-supporting as no District funds are usually provided to help with the cost.

In addition to the International President's (and spouse's) food, lodging and entertainment, funds should be budgeted for a suitable gift of approximately \$100, flowers, programs, a reception either before or after the official banquet to allow District leaders to meet the International President, a official banquet dinner, including the meals of the Governor and spouse, and entertainment. While some of the costs may be offset by advertisements in the program, the dinner ticket should be priced to include all remaining costs.

The chair presents the plan for the approval of the Board of Trustees at their meeting at the District Convention preceding the administrative year of the International President's Official Visit.

- D. In accordance with the usual practice, the District Secretary-Treasurer approves all contracts, receives all moneys, and pays all bills after the chair approves them.
- E. The chair shall make a final report to the District Secretary-Treasurer as soon as possible after the Official Visit and the District Secretary-Treasurer will a copy available to the chair of the next Official Visit.

SECTION 26 – CRIMINAL HISTORY BACKGROUND CHECKS

Applicability: To ensure the highest standards of leadership and that adults working with youth are of the utmost moral fiber, this district requires a clear criminal history background check for:

- Any district board-approved chairperson(s) and their assistants for Kiwanis-branded programs involving youth under age 18;
- All district officers (Board of Trustees members and Lt. Governors)

Clear Check: Successful completion of the background check (a “clear check”) is based on verification that none of the convictions stated in Kiwanis International Procedure or similar thereto have been determined for that person.

Service Provider:

This district uses the same criminal history background check service provider as used by Kiwanis International.

Criteria: All background checks shall be reviewed and evaluated by the District Secretary and determined to be clear or not clear, based on the criteria established by Kiwanis International.

Notification: The person being checked and the District Board shall be advised if a check indicates a problem or concern that requires further investigation or is determined to be not clear.

Validity: Background checks are valid for a period of two years. All relevant persons who have not had a criminal history background check conducted and verified as clear within the past two years at any given time are subject to a new check.

Copy: An individual may receive a copy of his/her background check by requesting it in writing.

Cost: The District shall be responsible to pay the charges. Checks shall be conducted as inexpensively as reasonably possible to assure accurate results.

Convictions that Cause Ineligibility: A criminal history background check is considered “not clear” if it indicates: a felony or misdemeanor involving moral turpitude; a felony or conviction or registration of a violent and/or sexual nature, involving any type of abuse of a child, involving threatening or intimidating behavior, or otherwise of a physical nature; or a felony related to larceny or theft. The district shall refer to the representative examples of such convictions found in Kiwanis International Procedure. Other types of felony convictions will be reviewed on a case-by-case basis by the District Secretary. Any conviction legally reversed or overturned by the proper authorities shall not be considered when evaluating the background check.

Discipline: A check that is not clear causes automatic denial of the right to participate in the event in question or to hold the office or position in question or to be a candidate for such office or position.

Appeal: Anyone subject to action as a result of a background check shall have the right to appeal such action.

1. Appeal Committee

A standing committee on Background Check Appeals shall be appointed by the Governor, subject to approval by the District Board, to be composed of three persons, none of whom may be a current District Board Member. Initial appointments will include a one-year, two-year, and three-year term; thereafter, all members shall serve for a three-year term, with each new Governor adding one new member to the committee. The committee’s duties shall be to review the action taken based on something reflected in a criminal history background check, if disputed and appealed by the person in question and if referred to the committee by the District Board, in accordance with the district policy and procedure on background checks.

2. Appeal Process

The action resulting from a conviction shown on a background check may be appealed by the following process:

- A. The appeal must be submitted in writing to the District Secretary* within thirty (30) days from notification, stating the grounds of the appeal. The appeal may only come

from the person who has been checked.

- B. The District Secretary* shall refer the matter to the Background Check Appeals Committee within fifteen (15) days of receipt.
- C. The Appeals Committee shall consider the merits of the appeal within ten (10) days to determine if a hearing is warranted.
- D. If a hearing is warranted, the Appeals Committee shall meet within thirty (30) days to consider the grounds of the appeal and the alleged facts. The person making the appeal shall be given twenty (20) days' notice of the committee meeting and shall have the right to attend at his/her own expense.
- E. The appellant shall have the option to have legal counsel present, at his/her own expense. If the appellant has legal counsel present, the district may also wish to have legal counsel present.
- F. The Appeals Committee shall hear testimony and consider the evidence presented. All parties shall be allowed to ask questions of witnesses. The hearing shall be recorded.
- G. The Appeals Committee shall report its findings and recommendations to the District Governor and District Secretary within fifteen (15) days after meeting, with such report to include all relevant information including a summary of discussion and any votes taken in connection with the proceedings. The report shall then be forwarded to the District Board to consider at the next scheduled Board meeting or a special Board meeting.
- H. After considering the Appeals Committee report, the District Board, shall consider a motion to uphold the appeal, which shall require a two-thirds (2/3) vote to adopt. If not adopted, the appeal shall be considered denied and the original action shall stand.

SECTION 27 – CONFLICT OF INTEREST

- A. **General.** In order to protect its interests as a tax-exempt organization, the Capital District, when contemplating a transaction or arrangement that might benefit the private financial interest of an interested person, shall exercise due diligence to assure no conflict of interest exists and/or it shall take appropriate disciplinary and corrective action if, upon investigation, a conflict of interest is determined to exist.
- B. **Definition of 'interested person'.** Any District officer or member of a committee with powers delegated to it by the district board who has a direct or indirect financial interest.
- C. **Definition of 'financial interest'.** Any of the following circumstances, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the District has a transaction or arrangement;
- b. A compensation arrangement with the District or with any entity or individual with which the District has a transaction or arrangement; or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the District is negotiating a transaction or arrangement.
- d. Compensation includes direct and indirect remuneration, as well as gifts or favors that are not insubstantial.
- e. A financial interest is not necessarily a conflict of interest, unless determined to be so by the District Board.

D. Duty to Disclose: An interested person must disclose the existence of any actual or possible conflict of interest and be given the opportunity to disclose all material facts to the District Board. If the Board has reasonable cause to believe an interested person has failed to disclose an actual or possible conflict of interest, it shall inform the person and give him/her the opportunity to explain. If failure is determined, the Board shall take appropriate disciplinary and corrective action.

E. Determination: An interested person may make a presentation to the District Board about a possible conflict of interest. The Board may appoint an investigation committee composed of one or more disinterested persons to investigate the matter and report its findings and recommendation to the Board. The Board shall then decide, by majority vote of the disinterested persons, whether a conflict of interest exists, and, if so, whether to continue the arrangement or practice or to offer alternatives that would prevent the conflict. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the District Board shall determine whether the transaction or arrangement is in the District's best interest, whether it is fair and reasonable, and whether to enter into the transaction or arrangement.

F. Compensation Matters: A voting member of the District Board or any committee with power delegates by the Board who receives compensation, directly or indirectly, from the District for services is precluded from voting on matters pertaining to that member's compensation.

G. Records of Proceedings: The record of District Board meeting and investigation committee meeting (if any) should contain thorough and complete information on the proceedings, including all relevant facts, the content of the discussion, actions considered, and votes taken.

H. Annual Statements: Each interested person shall, before assuming district office or committee membership, sign a statement that affirms he/she understands and complies with the District policy on conflict of interest.

SECTION 28 – YOUTH PROTECTION GUIDELINES

All adults working with youth under the age of 18 at any district event are expected to read/understand, agree to, and abide by these guidelines:

Education: Every Kiwanis club is expected to educate its members on the Kiwanis Youth Protection Guidelines. Each year, a club should provide members with a copy of the Guidelines with educational training—informing them of the highest standards of conduct and awareness. In addition, every Kiwanis district is expected to help inform and educate. During every district-produced convention and conference, the district is expected to provide an educational forum or workshop regarding the Guidelines and best practices for adults who work with youth. Districts should use materials provided by Kiwanis International.

Every member should attend a training annually—whether offered by the club or district, or via the online tool.

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

Criminal History Background Checks: Kiwanis clubs are required to have a clear criminal history background check—conducted and verified by Kiwanis International—of any member serving as a Kiwanis advisor to any Service Leadership Program club (Aktion Club, Circle K, Key Club, Builders Club and K-Kids). Kiwanis International’s criteria shall be followed to determine whether the background check is considered ‘clear.’ Background checks shall be valid for no more than two years. SLP clubs that petition to charter will only be approved once the appointed Kiwanis advisor has a clear criminal history background check conducted by Kiwanis International. Clubs are strongly encouraged to ensure confidential background checks for all adults who will work directly with youth outside of the school and/or who may not have undergone a background check. The criminal history background check should conform to applicable local and state/provincial laws and requirements.

Kiwanis International requires clear criminal history background checks conducted by its provider for all adults working with youth at all Kiwanis International-sponsored events. These include the Key Club International Convention, the Key Club Governor and Administrator training conference, the Key Club International Leadership Conference, and any Key Leader weekend.

All district chairpersons and committee members for all Service Leadership Programs are required to have a clear criminal history background check conducted by Kiwanis International. A district may also require criminal history background checks for other adults working with

youth as part of district programs or events. (See Kiwanis International Policy B and Procedure 197 for complete information regarding criminal history background checks.)

Overnight Stays: While attending a Kiwanis event that requires overnight stay in a hotel or camp/conference setting, adult chaperoning must include no fewer than one adult male for each 10 or part of 10 youth males, and one adult female for each 10 or part of 10 youth females. Except for a parent sharing a sleeping room or other sleeping quarter (e.g., tent) with his/her own child, no adult should share a hotel or dormitory sleeping room or other sleeping quarter with a youth. In the event that sleeping quarters consist of multiple beds, such as a bunkhouse or camp cabin, adults may share the sleeping quarters with youth members of the same gender, provided that two or more adults are present.

Transportation: When transporting youth, the best practice is having three people in the car at all times with documented approval from the parent or guardian for the transportation arrangements. When both of these conditions cannot be met, one of them should be. All transportation decisions should be made in accordance with local laws and school policies.

Use of Alcoholic Beverages, Tobacco, Marijuana, and Other Substances: While attending any Kiwanis event that is produced primarily by or for the benefit of youth, adults are expected to refrain from using or being under the influence of alcoholic beverages, tobacco, and/or marijuana products, even if prescribed for medicinal use. In addition, the use and/or possession of illegal drugs or the improper/illegal use of legal drugs is prohibited.

Medications: The possession of prescription and nonprescription (over-the-counter) medications by youth at a Kiwanis event should be permitted only with the written permission of the parent/guardian.

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

Personal Information: All documents bearing personal information of any youth attending a Kiwanis event, including registration forms, medical information forms, permission-to-treat forms, etc. should be treated as confidential. Processes that protect this information must be created, including minimizing the number of people who have access to any such documents. The documents shall be maintained for a minimum of three years or longer as may be required by applicable state/provincial laws and regulations. After the maintenance period has expired, the documents shall be destroyed in a way that maintains confidentiality, such as shredding. The disposal and destruction of all confidential information shall conform to applicable state/provincial laws and regulations.

Youth and Social Media: For any social networking site that involves requesting a connection (such as inviting someone to be a friend on Facebook), adults should never initiate such connections with youth. If a youth requests such a connection from a Kiwanian, he/she should use their best judgment in responding. Adults should treat their interaction with youth on social networking sites as though the interaction were occurring in public, in front of other adults and young people. In other words, if it would not be appropriate to say something to a young person in public, it should not be said as a comment on a social networking site either.

Kiwanians should refrain from interactions that can be seen as excessive (such as constantly “liking” or commenting on a person’s posts on Facebook). Prior to posting any media online, such as photographs, obtain permission from any and all individuals (or parents for minors) who appear in those media; it could be illegal to do otherwise. (See Kiwanis International Policy B for complete social media guidelines.)

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

Conflicts with Other Rules: Whenever these guidelines conflict with local school policies or rules, or local state/provincial, or national laws or regulations, the highest applicable standards for conduct shall prevail.

SECTION 29 – ALCOHOL GUIDELINES

Alcohol may be served or consumed at district events in a legal and responsible manner, provided such serving or consumption is done in accordance with the applicable customs and laws.

The presence of alcohol at a function greatly increases the risk of personal injury, and districts must be conscious of liability exposure whenever alcohol is offered. When providing alcohol at a district event, the district will adhere to the alcohol guidelines established by Kiwanis International, as stated below.

Kiwanis International Guidelines for Serving Alcohol

The preferred method for providing alcohol at a district event is to transfer the risk by hiring a licensed entity to provide the alcohol. A certificate should be requested from the entity naming the district and Kiwanis International as an additional insured on its alcohol liability policy. When it is not possible or practical to hire a professional entity, the following steps should be taken to reduce the chance of an occurrence:

- Prevent underage service; check identification on all patrons 40 and younger.
- Alcohol consumption must remain on the premises, with prominently displayed signs that inform attendees of this requirement.
- Entrance to the facility or event must be staffed by club members.

- Control consumption and avoid over-serving.
- Food should be readily available at the event.
- Minors at event limited to areas without alcohol.
- Enlist volunteer support in watching over the grounds.
- Consider the presence of local police.
- Be sure to check with the local municipality, state or province whether a license is required for your event. If a license is required and one is not obtained, there will be no coverage for an injury attributable to alcohol. Coverage will not be provided without a valid license.

The Kiwanis alcohol liability insurance coverage offered to districts in the U.S., Canada, and the Caribbean is intended to protect the majority of those districts that sell alcohol at an event under the following circumstances:

- There are up to 500 participants at the event.
- The event is a one-day event.
- Alcohol receipts are less than 50 percent of the total receipts.

If the district conducts an event that is outside of the above circumstances, it will purchase primary alcohol liability for the event, with limits of at least US\$1,000,000 per occurrence. The Kiwanis insurance policy would be in excess of the event coverage.

Coverage under Kiwanis International's alcohol liability insurance is intended to protect Kiwanis from third-party liability. No coverage is provided to club members, district volunteers, or employees for their injury.

SECTION 30 – YOUTH OUTREACH FUNDS

A. CKI Youth Outreach Fund.

- Background** - Based on its size, CKI (Circle K) member dues do not fully fund their district operations. The CKI Youth Outreach Fund allows Capital District Kiwanis clubs who do not presently sponsor a CKI club to donate directly to the CKI district operations account.
- Solicitation of Funds** – The CKI District Governor and Administrator can and should make one request annually of Kiwanis clubs in the Capital District through whatever means they feel are most applicable to get donations for the Youth Outreach Funds.
- Handling of Funds** – Funds received from Kiwanis clubs should be sent to the CKI District Administrator so that they are tracked properly and clubs are acknowledged for their donations. Those funds are then either directly deposited or sent to the Kiwanis District Secretary/Treasurer for depositing to the CKI district's operational account and updated in the CKI district's financial records.

- d. **Oversight** – While the CKI District Board of Trustees may assign expenses to be used against the Youth Outreach Funds collected in their budget, ultimately the Kiwanis District Finance Committee and Board of Trustees have final approval over any major changes to the CKI budget.

B. Key Leader Youth Outreach Fund.

- a. **Background** – Approved by the 2013-14 Kiwanis District Board, the purpose of this fund is to allow Kiwanis clubs who can't identify potential Key Leader student attendees to donate the amount of a full or partial Key Leader registration to the District's Outreach Fund, so that the funds could be matched with a student who wants to attend the event but lacks the financial resources to do so.
- b. **Solicitation of Funds** – The Key Leader District Chair and his/her committee can and should make one request annually of Kiwanis clubs in the Capital District through whatever means they feel are most applicable to get donations for the Key Leader Youth Outreach Fund.
- c. **Handling of Funds** – Funds received from Kiwanis clubs should be sent to the Key Leader District Chair so that they are tracked properly and clubs are acknowledged for their donations. Those funds are then either directly deposited or sent to the Kiwanis District Secretary/Treasurer to be deposited in the Kiwanis operational account and credited to the Key Leader Outreach Fund line item.
- d. **Granting of Funds** – The Key Leader District Chair and their committee shall solicit for potential student attendees who are in need of financial assistance to attend their first Key Leader event. This can be done through the assistance of the Key Club District Committee. Once these students are identified, it is at the discretion of the Key Leader District Chair to register the students and notify the Kiwanis District Secretary/Treasurer to make payment to Kiwanis International for these student from the Outreach Fund.
- e. **Oversight** – The supervising Trustee should be notified of all scholarships provided for each Key Leader event and can report on this to the Capital District Finance Committee or Board of Trustees as needed.

Appendices

- A. Revision History
- B. District Committees and Key Positions List
- C. District Committees Service Agreements (Currently under review for updating)
- D. District Key Position Job Description (Currently under review for updating)
- E. Budget Template for Regional Conferences
- F. Sample Club Policy Code for Background Checks
- G. District Forms

APPENDIX A – REVISION HISTORY

February 1, 2002

Section 7 E (12) (c) - changed the Web Page Contest awards from two ribbons in each of five size categories to 10 ribbons for best pages regardless of club size.

Section 8 A (5) - added Friday afternoon room requirements to the matrix.

September 13, 2002

Standing Committees – CKI Clubs

Section 7 E (7) (b) ii - added definition of the Zone Administrators duties and responsibilities

April 12, 2003

Officers

Section 5. B. - reduced the number of reimbursable Lt Governor club visits from three to two.

Finances

Section 15 D. (2) – (4) - set the goal for reimbursement of Lt Governors Elect attending the International Convention to the amount of the Convention Registration fee. Actual amount is to be determined by the board.

September 6, 2003

Standing Committees – Capital District Foundation

Section 7 E (4) (b) iii – increased the amount the Foundation can solicit per member from \$1 to \$2.

February 26, 2005 – Revised to incorporate Shaping Initiative. Major changes include:

District Officers

Section 5 B – Defined additional duties for District Trustees

Committees

Section 7 – Completely redesigned Committee structure and redefined Committee duties and responsibilities

Conventions

Section 8 – Incorporated the Convention Planning Manual by reference

Section 8A – Provided for rotation of District Convention hosts among regions and the possibilities of regional Midwinter Conferences

Nomination and Election of Officers

Section 10E – Revised procedure for selecting candidate for the office of International Trustee.

November 4, 2006

Section 7 C-19-A Meetings

Section 10- B District Governor-elect

Section 10-F International Officers

June 1, 2007

Section 5-B District Trustees – Committee Portfolios

February 8, 2008

Change all references to SOAP to SLP, Changed Education & Training to Leadership Development Committee, Change K-Kids to Kiwanis Kids, and Moved the digital District under the Communications and Public Relations Committee.

May 30, 2008

Permit the Trustees to be proactive in their relationships with Lieutenant Governors and Clubs. Add Governor to those who can activate club support committees in a region.

August 15, 2008

Changed the composition of the District Policy Statements and the duties of the Finance and Long-Range Planning Committees.

February 2009

Section 7-C-20 Meetings Committee: brought policies in line with the current responsibilities of the committee; the committee will assist the District Convention Committee

Section 7-D-3 District Convention Committee: made the District Convention Committee a permanent committee of the Capital District; developed additional committee responsibilities

Section 8: reorganized section; eliminated rotation of District Convention sites to different regions; allowed for the district to hold a district-wide Midwinter Conference and regional Midwinter Conferences in the same year

June 5, 2009

Section 4 Membership: restated applicable policies concerning clubs with low membership from the Kiwanis International Policy Code; developed internal district policies to notify and assist clubs with low membership

August 21, 2009

Section 8 Conventions: clarified who is eligible to serve on the Credentials Committee

Section 10 Nomination and Election of Officers: clarified the eligibility requirements for district office and endorsement for International Trustee; moved the eligibility requirements for District Trustee from the Bylaws to the Policy Code

Section 15 Finances: revised and more clearly stated the investment policy of the Capital District

February 26, 2010

Section 5 Officers: more clearly defined the responsibilities of District Trustees as they relate to working with District Committees

Section 7 Committees, Support Groups, and Staff Positions: better organized the section as to who serves on District Committees and what the official duties are; in addition, created service agreements in a new appendix for all Policy Formation and Club Support District Committees to clearly define the responsibilities and expectations of committee chairs and members

June 5, 2010

Sections 3-5: cleaned up these sections

Section 7 Committees, Support Groups, and Staff Positions: created descriptions for all committees and groups once designated “District Support Committees” and moved all language that deals with these groups to a new appendix; moved the District Foundation to its own subsection; changed all references from “Club Support Committees” to “Support Committees”

Sections 8-9: cleaned up these sections, specifically those that relate to the policies and procedures for District Conferences and Conventions

Section 10 Nomination and Election of Officers: eliminated an optional eligibility requirement for Lt. Governors that specifies that candidates should be members of Capital District club(s) for the preceding four years

Section 15 Finances: eliminated old language that allocated member dues to District Conventions and Conferences; the District Board had previously determined that dues will no longer be allocated to such events in this manner

November 6, 2010

Section 4 Membership: added a section sub-section C that reiterates the importance of filing all required reports in a timely manner, and outlines steps to notify clubs that are delinquent in filing to remedy such situations

February 5, 2011

Appendix C: changed the name of the Leadership Development Committee (formerly called the Training and Education Committee) to just “Education Committee;” updated the duties of the District Committee

Section 28 Social Media Guidelines: established new social media guidelines consistent with the recent policies adopted by the Kiwanis International Board

Section 8 Conventions, Section 9 Convention Procedures: eliminated the Meetings Committee and District Convention Committee and created in its place a new District Committee named the “Conventions and Meetings Committee;” updated the Policy Code with the new responsibilities of the Committee and process for selecting and approving District Conventions and Conferences

Various Sections: updated the Policy Code to reflect the decision by the District Board to eliminate the District Leadership Conference; added Appendices E and F for the District Secretary-Treasurer job description and budget template for regional conferences

June 4, 2011

Section 10 Nomination and Election of Officers: changed the way in which International Trustees are endorsed in the District. The new language allows the Board to act on the House of Delegates’ behalf if circumstance or time limitations require that an International Trustee endorsement decision be made before the House of Delegates meets.

October 15, 2011

Section 5 Officers: changed the responsibilities of District Trustees to require at least one official visit to a Division or President Council Meeting per division in the region they advise. Readjusted section numbering.

Section 15 Finances: changed policy to allow District Trustees-Designate to attend the International Convention should the outgoing District Trustee from the same region be unable to attend. Also clarified that only mileage for the required one Divisional Council Meeting per division will be reimbursed.

Appendix D: District Support Committees & Group Descriptions:

New Club Building Service Agreement: changed committee structure to include one Lieutenant Governor-Designate-appointed New Club Builder per division, and a Governor-Designate-appointed Chair.

Club Growth Committee Service Agreement: changed committee structure to include one Lieutenant Governor-Designate-appointed Club Growth Counselor per division, and a Governor-Designate-appointed Chair.

Section 19 Amendments: changed policy to allow The Bylaws and Policy Committee to make grammatical, typographical, formatting, housekeeping, and other non-policy changes to the District Policy Statements without approval of the District Board.

February 4, 2012

Section 15 Finances:

Minor word changes, renumbering.

Combined B(2) and B(4), clarified and simplified wording.

Changed 50% limit on Finance Committee Authority to a target “not to exceed 50%.” Changes in the budget or market conditions may cause the percentage in equities to exceed 50%, and current policy requires that those investments exceeding 50% be sold or converted to fixed income investments. That activity could result in avoidable transaction fees, but more importantly, could artificially force a sale at a time that is disadvantageous to the District’s long term financial health (i.e., force a sale “when the market is down”). The change provides the Finance Committee with a goal to strive for, but allows discretion to sell or convert “excess” equities when it is considered advantageous to the District.

Section 7 Committees, Support Groups and Staff Positions: added staff positions of District Convention Registration Specialists and District Convention Program Editor.

March 5, 2012

Section 15 Finances:

Clarified and defined reserves as the annual operating budget less budget revenue from self-supporting events (e.g. District Conventions, Regional Conferences, K-Family Weekend, Past Governor’s Weekend, etc.).

Added Reserves sub-paragraph (2) Budgetary Considerations to clarify procedures regarding deficits/surpluses at the end of the Administrative Year.

Added provision for the rebalancing of portfolio/investments.

May 19, 2012

Section 7 Committees, Support Groups, and Staff Positions:

Changed all references of “Foundation Secretary” to “District Secretary” in subparagraph (2), transferring the responsibility of submitting Capital District Foundation Bylaws

Amendments to Kiwanis International from the Foundation Secretary to the District Secretary.

Section 10 Nomination and Election of Officers and Appendices:

Added the District Trustee and Lieutenant Governor Performance Pledge Forms to the Policies, and added completion of these documents to the responsibilities of District Trustee (subsection D) and Lieutenant Governor and Lieutenant Governor-Elect (subparagraph 4).

Section 9 Convention Procedures (now Policies and Procedures for Conventions/Conferences):
Changed the section titled from “Convention Procedures” to “Policies and Procedures for Conventions/Conferences”. Removed the current Section 9 text and inserted the Policies and Procedures for Conventions/Conferences in its entirety (these District Convention Policies, until May 19, 2012, were a separate Governing Document), and reformatted numbering to match that of the District Policy Statements.

Section 4 Membership:

Added subsection E “Definition of “in good standing” to clarify what it means to be “in good standing”.

Section 10 Nomination and Election of Officers and Appendices:

Added the Division Election Conference Minutes Form to the District Policies, and added the completion/certification of this document to the responsibilities of the Lieutenant Governor and Lieutenant Governor-Elect (sub paragraph 5 Certification).

Section 10 Nomination and Election of Officers and Section 30 Criminal History Background Checks:

Added “Section 30 – Criminal History Background Checks” outlining policy and requirements for completion of criminal history background checks, and requirements of completion to the Section 10 responsibilities of District Governor-Elect (subsection B), District Secretary-Treasurer (subsection C), District Trustee (subsection D), and Lieutenant Governor and Lieutenant Governor-Elect (subsection E).

August 24, 2012

Section 9 - Added responsibility to take official minutes at Convention House of Delegates to duties of District Secretary-Treasurer.

Section 9 - Eliminated requirement for pool for Ducky Derby.

Section 10 - Updated to clarify and restructure the process of nominating candidates for International Trustee.

Section 5 & 15 - Clarifies required Lieutenant Governor visits to clubs, club visit reporting, and mileage reimbursement.

Section 7 and Appendix – Renames a number of standing committees to align them more closely with Kiwanis International. Young Children: Priority One becomes Children and Youth Services, Budget and Finance becomes Finance, Community Service becomes Service, Education becomes Kiwanis Education, Club Growth becomes Membership, Communications and Public Relations becomes Public Relations.

Section 31 - adopts a District Policy on Conflict of Interest as prescribed by Kiwanis International.

Section 32 - adopts a District Policy on Adults working with sponsored youth programs as prescribed by Kiwanis International.

Section 7, 9, 10 - replaces all references to the e-Builder, Mini Builder and Capital Builder with *The Capital Kiwanian*, and creates the Staff Position of District Publication Designer.

Appendix – eliminated the Administration & Club Operations and International Understanding committees. Creates the Fundraising committee.

Section 8 & 9 - eliminates repetition between Sections 8 and 9 (after the merger of the District Convention Policies into Section 9 of the District Policy Statements), and retitles each section so that Section 8 relates to Midwinter Policies, and Section 9 exclusively covers District Convention Policies.

Section 8 - removes references to senior and privileged members.

May 11, 2013

Updated Appendix G with revised versions of Trustee and Lt. Governor Pledge Forms that include information about required KI background check.

August 16, 2013

Added staff position and job description for District Youth Protection Manager, revised Background Checks in Section 30, revised Youth Protection Guidelines in Section 32, and adopted new Alcohol Guidelines in Section 33.

February 8, 2014

Removed Governor-Elect as Chair of the Conventions and Meetings Committee and added District Secretary/Treasurer as permanent member. Added new travel reimbursement stipulations to District Committees and Subject Matter Experts in Section 7. Added Sample Club Policies for Background Checks to Appendix G.

May 10, 2014

Modified policies to create regional educational conferences (instead of Midwinters) and nomination timeline for Governor-Elect both affected by shifting District Convention to the Spring starting in 2015.

Sept 21, 2014

Modified Section 4 – Sub-section B to remove the punitive measures from low club membership.

January 31, 2015

Revised eligibility requirements for District Officers listed in Section 10. Added a proviso to take effect in 2017 that would require Governor-Elect candidates to have completed a term as district trustee.

Changed a reference to Foundation Trustees to Directors in Section 7.

February 18, 2015

Modified Section 15 Subsection C to add requirement that requests for reimbursement to district officers must be submitted within 90 days of the event and all reimbursements for that Kiwanis year must be turned in by September 28th.

April 10, 2015

Modified Section 5 Subsection C to address how late Lt. Governor visits and/or reports are handled.

August 8, 2015

Modified Section 15 to clarify what expenses are reimbursable for district officers attending the District and International Conventions. Added Section 34 explaining Youth Outreach Funds.

August 13, 2016

Revised Section 32 (Youth Protection Guidelines) and Youth Protection Manager job description to be consistent with changes made by KI. Added Consent & Release and Transportation Authorization Forms to Appendix G.

November 11, 2017

Re-formatted the Policy Statement to conform with the current Capital District Bylaws. This resulted in condensing the current Policy Statement Sections 1 – 21 to a new format of Sections 1 – 16. The sections after this will also be renumbered starting with Section 17.

Created new Sections:

Section 1 – Definitions. Defined the ex-officio committee members position on committees. Not a voting member nor factored into the quorum requirement.

Section 2 – Purpose and Structure. Essentially combined the previous Sections 1 – 4 into one.

Section 3 – Officers. Defined the district officers, moved Assistant Secretary-Treasurer to Staff section, and clarified Trustee Assignments to committees.

Section 4 – District Board. Added language from Bylaws for clarity on who is the board and when they meet.

Section 5 – Committees. Major change was included the list of committees and their duties from the Kiwanis International Policy as required Standing Committees. Created subsection on the Other District Committees. Defined that the district has two forms of committees – Policy Formulation and Support. Then defined what committees are under the Policy Formation status.

Other changes in this section were: Clarified that the Conventions and Meetings Committee does not comply with one member from each region, added Trustee Committee Assignment language from previous section, expounded on Ex-Officio Members, included all staff positions required by Kiwanis International, added the Historian as a staff position and Deleted District Convention Registration Specialist and District Convention Program Editor.

Section 6 – Changed Midwinter to Mid-Year. Defined what a Mid-Year convention was. Moved the entire section on District Convention to the Appendix Section as Appendix H.

Section 7 – Nomination and Election of Officers. Modified the Eligibility Requirements for running for Governor-Elect. It now requires that the person be a member in good standing of a Kiwanis Club for a minimum of 6 years. Removed the requirement of being a member of a Capital District club as well a Kiwanis International and reduced the length of time from 9 years. Also, the person must have fully completed their term as Trustee in the Capital District and have been a Lieutenant Governor in the Capital District. Also removed the length of time requirements to be nominated for Trustee or Lieutenant Governor.

Section 11 – Finance. Changed the time for submitting reimbursement requests from 90 days to 30 days after the event.

Section 13 – Amendments. Inserted language on time frames and process for submitting amendments to the Policy Statement.

Past Governors Committee Service Agreement. Changed the language for who is the chair from immediate past to penultimate past Governor. Also, the terms were reduced from 3 years to 1 year.

May 12, 2018

The board met to make adjustments to the Policy Statements as recommended by Kiwanis International after their review of the November 11, 2017 changes. These resulted in removing duplicate language and any language that was controlled by Articles in the Capital District Bylaws. These changes did not alter the substance of the November 11, 2017 updates. However, a major change to the Policy Statements occurred in Section 7, Nominations and Election of Officers. Based on a requirement in the instructions in the 2014 Kiwanis International update to District Bylaws, all language concerning eligibility for officers MUST be in the Bylaws and approved by the House of Delegates, not in Policy.

May 16, 2020

- Updated all references from Kiwanis Education to Leadership Development and Education.
- Moved reimbursement language from a variety of Sections (3, 5, & 6) to Section 11 – Finance for consistency.
- Updated Section 6 to be more thorough and complete guidelines for District Meetings.
- Deleted a misleading reference regarding ex-officio members of Policy Formation Committees.

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APPENDIX B – DISTRICT COMMITTEES AND KEY POSITIONS

Policy Committees	Support Committees	District Key Positions
Bylaws and Policies	Aktion Club	Required by KI
Finance	Builders Club	Risk Manager
Long Range Planning	Circle K (CKI)	Youth Protection Manager
	Conventions and Meetings	The Formula Coordinator
	District Convention	Leadership Development Coordinator
	The Formula	Partnership Coordinator
	Kiwanis International Conventions	Public Relations Coordinator
	Key Club	
	Key Leader	Required by District
	Kiwanis Children's Fund	<i>The Capital Kiwanian</i> Designer
	Kiwanis Kids	<i>The Capital Kiwanian</i> Editor
	Leadership Development and Education	International Foundation Representative
	Past Governors	Parliamentarian
	Past Lieutenant Governors	Secretary-Treasurer
	Resolutions	Assistant Secretary-Treasurer
	Service	Historian

NOTE: The District Committees Service Agreements currently contained in Appendix C are under review for updating. May 12, 2018

APPENDIX C – DISTRICT COMMITTEES SERVICE AGREEMENTS

Bylaws and Policies*

Service Agreement

Capital District, Kiwanis International

This service agreement outlines the minimum requirements of membership on Capital District Committees. The committee chair and all committee members who wish to serve agree to the following service agreement. It is understood that failure to observe the following agreement could result in possible removal from the committee.

Committee Type: Policy Formulation Committee

Membership: In general, each committee will consist of two (2) to three (3) District Trustees and three (3) general members. The District Parliamentarian shall be an ex officio member of the Committee. The District Secretary/Treasurer is an ex officio member of all Policy Formulation Committees. The Governor and Governor-Elect are ex officio members of all committees.

Duties:

1. Establish detailed goals and recommend policies for the coming administrative year in order to meet the objectives of the long-range plan.
2. Review recommendations from any committee with policy implications and provide recommendations to the District Board.
3. Assist the Board in interpreting the spirit of the District Bylaws and in securing the proper observance of obligations, standards, and practices arising there under, including the adjudication of any grievances.
4. Draft proposed changes to the District Policy Statements for approval by the Board.
5. Draft proposed amendments to the District Bylaws for approval by the Board and the House of Delegates.
6. Submit such other recommendations as may be requested by the Board.

Finance*
Service Agreement
Capital District, Kiwanis International

This service agreement outlines the minimum requirements of membership on Capital District Committees. The committee chair and all committee members who wish to serve agree to the following service agreement. It is understood that failure to observe the following agreement could result in possible removal from the committee.

Committee Type: Policy Formulation Committee

Membership: In general, each committee will consist of two (2) to three (3) District Trustees and three (3) general members. The Immediate Past Governor shall be appointed to the Committee for a one (1) year term. The District Foundation Board shall appoint a member of its Board to serve a one (1) year term as an ex officio member of the Committee; that member may be reappointed. The District Secretary/Treasurer is an ex officio member of all Policy Formulation Committees. The Governor and Governor-Elect are ex officio members of all committees.

Corresponding Kiwanis International Committee: Finance & Fundraising

Duties: The Committee shall hold a meeting quarterly before each meeting of the District Board to discharge its duties as outlined below.

1. Prepare, review, and amend as necessary the annual budget of estimated income and expenses prepared by the District Secretary-Treasurer and submit the recommended annual budget to the Board.
2. Review the proposed budgets for all Kiwanis family district conventions and conferences and submit recommendations to the Board.
3. Review the proposed annual budgets for Service Leadership Programs (SLPs) and SLP Administrators and submit recommendations to the Board.
4. Assess the fiscal implications of the Long-Range Plan and inform the Long-Range Planning Committee and Board.
5. Review recommendations with financial implications from any committee and provide recommendations to the Board.
6. Submit such other recommendations as may be requested by the Board.

Long Range Planning*
Service Agreement
Capital District, Kiwanis International

This service agreement outlines the minimum requirements of membership on Capital District Committees. The committee chair and all committee members who wish to serve agree to the following service agreement. It is understood that failure to observe the following agreement could result in possible removal from the committee.

Committee Type: Policy Formulation Committee

Membership: In general, each committee will consist of two (2) to three (3) District Trustees and three (3) general members. The District Secretary/Treasurer is an ex officio member of all Policy Formulation Committees. The Governor and Governor-Elect are ex officio members of all committees.

Duties:

1. Prepare a five (5) year and one (1) year plan setting out specific annual goals and objectives for the District during that period. The plans should be based on the plans submitted by the clubs and divisions.
 - Provide appropriate supervision and direction to the individual club presidents in the preparation of five (5) and one (1) year plans to be submitted to the Lt. Governor by 15 April of each year.
 - Provide appropriate supervision and direction to the Lt. Governors in the preparation and collation of five (5) and one (1) year plans to be submitted to the Long Range Planning Committee by 1 May of each year.
2. Be the primary facilitator for the annual assessment conducted by the District Board in November. The Committee will develop assessment procedures and survey instruments, collect data, and make the results of the assessment available to the members of the District. Such assessment shall be based on the approved plans submitted by clubs, divisions, and the Committee.
3. Based on the assessment, revise the annual goals and add another year to the long range plan. The revised plan is to be distributed to District Board and Committee members annually in May.
4. Review recommendations from any committee for consistency with the long range plan and provide recommendations to the Board; these reviews shall include potential revisions to the District Long Range Plan.
5. Submit such other recommendations as may be requested by the Board.

Achievement*

Capital District, Kiwanis International

This description outlines the duties and responsibilities of the District Support Committees and Groups of the Capital District.

Other Committees Encompassed Within This Committee: Resolutions*

Chair: The Immediate Past Governor shall serve a one (1) year term as Chair. In the event the Immediate Past Governor is unable to serve for some or all of the term, the Past Governors Committee will select a chair for the remainder of the term.

Membership: The Chair shall appoint members as necessary to one (1) year terms to assist in completing the Committee's duties. To meet the Kiwanis International requirements for the Resolution functions of this Committee, the Past Governors Committee will appoint a Past Governor to serve a one (1) year term.

Duties: This Committee shall develop and implement programs to recognize outstanding achievement by Kiwanians, clubs, and divisions within the District.

1. Work throughout the year with the Lt. Governors and other District Committee members to identify significant achievements.
2. Bring significant achievements to the attention of the regional member of the Public Relations Committee to gain maximum publicity for the achievement. Specific duties include:
 - Working with the Lt. Governor and club secretaries to ensure the annual report documents significant achievements and is submitted on time.
 - Ensuring the Lt. Governor and counseling Trustee are aware of any club problems with submitting the annual report.
3. Be in charge of the resolutions process at District Convention (since the presentation of resolutions to the House of Delegates is an appropriate way to recognize significant achievements). Specific duties include:
 - Considering resolutions submitted by the Kiwanis International Board of Trustees, District Board of Trustees, or a chartered club, as provided in Section 2 of Article IX of the District Bylaws. The Committee may originate resolutions and modify, combine, and edit all resolutions submitted to it. The Committee will present its recommendations on these resolutions to the District Board and, subject to the approval of the Board, to the House of Delegates at the District Convention.
 - Originating Recognition, Appreciation, and Memorial Resolutions and present these types of resolutions at District Conferences and to the House of Delegates at the District Convention.

Awards: To recognize significant achievements, the Committee shall:

- Present first place and honorable mention ribbons in the four (4) membership size categories for single service and multiple service projects based on the narrative section of the club annual report annually, and forward the first-place winners in each category to Kiwanis International for entry into the International Service Award competition.

- Certify to Kiwanis International those Divisions and Lt Governors meeting the criteria established for the Distinguished Division Award.
- Certify to Kiwanis International those clubs meeting the criteria established for the Distinguished Club Award.
- Present the Distinguish Club Member Award consisting of a "Walking K" pin and certificate to club members meeting the criteria established by the Committee.
- Present copies of resolutions (suitable for framing) adopted by the House of Delegates recognizing significant achievements.

DRAFT

aKtion Club
Service Agreement
Capital District, Kiwanis International

This service agreement outlines the minimum requirements of membership on Capital District Committees. The committee chair and all committee members who wish to serve agree to the following service agreement. It is understood that failure to observe the following agreement could result in possible removal from the committee.

Committee Type: Support Committee

Membership: Each committee will have one (1) member from each region; these members shall be known as aKtion Club Zone Administrators. The chair shall be known as the aKtion Club District Administrator. The Governor and Governor-Elect are ex officio members of all committees.

Duties:

1. Promote the concept of continuing and effective sponsorship of aKtion Clubs throughout the District upon the part of the sponsoring Kiwanis Clubs.
2. Provide expertise and assistance to Kiwanis Clubs in establishing aKtion Clubs and provide the interface among aKtion clubs, other District Kiwanis family clubs, the Capital District, and Kiwanis International.

