

POLICY STATEMENTS

**FOR THE
ADMINISTRATION AND OPERATION
OF THE
TEXAS-OKLAHOMA DISTRICT
KIWANIS INTERNATIONAL**

AS OF FEBRUARY 12, 2010

**POLICY STATEMENTS
FOR THE ADMINISTRATION AND OPERATION**

OF THE TEXAS-OKLAHOMA DISTRICT OF KIWANIS INTERNATIONAL

PREFACE

1. These Policy statements are supplemental to the Bylaws of the Texas-Oklahoma District of Kiwanis International and will serve as a prescribed guide for the administration and operation of the District. Nothing herein is intended to conflict with the District Bylaws or with the Constitution, Bylaws, or Policies of Kiwanis International. These Policies will be issued annually to the Governor, Governor-elect, Immediate Past Governor, Lieutenant Governors, District Staff, and District Committee Chairs.
2. For the purpose of these Policies, the term District Staff may include the Governor-elect, Immediate Past Governor, District Secretary, District Treasurer, District Ki-Notes Editor, Meetings Coordinator, Administrative Supervisor, and such others as the Governor chooses to appoint.
3. The Governor may appoint and call into session a Policy Review Committee. The Committee of not more than ten members shall include the Governor, Governor-elect, Immediate Past Governor, District Secretary, Chair of the Long Range Planning Committee, Chair of the Past Governors Committee, Chair on Laws and Regulations, and others to reflect District-wide experience and representation.
4. The Committee will consider recommendations for changes or additions to the Policy Statements as suggested by the Governor or as it determines necessary for the efficient operation of the District. The Committee's recommended changes should be placed on the agenda of the next District Board meeting for consideration.
5. The Policy Review Committee shall meet once every three years to review these Policy Statements, subject to the call of the Governor as provided herein.
6. These policies shall remain in effect until altered by the Kiwanis District Board of Trustees or until amended by the Delegates at a District Convention.

TEXAS-OKLAHOMA DISTRICT POLICIES

Amended October 31, 2003 at the District Board meeting in Irving, Texas
Amended August 10, 2003 at the District Board meeting in Waco, Texas
Amended November 8, 2002 at the District Board meeting in Irving, Texas
Amended August 1, 2002 at the District Board meeting in Corpus Christi, Texas
Amended February 22, 2002 at the District Board meeting in Irving, Texas
Amended November 3, 2001 at the District Board meeting in Irving, Texas
Amended August 2, 2001 at the District Board meeting in Abilene, Texas
Amended June 20, 1999, at the District Board meeting in Denver, Colorado.
Amended August 8, 1998, at the District Board meeting in Tulsa, Oklahoma.
Amended March 13, 1998, at the District Board meeting. (See note below)
Amended August 1, 1997, at the District Board meeting in Fort Worth, Texas
Amended August 4, 1994 at the District Board meeting in Abilene, Texas
Approved by the House of Delegates August 7, 1993.
Amended August 8, 1991 at the District Board meeting.
Amended March 10, 1991 at the District Board meeting.
Amended August 10, 1989 at the District Board meeting.
Approved and adopted by the District Board on November 5, 1983.

- Amendments to Policy Statements No. 1 and No. 11 dealing with the District Convention Policies and Guidelines were enacted by the Board but not included in the printing of the revised Policy Statements on August 8, 1998 or any later printing of Policy Statements.

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POLICY NO. 1

SUGGESTED AGENDA FOR POST DISTRICT CONVENTION BOARD MEETING

- 1.1 Call to order by Governor-designate
- 1.2 Introduction of International Representative by Governor-designate
- 1.3 Approve appointment of District Secretary
- 1.4 Approve appointment of District Treasurer
- 1.5 Approve District Ki-Notes Editor
- 1.6 Approve depository for District funds
- 1.7 Approve the officials who shall sign checks
- 1.8 Authorize bonding of appropriate officers and personnel.
- 1.9 Consider and adopt budget for Kiwanis and Service Leadership Programs
- 1.10 Consider and adopt District Convention budget
- 1.11 Explain and approve District voucher payment system
- 1.12 Adopt publication schedule of District Ki-Notes
- 1.13 Adopt tentative dates and locations of Kiwanis Board of Trustees meetings and other scheduled District and Service Leadership Programs meetings and conventions
- 1.14 Announce date and location of official visit of International President, if applicable
- 1.15 Remarks by International Representative
- 1.16 Adjournment

POLICY NO. 2

DISTRICT OFFICERS – REIMBURSEMENT FOR EXPENSES

- 2.1 **Travel expenses:** In pursuit of the duties of each office of this District, all authorized travel shall be computed at the rate provided in the budget for round trip mileage from origin to destination. A Lieutenant Governor shall be reimbursed for three required visits to each club in the Division.
- 2.2 **Per Diem expenses:** It shall be the responsibility of the District Governor to determine the circumstances for which reimbursement may be paid for per diem expenses. He/she shall determine the number of days for which per diem shall be reimbursed for District Conventions and conferences, and he/she shall schedule all meetings so as to minimize per diem expense reimbursement. The per diem rate shall be as provided for in the budget.
- 2.3 **Postage expenses:** The District will reimburse expenses incurred in the conduct of District business for postage as outlined in the District budget.
- 2.4 **Other expenses:** In accordance with Sections 2.1 and 2.2, participants will be reimbursed when attending the District Convention, a Mid-Winter Conference, a District Training Conference and other meetings called by the District Governor or the Kiwanis District Board of Trustees.
- 2.5 Any request for such reimbursement for a Lieutenant Governor's travel or per diem expense will not be honored when such expense is incurred outside his/her own Division, unless specifically assigned by the District Governor or the Kiwanis Board of Trustees.
- 2.6 In the event that any District Officer finds it more convenient to commute from his/her home when attending a meeting of more than one day, the mileage rate as detailed in Section 2.1 will apply, if this sum does not exceed the cost of per diem for the duration of the meeting.
- 2.7 Any and all reimbursements require a standard voucher, which must be certified by the District Governor or District Secretary if so designated by the Governor.
- 2.8 In addition to reimbursement for expense detailed in Sections 2.1, 2.2, 2.3 and 2.4 above, lodging and meal costs for the District Governor's spouse shall be included as a budgeted expense when the Governor is on an official visit to one of the District's Divisions, if not furnished by the Host Division.

- 2.9 In addition to the above, the cost of lodging for the District Staff, Governor-elect, and the Immediate Past Governor shall be provided for in the budget as an expense of the District.

POLICY NO. 3
DISTRICT CHAIRS-REIMBURSEMENT FOR EXPENSES

- 3.1 A District Chair shall be reimbursed for travel to the District Convention as provided in the Budget.
- 3.2 A District Chair shall be reimbursed for travel in accordance with Policy No. 2, Sections 2.1 and 2.2, to the meetings of District, Divisions, or Clubs as he/she may be directed to attend at the request of the District Governor. The Governor shall determine which District Committee Chairs to invite to each of the District Board meetings. An attempt should be made to invite and pay per diem to each chair at least once during the administrative year. Each District Committee Chair shall be welcome at each meeting, whether or not the Governor has authorized expenses. Invitations of welcome shall be sent to each District Chair if not invited with per diem allowed, explaining travel and per diem will be at the Chair's expense and inviting his/her participation, whenever possible.
- 3.3 A District Chair Appointee shall be reimbursed in accordance with Policy No. 2, Sections 2.1 and 2.2, for travel to such meetings as he/she may be directed to attend at the request of the District Governor-elect.

POLICY NO. 4
REIMBURSEMENT FOR ATTENDANCE AT
INTERNATIONAL CONVENTIONS AND OTHER INTERNATIONAL MEETINGS

- 4.1 The District Governor, Governor-elect, Immediate Past Governor, District Staff, Lieutenant Governors, District Secretary Designate, and International Liaison Chair shall be paid the budgeted sum of money for expenses incurred in attending the International Conventions during his/her term of office.
- 4.2 The District Governor may be paid the budgeted sum of money for actual travel, board and lodging expenses for his/her spouse attending a Kiwanis International event to which his/her attendance is "expected" and to which Kiwanis International pays the actual expenses of the District Governor.
- 4.3 Since attendance of the District Secretary at the International Convention is expected, the budgeted expense for travel, board and lodging shall be paid by the District.
- 4.4 The foregoing payments are predicated on there being adequate availability of funds in the administrative year.
- 4.5 The reimbursement of expenses incurred in attending the International Convention shall be dependent upon the individual being present during the meeting of the District Board of Trustees and all sessions of the House of Delegates.

POLICY NO. 5
PAST GOVERNORS' REIMBURSEMENT

- 5.1 All Past Governors, being Delegates-at-Large, are cordially invited to attend the District Convention. There shall be no registration fee for Past Governors or spouses.
- 5.2 The District Convention will host a Past Governors luncheon and a Past Governors spouse meal function.

POLICY NO. 6

TRAVEL REIMBURSEMENT – SPECIAL

- 6.1 In the event any District Officer is authorized to travel outside the boundaries of the Texas-Oklahoma District, the District shall budget for the reimbursement of such officer's travel, lodging and meals. Transportation charged to the District shall not exceed the cost of airline coach fare. Upon completion of travel and proper submission of an expense report, payment shall be made subject to the availability of funds.
- 6.2 In the event the District invites the International Counselor to make special visits to the District for other than two visits paid for by Kiwanis International, all expenses for such visits shall be reimbursed by the District in the same manner as 6.1 above.
- 6.3 In the event the District has a representative on the Kiwanis International Board of Trustees, he/she shall be extended the same courtesy in accordance with Section 6.2, should there be no other reimbursement from Kiwanis International or another District.