Builders Club*
Service Agreement
Capital District, Kiwanis International

This service agreement outlines the minimum requirements of membership on Capital District Committees. The committee chair and all committee members who wish to serve agree to the following service agreement. It is understood that failure to observe the following agreement could result in possible removal from the committee.

Committee Type: Support Committee

Membership: Each committee will have one (1) member from each region; these members shall be known as Builders Club Zone Administrators. The chair shall be known as the Builders Club District Administrator. The Governor-Elect may appoint an Assistant Administrator to work with the District Administrator. The Governor and Governor-Elect are ex officio members of all committees.

Background: This committee is the adult committee for middle school Kiwanis family clubs. While Builders Club is an official branded program of Kiwanis International, Builders Clubs have no organizational structure above the local level. The school provides a faculty advisor who is primarily responsible for operation of the club. The sponsoring Kiwanis club assumes specific responsibilities for their Builders Club(s) and appoints a Kiwanis Advisor to be the main point of contact and interface among the Builders Club, faculty advisor, and Kiwanis.

Duties:

1. Promote the concept of continuing and effective sponsorship of Builders Clubs throughout the District upon the part of the sponsoring Kiwanis Clubs.
2. Provide expertise and assistance to Kiwanis Clubs in establishing Builders Clubs in middle schools and provide the interface among Builders Clubs, other District Kiwanis Family clubs, the Capital District, and Kiwanis International.

Children and Youth Services
Service Agreement
Capital District, Kiwanis International

This service agreement outlines the minimum requirements of membership on Capital District Committees. The committee chair and all committee members who wish to serve agree to the following service agreement. It is understood that failure to observe the following agreement could result in possible removal from the committee.

Committee Type: Support Committee

Other Committees Encompassed Within This Committee: Children's Miracle Network*

Membership: Each committee will have at least one (1) member from each region. The chair will designate one (1) member from each region as the regional coordinator. Chairs will serve as regional coordinators for their home regions. The Governor and Governor-Elect are ex officio members of all committees.

Duties:

1. Assist clubs in conducting community surveys and developing service projects tailored to the needs of young children (prenatal through age 5) in their communities.
2. Coordinate with the Lt. Governors to identify needs in the region and develop regional Children and Youth Services service projects.
3. Administer the Children's Miracle Network Telethon held annually in early June. This event is a natural adjunct to the District Pediatric Trauma Project (see Section 24 of this Policy Code). Specific duties include:
 - Coordinate with Lt Governors to organize regional fundraising efforts.
 - Tabulate the funds donated by Kiwanis family organizations
 - Report the results to the Governor and District Board.

Circle K (CKI)*
Service Agreement
Capital District, Kiwanis International

This service agreement outlines the minimum requirements of membership on Capital District Committees. The committee chair and all committee members who wish to serve agree to the following service agreement. It is understood that failure to observe the following agreement could result in possible removal from the committee.

Committee Type: Support Committee

Membership: Each committee will have one (1) member from each region; these members shall be known as CKI Zone Administrators. The chair shall be known as the CKI District Administrator. The Governor-Elect may appoint an Assistant Administrator to work with the District Administrator. The Governor and Governor-Elect are ex officio members of all committees.

Background: This committee is the adult committee for college-based Kiwanis family clubs. CKI is structured similarly to Kiwanis in that it is organized into clubs and districts which are part of an overarching international organization. CKI members have the primary responsibility for operating their organizations. Schools provide a faculty advisor who is the primary advisor to the CKI club president. The sponsoring Kiwanis club assumes specific responsibilities for their CKI club and appoints a Kiwanis Advisor to be the main point of contact and the interface among the CKI club, faculty advisor, and Kiwanis.

Duties of the District Administrator: The Administrator is responsible to the Kiwanis District Board for the proper operation of Capital District CKI. The Administrator is the primary advisor to the CKI District Governor and other District Officers, and is the primary interface among the Kiwanis District Board, CKI District Board, Kiwanis International, and CKI International.

Duties of the Zone Administrators: The Zone Administrators will give guidance to all sponsoring Kiwanis Clubs and CKI clubs in their division and provide education/counseling to new CKI clubs as well as other non-sponsoring Kiwanis clubs in the division. Zone Administrators will work closely with the District Administrator and other members of the Kiwanis District Committee on CKI to assist the CKI District Board in their ongoing activities. Specifically, Zone Administrators will:

Divisional:

- Serve as a liaison between the Kiwanis Clubs and CKI clubs in the division.
- Work with sponsoring Kiwanis clubs, as necessary, to insure dues are paid promptly.
- Attend CKI Divisional President's Council Meetings (PCMs) when possible.
- Work on new club building with Kiwanis Lt. Governors, CKI Lt. Governors, and the Growth Team Coordinator for CKI.
- Attend at least one (1) club meeting and/or project of each CKI club in the division.
- Communicate with the respective CKI Lt. Governor at least once a month.
- Meet the new CKI Lt. Governor in person to develop divisional plans for the year as soon after the annual CKI District Convention as possible.
- Assist with Sponsored Youth Outreach program by contacting Kiwanis clubs that do not sponsor CKI clubs.

District:

- Communicate with the District Administrator on an as needed basis.
- Step in for the District Administrator and/or Assistant Administrator in their absence.
- Attend at least one (1) District Board Meeting.

Conventions/Conferences:

- Participate in CKI workshops given at District Convention and Key Club District Convention if possible.
- Attend the annual CKI District Convention.
- Attend two (2) of the following conferences: K-Family Weekend, Fall Training Rally, Spring Officer Training Rallies, and District Officer Training Conference.

Duties of the Convention Financial Advisor: In order to assist the District Administrator, the Capital District Kiwanis Board shall appoint a Kiwanian to act as a financial counselor to each SLP District Convention. Such financial counselors shall be responsible to:

- Work with the District Administrator and CKI District Board to project convention attendance, prepare realistic convention budgets ensuring that projected revenues exceed projected expenses.
- Assist the District Administrator and Board in contract negotiations with tour companies, hotels, and other convention facilities to ensure that contracts are complete and comprehensive.
- Review orders for goods and services before they are placed to ensure the orders are within the budgeted amounts.
- Monitor actual expenditures and revenues and notify the CKI District Administrator, Kiwanis Governor, CKI Governor, Kiwanis District Secretary-Treasurer, CKI District Secretary-Treasurer, and Kiwanis Finance Chair of any knowledge or belief that expenditures will exceed or receipts will be less than the amounts budgeted.
- If projections change during convention preparations, develop plans to adjust the budget to contain costs with expected revenues.
- Supervise the preparation of timely financial reports and submit them to the Kiwanis District Board within sixty (60) days after the close of said convention.
- Coordinate with the Kiwanis District Secretary-Treasurer to ensure the proper deposit, disbursement, and recording of convention receipts and expenses.

CKI Certified Trainers: CKI Certified Trainers are Kiwanians appointed by the Kiwanis Governor in consultation with the Governor-Elect and District Administrator and trained by Kiwanis International. The Certified Trainers main role is to support the CKI District Administrator in fulfilling the Kiwanis responsibilities to the CKI District in terms of club officer training. They also assist in training the CKI District Board and at events, such as CKI District Convention and Conferences.

Awards: The Administrator will coordinate with the Key Club Administrator for the selection of the annual Fred Terrell Distinguished Zone Administrator Award. In alternate years, the CKI District Board will select the winner at their final board meeting. The award will be presented at the Kiwanis District Convention.

Diversity Enhancement
Service Agreement
Capital District, Kiwanis International

This service agreement outlines the minimum requirements of membership on Capital District Committees. The committee chair and all committee members who wish to serve agree to the following service agreement. It is understood that failure to observe the following agreement could result in possible removal from the committee.

Committee Type: Support Committee

Membership: Each committee will have at least one (1) member from each region. The chair will designate one (1) member from each region as the regional coordinator. Chairs will serve as regional coordinators for their home regions. The Governor and Governor-Elect are ex officio members of all committees.

Duties: This committee ensures that diversity is incorporated in everything the District does. Specific duties include:

1. Review all District programs and processes and recommend ways to increase diversity in those processes where necessary.
2. Establish criteria clubs can use to ascertain how they are incorporating diversity.

**Fundraising
Service Agreement
Capital District, Kiwanis International**

This service agreement outlines the minimum requirements of membership on Capital District Committees. The committee chair and all committee members who wish to serve agree to the following service agreement. It is understood that failure to observe the following agreement could result in possible removal from the committee.

Committee Type: Support Committee

Membership: Each committee will have at least one (1) member from each region. The chair will designate one (1) member from each region as the regional coordinator. Chairs will serve as regional coordinators for their home regions. The Governor and Governor-Elect are ex officio members of all committees.

Duties: This committee assists with all fund-raising activities throughout the District (other than the Service Leadership Programs). Specific duties include:

1. Assist clubs in developing fund-raising projects tailored to the needs of their communities.
2. Coordinate with the Lt. Governors to identify needs in the region and develop regional fundraisers.
3. Accept written proposals from members of the Capital District wishing to present an idea for fundraising or offer a unique product at District Convention exhibits, and use discretion and the Criteria for Fund Raising Exhibits in authorizing such proposals.

Key Club*
Service Agreement
Capital District, Kiwanis International

This service agreement outlines the minimum requirements of membership on Capital District Committees. The committee chair and all committee members who wish to serve agree to the following service agreement. It is understood that failure to observe the following agreement could result in possible removal from the committee.

Committee Type: Support Committee

Membership: Each committee will have one (1) member from each region; these members shall be known as Key Club Zone Administrators. The chair shall be known as the Key Club District Administrator. The Governor-Elect may appoint an Assistant Administrator to work with the District Administrator. The Governor and Governor-Elect are ex officio members of all committees.

Background: This committee is the adult committee for high school Kiwanis family clubs. Key Club International is structured similarly to Kiwanis in that it is organized into clubs and districts which are part of an overarching international organization. Key Club members have the primary responsibility for operating their organizations. Schools provide a faculty advisor who is the primary advisor to the Key Club president. The sponsoring Kiwanis club assumes specific responsibilities for their Key Club(s) and appoints a Kiwanis Advisor to be the main point of contact and the interface among the Key Club(s), faculty advisor, and Kiwanis.

Duties of the District Administrator: The Administrator is responsible to the Kiwanis District Board for the proper operation of Capital District Key Club. The Administrator is the primary advisor to the Key Club District Governor and other District Officers, and is the primary interface among the Kiwanis District Board, Key Club District Board, Kiwanis International, and Key Club International.

Duties of the Zone Administrators: The Zone Administrators are assigned responsibility for one (1) or more Key Club divisions and are the primary advisor to Key Club Lt. Governors. Zone Administrators are the primary interface among sponsoring Kiwanis clubs, Kiwanis Divisions, and Key Clubs.

Duties of the Convention Financial Advisor: In order to assist the District Administrator, the Capital District Kiwanis Board shall appoint a Kiwanian to act as a financial counselor to each SLP District and International Convention. Such financial counselors shall be responsible to:

- Work with the District Administrator and Key Club District Board to project convention attendance, prepare realistic convention (and tour, for International Conventions) budgets ensuring that projected revenues exceed projected expenses.
- Assist the District Administrator and Board in contract negotiations with tour companies, hotels, and other convention facilities to ensure that contracts are complete and comprehensive.
- Review orders for goods and services before they are placed to ensure the orders are within the budgeted amounts.
- Monitor actual expenditures and revenues and notify the Key Club District Administrator, Kiwanis Governor, Key Club Governor, Kiwanis District Secretary-Treasurer, Key Club District Treasurer, and Kiwanis Finance Chair of any knowledge or belief that expenditures will exceed or receipts will be less than the amounts budgeted.

- If projections change during convention preparations, develop plans to adjust the budget to contain costs with expected revenues.
- Supervise the preparation of timely financial reports and submit them to the Kiwanis District Board within sixty (60) days after the close of said convention.
- Coordinate with the Kiwanis District Secretary-Treasurer to ensure the proper deposit, disbursement, and recording of convention receipts and expenses.

Awards: The Administrator will coordinate with the CKI Administrator for the selection of the annual Fred Terrell Distinguished Zone Administrator Award. In alternate years, the Key Club District Board will select the winner at their final board meeting. The award will be presented at the Kiwanis District Convention.

**Key Leader
Service Agreement
Capital District, Kiwanis International**

This service agreement outlines the minimum requirements of membership on Capital District Committees. The committee chair and all committee members who wish to serve agree to the following service agreement. It is understood that failure to observe the following agreement could result in possible removal from the committee.

Committee Type: Support Committee

Membership: Each committee will have at least one (1) member from each region. The chair will designate one (1) member from each region as the regional coordinator. Chairs will serve as regional coordinators for their home regions. The Governor and Governor-Elect are ex officio members of all committees.

Duties: This committee shall coordinate activities relating to the operation of a District Wide Key Leader Program. Specific duties include:

1. Coordinate with Kiwanis International the implementation of a Key Leader Program within the Capital District.
2. Select appropriate location, staff, advisors, and necessary adult consultants.
3. Create a process to maintain the recruitment of participants in an ongoing Key Leader Program.
4. Oversee operations of a Key Leader Program within the District.
5. Monitor progress, participation, and results of a Key Leader Program.
6. Promote a Key Leader Program and assist clubs, upon request, with all aspects relating to participating with the program.
7. Report, through the appropriate District Trustee, efforts and results of all events to the Board.

Leadership Development & Education*

Service Agreement Capital District, Kiwanis International

Deleted: Kiwanis Education

This service agreement outlines the minimum requirements of membership on Capital District Committees. The committee chair and all committee members who wish to serve agree to the following service agreement. It is understood that failure to observe the following agreement could result in possible removal from the committee.

Committee Type: Support Committee

Membership: The Committee shall consist of the Committee Chair, Master Instructor, and all active Certified Instructors. All members will be appointed by the Governor for three (3) year terms. The Governor and Governor-Elect are ex officio members of all committees.

Duties: This committee will provide education and training to all Kiwanians in the District. Specific duties include:

1. Receive Kiwanis International approved applications from qualified Kiwanians. Evaluate and recommend to the Governor, Governor-Elect, Secretary/Treasurer, and Master Instructors the applicants they consider to be qualified to serve as Certified Instructors. Liase with all Certified Instructors regularly.
2. Review the Kiwanis International approved Club Leadership Education package and make additions that will include information on the Capital District.
3. Schedule the necessary Education Conferences in the six (6) Regions to provide the opportunity for all club leaders to participate in a Club Leadership Education session. Assign Certified Instructors to each session consistent with availability and proximity to the conferences.
4. Assist the Governor-Elect in preparing the training schedule for the District Convention.
5. Assist the Regional (or District) Conference Chair(s) in preparing the training schedule(s) for conferences.
6. Provide training in specialized topics, such as the club treasurer, secretary, and board member training, as requested by Lt. Governors or club presidents.
7. Update and publish a booklet of Kiwanis minute education spots annually.
8. Assist the Governor and Governor-Elect when requested.

Kiwanis Kids*
Service Agreement
Capital District, Kiwanis International

This service agreement outlines the minimum requirements of membership on Capital District Committees. The committee chair and all committee members who wish to serve agree to the following service agreement. It is understood that failure to observe the following agreement could result in possible removal from the committee.

Committee Type: Support Committee

Membership: Each committee will have one (1) member from each region; these members shall be known as Kiwanis Kids Zone Administrators. The Chair shall be known as the Kiwanis Kids District Administrator. The Governor and Governor-Elect are ex officio members of all committees.

Background: This committee is the adult committee for elementary school Kiwanis family clubs/programs. While Kiwanis Kids is an official branded program of Kiwanis International, Kiwanis Kids have no organizational structure above the local level. The school provides a faculty advisor who is primarily responsible for operation of the club. The sponsoring Kiwanis club assumes specific responsibilities for their Kiwanis Kids Club(s)/program(s) and appoints a Kiwanis Advisor to be the main point of contact and interface among the Kiwanis Kids Club, faculty advisor, and Kiwanis.

Duties:

1. Assist Kiwanis Clubs in establishing Kiwanis Kids Clubs and/or programs (detailed below) in elementary schools.
2. Promote the concept of continuing and effective sponsorship upon the part of the sponsoring Kiwanis clubs.
3. Provide the interface for Kiwanis Kids Clubs/programs among Kiwanis clubs, the Capital District, and Kiwanis International.

Terrific Kids Program: The Terrific Kids program provides teachers with a tool to reward students for special achievements that may otherwise go unnoticed. A sponsoring Kiwanis club helps support the Terrific Kids program at the school. The Kiwanis club plans Terrific Kids parties, provides recognition, and establishes partnerships with local community businesses to secure support for the program. Sponsoring businesses have the option of providing coupons, giveaways, or food for Terrific Kids parties.

Bring Up Grades (BUG) Program: BUG is a program designed to provide recognition to students who raise their grades to an acceptable range, and maintain or continue to raise them from one grading period to the next. A sponsoring Kiwanis club helps support the BUG program at the school. The Kiwanis club plans BUG recognition events, provides awards, and establishes partnerships with local community businesses to secure support for the program. Sponsoring businesses have the option of providing coupons, giveaways, or food for BUG parties.

Membership

Service Agreement

Capital District, Kiwanis International

This service agreement outlines the minimum requirements of membership on Capital District Committees. The committee chair and all committee members who wish to serve agree to the following service agreement. It is understood that failure to observe the following agreement could result in possible removal from the committee.

Committee Type: Support Committee

Other Committees Encompassed Within This Committee: Membership Growth & Orientation*

Membership: Each Lieutenant Governor-Designate will appoint a Club Counselor for their division who will serve on the committee. The Governor-Designate will appoint the chair of the committee. The Governor and Governor-Elect are ex officio members of all committees.

Duties: This committee will provide expertise and assistance to facilitate growth of existing clubs. Specific duties include:

1. Ensure clubs maintain active membership recruitment and retention programs using resources and ideas provided by Kiwanis International.
2. Assist clubs in developing a comprehensive orientation program to be provided to all prospective members.
3. Assist clubs in conducting a meaningful induction ceremony for each new member.
4. Conduct exit surveys with members leaving Kiwanis.

Awards: Annually, the committee will present two (2) sets of first place and honorable mention ribbons in the five (5) membership size categories for membership growth based on net growth in members and percentage increase in members.

CKI and Young Adult Transition Subcommittee: The Membership Committee will have one (1) standing subcommittee named the CKI and Young Adult Transition Subcommittee. The chair, in consultation with the Governor and the CKI District Administrator, will appoint this subcommittee to actively recruit recent CKI alumni and other young adults as members of Kiwanis clubs within the District. The subcommittee shall report on progress regularly to the Membership Committee.

Membership: Should include CKI alumni. The District CKI Governor shall be invited to participate.

Duties:

- With the help of the CKI District Board, solicit contact information for all graduating CKI members who intend to remain in the Capital District.

- Provide letters of introduction to Kiwanis clubs in the vicinity of the relocating alumnus asking the contacted clubs to extend an invitation to the alumnus to attend club activities and consider membership in the club.
- Contact the alumnus at thirty (30), sixty (60), and ninety (90) day intervals following the letter of introduction to determine whether or not the alumnus was contacted.
- In the event the alumnus was not contacted, follow through with the affected club to determine why the alumnus was not reached.
- Maintain an informal and ongoing liaison with CKI alumni who subsequently joined Kiwanis clubs within the District to qualitatively assess their Kiwanis experiences and report this to the Committee.
- Contact transitioned alumni who subsequently resign from Kiwanis to determine their reason(s) for leaving.
- Annually report successes and shortfalls to the CKI District Administrator and make recommendations for improvements in successfully transitioning CKI alumni and young adults to Kiwanis.

New Club Building*
Service Agreement
Capital District, Kiwanis International

This service agreement outlines the minimum requirements of membership on Capital District Committees. The committee chair and all committee members who wish to serve agree to the following service agreement. It is understood that failure to observe the following agreement could result in possible removal from the committee.

Committee Type: Support Committee

Membership: Each Lieutenant Governor-Designate will appoint a New Club Builder for their division who will serve on the committee. The Governor-Designate will appoint the chair of the committee. The Governor and Governor-Elect are ex officio members of all committees.

Duties: This committee will introduce Kiwanis into communities around the District with a goal of at least one (1) new club in each region annually. Specific duties include:

1. Locate potential building sites and, in coordination with the Lt. Governors, identify one (1) or more sponsoring Kiwanis clubs.
2. Form a new club building team and lead the team through the new club building process.
3. Coordinate new club building efforts with the Kiwanis International Field Service Representatives.

Public Relations*
Service Agreement
Capital District, Kiwanis International

This service agreement outlines the minimum requirements of membership on Capital District Committees. The committee chair and all committee members who wish to serve agree to the following service agreement. It is understood that failure to observe the following agreement could result in possible removal from the committee.

Committee Type: Support Committee

Membership: Each committee will have at least one (1) member from each region. In addition to the regional members, the District Editor and the District Web Master shall be members of this committee. The chair will designate one (1) member from each region as the regional coordinator. Chairs will serve as regional coordinators for their home regions. The Governor and Governor-Elect are ex officio members of all committees.

Duties: The Committee's main responsibility is to increase awareness of Kiwanis (i.e., who we are, what we do) to both Kiwanis members and the communities in the Capital District. Specific duties include:

1. Provide clubs with a list of media contacts in their region.
2. Coordinate with the members of the Achievement Committee to identify significant achievements of Kiwanians and clubs in the regions.
3. Ensure press releases concerning significant achievements are prepared by either the club or Committee member and provided to the public media and *The Capital Kiwanian*.
4. Forward clippings of public media coverage of Kiwanis activities to the District Historian.
5. Develop a District Wide public relations campaign for the public media.

Awards: The Committee will establish the criteria and procedures for the District Bulletin Contest. Annually, the Committee will present first place and honorable mention ribbons in each of the five (5) membership size categories. The winners in each category will be forwarded to Kiwanis International for entry into the International Bulletin Contest.

Digital District Subcommittee: The Public Relations Committee will have one (1) standing subcommittee named the Digital District Subcommittee. The Digital District Subcommittee will develop and maintain the information infrastructure for the District. The Public Relations Committee has responsibility for ensuring that the duties of this subcommittee are performed. The subcommittee shall report regularly on progress to the Public Relations Committee.

Background: The Digital District is an integral part of and responsible to the Committee on Public Relations. The Governor-Elect, in consultation with the chair of the Committee on Public Relations, will appoint sufficient people to achieve the goals and responsibilities assigned to the Digital District by these Policy Statements, District Board, or Governor.

Members: The members should include:

- District Web Master, who maintains the District Web Site.
- District List Master, who maintains an email remailing capability to provide rapid dissemination of information throughout the District.
- District Forum Moderator, who maintains a facility for open electronic discussion of District issues.
- District Database Coordinator, who maintains the District database that includes leadership contact information and club statistics.
- Other Kiwanis Family Web Masters (for example, the Foundation, CKI, and Key Club); these web masters shall be ex officio members of this committee.

Duties:

- Develop and maintain the information infrastructure for the District, including: the District Web Site, District List Server, District Forum, and District Database.
- Encourage and assist divisions and clubs in establishing their own home pages and link such pages to the District Web Site.
- In coordination with the Training and Education Committee, provide training at District and regional convention and conferences.

Awards: Annually, the Subcommittee will present ten (10) ribbons for the best club web pages based on criteria established by the Subcommittee and provided to the clubs. All clubs will compete equally in this contest, regardless of club size.

Service*
Service Agreement
Capital District, Kiwanis International

This service agreement outlines the minimum requirements of membership on Capital District Committees. The committee chair and all committee members who wish to serve agree to the following service agreement. It is understood that failure to observe the following agreement could result in possible removal from the committee.

Committee Type: Support Committee

Other Committees Encompassed Within This Committee: Human & Spiritual Values*

Membership: Each committee will have at least one (1) member from each region. The chair will designate one (1) member from each region as the regional coordinator. Chairs will serve as regional coordinators for their home regions. The Governor and Governor-Elect are ex officio members of all committees.

Duties: This committee assists with all service activities throughout the District (other than the Service Leadership Programs and Children and Youth Services). Specific duties include:

1. Assist clubs in conducting community surveys and developing service projects tailored to the needs of their communities.
2. Coordinate with the Lt. Governors to identify needs in the region and develop regional service projects.
3. Promote Human and Spiritual values through cooperation on broad nondenominational lines between clubs and local religious leaders/ groups in creating a greater public consciousness of the importance of religious and spiritual values. Encourage members to support these values by precept and example in the members' own communities.
4. Administer the Teenager of the Year program (described below) for each region and the District by publicizing the programs to clubs.

Teenager of the Year Program: Prior to District Convention, conduct the annual District Teenager of the Year contest, which includes:

- Establishing an equitable judging procedure for the District selection.
- Encouraging each club to select a club Teenager of the Year.
- Coordinating with each Lt. Governor to select a division Teenager of the Year from the club selections.
- Selecting the District Teenager of the Year from the division nominations.
- Arranging, with the support of the Capital District Foundation, for the District Teenager of the Year and parents to attend the District Convention banquet and presenting suitable recognition (typically, a plaque and scholarship funds) to the District Teenager of the Year at the banquet.

Awards: Annually (preferably at the Mid-Winter Conference), the Committee will present the Arthur A. (Junie) Lancaster Youth Service Award to the club in the District with the best comprehensive Service Program for Youth between the ages of six (6) and eighteen (18). The Committee will establish the criteria for the award and solicit and judge nominations from clubs throughout the District.

DRAFT

Conventions and Meetings

Service Agreement

Capital District, Kiwanis International

This service agreement outlines the minimum requirements of membership on Capital District Committees. The committee chair and all committee members who wish to serve agree to the following service agreement. It is understood that failure to observe the following agreement could result in possible removal from the committee.

Committee Type: Support Committee

Membership: The Governor shall appoint committee members for three (3) year terms. The Committee will be composed of eight (8) members who have prior experience with negotiations and contracting for meeting facilities. Geographic diversity should be a consideration. However, these members do not need to represent individual regions. The District Secretary/Treasurer as signer for all contracts is always a member of this committee.

Duties:

1. Develop and maintain a comprehensive list of meeting facilities in the Capital District that meet the requirements set forth in the Policy Code.
2. Solicit proposals, evaluate proposals, and present contracts for future meeting sites no less than three (3) years in the future. When it is advantageous to the District, multi-year contracts at the same location or with the same facilities will be submitted. The Board will approve all proposals before the contracts are signed by the District Secretary/Treasurer.
3. Review the current policies relating to District Conventions and Conferences and suggest revisions to the Board, as appropriate, to meet the current and future needs of the Capital District. Revisions should be presented for review and approval annually at the February board meeting.
4. Provide assistance, as requested, to each Region in soliciting and evaluating proposals for Regional Conference sites.
5. Maintain Kiwanis family calendar of all meetings to ensure that no scheduling conflicts occur with District Conventions, District or Regional Midyear Conferences or any other District Meetings. All events must be cleared by the Committee prior to entering into any contracts or other non-cancellable commitments.
6. Review proposals and recommend to the District Board, hosts and sites for future District Conventions and District Midyear Conferences, if held and assist in the creation of proposals, if necessary.

Deleted: Regional Educational Conferences,

Deleted: Educational

Historian

Capital District, Kiwanis International

This description outlines the duties and responsibilities of the District Support Committees and Groups of the Capital District.

Chair: The Governor-Elect will appoint an eligible Kiwanis member as Chair for a one (1) year term for the upcoming administrative year. Chairs may be reappointed.

Membership: The Chair will appoint as many additional members with an interest in District History as are needed to carry out the Committee's duties.

Duties: Consistent with the Bylaws and these Policy Statements, the Committee shall:

1. Maintain the Historical Archives of the District, including:
 - Annual club narrative reports;
 - Record of club charter dates;
 - List of District, regional, division, and club officers;
 - Press clippings reporting Kiwanis activities in the District; and
 - Other information of historical interest provided by Clubs and members.
2. In coordination with the District Web Master and District Database Coordinator, make the material available through publication and posting on the District Web Site.

Past Governors*

Capital District, Kiwanis International

This description outlines the duties and responsibilities of the District Support Committees and Groups of the Capital District.

Chair: The penultimate Past Governor will chair the Past Governors Committee. In the event the penultimate Past Governor is unable to serve for some or all of the term, the Past Governors Committee will select a chair for the remainder of the term.

Membership: All Past Governors of any Kiwanis District are members of the Committee as long as they are members in good standing of a Capital District Kiwanis Club.

Duties: The Committee functions as a senior advisor to the District Governor and District Board. Specific duties include:

1. Consider and report to the Governor and District Board its conclusions on all matters referred to it. The Committee, or appropriately constituted sub-committees, may initiate studies and discussions on subjects of interest to the District and report their conclusions and recommendations to each member of the Committee, District Governor, and District Secretary-Treasurer.
2. Assigning a Past Governor to a one (1) year term on the Long Range Planning Committee and a different Past Governor to a one (1) year term on the Bylaws and Policy Committee. Should a Past Governor on either of those Committees be unable to complete their term, the Past Governors Committee will appoint another Past Governor to serve the remainder of the term.
3. Adopt rules and procedures for the conduct of the association (since the Committee also functions as an association of Past Governors), provided that rules and procedures do not conflict with the District Bylaws or Policy Statements.
4. Verify and certify to the District Board that the candidate(s) for International Trustee meet the requirements to run, should one (1) or more Capital District members desire to run for the office of International Trustee.
5. Meet at District Conferences and Conventions and hold other meetings at the call of the Chair.

Past Lt. Governors **Capital District, Kiwanis International**

This description outlines the duties and responsibilities of the District Support Committees and Groups of the Capital District.

Chair: At the District Convention, the Committee shall elect one (1) of its members as President (Chair). Should the President be unable to complete the term, the Governor will appoint a member of the Committee to serve as acting President until the next regular or called meeting of the Committee.

Membership: All Past Lt. Governors of a Division in any Kiwanis District are members of the Committee as long as they are members in good standing of a Capital District Kiwanis Club. Members of the Past Lt. Governors Committee are encouraged to establish Division Past Lt. Governor Associations to serve as senior advisors to Division Lt. Governor.

Duties: The Committee functions as an advisor to the District Governor and District Board. Specific duties include:

1. Consider and report to the Governor and District Board its conclusions on matters referred to it. The Committee, or appropriately constituted sub-committees, may initiate studies and discussions on subjects of interest to the District and report their conclusions and recommendations to each member of the Committee, District Governor, and District Secretary-Treasurer.
2. Establish regional sub-committees that have the specific responsibility of advising the Governor-Elect on District Committee assignments to Club Support Committee.
3. Adopt rules and procedures for the conduct of the association (since the Committee also functions as an association of Past Lt. Governors), provided that rules and procedures do not conflict with the District Bylaws or Policy Statements.
4. The District Committee shall meet at District Conventions and Conferences and may hold other meetings at the call of the Chair. Regional Subcommittee shall meet at the Regional Conferences and may hold other meetings at the call of the Sub-Committee Chair.

NOTE: The District Key Position Job Descriptions currently contained in Appendix D are under review for updating. May 12, 2018

APPENDIX D – DISTRICT KEY POSITION JOB DESCRIPTIONS

District Secretary-Treasurer

Summary:

The District Secretary/Treasurer of the Capital District is the sole administrative staff of the District and is appointed annually and is responsible to the Capital District Board of Trustees. This individual is responsible for providing support to district officers, communicating with Kiwanians and Kiwanis Clubs, acting as a liaison with Kiwanis International and all Kiwanis International districts and entities, maintaining all district records and performing all administrative and financial duties assigned by the Capital District Board of Trustees. Attendance at training scheduled by Kiwanis International will be required.

Qualifications:

- Demonstrate experience with administrative functions including report preparation, task management and financial data management
- Knowledge of the Kiwanis family structure and function
- Excellent verbal and written communication skills
- Exhibit knowledge of and experience with basic computer programs (i.e., Word®, Excel® and Publishing®, or similar programs)
- Experience that demonstrates the ability to perform the tasks of the district secretary/treasurer
- Evidence of ability to work independently and to meet deadlines
- Satisfactory completion of Kiwanis International background check
- Bondable

Preferred Experience:

- Organizational administrative experience
- Secretarial experience within the Kiwanis family
- Kiwanis administrative experience at club, division or district level
- Event planning

Duties and Responsibilities:

- Administrative
 - provide administrative continuity for the Capital District
 - staff liaison between Capital District and International
 - support of CKI and Key Clubs
 - maintenance of district directory records
 - District Board support (including agenda preparation and report distribution)
 - attendance at district and international training and events
 - report review
 - information dissemination
 - District purchasing and procurement
 - District and event planning and related contract review
 - Bylaw and policy preparation
- Financial
 - receiving and accountability of funds
 - funds deposit management

- funds disbursement (including CKI and Key Club)
 - journal and accounts bookkeeping
 - maintenance of all financial records (including CKI and Key Club)
 - budget preparation in conjunction with finance committee
- Communication
 - participates with the District Administration and Operations Committee
 - correspondence
 - annual report to House of Delegates
 - report preparation
 - correspondence with clubs
 - interaction with Kiwanis International and other Kiwanis districts
- Electronic
 - club support for Kiwanis electronic communications and web-sites
 - participation in district web-site maintenance

District Youth Protection Manager

The District Governor may choose to have this position report to him/herself, or a related committee chair, such as the Key Club Administrator or the District Risk Manager.

Responsibilities:

- To advocate within the district the importance of youth protection to both the youth served by Kiwanis and the Kiwanis members, as well as the necessity of complying with Kiwanis Youth Protection Guidelines.
- To help clubs understand their responsibilities in youth protection.
- To be a connection between Kiwanis International and the Kiwanis district/youth clubs on issues of youth protection.

Duties:

1. Learn and understand the contents of the Youth Protection Guidelines and serve as a resource for members of the district. Provide answers to questions and instruct the clubs as to how to utilize the materials provided.
2. Know the local/state/provincial laws related to reporting for your district.
3. Provide and/or coordinate for Kiwanis district staff and leadership to receive annual training on the Youth Protection Guidelines.
4. Serve as a resource to the SLP Kiwanis advisors or SLP club chairman on their responsibilities related to Kiwanis Youth Protection Guidelines.
5. Submit youth protection articles for the district bulletin.
6. Conduct workshops and training at district events using materials provided by Kiwanis International. Such events include, but are not limited to, Kiwanis district convention, Key Club district convention, other district sponsored conferences or trainings (such as Mid-Year Conferences, Regional Trainings, etc.).
7. Regularly communicate with Kiwanis International regarding club activities and policy issues that arise.
8. Provide assistance as needed in ensuring that Kiwanis clubs comply with the Youth Protection Guidelines.
9. Assist Kiwanis clubs and districts with developing their own background check policies to compliment the Youth Protection Guidelines.
10. Attend the Youth Protection Guidelines training and seek to keep up to date on trends impacting youth protection.

Qualifications:

- A background in youth work, education or law enforcement is ideal.
- Active Kiwanis member in good standing.
- Ability to speak in public and conduct workshops and training sessions.
- Clear criminal history background. Check to be administered by Kiwanis International.
- It is strongly encouraged that the individual appointed to this position serves a minimum of a three-year term.
- As indicated in Kiwanis policy, the Youth Protection Manager should not hold any other District or International volunteer leadership positions.

APPENDIX E –BUDGET TEMPLATE FOR REGIONAL CONFERENCES



Kiwanis
Capital District

Serving the Children of the World

Budget Submission

Capital District
Kiwanis International

Instructions: Please complete all spreadsheet cells highlighted in pink. Make sure that total income equals total expenses (or net income equals zero) before submitting to the Budget & Finance Committee for review.

Meeting Name:

Proposed Meeting Date:

Income

	#	Fee Per Person	Total Fees
Registration Fees			
Kiwanians			\$ -
Guests			\$ -
VIPs		\$ -	\$ -
SLP Members			\$ -
Other: Please Specify			\$ -
	0		\$ -

Are meals included in this registration fee?
If yes, skip to alternative income.
If no, please detail meal income.

	#	Fee Per Person	Total Fees
Meals Served			
Meal #1			\$ -
Meal #2			\$ -
Meal #3			\$ -
Meal #4			\$ -
	0		\$ -

	Expected Income
Alternative Income	
Source #1	
Source #2	
Source #3	
Source #4	
	\$ -

Please list any other events you plan on having at the meeting:

Event #1	
Event #2	
Event #3	
Event #4	

Expenses

	#	Cost Per Person	Total Cost
Meal Expenses			
Meal #1			\$ -
Meal #2			\$ -
Meal #3			\$ -
Meal #4			\$ -
	0		\$ -

	Total Cost
VIP Expenses	
VIP Hotel Rooms	
VIP Meals	
Misc.	

	Total Cost
Registration Expenses	
Envelopes	
Name Tags	
Tag Holders	
Signs	
Tent Cards	
Tickets	
Printing	
Misc.	

	Total Cost
Other Items	
Room Rental	
Gifts	
Flowers	
Postage	
Telephone	
Honor Guard	
Audio/Visual Aids	
Publicity	
Entertainment	
Speakers	
Awards	
Other: Please Specify	
Other: Please Specify	
Misc.	

TOTAL INCOME \$ -

TOTAL EXPENSES \$ -

NET INCOME \$ -

Note: Please make sure that total income equals total expenses (or net income equals zero).

APPENDIX F – SAMPLE CLUB POLICY ON BACKGROUND CHECKS

Sample Policy and Procedures for Clubs On Criminal History Background Checks Capital District

Applicability: To ensure the highest standards of leadership and that adults working with youth are of the utmost moral fiber, the Kiwanis Club of _____ requires a clear criminal history background check for *(select those that apply to your club, unless required)*:

- ☒ **Required:** any member serving as advisor to any Service Leadership Program club, program or activity.
- ☐ **Encouraged:** all club members who will be working with youth or who may not have undergone a background check.
- ☐ **Not Required:** A check shall not be required if the individual has had a check by SHS within the past two years because he or she attends Key Club International Conventions or Key Leader events.

Options

- ☐ All officers and Directors as criteria for holding office.
- ☐ All persons making a new application for membership. _____

Clear Check: Successful completion of the background check (a "clear check") is based on verification that none of the convictions stated in Kiwanis International Procedure 197 (see attached). A club cannot or subtract from this list.

Service Provider:

This club shall use the following options for their criminal history background check service provider *(check all that apply)*:

- ☐ Local Courts, etc. (specify) _____
- ☐ Local Police or Sheriff's office (specify) _____
- ☐ Local vendor/provider of background checks (specify) _____
- ☐ Safe Hiring Solutions, Kiwanis International preferred vendor.

An exception to the above will be for those Service Leadership Program advisors that are employed by a school system or club members who, by virtue of their employment, have had a current (not older than two years) criminal background check completed. These individuals will be required to provide the Club Secretary proof that they have a "clear check".

Criteria: All background checks shall be reviewed and evaluated by the Club Secretary, or other designed Club Officer, and determined to be clear or not clear, based on the criteria established by Kiwanis International and the Capital District.

Notification: The person being checked and the Club President shall be advised by the Club Secretary if a check indicates a problem or concern that requires further investigation or is determined to be not clear.

Validity: Background checks are valid for a period of two years. All relevant persons who have not had a criminal history background check conducted and verified as clear within the past two years are required to have a new check.

APPENDIX F – SAMPLE CLUB POLICY ON BACKGROUND CHECKS

Copy: An individual may receive a copy of his/her background check by requesting it in writing.

Responsibility for Costs: (select the appropriate option)

- ☐ The Club shall be responsible to pay the charges. Checks shall be conducted as inexpensively as reasonably possible to assure accurate results.
- ☐ Each individual member responsible for a background check will be responsible to pay the cost. Checks shall be conducted as inexpensively as reasonably possible to assure accurate results.
- ☐ Each applicant for membership will be responsible to pay the cost. Checks shall be conducted as inexpensively as reasonably possible to assure accurate results.

Convictions that Cause Ineligibility: A criminal history background check is considered "not clear" if it indicates: a felony or misdemeanor involving moral turpitude; a felony or conviction or sex offender registration of a violent and/or sexual nature, involving any type of abuse of a child, involving threatening or intimidating behavior, or otherwise of a physical nature; or a felony related to larceny or theft. The club shall refer to the representative examples of such convictions found in Kiwanis International Procedure (see attached). Other types of felony convictions will be reviewed on a case-by-case basis by the Club Secretary.

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

Discipline: A check that is not clear causes automatic denial of the right to participate in the event in question or to hold the office or position in question or to be a candidate for such office or position.

Appeal: Anyone subject to action as a result of a background check shall have the right to appeal such action. However, they will not have a right to appeal or retry the original conviction.

1. Appeal Committee

The Secretary and President of the Club will constitute the Appeal Committee.

2. Appeal Process

The action resulting from a conviction shown on a background check may be appealed by the following process:

- A. The appeal must be submitted in writing to the Club Secretary within thirty (30) days from notification, stating the grounds of the appeal. The appeal may only come from the person who has been checked.
- B. The Club Secretary shall refer the matter to the Club President within fifteen (15) days of receipt.
- C. The Club President shall consider the merits of the appeal within ten (10) days to determine if a hearing is warranted.
- D. If a hearing is warranted, the Club President and Secretary shall meet within thirty (30) days to consider the grounds of the appeal and the alleged facts. The person making the appeal shall be given twenty (20) days' notice of meeting and shall have the right to attend at his/her own expense.
- E. The appellant shall have the option to have legal counsel present, at his/her own expense. If the appellant has legal counsel present, the club may also wish to have legal counsel present

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APPENDIX F – SAMPLE CLUB POLICY ON BACKGROUND CHECKS

and/or seek the guidance of the District Risk Manager.

- F. The Appeals Committee shall hear testimony and consider the evidence presented. All parties shall be allowed to ask questions of witnesses. The hearing shall be recorded.
- G. The Appeals Committee shall report its findings to the appellant within fifteen (15) days after meeting.
- H. If the Appeals Committee cannot come to a consensus, the Club's Board of Directors shall have final authority on these matters

DRAFT

APPENDIX G – DISTRICT FORMS



Kiwanis

Pre-Election Performance Pledge District Trustee

I, _____, a member in good standing of the Kiwanis Club of _____ as a nominee for the office of District Trustee of the _____ region of the Capital District, do hereby agree to the following:

1. I allow my name to be placed in nomination for District Trustee.
2. I will successfully complete a Kiwanis International Criminal Background Investigation.
3. If elected, I will attend the Governor-Elect's Leadership Team Education Conference, the Capital District Convention, the International President's Visit (as appropriate), the Educational Conference (for my region), the International Convention, all Capital District Board of Trustees Meetings, at least one Council Meeting of each Division in my region and all other conferences as outlined by Kiwanis International or the Governor of the Capital District during my term as District Trustee.
4. As District Trustee, I will serve as a counselor to my assigned region.
5. As District Trustee, I will serve on one or more of the Policy Committees and assume a portfolio of responsibilities for Club Support Committees and District Support Groups.
6. As District Trustee, I will ensure representation from my region on all District Support Committees and assist clubs with requests for assistance from said committees.
7. As District Trustee, I will promote the International, District, and Division programs of service, and the District and Division goals as set forth by and under the direction of the Governor.
8. As District Trustee-Designate and District Trustee, I will allow my contact information to be posted on the District Web Site.
9. As District Trustee, I will perform all other duties as requested by the Governor or Board of Trustees.

I have read the duties and responsibilities of District Trustee as outlined by Kiwanis International and the Capital District and I will fully and faithfully execute the duties of the office, if elected.

Signature: _____ Date: _____

This consent form must be completed by the candidate prior to his or her name being placed in nomination for the office of District Trustee. The signed pledge of the elected candidate shall be sent to the Capital District Secretary-Treasurer immediately following the election.

May 10, 2014

APPENDIX G – DISTRICT FORMS



Kiwanis

Pre-Election Performance Pledge Lieutenant Governor

I, _____, a member in good standing of the Kiwanis Club of _____ as a nominee for the office of Lieutenant Governor-Elect or Lieutenant Governor-Designate of Division _____, of the Capital District, do hereby agree to the following:

1. I allow my name to be placed in nomination for Lieutenant Governor-Elect/Designate.
2. I will successfully complete a Kiwanis International Criminal Background Investigation.
3. If elected, I will attend the Governor-Elect's Leadership Team Education Conference, the Capital District Convention, the International President's Visit (as appropriate), the Educational Conference (for my region), the International Convention, all meetings of the Lt. Governor Advisory Council and all other conferences for the Division and clubs of the Division as outlined by Kiwanis International or the Governor of the Capital District during my year as Lieutenant Governor.
4. As Lieutenant Governor-Designate, I will arrange a Club Leadership Education session with a Certified Instructor following the Leadership Team Education Conference and prior to September 1.
5. As Lieutenant Governor-Designate, I will make a minimum of one Contact Visit to each club in the Division between August 1 and September 30. I will file the Contact Report with the District Secretary no later than October 15.
6. As Lieutenant Governor, I will make a minimum of one visit to the Board of Directors Meetings of each of the clubs in the Division between November 1 and February 28. I will file the Board Evaluation Report with the District Secretary by March 15.
7. As Lieutenant Governor, I will make a minimum of one Progress visit to each of the clubs in the Division between March 1 and May 31. I will file the Progress Report with the District Secretary by June 15.
8. As Lieutenant Governor, I will coordinate with the other Lieutenant Governors of my region to schedule, plan and execute a Regional Education Conference that shall include the election of a District Trustee (when needed) according to the Capital District Bylaws.
9. As Lieutenant Governor, I will coordinate with Regional counterparts and committee members to conduct regional projects and programs.
10. As Lieutenant Governor, I will promote the International, District, and Division programs of service, and the District and Division goals as set forth by and under the direction of the Governor.
11. As Lieutenant Governor, I will between March 1 and April 1, convene an election conference for Lieutenant Governor-Designate and Lieutenant Governor-Elect in the manner prescribed by the District Bylaws. I will file the Division Election Report with the District Secretary no later than April 15.
12. As Lieutenant Governor-Elect/Designate and Lieutenant Governor, I will allow my contact information to be posted on the District Web Site.
13. As Lieutenant Governor, I will perform all other duties as requested by the Governor or Board of Trustees.

I have read the duties and responsibilities of Lieutenant Governor as outlined by Kiwanis International and the Capital District and I will fully and faithfully execute the duties of the office, if elected.

Signature: _____ Date: _____

This consent form must be completed by the candidate prior to his or her name being placed in nomination for the office of Lieutenant Governor-Designate or Lieutenant Governor-Elect. The signed pledge of the elected candidate shall be sent to the Capital District Secretary-Treasurer immediately following the election.

May 10, 2014


Kiwanis

Capital District Regional Election Conference Minutes

On the ____ day of _____, 20__, the _____ Region Election Conference was held at the _____

The Nomination Committee placed the following person(s) in nomination for the office of District Trustee:

_____ from the Kiwanis Club of _____

_____ from the Kiwanis Club of _____

Nominations from the floor:

_____ from the Kiwanis Club of _____

_____ from the Kiwanis Club of _____

All candidates met the requirements to serve as District Trustee and have read and signed the Pre-Election Performance Pledge.

By a majority vote of the delegates present at the Election Conference,
_____ was duly elected to serve as District Trustee.

Signature: _____ Date: _____

Election Committee Secretary

Signature: _____ Date: _____

Election Committee Chairperson

These minutes must be completed immediately following the Regional Election Conference and sent to the District Secretary Treasurer along with the signed pledge form.

February 11, 2013


Kiwaniis

Capital District Division Election Conference Minutes

On the ____ day of _____, 20__, the Division ____ Election Conference was held at the _____

The Nomination Committee placed the following person(s) in nomination for the office of Lieutenant Governor:

_____ from the Kiwanis Club of _____

All candidates met the requirements to serve as Lieutenant Governor and have read and signed the Pre-Election Information Pledge.

By a majority vote of the delegates present at the Election Conference,
_____ was duly elected to serve as Lieutenant Governor.

The Nomination Committee placed the following person(s) in nomination for the office of Lieutenant Governor-Elect:

_____ from the Kiwanis Club of _____

_____ from the Kiwanis Club of _____

Nominations from the floor:

_____ from the Kiwanis Club of _____

_____ from the Kiwanis Club of _____

All candidates met the requirements to serve as Lieutenant Governor and have read and signed the Pre-Election Information Pledge.

By a majority vote of the delegates present at the Election Conference,
_____ was duly elected to serve as Lieutenant Governor-Elect.

Signature: _____ Date: _____
Election Committee Secretary

Signature: _____ Date: _____
Election Committee Chairperson

These minutes must be completed immediately following the Division Election Conference and sent to the District Secretary Treasurer along with the signed pledge form.

April 11, 2012


Kiwanis

CONSENT AND RELEASE For voice, video and photography

CAPITAL DISTRICT KIWANIS

Participant: _____ Date of Birth: ____/____/____

Name of Parent/Guardian (if Participant is under the age of 18): _____

Kiwanis Club: _____

In return for being permitted to participate in events sponsored by or connected to Kiwanis International, Inc. ("Kiwanis"), Capital District Kiwanis, and/or the above mentioned Kiwanis Club, I agree to allow Kiwanis to use the following ("My Information") for any purpose whatsoever, and in any media throughout the world, including, but not limited to, publication in newspapers, magazines and other print and electronic media (including Kiwanis-affiliated websites):

The below information shall collectively be referred to herein as "My Information":

- ☐ my first name ☐ my last name ☐ my voice ☐ my photograph and/or film footage that includes me
☐ the photographs, film footage, artwork or other works created by me and described on Exhibit A (the "Works")
☐ the following biographical material related to me (please specify – age, school, state of residence, etc.)

I release, discharge and hold harmless Kiwanis and its respective affiliates, directors, officers, licensees, sublicensees, and agents from and against any and all claims and liabilities based on or arising out of the use, reproduction, transmission, display, publication, print or dissemination of My Information as authorized by this Consent and Release, including, but not limited to, any and all claims of copyright infringement, libel, defamation, invasion of the right of privacy or infringement of the right of publicity.

I waive any right to inspect or approve any publication or medium in which My Information may be used pursuant to this Consent and Release.

This Consent and Release is effective from the date set forth below in perpetuity and shall be binding upon my heirs, successors, assigns and legal representatives, and shall inure to the benefit of the legal representatives, licensees, successors and assigns of Kiwanis.

This Consent and Release: (i) shall be construed in accordance with and shall be governed by the laws of the States of Virginia, Delaware, Maryland and the District of Columbia; (ii) may not be amended except in writing signed by both parties; and (iii) constitutes the entire agreement of the parties hereto with respect to the subject matter hereof.

I warrant I am over the age of eighteen (18), that I have read this Consent and Release, and that I understand and agree with its terms.

Signature _____ Date: _____

Printed Name _____

Street Address _____ City _____ State _____ Zip _____

CONSENT OF PARENT OR LEGAL GUARDIAN (if participant is under age 18)

I am the parent and/or guardian of the above-named Participant, who is aged _____. I have the legal right to consent to and do consent and agree to the terms and provisions of this Consent and Release.

Signature _____ Date: _____

Printed Name _____

Street Address _____ City _____ State _____ Zip _____

Exhibit A: Works (insert description of "Works" here) _____


Kiwanis
TRANSPORTATION AUTHORIZATION FORM
CAPITAL DISTRICT KIWANIS

With your child's participation in the below identified Kiwanis Service Leadership Program (SLP) club, there may be occurrences when transportation will be necessary. Please read, complete and sign this form if you agree to authorize a Kiwanis Member to transport your child.

Student's name: _____ Date of Birth _____

Participates in: (Please select one): **Key Club** **Builders Club** **K-Kids** **Aktion Club**

I authorize any member of the Kiwanis Club of _____ or any Key Club Zone Administrator or Capital District Kiwanis Officer to transport my child to the following events (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> Service projects (SLP and Kiwanis Club) | <input type="checkbox"/> SLP and Kiwanis district events |
| <input type="checkbox"/> SLP and Kiwanis meetings | <input type="checkbox"/> SLP and Kiwanis international events |
| <input type="checkbox"/> Other (be specific) _____ | |

I understand that this authorization will remain in effect for the above events for the duration of my child's participation in the designated Service Leadership Program and that I may revoke it at any time.

The Kiwanis International Transportation guideline is: *When transporting youth, the best practice is the "rule of threes", with at least three people in the vehicle at all times along with documented approval from a parent or guardian for the transportation arrangements. When both of these conditions cannot be met, one of them should be. All transportation decisions should be made in accordance with local laws and school policies.*

I agree to hold Kiwanis International, Capital District of Kiwanis International, and the local Kiwanis Club harmless in the event of injury or property damage. In addition, I agree not to assert against Kiwanis International, in any court of law, any claim or claims that the student and/or parent or legal guardian had, now have, or may have in the future, whether known or unknown, based on any injuries sustained by the student while being so transported.

I have read the foregoing release, authorization, and agreement before affixing my signature below, and warrant that I fully understand the contents thereof.

Print Name of Parent/Guardian

Date

Signature of Parent/Guardian

Emergency Contact Number: _____

Approved by District Board 8/13/2016

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Committee:

Date:

Chairperson:

To be completed by the Committee Chairperson and submitted to the District Secretary and supervising District Trustee no later than 21 days before each quarterly District Board Meeting.

1. COMMITTEE MEMBERSHIP

Committee fully staffed: Yes ___ No ___ [Note: Regions without representation below.]

2. KIWANIS YEAR GOALS (list all committee's annual goals)

GOAL	% Complete

3. **CHALLENGES OR ASSISTANCE NEEDED** (use continuation sheet if necessary):

4. **COMMENTS** (use continuation sheet if necessary):

SIGNED: _____

February 8, 2012



Committee: Key Leader

Date: 04/13/2020

Chairperson: Charles Marks

To be completed by the Committee Chairperson and submitted to the District Secretary and supervising District Trustee no later than 21 days before each quarterly District Board Meeting.

1. COMMITTEE MEMBERSHIP

Committee fully staffed: Yes ☒

No ☐ [Note: Regions without representation below.]

We have committee members in all regions.

2. KIWANIS YEAR GOALS (list all committee's annual goals)

GOAL	% Complete
We have committee members in all 6 regions	100
Planning for a Spring 2021 Event	5



Committee: Youth Protection

Date: May 2020

Chairperson: Josh Hiscock

To be completed by the Committee Chairperson and submitted to the District Secretary and supervising District Trustee no later than 21 days before each quarterly District Board Meeting.

1. COMMITTEE MEMBERSHIP

Committee fully staffed: Yes ☐ No ☐ [Note: Regions without representation below.]

Chesapeake Bay	YES	NO
Heart of Virginia	YES	NO
Mason-Dixon	YES	NO
National Capital	YES	NO
Southeast Virginia	YES	NO
Southwest Virginia	YES	NO

2. KIWANIS YEAR GOALS (list all committee's annual goals)

GOAL	% Complete
Achieve 100% club participation in annual Youth Protection Policy training requirement	47% complete as of 4.30.2020
Achieve 100% club compliance with Kiwanis Advisor background check requirement	87% complete as of 4.30.2020
Provide on-going education about the Kiwanis Youth Protection Guidelines to club and district officers by providing one workshop at Kiwanis Mid-Year (2020), DCON (2020), two articles annually in the Capital Kiwanian, and additional in-person or virtual training to clubs and divisions upon request	Articles placed in every Capital Kiwanian; Session delivered at Mid-Year Conference (Feb 2020)
Promote Youth Protection Week (Fall 2020) and have committee members plan one in-person or online event in each region for clubs, members, club officers, and district officers to partake in – all of which would satisfy annual club education requirements	In Progress
Fully populate Youth Protection Committee and hold four meetings during the year, including three virtual meetings and one in-person committee meeting (Meetings in November, March, June, September)	In Progress

3. CHALLENGES OR ASSISTANCE NEEDED (use continuation sheet if necessary):

According to data received from KI in April 2020, of the 396 SLP clubs in the Capital District, 29 are not sponsored by a Kiwanis club. Of the 367 SLP clubs sponsored by a Kiwanis club, 347 have reported the name of a Kiwanis Advisor in Kiwanis Connect and 20 have not (88%). Of the 347 SLP clubs with a reported Kiwanis Advisor, 301 advisors have a valid and clear criminal background check on file and 46 do not have a background check on file at all or have an expired background check awaiting renewal (87%). I will re-assess progress toward goal completion after June 01, 2020 and will continue to work toward 100% Kiwanis Advisor background check compliance by July 01, 2020. I will continue to monitor club compliance with the annual Youth Protection Policies education requirement. As of 4.30.2020, we are at 47% club completion (67 of 143 clubs).

4. COMMENTS (use continuation sheet if necessary):

In February 2020, Kiwanis Advisors were asked to participate in a new online youth protection training series coordinated by Praesidium. As of 4.30.2020, 60% of Kiwanis Advisors within our district have started to take at least one of the online training sessions. When it comes to compliance in this and other youth protection categories, the Capital District is performing far above the overall averages of other districts.

SIGNED: Josh Hiscock



Kiwaniis®

Capital District

May the 4th, 2020

Report of the Bylaws and Policies Committee

The Committee met in April & May to review the District Policy Statements and make a number of revisions. The basis for the revisions were as follows:

- Move a variety of references to reimbursements from Sections 3 – Officers, Section 5 – Committees, and Section 6 – District Meetings to Section 11 – Finance – Subsection C – Reimbursement, so that there is one section of the policy that serves as the authority for this subject.
- Removed a confusing statement about ex-officio officers from Section 5 – Committees
- Changed references to Conventions/Conferences to District Meetings to be consistent throughout document.
- Changed references to Secretary/Treasurer to Secretary-Treasurer
- Changed a variety of different references to Kiwanis Education to use the new terms Leadership Development & Education Committee and it's chairperson, the Leadership Development Coordinator.
- Completed a thorough update to Section 6 – now called “District Meetings” rather than Conventions and Conferences. The “Convention and Meetings” Committee will now simply be the “Meetings” Committee
- Deleted a misleading reference regarding ex-officio members of Policy Formation Committees.
- Fixed statements about past governors serving on policy formulation committees in Section 5 and Appendix C so that they are in sync.
- Created a new Appendix B table listing District Committees, Staff and Key Positions
- Appendix C now contains committee descriptions, rather than Service Agreements and they are properly aligned to Appendix B and current practice
- Appendix D now contains key position descriptions provided by Kiwanis International for required positions.

The changes made are reflected in the attached markup version of the policy statements. A vast majority of this review and update falls into “housekeeping” as we were standardizing language and better organizing the document. However, there are a few items (primarily within Section 6) where policy either didn't exist or wasn't written consistently that the committee did correct.

It is, therefore, the recommendation of this committee that the District Board adopt the updated Policy Statement document as presented.

Requirement for the position of Governor-Elect

The committee was also tasked with addressing the lack of candidates for the position of Governor-Elect. A survey was conducted of both current and past trustees as well as current and past lieutenant governors.

The survey found almost no (only 1) interest among trustee respondents in running this year for Governor-Elect citing age, health, other priorities or having previously served as Governor. It found, however, significant (10 yes and 8 maybe) interest from current or past lieutenant governors in running next year for Governor-Elect if restrictions were eased to allow them to run. It also showed a variety of other PLGs interested in running in future years as well.

A significant majority of both surveys groups agreed that restrictions should be lifted to allow PLGs to run for Governor-Elect.

Respondents asked about the position of Vice Governor had very mixed reactions. More PTs were against it and more PLGs were in favor, both by slight margins. No mention to the cost of adding this position was provided to respondents to sway their opinions, however, our committee feels that less PLGs would have taken this into account in providing their response. Overwhelming (66% or more) support was not found in either group that would suggest it would pass the House of Delegates if submitted as a bylaws amendment, requiring a super-majority for adoption.

It is, therefore, the recommendation of this committee that the District Board submit and support the following bylaws amendment to the 2020 Capital District House of Delegates:

Amend Article III. Officers, Section 2. Item c. to strike the phrase “served as a Trustee” and in its place add the phrase “completed a term as lieutenant governor”:

The Governor and Governor-elect shall have and maintain a clear criminal history background check conducted and verified by Kiwanis International; shall have been a member of a Kiwanis club in this district for at least six (6) years; and shall have ~~served as a Trustee~~ completed a term as lieutenant governor in this district.

Upon approval of the House of Delegates and Kiwanis International, this would go into effect on October 1, 2020 and be applicable to elections taking place at the 2021 District Convention in Roanoke, VA.

Although not our charter, the committee recommends that the LD&E Committee is tasked with creating a guide for those interested in running for Governor-Elect on what they need to understand about district operations to be successful.

Respectfully Submitted,



PG Jeffrey M. Wolff, Chairman



Kiwanis®

Capital District Kiwanis Policy Statements

Last Updated by the
Capital District Kiwanis Board of Trustees
at the May 16, 2020 Board Meeting

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PREAMBLE.

The District Policy Statements implement the provisions of the District Bylaws. They define how the day-to-day business of the District is to be carried out. However, the District Bylaws are the primary governing document. They should be consulted first.

These statements are arranged to provide easy access to information on particular subjects. Sections 1 through 16 contain information related to the corresponding Articles in the Bylaws. If there are no additions to the Bylaws in the Policy Statement, it is so noted. The remaining sections contain information on topics that are not directly related to the Bylaws.

SECTION 1 – DEFINITIONS

Article I, Definitions, of the Capital District Kiwanis Bylaws is the authority for this section and there are no additional policies.

SECTION 2 – PURPOSE AND STRUCTURE

A. Organization

- a. **District.** The board shall periodically review the alignment of the divisions and regions and make adjustments for the good of the district.
- b. **Dissolving Regions.** The Board shall dissolve a Region if, for any reason, there are fewer than two Divisions in the Region. The Board, in consultation with the Lt Governor of the remaining Division, will assign the remaining Division to an adjacent Region. The District Trustee from the dissolved Region will serve the remainder of the term to which elected and not be replaced.

B. Membership

a. New Clubs

- i. **Adherence to Policies.** All new clubs in the Capital District must adhere to Kiwanis International Procedures, Section 300: Clubs.
- ii. **New Club Gifts.** When gifts are ordered for presentation to a new Kiwanis club on Charter Night, the order shall be placed through the club secretary of the sponsoring club in coordination with the Lieutenant Governor and regional Formula Committee member, and the funds required for such gifts be secured by the clubs in the Division by whatever methods they agree upon, working through the Lieutenant Governor of the Division. The District is not responsible for such gifts or for orders placed with Kiwanis International for such gifts.

b. **Club Membership**

- i. **Membership Levels.** Clubs are strongly encouraged to maintain an active membership of at least 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.
- ii. **Growth Plan.** Each club should have a growth plan reviewed/updated annually by the club Board of Directors to recruit new membership and retain current members. The growth plan will be presented to the Lieutenant Governor in writing by December 1st of each administrative year. Clubs may request assistance in developing the growth plan from the Lieutenant Governor, division Club Counselor, and/or the District Formula Committee.
 1. A Growth Plan should at least include:
 - a. Club's membership as of October 1st of the administrative year;
 - b. A goal of at least 25 club members or net +1 membership growth – whichever is greater;
 - c. Action steps needed to reach goal with appropriate timeline

c. **Clubs Failing to File Reports**

- i. **Adherence to Policies.** All clubs in the Capital District must adhere to Kiwanis International Procedures, Section 360.1M, requiring the filing of all reports, which include monthly club reports (and, in some cases, an annual report) and the election report.
- ii. **Violation Notification.** When a club fails to file all required reports in a timely manner, as defined by the schedule below, the District Secretary-Treasurer will, within ten (10) business days, advise the club via email and written correspondence that it is in violation of the Kiwanis International Procedures for Clubs in Good Standing, and that failing to file required reports may result in probation or charter suspension or revocation. The notice shall contain a list of all reports that the club is delinquent in filing.
- iii. **Board Action.** At its next meeting, the Board shall review a report of all clubs that are delinquent in filing. The report shall include which club reports and months are delinquent, the communications sent and responses received from each club, etc. The Board may then take action to include, but not be limited to, probation, suspension, or revocation processes.
 1. Monthly reports: As soon as a club is more than two (2) consecutive reports behind in filing, and/or is more than two (2)

months behind in filing one (1) or more reports in the current administrative year.

2. Annual report: As soon as a club is more than two (2) months behind in filing the report for the previous administrative year.
3. Election report: As soon as a club is more than two (2) months behind in filing the report.

- iv. **Return to "In Good Standing" Status.** If, at any point in this process, prior to charter suspension or revocation, the club complies with the requirements of Kiwanis International Procedures, then the club shall be returned to "in good standing" status and shall be so notified by the Board.

d. **Convention Attendance**

The District Secretary-Treasurer shall maintain a record of clubs represented at District Conventions and Conferences. At the District Board meeting held in conjunction with the District Convention, the Secretary-Treasurer shall provide the Board a report listing clubs not represented at least one (1) District Convention (including the current one) or District or Regional Conference in the current and preceding Administrative years. This list is intended to help Lieutenant Governors work with clubs and preclude the invoking of Section IV, Section 3 of the Bylaws. In addition, at the first meeting of each new Board, the District Secretary-Treasurer shall provide the Board with a list of clubs that were not represented at a District Convention or Conference during the Administrative year preceding the Board's tenure.

SECTION 3 – OFFICERS

A. District Officers

- a. **District Executive Committee.** The District Governor, Governor-elect, Immediate Past Governor and Secretary-Treasurer shall constitute the District Executive Committee, which shall meet as necessary.
- b. **Board Meeting Attendance.** When nominated, District Officers commit in writing to perform various duties and attend certain meetings. If a District Officer is absent from one of these meetings, the Officer shall provide a written explanation of the absence to the Board no later than seven (7) days after the missed meeting. The Board shall consider the explanation at their next meeting and determine if the absence is to be excused or not. If no explanation is forthcoming within the designated time period, the absence shall be considered to be unexcused. Should a District Officer have two (2) or more unexcused absences

during the administrative year, the Board may take action to vacate that office in accordance with Article IX of the Bylaws.

B. District Trustees

- a. **Regional Counselors.** The District Trustee will counsel the region from which elected. As a Counselor, the Trustee is/will:
 - i. A voice for the Governor and the District in the assigned region;
 - ii. A conduit for ideas and concerns between the Lt. Governors of the assigned region and the Board;
 - iii. A mentor for the Lt. Governors in the assigned region;
 - iv. If needed, a resource the Governor can use to help resolve problems in the assigned region;
 - v. Attend at least one (1) regional meeting during the year, if the assigned region holds one;
 - vi. Attend at least one (1) Division or President Council Meeting per division in the assigned region;
 - vii. Actively work with Lt. Governors and clubs to develop effective programs in their area of responsibility;
 - viii. Maintain regular communications with the Lt. Governors in the assigned region; and
 - ix. At the quarterly meeting of the Board of Trustees, report on the status of any club in his/her Region with a membership of fewer than twenty (20). This report will include membership trends for the last five years, actions taken within the Region, such as visits by Lt. Governor and Growth Team representative, existence and/or review of a club growth plan, progress as of the previous month, and the projected date when club will reach twenty (20) members.
- b. **Committee Assignments.** Prior to the next Administrative year, the Governor-Elect shall assign a Trustee to each Committee to serve as liaison between the Committee and the Board. The duties of the Trustee as liaison are to:
 - i. Have a monthly or bi-monthly meeting with each of assigned committee chair (face to face, if possible, otherwise over the telephone). Be a coach, mentor, and counselor for each committee chair to aid the committee in accomplishing its annual goals.

- ii. Attend one (1) or more committee meetings of each committee assigned.
- iii. Obtain a written report from each assigned committee one (1) month prior to each quarterly Board meeting. Reports must then be forwarded to the District Secretary-Treasurer.
- iv. Be a spokesperson to the Board for resources needed or results accomplished by each assigned committee.
- v. Be an active recruiter for the Governor in filling all District Committee vacancies within the counseled region.

C. Lieutenant Governor

- a. **General.** Lieutenant Governors are the official representatives of the Capital District and their Divisions at the annual International Convention. Lieutenant Governors sit as an Advisory Council to the District Board at the Board Meeting held in conjunction with the District Convention and at other times designated by the Board. Members of the Advisory Council shall have a voice but not a vote.
- b. **Monitoring Membership Levels.** The Lieutenant Governor will monitor the membership levels for the clubs in his/her division by reviewing the monthly/annual reports available from the Kiwanis International Website under Club Management.
 - i. If a Club has fewer than twenty (20) members, the Lieutenant Governor will convene a meeting within thirty (30) days with the club to advise them of the District and International policies concerning clubs with fewer than twenty (20) members. At this meeting, the Lieutenant Governor will be accompanied by the District Trustee and a Regional Formula Team representative to provide materials for the Club to prepare a growth plan.
 - ii. The Lieutenant Governor will report to his/her District Trustee quarterly on all clubs below twenty (20) members, their plans, and their progress to date.

- c. **Visiting and Evaluation of Clubs.** The Lieutenant Governor will visit each of the clubs in the Division a minimum of three times and file the required reports in a timely manner. The three visits are a Contact Visit, Progress Visit, and a Board Visit. The date of the visit and the form must be filled out completely. Completed forms must be sent to the Capital District Secretary-Treasurer by the due date.

D. Lieutenant Governor-Elect/Designate

- a. **Duties.** The duties of Lt. Governor-Elect/Designate are to:

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- i. Attend the ~~Midyear Conference~~ and District Convention;
- ii. Participate in all training sessions for Lt. Governors-Elect;
- iii. Attend and participate in all divisional and regional training sessions for officers;
- iv. Attend and participate in division council meetings;
- v. Attend and participate in Regional meetings;
- vi. Be encouraged to attend the International Convention;
- vii. Work with the regional Membership Committee member(s) in the area of membership development and problem clubs where designated by the Lt. Governor;
- viii. Fulfill the obligations of the Lieutenant Governor, if through ill health or for other reasons, he or she is unable to carry on;
- ix. Carry out any other assignments which the Lieutenant Governor may assign him or her. However, they cannot include the club visitations and other defined obligations of the Lieutenant Governor, unless through ill health or other reasons the Lieutenant Governor is unable to carry on;
- x. Compile a Division Directory and have in the hands of all District Officers, District Chairs, and Division Club Presidents by November 1 of their year as Lieutenant Governor;
- xi. Develop administrative plans for regular Division council meetings during the term as Lieutenant Governor, a minimum of one (1) each quarter; and
- xii. Develop, in conjunction with the other Regional Lt. Governors-Elect, administrative plans for at least one (1) Regional meeting during the term as Lt. Governor.

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E. Club Officers

- a. **Club Visits.** It is recommended that club officers clear all proposed invitations to the District Governor and District Trustees for club visits with the Lt. Governor prior to extending the invitation; this is so the Lt. Governor can coordinate the Division invitations and activities involving the District Governor and District Trustees. It is recommended that clubs pay for the meals of the Lt. Governor, District Officers, International Officers, Trustees, and Committee Chairs when on official visits.

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- b. **Installation Ceremonies.** In so far as possible, club officers should invite their Lt. Governor to the “installation of officers” ceremony.

SECTION 4 – DISTRICT BOARD

Article IV, District Board, of the Capital District Kiwanis Bylaws is the authority for this section and there are no additional policies.

SECTION 5 – COMMITTEES

A. Standing Committees as Required by Kiwanis International

Kiwanis International Procedures requires the following district standing committees. Their duties in this district shall be as defined by Kiwanis International and as further defined in their committee descriptions contained in Appendix C.

Aktion Clubs
Builders Club
Bylaws and Policies
Circle K International
District Convention
Finance
Key Club
Key Leader
Kiwanis Children's Fund
Kiwanis International Convention
Kiwanis Kids
Leadership Development and Education
Membership
Service
Resolutions

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B. Standing Committees Required by the District

The Capital District also has the following committees. Their duties are defined by their committee descriptions contained in Appendix C.

Achievement
Long Range Planning
Meetings
Past Governors
Past Lieutenant Governors

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C. Committee Structure.

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The Capital District has separated the required committees into two categories. Policy Formulation Committees and Support Committees.

- a. **Policy Formulation Committees.** These committees work with the Board to provide direction and recommend policy for the District in specific areas of operation. They are the Bylaws and Policy Committee, Finance Committee and the Long-Range Planning Committee. Policy formulation committees shall adhere to the following guidelines.

- i. **Membership.** ~~These~~ committees will consist of two (2) to three (3) District Trustees, ~~three (3) general members and one (1) Past Governor.~~ The composition of each committee is specified in detail in Appendix C – District Committee ~~Descriptions.~~

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- ii. **Appointments.**

1. **Trustee Appointments.** The Board will assign each District Trustee to a one (1) year term on a Policy Formulation Committee.
2. **Member Appointments.** Every year the Governor-Elect will appoint one general member to each committee for a three (3) year term, if there is a vacancy. Consideration should be given to members who bring relevant expertise to the committee. Members may be reappointed. ~~The Past Governors Committee shall recommend one (1) Past Governor to serve on each of the Policy Formulation Committees with the Immediate Past Governor as the representative to the Finance Committee.~~ The Governor-Elect, in consultation with the current chair, shall appoint an eligible member of the committee as chair. Exceptions to the member appointment process are stated in Appendix C.
3. **Special Appointments.** The District Foundation Board shall appoint one (1) member of its Board to serve a one (1) year term as an ex officio member to the Finance Committee; that member may be reappointed.

- iii. **Chairs.**

1. **Eligibility.** Prior to appointment, chairs should have served at least one (1) full year on the committee. Trustees may not chair these committees.
2. **Appointment.** The chair shall be appointed in accordance with subsection 2 above. When a chair's term will expire at the end of the current administrative year, all members will first be appointed in accordance with subsection 2, and then the Governor-Elect, in

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consultation with the current chair, shall appoint an eligible member of the committee as chair. The appointee will serve as chair when the term is set to commence until his or her term expires.

3. Reappointments. Committee chairs may be reappointed.
4. Reporting. Chairs will make quarterly written reports to the Board at each quarterly Board meeting via their Supervising Trustee. One (1) month prior to each quarterly Board meeting, chairs will submit written reports to their Supervising Trustees covering the committee's goals, progress toward goals, significant successes, problem areas, and anything else the committee feels should be brought to the Board's attention. The chair will present a formal report to the Board meeting at the District Convention.

iv. **Vacancies.**

1. Members. Should a vacancy occur on a committee during the year, the position or body which appointed the departed member shall appoint a replacement to serve the remainder of the unexpired term.
2. Chairs. Should a chair become vacant, a member shall first be appointed in accordance with subsection a.ii above. Then:
3. Finance Committee. The Past Governor on the committee who most recently served as Governor will assume the chair for the remainder of the year.
4. All other Policy Formulation Committees. The Governor shall appoint an eligible member of the committee as chair.

b. **Support Committees.** These are committees required by Kiwanis International and the District that are not Policy Formulation Committees. Support committees shall adhere to the following guidelines.

- i. **Membership.** Each committee will have at least one (1) member from each region. Some committees have additional members as described in these Policy Statements and the committee ~~descriptions~~. The chair will designate one (1) member from each region as the regional coordinator. If a committee has more than one (1) member in a region, the chair will designate one (1) of those members as the regional coordinator. Chairs will serve as regional coordinators for their home regions. The composition of each committee is specified in detail in Appendix C – District Committee ~~Descriptions~~.

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ii. **Appointments.**

1. **Member Appointments.** With the exception of the adult committees for school-based Service Leadership Programs (SLPs), the Governor-Elect, in consultation with the chair and the regional Past Lt. Governor Committees, will appoint members to three (3) year terms beginning October 1 of the coming administrative year. All appointments are to be made prior to February 1. Members may be reappointed. The Governor-Elect, in consultation with the current chair, shall appoint an eligible member of the committee as chair. Exceptions to the member appointment process are stated in Appendix C.
2. **Special Member Appointments.** For adult committees for school-based SLPs, the Governor-Elect will, in consultation with the District Administrator, appoint members to three (3) year terms. Members may be reappointed. The Governor-Elect, in consultation with the current Administrator, shall appoint an eligible member of the committee as Administrator. To coincide with the International Administrator Training schedule and the school year, appointments and terms will be as follows:
 - a. District Administrators will be appointed prior to November 1 of the administrative year in which the appointment will be effective.
 - b. Zone Administrators will be appointed prior to February 1 of the administrative year in which the appointment will be effective.
 - c. CKI and Key Club terms will begin on April 1 of the year in which appointed.
 - d. Builders Club and Kiwanis Kids terms will begin on April 1 of the year in which appointed.
3. **Additional Exceptions.** The Conventions and Meetings Committee is not required to meet the one (1) member from each region requirement. SEE Service Agreement in Appendix C for committee membership requirements.

iii. **Chairs.**

1. **Eligibility.** Prior to appointment, chairs should have served at least one (1) full year on the committee.
2. **Appointment.** The chair shall be appointed in accordance with subsection 2 above, except as noted below. When a chair's term will expire at the end of the current administrative year, all

members will first be appointed in accordance with subsection 2, then the Governor-Elect, in consultation with the current chair, shall appoint an eligible member of the committee as chair. The appointee will serve as chair when the term is set to commence (in accordance with subsection 2) until his or her term expires.

3. Reappointments. Committee chairs may be reappointed.
4. Reporting. Chairs will make quarterly written reports to the Board at each quarterly Board meeting via their Supervising Trustee. One (1) month prior to each quarterly Board meeting, chairs will submit written reports to their Supervising Trustees covering the committee's goals, progress toward goals, significant successes, problem areas, and anything else the committee feels should be brought to the Board's attention.

iv. **Vacancies.**

1. Members. Should a vacancy occur on a committee during the year, the Governor shall appoint a replacement from the same region as the departed member to serve the remainder of the unexpired term.
2. Chairs. Should a chair become vacant, a member shall first be appointed in accordance with subsection b.ii above. Then, the Governor shall appoint an eligible member of the committee as chair to serve the remainder of the unexpired term.

v. **General Duties.**

1. The committee will make recommendations to the Board concerning programs in the committee's area of responsibility.
2. The regional members will work with Lt. Governors and clubs to develop effective programs in their area of responsibility.
3. At the request of the Governor, Lt. Governor, or club, the regional members of the various committees will work as a team to provide whatever assistance is needed to make the club an effective and well administrated service organization.
4. Each committee will meet at least three (3) times during the year, including at the District Convention. Committee members will receive training annually by June 1. Committees are encouraged to hold virtual and/or teleconference meetings at other times.

5. Conduct training sessions in the committee's area of responsibility at District ~~Meetings~~.
6. By June 1, provide the ~~Leadership Development & Education~~ Committee with Kiwanis Minute spots concerning the committee's area of responsibility.

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c. The following applies to both Policy Formulation and Support Committees.

- i. ~~Committee Descriptions~~. ~~Descriptions~~ for each committee will be maintained in Appendix C of these Policy Statements. ~~These descriptions~~ outline the minimum requirements of membership on the District Committees. The committee chair and all committee members who wish to serve must agree to fulfill the ~~duties outline~~.

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Reimbursement for the District Leadership Conference (if held). Regional coordinators will be reimbursed by the District for attending the District Leadership Conference (if held) in accordance with the annual budget. Other committee members from the region may attend at their own expense. ¶

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- ii. **Trustee Assignments.** See Section 3.B.b.

- iii. **Ex-Officio Members.** Ex-Officio members of committees are persons who serve on committees by virtue of their office.

1. The Governor and Governor-Elect shall be ex officio members of all District Committees.
2. The District Secretary-Treasurer shall be an ex-officio member of the Bylaws and Policy Committee, Finance Committee, and Long-Range Planning Committee.
3. The Parliamentarian shall be an ex-officio member of the Bylaws and Policies Committee.
4. No ex-officio member of any committee shall have a vote nor are they factored into the number to make a quorum.

- iv. **Budget.**

1. Funding Requests. By the July 1 each year, Committee Chairs desiring budgets for the coming year will forward their request and justification for operating funds to the District Secretary-Treasurer via the Trustee liaison.
2. Expenditures. During the year, a committee shall not exceed its budget allotment without prior approval of the Board. Should a committee desire additional funding; the chair will forward a request and justification for such funds to the District Secretary-Treasurer via the Trustee liaison. The request will be reviewed by the Finance Committee and forwarded to the Board for action. All

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expense vouchers from committee chairs must be sent to the District Secretary-Treasurer for payment via the Trustee liaison.

D. Standing Key Positions Required by Kiwanis International

Kiwanis International Procedures requires and shall significantly support the following key positions. There duties and responsibilities are defined below:

- a. **Risk Manager** is the District's point of contact with Kiwanis International for insurance and liability matters. The Risk Manager will instruct clubs on how to avoid or minimize risk and communicate regularly with Kiwanis International. This person should have a background in property or casualty insurance.
- b. **District Youth Protection Manager.** The Youth Protection Manager will instruct clubs on how to help protect the youth served by Kiwanis clubs and their service leadership programs and communicate regularly with Kiwanis International. This person should have a background in youth training, education, or law enforcement.
- c. **The Formula (Membership/Club Opening) Coordinator.** The Formula is a special initiative of Kiwanis to open new clubs and strengthen membership in existing clubs. The Formula (Membership/Club Opening) Coordinator is responsible for providing direction and support for club opening and membership strengthening in the district. This position collaborates with the district leadership team to develop goals and objectives for inviting and retaining members.
- d. **Leadership Development Coordinator.** The Leadership Development Coordinator is responsible for implementation of the education, training, and leadership development of club presidents and secretaries in the district using programs established by Kiwanis International. This person may have a role, at the district's discretion, in educating or training other leaders such as Lieutenant Governors and Trustees.
- e. **Partnership Coordinator.** The Partnership Coordinator is responsible for connecting clubs with Kiwanis International's official partners and supporting clubs in developing and maintaining signature projects in their communities. The Partnership Coordinator may also help form new partnerships in selected regions, applicable to those areas.
- f. **Public Relations Coordinator.** The Public Relations Coordinator is responsible for guiding and assisting clubs with public relations via various media and ensuring adherence by clubs and the district to the branding guidelines established by Kiwanis International.