POLICY NO. 7

ENCUMBERING DISTRICT FUNDS

- 7.1 All purchases of equipment, materials and supplies shall be processed through the District Office by the Administrative Supervisor, who shall be governed by the provisions of the adopted budget.
- 7.2 The authority to negotiate and execute contracts dealing with the acquisition, maintenance, and supply of furniture, equipment, services, and supplies shall be vested in the Administrative Supervisor. Limits on amounts of money spent shall continue to be controlled through the District budget approved by the District Board of Trustees. The contracting for services does not include the services of a Meetings Coordinator.
- 7.3 The authority to negotiate and execute contracts dealing with the deposit, investment, and withdrawal of District funds shall be vested in the District Treasurer, as authorized by the District Board.
- 7.4 The authority to negotiate and execute contracts dealing with hotel and meeting space, including equipment and services necessary for the success of the meeting, food service, transportation, storage, etc. shall vest with the Meetings Coordinator after review and approval of the Governor or Governor-elect. The review process shall particularly address whether the contracts adhere to these policies. Performance and administration of the contracts shall be solely at the discretion of the Meetings Coordinator.
- 7.5 The authority to negotiate and execute contracts dealing with hotel, meeting facilities, transportation and services necessary for the success of a District Convention shall vest with the Meetings Coordinator. The authority to negotiate and execute contracts dealing with talent and speakers for the District Convention shall vest with the person who will be District Governor at the time of the Convention, since he or she is solely responsible for the success of the Convention. The Governor may delegate such authority to the Meetings Coordinator or the District Convention Chair. Such delegation should be in writing and should be a part of the planning of the District Convention.
- 7.6 It is the responsibility of the Governor to assure that the contract engaging the Meetings Coordinator is in conformance with these policies.

POLICY NO. 8

AWARDS

- 8.1 All District awards will be determined by the District Governor and staff. Such awards will reflect the emphasis of each administration.

POLICY NO. 9
GOVERNOR'S OFFICIAL VISITS

- 9.1 The Governor will endeavor to be present at one Division meeting of each Division in the District during his/her term of office and participate in the Division Council meeting. Under certain circumstances it may be advantageous to have two or more Divisions join for one meeting, at the discretion of the Governor and the Lieutenant Governors of the Divisions concerned.
- 9.2 The Governor will endeavor to be available to present charters to newly organized Kiwanis Clubs, Circle K Clubs, Key Clubs, Builders Clubs, K-Kids Clubs, and Aktion Clubs. In the case of newly organized Service Leadership Program clubs, the appropriate Administrator will notify the Governor with charter dates at least thirty (30) days in advance.
- 9.3 Should any unusual problems or situations arise in the District, the Governor, or his/her designated representative, will endeavor to be available personally.
- 9.4 Travel allowance and expenses incurred under Section 10.1, 10.2 and 10.3 are to be assumed by the District and provided for in the budget.
- 9.5 For special occasions, such as anniversaries, honor nights and so forth, the Governor will endeavor to be available and all expenses for such visit shall be paid by the host group.

POLICY NO. 10
DISTRICT CONVENTION GUIDELINES

- 10.1 See Articles VIII and IX, District Bylaws.
- 10.2 The Governor-elect shall appoint, as soon as practicable after election, a District Convention Committee Chair from the host Club or Division.
- 10.3 The District Convention Committee Chair shall be responsible to the Governor for the entire convention organization management and finance and shall report to him or her on progress and plans for the Convention. Such reports shall increase in frequency as planning and implementation progress. The District Convention Committee Chair shall provide a schedule of meetings that are to be held with the Convention organization to the Governor, Governor-elect, District Secretary, District Treasurer, Host Lieutenant Governors, and the Meetings Coordinator and shall invite each of them to all meetings.
- 10.4 The District Governor for the year in which the Convention is held shall be responsible for all matters pertaining to the District Convention for that year. The Governor may delegate all or part of the authority for the accomplishment of the tasks associated with the District Convention to the District Convention Committee, but may not delegate the ultimate responsibility for a successful convention. The District Convention Committee shall be composed of the District Governor, Governor-elect, District Secretary, the District Convention Committee Chair, and such other members as may be appointed by the Chair and approved by the Governor.
- 10.5 The District Meeting Coordinator's responsibility, as far as the District Convention is concerned, shall be to assist the Governor and support the Convention Committee in making local arrangements concerning entertainment, food service, transportation, printing, registration, etc. The Governor may expressly reserve the right to select entertainment or to make other specific decisions.
- 10.6 It shall be the District Convention Committee's responsibility to appoint a Convention Treasurer who shall assist the Committee in establishing event prices and the convention registration fee. The Convention Treasurer shall be responsible for the preparation of the

- Convention budget; the handling, control, and accountability of all Convention funds; and the reporting of current financial status and the final convention finance report due 45 days after the close of the Convention to the District Treasurer and the District Office.
- 10.7 The provisions of the District Convention Manual shall serve as the guideline for the District Convention.
- 10.8 The Past Governors Committee shall be responsible for notifying and receiving Clubs' voluntary contributions to defray the cost of a memento of appreciation for the Governor. This Committee shall also purchase and appropriately present such a memento.
- 10.9 Hospitality for the International Representative shall be the responsibility of the Governor until the opening event of the Convention. At this time, the Governor-elect shall assume this responsibility.
- 10.10 Lists of Delegates, Alternates, and Delegates-At-Large shall not be available to any group of individuals before or during the Convention for any purpose other than required by the Bylaws or necessary for conducting a District Convention.
- 10.11 At the written request of the Convention Chair, the District Treasurer may advance funds to cover the preliminary convention expense. Such advance shall be returned to the District Treasurer as soon as registration receipts permit.
- 10.12 All funds received for registration fees and other charges in excess of actual expenses shall be remitted to the appropriate accounts in the District Treasury. If expenses exceed the income, it shall be the responsibility of the District to pay the difference from the Convention Reserve Fund balance.
- 10.13 Laudatory resolutions shall be read in their entirety at the District Convention.