E. Other District Key Positions.

Deleted: ~~<#>Travel.~~ Reimbursements for travel expenses incurred by members of District Committees and other Subject Matter Experts (SME) shall follow the policies listed below:¶

~~<#>~~¶
~~<#>~~Travel reimbursement should only be considered for activities conducted outside a member's own region. In such circumstances, reimbursement for mileage at the current prevailing District rate will be provided as long as the travel was authorized in advance in writing by the district committee chairperson or supervising trustee. ¶

~~<#>~~¶
~~<#>~~With prior written approval of the District Governor, those SME who are asked to travel one-way more than one-hundred eighty (180) miles from their home on District business may also be reimbursed one (1) night's lodging expense up to the U.S. General Services Administration established per diem rates for that zip code. (see <http://www.gsa.gov/portal/category/100120>) ¶

~~<#>~~¶
~~<#>~~The travel expenses for officially invited program speakers to Regional Educational Conferences or the District Convention are to be covered by the respective event's budget. Regions need to account for the travel of SME from outside their region when they draft their Educational Conference budgets. ¶

~~<#>~~¶
~~<#>~~District Committees need to plan for mileage reimbursements in their submitted budgets for their members to speak outside of their home region at any other event other than the district events (Regional Educational Conferences and the District Convention) such as club or divisional meetings.¶

~~<#>~~¶
~~<#>~~Other expense reimbursements to members that fall outside of these guidelines should be handled on a case-by-case by the board through budgeted district funds within the Kiwanis administrative year in which they occurred. ¶

~~<#>~~¶
~~<#>~~All travel reimbursement requests should be submitted to the supervising Trustee for approval before being turned in to the District Secretary-Treasurer for payment.

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- a. **District Editor** is responsible for preparing the District's official publication, *The Capital Kiwanian*.
- b. **District Publication Designer** is responsible for handling all aspects of graphic design, layout and publication of *The Capital Kiwanian*. The positions of District Editor and District Publication Designer may be combined.
- c. **Kiwanis Children's Fund Representative** is the District's point of contact between the Kiwanis Children's Fund and the district.
- d. **Parliamentarian** advises the presiding officer at District Board meetings, and District Conventions and Conferences on matters of parliamentary procedure. The Parliamentarian shall:
 - i. be present at all District Board meetings, House of Delegate sessions and any other District meetings where questions of parliamentary procedure may arise. In the absence of the Parliamentarian, the presiding officer shall appoint another qualified individual as acting Parliamentarian for the session, and
 - ii. be an ex officio member of the Bylaws and Policy Committee.
- e. **Secretary-Treasurer** is a paid member of the District Staff whose duties are delineated in the District Bylaws. The job description for the Secretary-Treasurer is maintained in Appendix E of these Policy Statements.
- f. **Historian.** Duties:
 - i. Maintain the Historical Archives of the District, including:
 1. Annual club narrative reports;
 2. Record of club charter dates;
 3. List of District, regional, division, and club officers;
 4. Press clippings reporting Kiwanis activities in the District; and
 5. Other information of historical interest provided by Clubs and members.
 - ii. In coordination with the District Secretary-Treasurer, make the material available through publication and posting on the District Web Site.

F. District Foundation

- a. **Administration.** The District Foundation is the 501(c) (3) fundraising arm of the Capital District. The Foundation is administered by its own elected board with a Director from each Division in accordance with its own Bylaws as approved by the District Board. The Foundation President is elected by the Foundation Board.

b. **Bylaws Amendments.**

- i. Proposed amendments to the Sections of Incorporation of the District Foundation and amendments to the Bylaws of the Foundation will be submitted to the District Board after the Foundation Board has approved any proposed amendment and requested action by District Board.
- ii. Once an amendment is approved by both the Capital District and Foundation Boards, the District Secretary shall submit the proposed amendment to Kiwanis International in duplicate. Attached to each copy shall be a signature sheet containing the signatures of the President and Secretary of the Foundation and the signatures of the District Governor and District Secretary-Treasurer indicating that the proposed amendment has been approved. The signature sheet will also contain a blank fifth signature block for approval by Kiwanis International. The District Secretary will submit both copies to Kiwanis International. Kiwanis International will be asked by covering letter for its approval, indicated by returning one of the two original submitted by the District Secretary. The District Secretary shall retain a third set pending the return of one of originals by Kiwanis International.
- iii. Once the amendment has been approved by Kiwanis International, then the amendment shall become effective. If the amendment is to the Sections of Incorporation of the Foundation, it is the responsibility of the Foundation to see that the amendment is filed with the Virginia State Corporation Commission with the requisite fee.

c. **Relationship with the District Board.**

- i. Except in the case of an emergency, the District Board shall give the Foundation Board prior notice about action the District Board intends to take that might affect the Foundation to provide the Foundation Board with an opportunity to present its views in person to the District Board.
- ii. In cases requiring emergency action by the District Board affecting the Foundation that requires emergency action, the District Board will provide the Foundation Board with opportunity to present its position in person to the District Board as soon as possible thereafter.

d. **Meetings.** The Foundation Board normally meets quarterly with one (1) meeting held in conjunction with the District Convention. In preparing and approving the schedule of activities for the District Convention, the Governor shall arrange the schedule so that the meetings of the District Board and Foundation Board do not conflict.

e. **Programs.** Assist the Governor in meeting the District objectives in: Service Leadership Programs; District Pediatric Trauma Project; and Fundraising Activities at District Conventions and Conferences. The specific duties as they relate to Fundraising Activities are to:

- i. In coordination with the Lt. Governors, Past Lt Governors Association, and Service Leadership Programs, solicit sale items from clubs in the District;
- ii. Arrange for delivery of donated items to the Meeting site and, at the conclusion of the Meeting, ensure all unsold items are packed for delivery to the next site;
- iii. In coordination with the Convention and Meeting Committees, obtain the hotel room, arrange and decorate the room, receive and display the donated items; and
- iv. Operate their Fundraising Activities at the Meeting.

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f. **Fundraising.**

- i. From Capital District Kiwanians. The Foundation is limited to fundraising projects in the Capital District provided by these Policy Statements or as otherwise authorized by the Board. Specifically, the Foundation is authorized to: solicit Kiwanians and clubs of the Capital District to contribute a per member donation to the Foundation for use in the District.
- ii. From Other Sources. The Foundation shall: obtain grants to support District and regional service projects; assist clubs in obtaining grants for club service projects; and actively solicit corporate sponsorships for District Service Leadership Programs and Kiwanis training and education events.

SECTION 6 – DISTRICT MEETINGS

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A. Scheduling

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a. District Convention The Capital District Convention shall be held annually during the month of August as approved by the District Board of Trustees and the

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Board of Trustees of Kiwanis International. The meetings should not be less than two (2) days or more than three (3) days in duration.

- b. Midyear Conference Each year during the period January to April, a Midyear Conference will be held in the following format – district-wide, six regionals, or a combination of a single region and multiple regions going together. The Board will decide which option will be used two (2) years in advance of the scheduled conference based on whether or not a host has come forward and which format would be most beneficial for the District.

i. District Midyear Conference

1. Should a club, Division, or Region desire to host a District-wide Midyear Conference, they must present a conference proposal to the Conventions and Meetings Committee for review at the District Convention held eighteen (18) months prior to the proposed Conference.
2. Upon receipt of a proposal for a District-wide Midyear Conference, the Conventions and Meetings Committee will review the proposal and recommend a course of action to the Board. The Board will receive the report and, in consultation with the Governor-Elect elected at that District Convention, decide no later than eighteen (18) months before the proposed conference start whether to accept the proposal. The meetings should not be less than two (2) days or more than three (3) days in duration. If no proposal is presented, or the proposal(s) presented were not accepted, the Board will direct regions to hold Regional Midyear Conferences during the year under consideration.

ii. Regional Midyear Conferences

1. When Regional Conferences are held, the Lt. Governors-Elect, with the assistance of the Regional Trustees, will develop plans for the date, format, and location of their regional conferences and submit them to the Conventions and Meetings Committee no later than April 30 of the year prior to the scheduled conferences. A budget template for regional conferences is maintained in Appendix F of these Policy Statements.

- c. The Meetings Committee has the overall responsibility for ensuring that contracting for all meeting locations are completed at least two years in advance.

B. Designation of Host

- a. A chartered Kiwanis Club in good standing, group of clubs, a division, or region that desires to host a District Meeting shall extend an invitation, through the

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region's lieutenant governors, to the Conventions and Meetings Committee at least two (2) years in advance. This invitation shall include dates, hotel(s) capability for housing, conference rooms, and banquet facilities. Upon Committee approval, the Committee Chair shall present the recommendation to the District Board of Trustees for approval. When the District Board approves the recommendation, the Secretary-Treasurer notifies the Lieutenant Governors of the host region.

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C. Designation of the Meeting Chairperson

- a. Promptly, after notification, the Host(s) should nominate a Chairperson(s). The nomination is to be made through the Lieutenant Governors for the sitting Governor's appointment. It should be noted that the duties of the Chairperson are time consuming, especially the final three (3) months prior to the Meeting. So, it is essential that the Chair understands and is willing to commit to a position that will have constraints on personal time and obligations.
- b. In the case of Regional Conferences, each Regional Chairperson will communicate with the District Trustee serving as counselor to that Region, the District Secretary-Treasurer, the Lt. Governors of the Region, the Conventions and Meetings Committee, and the Leadership Development Coordinator on the progress and plans.

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Approval. This approval is normally given two (2) years in advance so preparations can be organized. The Host is responsible for providing all volunteer services, without cost to the Capital District or the Conference Committee, that are essential for the Meeting Program, activities and functions. ¶

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D. Responsibilities of the Capital District Governor

- a. The Governor has the overall responsibility to plan and develop the Meeting Program including complete responsibility for the concept, format, schedules, speakers, menus and fees in consultation with Meeting Chairperson(s). The Governor must approve all planning phases of the Meeting.
- b. The Governor and spouse shall be the host to the Kiwanis International Representative and Spouse at the District Midyear Conference (if applicable).

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The Governor-Elect shall be an Ex-officio member of the District Convention Committee. ¶

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E. Responsibilities of the Capital District Governor-Elect

- a. The Governor-Elect has the responsibility for the training programs at all District Meetings. This includes the training of incoming club officers, and Lieutenant Governors as well as educational sessions for the attendees. The Capital District Leadership Development Coordinator is delegated to coordinate the training programs.
- b. The Governor-Elect and spouse shall be the host to the Kiwanis International Representative and spouse at the District Convention.

F. Responsibilities of the Capital District Secretary-Treasurer

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- a. The District Secretary-Treasurer shall ~~communicate~~ to each chartered club and to the Secretary of Kiwanis International an official call to ~~at least sixty (60) days~~ prior to the date off the Meeting. ~~Official Calls to District Meetings~~ shall also appear in *The Capital Kiwanian*.
- b. The District Secretary-Treasurer shall be the Treasurer for ~~all~~ Planning Committees and shall be responsible for the payment of all invoices incurred by the Meeting.
- c. The District Secretary-Treasurer, as the agent for the Capital District, shall sign all contracts with the ~~Host Venue~~ and all other contracts.
- d. The District Secretary-Treasurer shall be responsible for the financial accounting of the Meeting to Capital District.
- e. The District Secretary-Treasurer shall record the official minutes of the House of Delegates ~~at District Convention~~.
- f. The District Secretary-Treasurer shall serve as a resource ~~as needed~~.

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G. Responsibilities of the Kiwanis International Representative

- a. The appointment of the Kiwanis International Representative ~~occurs after the~~ Kiwanis International Convention. The District Governor is notified by Kiwanis International of the appointment. The ~~Representative~~ has the responsibility of presiding at the Installation Ceremony on Sunday morning ~~of District Convention~~ and will be provided a copy of the Installation Procedures ~~in advance~~.

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H. Meeting Program

- a. Capital District Committee Meetings at ~~District Conventions or District Midyear Conferences~~ ~~can~~ be held on Friday between 8 AM and 4 PM. During this time frame, certain training and leadership sessions may ~~also~~ be scheduled. The format for Meetings on Saturday is ~~a combination of general and~~ educational sessions.
 - i. The election of Capital District Officers will take place at the District Convention. A ~~House of Delegates business session~~ will be scheduled on Saturday afternoon and the Election of Officers will be held on Sunday morning.
- b. Although not a part of the formal portion of the Meeting Program, additional activities or functions may be offered by the ~~Meeting~~ Committee for the purpose of enhancing fellowship among Kiwanians, spouses and guests. These activities shall not conflict with the ~~Meeting Program~~.
- c. The scheduling of meetings, which are essential for the Governor and Governor-Elect to attend, shall not overlap.

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- d. The Governor, Governor-Elect ~~and any candidates for the position of Governor-Elect~~ shall not hold receptions on the evening of the Governor's Banquet ~~at District Convention~~. Instead, an open reception with a cash bar should be held so all attendees may participate.

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I. Responsibilities of the ~~Meeting~~ Chairperson(s)

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- a. Upon selection, the Chairperson(s) should consult Section 6 of the District Policy Statements for procedures on the District Meetings.

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- b. The chairperson shall meet with the Governor, Governor-Elect, the Immediate Past Governor, the Capital District Secretary-Treasurer and the Chair of the Committee on Finance and Budget for an orientation before beginning meeting preparations.

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- c. Generally, the ~~Host Venue~~ has been determined when the invitation to host a ~~Meeting~~ was proposed. ~~If not already completed~~, the Chairperson shall begin negotiating with the Sales Associate of the ~~Host Venue~~ for adequate housing, conference rooms, and banquet facilities. A ~~contract~~ shall be obtained from the Sales Associate outlining cost of rooms, number of rooms, number of handicapped rooms, and number of complimentary rooms. It is customary for the hotel to provide one (1) gratis room for every fifty (50) rooms reserved. Conference areas, additional space requirements and equipment availability and cost shall also be verified.

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- i. When additional housing is required ~~outside of the primary facility is needed~~, the Sales Associate of the ~~Host Venue~~ negotiates ~~with the sales teams of the satellite hotel(s)~~ for additional rooms and rates. This is incorporated in the ~~Host Venue~~ room accommodation contract.

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- ii. After the above information has been ascertained, the Chairperson shall confer with the Governor for approval before entering into formal written contracts. Once the formal written contracts are developed, the Capital District Secretary-Treasurer reviews with the ~~Host Venue~~ Sales Associate the contracts and, if satisfactory, signs them as the Capital District Agent. Contracts shall be periodically reviewed by the Chairperson and the Sales Associate for any necessary changes. Any contract requiring a change shall be rewritten, approved by the Governor and signed by the Capital District Secretary-Treasurer.

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- iii. The contract with the ~~Host Venue~~ shall clearly stipulate that no bills will be honored unless verified by the District Secretary-Treasurer or designated representative in accordance with the terms of the contract.

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d. The Chairperson shall organize a Planning Committee, including persons to serve as/oversee:

a. Vice Chairperson

b. Secretary

c. Finance

d. Physical Arrangements

e. Housing

f. Registration

g. Program and Printing

h. Entertainment and Speakers

i. Fundraising and Hospitality

j. Publicity

k. Service Leadership Programs and First Timers

l. Meals/Catering

m. Flowers and VIPs

n. Any other sub-committees deemed necessary by the Chairperson.

i. The Chairperson shall recommend to the Governor members for appointment to the Convention Committee. The Governor will appoint the Capital District Secretary-Treasurer to be the Treasurer for the Planning Committee.

ii. The Chairperson shall provide information to the committee members of their duties and responsibilities. In addition, the committee members should be aware of the role of the Governor, Immediate Past Governor, Governor-Elect, Capital District Secretary-Treasurer, the Lieutenant Governor of the Host Division, District Trustee of the Host Region, Leadership Development & Education Coordinator, Host Club President and the Hotel Sales and Registration Associates.

iii. The Chairperson shall develop an on-going schedule for committee meetings. This plan shall begin no later than a year prior to the previous Meeting. It should outline dates, location of meetings and transactions for the meetings. In addition, any information required by the Capital District should also be noted in the schedule. The Schedule Plan shall be made available to the Governor and Governor-Elect. The Governor should participate in all discussions, if possible. The Governor-Elect should also participate in preparation for the Governorship.

e. The Chairperson shall develop a Financial Plan (budget), detailing proposed income and expenses. The Chairperson shall present the plan to the Capital District Finance Committee for approval at the meeting proceeding the intended Meeting. If approved, the Capital District Finance Chairperson and Immediate Past Governor, presents the Finance Plan to the District Board of Trustees for approval. When the Plan is approved, it becomes the Budget for the Meeting.

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- f. The Chairperson shall oversee the accuracy of bills and refer them to the Finance Chairperson of the Planning Committee for recording and forwarding to the Capital District Secretary-Treasurer for payment
- g. A presentation inviting Kiwanians to the Meeting shall be made by the Chairperson or a designated person. This invitation shall be presented at the Sunday Closing Session of the preceding Meeting.
- h. The Chairperson shall have continuing liaison with the Governor, Governor-Elect, District Secretary-Treasurer, Leadership Development Coordinator, Hotel Personnel, and the Conventions & Meetings Committee.
- i. The Chairperson shall be responsible for the assignment of complimentary lodging.
- j. The Chairperson shall prepare and submit correspondence or reports pertaining to the Meeting as required.
- k. The Chairperson shall prepare a list of workshop facilitators and place a notice, for the session, listing time and place in each facilitators registration packet. Arrangement of workshop facilitators is the responsibility of the Leadership Development Coordinator.
- l. The Chairperson shall give the final meal count to the Hotel's Sales Associate 72 hours prior to the meal functions. The payment of the meal function is based on this count. If the attendees number more or less, this figure must be verified and approved by the Meeting Chairperson and the District Secretary-Treasurer before payment.
- m. The Chairperson shall consult with the Governor to identify the Kiwanis International Representative, if attending, and any particulars needed for the Representative's visit.

J. Financial Plan/Budget

- a. Administrative and complimentary expenses are procured from charges for registration, a meal surcharge, and any Meeting Committee functions. The registration fee should be set at a reasonable cost. Meal costs should be secured in writing from the Host Venue at the time the contracts are negotiated.
- b. By developing the Financial Plan/Budget early, Meeting sub-committee chairpersons will have general guidelines for expenditures. The sub-committee chairpersons shall endeavor to maintain expenses as low as prudently possible. The Meeting Chairperson shall review the budgets of the sub-committees with the respective chairpersons to ensure that the expenses are contained within the budget guidelines. The object is that the Meeting does not incur a deficit.

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c. The Financial Plan/~~Budget~~ shall include the following line items:

i. Cost of registration, meals, and lodging

ii. Estimated Committee expenses, such as:

1. Transportation, if required,
2. Telephone expenses,
3. Flowers,
4. Audio/Visual equipment ~~and staffing~~,
5. Publicity,
6. Postage,
7. Supplies,
8. Badges and Holders,
9. Color Guard Honorarium (donation, if approved by the Committee),
10. Ribbons,
11. Youth Activities,
12. Activities for First Timers,
13. Equipment rental,
14. Gifts,
15. Miscellaneous, and
16. Planning Committee Wrap-up Dinner

iii. Complimentary expenses ~~of the Meeting~~ are:

1. ~~Registration including all meals, functions of the Meeting and lodging for:~~

- ~~a) Governor and spouse (suite where available),~~
- ~~b) Governor-Elect and spouse (suite where available),~~
- ~~c) Kiwanis International Representative and spouse (if attending),~~
- ~~d) Capital District Secretary-Treasurer and spouse,~~
- ~~e) Immediate Past Governor and spouse,~~
- ~~f) Capital District CKI Governor,~~
- ~~g) Capital District Key Club Governor,~~
- ~~h) Meeting Chairperson,~~
- ~~i) Editor of The Capital Kiwanian~~

2. ~~As registration costs can be expensed from their own respective SLP Administrator budgets, lodging only shall be provided complimentary for:~~

- ~~a) Capital District CKI Administrator~~
- ~~b) Capital District Key Club Administrator~~

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iv. Gifts for Dignitaries

1. A suitable gift valued between \$50-\$100 shall be purchased and presented to the Kiwanis International Representative (if in attendance at District Convention).
2. A suitable gift valued between \$125-\$150 shall be purchased and presented to the retiring Governor at District Convention.

v. Additional Standard Expenses

1. Cost of an award for the best District Meeting Exhibit displayed by a District Chairperson at the Meeting.
2. Cost of the Friday breakfast for the Capital District Finance Committee at District Convention. (maximum 10 people)
3. Cost for set-up and hotel service personnel for the Capital District Governor's Reception.
4. Any cost, i.e. flag rental, interpreter, etc. if the Kiwanis International Representative is from outside the U.S.A.
5. Cost of any Meeting function, which the Planning Committee approves, should be self-supporting (i.e. entertainment on Friday night, spouses' activities, etc.).

vi. Not Chargeable to the Meeting

1. Past Governor's Luncheon at District Convention. This Friday Luncheon is arranged by the Meal/Catering Committee under the direction of Past Governors' Chairperson. Cost is individually collected and delivered to the District Secretary-Treasurer for payment.
2. Leadership Luncheon at District Convention. This Friday Luncheon shall be arranged by the Meal/Catering under the direction of the Governor & Governor-Elect. Individual cost is collected and delivered to the District Secretary-Treasurer for payment.
3. Cost of lodging for one (1) night and Governor's Banquet cost for the Teenager of the Year and parents at the District Convention. Payment is the responsibility of the Capital District Foundation.

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Cost of the Luncheon for the President-Elect Planning Conference (PEPC). The luncheon shall be arranged by the Meal/Catering Committee under the direction of the Capital District Training Coordinator. Cost is individually collected and delivered to the District Secretary-Treasurer for Payment.

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4. The Meeting Committee may elect to absorb, in a duly approved motion of the Committee, certain other expenses provided that no deficit is created.
5. Should any financial matters become objects of dispute, the Meeting Chairperson will immediately seek counsel with the Governor. In the event expenses exceed income, the deficit shall henceforth be a financial obligation of the Capital District.
6. Any expenses of any service project planned for the District Meeting shall not come from the Meeting or District Budget.

K. Capital District Credentials Committee (District Convention Only)

- a. At least sixty (60) days prior to each duly called Convention, the Governor shall appoint a Credentials Chairperson and committee members from any region that does not have an announced candidate.
- b. The Convention Chairperson shall arrange for an appropriate area for the Credential desk, plus, table, chairs, and a sign identifying the area.
- c. The Convention Chairperson shall determine the hours the Credential Desk is open, concurring with the Credential Chairperson. Normally the desk is open Friday 9:00am - 5:00pm and Saturday 9:00 am - 3:30 pm. The hours should be published in the Convention Program and attendees should be reminded at all general sessions.
- d. The delegate ribbons are provided to the Credentials Chairperson by the District Secretary-Treasurer. These ribbons are given at the time the delegate or delegate at-large is certified by the Credential Committee.

L. District Convention Elections Committee (District Convention Only)

- a. At least sixty (60) days prior to each duly called Convention, the Governor shall appoint an Election Committee Chairperson. The Chairperson will conduct the elections for the offices of Governor and Governor-Elect, as well as for a candidate for International Trustee, as needed. The Chairperson will appoint sufficient members of the committee as Sergeants-at-arms and ballot counters. Each announced Governor-Elect candidate will be given the opportunity to appoint an equal number of members to the committee. The committee shall be formed even if there is only one announced Governor-Elect candidate, in order to be prepared if there are additional nominations from the floor.
- b. The Convention Chairperson shall confer with the Elections Chair for a suitable location where only certified delegates may enter for ballot counting. The

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Convention Chairperson should also inquire if any other type of assistance is needed, i.e. ballot boxes, printing of ballots, etc.

M. Final Meeting Report

- a. Within, but not later than forty-Five (45) days after the close of the Meeting, the Convention Chairperson shall file with the Capital District Governor and Secretary-Treasurer, a copy of a complete and detailed report on the events of the Meeting, including the detailing of income and expenditures. Included will be an attendance report prepared by the Finance Sub-committee and detailing the number of Kiwanians registered for the Convention; the number of First Time Convention attendees; the number of guests attending; the number of delegates and delegates-at-large in attendance (if District Convention); the number of persons from each club in the Capital District registered and in attendance, identifying those Kiwanis clubs with no one in attendance at the meeting and the number of Presidents-Elect and Lt. Governors-elect attending.

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N. Guidelines for the Sub-Committee Chairpersons

a. Meeting Secretary

- i. Shall be responsible for recording and maintaining the minutes of all meetings of the Planning Committee as well as the distribution of the minutes to all Committee members, the Governor, Governor-Elect, the District Secretary-Treasurer, and the Meetings Committee Chairperson.
- ii. Shall notify members of all meetings.

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b. Finance Chairperson

- i. Shall assist the Meeting Chairperson in preparation of the Financial Plan/Budget in accordance with the Capital District Meeting Budget Guide.
- ii. Shall refine the Budget as necessary.
- iii. Shall coordinate with the District Secretary-Treasurer procedures for depositing funds, certifying bills for payment and forwarding bills.
- iv. Shall authenticate all bills, corroborating with the Meeting Chairperson as necessary.
- v. Shall be responsible for receiving and accounting for all funds generated by the Meeting.

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- vi. ~~Shall work with the~~ Registration Committee ~~to verify online registrations~~ and funds ~~collected~~. Shall forward ~~on a weekly basis~~ all receipts and bills to the District Secretary-Treasurer.
- vii. Shall prepare monthly financial progress reports for presentation at the Planning Meetings.
- viii. Shall maintain a running account of registrations broken down by date, Kiwanians, spouse, ~~Service Leadership Program members, and by club~~, Division and Region. This is to be sent to the District Secretary-Treasurer weekly.
- ix. Shall prepare a final analysis of the finances of the Convention/Conference and forward it to the District Secretary-Treasurer.

c. **Physical Arrangements Chairperson**

- i. Shall work with the Hotel Sales Associate to establish:
 - 1. Location and number of conference rooms
 - 2. Location and capacity of banquet facilities
 - 3. Location for Registration area and ~~Convention Office~~
 - 4. Area for Exhibits. (Tables, linens, chairs, electricity, etc.)
 - 5. Area for Credential Desk (~~District Convention Only~~)
 - 6. Area for House of Delegates (~~District Convention Only~~)
 - 7. Area for Election Committee (~~District Convention Only~~)
 - 8. Location for Caring Corner and Hospitality area
- ii. Shall determine availability and cost of audio/visual equipment. Shall arrange for equipment ~~and staff~~ as necessary.
- iii. Shall determine the availability of ~~risers~~, if needed and the placement of a piano, if used.
- iv. Shall work with the District Secretary-Treasurer to establish layouts for District Committee meetings.
- v. Shall confer with the ~~Leadership Development Coordinator~~ to establish the schedule of ~~Workshop~~ Sessions.
- vi. Once the schedule is established, shall develop Session Set-up Forms with the ~~Leadership Development Coordinator~~. This form shall include seating arrangements, equipment needed, number in audience, names on tent card, etc.

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Location for Service Leadership Programs and First Timers activities. ¶

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(NOTE: The use of Conference Rooms and Banquet areas should be complimentary.) ¶

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vii. Shall confer with the Governor to establish layout for the House of Delegates. (~~District Convention Only~~)

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viii. Shall provide the Printing Chair with a list of:

1. Door signs with the title of the training sessions.

2. Names for tent cards needed for meeting, ~~workshop~~ sessions and specialized signs, i.e. a chart listing the location of ~~Hospitality Rooms~~, and ~~Convention Office~~.

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ix. Shall determine Kiwanis banners needed and arrange for their display. Shall also arrange for ~~availability and~~ proper set-up of flags.

x. Shall confer with the Hotel's ~~Banquet Services Manager~~ prior to the Meeting.

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xi. Shall develop a daily Matrix Set-up Sheet showing each District Meeting, Board of Trustees, House of Delegates (~~District Convention only~~), ~~Workshop Sessions~~, and Meeting Functions by time, room, presenter, equipment needed, and times the Registration Desk is open. Shall provide the Hotel Set-up Associate with a copy for proper room arrangement.

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xii. Shall check each committee, ~~education~~, and banquet area during the ~~Meeting~~ for proper set-up, equipment, tent cards, and door signs. (NOTE: Large envelopes containing the necessary tent cards, door signs, and arranged by date and time can be prepared for each training session, committee meeting and banquet.)

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d. **Registration Chairperson**

i. Shall develop procedures for ~~online registration~~, ~~refunds~~, ~~reporting on~~ registration forms to the Finance ~~Chairperson and District Secretary-Treasurer~~.

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iii. ~~Shall provide location of online form~~ to the District Secretary-Treasurer and the Editor of *The Capital Kiwanian* no less than five (5) months before the ~~Meeting~~.

iv. Shall obtain and review with the ~~Meeting Chairperson~~ a list of supplies with prices, i.e. badges, badge holders, envelopes, etc.

- v. Shall order supplies no less than six (6) months prior to the Meeting. Deleted: Convention/Conference
- vi. Shall inventory ribbons and obtain needed ones from the District Secretary-Treasurer and the Foundation Executive Secretary
- vii. Shall arrange for any technical assistance prior to and during the times the Registration Desk is open during the Meeting. Deleted: secretarial or computer
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- viii. Shall arrange for equipment needed during the Convention/ Conference and for delivery to the Convention Office. Deleted: Operations/Information Center
- ix. Shall prepare an envelope for each attendee, badge with complete name and club, spouse/guest badge with complete name, badge holder, tickets ordered, Meeting Program, and generic material such as tourism information. Deleted: placing within a copy of the registration form,
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Deleted: (NOTE: The original Registration Form is retained by the Registration Committee.)
- x. Shall indicate on the outside of the envelope the individual's name, Kiwanis club, and tickets enclosed.
1. Shall devise an appropriate plan for indicating registrants who owe money. (NOTE: One way may be by placing a red dot on the front of the envelope.)
- xi. Shall devise a plan for any refunds with the Finance Chairperson. Deleted: Convention/ Conference
- xii. Shall staff the Registration Desk at the Meeting. The Staff should consist of the Registration Chairperson, technical assistance, and at least three (3) assistants using the following suggested schedule: Friday 8AM-8PM; Saturday 7AM-6PM; Sunday 8-9AM Deleted: Convention/Conference
Deleted: secretarial or computer
Deleted: Thursday 4-8 PM;
- xiii. Shall prepare a plan for "walk-in" registrants. Necessary supplies, blank registration forms and partially pre-filled envelopes, shall be in place. All "walk-in" attendees are required to register and pay the registration fee in order to attend any activity or function of the Meeting. If they desire meal or function tickets, the price is not discounted. If tickets are turned in, after a refund, they can be resold. Deleted: Convention/Conference
- xiv. Shall prepare the envelopes for the complimentary guests and have them filed separately from the other envelopes.
- xv. Shall alphabetize envelopes in boxes. (NOTE: A good box to use is the size that holds 10 reams of paper.) Deleted:
Deleted: paper and have at least 12 boxes
- xvi. Shall coordinate with Meal/Catering Chairperson meal numbers and special dietary requirements. Formatted: Indent: Left: 0.5", Add space between paragraphs of the same style, No bullets or numbering
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e. **Housing and Transportation Chairperson**

- i. As stated previously, the **Meeting** Chair is responsible for assignment of complimentary lodging and reviews this with the Registration Associate of the **Host Venue**.
- ii. Shall inquire of the current class of Lieutenant Governors the type of lodging desired, such as suites, if available, connecting doubles, a double; or, two (2) Divisions sharing a double as a Hospitality Room.
- iii. Shall review room reservations with the Hotel Registration Associate.
- iv. Shall arrange housing so that all VIP's, disabled persons, and District Chairperson, and **instructors** who are presenters are housed in the **Host Venue**. A list of these people should be provided to the Hotel Registration Associate.
- v. Shall inquire if the **Host Venue** has available equipment for the disabled, i.e. wheelchairs, walkers, etc.
- vi. The **Host Venue** Registration Associate shall work with the Satellite hotel(s) personnel for room assignments.
- vii. Room assignments shall remain **confidential**.
- viii. The **Host Venue** and or/satellite hotel(s) shall confirm room reservations.
- ix. Shall have a list of all registrants indicating hotel assignment and room assignment.
- x. The Housing Committee shall have a representative on call and stationed at the Registration Desk at all times during the **Meeting**.
- xi. Shall arrange for shuttle service between hotels if needed.

f. **Program and Printing Chairperson**

- i. Shall arrange for the printing of all tent cards and all session door signs.
- ii. Shall arrange the printing of the following items, to be delivered to the Registration Committee two (2) weeks before the **Meeting**:
 1. Program Booklet and "Meeting At A Glance" card. Number required is to be a committee decision. The Program for the **Meeting** will be furnished after it has been established and approved by the Governor.

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- Meal tickets. Each meal event should have tickets with a different color and show the meal name, date, time, location, and price. Meal tickets are needed for all general sessions where a meal is served. Dietary requirements should also be addressed with special tickets.
2. Tickets for any other Meeting function.
 3. Envelopes for attendees, if using printed ones.
- iii. Shall acquire the necessary photographs and VIP Statements.
- g. Meals/Catering Chairperson
- i. Shall develop the meal prices for any meal that is to be included with a Convention/ Conference function and/or activity.
 - ii. Shall review meal plans with the Governor for approval. Once prices are established, present them to the Meeting Chairperson for incorporation into the Budget. Final meal contracts must be signed by the District Secretary-Treasurer.
 - iii. Shall make arrangements to handle special dietary requirements, i.e. vegetarian, allergies, etc.
 - iv. Shall work with the Past Governor Chairperson to arrange for the Past Governor's Luncheon. (NOTE: This is not a budget item.)
 - v. Shall work with the Governor and Governor-Elect to arrange the Leadership Luncheon. (NOTE: This is not a budget item.)
 - vi. Shall arrange for food and beverage items for the Hospitality area, if any.
 - vii. Shall arrange for food and beverage items for the Capital District Reception.
 - viii. Shall obtain written contracts with cost of items for the Hospitality area and cost for the Reception. These contracts need the Governor's approval and are forwarded to the District Secretary-Treasurer for signatures.
- h. Publicity Chairperson
- i. Shall plan and implement a suitable public relations and publicity program for the Meeting utilizing all available channels:
 1. The Capital Kiwanian

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Fellowship Luncheon

Governor's Banquet

Inspirational Breakfast

Honor's Reception

(NOTE 1: It is helpful to review the number of tickets ordered previously.)

(NOTE 2: Tickets can be computer prepared which will decrease the expense.)

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District Finance Committee Breakfast

Opening Breakfast

Fellowship Luncheon

Governor's Banquet

Inspirational Breakfast

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2. Capital District Website
3. Capital District-wide Email Blasts
4. Social Media
5. Lt. Governors/Trustees
6. District Public Relations Chairperson

i. **Service Leadership Programs and First Timers Chairperson**

- i. Shall coordinate with local Key/CKI clubs to include the use of their personnel in staffing Meeting activities.
- ii. Shall arrange for any Service Leadership Program member activities, if any. The cost must receive Committee approval.
- iii. Shall be the liaison with guests from any Service Leadership Program clubs.
- iv. Shall arrange First Timers activities, if any. The cost must receive Committee approval.

j. **Guest Activities Chairperson**

- i. Shall arrange activities for guests on Friday and Saturday.
- ii. Shall develop a self-supporting budget for these activities for Committee approval.
- iii. Shall arrange for transportation for the activity.
- iv. Shall work with the Immediate Past Governor's spouse to arrange some type of activity for Past Governor's spouses.

k. **Caring Corner/Hospitality Chairperson**

- i. Interface with the Capital District Foundation's Caring Corner Chairperson to determine the arrangements for Caring Corner.
- ii. Communicate the number of tables for crafts, room arrangement and other equipment needed to the Physical Arrangements Chairperson.
- iii. Shall arrange for a Hospitality Area. Coordinate with the Meals/Catering Chairperson for type of beverages and food items with cost.

l. **Ceremonies/Speaker Chairperson**

- i. Shall handle protocol for all Meeting events.

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Shall arrange for ticket takers of guest functions. ¶

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- ii. Shall arrange for a Color Guard Unit for posting colors at the Opening Breakfast ~~and retrieving/retiring the colors at the closing Breakfast.~~
- iii. Shall invite the Mayor or local government official of the Host community to extend a welcome at the Opening Breakfast.
- iv. Shall arrange for a Keynote speaker at the Saturday Luncheon and a speaker for the Sunday Breakfast, with the Governor's approval.
- v. If possible, arrangements for speakers should be made early in the planning stage. Any costs for speakers will need the Meeting Committee's approval.
- vi. Shall arrange for musical interlude prior to the Opening Ceremonies, at meals, and during the meals, if desired.
- vii. Shall arrange for entertainment at the Governor's Banquet if desired by the Governor.
- viii. Shall coordinate with the Governor to prepare head table (if utilized) seating charts and reserved table list for all meals. Tables may be reserved for Past Governors and Spouses, District Trustees and spouses, District Chairperson, and spouses, and the current class of Lieutenant Governors and spouses.
- ix. Shall provide a list of head table (if utilized) name cards, and VIP table signs needed to the Printing Chairperson.
- x. Shall work with the Physical Arrangements Chairperson for proper set-up of banquet areas.
- xi. Shall arrange for ticket takers at all meal functions.
- m. VIP/Flowers Chairperson
 - i. Shall provide flower arrangements for the tables at all meal functions.
 - ii. Shall have flower arrangements and/or gift baskets placed in the rooms prior to the arrival of the:
 1. Governor and spouse.
 2. Governor-Elect and spouse.
 3. District Secretary-Treasurer and spouse
 4. Immediate Past Governor and Spouse.
 5. Kiwanis International Representative and spouse.

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- iii. Shall arrange for two (2) one dozen bundles of Roses, wrapped and with bows, for presentation at the closing business session Sunday. One dozen is RED for the presentation to the Governor-Designee's spouse, and the other dozen is YELLOW for presentation to the retiring Governor's spouse. (District Convention Only)

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- iv. Shall provide corsages and boutonnieres for the District Officers and spouses at the Governor's Banquet of District Convention.

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- v. Shall provide the Planning Committee with a budget for the above flowers for approval.

n. Exhibits Chairperson

- i. Shall work with the Physical Arrangements Chairperson to determine space availability.

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- ii. Shall solicit exhibits from Capital District Committee Chairpersons and Clubs three (3) months prior to the event. The communication should also include "Rules for Exhibitors".

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- iii. Shall arrange for exhibits from area Kiwanis projects (i.e. Pediatric Shock Trauma Unit).

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- iv. An award shall be presented to the District Committee Chairperson or Club displaying the best exhibit. The Governor and Governor-Elect shall select the best exhibit.

- v. Shall develop an exhibit floor plan and finalize all exhibits with the Meeting Chairperson.

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- vi. Shall arrange for exhibit set-up early Friday, labeling the space for each exhibitor.

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- vii. Shall staff the exhibit area on Friday to assist exhibitors in their set-up.

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- viii. No direct or indirect appeal for funds for any purpose shall be made during that period of time that any educational session or other general meeting of the Capital District is being held, unless the appeal is for the Capital District purposes approved by the Capital District Board of Trustees. If, however, any member of the Capital District desires to present an idea for club fund raising, or to offer a unique product, that person or organization may submit a detailed description of their proposal to the Capital District Fundraising Chairperson, not later than sixty (60) days prior to the date of the event at which the presentation or offering is

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to be made. If the Chairperson so elects, he/she may authorize booth space for such purpose in the exhibit area at the given Meeting.

- ix. Shall organize a Convention Office at the Meeting in consultation with the Meeting Chairperson. It should be adjacent to the Registration Desk. The Center should be equipped with all the necessary equipment and supplies for registration, items of local interest, and a bulletin board for posting notices. It is generally an office area for the Meeting Chairperson, the Registration Chairperson and his/her assistants, and the Physical Arrangements Chairperson.