POLICY NO. 11

SERVICE LEADERSHIP PROGRAMS CHAIR

- 11.1 This policy outlines responsibilities for District officers, administrators of Service Leadership Programs, and the District Service Leadership Programs chair for the operation of all Service Leadership Programs.
- 11.2 Definitions:
- A. District: Texas-Oklahoma District, Kiwanis International.
 - B. Service Leadership Programs for this District: -Circle K International (CKI), Key Club International (KCI), Builders Club, K-Kids, Aktion Clubs, Key Leader programs, Terrific Kids programs, and Bringing Up Grades (BUGS) programs (Hereafter referred to as Service Leadership Programs).
 - C. Annual Budget – a complete plan identifying anticipated and known income and total anticipated expenditures to operate the organization for the appropriate year including convention expenses, where applicable.
 - D. Service Leadership Programs Boards of Trustees – the governing body for each of the Service Leadership Programs consisting of the administrator(s) and elected officers.
- 11.3 Duties:
- A. Governor will:
 - 1. Be responsible for the overall operation of the Service Leadership Programs in coordination with the District Board of Trustees.
 - 2. Be responsible for advising and assisting the Governor-elect in the selection of Administrators for Service Leadership Programs.
 - B. Governor-elect will:
 - 1. Communicate to the administrators directions for the Service Leadership Programs after installation at the Service Leadership Programs convention/installation.
 - 2. Be responsible for the operation Service Leadership Programs annual conventions and be responsible for their operation until the following Service Leadership

Programs convention when the officers are retired. The responsibility will be shared with the Governor and the District Board of Trustees.

3. Provide the Service Leadership Program Administrators adequate time on the agenda at the Lt-Governors' training sessions and at K-Family and Midwinter Conferences to explain operations and requirements necessary for effective Service Leadership.
 4. Appoint Aktion Club, Builders Club, and K-Kids Administrators and Key Leader, Terrific Kids, and Bringing Up Grades (BUGS) chairs on or before February 1. These administrators will assume their administrative duties on October 1 and serve in that position until September 30 when their term shall expire.
 5. Appoint the Circle K and Key Club Administrators on or before September 30. These administrators will assume their administrative duties when installed at their respective Service Leadership Program conventions, normally March/April. They will serve in that position until retired at the next Service Leadership Programs convention.
- C. Service Leadership Program Administrators will:
1. Be the Chief Operating Official for the individual organization/programs.
 2. Be responsible to the Governor-elect/Governor for the operation of the organization and serve at the pleasure of the Governor-elect/Governor as appropriate.
 3. Be fiscally responsible for funds of the organization and comply with deadlines specified in the budgeting cycle.
 4. Outline the administrative year activities to include dates/places, a convention overview and submit to the Governor-elect following the dates outlined in 11.4.
 5. Report any fiscal or character deficiency immediately to the Governor-elect/Governor.
 6. Consult with the Service Leadership Programs Chair on concerns and possible problem areas as soon as situations develop.
 7. Annually review the Strategic Plan of the organization/program and provide updates/edits/changes, as necessary.
 8. Provide a projected Club/membership growth status or the year complies with the submission deadline.
- D. Service Leadership Programs Chair will:
1. Report to the Governor-elect/Governor in the operation of Service Leadership Programs.
 2. Not be involved in the operation of the individual organizations and programs.
 3. Review and comment on the annual budget prior to its submission for approval by the Kiwanis District Board.
 4. On at least a quarterly basis consult with each administrator and provide a status report to the Governor-elect/Governor on the operation of the Service Leadership Programs.
 5. Be advised of any discussions that would affect the operation of the *Service Leadership Programs*.
- 11.4 Calendar/timetable of events
- A. Operations: The annual Service Leadership Programs budgets, calendars, and membership reports are presented for approval at the Kiwanis District Board meeting. However, due to the varying times of installation of officers and administrators, the following timetables will be established:
1. Circle K and Key Club
 - a) Annual activities calendar covers all major activities including dates are due to the Service Leadership Programs Chair and Governor-elect by May 15.
 - b) Provide a club/membership growth status report for the year to the Service Leadership Programs Chair and the Governor-elect by May 15.

- c) Annual budget including projected and known income sources and expenditures including annual conventions are due to the Service Leadership Programs Chair and Governor-elect by June 15.
 - d) The Service Leadership Programs Chair in coordination with the Governor-elect, District Treasurer, and administrative staff will review the budget requests and finalize the submission by June 25.
 - e) Copies of the finalized budgets will be promulgated to the Governor-elect's staff by June 30.
 - 2. Builders Club, K-Kids Club, Aktion Clubs, and Key Leader, Terrific Kids, and Bringing Up Grades (BUGS) programs
 - a) Annual activities calendar covering all major activities including dates/locations is due to the Service Leadership Programs Chair.
 - b) Provide a club/membership growth status report for the year to the Service Leadership Programs Chair and the Governor-elect by May 15.
 - c) Annual budget request including all projected or known income sources and expenditures is due to the Service Leadership Programs Chair and Governor-elect by June 1.
 - d) The Service Leadership Programs Chair with the Governor-elect, District Treasurer, and administrative staff will review the budgets and finalize the budget by June 15.
 - e) Copies of the finalized budgets will be promulgated to the Governor-elect's staff by June 30.
 - B. Strategic Plan Review. Each Service Leadership Programs Administrator will annually review their Strategic Plan and submit updates/edits/changes to the Service Leadership Programs Coordinator on the District Long Range Planning Committee.
- 11.5 Directives promulgated by Kiwanis International will be implemented as soon as possible in accordance with sound management practices.