SECTION 7 – NOMINATION AND ELECTION OF OFFICERS

A. District Governor

- a. **Eligibility Requirements.** The District Bylaws Article VII, Section 3.a., states that the Governor-Elect shall be the sole candidate for the office of Governor but also allows for nominations from the floor. Any nominee from the floor, or any candidate for governor in the event the Governor-Elect cannot or decides not to run, must meet the eligibility requirements for Governor-Elect set forth in subsection B.c. below and the District Bylaws, Article III, Section 2.c. to run for Governor.
- b. **Required Event Attendance.** A nominee for District Governor shall be willing and able to attend the Kiwanis International Council Meeting following the nominee's election, International and District conventions, International training, and District Leadership Conference (if held), and fulfill the other obligations and requirements as listed in the International and District Bylaws.

B. District Governor-Elect

- a. **Eligibility Requirements.** Article III, Section 2, Officers, of the Capital District Kiwanis Bylaws is the authority for this section and there are no additional policies.
- b. **Required Event Attendance.** A candidate for District Governor-Elect shall indicate in writing their intention to attend the International and District conventions, International training, and District Leadership Conference (if held), and fulfill the other obligations and requirements as listed in the International and District Bylaws.
- c. **Filing & Disputes.** Per District Bylaws, a candidate for District Governor-Elect must have the support of the majority of the clubs in the candidate's division. This shall be documented by a letter from the majority of such club presidents

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If space is used for Fund Raising activities it must be in accordance with the Criteria For Fund Raising Exhibits. ¶

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Data Processing Chair ¶

Shall establish a database system for processing registration data, so as to facilitate printing of the following: ¶

Registration confirmation card to be sent to registrant ¶

Registration summary for insertion in packets ¶

Name tags ¶

Registrations lists by divisions ¶

Listing of registrations by meal functions, guest activities ¶

Shall establish on site data entry and printing capabilities for walk-in registrations. ¶

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<#>**Scheduling.** Each year during the period January to April, a mid-year conference will be held in the following format – district-wide, six regionals, or a combination of a single region and multiple regions going together. The Board will decide which option will be used two (2) years in advance of the scheduled conference based on whether or not a host has come forward and which format would be most beneficial for the District. ¶

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<#>**District Mid-Year Conference.** ¶

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<#>Should a club, Division, or Region desire to host a District-wide Mid-Year Conference, they must present a conference proposal to the Conventions and Meetings Committee for review at the District Convention held eighteen (18) months prior to the proposed Conference. ¶

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<#>Upon receipt of a proposal for a District-wide Mid-Year conference, the Conventions and Meetings Committee will review the proposal and recommend a course of action to the Board. The Board will receive the report and, in consultation with the Governor-Elect elected at that District Convention, decide no later than eighteen (18) months before the proposed conference start whether to accept the proposal. The meetings should not be less than two (2) days or more than three (3) days in duration. If no proposal is presented, or the proposal(s) presented were not accepted, the Board will direct regions to hold Regional Mid-Year Conferences during the year under consideration. ¶

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<#>**Regional Mid-Year Conferences.** ¶

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indicating the date of the vote by the membership or Board of Directors of each such club. Candidates for the office of Governor-Elect must file with the District Secretary-Treasurer a statement indicating their intent to be a candidate and a summary of their club, division and district activities and copies of club support letters. These may be filed no earlier than September 1 of the year prior to the year of candidacy. The filing may be by electronic or paper documents.

- i. The District Secretary-Treasurer will make a district wide announcement via electronic means by the second Friday in January of all persons for Governor-Elect whose candidacy submissions are complete. Any candidate who files an intention after that date will be announced within seven (7) days after the candidacy is judged complete.
- ii. Disputes concerning the completeness of any candidacy filing will be referred to the Bylaws and Policy Committee. The Committee will recommend Board of Trustees action within fourteen (14) days after receiving the dispute.

d. Campaign.

- i. **Promulgation of Campaign Rules.** The District Secretary-Treasurer must provide a copy of this Policy Statement concerning campaigning to: all persons who file with the District Secretary Treasurer as candidates and any other person who the District Secretary-Treasurer believes to be a potential candidate. Whenever a copy of this Policy Statement is provided to an individual, it will be by certified mail, return receipt requested so that the District will have a permanent record of receipt. Each candidate for Governor-Elect shall provide a copy of this Policy Statement relating to campaigning to his/her campaign manager and all campaign committee members. The candidate shall be responsible for compliance with this Policy Statement by the candidate's campaign manager and campaign committee.
- ii. **Active Campaigning.** Active campaigning consists of the following:
 1. Distribution of campaign materials, including but not limited to brochures, posters, signs, electronic communication, tangible objects, or documents with the candidate's name, picture, qualifications, campaign logo, and/or theme;
 2. Solicitation of votes, commitments, support, and/or endorsement of individuals (other than from the candidate's own club or division and other than those serving on the campaign committee); and

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3. Speaking at club, divisional, or regional functions (other than the candidate's own club, division, or region) to gain exposure as a candidate.

Candidates must not begin their active campaign as defined above until the candidacy is judged complete and in accordance with District Policy Statements by the District Secretary-Treasurer and the candidacy is announced to the District.

Active campaigning will not be permitted at District ~~Midyear~~ Conference (if held) or the International Convention. Any campaigning at regional conferences will be in accordance with rules determined by the region's Lieutenant Governors and District Trustee. Such rules will provide equal exposure to candidates present at the meeting.

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- iii. **Campaign Activities Prior to Active Campaigning.** Prior to active campaigning, as defined above, a potential candidate or candidate may:

1. Personally, communicate verbally or in writing with selected individuals, one at a time for the purpose of:
 - a. Informing of his/her desire or intent to run for office, seeking advice,
 - b. Establishing a campaign committee and chairperson,
 - c. Setting up campaign committee meetings,
 - d. Meeting with campaign committee volunteers to plan the campaign, and
 - e. Securing written authorization from campaign volunteers and supporters indicating that they knowingly have allowed their names to be used in campaign materials.
2. Appear at regional or District meetings, by invitation from the regional Trustee and/or Lieutenant Governors for the purpose of introducing and announcing their candidacy and to become acquainted with the region or division.
3. Attend club meetings upon the invitation of the club president as an observer and become better acquainted with the club.
4. Obtain certification from the District Secretary-Treasurer of all Kiwanis experience and qualifications planned to be used in

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campaign material prior to using said material in the active campaign as defined above.

5. Prior to or during active campaigning, as defined above, a candidate may not:
 - a. Use a Governor's Official Visit or a District Trustee's visit to a regional conference as a campaign platform.
 - b. Attend a Governor's Official Visit outside the candidates own Division without an invitation from the Lieutenant Governor.
 - c. Solicit funds from the District, Region, Division, Club, or individual Kiwanis members.

iv. **Campaign Activities at the District Convention.** Candidates and their campaigns will adhere to the following rules:

1. Posting and distribution of campaign material must conform to the policies of the Convention hotel. It is the responsibility of the candidate to ascertain from the Convention Chair (not the hotel) what the policies are.
2. Campaign material will not be placed in Convention Registration Packets.
3. No campaign activities or materials are permitted within two hundred (200) feet of the Convention Registration Desk, Hotel Registration Desk, or the Credentials Committee Desk.
4. In addition, members of the Convention Committee will not be allowed to wear or distribute campaign material for any candidate.

v. **Violation of Campaign Rules.**

1. The Executive Committee and the Chair of the Bylaws and Policy Committee shall be the Committee to hear any alleged violations of the campaign rules in this Policy Statement. The Committee shall not address any complaints unless in writing. Complaints shall be mailed to the District Secretary-Treasurer.
2. Anyone bringing charges against a candidate must have reasonable cause to support those charges. Frivolous charges are not to be made and if the Committee determines that the charges are frivolous, it may impose the same sanctions against the

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complainant as may be imposed against a candidate for any Campaign violation.

3. A copy of the complaint shall be provided to the candidate involved by the Committee. The candidate involved shall be entitled to provide a written response which shall be filed with the District Secretary-Treasurer within fifteen days (15) after the candidate receives the copy of the complaint. The Committee shall allow the complainant and the candidate to personally address the Committee at a meeting. If the Committee determines there was a violation, it may take any of the following actions:
 - a. Issue a private reprimand to the candidate by letter, with no copies to any other individuals; or
 - b. Issue a limited reprimand by providing a copy of the reprimand to the Lieutenant Governors; or
 - c. Issue a public reprimand by publishing it in *The Capital Kiwanian*.
4. **Disqualification.** In addition to any of the authorized actions detailed above, the Committee may, if it deems the seriousness of the violation is of sufficient magnitude, forward the matter to the Board of Trustees for a determination whether the candidate should be disqualified from continuing as a candidate.

All matters coming before the Committee shall be deemed confidential and Committee shall not disclose to persons outside the Committee, except by issuing a public reprimand as defined above. If the Committee determines there was no violation, the Committee shall advise the complainant and the candidate in writing.

If the Committee determines that the complaint is not sufficiently addressed by the current District Policy Statements to reasonably conclude that the candidate should have known the conduct was a violation, but believes that the conduct that is the subject of the complaint should not be allowed, the Committee may propose an amendment to the District Policy Statements to clarify the matter in the future.

C. District Secretary-Treasurer

Article III, Section 2, Officers, of the Capital District Kiwanis Bylaws is the authority for this section and there are no additional policies.

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D. District Trustee

- a. **Eligibility Requirements.** Article III, Section 2, Officers, of the Capital District Kiwanis Bylaws is the authority for this section and there are no additional policies.
- b. **Other Duties.** A candidate for District Trustee shall indicate in writing their intention to perform all the duties of a District Trustee as outlined in the Capital District Bylaws and District Trustee Pre-Election Performance Pledge in Appendix G of this Policy Code.
- c. **Required Event Attendance.** A candidate for District Trustee shall also indicate in writing their intention to attend all leadership training conferences, District and International Conventions, and all Board of Trustees meetings during the candidate's term.

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E. Lieutenant Governor and Lieutenant Governor-Elect

- a. **Eligibility Requirements.** Article III, Section 2, Officers, of the Capital District Kiwanis Bylaws is the authority for this section and there are no additional policies.
- b. **Required Event Attendance.** The nominee shall agree to attend the District Convention, District Leadership Conference (if held), Club Leadership Education, and any regional conferences during the nominee's year as Lieutenant Governor-Elect. The nominee also shall agree to attend the Kiwanis-Family Weekend, District Mid-Year Conference (if held), District Convention, International Convention, and any regional conferences during the nominee's year as Lieutenant Governor.
- c. **Other Duties.** The nominee shall indicate in writing their intention to perform all the duties of a Lieutenant Governor as outlined in the Capital District Bylaws and Lieutenant Governor Pre-Election Performance Pledge in Appendix G of this Policy Code. The nominee shall agree to fulfill all other duties and obligations of a Lieutenant Governor as outlined in the Kiwanis International Bylaws in working under the direction of the District Governor as supervising District executive in the Division.
- d. **Certification.** The Lieutenant Governor shall certify the results of the election to the District Secretary and Kiwanis International immediately following the conference using the Division Election Conference Minutes Form in Appendix H of this Policy Code.

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F. International Officers

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- a. **Eligibility Requirements.** A nominee for endorsement for the office of International Trustee must:
- i. Be a past governor, and
 - ii. Meet all of the requirements, as specified in the International Bylaws and Policy and Procedures.
- b. **Normal Process.**
- i. **Call for Nominees.** As soon as the Governor and District Secretary-Treasurer become aware of an opportunity for the Capital District to nominate a candidate for International Trustee, the District Secretary-Treasurer will issue a call for nominees to all Past Governors that are in good standing with Kiwanis International and the Capital District at the time. Potential nominees shall be given a time limit to respond to the call.
 - ii. **Filing.** Eligible Past Governors desiring to be a candidate for the office of International Trustee shall provide a written statement or electronic communication of their intent and qualifications to the District Secretary-Treasurer within the established timeframe.
 - iii. **Filing Review.** Not more than ten (10) days after the filing deadline, the District Secretary-Treasurer will review the filing(s), determine if the potential candidates meet all of the requirements to run for International Trustee, and forward all eligible nominee(s) to the nominating committee with a copy being sent to the Board.
 - iv. **Nominating Committee Appointment and Duties.** The Governor will appoint a nominating committee with the responsibility of selecting one (1) nominee to be presented to the Board of Trustees and the House of Delegates.
 - v. **Nominating Committee Composition.** The nominating committee will be composed of five Past Governors who are not declared candidates for International Trustee, including as many Past International Trustees as practical.
 - vi. **Board Review.** The nominating committee will forward a candidate, via the Governor, to the Board of Trustees for review. After its review, the Board may:
 1. Endorse the candidate. The endorsed candidate may use that endorsement for the purposes of campaigning; and in consultation with the candidate and the District Finance Committee, establish a recommended amount of District funds to be spent on the

campaign for International Trustee, if the candidate is endorsed by the House of Delegates, or;

2. Withhold endorsement of the candidate

- vii. **House of Delegates Endorsement.** At the District Convention prior to the International Convention when the candidate will be supported, the House of Delegates will authorize the endorsement by the Capital District of one candidate for election to the position of International Trustee. Such endorsement must include explicit approval of the amount of funds to be expended on the campaign. Endorsement will be complete after a majority vote of the House of Delegates.
- c. **Special Process.** If circumstances or time limitations, as determined by the Board, require that an International Trustee endorsement decision be made before the House of Delegates meets, the Board shall act in place of the House.

SECTION 8 – VACANCIES IN OFFICE

- A. Governor or Governor-Elect.** In the event of a vacancy in the office of Governor or Governor-Elect during an administrative year, by a majority vote of the entire District Board, the Board shall elect a Past Governor, current or past Lieutenant Governor, current or past District Trustee, who is an active member of a club in good standing in the Capital District, to become Governor for the unexpired term.
- B. Immediate Past Governor.** In the event of a vacancy in the office of Immediate Past Governor, the qualified member who served as Governor most recently prior to the Immediate Past Governor, who is willing and able, shall automatically become the Immediate Past Governor.
- C. Secretary-Treasurer.** In the event of a vacancy in the office of Secretary-Treasurer during the administrative year, the Governor shall appoint a qualified member of a club in good standing in the Capital District to fill the office for the unexpired term, subject to the approval of the District Board.
- D. Trustee.** In the event of a vacancy in office of District Trustee, the vacancy shall be filled as follows:
 - a. If the term has one (1) year or less remaining, a qualified member from a club in the same region shall be elected by a majority vote of the District Board to serve the unexpired term;
 - b. If the term has more than one (1) year remaining, the District Secretary-Treasurer shall notify the clubs in the affected region that a replacement District Trustee may be elected by a regional conference to be held within sixty (60) days from the

date of such vacancy. In the absence of a replacement being elected by a regional conference, a qualified member of a club in the region shall be elected by a majority vote of the Board.

- c. If the person filling the unexpired term serves at least three-fourths (3/4) of the unexpired term, they shall be given credit for serving the full term.

E. Lieutenant Governor. In the event of a vacancy in office of Lieutenant Governor, the vacancy shall be filled as follows:

- a. In the event of a vacancy in the office of Lieutenant Governor during the 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. Pending the election, the Governor will appoint one or more Past Lieutenant Governors to carry out such duties of the Lieutenant Governor as may be necessary in the interim. In the absence of a Lieutenant Governor being elected by the division conference, the Governor shall appoint a qualified member of a club in the same division to fill the office for the unexpired term, which shall be subject to the approval of the District Board.
- b. If the person filling the unexpired term serves at least three-fourths (3/4) of the unexpired term, they shall be given credit for serving the full term.

SECTION 9 – DISCIPLINE OF OFFICERS

Article IX, Discipline of Officers, of the Capital District Kiwanis Bylaws is the authority for this section and there are no additional policies.

SECTION 10 – REVENUE

Article X, Revenue, of the Capital District Kiwanis Bylaws is the authority for this section and there are no additional policies.

SECTION 11 – FINANCE

A. Reserves.

- a. **Definition.** The Capital District shall retain funds in reserve in an amount equal to 1.0 times the current annual operating budget of the Capital District, less budgeted revenue from self-supporting events (e.g. District Conventions, Regional Conferences, K-Family Weekend, Past Governor's Weekend, etc.).

- b. **Budgetary Considerations.** In the event that the District ends the Administrative Year with a deficit, the District Secretary-Treasurer, in coordination with the Investment Manager, shall arrange to transfer the dollar amount of the deficit to the operating budget, from the District Reserves. In the event that the District ends the Administrative Year with an excess, the District Secretary-Treasurer shall transfer the amount of the surplus to the Investment Manager for deposit in the District Reserve account. Said transaction shall be completed as soon as sufficient current-year revenue has been deposited in the operating account(s) and reported to the Board of Directors at the next Board meeting following October 1st.

B. Investment Policy. The fiduciary responsibility for the resources of the Capital District of Kiwanis International shall reside with the Board of Trustees.

- a. The Board of Trustees, with the advice of the District Finance Committee, shall appoint an Investment Manager(s) who shall have the power to invest the reserve funds of the Capital District in accordance with these District Policy Statements. The investment manager shall not be a current member of the District Board or District Finance Committee.
- b. The Finance Committee shall monitor all investment activities and review all activities at least quarterly and submit a quarterly report to the Board of Trustees. The Board of Trustees shall review the performance of investments at each regularly scheduled Board Meeting.
- c. The Capital District Board of Trustees has the authority to direct the investment of District reserve funds utilizing the advice and recommendations of the District Finance Committee. The Board's direction regarding such securities and other investments shall be in accordance with guidelines hereinafter delineated. The assets shall be invested with care, skill, prudence and circumstances that a prudent person ("prudent man rule), acting in a like capacity and familiar with such matters, would use when considering investments of like character and aim. The investment manager shall invest funds of the Capital District as directed by the Board of Trustees.
- d. The Investment Manager shall follow a philosophy that strives for the highest rate of return consistent with minimal risk and volatility of results. The Investment Manager shall accomplish this by utilizing a strategic approach to asset management based upon the fundamental economic and market environment.
- e. The investment objectives shall be to provide, through active management, long term results that equal or exceed various investment indices such as the Standard & Poor's 500 Index, Lipper Bond Index, Intermediate Government/Corporate Bond Index, or similar.

- f. Investment guidelines will be a mixed asset approach. Guidelines shall be developed in conjunction with the investment manager(s) and shall be reviewed periodically to insure compliance with the overall investment philosophy. The portfolio shall be rebalanced annually during the first quarter of the calendar year.
- g. Assets shall be invested in a manner consistent with the safeguards and diversity that a prudent investor should adhere to and all transactions undertaken on behalf of the account must be for the sole interest of the Capital District of Kiwanis International.
 - i. Assets equal to the mandated reserve shall be invested in fully insured fixed income assets, to include a ladder schedule of certificates of deposit, treasury or U.S. Government agencies. Investments shall be distributed among financial institutions so that all investments are below the maximum insured limit of the Federal Deposit Insurance Corporation (FDIC).
 - ii. Funds in excess of the required reserve may be invested in either fixed income or equities. The amount of funds invested in equities may be determined by the District Finance Committee with the target of having no more than 50% invested in equities (based on cost). The balance of funds shall be invested in fixed income (CD's, investment grade corporate bonds or government Securities).
 - iii. No industry group/sector may constitute more than 10% of the assets of the portfolio. The maximum maturity of any fixed income security will be ten (10) years and the average maturity of all fixed income securities will not exceed five (5) years.

C. Reimbursement.

- a. **General.** Before a District Officer can receive any of the District reimbursements provided for in this section, the Officer must have filed all required reports with the District Office and submit a voucher to the District Secretary-Treasurer within 30 days of the event for which reimbursement is being requested. The District Secretary-Treasurer must receive all requests for reimbursement by September 28th for the current Kiwanis administrative year.
- b. **District Trustee.** District Trustees shall receive:
 - i. registration fees, meal costs, cost of all functions, and lodging (if needed) for the Regional or District-Wide Mid-Year Conference associated with the one visit required as counseling Trustee. These costs will be included in the Conference budget. Other reimbursable expenses may be granted as provided in the Conference budget.

- ii. round-trip mileage, registration fees, meal and function costs, and lodging for a maximum of three nights for District Convention up to budgeted stipend. Other reimbursable expenses may be granted as provided in the Capital District Budget. To qualify for reimbursement as provided in the Capital District Budget for attendance at the District Convention, the individual must have attended all Board meetings and Delegate sessions at the Convention.
- iii. an expense reimbursement that approximates the anticipated expenses related to attending the International Convention with the actual amounts determined on an annual basis by Board of Directors. To qualify for reimbursement as provided in the Capital District Budget for attendance at the International Convention, the individual must have attended all Delegate sessions at the Convention. Valid reimbursable expenses for attending the International Convention include:
 - 1. Round-trip economy class airfare for the Trustee only or actual mileage driven round-trip to convention city as long as it does not exceed the cost of a round-trip economy flight.
 - 2. Mileage reimbursement for one round-trip from home to airport, if travel is via air.
 - 3. Airport or hotel parking
 - 4. Early registration fees for International Convention (including ticketed meal sessions)
 - 5. Lodging in a standard room for a maximum of four nights at the assigned District hotel or equivalent hotel at the same or lower rate than that charged at the District's assigned hotel.

NOTE: if a District Trustee is unable to attend the International Convention during their final year in office, and a District Trustee-Designate has been elected for that region, the District Trustee-Designate may attend the Convention and be reimbursed at the same rate as the District Trustee. In order to qualify for reimbursement, the District Trustee-Designate must be elected by a club in their Division as the official delegate at the Convention, with all appropriate papers filed with Kiwanis International, and attend all delegate sessions at the Convention.
- iv. mileage for one Division or President Council Meeting per division in the assigned region per administrative year. The amount of reimbursement per mile shall be governed by the District budget.

c. **Lieutenant Governor.** Lieutenant Governors shall receive

- i. mileage only for required Contact Club Visits, Club Board Visits and Club Progress Visits in their division up to a maximum of three (3) visits per club. The amount of reimbursement per mile shall be governed by the District budget and is payable for all reports submitted by the deadline stated on each report. Acceptance of, and mileage reimbursement for, late visits and reports will be at the discretion of the Board of Trustees.

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- ii. registration fees for Regional Conferences. These fees will be included in the Conference budget. Other reimbursable expenses may be granted as provided in the Conference budget.

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- 1. Reimbursement of Trustees and Lt. Governors for registration costs (not including late fees) and meal functions shall be provided for in the District Budget within individual line items, when possible. These are not expenses of the Meeting. Which costs will be reimbursed to Trustees and Lt. Governors after attendance at Meeting shall be communicated at the beginning of the Kiwanis year after adoption of the Capital District Kiwanis Budget.

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- iv. round-trip mileage, registration fees, meal and function costs, and lodging for a maximum of two nights for District Convention up to budgeted stipend. Other reimbursable expenses may be granted as provided in the Capital District Budget. To qualify for reimbursement as provided in the Capital District Budget for attendance at the District Convention, the individual must have attended all Delegate sessions at the Convention. No Stipends will be paid if the Lieutenant Governor Designate is currently serving as Lieutenant Governor and has not submitted their clubs visit reports.

d. **Lieutenant Governor Designee.** Lieutenant Governors Designate shall receive:

- i. the cost of lodging and meals for the District Leadership Conference (if held). Other reimbursable expenses may be granted as provided in the Capital District Budget.
- ii. round-trip mileage, registration fees, meal and function costs, and lodging for a maximum of two nights for District Convention up to budgeted stipend. Other reimbursable expenses may be granted as provided in the Capital District Budget. To qualify for reimbursement as provided in the Capital District Budget for attendance at the District Convention, the individual must have attended all Delegate sessions at the Convention.

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- iii. an expense reimbursement that approximates the anticipated expenses related to attending the International Convention with the actual amounts determined on an annual basis by Board of Directors. To qualify for reimbursement as provided in the Capital District Budget for attendance at the International Convention, the individual must have attended all Delegate sessions at the Convention. Valid reimbursable expenses for attending the International Convention include:

1. Round-trip economy class airfare for the Lieutenant Governors Designate only or actual mileage driven round-trip to convention city as long as it does not exceed the cost of a round-trip economy flight.
2. Mileage reimbursement for one round-trip from home to airport, if travel is via air.
3. Airport or hotel parking
4. Early registration for International Convention (including ticketed meal sessions).
5. Lodging in a standard room for a maximum of four nights at the assigned District hotel or equivalent hotel at the same or lower rate than that charged at the District's assigned hotel.

e. District Committees

- i. Travel. Reimbursements for travel expenses incurred by members of District Committees and other Subject Matter Experts (SME) shall follow the policies listed below:

1. Travel reimbursement should only be considered for activities conducted outside a member's own region. In such circumstances, reimbursement for mileage at the current prevailing District rate will be provided as long as the travel was authorized in advance in writing by the District Meeting Chairperson or supervising trustee.
2. With prior written approval of the District Governor, those SME who are asked to travel one-way more than one-hundred eighty (180) miles from their home on District business may also be reimbursed one (1) night's lodging expense up to the U.S. General Services Administration established per diem rates for that zip code. (see <http://www.gsa.gov/portal/category/100120>)

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3. The travel expenses for officially invited program speakers to Midyear Conferences or the District Convention are to be covered by the respective event's budget. Regions need to account for the travel of SME from outside their region when they draft their Midyear Conference budgets.
4. District Committees need to plan for mileage reimbursements in their submitted budgets for their members to speak outside of their home region at any other event other than the district events (Midyear Conferences and the District Convention) such as club or divisional meetings.
5. Other expense reimbursements to members that fall outside of these guidelines should be handled on a case-by-case by the board through budgeted district funds within the Kiwanis administrative year in which they occurred.
6. Regional coordinators will be reimbursed by the District for attending the District Leadership Conference (if held) in accordance with the annual budget. Other committee members from the region may attend at their own expense.
7. All travel reimbursement requests should be submitted to the supervising Trustee for approval before being turned in to the District Secretary-Treasurer for payment.

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SECTION 12 – OTHER AUTHORITIES

In the event of a conflict between these Policy Statements and the Capital District Bylaws, the Bylaws will govern.

SECTION 13 – AMENDMENTS

- A. **Approval.** Any changes to these policy statements or any appendixes directly related to policies may be made with the approval of a simple majority of the District Board of Trustees.
- B. **Process.** The Bylaws and Policy Committee has the responsibility for reviewing recommendations from any committee with policy implications and provide recommendations to the District Board.
- C. **Notice.** Notice of proposed amendments shall be received by the district Secretary-Treasurer at least thirty (30) days prior to the board meeting. The district Secretary-Treasurer shall send a notice of all proposed amendments to each District board member

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not less than fifteen (15) days prior to the board meeting. Notice of proposed amendments must contain the language of the Policy Statement proposed to be amended, the language of the proposed amendment, and a clear explanation of the purpose to be achieved by the amendment. Wherever practicable, notice must contain the recommendation of the relevant committee regarding the proposed amendment.

- D. Non-Substantive Changes.** The Bylaws and Policy Committee shall be permitted to make grammatical, typographical, formatting, housekeeping, and other non-substantive changes to the District Policy Statements without approval of the District Board.

SECTION 14 – SEVERABILITY

In the event that any provision of these Policy Statements is held invalid, all other provisions shall remain in effect.

SECTION 15 – INCORPORATION AND DISSOLUTION

Article XV, Incorporation and Dissolution, of the Capital District Kiwanis Bylaws is the authority for this section and there are no additional policies.

SECTION 16 – GENERAL PROVISIONS

Article XVI, General Provisions, of the Capital District Kiwanis Bylaws is the authority for this section and there are no additional policies.

SECTION 17 – COMMUNICATION WITH MEMBERS

- A.** Copies of all letters and other correspondence to clubs on the part of the Governor, Governor-elect or Lieutenant Governors concerning club reports or other such matters which are a part of the District office records, shall be sent to District Secretary-Treasurer's office.
- B.** A copy of all letters or communications from the District Secretary-Treasurer to clubs concerning reports, dues, etc., shall be sent to the Lieutenant Governor of the division involved and to the District Governor and District Governor-Elect.
- C.** Copies of communications from an individual club to the District Secretary-Treasurer concerning District affairs (as referred to in A above) shall be sent to the Lieutenant Governor of the respective division.
- D.** Capital District Policy will permit utilization of electronic communications in all district, division and club communications. Utilization of electronic media to communicate time

sensitive material will require that the sender verify receipt of the material by the intended recipient by verbal communication or by return electronic communication.

SECTION 18 – ATTENDANCE AT KIWANIS FAMILY EVENTS SPONSORED BY OTHER KIWANIS DISTRICTS

- A.** The Kiwanis District Secretary-Treasurer shall maintain an approved list of annual events sponsored by other Kiwanis Districts. Once an event is approved by the Capital District Kiwanis Board, participants to the event do not have to seek permission each year to attend, but funding approval in advance is required unless the adopted budget for the Capital District already includes the event in question.
- B.** The Kiwanis Governor and Sponsored Youth Administrators shall request at the beginning of each administrative year visits to any additional events for approval by the Kiwanis Board. Additions to the approved list can be made anytime during the administrative year by the Kiwanis Board if the need should occur.
- C.** If attendance at a special event falls between Kiwanis Board Meetings the Kiwanis Governor may give permission to attend an event provided funding exists in an adopted budget or is assured in some other way with the Governor's approval in advance of the event. In such cases, the District Secretary shall be notified in writing by the Governor. The letter of approval and supporting information shall be forwarded to the Kiwanis Board at the next mailing from the District Secretary for information purposes.
- D.** The Kiwanis Governor or District Administrator of the other K-Family District in which an event is to be held shall be notified in writing of planned attendance by the Capital District K-Family representatives at the event sponsored by their District.
- E.** Members of the Capital District CKI and Key Club cannot attend special events in other Districts without approval of the Capital District Administrator and the administrator of the district in which the event is held.
- F.** Adequate liability insurance coverage through Kiwanis International or otherwise shall be a pre-requisite to Capital District K-Family visits to any event in any other K-Family Districts. Written evidence or certification of such coverage shall be filed with the Capital District Secretary in advance of any visit. The amount of insurance coverage considered adequate shall be determined by Kiwanis International whose decision shall be final and binding on all parties.

SECTION 19 – CLUB SOLICITATION

- A.** All solicitations by clubs, divisions, or regions for funds for any purpose shall be confined to the territorial limits of the club, division or region making the appeal, by mutual understanding or agreement of any club outside of the division or another division.

- B. Clubs shall not be circularized for the sale of any commercial product, whether the same be sold by another club or otherwise.
- C. No club shall circularize other clubs for the promotion of any project or program outside of its District without prior approval of Kiwanis International.

SECTION 20 – CAPITAL DISTRICT PEDIATRIC TRAUMA UNIT PROJECT

- A. The Capital District adopts, as a District project, the support of Pediatric Trauma Units located within the District. This support of pediatric trauma units is to be encouraged by any or all of the following ways:
 - a. To educate Kiwanis Club members and communities about pediatric trauma units, the services they offer and the location of these trauma units in our District.
 - b. To encourage Kiwanis clubs to implement programs of child safety provided by one or more of the pediatric trauma units.
 - c. To solicit individuals through the Capital District Foundation for the support of these pediatric units in our District.
 - d. To assist local rescue organizations in transportation facilities necessary transport injured or critically ill children to the nearest pediatric trauma unit.
- A. The Governor and Board of Directors of the Capital District Foundation shall form a committee to distribute contributions received for pediatric trauma units and to determine the units to receive those contributions.

SECTION 21 – GRIEVANCE PROCEDURES

- A. In the complex world, we all face on a daily basis, Kiwanians and our Kiwanis organizations will undoubtedly encounter changes, differences in opinions and viewpoints and sometimes even disputes. Hopefully, any such disputes will be few and far between but if and when they do arise there needs to be a system or process for dealing with the situation promptly, fairly and efficiently. The name of Kiwanis must be preserved at all levels and hurt or damage to individual persons and the Kiwanis organizations with which they are affiliated should be minimized. It is therefore the policy of the Capital District of Kiwanis International that any Kiwanian, foundation, club or sponsored youth organization within the jurisdiction of the Capital District having a Kiwanis related grievance, dispute or complaint that extends beyond the single local club or organization level should refer it immediately to the Governor of the Capital District for handling as the Governor deems appropriate.
- B. The Governor shall have the authority to seek approval of any proposed solution from the District Board if time permits and if the Governor feels such approval would be helpful

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or appropriate, but approval of the District Board is not required to make the Governor's action valid and enforceable. If the Governor did not seek the approval of the Board, any party to the grievance may appeal the Governor's decision to the District Board of Trustees through a letter to the District Secretary-Treasurer requesting the Board consider the grievance and the decision. The decision of the Board will be final.

- C. Every effort should be made to limit the dissemination of mere allegations or even factual information to those parties only who need to know in order to and dealt with the specific problem at the lowest possible level. This will avoid unnecessary broad widespread reporting of the problem, the allegations, the facts or the personalities and Kiwanis organizations involved and hopefully will produce prudent and effective damage control before irreparable harm is caused or done.

SECTION 22 – KIWANIS RELATED LITIGATION: CONTEMPLATED, THREATENED OR ACTUAL

- A. The effectiveness of all that we do as Kiwanians depends in large measure on building, advancing and protecting the good name of Kiwanis. Our good name is threatened anytime a Kiwanis related dispute, controversy or complaint moves past the individual Kiwanians or Kiwanis organizations involved into the public sector where it may become more widely known and publicly reported by media or others. No matter who ultimately appears to win the fight, the Kiwanis image and reputation will likely suffer, so Kiwanis itself and all others will lose something very precious.
- B. Whenever a Kiwanis related problem reaches the stage where litigation is contemplated or threatened either by or against Kiwanis, it is the policy of Capital District of Kiwanis International that prior to the commencement of litigation (before the first formal pleading is filed with any court), that the Governor of the Capital District be notified by the individual Kiwanian or Kiwanis club, foundation or other Kiwanis organization under the jurisdiction of the Capital District. Such notification shall be in writing and shall include the party's intentions, the reasons therefore and other facts, opinions or matters considered relevant to a complete understanding of the entire problem. The notification should also explain, if possible, how and why the proposed litigation will enhance or at least not damage the good name of Kiwanis.
- C. The Governor will, in turn, immediately inform the District Board and seek its collective opinion on whether the contemplated or threatened litigation would be detrimental to Kiwanis.

SECTION 23 – SEXUAL HARASSMENT

- A. It is the clear and distinct policy of the Capital District of Kiwanis International that all of its members shall conduct themselves at all times in a responsible manner to avoid even the slightest inference that any sort of sexual harassment has occurred between a

Kiwanian and any other member of society. This must be especially true in Kiwanis related meetings, projects and functions, including sponsored youth.

- B.** Every Kiwanian is urged to monitor one's own behavior and conduct with an abundance of caution and to helpfully remind other Kiwanians if and when they appear not to be as alert and as vigilant as they should be in taking adequate precautions.
- C.** Several behavioral suggestions are in order to carry out this policy:
 - a. Strive to have at least two adults present at all times when Kiwanians and sponsored youth are meeting together or are traveling together, even briefly.
 - b. Avoid the unnecessary touching of others, whether adults or youth.
 - c. Avoid sexually suggestive language, off-color jokes or stories.
 - d. Avoid the distribution of pictures, audio or videotapes or printed materials including e-mail messages or media of any kind containing sexually suggestive language or scenes.
 - e. Avoid all activities/projects that involve one-on-one contact between adults and youth ("Lone Ranger projects").
- D.** Alleged violations reported to any club will be documented and promptly and discretely investigated, and proper authorities, including the Division and District Risk Managers and Kiwanis liability insurance carriers should be notified immediately if anyone files a complaint about the conduct of a Kiwanian.
- E.** Violations of these policies should be grounds for revocation of Kiwanis membership, at the discretion of a Club's Board of Directors, or in the case of a District matter, the Board of Trustees.
- F.** A copy of this policy shall be made available to all Club members and shall be a part of the materials provided to new members at the time they join.

SECTION 24 – SOCIAL MEDIA GUIDELINES

- A.** All District Officers shall adhere to the following guidelines when posting to a Blog, making comments online, or using Facebook, Twitter, YouTube, LinkedIn, Flickr or any other tools that fall within the social media realm. Recognizing that the individual actions of each Kiwanis club member reflect upon the entire organization, the Board urges all clubs to adopt a similar policy and for all Kiwanis members to abide by these guidelines.
 - a. Be aware that you are responsible, legally and morally, for what you say and post online.

- b. Remember that your audience may include Kiwanis family members and nonmembers, both adults and youth, from many cultures throughout the world.
- c. Talk about your Kiwanis experience in positive terms.
- d. Make it clear that you are speaking only for yourself and any views posted are yours alone.
- e. Online conversations should be open, honest, and honorable.
- f. Do not post any items, make any comments, or share any material that would be inappropriate for children to read, view or share.
- g. Add value to the conversation.
- h. Know when to respond. You may disagree with a post, but never fight or air grievances online, and don't get caught up in someone else's rant or rage.
- i. Do not use foul language.
- j. Do not speak of others in derogatory or degrading terms.
- k. Prior to posting any media online, obtain permission from any individuals who appear in that media. It could be illegal to do otherwise.
- l. Adhere to copyright and fair use.
- m. Use factual information and cite sources.

SECTION 25 – OFFICIAL VISIT OF PRESIDENT OF KIWANIS INTERNATIONAL

The President of Kiwanis International makes an official visit to the Capital District every five years. The following guidelines are offered for hosting the event.

- A. Soon after the election of the Governor-elect for the year of the official visit of the International President, the Governor-elect shall nominate for appointment by the Governor a chair of a committee to make arrangements for the occasion.
- B. Kiwanis practice is that Kiwanis International underwrites the travel cost of the International President and spouse to the host area. The District is responsible for all costs of lodging (preferably a suite), food, local transportation, and entertainment while the International President is in the District.

- C. The chair must organize a committee, much like the committee for the Mid-Winter or District Convention to prepare for the visit. The Committee develops a recommendation to the Governor of the year of the visit outlining the activities to be carried out. A financial plan is then developed of the cost of the activities that is self-supporting as no District funds are usually provided to help with the cost.

In addition to the International President's (and spouse's) food, lodging and entertainment, funds should be budgeted for a suitable gift of approximately \$100, flowers, programs, a reception either before or after the official banquet to allow District leaders to meet the International President, a official banquet dinner, including the meals of the Governor and spouse, and entertainment. While some of the costs may be offset by advertisements in the program, the dinner ticket should be priced to include all remaining costs.

The chair presents the plan for the approval of the Board of Trustees at their meeting at the District Convention preceding the administrative year of the International President's Official Visit.

- D. In accordance with the usual practice, the District Secretary-Treasurer approves all contracts, receives all moneys, and pays all bills after the chair approves them.
- E. The chair shall make a final report to the District Secretary-Treasurer as soon as possible after the Official Visit and the District Secretary-Treasurer will a copy available to the chair of the next Official Visit.

SECTION 26 – CRIMINAL HISTORY BACKGROUND CHECKS

Applicability: To ensure the highest standards of leadership and that adults working with youth are of the utmost moral fiber, this district requires a clear criminal history background check for:

- Any district board-approved chairperson(s) and their assistants for Kiwanis-branded programs involving youth under age 18;
- All district officers (Board of Trustees members and Lt. Governors)

Clear Check: Successful completion of the background check (a "clear check") is based on verification that none of the convictions stated in Kiwanis International Procedure or similar thereto have been determined for that person.

Service Provider:

This district uses the same criminal history background check service provider as used by Kiwanis International.

Criteria: All background checks shall be reviewed and evaluated by the District Secretary and determined to be clear or not clear, based on the criteria established by Kiwanis International.

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Notification: The person being checked and the District Board shall be advised if a check indicates a problem or concern that requires further investigation or is determined to be not clear.

Validity: Background checks are valid for a period of two years. All relevant persons who have not had a criminal history background check conducted and verified as clear within the past two years at any given time are subject to a new check.

Copy: An individual may receive a copy of his/her background check by requesting it in writing.

Cost: The District shall be responsible to pay the charges. Checks shall be conducted as inexpensively as reasonably possible to assure accurate results.

Convictions that Cause Ineligibility: A criminal history background check is considered “not clear” if it indicates: a felony or misdemeanor involving moral turpitude; a felony or conviction or registration of a violent and/or sexual nature, involving any type of abuse of a child, involving threatening or intimidating behavior, or otherwise of a physical nature; or a felony related to larceny or theft. The district shall refer to the representative examples of such convictions found in Kiwanis International Procedure. Other types of felony convictions will be reviewed on a case-by-case basis by the District Secretary. Any conviction legally reversed or overturned by the proper authorities shall not be considered when evaluating the background check.

Discipline: A check that is not clear causes automatic denial of the right to participate in the event in question or to hold the office or position in question or to be a candidate for such office or position.

Appeal: Anyone subject to action as a result of a background check shall have the right to appeal such action.