POLICY NO. 12
SERVICE LEADERSHIP PROGRAMS

- 12.1 This section refers to the District Service Leadership Programs: Circle K International (CKI), Key Club International (KCI), Builders Club, K-Kids Clubs, Aktion Clubs, and Key Leader, Terrific Kids, and Bringing Up Grades (BUGS) programs.
- 12.2 The Kiwanis Organizations of CKI and KCI will be responsible to the Governor-elect from the time of their convention/installation of officers/administrators and will be responsible for their operation until the following Service Leadership Programs convention when the officers/administrators are retired. The responsibility will be shared with the Governor and the District Board of Trustees. The Builders Club, K-Kids Club, and Aktion Club administrators will serve under the authority and be responsible to the Governor from October 1 until September 30 when their terms are complete.
- 12.3 The Service Leadership Programs Administrators shall be responsible for the proper procedures of the *Service Leadership Programs* administrative functions in accordance with directives from the Kiwanis Board of Trustees and shall attend all official meetings of their respective organizations.
- 12.4 The CKI and Key Club Administrators and Governors shall approve all plans necessary for their conventions. This includes all financial, organizational, program, and other necessary matters. (Ref 12.7).
- 12.5 Collection of District dues and the disbursement of funds shall be the ultimate responsibility of Service Leadership Program Board of Trustees supervised by the Administrator of that Service Leadership Program. All Service Leadership Program disbursements shall be made by the District Office upon submission of vouchers properly

- signed by either the Service Leadership Program Governor or Treasurer or the Service Leadership Program Administrator for that Service Leadership Program.
- 12.6 The Service Leadership Programs Administrator shall assist the appropriate Service Leadership Program Board in the preparations and operation of the Service Leadership Program budget and shall be responsible for checking expenditures in relation to the budget not less than quarterly each administrative year. The Service Leadership Program budget shall be based on the Kiwanis Administrative year, which starts October 1.
- 12.7 The Kiwanis District Board of Trustees may budget and authorize expenditures of Kiwanis District funds as necessary to cover expenditures of the Service Leadership Program's officers to attend District and International Conventions, or for such other Service Leadership Program expenses, which are beyond the Service Leadership Program's Treasurer to cover. All such expenditures shall be made in accordance with the procedures described in Section 12.6 of these policies.
- 12.8 Should any situation arise when the Kiwanis District Board of Trustees cannot conveniently act, the Kiwanis Governor and the Service Leadership Program Administrator may collaborate to render a decision on behalf of the Kiwanis Board of Trustees, and any such decision shall be subject to ratification by the Kiwanis District Board of Trustees at its next regular meeting.
- 12.9 A convention for each CKI and KCI shall be held annually, subject to the approval of the Kiwanis District Board of Trustees. Approval of these dates shall be on the agenda of the post-convention meeting of the Kiwanis District Board of Trustees. Dates for the Service Leadership Program Convention shall be coordinated with the Kiwanis Governor-elect, Meetings Coordinator, and the Kiwanis District Secretary to avoid conflict with scheduled District and International functions. The Kiwanis District Governor-elect shall assume supervision of the Service Leadership Programs immediately following each youth convention and will continually keep the Kiwanis District Governor informed. (Reference 12.3 and 18.11).
- 12.10 A training conference for newly elected District officers of each Service Leadership Program shall be held following their election.
- 12.11 Travel by the Key Club Governor, Treasurer, Secretary, or Bulletin Editor shall be approved by high school principals, parents, the District Administrator and shall be approved by the Trustees. Travel by the Circle K Governor, Treasurer, Secretary, or Bulletin Editor shall be approved by their District Administrator and the Trustees.
- 12.12 Service Leadership Program funds may be used by the Service Leadership Program Officers for transportation to District Board meetings, District Conventions, and training conferences. The respective Service Leadership Program Administrator must approve any additional travel expenditures.
- 12.13 Each Service Leadership Program's Board of Trustees shall hold at least two annual meetings; one at the time of its Convention and another during a suitable weekend.
- 12.14 Kiwanis District funds shall not be available for the expenses incurred in sponsoring a Service Leadership Program Club or furnishing supplies and equipment. This obligation remains with the sponsoring Kiwanis Club.
- 12.15 The Service Leadership Program Governors, Secretaries, and Treasurers will forward or cause to transfer their records for their administrative year to their successor in office within thirty days after that successor has been elected. The Administrator will be responsible for implementing this transfer.
- 12.16 Each Administrator shall conduct an annual review of the use of funds of the respective Service Leadership Program and shall prepare this review to the Kiwanis Board of Trustees at the Kiwanis Family Board Meeting.
- 12.17 Directives promulgated by Kiwanis International will be implemented as soon as possible in accordance with sound management practices.

K-FAMILY BOARD MEETINGS

- 13.1 The K-Family Board Meeting brings together the District Boards of Trustees of Kiwanis, Circle K, and Key Club to mutually discuss their goals and objectives. The joint meeting is held in conjunction with the Fall meeting of the Kiwanis District Board of Trustees.
- 13.2 To assist the Service Leadership Programs, the Texas-Oklahoma Kiwanis Foundation contributes funds to make their attendance at this meeting possible. Payment is made by the Foundation to the Kiwanis District Treasurer, who distributes the money to the programs at the K-Family Board Meeting.
- 13.3 The format should be for each of the Boards to conduct individual meetings prior to Sunday morning.
- 13.4 A combined Boards Banquet is held Saturday night. Kiwanis pays the total cost of the banquet and bills each of the Service Leadership Programs for the cost of the meal for the number in attendance. The Kiwanis members and their families are guests of the District as specified in the budget.
- 13.5 A joint breakfast is held Sunday morning. The Kiwanis District pays the total cost, billing the Service Leadership Programs for the cost of the meals up to \$5.00 for each member attending and collects from Kiwanis members and their families the cost of the meal up to \$8.00 each. The Kiwanis District pays the excess costs.
- 13.5 All the District Boards meet jointly on Sunday morning. The staff of Kiwanis and each Service Leadership Programs shall make brief reports of plans, programs, and progress to the joint session.

POLICY NO. 14 FUND RAISING

- 14.1 Purpose - Monies received by Kiwanis clubs from fund-raising projects in which the public participates or from members or from others for service activities sponsored by the club shall be segregated from the administrative funds of the club and shall be used only for the charitable, educational, religious and eleemosynary activities of the club.
- 14.2 Solicitation - All solicitations for funds by a Kiwanis club shall be confined to the general area in which the club functions, except by mutual understanding and agreement of clubs in the division, district, or area of solicitation.
- 14.3 No club shall be required to contribute gifts or souvenirs for any specific purpose.

POLICY NO. 15 DISTRICT BULLETIN AND OTHER PUBLICATIONS

- 15.1 The Official Publication of the Texas-Oklahoma District shall be the District Bulletin, titled "Ki-Notes," pronounced "Key Notes."
- 15.2 The Governor-elect shall appoint the Editor of the Ki-Notes for his/her Administrative Year. The Governor-elect and the Ki-Notes Editor shall determine the details of how many issues, estimated cost per issue, applicable postage rates per copy/per issue, and the dates of publication.
- 15.3 The estimated Annual budget for the Ki-Notes shall be presented to the post-convention meeting of the Kiwanis Board of Trustees for approval, along with the recommendations for Ki-Notes Editor. The Board shall also approve the number of issues, dates of issue, and other areas considered by the Governor-elect and the Editor.
- 15.4 The District Governor shall be consulted by the Ki-Notes Editor if changes are considered in format, frequency of issue, and matters which would be considered a change in the original Kiwanis District Board of Trustees approval. The Governor will approve/disapprove any such changes.

- 15.5 The Texas-Oklahoma District Ki-Notes shall be the only *publication* distributed from funds so designated in the Texas-Oklahoma District Bylaws, Article XIII, Section 1.
- 15.6 Other types of communications from the District Governor, District Office, or Chairs of any District Committees to Divisions, Kiwanis Clubs or individual Kiwanians, shall be funded from the monies budgeted for one of the committees. This statement is intended to encourage the publication and dissemination of “bulletins” or “newsletters” on a regular basis.

POLICY NO. 16

CANDIDATES FOR DISTRICT GOVERNOR, GOVERNOR-ELECT, AND INTERNATIONAL OFFICE

- 16.1 The Governor-elect shall be the sole candidate for the office of Governor.
- 16.2 Any club or division of the Texas-Oklahoma District desiring to offer, propose, or nominate a candidate for the office of District Governor-elect for the ensuing administrative year should file a written statement of such intent with the District Secretary after October 1st and before the Fall Board Meeting in the administrative year that such names are to be presented to the House of Delegates at the District Convention. The statement shall be limited to one side of an 8 ½” x 11” sheet of paper and shall contain complete biographical data and the qualifications of the candidate. The candidate must attach an addendum indicating a willingness to serve, if elected. Upon receipt of such statement of intent, the District Secretary shall advise all clubs in the District in writing that such names have been proposed. No part of this procedure shall negate the privilege outlined in Article X, Section 4(k), of the District Bylaws permitting nomination from the floor of the House of Delegates for Governor-elect.
- 16.3 A candidate for the office of Governor-elect should hold no other district office or position appointed by the Governor. Candidates are encouraged to have prior district level leadership experience.
- 16.4 It is recommended that every candidate for the office of Governor-elect of this District visit the District Office and confer with the District Secretary in order to become familiar with the functioning and operating procedures of the District Office. The visit shall be arranged by mutual agreement in advance.
- 16.5 The District Governor should invite all candidates for the office of Governor-elect to attend meetings of the Kiwanis District Board of Trustees. No district funds will be expended for these visits.
- 16.6 In the event a member of the Texas-Oklahoma District seeks an International office, an amount not to exceed one percent (1%) of the total budget shall be budgeted for his/her expenses.