1. Appeal Committee

A standing committee on Background Check Appeals shall be appointed by the Governor, subject to approval by the District Board, to be composed of three persons, none of whom may be a current District Board Member. Initial appointments will include a one-year, two-year, and three-year term; thereafter, all members shall serve for a three-year term, with each new Governor adding one new member to the committee. The committee’s duties shall be to review the action taken based on something reflected in a criminal history background check, if disputed and appealed by the person in question and if referred to the committee by the District Board, in accordance with the district policy and procedure on background checks.

2. Appeal Process

The action resulting from a conviction shown on a background check may be appealed by the following process:

- A. The appeal must be submitted in writing to the District Secretary* within thirty (30) days from notification, stating the grounds of the appeal. The appeal may only come

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from the person who has been checked.

- B. The District Secretary* shall refer the matter to the Background Check Appeals Committee within fifteen (15) days of receipt.
- C. The Appeals Committee shall consider the merits of the appeal within ten (10) days to determine if a hearing is warranted.
- D. If a hearing is warranted, the Appeals Committee shall meet within thirty (30) days to consider the grounds of the appeal and the alleged facts. The person making the appeal shall be given twenty (20) days' notice of the committee meeting and shall have the right to attend at his/her own expense.
- E. The appellant shall have the option to have legal counsel present, at his/her own expense. If the appellant has legal counsel present, the district may also wish to have legal counsel present.
- F. The Appeals Committee shall hear testimony and consider the evidence presented. All parties shall be allowed to ask questions of witnesses. The hearing shall be recorded.
- G. The Appeals Committee shall report its findings and recommendations to the District Governor and District Secretary within fifteen (15) days after meeting, with such report to include all relevant information including a summary of discussion and any votes taken in connection with the proceedings. The report shall then be forwarded to the District Board to consider at the next scheduled Board meeting or a special Board meeting.
- H. After considering the Appeals Committee report, the District Board, shall consider a motion to uphold the appeal, which shall require a two-thirds (2/3) vote to adopt. If not adopted, the appeal shall be considered denied and the original action shall stand.

SECTION 27 – CONFLICT OF INTEREST

- A. **General.** In order to protect its interests as a tax-exempt organization, the Capital District, when contemplating a transaction or arrangement that might benefit the private financial interest of an interested person, shall exercise due diligence to assure no conflict of interest exists and/or it shall take appropriate disciplinary and corrective action if, upon investigation, a conflict of interest is determined to exist.
- B. **Definition of 'interested person'.** Any District officer or member of a committee with powers delegated to it by the district board who has a direct or indirect financial interest.
- C. **Definition of 'financial interest'.** Any of the following circumstances, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the District has a transaction or arrangement;
- b. A compensation arrangement with the District or with any entity or individual with which the District has a transaction or arrangement; or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the District is negotiating a transaction or arrangement.
- d. Compensation includes direct and indirect remuneration, as well as gifts or favors that are not insubstantial.
- e. A financial interest is not necessarily a conflict of interest, unless determined to be so by the District Board.

D. Duty to Disclose: An interested person must disclose the existence of any actual or possible conflict of interest and be given the opportunity to disclose all material facts to the District Board. If the Board has reasonable cause to believe an interested person has failed to disclose an actual or possible conflict of interest, it shall inform the person and give him/her the opportunity to explain. If failure is determined, the Board shall take appropriate disciplinary and corrective action.

E. Determination: An interested person may make a presentation to the District Board about a possible conflict of interest. The Board may appoint an investigation committee composed of one or more disinterested persons to investigate the matter and report its findings and recommendation to the Board. The Board shall then decide, by majority vote of the disinterested persons, whether a conflict of interest exists, and, if so, whether to continue the arrangement or practice or to offer alternatives that would prevent the conflict. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the District Board shall determine whether the transaction or arrangement is in the District's best interest, whether it is fair and reasonable, and whether to enter into the transaction or arrangement.

F. Compensation Matters: A voting member of the District Board or any committee with power delegates by the Board who receives compensation, directly or indirectly, from the District for services is precluded from voting on matters pertaining to that member's compensation.

G. Records of Proceedings: The record of District Board meeting and investigation committee meeting (if any) should contain thorough and complete information on the proceedings, including all relevant facts, the content of the discussion, actions considered, and votes taken.

H. Annual Statements: Each interested person shall, before assuming district office or committee membership, sign a statement that affirms he/she understands and complies with the District policy on conflict of interest.

SECTION 28 – YOUTH PROTECTION GUIDELINES

All adults working with youth under the age of 18 at any district event are expected to read/understand, agree to, and abide by these guidelines:

Education: Every Kiwanis club is expected to educate its members on the Kiwanis Youth Protection Guidelines. Each year, a club should provide members with a copy of the Guidelines with educational training—informing them of the highest standards of conduct and awareness. In addition, every Kiwanis district is expected to help inform and educate. During every district-produced convention and conference, the district is expected to provide an educational forum or workshop regarding the Guidelines and best practices for adults who work with youth. Districts should use materials provided by Kiwanis International.

Every member should attend a training annually—whether offered by the club or district, or via the online tool.

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

Criminal History Background Checks: Kiwanis clubs are required to have a clear criminal history background check—conducted and verified by Kiwanis International—of any member serving as a Kiwanis advisor to any Service Leadership Program club (Aktion Club, Circle K, Key Club, Builders Club and K-Kids). Kiwanis International’s criteria shall be followed to determine whether the background check is considered ‘clear.’ Background checks shall be valid for no more than two years. SLP clubs that petition to charter will only be approved once the appointed Kiwanis advisor has a clear criminal history background check conducted by Kiwanis International. Clubs are strongly encouraged to ensure confidential background checks for all adults who will work directly with youth outside of the school and/or who may not have undergone a background check. The criminal history background check should conform to applicable local and state/provincial laws and requirements.

Kiwanis International requires clear criminal history background checks conducted by its provider for all adults working with youth at all Kiwanis International-sponsored events. These include the Key Club International Convention, the Key Club Governor and Administrator training conference, the Key Club International Leadership Conference, and any Key Leader weekend.

All district chairpersons and committee members for all Service Leadership Programs are required to have a clear criminal history background check conducted by Kiwanis International. A district may also require criminal history background checks for other adults working with

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youth as part of district programs or events. (See Kiwanis International Policy B and Procedure 197 for complete information regarding criminal history background checks.)

Overnight Stays: While attending a Kiwanis event that requires overnight stay in a hotel or camp/conference setting, adult chaperoning must include no fewer than one adult male for each 10 or part of 10 youth males, and one adult female for each 10 or part of 10 youth females. Except for a parent sharing a sleeping room or other sleeping quarter (e.g., tent) with his/her own child, no adult should share a hotel or dormitory sleeping room or other sleeping quarter with a youth. In the event that sleeping quarters consist of multiple beds, such as a bunkhouse or camp cabin, adults may share the sleeping quarters with youth members of the same gender, provided that two or more adults are present.

Transportation: When transporting youth, the best practice is having three people in the car at all times with documented approval from the parent or guardian for the transportation arrangements. When both of these conditions cannot be met, one of them should be. All transportation decisions should be made in accordance with local laws and school policies.

Use of Alcoholic Beverages, Tobacco, Marijuana, and Other Substances: While attending any Kiwanis event that is produced primarily by or for the benefit of youth, adults are expected to refrain from using or being under the influence of alcoholic beverages, tobacco, and/or marijuana products, even if prescribed for medicinal use. In addition, the use and/or possession of illegal drugs or the improper/illegal use of legal drugs is prohibited.

Medications: The possession of prescription and nonprescription (over-the-counter) medications by youth at a Kiwanis event should be permitted only with the written permission of the parent/guardian.

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

Personal Information: All documents bearing personal information of any youth attending a Kiwanis event, including registration forms, medical information forms, permission-to-treat forms, etc. should be treated as confidential. Processes that protect this information must be created, including minimizing the number of people who have access to any such documents. The documents shall be maintained for a minimum of three years or longer as may be required by applicable state/provincial laws and regulations. After the maintenance period has expired, the documents shall be destroyed in a way that maintains confidentiality, such as shredding. The disposal and destruction of all confidential information shall conform to applicable state/provincial laws and regulations.

Youth and Social Media: For any social networking site that involves requesting a connection (such as inviting someone to be a friend on Facebook), adults should never initiate such connections with youth. If a youth requests such a connection from a Kiwanian, he/she should use their best judgment in responding. Adults should treat their interaction with youth on social networking sites as though the interaction were occurring in public, in front of other adults and young people. In other words, if it would not be appropriate to say something to a young person in public, it should not be said as a comment on a social networking site either.

Kiwanians should refrain from interactions that can be seen as excessive (such as constantly “liking” or commenting on a person’s posts on Facebook). Prior to posting any media online, such as photographs, obtain permission from any and all individuals (or parents for minors) who appear in those media; it could be illegal to do otherwise. (See Kiwanis International Policy B for complete social media guidelines.)

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

Conflicts with Other Rules: Whenever these guidelines conflict with local school policies or rules, or local state/provincial, or national laws or regulations, the highest applicable standards for conduct shall prevail.

SECTION 29 – ALCOHOL GUIDELINES

Alcohol may be served or consumed at district events in a legal and responsible manner, provided such serving or consumption is done in accordance with the applicable customs and laws.

The presence of alcohol at a function greatly increases the risk of personal injury, and districts must be conscious of liability exposure whenever alcohol is offered. When providing alcohol at a district event, the district will adhere to the alcohol guidelines established by Kiwanis International, as stated below.

Kiwanis International Guidelines for Serving Alcohol

The preferred method for providing alcohol at a district event is to transfer the risk by hiring a licensed entity to provide the alcohol. A certificate should be requested from the entity naming the district and Kiwanis International as an additional insured on its alcohol liability policy. When it is not possible or practical to hire a professional entity, the following steps should be taken to reduce the chance of an occurrence:

- Prevent underage service; check identification on all patrons 40 and younger.
- Alcohol consumption must remain on the premises, with prominently displayed signs that inform attendees of this requirement.
- Entrance to the facility or event must be staffed by club members.

- Control consumption and avoid over-serving.
- Food should be readily available at the event.
- Minors at event limited to areas without alcohol.
- Enlist volunteer support in watching over the grounds.
- Consider the presence of local police.
- Be sure to check with the local municipality, state or province whether a license is required for your event. If a license is required and one is not obtained, there will be no coverage for an injury attributable to alcohol. Coverage will not be provided without a valid license.

The Kiwanis alcohol liability insurance coverage offered to districts in the U.S., Canada, and the Caribbean is intended to protect the majority of those districts that sell alcohol at an event under the following circumstances:

- There are up to 500 participants at the event.
- The event is a one-day event.
- Alcohol receipts are less than 50 percent of the total receipts.

If the district conducts an event that is outside of the above circumstances, it will purchase primary alcohol liability for the event, with limits of at least US\$1,000,000 per occurrence. The Kiwanis insurance policy would be in excess of the event coverage.

Coverage under Kiwanis International's alcohol liability insurance is intended to protect Kiwanis from third-party liability. No coverage is provided to club members, district volunteers, or employees for their injury.

SECTION 30 – YOUTH OUTREACH FUNDS

A. CKI Youth Outreach Fund.

- Background** - Based on its size, CKI (Circle K) member dues do not fully fund their district operations. The CKI Youth Outreach Fund allows Capital District Kiwanis clubs who do not presently sponsor a CKI club to donate directly to the CKI district operations account.
- Solicitation of Funds** – The CKI District Governor and Administrator can and should make one request annually of Kiwanis clubs in the Capital District through whatever means they feel are most applicable to get donations for the Youth Outreach Funds.
- Handling of Funds** – Funds received from Kiwanis clubs should be sent to the CKI District Administrator so that they are tracked properly and clubs are acknowledged for their donations. Those funds are then either directly deposited or sent to the Kiwanis District Secretary-Treasurer for depositing to the CKI district's operational account and updated in the CKI district's financial records.

- d. **Oversight** – While the CKI District Board of Trustees may assign expenses to be used against the Youth Outreach Funds collected in their budget, ultimately the Kiwanis District Finance Committee and Board of Trustees have final approval over any major changes to the CKI budget.

B. Key Leader Youth Outreach Fund.

- a. **Background** – Approved by the 2013-14 Kiwanis District Board, the purpose of this fund is to allow Kiwanis clubs who can't identify potential Key Leader student attendees to donate the amount of a full or partial Key Leader registration to the District's Outreach Fund, so that the funds could be matched with a student who wants to attend the event but lacks the financial resources to do so.
- b. **Solicitation of Funds** – The Key Leader District Chair and his/her committee can and should make one request annually of Kiwanis clubs in the Capital District through whatever means they feel are most applicable to get donations for the Key Leader Youth Outreach Fund.
- c. **Handling of Funds** – Funds received from Kiwanis clubs should be sent to the Key Leader District Chair so that they are tracked properly and clubs are acknowledged for their donations. Those funds are then either directly deposited or sent to the Kiwanis District Secretary-Treasurer to be deposited in the Kiwanis operational account and credited to the Key Leader Outreach Fund line item.
- d. **Granting of Funds** – The Key Leader District Chair and their committee shall solicit for potential student attendees who are in need of financial assistance to attend their first Key Leader event. This can be done through the assistance of the Key Club District Committee. Once these students are identified, it is at the discretion of the Key Leader District Chair person to register the students and notify the Kiwanis District Secretary-Treasurer to make payment to Kiwanis International for these student from the Outreach Fund.
- e. **Oversight** – The supervising Trustee should be notified of all scholarships provided for each Key Leader event and can report on this to the Capital District Finance Committee or Board of Trustees as needed.

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Appendices

- A. Revision History
- B. District Committees, Staff and Key Positions List
- C. District Committees Descriptions
- D. District Key Position Descriptions
- E. Budget Template for Regional Conferences
- F. Sample Club Policy Code for Background Checks
- G. District Forms

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Deleted: Job
Deleted: (Currently under review for updating)

APPENDIX A – REVISION HISTORY

February 1, 2002

Section 7 E (12) (c) - changed the Web Page Contest awards from two ribbons in each of five size categories to 10 ribbons for best pages regardless of club size.

Section 8 A (5) - added Friday afternoon room requirements to the matrix.

September 13, 2002

Standing Committees – CKI Clubs

Section 7 E (7) (b) ii - added definition of the Zone Administrators duties and responsibilities

April 12, 2003

Officers

Section 5. B. - reduced the number of reimbursable Lt Governor club visits from three to two.

Finances

Section 15 D. (2) – (4) - set the goal for reimbursement of Lt Governors Elect attending the International Convention to the amount of the Convention Registration fee. Actual amount is to be determined by the board.

September 6, 2003

Standing Committees – Capital District Foundation

Section 7 E (4) (b) iii – increased the amount the Foundation can solicit per member from \$1 to \$2.

February 26, 2005 – Revised to incorporate Shaping Initiative. Major changes include:

District Officers

Section 5 B – Defined additional duties for District Trustees

Committees

Section 7 – Completely redesigned Committee structure and redefined Committee duties and responsibilities

Conventions

Section 8 – Incorporated the Convention Planning Manual by reference

Section 8A – Provided for rotation of District Convention hosts among regions and the possibilities of regional Midwinter Conferences

Nomination and Election of Officers

Section 10E – Revised procedure for selecting candidate for the office of International Trustee.

November 4, 2006

Section 7 C-19-A Meetings

Section 10- B District Governor-elect

Section 10-F International Officers

June 1, 2007

Section 5-B District Trustees – Committee Portfolios

February 8, 2008

Change all references to SOAP to SLP, Changed Education & Training to Leadership Development Committee, Change K-Kids to Kiwanis Kids, and Moved the digital District under the Communications and Public Relations Committee.

May 30, 2008

Permit the Trustees to be proactive in their relationships with Lieutenant Governors and Clubs. Add Governor to those who can activate club support committees in a region.

August 15, 2008

Changed the composition of the District Policy Statements and the duties of the Finance and Long-Range Planning Committees.

February 2009

Section 7-C-20 Meetings Committee: brought policies in line with the current responsibilities of the committee; the committee will assist the District Convention Committee

Section 7-D-3 District Convention Committee: made the District Convention Committee a permanent committee of the Capital District; developed additional committee responsibilities

Section 8: reorganized section; eliminated rotation of District Convention sites to different regions; allowed for the district to hold a district-wide Midwinter Conference and regional Midwinter Conferences in the same year

June 5, 2009

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Section 4 Membership: restated applicable policies concerning clubs with low membership from the Kiwanis International Policy Code; developed internal district policies to notify and assist clubs with low membership

August 21, 2009

Section 8 Conventions: clarified who is eligible to serve on the Credentials Committee

Section 10 Nomination and Election of Officers: clarified the eligibility requirements for district office and endorsement for International Trustee; moved the eligibility requirements for District Trustee from the Bylaws to the Policy Code

Section 15 Finances: revised and more clearly stated the investment policy of the Capital District

February 26, 2010

Section 5 Officers: more clearly defined the responsibilities of District Trustees as they relate to working with District Committees

Section 7 Committees, Support Groups, and Staff Positions: better organized the section as to who serves on District Committees and what the official duties are; in addition, created service agreements in a new appendix for all Policy Formation and Club Support District Committees to clearly define the responsibilities and expectations of committee chairs and members

June 5, 2010

Sections 3-5: cleaned up these sections

Section 7 Committees, Support Groups, and Staff Positions: created descriptions for all committees and groups once designated “District Support Committees” and moved all language that deals with these groups to a new appendix; moved the District Foundation to its own subsection; changed all references from “Club Support Committees” to “Support Committees”

Sections 8-9: cleaned up these sections, specifically those that relate to the policies and procedures for District Conferences and Conventions

Section 10 Nomination and Election of Officers: eliminated an optional eligibility requirement for Lt. Governors that specifies that candidates should be members of Capital District club(s) for the preceding four years

Section 15 Finances: eliminated old language that allocated member dues to District Conventions and Conferences; the District Board had previously determined that dues will no longer be allocated to such events in this manner

November 6, 2010

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Section 4 Membership: added a section sub-section C that reiterates the importance of filing all required reports in a timely manner, and outlines steps to notify clubs that are delinquent in filing to remedy such situations

February 5, 2011

Appendix C: changed the name of the Leadership Development Committee (formerly called the Training and Education Committee) to just “Education Committee;” updated the duties of the District Committee

Section 28 Social Media Guidelines: established new social media guidelines consistent with the recent policies adopted by the Kiwanis International Board

Section 8 Conventions, Section 9 Convention Procedures: eliminated the Meetings Committee and District Convention Committee and created in its place a new District Committee named the “Conventions and Meetings Committee;” updated the Policy Code with the new responsibilities of the Committee and process for selecting and approving District Conventions and Conferences

Various Sections: updated the Policy Code to reflect the decision by the District Board to eliminate the District Leadership Conference; added Appendices E and F for the District Secretary-Treasurer job description and budget template for regional conferences

June 4, 2011

Section 10 Nomination and Election of Officers: changed the way in which International Trustees are endorsed in the District. The new language allows the Board to act on the House of Delegates’ behalf if circumstance or time limitations require that an International Trustee endorsement decision be made before the House of Delegates meets.

October 15, 2011

Section 5 Officers: changed the responsibilities of District Trustees to require at least one official visit to a Division or President Council Meeting per division in the region they advise. Readjusted section numbering.

Section 15 Finances: changed policy to allow District Trustees-Designate to attend the International Convention should the outgoing District Trustee from the same region be unable to attend. Also clarified that only mileage for the required one Divisional Council Meeting per division will be reimbursed.

Appendix D: District Support Committees & Group Descriptions:

New Club Building Service Agreement: changed committee structure to include one Lieutenant Governor-Designate-appointed New Club Builder per division, and a Governor-Designate-appointed Chair.

Club Growth Committee Service Agreement: changed committee structure to include one Lieutenant Governor-Designate-appointed Club Growth Counselor per division, and a Governor-Designate-appointed Chair.

Section 19 Amendments: changed policy to allow The Bylaws and Policy Committee to make grammatical, typographical, formatting, housekeeping, and other non-policy changes to the District Policy Statements without approval of the District Board.

February 4, 2012

Section 15 Finances:

Minor word changes, renumbering.

Combined B(2) and B(4), clarified and simplified wording.

Changed 50% limit on Finance Committee Authority to a target “not to exceed 50%.” Changes in the budget or market conditions may cause the percentage in equities to exceed 50%, and current policy requires that those investments exceeding 50% be sold or converted to fixed income investments. That activity could result in avoidable transaction fees, but more importantly, could artificially force a sale at a time that is disadvantageous to the District’s long term financial health (i.e., force a sale “when the market is down”). The change provides the Finance Committee with a goal to strive for, but allows discretion to sell or convert “excess” equities when it is considered advantageous to the District.

Section 7 Committees, Support Groups and Staff Positions: added staff positions of District Convention Registration Specialists and District Convention Program Editor.

March 5, 2012

Section 15 Finances:

Clarified and defined reserves as the annual operating budget less budget revenue from self-supporting events (e.g. District Conventions, Regional Conferences, K-Family Weekend, Past Governor’s Weekend, etc.).

Added Reserves sub-paragraph (2) Budgetary Considerations to clarify procedures regarding deficits/surpluses at the end of the Administrative Year.

Added provision for the rebalancing of portfolio/investments.

May 19, 2012

Section 7 Committees, Support Groups, and Staff Positions:

Changed all references of “Foundation Secretary” to “District Secretary” in subparagraph (2), transferring the responsibility of submitting Capital District Foundation Bylaws

Amendments to Kiwanis International from the Foundation Secretary to the District Secretary.

Section 10 Nomination and Election of Officers and Appendices:

Added the District Trustee and Lieutenant Governor Performance Pledge Forms to the Policies, and added completion of these documents to the responsibilities of District Trustee (subsection D) and Lieutenant Governor and Lieutenant Governor-Elect (subparagraph 4).

Section 9 Convention Procedures (now Policies and Procedures for Conventions/Conferences):
Changed the section titled from “Convention Procedures” to “Policies and Procedures for Conventions/Conferences”. Removed the current Section 9 text and inserted the Policies and Procedures for Conventions/Conferences in its entirety (these District Convention Policies, until May 19, 2012, were a separate Governing Document), and reformatted numbering to match that of the District Policy Statements.

Section 4 Membership:

Added subsection E “Definition of “in good standing” to clarify what it means to be “in good standing”.

Section 10 Nomination and Election of Officers and Appendices:

Added the Division Election Conference Minutes Form to the District Policies, and added the completion/certification of this document to the responsibilities of the Lieutenant Governor and Lieutenant Governor-Elect (sub paragraph 5 Certification).

Section 10 Nomination and Election of Officers and Section 30 Criminal History Background Checks:

Added “Section 30 – Criminal History Background Checks” outlining policy and requirements for completion of criminal history background checks, and requirements of completion to the Section 10 responsibilities of District Governor-Elect (subsection B), District Secretary-Treasurer (subsection C), District Trustee (subsection D), and Lieutenant Governor and Lieutenant Governor-Elect (subsection E).

August 24, 2012

Section 9 - Added responsibility to take official minutes at Convention House of Delegates to duties of District Secretary-Treasurer.

Section 9 - Eliminated requirement for pool for Ducky Derby.

Section 10 - Updated to clarify and restructure the process of nominating candidates for International Trustee.

Section 5 & 15 - Clarifies required Lieutenant Governor visits to clubs, club visit reporting, and mileage reimbursement.

Section 7 and Appendix – Renames a number of standing committees to align them more closely with Kiwanis International. Young Children: Priority One becomes Children and Youth Services, Budget and Finance becomes Finance, Community Service becomes Service, Education becomes Kiwanis Education, Club Growth becomes Membership, Communications and Public Relations becomes Public Relations.

Section 31 - adopts a District Policy on Conflict of Interest as prescribed by Kiwanis International.

Section 32 - adopts a District Policy on Adults working with sponsored youth programs as prescribed by Kiwanis International.

Section 7, 9, 10 - replaces all references to the e-Builder, Mini Builder and Capital Builder with *The Capital Kiwanian*, and creates the Staff Position of District Publication Designer.

Appendix – eliminated the Administration & Club Operations and International Understanding committees. Creates the Fundraising committee.

Section 8 & 9 - eliminates repetition between Sections 8 and 9 (after the merger of the District Convention Policies into Section 9 of the District Policy Statements), and retitles each section so that Section 8 relates to Midwinter Policies, and Section 9 exclusively covers District Convention Policies.

Section 8 - removes references to senior and privileged members.

May 11, 2013

Updated Appendix G with revised versions of Trustee and Lt. Governor Pledge Forms that include information about required KI background check.

August 16, 2013

Added staff position and job description for District Youth Protection Manager, revised Background Checks in Section 30, revised Youth Protection Guidelines in Section 32, and adopted new Alcohol Guidelines in Section 33.

February 8, 2014

Removed Governor-Elect as Chair of the Conventions and Meetings Committee and added District Secretary-Treasurer as permanent member. Added new travel reimbursement stipulations to District Committees and Subject Matter Experts in Section 7. Added Sample Club Policies for Background Checks to Appendix G.

May 10, 2014

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Modified policies to create regional educational conferences (instead of Midwinters) and nomination timeline for Governor-Elect both affected by shifting District Convention to the Spring starting in 2015.

Sept 21, 2014

Modified Section 4 – Sub-section B to remove the punitive measures from low club membership.

January 31, 2015

Revised eligibility requirements for District Officers listed in Section 10. Added a proviso to take effect in 2017 that would require Governor-Elect candidates to have completed a term as district trustee.

Changed a reference to Foundation Trustees to Directors in Section 7.

February 18, 2015

Modified Section 15 Subsection C to add requirement that requests for reimbursement to district officers must be submitted within 90 days of the event and all reimbursements for that Kiwanis year must be turned in by September 28th.

April 10, 2015

Modified Section 5 Subsection C to address how late Lt. Governor visits and/or reports are handled.

August 8, 2015

Modified Section 15 to clarify what expenses are reimbursable for district officers attending the District and International Conventions. Added Section 34 explaining Youth Outreach Funds.

August 13, 2016

Revised Section 32 (Youth Protection Guidelines) and Youth Protection Manager job description to be consistent with changes made by KI. Added Consent & Release and Transportation Authorization Forms to Appendix G.

November 11, 2017

Re-formatted the Policy Statement to conform with the current Capital District Bylaws. This resulted in condensing the current Policy Statement Sections 1 – 21 to a new format of Sections 1 – 16. The sections after this will also be renumbered starting with Section 17.

Created new Sections:

Section 1 – Definitions. Defined the ex-officio committee members position on committees. Not a voting member nor factored into the quorum requirement.

Section 2 – Purpose and Structure. Essentially combined the previous Sections 1 – 4 into one.

Section 3 – Officers. Defined the district officers, moved Assistant Secretary-Treasurer to Staff section, and clarified Trustee Assignments to committees.

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Section 4 – District Board. Added language from Bylaws for clarity on who is the board and when they meet.

Section 5 – Committees. Major change was included the list of committees and their duties from the Kiwanis International Policy as required Standing Committees. Created subsection on the Other District Committees. Defined that the district has two forms of committees – Policy Formulation and Support. Then defined what committees are under the Policy Formation status.

Other changes in this section were: Clarified that the Conventions and Meetings Committee does not comply with one member from each region, added Trustee Committee Assignment language from previous section, expounded on Ex-Officio Members, included all staff positions required by Kiwanis International, added the Historian as a staff position and Deleted District Convention Registration Specialist and District Convention Program Editor.

Section 6 – Changed Midwinter to Mid-Year. Defined what a Mid-Year convention was. Moved the entire section on District Convention to the Appendix Section as Appendix H.

Section 7 – Nomination and Election of Officers. Modified the Eligibility Requirements for running for Governor-Elect. It now requires that the person be a member in good standing of a Kiwanis Club for a minimum of 6 years. Removed the requirement of being a member of a Capital District club as well a Kiwanis International and reduced the length of time from 9 years. Also, the person must have fully completed their term as Trustee in the Capital District and have been a Lieutenant Governor in the Capital District. Also removed the length of time requirements to be nominated for Trustee or Lieutenant Governor.

Section 11 – Finance. Changed the time for submitting reimbursement requests from 90 days to 30 days after the event.

Section 13 – Amendments. Inserted language on time frames and process for submitting amendments to the Policy Statement.

Past Governors Committee Service Agreement. Changed the language for who is the chair from immediate past to penultimate past Governor. Also, the terms were reduced from 3 years to 1 year.

May 12, 2018

The board met to make adjustments to the Policy Statements as recommended by Kiwanis International after their review of the November 11, 2017 changes. These resulted in removing duplicate language and any language that was controlled by Articles in the Capital District Bylaws. These changes did not alter the substance of the November 11, 2017 updates. However, a major change to the Policy Statements occurred in Section 7, Nominations and Election of Officers. Based on a requirement in the instructions in the 2014 Kiwanis International update to District Bylaws, all language concerning eligibility for officers MUST be in the Bylaws and approved by the House of Delegates, not in Policy.

May 16, 2020

- Updated all references from Kiwanis Education to Leadership Development and Education.
- Moved reimbursement language from a variety of Sections (3, 5, & 6) to Section 11 – Finance for consistency.
- Updated Section 6 to be more thorough and complete guidelines for District Meetings.
- Deleted a misleading reference regarding ex-officio members of Policy Formation Committees.
- Fixed statements about past governors serving on policy formulation committees in Section 5 and Appendix C so that they are in sync.
- Updated Appendix B properly listing District Committees, Staff and Key Positions
- Appendix C now contains committee descriptions, rather than Service Agreements
- Appendix D now contains key position descriptions provided by Kiwanis International for required positions.

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APPENDIX B – DISTRICT COMMITTEES, STAFF AND KEY POSITIONS

District Committee Name	Committee Type	Led By
Achievement / Resolutions	Support	Chairperson
Aktion Club	Service Leadership Program	Aktion Club Administrator
Builders Club	Service Leadership Program	Builders Club Administrator
Bylaws and Policies	Policy Formulation	Chairperson
Circle K International	Service Leadership Program	CKI Administrator
District Convention	Support	Chairperson
Finance	Policy Formulation	Chairperson
Key Club	Service Leadership Program	Key Club Administrator
Key Leader	Service Leadership Program	Chairperson
Kiwanis Children's Fund	Support	KCF Representative
Kiwanis Convention	Support	Chairperson
Kiwanis Kids	Service Leadership Program	Kiwanis Kids Administrator
Leadership Development and Education	Support	Leadership Development Coordinator
Long Range Planning	Policy Formulation	Chairperson
Meetings	Support	Chairperson
Membership	Support	Membership Coordinator
Past Governors	Support	Chairperson
Past Lt. Governors	Support	Elected Chairperson
Service	Support	Chairperson

District Staff
Secretary-Treasurer
The Capital District Designer
The Capital District Editor

District Key Positions

Historian
Parliamentarian
Partnership Coordinator
Public Relations Coordinator
Risk Manager
Youth Protection Manager

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APPENDIX C – DISTRICT COMMITTEES DESCRIPTIONS

Achievement*

Other Committees Encompassed Within This Committee: Resolutions*

Chairperson: The Immediate Past Governor shall serve a one (1) year term as Chairperson. In the event the Immediate Past Governor is unable to serve for some or all of the term, the Past Governors Committee will select a chairperson for the remainder of the term.

Membership: The Chairperson shall appoint members as necessary to one (1) year terms to assist in completing the Committee's duties. To meet the Kiwanis International requirements for the Resolution functions of this Committee, the Past Governors Committee will appoint a Past Governor to serve a one (1) year term.

Duties: This Committee shall develop and implement programs to recognize outstanding achievement by Kiwanians, clubs, and divisions within the District.

1. Work throughout the year with the Lt. Governors and other District Committee members to identify significant achievements.
2. Bring significant achievements to the attention of the regional member of the Public Relations Committee to gain maximum publicity for the achievement. Specific duties include:
 - Working with the Lt. Governor and club secretaries to ensure the annual report documents significant achievements and is submitted on time.
 - Ensuring the Lt. Governor and counseling Trustee are aware of any club problems with submitting the annual report.
3. Be in charge of the resolutions process at District Convention (since the presentation of resolutions to the House of Delegates is an appropriate way to recognize significant achievements). Specific duties include:
 - Considering resolutions submitted by the Kiwanis International Board of Trustees, District Board of Trustees, or a chartered club, as provided in Section 2 of Article IX of the District Bylaws. The Committee may originate resolutions and modify, combine, and edit all resolutions submitted to it. The Committee will present its recommendations on these resolutions to the District Board and, subject to the approval of the Board, to the House of Delegates at the District Convention.
 - Originating Recognition, Appreciation, and Memorial Resolutions and present these types of resolutions at District Conferences and to the House of Delegates at the District Convention.

Awards:

To recognize significant achievements, the Committee shall:

- Present first place and honorable mention ribbons in the four (4) membership size categories for single service and multiple service projects based on the narrative section of the club annual

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Bylaws and Policies*

Service Agreement

Capital District, Kiwanis International

This service agreement outlines the minimum requirements of membership on Capital District Committees. The committee chair and all committee members who wish to serve agree to the following service agreement. It is understood that failure to observe the following agreement could result in possible removal from the committee.

Committee Type: Policy Formulation Committee

Membership: In general, each committee will consist of two (2) to three (3) District Trustees and three (3) general members. The District Parliamentarian shall be an ex officio member of the Committee. The District Secretary/Treasurer is an ex officio member of all Policy Formulation Committees. The Governor and Governor-Elect are ex officio members of all committees.

Duties:

Establish detailed goals and recommend policies for the coming administrative year in order to meet the objectives of the long-range plan.

Review recommendations from any committee with policy implications and provide recommendations to the District Board.

Assist the Board in interpreting the spirit of the District Bylaws and in securing the proper observance of obligations, standards, and practices arising there under, including the adjudication of any grievances.

Draft proposed changes to the District Policy Statements for approval by the Board.

Draft proposed amendments to the District Bylaws for approval by the Board and the House of Delegates.

Submit such other recommendations as may be requested by the Board.

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Service Agreement

Capital District, Kiwanis International

This service agreement outlines the minimum requirements of membership on Capital District Committees. The committee chair and all committee members who wish to serve agree to the following service agreement. It is understood that failure to observe

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This description outlines the duties and responsibilities of the District Support Committees and Groups of the Capital District.

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report annually, and forward the first-place winners in each category to Kiwanis International for entry into the International Service Award competition.

- Certify to Kiwanis International those Divisions and Lt Governors meeting the criteria established for the Distinguished Division Award.
- Certify to Kiwanis International those clubs meeting the criteria established for the Distinguished Club Award.
- Present the Distinguish Club Member Award consisting of a "Walking K" pin and certificate to club members meeting the criteria established by the Committee.
- Present copies of resolutions (suitable for framing) adopted by the House of Delegates recognizing significant achievements.

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Aktion Club

Committee Type: Support Committee

Chairperson: Aktion Club District Administrator (See Appendix D)

Membership: This committee will have one (1) member from each region; these members shall be known as Aktion Club Zone Administrators.

Background: While Aktion Club is an official branded program of Kiwanis International, Aktion Clubs have no organizational structure above the local level. Each Aktion Club is a partnership between a Kiwanis club and a professional organization that looks after adults living with disabilities.

Duties:

1. Promote the concept of continuing and effective sponsorship of Aktion Clubs throughout the District upon the part of the sponsoring Kiwanis Clubs.
2. Provide expertise and assistance to Kiwanis Clubs in establishing Aktion Clubs and provide the interface among Aktion clubs, other District Kiwanis family clubs, the Capital District, and Kiwanis International.

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Capital District, Kiwanis International

This service agreement outlines the minimum requirements of membership on Capital District Committees. The committee chair and all committee members who wish to serve agree to the following service agreement. It is understood that failure to observe the following agreement could result in possible removal from the committee.

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Builders Club

Committee Type: Support Committee

Chairperson: Builders Club District Administrator (See Appendix D)

Membership: This committee will have one (1) member from each region; these members shall be known as Builders Club Zone Administrators.

Background: This committee is the adult committee for middle school Kiwanis family clubs. While Builders Club is an official branded program of Kiwanis International, Builders Clubs have no organizational structure above the local level. The school provides a faculty advisor who is primarily responsible for operation of the club. The sponsoring Kiwanis club assumes specific responsibilities for their Builders Club(s) and appoints a Kiwanis Advisor to be the main point of contact and interface among the Builders Club, faculty advisor, and Kiwanis.

Duties:

1. Promote the concept of continuing and effective sponsorship of Builders Clubs throughout the District upon the part of the sponsoring Kiwanis Clubs.
2. Provide expertise and assistance to Kiwanis Clubs in establishing Builders Clubs in middle schools and provide the interface among Builders Clubs, other District Kiwanis Family clubs, the Capital District, and Kiwanis International.

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Capital District, Kiwanis International

This service agreement outlines the minimum requirements of membership on Capital District Committees. The committee chair and all committee members who wish to serve agree to the following service agreement. It is understood that failure to observe the following agreement could result in possible removal from the committee.

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Bylaws and Policies

Committee Type: Policy Formulation Committee

Membership: This committee will consist of two (2) to three (3) District Trustees, three (3) general members and one (1) Past Governor appointed by the Past Governors Committee. The District Parliamentarian, District Secretary-Treasurer, Governor and Governor-Elect are ex officio members of this committee.

Duties:

1. Establish detailed goals and recommend policies for the coming administrative year in order to meet the objectives of the long-range plan.
2. Review recommendations from any committee with policy implications and provide recommendations to the District Board.
3. Assist the Board in interpreting the spirit of the District Bylaws and in securing the proper observance of obligations, standards, and practices arising there under, including the adjudication of any grievances.
4. Draft proposed changes to the District Policy Statements for approval by the Board.
5. Draft proposed amendments to the District Bylaws for approval by the Board and the House of Delegates.
6. Submit such other recommendations as may be requested by the Board.

Circle K International

Committee Type: Support Committee

Chairperson: Circle K International District Administrator (See Appendix D)

Membership: This committee will have one (1) member from each region; these members shall be known as CKI Zone Administrators.

Background: This committee is the adult committee for college-based Kiwanis family clubs. CKI is structured similarly to Kiwanis in that it is organized into clubs and districts which are part of an overarching international organization. CKI members have the primary responsibility for operating their organizations. Schools provide a faculty advisor who is the primary advisor to the CKI club president. The sponsoring Kiwanis club assumes specific responsibilities for their CKI club and appoints a Kiwanis Advisor to be the main point of contact and the interface among the CKI club, faculty advisor, and Kiwanis.

Duties of the Zone Administrators: The Zone Administrators will give guidance to all sponsoring Kiwanis Clubs and CKI clubs in their division and provide education/counseling to new CKI clubs as well as other non-sponsoring Kiwanis clubs in the division. Zone Administrators will work closely with the District Administrator and other members of the Kiwanis District Committee on CKI to assist the CKI District Board in their ongoing activities. Specifically, Zone Administrators will:

Divisional:

- Serve as a liaison between the Kiwanis Clubs and CKI clubs in the division.
- Work with sponsoring Kiwanis clubs, as necessary, to insure dues are paid promptly.
- Attend CKI Divisional President's Council Meetings (PCMs) when possible.
- Work on new club building with Kiwanis Lt. Governor and CKI Lt. Governors.
- Attend at least one (1) club meeting and/or project of each CKI club in the division.
- Communicate with the respective CKI Lt. Governor at least once a month.
- Meet the new CKI Lt. Governor in person to develop divisional plans for the year as soon after the annual CKI District Convention as possible.
- Assist with Youth Outreach Program by contacting Kiwanis clubs that do not sponsor CKI clubs.

District:

- Communicate with the District Administrator on an as needed basis.
- Step in for the District Administrator and/or Assistant Administrator in their absence.
- Attend at least one (1) District Board Meeting.
- Participate in CKI workshops given at District Convention and Key Club District Convention if possible.
- Attend, where possible, the annual CKI District Convention, Kiwanis Family Weekend, Fall Training Rally, Spring Officer Training Rally, and District Officer Training Conference.

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Service Agreement
Capital District, Kiwanis International

This service agreement outlines the minimum requirements of membership on Capital District Committees. The committee chair and all committee members who wish to serve agree to the following service agreement. It is understood that failure to observe the following agreement could result in possible removal from the committee.

Committee Type: Support Committee

Other Committees Encompassed Within This Committee:

Children's Miracle Network*

Membership: Each committee will have at least one (1) member from each region. The chair will designate one (1) member from each region as the regional coordinator. Chairs will serve as regional coordinators for their home regions. The Governor and Governor-Elect are ex officio members of all committees.

Duties:

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Conventions/Conferences:

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Attend two (2) of the following conferences:

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District Convention

Committee Type: Support Committee

Membership: The chairperson appointed by the Governor-Designate shall select necessary members to fill the roles as defined in Section 6. While it is recommend that as many committee members as possible come from the area where the convention will physically take place, this is not a requirement.

Duties: The Committee's main responsibility is the successful planning and execution of the annual District Convention.