POLICY NO. 17

GOVERNOR-ELECT ELECTION CAMPAIGN GUIDELINES

- 17.1 The desired process for announcing one’s candidacy for the office of Governor-elect is as follows:
- A prospective candidate shall obtain the endorsement of his/her home Kiwanis Club.
 - Then home club then obtains the endorsement of the candidacy from its Division at a Division Council meeting.
 - After the Club and the Division Council have endorsed the candidate, the Lieutenant Governor of that Division shall file a written statement of such endorsements with the District Secretary.

- The statement filed by the Lieutenant Governor is limited to one 8 ½” by 11” sheet of paper and shall contain complete biographical data and the qualifications of the candidate. The candidate must attach an addendum indicating a willingness to serve.
 - Upon receipt of such a statement, the District Secretary shall enter an item on the agenda of the District Board meeting for its presentation by the candidate’s Lieutenant Governor.
 - Personal biographical data may not be released for media or Internet use without written permission of the candidate.
 - At the District Board Meeting the Lieutenant Governor shall make the official announcement of candidacy and reference the endorsements of both the Club and the Division. In the absence of the Lieutenant Governor, a delegate approved by the Governor may make the announcement.
 - At the discretion of the Governor, the candidates may be given the opportunity to briefly address the Board of Trustees.
 - Since this is important news, it is expected that the next issue of Ki-Notes will cover the candidacy. The candidates may submit for such publication an article not to exceed 500 words and accompanied by a photo suitable for reproduction in Ki-Notes.
- 17.2 To encourage and enable more Kiwanians to seek the office of District Governor-elect, it is strongly suggested that candidates for the office exercise discretion in the expenditure of time and money during their campaign.
- 17.3 It is understood in these policies that “campaigning,” while not being limited to, includes the following:
- Distribution, dissemination, or display of printed material advocating a candidate;
 - Distribution, dissemination, or display of pins, ribbons, cards, pictures, or other promotional items advocating a candidate;
 - Making of speeches or other oral presentations before a group of Kiwanians whether in a committee, club, division, meal, or social setting by a candidate or a representative of a candidate;
 - Writing of articles for Ki-Notes or other publications by a candidate or a representative of a candidate advocating a candidate;
 - Appearance at division council meetings outside that of the candidates own division whether invited or not.
- 17.4 All campaigning outside the candidate’s home division is prohibited prior to January of the administrative year of the District Convention at which the District Convention at which the election is to be held.
- 17.5 From January until the meeting of the House of Delegates in session at the District Convention, campaigning is permitted. However, it must not be a distraction when the Kiwanis event is not purely or mainly a campaign event. Such distractions, while not being limited to, include the following:
- Distribution of campaign materials at individual seats at meal functions prior to the arrival of attendees
 - Distribution of campaign materials in a meeting room while the meeting is in progress
 - Violations of convention center or hotel rules and regulations concerning the affixing of displays, banners, and posters
 - Distribution of materials that are affixed to convention badges
 - Distribution at the District Convention of ribbons that can be mistaken for delegate ribbons
- 17.6 There will be no campaigning whatsoever at the House of Delegates or its immediate access during the District Convention. The Elections Committee will define the area of the House of Delegates and access thereto. This will be announced at the opening session of the convention so that all may know. Further, direct communication will be made to the candidates so that no misunderstandings arise.

- 17.7 There will be no campaign demonstration or disruption during the House of Delegates session either within or without the House of Delegates area, which might interfere with the due deliberations of that body.
- 17.8 Non-compliant materials at a meeting will be immediately removed by the candidate or the candidate's advocates upon notification by the Governor or by direction of the Governor communicated by the District Secretary, District Treasurer, Ki-Notes Editor, Governor-elect, or Immediate Past Governor. If they are not removed in a time frame considered reasonable by the Governor, they may be confiscated and removed.
- 17.9 In the event a violation of these policies occurs, it shall be the duty of the Elections Committee Chair to verbally disclose the violations that have occurred to the House of Delegates at the District Convention for their consideration.
- 17.10 Paid staffs, whether salaried or independently contracted, are prohibited from campaigning for a candidate for the office of Governor-elect at any time or place. This includes the staff person campaigning in his/her own club or division. Violation of this policy is a violation of Human Resources Policies.
- 17.11 An immediate past governor, present governor, or present governor-elect shall not campaign for a candidate for Governor-elect outside his/her home division. This includes, but is not limited to, issuing testimonials and making nominating or seconding speeches, nor shall candidates make campaign use of previous testimonials or complimentary letters received from these officers. Service leadership program youth (members of CKI Chapters, Key Clubs, K-Kids Clubs, and Aktion Clubs) are prohibited from campaigning in any way for a particular candidate. However, no restriction is placed on their advisors who are Kiwanians.
- 17.12 Other than those mentioned in 17.10 and 17.11 above, no Kiwanian may be refused the right to participate in any campaign. No individual or group of individuals may restrict the actions of a person whose actions are not specifically restricted in this policy. This policy does not deny any Kiwanian the right to refuse to participate in any or all campaigns.
- 17.13 Each announced candidate shall be provided, at no cost, a campaign booth at the District convention. If there is more than one announced candidate, booths shall be as similar in size, type, and location as is reasonably possible. Disputes may be settled by a coin toss.
- 17.14 Candidates who follow the normal process of candidacy outlined in 17.1 above will be permitted to address meetings of the Board of Trustees meeting, the opening session of the District Convention, and such other occasions as identified by the Governor. They are also expected to be responsive to requests of the District or the Past Lieutenant Governors Association, if made, to engage in a structured debate with other candidates. The purpose of these opportunities is to outline the candidate's goals and objectives for the District, if elected.
- 17.15 The District Bylaws, in Article IX, Section 1.e.(6), state that, "Nothing in this section shall be construed as limiting the right to make further nominations from the floor of the convention. The Bylaws further provide in Section 1.e.(3) that if any one candidate should fail to receive a majority, the candidate with the least number of votes received would be dropped from the list of candidates and balloting would continue until a candidate did receive a majority of ballots cast in that particular balloting. This Policy is not intended to contradict the Bylaws in any detail.
- 17.16 This Policy will be handed to candidates at the time of their announcement at a District Board Meeting. It will also be published in the Ki-Notes released immediately prior to January and the one issued immediately prior to the District Convention. In the absence of the candidate at the District Board Meeting at which the candidacy is announced, this policy will be mailed to the candidate on the next business day.