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Finance

Committee Type: Policy Formulation Committee

Membership: This committee will consist of two (2) to three (3) District Trustees, three (3) general members and the Immediate Past Governor. The District Foundation Board shall appoint a member of its Board to serve a one (1) year term as an ex officio member of the Committee; that member may be reappointed. The District Secretary-Treasurer, Governor and Governor-Elect are ex officio members of this committee.

Duties: The Committee shall hold a meeting quarterly before each meeting of the District Board to discharge its duties as outlined below.

1. Prepare, review, and amend as necessary the annual budget of estimated income and expenses prepared by the District Secretary-Treasurer and submit the recommended annual budget to the Board.
2. Review the proposed budgets for all Kiwanis family district conventions and conferences and submit recommendations to the Board.
3. Review the proposed annual budgets for Service Leadership Programs (SLPs) and SLP Administrators and submit recommendations to the Board.
4. Assess the fiscal implications of the Long-Range Plan and inform the Long-Range Planning Committee and Board.
5. Review recommendations with financial implications from any committee and provide recommendations to the Board.
6. Submit such other recommendations as may be requested by the Board.

Key Club

Committee Type: Support Committee

Chairperson: Key Club District Administrator (See Appendix D)

Membership: This committee will have one (1) member from each region; these members shall be known as Key Club Zone Administrators.

Background: This committee is the adult committee for high school Kiwanis family clubs. Key Club International is structured similarly to Kiwanis in that it is organized into clubs and districts which are part of an overarching international organization. Key Club members have the primary responsibility for operating their organizations. Schools provide a faculty advisor who is the primary advisor to the Key Club president. The sponsoring Kiwanis club assumes specific responsibilities for their Key Club(s) and appoints a Kiwanis Advisor to be the main point of contact and the interface among the Key Club(s), faculty advisor, and Kiwanis.

Duties of the Zone Administrators: The Zone Administrators are assigned responsibility for one (1) or more Key Club divisions and are the primary advisor to Key Club Lt. Governors. Zone Administrators are the primary interface among sponsoring Kiwanis clubs, Kiwanis Divisions, and Key Clubs.

Divisional:

- Serve as a liaison between the Kiwanis Clubs and Key Club in the division.
- Work with sponsoring Kiwanis clubs, as necessary, to insure dues are paid promptly.
- Attend Key Club Divisional President's Council Meetings (PCMs) when possible.
- Work on new club building with Kiwanis Lt. Governors and Key Club Lt. Governors
- Attend at least one (1) club meeting and/or project of each Key Club in the division.
- Communicate with the respective Key Club Lt. Governor at least once a month.
- Meet the new Key Club Lt. Governor in person to develop divisional plans for the year as soon after the annual Key Club District Convention as possible

District:

- Communicate with the District Administrator on an as needed basis
- Step in for the District Administrator and/or Assistant Administrator in their absence
- Attend at least one (1) District Board Meeting
- Participate in Key Club workshops given at District Convention and CKI District Convention if possible.
- Attend the annual Key Club District Convention, Kiwanis-Family Weekend and Key Club Fall Rally

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Service Agreement
Capital District, Kiwanis International

This service agreement outlines the minimum requirements of membership on Capital District Committees. The committee chair and all committee members who wish to serve agree to the following service agreement. It is understood that failure to observe the following agreement could result in possible removal from the committee.

Committee Type: Support Committee

Membership: Each committee will have at least one (1) member from each region. The chair will designate one (1) member from each region as the regional coordinator. Chairs will serve as regional coordinators for their home regions. The Governor and Governor-Elect are ex officio members of all committees.

Duties: This committee ensures that diversity is incorporated in everything the District does. Specific duties include:

Review all District programs and processes and recommend ways to increase diversity in those processes where necessary.

Establish criteria clubs can use to ascertain how they are incorporating diversity.

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Service Agreement**

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Duties of the District Administrator:** The Administrator is responsible to the Kiwanis District Board for the proper operation of Capital District Key Club. The Administrator is the primary advisor to the Key Club District Governor and other District Officers, ... [121]

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Duties of the Convention Financial Advisor:** In order to assist the District Administrator, the Capital District Kiwanis Board shall appoint a Kiwanian to act as a financial counselor to each SLP ... [122]

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Key Leader

Committee Type: Support Committee

Chairperson: Key Leader District Chairperson (See Appendix D)

Membership: This committee will have at least one (1) member from each region. The chairperson will designate one (1) member from each region (other than their own) as regional coordinators. The person in charge of a Key Leader event is referred to as the Site Coordinator.

Duties: This committee shall coordinate activities relating to the operation of a District Wide Key Leader Program. Specific duties include:

1. Coordinate with Kiwanis International the implementation of a Key Leader Program within the Capital District.
2. Select appropriate location, staff, advisors, and necessary adult consultants.
3. Create a process to maintain the recruitment of participants in an ongoing Key Leader Program.
4. Oversee operations of a Key Leader Program within the District.
5. Monitor progress, participation, and results of a Key Leader Program.
6. Promote a Key Leader Program and assist clubs, upon request, with all aspects relating to participating with the program.
7. Report, through the appropriate District Trustee, efforts and results of all events to the Board.

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Capital District, Kiwanis International

This service agreement outlines the minimum requirements of membership on Capital District Committees. The committee chair and all committee members who wish to serve agree to the following service agreement. It is understood that failure to observe the following agreement could result in possible removal from the committee.

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Kiwanis Children's Fund

Committee Type: Support Committee

Chairperson: Kiwanis Children's Fund Representative

Membership: This committee will have at least one (1) member from each region.

Duties: The Committee's main responsibility is to increase awareness of the Kiwanis Children's Fund for donations by clubs and individuals as well assistance with club grant request writing.

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Kiwanis Convention

Committee Type: Support Committee

Chairperson: Chairperson

Membership: This committee will have at least one (1) member from each region.

Duties: The Committee’s main responsibility is to increase awareness and promote attendance at the Kiwanis International Convention.

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Kiwanis Kids

Committee Type: Support Committee

Chairperson: Kiwanis Kids District Administrator (See Appendix D)

Membership: This committee will have one (1) member from each region; these members shall be known as Kiwanis Kids Zone Administrators.

Background: This committee is the adult committee for elementary school Kiwanis family clubs/programs. While Kiwanis Kids is an official branded program of Kiwanis International, Kiwanis Kids have no organizational structure above the local level. The school provides a faculty advisor who is primarily responsible for operation of the club. The sponsoring Kiwanis club assumes specific responsibilities for their Kiwanis Kids Club(s)/program(s) and appoints a Kiwanis Advisor to be the main point of contact and interface among the Kiwanis Kids Club, faculty advisor, and Kiwanis.

Duties:

1. Assist Kiwanis Clubs in establishing Kiwanis Kids Clubs and/or programs (detailed below) in elementary schools.
2. Promote the concept of continuing and effective sponsorship upon the part of the sponsoring Kiwanis clubs.
3. Provide the interface for Kiwanis Kids Clubs/programs among Kiwanis clubs, the Capital District, and Kiwanis International.

Terrific Kids Program: The Terrific Kids program provides teachers with a tool to reward students for special achievements that may otherwise go unnoticed. A sponsoring Kiwanis club helps support the Terrific Kids program at the school. The Kiwanis club plans Terrific Kids parties, provides recognition, and establishes partnerships with local community businesses to secure support for the program. Sponsoring businesses have the option of providing coupons, giveaways, or food for Terrific Kids parties.

Bring Up Grades (BUG) Program: BUG is a program designed to provide recognition to students who raise their grades to an acceptable range, and maintain or continue to raise them from one grading period to the next. A sponsoring Kiwanis club helps support the BUG program at the school. The Kiwanis club plans BUG recognition events, provides awards, and establishes partnerships with local community businesses to secure support for the program. Sponsoring businesses have the option of providing coupons, giveaways, or food for BUG parties.

Leadership Development & Education*

Committee Type: Support Committee

Chairperson: Leadership Development Coordinator (See Appendix D)

Membership: Membership will consist of all active Certified Instructors.

Duties: This committee will provide education and training to all Kiwanians in the District. Specific duties include:

1. Receive Kiwanis International approved applications from qualified Kiwanians. Evaluate and recommend to the Governor, Governor-Elect, Secretary, Treasurer, and Master Instructors the applicants they consider to be qualified to serve as Certified Instructors. Liaise with all Certified Instructors regularly.
2. Review the Kiwanis International approved Club Leadership Education package and make additions that will include information on the Capital District.
3. Schedule the necessary Education Conferences in the six (6) Regions to provide the opportunity for all club leaders to participate in a Club Leadership Education session. Assign Certified Instructors to each session consistent with availability and proximity to the conferences.
4. Assist the Governor-Elect in preparing the training schedule for the District Convention.
5. Assist the Regional (or District) Conference Chair(s) in preparing the training schedule(s) for conferences.
6. Provide training in specialized topics, such as the club treasurer, secretary, and board member training, as requested by Lt. Governors or club presidents.
7. Update and publish a booklet of Kiwanis minute education spots annually.
8. Assist the Governor and Governor-Elect when requested.

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Capital District, Kiwanis International

This service agreement outlines the minimum requirements of membership on Capital District Committees. The committee chair and all committee members who wish to serve agree to the following service agreement. It is understood that failure to observe the following agreement could result in possible removal from the committee.

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Long Range Planning

Committee Type: Policy Formulation Committee

Membership: This committee will consist of two (2) to three (3) District Trustees, three (3) general members and one (1) Past Governor appointed by the Past Governors Committee. The District Secretary-Treasurer, Governor and Governor-Elect are ex officio members of this committee.

Duties:

1. Prepare a five (5) year and one (1) year plan setting out specific annual goals and objectives for the District during that period. The plans should be based on the plans submitted by the clubs and divisions.
 - Provide appropriate supervision and direction to the individual club presidents in the preparation of five (5) and one (1) year plans to be submitted to the Lt. Governor by 15 April of each year.
 - Provide appropriate supervision and direction to the Lt. Governors in the preparation and collation of five (5) and one (1) year plans to be submitted to the Long Range Planning Committee by 1 May of each year.
2. Be the primary facilitator for the annual assessment conducted by the District Board in November. The Committee will develop assessment procedures and survey instruments, collect data, and make the results of the assessment available to the members of the District. Such assessment shall be based on the approved plans submitted by clubs, divisions, and the Committee.
3. Based on the assessment, revise the annual goals and add another year to the long range plan. The revised plan is to be distributed to District Board and Committee members annually in May.
4. Review recommendations from any committee for consistency with the long range plan and provide recommendations to the Board; these reviews shall include potential revisions to the District Long Range Plan.
5. Submit such other recommendations as may be requested by the Board.

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Service Agreement
Capital District, Kiwanis International

This service agreement outlines the minimum requirements of membership on Capital District Committees. The committee chair and all committee members who wish to serve agree to the following service agreement. It is understood that failure to observe the following agreement could result in possible removal from the committee.

Committee Type: Support Committee

Membership: Each committee will have one (1) member from each region; these members shall be known as Kiwanis Kids Zone Administrators. The Chair shall be known as the Kiwanis Kids District Administrator. The Governor and Governor-Elect are ex officio members of all committees.

Background: This committee is the adult committee for elementary school Kiwanis family clubs/programs. While Kiwanis Kids is an official branded program of Kiwanis International, Kiwanis Kids have no organizational structure above the local level. The school provides a faculty advisor who is primarily responsible for operation of the club. The sponsoring Kiwanis club assumes specific responsibilities for their Kiwanis Kids Club(s)/program(s) and appoints a Kiwanis Advisor to be the main point of contact and interface among the Kiwanis Kids Club, faculty advisor, and Kiwanis.

Duties:

Assist Kiwanis Clubs in establishing Kiwanis Kids Clubs and/or programs (detailed below) in elementary schools.
 Promote the concept of continuing and effective sponsorship upon the part of the sponsoring Kiwanis clubs.
 Provide the interface for Kiwanis Kids Clubs/programs among Kiwanis clubs, the Capital District, and Kiwanis International.

Terrific Kids Program: The Terrific Kids program provides teachers with a tool to reward students for special achievements that may otherwise go unnoticed. A sponsoring Kiwanis club helps support the Terrific Kids program at the school. The Kiwanis club plans Terrific Kids parties, provides recognition, and establishes partnerships with local community businesses to secure support for the program. Sponsoring businesses have the option of providing coupons, giveaways, or food for Terrific Kids parties.

Bring Up Grades (BUG) Program: BUG is a program designed to provide recognition to students who raise their grades to an acceptable range, and maintain or continue to raise them from one grading period to the next. A sponsoring Kiwanis club helps support the BUG program at the school. The Kiwanis club plans BUG recognition events, provides awards, and establishes partnerships with local community businesses to secure support for the program. Sponsoring businesses have the option of providing coupons, giveaways, or food for BUG parties.

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Meetings

Committee Type: Support Committee

Membership: This committee will be composed of eight (8) members who have prior experience with negotiations and contracting for meeting facilities. Geographic diversity should be a consideration. However, these members do not need to represent individual regions. The District Secretary-Treasurer as signatory for all contracts is always a member of this committee.

Duties:

1. Develop and maintain a comprehensive list of meeting facilities in the Capital District that meet the requirements set forth in the Policy Code.
2. Solicit proposals, evaluate proposals, and present contracts for future meeting sites no less than three (3) years in the future. When it is advantageous to the District, multi-year contracts at the same location or with the same facilities will be submitted. The Board will approve all proposals before the contracts are signed by the District Secretary-Treasurer.
3. Review the current policies relating to District Conventions and Conferences and suggest revisions to the Board, as appropriate, to meet the current and future needs of the Capital District. Revisions should be presented for review and approval annually at the February board meeting.
4. Provide assistance, as requested, to each Region in soliciting and evaluating proposals for Regional Conference sites.
5. Maintain Kiwanis family calendar of all meetings to ensure that no scheduling conflicts occur with District Conventions, District or Regional Midyear Conferences or any other District Meetings. All events must be cleared by the Committee prior to entering into any contracts or other non-cancellable commitments.
6. Review proposals and recommend to the District Board, hosts and sites for future District Conventions and District Midyear Conferences, if held and assist in the creation of proposals, if necessary.

Membership

Committee Type: Support Committee

Chairperson: Membership Coordinator (See Appendix D)

Membership: Each Lieutenant Governor-Designate will appoint a Club Counselor for their division who will serve on the committee.

Duties: This committee will provide expertise and assistance to facilitate growth of existing clubs. Specific duties include:

- 1. Ensure clubs maintain active membership recruitment and retention programs using resources and ideas provided by Kiwanis International.
- 2. Assist clubs in developing a comprehensive orientation program to be provided to all prospective members.
- 3. Assist clubs in conducting a meaningful induction ceremony for each new member.
- 4. Conduct exit surveys with members leaving Kiwanis.

Awards: Annually, the committee will present two (2) sets of first place and honorable mention ribbons in the five (5) membership size categories for membership growth based on net growth in members and percentage increase in members.

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This service agreement outlines the minimum requirements of membership on Capital District Committees. The committee chair and all committee members who wish to serve agree to the following service agreement. It is understood that failure to observe the following agreement could result in possible removal from the committee.

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Deleted: Other Committees Encompassed Within This Committee: Membership Growth & Orientation*

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Deleted: CKI and Young Adult Transition Subcommittee: The Membership Committee will have one (1) standing subcommittee named the CKI and Young Adult Transition Subcommittee. The chair, in consultation with the Governor and the CKI District Administrator, will appoint this subcommittee to actively recruit recent CKI alumni and other young adults as members of Kiwanis clubs within the District. The subcommittee shall report on progress regularly to the Membership Committee.

Membership: Should include CKI alumni. The District CKI Governor shall be invited to participate.

Duties:

With the help of the CKI District Board, solicit contact information for all graduating CKI members who intend to remain in the Capital District.

Provide letters of introduction to Kiwanis clubs in the vicinity of the relocating alumnus asking the contacted clubs to extend an invitation to the alumnus to attend club activities and consider membership in the club.

Contact the alumnus at thirty (30), sixty (60), and ninety (90) day intervals following the letter of introduction to determine whether or not the alumnus was contacted.

In the event the alumnus was not contacted, follow through with the affected club to determine why the alumnus was not reached.

Maintain an informal and ongoing liaison with CKI alumni who subsequently joined Kiwanis clubs within the District to qualitatively assess their Kiwanis experiences and report this to the Committee. Contact transitioned alumni who subsequently resign from Kiwanis to determine their reason(s) for leaving.

Annually report successes and shortfalls to the CKI District Administrator and make recommendations for improvements in successfully transitioning CKI alumni and young adults to Kiwanis.

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Past Governors

Chairperson: The penultimate Past Governor will serve as chairperson for the Past Governors Committee. In the event the penultimate Past Governor is unable to serve for some or all of the term, the Past Governors Committee will select a chairperson for the remainder of the term.

Membership: All Past Governors of any Kiwanis District are members of the Committee as long as they are members in good standing of a Capital District Kiwanis Club.

Duties: The Committee functions as a senior advisor to the District Governor and District Board. Specific duties include:

1. Consider and report to the Governor and District Board its conclusions on all matters referred to it. The Committee, or appropriately constituted sub-committees, may initiate studies and discussions on subjects of interest to the District and report their conclusions and recommendations to each member of the Committee, District Governor, and District Secretary-Treasurer.
2. Assigning a different Past Governor to each of the following:
 - a. one (1) year term on the Long Range Planning Committee
 - b. one (1) year term on the Bylaws and Policy Committee
 - c. one (1) year term on the Achievement Committee

Should a Past Governor on any of those committees be unable to complete their term, the Past Governors Committee will appoint another Past Governor to serve the remainder of the term.
3. Adopt rules and procedures for the conduct of the association (since the Committee also functions as an association of Past Governors), provided that rules and procedures do not conflict with the District Bylaws or Policy Statements.
4. Verify and certify to the District Board that the candidate(s) for International Trustee meet the requirements to run, should one (1) or more Capital District members desire to run for the office of International Trustee.
5. Meet annually at the District Convention and hold other meetings at the call of the Chairperson.

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Service Agreement
Capital District, Kiwanis International

This service agreement outlines the minimum requirements of membership on Capital District Committees. The committee chair and all committee members who wish to serve agree to the following service agreement. It is understood that failure to observe the following agreement could result in possible removal from the committee.

Committee Type: Support Committee

Membership: Each Lieutenant Governor-Designate will appoint a New Club Builder for their division who will serve on the committee. The Governor-Designate will appoint the chair of the committee. The Governor and Governor-Elect are ex officio members of all committees.

Duties: This committee will introduce Kiwanis into communities around the District with a goal of at least one (1) new club in each region annually. Specific duties include:

Locate potential building sites and, in coordination with the Lt. Governors, identify one (1) or more sponsoring Kiwanis clubs.

Form a new club building team and lead the team through the new club building process.

Coordinate new club building efforts with the Kiwanis International Field Service Representatives.

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Service Agreement
Capital District, Kiwanis International

This service agreement outlines the minimum requirements of membership on Capital District Committees. The committee chair and all committee members who wish to serve agree to the following service agreement. It is understood that failure to observe...

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Past Lt. Governors

Chairperson: At the District Convention, the Committee shall elect one (1) of its members as **Chairperson**. Should the **chairperson** be unable to complete the term, the Governor will appoint a member of the Committee to serve as acting **chairperson** until the next regular or called meeting of the Committee.

Membership: All Past Lt. Governors of a Division in any Kiwanis District are members of the Committee as long as they are members in good standing of a Capital District Kiwanis Club. Members of the Past Lt. Governors Committee are encouraged to establish Division Past Lt. Governor Associations to serve as senior advisors to Division Lt. Governor.

Duties: The Committee functions as an advisor to the District Governor and District Board. Specific duties include:

1. Consider and report to the Governor and District Board its conclusions on matters referred to it. The Committee, or appropriately constituted sub-committees, may initiate studies and discussions on subjects of interest to the District and report their conclusions and recommendations to each member of the Committee, District Governor, and District Secretary-Treasurer.
2. Establish regional sub-committees that have the specific responsibility of advising the Governor-Elect on District Committee assignments to Club Support Committee.
3. Adopt rules and procedures for the conduct of the association (since the Committee also functions as an association of Past Lt. Governors), provided that rules and procedures do not conflict with the District Bylaws or Policy Statements.
4. The District Committee shall meet at District Convention and may hold other meetings at the call of the Chair**persons**.

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This description outlines the duties and responsibilities of the District Support Committees and Groups of the Capital District.

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Service

Committee Type: Support Committee

Other Committees Encompassed Within This Committee: Human & Spiritual Values

Membership: This committee will have at least one (1) member from each region. The chairperson will designate one (1) member from each region (outside of their own) as regional coordinators.

Duties: This committee assists with all service activities throughout the District (other than the Service Leadership Programs). Specific duties include:

1. Assist clubs in conducting community surveys and developing service projects tailored to the needs of their communities.
2. Coordinate with the Lt. Governors to identify needs in the region and develop regional service projects.
3. Promote Human and Spiritual values through cooperation on broad nondenominational lines between clubs and local religious leaders/ groups in creating a greater public consciousness of the importance of religious and spiritual values. Encourage members to support these values by precept and example in the members' own communities.
4. Administer the Teenager of the Year program (described below) for each region and the District by publicizing the programs to clubs.

Teenager of the Year Program:

Prior to District Convention, conduct the annual District Teenager of the Year contest, which includes:

- Establishing an equitable judging procedure for the District selection.
- Encouraging each club to select a club Teenager of the Year.
- Coordinating with each Lt. Governor to select a division Teenager of the Year from the club selections.
- Selecting the District Teenager of the Year from the division nominations.
- Arranging, with the support of the Capital District Foundation, for the District Teenager of the Year and parents to attend the District Convention banquet and presenting suitable recognition (typically, a plaque and scholarship funds) to the District Teenager of the Year at the banquet.

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NOTE: The District Key Position Job Descriptions currently contained in Appendix D are under review for updating. May 12, 2018¶

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APPENDIX D – DISTRICT KEY POSITION JOB DESCRIPTIONS

Aktion Club District Administrator

Position summary

Responsible for providing high-quality, efficient leadership to, and administration of, the Aktion Clubs in the Capital District as a vital component of the Kiwanis family. A significant contribution of time and personal resources are usually required. The administrator is appointed to serve a one-year term at a time, from April 1 through March 31.

Position responsibilities

AMBASSADORSHIP

District administrators are the “face” of the program in the district. This means they should be advocates for the program, represent the program at district events and generally serve as the primary “go-to” person for the program in the district.

Position requirements:

- Serve as primary liaison between Aktion Clubs and the Capital District.
- Develop a positive working relationship with the Kiwanis district governor, governor elect, secretary and other district leadership.
- Provide training and information on Aktion Club sponsorship at district events.
- Attend the Kiwanis district convention, mid-year conference and other meetings/ conferences as appropriate.
- Promote the Aktion Club program throughout the Capital District through articles, social media, newsletters and presentations.
- Understand the “Working with Aktion Club Member Guidelines” document and how it relates to Aktion Club programming.

Additional best practices:

- Meet with the incoming Kiwanis district governor to clarify roles and expectations of the Aktion Club district administrator.
- Communicate and develop a working relationship with all Kiwanis-family district administrators to strengthen all Service Leadership Programs in the Capital District.
- Communicate with the sponsoring Kiwanis club, sponsoring agency and any other relevant parties.

OPENING NEW CLUBS

District administrators are the primary drivers for strengthening membership in the Capital District. Their role is to support new clubs through the club-opening and chartering processes. Administrators should also find opportunities in the district to promote the program to potential host sites (e.g., agencies working with individuals who have disabilities, group homes, etc.).

Position requirements:

- Facilitate the relationship between potential Aktion Club host sites and Kiwanis clubs.

- Develop effective strategies for membership recruitment, development and retention for existing Aktion Clubs.
- Present Aktion Club to potential sponsoring Kiwanis clubs and potential sponsoring local and state agencies.

CLUB SUPPORT

District administrators should offer regular communication and support to both Kiwanis advisors and club advisors. Administrators should find ways to recognize the work of the advisors and develop ways to help them do their best work.

Position requirements:

- Coordinate a communication plan with the Aktion Club advisors and members, with a focus on strengthening existing clubs.
- Encourage and assist clubs to complete the quarterly report.

Additional best practices:

- Develop a schedule for communicating with both Kiwanis advisors and club advisors,
- with clear objectives and goals for the communication.
- Attend club meetings and division council meetings as invited, when possible.
- Provide educational materials and resources to advisors:
 - Service project ideas.
 - Fundraising ideas.
 - Club officer training.
 - Preferred charity information.
 - Information provided through weekly emails from Kiwanis International, as appropriate.

COMMITTEE LEADERSHIP

District administrators are encouraged to establish and oversee a committee of adults to help carry out district responsibilities. Therefore, it's important for administrators to be good leaders/coaches and good at putting people in positions where their strengths match program needs.

Position requirements:

- Communicate with and train committee members to promote Aktion Club programs within the district.

LIAISON TO KIWANIS INTERNATIONAL

District administrators are the primary link between the Kiwanis International staff and the Capital District. Responsibilities include providing updates, responding to requests, providing assistance in billing/membership issues, forwarding information and representing the interests of Kiwanis International.

Position requirements:

- Assist with Aktion Club dues collections.
- Support Kiwanis International's efforts to maintain current records of advisors' names and contact information.

- Provide constructive input regarding program development.

Additional best practices:

- Forward news articles and photos for use on websites and in publications of Aktion Club International (shareyourstory@kiwanis.org).
- Attend the Kiwanis International convention and assist Kiwanis International staff with promoting SLP sponsorship.

DISTRICT EVENT MANAGEMENT

The district administrator may plan and execute an Aktion Club district convention and/or conference.

Position requirements:

- Serve as individual assuming responsibility at all Aktion Club district events
- Host an annual Aktion Club district convention:
 - Promotion.
 - Program/schedule development:
 - Convention registration fees.
 - Keynote and workshop speakers.
 - Convention program (possible advertising).
 - Execution of event.
- Coordinate the annual contests and awards, elections.

SUGGESTED QUALIFICATIONS

Educational background:

- Bachelor's degree preferred, but not required.

Experience:

- Working with individuals who have disabilities.
- Building effective teams.
- Maintaining positive working relationships.
- Communicating and supporting a network of people.
- Developing, presenting and delivering strategic program plans.
- Dealing with conflict management.
- Financial planning and budgeting.
- Event planning.

Other:

- Computer proficiency.
- Internet and email access.
- Kiwanis membership.
- Previous experience with Aktion Club.

Builders Club District Administrator*

Position summary

Responsible for providing quality and efficient leadership to, and administration of, the Builders Clubs in the Capital District as a vital component of the Kiwanis family. A significant contribution of time and personal resources are usually required. The administrator is appointed to serve a one-year term at a time, from April 1 through March 31.

*This position may be combined with the K-Kids Administrator and will be referred to as Advocate at the District level.

Position Responsibilities

AMBASSADORSHIP

District administrators are the "adult face" of the Builders Club program in the district. This means they should be advocates for the program, represent the program at district events and generally serve as the primary "go-to" person for the program in the district.

Position requirements:

- Serve as primary liaison between the Builders Club program and the Capital District.
- Develop positive working relationships with the Kiwanis district governor, governor elect, secretary and other district leadership.
- Provide training and information on Builders Club sponsorship at district events.
- Attend the Kiwanis district convention, mid-year conference and other meetings and conferences as appropriate.
- Promote the Builders Club program throughout the Capital District through articles, social media, newsletters and presentations.
- Understand the Youth Protection Policy and Procedures and how they relate to Builders Club programming.

Additional best practices:

- Meet with incoming Kiwanis district governor to clarify roles and expectations of the Builders Club district administrator position.
- Communicate and develop a working relationship with all Kiwanis-family district administrators to strengthen all Service Leadership Programs in the Capital district.
- Communicate with sponsoring Kiwanis club, sponsoring agency and interested others.

OPENING NEW CLUBS

District administrators support new clubs through the club-opening and chartering processes. Administrators should also find opportunities in the district to promote the program to potential host sites (e.g., schools, agencies, etc.).

Position requirements:

- Provide assistance by facilitating the relationship between potential Builders Club host sites and Kiwanis clubs.
- Develop effective strategies for membership development and retention for existing

Builders Clubs.

- When a Builders Club is chartering without a Kiwanis sponsor, certify to Kiwanis International that no Kiwanis club is available as a sponsor or interested in providing sponsorship.

CLUB SUPPORT

District administrators should offer regular communication and support to both Kiwanis advisors and faculty advisors. Administrators should find ways to recognize the work of the advisors and develop means to help them do their best work.

Position requirements:

- Coordinate a communication plan with the Kiwanis and faculty advisors, with a focus on strengthening existing clubs.
- Encourage and assist clubs to complete the annual report.

Additional best practices:

- Develop a schedule for communicating with both Kiwanis advisors and faculty advisors with clear objectives and goals for communication.
- Attend club meetings and division council meetings as invited when possible.
- Provide educational materials and resources to advisors:
 - Service project ideas.
 - Fundraising ideas.
 - Club officer training.
 - Preferred charity information.
 - Information provided through weekly emails from Kiwanis International, as appropriate.

COMMITTEE LEADERSHIP

District administrators should oversee a committee of adults to help carry out district responsibilities. Therefore, it's important for administrators to be good leaders/coaches and good at putting people in positions where their strengths match program needs.

Position requirements:

- Communicate with and train committee members to promote Builders Club programs within the district.
- Train committee members to collaborate on the district goals for Builders Club.

LIAISON TO KIWANIS INTERNATIONAL

District administrators are the primary link between the Kiwanis International staff and the district. Responsibilities include providing updates, responding to requests, providing assistance in billing/membership issues, forwarding information and representing the interests of Kiwanis International.

Position requirements:

- Assist with Builders Club annual renewal fee.
- Support Kiwanis International's efforts to maintain current records of advisors' names

- and contact information.
- Provide constructive input regarding program development.
- Attend district administrator training offered by Kiwanis International.
- Coordinate the annual district contests and awards and submit winners to Kiwanis International.

Additional best practices:

- Forward news articles and photos for use on websites and in publications of Builders Club at Kiwanis International (shareyourstory@kiwanis.org).
- Attend the Kiwanis International convention and assist Kiwanis International staff with promoting SLP sponsorship.

SUGGESTED QUALIFICATIONS

Educational background:

- Bachelor's degree preferred, but not required

Experiences:

- Experience in youth activities and/or leadership development
- Building effective teams
- Continuous innovation
- Capable of maintaining positive working relationships
- Strong communication and support abilities
- Ability to develop, present and deliver strategic program plans
- Conflict management
- Financial planning and budgeting
- Event planning

Skills:

- Computer proficiency

Other:

- Kiwanis membership
- Previous experience with Builders Club
- Internet and email access

Circle K International District Administrator

Position summary

Responsible for providing high-quality, efficient leadership. To oversee administration of the CKI in the Capital District and provide leadership to Kiwanis district committee on CKI as a vital component of the Kiwanis family. A significant contribution of time and personal resources are usually required. The administrator is appointed to serve a one-year term, from April 1 through March 31.

Additional information

The district administrator will work most closely with the CKI district governor, communicating on a weekly basis. It is essential the administrator be able to establish a close, yet professional, working relationship with CKI district leaders. The district administrator may serve as an adviser to club officers, advisors and members on issues related to service, leadership development and club administration.

AMBASSADORSHIP

District administrators are the “adult face” of the program in the district. This means they should be advocates for the program, represent the program at Kiwanis-family district events and generally serve as the primary “go-to” person for the program in the district.

Position requirements:

- Serve as primary liaison with the CKI governor between the CKI and the Capital District.
- Develop a positive working relationship with the Kiwanis district governor, governor elect, secretary and other district leadership to administer the CKI district organization.
- Provide training and information on CKI sponsorship at district events.
- Attend the Kiwanis district convention, mid-year conference, meeting of the Capital District board of trustees and other meetings/conferences as appropriate and/or invited.
- Promote the CKI program throughout the Capital District through articles, mailing and presentations.
- In coordination with the CKI district governor, provide a report to the Capital District board that highlights the activities of the CKI district board as well as the CKI district.
- Assist the district treasurer and budget committee in financial planning and reporting.
- Attend the annual Governors and Administrators Training Conference sponsored by CKI.
- Serve as ex-officio (non-voting) member of the CKI district board. You or your designee must be present at all official board meetings.
- Understand the Youth Protection Policy and Procedures and how it relates to CKI programming.

Additional best practices:

Meet with the incoming Kiwanis district governor to clarify roles and expectations of the Circle K International district administrator.

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District Editor and District Publication Designer

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Position summaries

District Editor is appointed by the District Board of Directors annually and is responsible for preparing the District’s official bi-monthly publication, *The Capital Kiwanian*. Duties include gathering and writing articles, editing for grammar, soliciting ads, and distribution of the publication once the design is complete.

District Publication Designer is appointed by the District Board of Directors annually and is responsible for handling all aspects of graphic design, layout and publication of *The Capital Kiwanian* – including identifying and purchasing stock photography on behalf of the District.

The positions of District Editor and District Publication Designer may be combined.

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District Membership Coordinator

Position description:

The Capital District's membership coordinator is responsible for membership growth in the district and for providing direction and support for club opening and membership strengthening. This position collaborates with the district leadership team to develop goals and objectives for inviting and retaining members.

Appointed by: District Governor and/or District Governor-Elect

Experience requirements:

- Membership in a club that has maintained or increased its membership.
- Club-opening experience through a club opening event.
- Capable of maintaining positive working relationships.
- Strong communication and support abilities.
- Developing, presenting and delivering strategic program plans.
- Enhancing others' skills and productivity.
- Well-versed and qualified in conflict management.

Required attributes and skills:

- Commitment to the district's membership goals, plan and strategies.
- Knowledgeable in club opening and club coaching resources, both through the district and Kiwanis International.
- Effective communicator and facilitator.
- Sound judgment as well as a positive and enthusiastic attitude.
- Skillful and diplomatic when working with volunteers, potential new members, and community leaders.
- Effective team-building skills.
- Firm, decisive and pragmatic.
- Proficiency in the use of spreadsheets, word processing software, presentation software as well as email, calendar and management tools.

Your responsibilities

Build and develop a team

- Recruit and train a team of club openers and coaches in the district.
- Participate in regular team meetings and conference calls.
- Motivate, coach, recognize and reward team members.
- Provide communication, direction and leadership to team members.

Club opening

- Coordinate club opening efforts within the district.
- As appropriate, coordinate a club-opening event with a Kiwanis International club opening specialist and Kiwanis International Area Director.
- Direct and support club-opening and membership initiatives in the following activities:

- Collaborate with lieutenant governors in selecting division-team members for growth efforts.
- Appoint and appropriately report club coaches and club openers to the Area Coordinator.
- Arrange date and location of training for the district membership team in concert with the Kiwanis International Area Director.
- Assist in developing and implementing region and/or division membership plans for club opening.

Club strengthening

- With Kiwanis International and district leaders, develop supporting goals, strategies, plans and budgets to promote membership-strengthening within the district.
- Collaborate with lieutenant governors in identifying clubs for coaching efforts.

To the district

- With the assigned Kiwanis International Area Director, coordinate efforts within the district to ensure that the membership goals and strategies align.
- Provide regular membership progress reports to appropriate personnel.
- Ensure coordination with Kiwanis International and the district leadership.
- Identify, address and resolve district membership team issues.
- Manage budget and expenses related to Kiwanis International district membership support.
- Coordinate and/or conduct education forums at regional and district events.
- Ensure appropriate recognition is provided at district conventions and meetings, as well as in district publications.

Commitments

- Service for three years.
- Attendance at on-site training hosted by Kiwanis International or in the area.
- Ability, availability and willingness to travel.
- Ability to invest significant amount of Kiwanis time.

This is a voluntary position. We appreciate your dedication to Kiwanis and your community.

District Risk Manager

Responsibilities:

To communicate the basics of the liability insurance program to members in the Capital District. Provide club risk-management training and club safety coordinator training. Communicate district issues and activities to the Kiwanis International risk manager.

Duties:

- Learn and understand the contents of the Club Insurance Resource Guide and Optional Insurance Resource Guide, serving as a resource for the clubs on both. Provide answers to basic questions and instruct the clubs how to use the materials provided.
- Serve as a resource for clubs in the Capital District, providing information and possibly training to the club safety coordinators and clubs. Submit risk-management articles for the district bulletin and conduct workshops at the district convention.
- Be an advocate for the risk-management program in the Capital District, working closely with the district volunteer leaders and staff to mitigate liability issues.
- Help clubs identify a safety coordinator and ensure the club safety coordinator is familiar with the Club Insurance Resource Guide and uses it in the planning of club events.
- Work closely with the district youth protection manager on mitigating risk.
- Regularly communicate club activities and issues with Kiwanis International's risk manager.
- Attend the district risk manager training provided by Kiwanis International.

Qualifications:

- A background in property or casualty insurance, as an agent or insurance company employee; an attorney familiar with negligence and liability law; or a person with a good business background, possibly as a business owner or manager.
- Active status as a Kiwanis member in good standing who does not hold any other district or international volunteer leadership position.
- Ability to hold the position for a three-year term. The district risk manager training will be conducted as needed, but not less than once every three years.
- Ability to speak in public and conduct workshops and training sessions.

Reporting relationship:

This position reports jointly to the Kiwanis International risk manager and to the district governor. Kiwanis International should have input on the candidate, with the recommendation of the district governor and governor-elect.

District Secretary-Treasurer

Summary:

The District Secretary-Treasurer of the Capital District is the sole administrative staff of the District and is appointed annually and is responsible to the Capital District Board of Trustees. This individual is responsible for providing support to district officers, communicating with Kiwanians and Kiwanis Clubs, acting as a liaison with Kiwanis International and all Kiwanis International districts and entities, maintaining all district records and performing all administrative and financial duties assigned by the Capital District Board of Trustees. Attendance at training scheduled by Kiwanis International will be required.

Qualifications:

- Demonstrate experience with administrative functions including report preparation, task management and financial data management
- Knowledge of the Kiwanis family structure and function
- Excellent verbal and written communication skills
- Exhibit knowledge of and experience with basic computer programs (i.e., Word®, Excel® and Publishing®, or similar programs)
- Experience managing club or similar websites
- Experience that demonstrates the ability to perform the tasks of the district secretary-treasurer
- Evidence of ability to work independently and to meet deadlines
- Satisfactory completion of Kiwanis International background check
- Bondable

Preferred Experience:

- Organizational administrative experience
- Secretarial experience within the Kiwanis family
- Kiwanis administrative experience at club, division or district level
- Event planning

Duties and Responsibilities:

- In addition to Duties and Responsibilities addressed in the Capital District Bylaws and Policy Statements:
 - Administrative
 - provide administrative continuity for the Capital District
 - staff liaison between Capital District and International
 - support of CKI and Key Clubs
 - maintenance of district directory records
 - District Board support (including agenda preparation and report distribution)
 - attendance at district and international training and events
 - report review
 - information dissemination
 - Responsible for all District purchasing, procurement and contracts
 - District and event planning and related contract review
 - Bylaw and policy preparation
 - Financial
 - receiving and accountability of funds
 - funds deposit management

- funds disbursement (including CKI and Key Club)
- journal and accounts bookkeeping
- maintenance of all financial records (including CKI and Key Club)
- budget preparation in conjunction with finance committee
- submission of all IRS and other financial and corporate filings
- Communication
 - participates with any District committee dealing with administration and operation of clubs in the Capital District
 - correspondence
 - annual report to House of Delegates
 - report preparation
 - correspondence with clubs
 - interaction with Kiwanis International and other Kiwanis districts
- Electronic
 - club support for Kiwanis electronic communications and websites
 - participation in district web-site maintenance
- Committees
 - District Executive Committee
 - ex officio member of all Policy Formulation Committees
 - Serves as Treasurer of all conference and convention committees

District Youth Protection Manager

Responsibilities:

- Advocate within the district the importance of youth protection to both the youth served by Kiwanis and the Kiwanis members, as well as the necessity of complying with Kiwanis Youth Protection Policy and Procedures.
- Help clubs understand their responsibilities in youth protection.
- Serve as a connection between Kiwanis International and the Capital District and youth clubs on issues of youth protection.
- This position reports to the District governor.

Duties:

- Learn and understand the contents of the Youth Protection Policy and Procedures and serve as a resource for members in the district. Provide answers to questions and instruct the clubs on using the materials provided.
- Know the local/state/provincial laws related to reporting for your district.
- Provide and/or coordinate for Capital District staff and leadership to receive annual training on the Youth Protection Policy and Procedures.
- Serve as a resource to the SLP Kiwanis advisors or SLP club chair on their responsibilities related to Kiwanis Youth Protection Policy and Procedures.
- Submit youth protection articles for the district bulletin.
- Conduct workshops and training at district events, using materials provided by Kiwanis International. Such events include, but are not limited to, the Kiwanis district convention, Key Club district convention, other district-sponsored conferences or trainings (e.g., mid-year conferences, regional trainings, etc.).
- Regularly communicate with Kiwanis International regarding club activities and policy issues.
- Help ensure that Kiwanis clubs comply with the Youth Protection Policy and Procedures.
- Assist Kiwanis clubs and district in complying with background check policies.
- Attend the Youth Protection Policy and Procedures training and stay up to date on trends that affect youth protection.

Qualifications:

- A background in youth work, education or law enforcement is ideal.
- Active Kiwanis member in good standing.
- Ability to speak in public and conduct workshops and training sessions.
- Clear criminal history background check administered by Kiwanis International.

It is strongly encouraged that the individual appointed to this position serves a minimum term of three years. As indicated in Kiwanis policy, the Youth Protection manager should not hold any other district or international volunteer leadership positions.

Deleted: Summary:

The District Secretary/Treasurer of the Capital District is the sole administrative staff of the District and is appointed annually and is responsible to the Capital District Board of Trustees. This individual is responsible for providing support to district officers, communicating with Kiwanians and Kiwanis Clubs, acting as a liaison with Kiwanis International and all Kiwanis International districts and entities, maintaining all district records and performing all administrative and financial duties assigned by the Capital District Board of Trustees. Attendance at training scheduled by Kiwanis International will be required.

Qualifications:

Demonstrate experience with administrative functions including report preparation, task management and financial data management
Knowledge of the Kiwanis family structure and function
Excellent verbal and written communication skills
Exhibit knowledge of and experience with basic computer programs (i.e., Word®, Excel®, and Publishing®, or similar programs)
Experience that demonstrates the ability to perform the tasks of the district secretary/treasurer
Evidence of ability to work independently and to meet deadlines
Satisfactory completion of Kiwanis International background check
Bondable

Preferred Experience:

Organizational administrative experience
Secretarial experience within the Kiwanis family
Kiwanis administrative experience at club, division or district level
Event planning

Duties and Responsibilities:

Administrative
provide administrative continuity for the Capital District
staff liaison between Capital District and International
support of CKI and Key Clubs
maintenance of district directory records
District Board support (including agenda preparation and report distribution)
attendance at district and international training and events
report review
information dissemination
District purchasing and procurement
District and event planning and related contract review
Bylaw and policy preparation
Financial
receiving and accountability of funds
funds deposit management
funds disbursement (including CKI and Key Club)
journal and accounts bookkeeping
maintenance of all financial records (including CKI and Key Club)
budget preparation in conjunction with finance committee
Communication
participates with the District Administration and Operations Committee
correspondence
annual report to House of Delegates
report preparation
correspondence with clubs
interaction with Kiwanis International and other Kiwanis districts
Electronic
club support for Kiwanis electronic communications and web-sites
participation in district web-site maintenance

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Historian

Duties:

1. Maintain the Historical Archives of the District, including:
 - Annual club narrative reports;
 - Record of club charter dates;
 - List of District, regional, division, and club officers;
 - Press clippings reporting Kiwanis activities in the District; and
 - Other information of historical interest provided by Clubs and members
2. In coordination with the District Webmaster, make the material available through publication and posting on the District Website.

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Key Club District Administrator

Position summary

Responsible for providing efficient, high-quality leadership to, and administration of, the Key Clubs of the Capital District and the Kiwanis district committee on Key Club as vital components of the Kiwanis family. A significant contribution of time and personal resources are usually required. The administrator is appointed to serve a one-year term at a time, from April 1 through March 31 (unless the district convention occurs after April 1).

Position responsibilities

AMBASSADORSHIP

District administrators are the “adult face” of the program in the district. This means they should be advocates for the program, represent the program at district events, and generally serve as the primary “go-to” person for the program in the district.

Position requirements:

- Serve as primary liaison between the Key Club and the Capital District.
- Develop a positive working relationship with the Kiwanis district governor, governor elect, secretary and other district leadership to administer the Key Club district organization.
- Provide training and information on Key Club sponsorship at district events.
- Attend the Kiwanis district convention, mid-year conference, meeting of the district board of trustees and other meetings/conferences as appropriate.
- Promote the Key Club program throughout the Kiwanis district through articles, mailing and presentations.
- In coordination with the Key Club governor, provide a report to the Capital District board which highlights the activities of the Key Club board as well as the Key Club district.
- Assist the district treasurer and budget committee in financial planning and reporting.
- Understand the Youth Protection Policies and Procedures and how they relate to Key Club programming.

Additional best practices:

- Meet with the incoming Kiwanis district governor to clarify roles and expectations of the Key Club district administrator position.
- Communicate and develop a working relationship with all Kiwanis-family district administrators to strengthen all Service Leadership Programs in the Capital District.

OPENING NEW CLUBS

District administrators are the primary drivers for opening new clubs in the districts. They support new clubs through the club-opening and chartering processes. Administrators should also look for opportunities in the districts to promote Key Club to potential host sites such as schools and agencies.

Position requirements:

- Provide assistance by facilitating the relationship between potential Key Club host sites and Kiwanis clubs.

- Help Key Club district officers develop strategies for membership development and retention for existing Key Clubs.
- When a Key Club is chartering without a Kiwanis sponsors, certify to Kiwanis International that no Kiwanis club is available as a sponsor or interested in providing sponsorship.

CLUB SUPPORT

District administrators should offer regular communication and support to both Kiwanis advisors and faculty/facility advisors. Administrators should find ways to recognize the work of the club advisors and develop means to help them do their best work.

Position requirement:

- Coordinate a communications plan with the Key Club advisor, Key Club members and the Key Club district governor, with a focus on strengthening existing clubs.

Additional best practices:

- Develop a schedule for communicating with both Kiwanis advisors and faculty advisors, with clear objectives and goals.
- Attend club meetings and division council meetings (as invited) when possible.
- Provide educational materials and resources to advisors:
 - Service project ideas.
 - Fundraising ideas.
 - Preferred charity information.
 - Information provided through weekly emails from Kiwanis International, as appropriate.

COMMITTEE LEADERSHIP

District administrators should oversee a committee of adults to help carry out district responsibilities. Therefore, it's important for administrators to be good leaders/coaches — and effective at putting people in positions where their strengths match program needs.

Position requirements:

- Serve as a chair of the district committee on Key Club.
- Train committee members to collaborate on the district goals for Key Club.

LIAISON TO KIWANIS INTERNATIONAL

District administrators are the primary link between the Kiwanis International trustee who serves as board counselor and staff and the Capital District. This could include forwarding information, providing updates, responding to requests, providing assistance in billing/ membership issues and representing the interests of Kiwanis International.

Position requirements:

- Assist with Key Club dues collections.
- Support Kiwanis International's efforts to maintain current records of advisors' names and contact information (shareyourstory@kiwanis.org).
- Provide constructive input regarding program development.

Additional best practices:

- Forward news articles and photos for use on websites and in publications of Key Club International.
- Attend Kiwanis International convention and assist Kiwanis International staff with promoting SLP sponsorship.

BOARD ADVISING

District administrators serve as the district's Kiwanis representative to the Key Club governor and to the district board, including supervision of board meetings, coordination of training of board members and overseeing financial aspects of the Key Club district.

Position requirements:

- Complete a District Team Agreement with the Key Club governor annually and uphold each point of agreement.
- Guide, counsel and advise the Key Club district board and officers.
- Coordinate the training of the Key Club district board and officers to include strategic planning and goal-setting, organizational and financial management, Kiwanis-family structure, teambuilding and leadership development.
- Oversee the management of Key Club district finances, consistent with policies and procedures of Key Club International and the Kiwanis district.
- Oversee the administrative operations of the Key Club district.
- Serve as ex-officio (non-voting) member of the Key Club district board.

DISTRICT EVENT MANAGEMENT

The district administrator, in conjunction with the Key Club district board, shall plan and execute the Key Club district convention.

Position requirements:

- Ensure the planning and execution of all Key Club district board meetings, conferences and conventions.
- Serve as the individual assuming responsibility at all Key Club district events.
- Host an annual Key Club district convention, with duties that include:
 - Promotion.
 - Program/schedule development:
 - Convention registration fees.
 - Keynote and workshop speakers.
 - Convention program (possible advertising).
 - Execution of event.
- Coordinate the annual contests and awards, elections.
- Submit annual District Report Form.

SUGGESTED QUALIFICATIONS**Educational background:**

- Bachelor's degree preferred, but not required.

Experience:

- Building effective teams.
- Continuous innovation.
- Positive working relationships.
- Strong communication and support.
- Ability to develop, present and deliver strategic program plans.
- Conflict management.
- Experience in high school student activities or leadership development.
- Financial planning and budgeting.
- Event planning.

Skills:

- Computer proficiency.

Other:

- Kiwanis membership.
- Previous experience with Key Club.
- Internet and email access.

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Key Leader District Chairperson

MAIN FOCUS

Recruit and train a volunteer team that comes from all parts of the district. This team should include members to market the program throughout the district to Key Clubs, Kiwanis members, schools and collaborative partners. This position focuses approximately 70% on administrative work and approximately 30% working directly with teens.

ADDITIONAL FOCUS

Appoint and then support the site coordinator for each district event. There may be one site coordinator for all district events, or there may a site coordinator for each event.

MAIN FOCUS GOAL

The goal for your district is to run event(s) with 60 students, 8 to 10 student facilitators and 10 adult chaperones, with an equal mix of Key Club and non-Key Club students.

MANDATORY TRAINING

Kiwanis International requires that the district chair attend their annual Key Leader regional training conference.

TIME COMMITMENT

This position requires about two to three hours per week during the full calendar year to market to and recruit students. During the four to six weeks before the event, this position can require up to eight hours per week. The district chair is strongly encouraged to attend a minimum of one district Key Leader event each year and to check in by phone or email with the site coordinator regarding additional events. The focus on attendance should be prioritized on new events or events with new leadership.

REQUIREMENTS

- Experience working with teens.
- Ability to speak in front of groups of teens and adults to market the program.
- Daily access to email and the Internet, especially during the four to six weeks prior to the event.
- Ability to travel periodically to promote the program throughout the district at schools and clubs, including promotion at Key Club and Kiwanis district conventions.
- Ability to develop a marketing plan to be used throughout the year.
- Ability to research camp locations and dates to recommend ideal Key Leader events that serve the district well.
- Ability to build relationships with other Service Leadership Program chairs in the district to cross-market and cross-promote the programs.
- Attendance at mandatory training as necessary.
- Development of a team of core volunteers who can help market and chaperone district events.
- Commitment to ensuring all overnight volunteers have submitted a background check three weeks prior to the event and/or within the requirements of Kiwanis International, whichever is greater.

- Understand the Youth Protection Policy and Procedures and how they relate to Key Leader events.

APPOINTMENT

The Kiwanis district governor appoints the Key Leader district chair annually. The district chair will then appoint a representative committee to conduct the marketing, and one person for each Key Leader event to be the site coordinator. Both the site coordinator and the district chair make up the district leadership for Key Leader. Each site coordinator will also appoint 10 committee members, who will help with marketing the event and chaperoning during the event

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Kiwanis Kids District Administrator*

Position summary

Responsible for providing quality and efficient leadership to, and administration of, the K-Kids Capital District as a vital component of the Kiwanis family. A significant contribution of time and personal resources are usually required. The administrator is appointed to serve a one-year term at a time, from April 1 through March 31.

*This position may be combined with the Builders Club Administrator and will be referred to as Advocate at the District level.

Position Responsibilities

AMBASSADORSHIP

District administrators are the “adult face” of the K-Kids program in the district. This means they should be advocates for the program, represent the program at district events and generally serve as the primary “go-to” person for the program in the district.

Position requirements:

- Serve as primary liaison between the K-Kids program and the Capital District.
- Develop positive working relationships with the Kiwanis district governor, governor elect, secretary and other district leadership.
- Provide training and information on K-Kids sponsorship at district events.
- Attend the Kiwanis district convention, mid-year conference and other meetings and conferences as appropriate.
- Promote the K-Kids program throughout the Kiwanis district through articles, social media, newsletters and presentations.
- Understand the Youth Protection Policy and Procedures and how they relate to K-Kids programming.

Additional best practices:

- Meet with incoming Kiwanis district governor to clarify the roles and expectations of the K-Kids district administrator position.
- Communicate and develop a working relationship with all Kiwanis-family district administrators to strengthen all Service Leadership Programs in your district.
- Communicate with sponsoring Kiwanis club, sponsoring agency and interested others.

OPENING NEW CLUBS

District administrators support new clubs through the club-opening and chartering processes. Administrators should also find opportunities in the district to promote the program to potential host sites (e.g., schools, agencies, etc.).

Position requirements:

- Provide assistance by facilitating the relationship between potential K-Kids host sites and Kiwanis clubs.

Deleted: District Youth Protection Manager

The District Governor may choose to have this position report to him/herself, or a related committee chair, such as the Key Club Administrator or the District Risk Manager.

Responsibilities:

To advocate within the district the importance of youth protection to both the youth served by Kiwanis and the Kiwanis members, as well as the necessity of complying with Kiwanis Youth Protection Guidelines.

To help clubs understand their responsibilities in youth protection. To be a connection between Kiwanis International and the Kiwanis district/youth clubs on issues of youth protection.

Duties:

Learn and understand the contents of the Youth Protection Guidelines and serve as a resource for members of the district. Provide answers to questions and instruct the clubs as to how to utilize the materials provided.

Know the local/state/provincial laws related to reporting for your district.

Provide and/or coordinate for Kiwanis district staff and leadership to receive annual training on the Youth Protection Guidelines.

Serve as a resource to the SLP Kiwanis advisors or SLP club chairman on their responsibilities related to Kiwanis Youth Protection Guidelines.

Submit youth protection articles for the district bulletin.

Conduct workshops and training at district events using materials provided by Kiwanis International. Such events include, but are not limited to, Kiwanis district convention, Key Club district convention, other district sponsored conferences or trainings (such as Mid-Year Conferences, Regional Trainings, etc.).

Regularly communicate with Kiwanis International regarding club activities and policy issues that arise.

Provide assistance as needed in ensuring that Kiwanis clubs comply with the Youth Protection Guidelines.

Assist Kiwanis clubs and districts with developing their own background check policies to complement the Youth Protection Guidelines.

Attend the Youth Protection Guidelines training and seek to keep up to date on trends impacting youth protection.

Qualifications:

A background in youth work, education or law enforcement is ideal.

Active Kiwanis member in good standing.

Ability to speak in public and conduct workshops and training sessions.

Clear criminal history background. Check to be administered by Kiwanis International.

It is strongly encouraged that the individual appointed to this position serves a minimum of a three-year term.

As indicated in Kiwanis policy, the Youth Protection Manager should not hold any other District or International volunteer leadership positions.

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- Develop effective strategies for membership development and retention for existing K-Kids clubs.
- When a K-Kids club is chartering without a Kiwanis sponsor, certify to Kiwanis International that no Kiwanis club is available as a sponsor or interested in providing sponsorship.

CLUB SUPPORT

District administrators should offer regular communication and support to both Kiwanis advisors and faculty advisors. Administrators should find ways to recognize the work of the advisors and develop means to help them do their best work.

Position requirements:

- Coordinate a communication plan with the Kiwanis and faculty advisors, with a focus on strengthening existing clubs.
- Encourage and assist clubs to complete the annual report.

Additional best practices:

- Develop a schedule for communicating with both Kiwanis advisors and faculty advisors, with clear objectives and goals for communication.
- Attend club meetings and division council meetings as invited, when possible.
- Provide educational materials and resources to advisors:
 - Service project ideas.
 - Fundraising ideas.
 - Club officer training.
 - Preferred charity information.
 - Information provided through weekly emails from Kiwanis International, as appropriate.

COMMITTEE LEADERSHIP

District administrators should oversee a committee of adults to help carry out district responsibilities. Therefore, it's important for administrators to be good leaders/coaches and effective at putting people in positions where their strengths match program needs.

Position requirements:

- Communicate with and train committee members to promote K-Kids programs within the district.
- Train committee members to collaborate on the district goals for K-Kids.

LIAISON TO KIWANIS INTERNATIONAL

District administrators are the primary link between the Kiwanis International staff and the district. Responsibilities include providing updates, responding to requests, providing assistance in billing/membership issues, forwarding information and representing the interests of Kiwanis International.

Position requirements:

- Assist with K-Kids annual renewal fee.
- Support Kiwanis International's efforts to maintain current records of advisors' names

and contact information.

- Provide constructive input regarding program development.
- Attend district administrator training offered by Kiwanis International.
- Coordinate the annual district contests and awards and submit winners to Kiwanis International.

Additional best practices:

- Forward news articles and photos for use on websites and in publications of K-Kids at Kiwanis International (shareyourstory@kiwanis.org)
- Attend the Kiwanis International convention and assist Kiwanis International staff with promoting SLP sponsorship.

SUGGESTED QUALIFICATIONS

Educational background:

- Bachelor's degree preferred, but not required

Experiences:

- Youth activities and/or leadership development
- Building effective teams
- Continuous innovation
- Positive working relationships
- Strong communication and support abilities
- Ability to develop, present and deliver strategic program plans
- Conflict management
- Financial planning and budgeting
- Event planning

Skills:

- Computer proficiency

Other:

- Kiwanis membership
- Previous experience with K-Kids
- Internet and email access

Leadership Development Coordinator

Position summary

Provide strategic direction of classroom education programs within the Capital District on behalf of Kiwanis International.

Position responsibilities:

- Work closely with Kiwanis International staff to achieve the strategic objectives of the education programs and designing leadership education opportunities within the Capital District.
- Ensure consistency in education programs and delivery.
- Coordinate the calendar and facilitator assignments for club president, club secretary education and others (as applicable).
- Serve as the liaison between certified instructors and Kiwanis International.
- Facilitate the Train the Trainer program, as requested.
- Evaluate instructors annually, using the established process.
- Conduct classroom education sessions for club president education, club secretary education and others (as applicable).
- Be a positive, enthusiastic facilitator who uses the required curriculum approved by Kiwanis International.
- Act as an advocate and representative of the Capital District and Kiwanis International.
- Participate in an annual evaluation process.
- Develop ideas to enhance leadership development training.
- Develop alternative means of delivery when classroom education is not available.

Qualifications

Kiwanis requirements:

- Previous experience as of lieutenant governor or higher is preferred.

Experience:

- Previous adult education instruction/facilitation.
- Ability to work as part of a team.
- Strong interpersonal skills.
- Ability to adapt in a group setting.
- Ability to lead and engage adults in an interactive learning environment.
- Capable of maintaining positive relationships.
- Excellent written and oral communication skills.
- Management experience a plus.

Skills requirements:

- Microsoft Office Suite products, with proficiency in PowerPoint.
- Ability to use basic functions in SharePoint.
- Current facilitation technology, including an LCD projector and laptop.

Other requirements:

- Kiwanis family experience a plus.
- Weekend and evening work.
- Three-year commitment.
- Email and Internet proficiency.

DRAFT

Partnership Coordinator

Position summary

Communicate partnership opportunities, news and updates to the district.

Responsibilities:

- Coordinate partnership promotion, education and advertising in the Capital District communication channels and at meetings/events.
- Serve as district liaison to the Kiwanis International corporate relations team regarding partnership opportunities and activities in the district.

Duties:

- Learn and understand the Kiwanis International corporate partnerships structure, as well as the organization's existing partners.
- Articulate both verbally and in writing the ways Kiwanis clubs can engage with our partners.
- Help include information about Kiwanis partners in district publications, websites and social media placements.
- Coordinate partner activities (e.g., convention workshops, speaking opportunities, exhibiting, etc.) at pertinent district events. If a partner can't be present, serve as the advocate for the partnership by leading a workshop and/or hosting an exhibit space.
- Work closely with the Service Leadership Programs and district administrators to incorporate partner communications and activities.
- Communicate with the Kiwanis International corporate relations team regarding club and district partnership activities.
- Attend Kiwanis International-sponsored district partnerships coordinator training events.
- Suggest new partner leads to the Kiwanis International corporate relations team.
- Encourage clubs to indicate how they are interacting with partners in the monthly and annual club reports.
- As assigned, complete high-level activity reports to the Kiwanis International corporate relations team using the provided template.

Qualifications:

- A background in marketing, business-to-business sales or corporate relations.
- Active Kiwanis membership in good standing who is not currently serving in another district or international volunteer leadership position.
- Ability to commit to the position for a three-year term and ensure a seamless transition to a successor.
- Ability to attend district partnerships coordinator training that will be conducted on an as-needed basis. (This will occur at least once every three years.)
- Ability to speak in public and conduct workshops and training sessions.
- Ability to create and lead a team to support your efforts, if needed.

Reporting relationship:

This position reports jointly to the Kiwanis International corporate relations team and to the district governor. Kiwanis International will have input on the candidate, along with the recommendation of the district governor and governor-elect.

DRAFT

Public Relations Coordinator

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The Public Relations Coordinator for the Capital District is the champion of messaging, branding and image within the district. In this role, a member can lead the district in strategic public relations planning and implementation of a public relations plan. This includes working with other district leaders and Kiwanis International, and providing education and counseling to clubs and members. The public relations coordinator should have professional or working experience in the fields of public and or media relations, marketing, advertising, branding, journalism or the equivalent of such fields.

The district public relations coordinator will:

- Commit to a multi-year term.
- Serve as the district's brand ambassador.
- Understand the Kiwanis brand and adhere to brand standards.
- Know what PR, branding and marketing resources are available and how to use them.
- Understand and provide counsel on the Kids Need Kiwanis Campaign and find out how to use campaign resources.
- Possess excellent communication and interpersonal skills, including writing and editing.
- Understand target audiences and key audiences for message distribution.
- Provide project management advice and counsel.
- Coach the district governor and his or her team on a year-long public relations strategy.
- Provide media training, message development and counseling to district leadership.
- Provide media training, message development and counseling to clubs when needed.
- Help local clubs appoint a qualified club member to the role of club public relations chair.
- Be available for consultation with leadership and clubs.
- Have a good working relationship with district and area media representatives, know who they are and be familiar with local media outlets.
- Know how newsrooms work at newspapers and at television and radio stations.
- Help clubs write a story pitch and help pitch stories when needed.
- Advise district leadership and clubs on when and how to send news releases.
- Work with clubs and Kiwanis International to develop targeted media lists.
- Know and understand content management for websites and social media channels.
- Be adept at social media and understand the audience for each channel.
- Understand crisis communications and act in a timely manner when necessary.
- Attend conferences, meetings and other events and teach public relations classes or seminars.

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APPENDIX E –BUDGET TEMPLATE FOR REGIONAL CONFERENCES



Budget Submission
Capital District
Kiwanis International

Meeting Name:

Proposed Meeting Date:

Income

	#	Fee Per Person	Total Fees
Registration Fees			
Kiwanians	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Guests	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
VIPs	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
SLP Members	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Other: Please Specify	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
	0		\$ -

Are meals included in this registration fee?
If yes, skip to alternative income.
If no, please detail meal income.

	#	Fee Per Person	Total Fees
Meals Served			
Meal #1	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Meal #2	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Meal #3	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Meal #4	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
	0		\$ -

	Expected Income
Alternative Income	
Source #1	<input type="text"/>
Source #2	<input type="text"/>
Source #3	<input type="text"/>
Source #4	<input type="text"/>
	\$ -

Please list any other events you plan on having at the meeting:

Event #1	<input type="text"/>
Event #2	<input type="text"/>
Event #3	<input type="text"/>
Event #4	<input type="text"/>

Expenses

	#	Cost Per Person	Total Cost
Meal Expenses			
Meal #1	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Meal #2	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Meal #3	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Meal #4	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
	0		\$ -

	Total Cost
VIP Expenses	
VIP Hotel Rooms	<input type="text"/>
VIP Meals	<input type="text"/>
Misc.	<input type="text"/>

	Total Cost
Registration Expenses	
Envelopes	<input type="text"/>
Name Tags	<input type="text"/>
Tag Holders	<input type="text"/>
Signs	<input type="text"/>
Tent Cards	<input type="text"/>
Tickets	<input type="text"/>
Printing	<input type="text"/>
Misc.	<input type="text"/>

	Total Cost
Other Items	
Room Rental	<input type="text"/>
Gifts	<input type="text"/>
Flowers	<input type="text"/>
Postage	<input type="text"/>
Telephone	<input type="text"/>
Honor Guard	<input type="text"/>
Audio/Visual Aids	<input type="text"/>
Publicity	<input type="text"/>
Entertainment	<input type="text"/>
Speakers	<input type="text"/>
Awards	<input type="text"/>
Other: Please Specify	<input type="text"/>
Other: Please Specify	<input type="text"/>
Misc.	<input type="text"/>

TOTAL INCOME

\$ -

TOTAL EXPENSES

\$ -

NET INCOME

\$ -

Note: Please make sure that total income equals total expenses (or net income equals zero).

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APPENDIX F – SAMPLE CLUB POLICY ON BACKGROUND CHECKS

Sample Policy and Procedures for Clubs On Criminal History Background Checks Capital District

Applicability: To ensure the highest standards of leadership and that adults working with youth are of the utmost moral fiber, the Kiwanis Club of _____ requires a clear criminal history background check for *(select those that apply to your club, unless required)*:

- ☒ **Required:** any member serving as advisor to any Service Leadership Program club, program or activity.
- ☐ **Encouraged:** all club members who will be working with youth or who may not have undergone a background check.
- ☐ **Not Required:** A check shall not be required if the individual has had a check by SHS within the past two years because he or she attends Key Club International Conventions or Key Leader events.

Options

- ☐ All officers and Directors as criteria for holding office.
- ☐ All persons making a new application for membership. _____

Clear Check: Successful completion of the background check (a "clear check") is based on verification that none of the convictions stated in Kiwanis International Procedure 197 (see attached). A club cannot or subtract from this list.

Service Provider:

This club shall use the following options for their criminal history background check service provider *(check all that apply)*:

- ☐ Local Courts, etc. (specify) _____
- ☐ Local Police or Sheriff's office (specify) _____
- ☐ Local vendor/provider of background checks (specify) _____
- ☐ Safe Hiring Solutions, Kiwanis International preferred vendor.

An exception to the above will be for those Service Leadership Program advisors that are employed by a school system or club members who, by virtue of their employment, have had a current (not older than two years) criminal background check completed. These individuals will be required to provide the Club Secretary proof that they have a "clear check".

Criteria: All background checks shall be reviewed and evaluated by the Club Secretary, or other designed Club Officer, and determined to be clear or not clear, based on the criteria established by Kiwanis International and the Capital District.

Notification: The person being checked and the Club President shall be advised by the Club Secretary if a check indicates a problem or concern that requires further investigation or is determined to be not clear.

Validity: Background checks are valid for a period of two years. All relevant persons who have not had a criminal history background check conducted and verified as clear within the past two years are required to have a new check.

APPENDIX F – SAMPLE CLUB POLICY ON BACKGROUND CHECKS

Copy: An individual may receive a copy of his/her background check by requesting it in writing.

Responsibility for Costs: (select the appropriate option)

- ☐ The Club shall be responsible to pay the charges. Checks shall be conducted as inexpensively as reasonably possible to assure accurate results.
- ☐ Each individual member responsible for a background check will be responsible to pay the cost. Checks shall be conducted as inexpensively as reasonably possible to assure accurate results.
- ☐ Each applicant for membership will be responsible to pay the cost. Checks shall be conducted as inexpensively as reasonably possible to assure accurate results.

Convictions that Cause Ineligibility: A criminal history background check is considered "not clear" if it indicates: a felony or misdemeanor involving moral turpitude; a felony or conviction or sex offender registration of a violent and/or sexual nature, involving any type of abuse of a child, involving threatening or intimidating behavior, or otherwise of a physical nature; or a felony related to larceny or theft. The club shall refer to the representative examples of such convictions found in Kiwanis International Procedure (see attached). Other types of felony convictions will be reviewed on a case-by-case basis by the Club Secretary.

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

Discipline: A check that is not clear causes automatic denial of the right to participate in the event in question or to hold the office or position in question or to be a candidate for such office or position.

Appeal: Anyone subject to action as a result of a background check shall have the right to appeal such action. However, they will not have a right to appeal or retry the original conviction.

1. Appeal Committee

The Secretary and President of the Club will constitute the Appeal Committee.

2. Appeal Process

The action resulting from a conviction shown on a background check may be appealed by the following process:

- A. The appeal must be submitted in writing to the Club Secretary within thirty (30) days from notification, stating the grounds of the appeal. The appeal may only come from the person who has been checked.
- B. The Club Secretary shall refer the matter to the Club President within fifteen (15) days of receipt.
- C. The Club President shall consider the merits of the appeal within ten (10) days to determine if a hearing is warranted.
- D. If a hearing is warranted, the Club President and Secretary shall meet within thirty (30) days to consider the grounds of the appeal and the alleged facts. The person making the appeal shall be given twenty (20) days' notice of meeting and shall have the right to attend at his/her own expense.
- E. The appellant shall have the option to have legal counsel present, at his/her own expense. If the appellant has legal counsel present, the club may also wish to have legal counsel present

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APPENDIX F – SAMPLE CLUB POLICY ON BACKGROUND CHECKS

and/or seek the guidance of the District Risk Manager.

- F. The Appeals Committee shall hear testimony and consider the evidence presented. All parties shall be allowed to ask questions of witnesses. The hearing shall be recorded.
- G. The Appeals Committee shall report its findings to the appellant within fifteen (15) days after meeting.
- H. If the Appeals Committee cannot come to a consensus, the Club's Board of Directors shall have final authority on these matters

DRAFT

APPENDIX G – DISTRICT FORMS



Kiwanis

Pre-Election Performance Pledge District Trustee

I, _____, a member in good standing of the Kiwanis Club of _____ as a nominee for the office of District Trustee of the _____ region of the Capital District, do hereby agree to the following:

1. I allow my name to be placed in nomination for District Trustee.
2. I will successfully complete a Kiwanis International Criminal Background Investigation.
3. If elected, I will attend the Governor-Elect's Leadership Team Education Conference, the Capital District Convention, the International President's Visit (as appropriate), the Educational Conference (for my region), the International Convention, all Capital District Board of Trustees Meetings, at least one Council Meeting of each Division in my region and all other conferences as outlined by Kiwanis International or the Governor of the Capital District during my term as District Trustee.
4. As District Trustee, I will serve as a counselor to my assigned region.
5. As District Trustee, I will serve on one or more of the Policy Committees and assume a portfolio of responsibilities for Club Support Committees and District Support Groups.
6. As District Trustee, I will ensure representation from my region on all District Support Committees and assist clubs with requests for assistance from said committees.
7. As District Trustee, I will promote the International, District, and Division programs of service, and the District and Division goals as set forth by and under the direction of the Governor.
8. As District Trustee-Designate and District Trustee, I will allow my contact information to be posted on the District Web Site.
9. As District Trustee, I will perform all other duties as requested by the Governor or Board of Trustees.

I have read the duties and responsibilities of District Trustee as outlined by Kiwanis International and the Capital District and I will fully and faithfully execute the duties of the office, if elected.

Signature: _____ Date: _____

This consent form must be completed by the candidate prior to his or her name being placed in nomination for the office of District Trustee. The signed pledge of the elected candidate shall be sent to the Capital District Secretary-Treasurer immediately following the election.

May 10, 2014

APPENDIX G – DISTRICT FORMS



Kiwanis

Pre-Election Performance Pledge Lieutenant Governor

I, _____, a member in good standing of the Kiwanis Club of _____ as a nominee for the office of Lieutenant Governor-Elect or Lieutenant Governor-Designate of Division _____, of the Capital District, do hereby agree to the following:

1. I allow my name to be placed in nomination for Lieutenant Governor-Elect/Designate.
2. I will successfully complete a Kiwanis International Criminal Background Investigation.
3. If elected, I will attend the Governor-Elect's Leadership Team Education Conference, the Capital District Convention, the International President's Visit (as appropriate), the Educational Conference (for my region), the International Convention, all meetings of the Lt. Governor Advisory Council and all other conferences for the Division and clubs of the Division as outlined by Kiwanis International or the Governor of the Capital District during my year as Lieutenant Governor.
4. As Lieutenant Governor-Designate, I will arrange a Club Leadership Education session with a Certified Instructor following the Leadership Team Education Conference and prior to September 1.
5. As Lieutenant Governor-Designate, I will make a minimum of one Contact Visit to each club in the Division between August 1 and September 30. I will file the Contact Report with the District Secretary no later than October 15.
6. As Lieutenant Governor, I will make a minimum of one visit to the Board of Directors Meetings of each of the clubs in the Division between November 1 and February 28. I will file the Board Evaluation Report with the District Secretary by March 15.
7. As Lieutenant Governor, I will make a minimum of one Progress visit to each of the clubs in the Division between March 1 and May 31. I will file the Progress Report with the District Secretary by June 15.
8. As Lieutenant Governor, I will coordinate with the other Lieutenant Governors of my region to schedule, plan and execute a Regional Education Conference that shall include the election of a District Trustee (when needed) according to the Capital District Bylaws.
9. As Lieutenant Governor, I will coordinate with Regional counterparts and committee members to conduct regional projects and programs.
10. As Lieutenant Governor, I will promote the International, District, and Division programs of service, and the District and Division goals as set forth by and under the direction of the Governor.
11. As Lieutenant Governor, I will between March 1 and April 1, convene an election conference for Lieutenant Governor-Designate and Lieutenant Governor-Elect in the manner prescribed by the District Bylaws. I will file the Division Election Report with the District Secretary no later than April 15.
12. As Lieutenant Governor-Elect/Designate and Lieutenant Governor, I will allow my contact information to be posted on the District Web Site.
13. As Lieutenant Governor, I will perform all other duties as requested by the Governor or Board of Trustees.

I have read the duties and responsibilities of Lieutenant Governor as outlined by Kiwanis International and the Capital District and I will fully and faithfully execute the duties of the office, if elected.

Signature: _____ Date: _____

This consent form must be completed by the candidate prior to his or her name being placed in nomination for the office of Lieutenant Governor-Designate or Lieutenant Governor-Elect. The signed pledge of the elected candidate shall be sent to the Capital District Secretary-Treasurer immediately following the election.

May 10, 2014

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Kiwanis

Capital District Regional Election Conference Minutes

On the ____ day of _____, 20__, the _____ Region Election Conference was held at the _____

The Nomination Committee placed the following person(s) in nomination for the office of District Trustee:

_____ from the Kiwanis Club of _____

_____ from the Kiwanis Club of _____

Nominations from the floor:

_____ from the Kiwanis Club of _____

_____ from the Kiwanis Club of _____

All candidates met the requirements to serve as District Trustee and have read and signed the Pre-Election Performance Pledge.

By a majority vote of the delegates present at the Election Conference,
_____ was duly elected to serve as District Trustee.

Signature: _____ Date: _____

Election Committee Secretary

Signature: _____ Date: _____

Election Committee Chairperson

These minutes must be completed immediately following the Regional Election Conference and sent to the District Secretary Treasurer along with the signed pledge form.

February 11, 2013


Kiwaniis

Capital District Division Election Conference Minutes

On the ____ day of _____, 20__, the Division ____ Election Conference was held at the _____

The Nomination Committee placed the following person(s) in nomination for the office of Lieutenant Governor:

_____ from the Kiwanis Club of _____

All candidates met the requirements to serve as Lieutenant Governor and have read and signed the Pre-Election Information Pledge.

By a majority vote of the delegates present at the Election Conference,
_____ was duly elected to serve as Lieutenant Governor.

The Nomination Committee placed the following person(s) in nomination for the office of Lieutenant Governor-Elect:

_____ from the Kiwanis Club of _____

_____ from the Kiwanis Club of _____

Nominations from the floor:

_____ from the Kiwanis Club of _____

_____ from the Kiwanis Club of _____

All candidates met the requirements to serve as Lieutenant Governor and have read and signed the Pre-Election Information Pledge.

By a majority vote of the delegates present at the Election Conference,
_____ was duly elected to serve as Lieutenant Governor-Elect.

Signature: _____ Date: _____
Election Committee Secretary

Signature: _____ Date: _____
Election Committee Chairperson

These minutes must be completed immediately following the Division Election Conference and sent to the District Secretary Treasurer along with the signed pledge form.

April 11, 2012


Kiwanis

CONSENT AND RELEASE For voice, video and photography

CAPITAL DISTRICT KIWANIS

Participant: _____ Date of Birth: ____/____/____

Name of Parent/Guardian (if Participant is under the age of 18): _____

Kiwanis Club: _____

In return for being permitted to participate in events sponsored by or connected to Kiwanis International, Inc. ("Kiwanis"), Capital District Kiwanis, and/or the above mentioned Kiwanis Club, I agree to allow Kiwanis to use the following ("My Information") for any purpose whatsoever, and in any media throughout the world, including, but not limited to, publication in newspapers, magazines and other print and electronic media (including Kiwanis-affiliated websites):

The below information shall collectively be referred to herein as "My Information":

- ☐ my first name ☐ my last name ☐ my voice ☐ my photograph and/or film footage that includes me
☐ the photographs, film footage, artwork or other works created by me and described on Exhibit A (the "Works")
☐ the following biographical material related to me (please specify – age, school, state of residence, etc.)

I release, discharge and hold harmless Kiwanis and its respective affiliates, directors, officers, licensees, sublicensees, and agents from and against any and all claims and liabilities based on or arising out of the use, reproduction, transmission, display, publication, print or dissemination of My Information as authorized by this Consent and Release, including, but not limited to, any and all claims of copyright infringement, libel, defamation, invasion of the right of privacy or infringement of the right of publicity.

I waive any right to inspect or approve any publication or medium in which My Information may be used pursuant to this Consent and Release.

This Consent and Release is effective from the date set forth below in perpetuity and shall be binding upon my heirs, successors, assigns and legal representatives, and shall inure to the benefit of the legal representatives, licensees, successors and assigns of Kiwanis.

This Consent and Release: (i) shall be construed in accordance with and shall be governed by the laws of the States of Virginia, Delaware, Maryland and the District of Columbia; (ii) may not be amended except in writing signed by both parties; and (iii) constitutes the entire agreement of the parties hereto with respect to the subject matter hereof.

I warrant I am over the age of eighteen (18), that I have read this Consent and Release, and that I understand and agree with its terms.

Signature _____ Date: _____

Printed Name _____

Street Address _____ City _____ State _____ Zip _____

CONSENT OF PARENT OR LEGAL GUARDIAN (if participant is under age 18)

I am the parent and/or guardian of the above-named Participant, who is aged _____. I have the legal right to consent to and do consent and agree to the terms and provisions of this Consent and Release.

Signature _____ Date: _____

Printed Name _____

Street Address _____ City _____ State _____ Zip _____

Exhibit A: Works (insert description of "Works" here) _____


Kiwanis
TRANSPORTATION AUTHORIZATION FORM
CAPITAL DISTRICT KIWANIS

With your child's participation in the below identified Kiwanis Service Leadership Program (SLP) club, there may be occurrences when transportation will be necessary. Please read, complete and sign this form if you agree to authorize a Kiwanis Member to transport your child.

Student's name: _____ Date of Birth _____

Participates in: (Please select one): **Key Club** **Builders Club** **K-Kids** **Aktion Club**

I authorize any member of the Kiwanis Club of _____ or any Key Club Zone Administrator or Capital District Kiwanis Officer to transport my child to the following events (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> Service projects (SLP and Kiwanis Club) | <input type="checkbox"/> SLP and Kiwanis district events |
| <input type="checkbox"/> SLP and Kiwanis meetings | <input type="checkbox"/> SLP and Kiwanis international events |
| <input type="checkbox"/> Other (be specific) _____ | |

I understand that this authorization will remain in effect for the above events for the duration of my child's participation in the designated Service Leadership Program and that I may revoke it at any time.

The Kiwanis International Transportation guideline is: *When transporting youth, the best practice is the "rule of threes", with at least three people in the vehicle at all times along with documented approval from a parent or guardian for the transportation arrangements. When both of these conditions cannot be met, one of them should be. All transportation decisions should be made in accordance with local laws and school policies.*

I agree to hold Kiwanis International, Capital District of Kiwanis International, and the local Kiwanis Club harmless in the event of injury or property damage. In addition, I agree not to assert against Kiwanis International, in any court of law, any claim or claims that the student and/or parent or legal guardian had, now have, or may have in the future, whether known or unknown, based on any injuries sustained by the student while being so transported.

I have read the foregoing release, authorization, and agreement before affixing my signature below, and warrant that I fully understand the contents thereof.

Print Name of Parent/Guardian

Date

Signature of Parent/Guardian

Emergency Contact Number: _____

Approved by District Board 8/13/2016

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