POLICY NO. 18
THE GOVERNOR-ELECT

- 18.1 This section is designed to guide both the Governor of the District and the Governor-elect in their relationship with each other and the District. Every effort should be made to establish close harmony between the Governor and Governor-elect.
- 18.2 The Governor-elect shall assist the Governor when requested by the Governor. Expenses incurred in such service shall be reimbursed by the District out of the Governor's budget upon submittal of a voucher approved by the Governor.
- 18.3 The Governor-elect shall spend his/her year in office observing and analyzing the training and administrative procedures in use at district, division, and club levels.
- 18.4 The Governor-elect shall observe the performance of individual Kiwanians, having in mind potential talent for service to the District.
- 18.5 The Governor-elect shall attend both the International and District Conventions.
- 18.6 The Governor-elect shall attend all scheduled training sessions of Kiwanis International.
- 18.7 The Governor-elect shall conduct a training and planning conference with the District Chair appointees. Such conference shall be used to train committee chairs, to schedule district events, to evaluate Service Leadership Programs and Administrators, to set district goals and objectives, and to create a "teamwork" attitude among chair appointees.
- 18.8 The Governor-elect shall conduct one or more training conferences for Lieutenant Governors-elect. These conferences shall be held prior to or in conjunction with the District Convention.
- 18.9 Funds for reimbursing the faculty and attendees at such training conferences shall be included in the Governor's budget and shall be released by the Treasurer upon certification by the Governor-elect and the Governor. The Governor-elect shall plan and manage these expenditures so as to conform to the district budget.
- 18.10 The Governor-elect shall be responsive to the wishes of the Governor as these relate to the promotion of District goals and programs. The Governor-elect has no authority over incumbent Lieutenant Governors, District Chairs, or District committee members, and he/she shall respect the functions, privileges, and obligations of the District Governor.
- 18.11 The Governor-elect shall be particularly active in the Service Leadership Programs area immediately upon assumption of office. Attendance at Service Leadership Program board meetings, activities, Weekend of a Lifetime, and conventions is desired. This is particularly important since the Service Leadership Program administrative year for Circle K and Key Club starts in the spring at the conclusion of their respective district conventions. The result should be smoother transition in administration (reference Policy 12.10).
- 18.12 It is recommended that the Governor-elect, immediately upon taking office, become involved in an understanding of the District budget. Immediate planning for the functions and items envisioned in the Governor-elect section of the budget is highly important. It is further recommended that thirty (30) days prior to the first meeting of the Kiwanis District Board of Trustees (Post Convention Board meeting) the Governor-elect submit to the Chair of the Committee of Past Governors and to each Past Governor a copy of the proposed budget for the coming administrative year. All comments and suggestions concerning the proposed budget will be discussed at a regular meeting of the Past Governors at the District Convention. The Chair will then notify the Governor-elect of these comments or suggestions prior to the first meeting of the newly elected Kiwanis District Board of Trustees (Post Convention Board meeting).

POLICY NO. 19
DISTRICT PROJECTS

- 19.1 No committee or organization shall engage in the promotion of, or shall conduct a District Project (on a voluntary basis or otherwise) without prior approval of the Kiwanis District Board of Trustees.
- 19.2 "District Project" is defined as any activity conducted on a District-wide basis by a Committee, Division, Kiwanis Club, or outside organization in which the word "Kiwanis" is used in its promotion as a part of the name of such activity.

POLICY NO. 20
CONVENTION SITE CRITERIA

- 20.1 The invitation by a Kiwanis club for holding an annual District convention in its city shall be extended in accordance with the District Bylaws, Article VIII, Section 2. The Kiwanis Club must express a willingness to assume the operating responsibility for the Convention under the direction of a Convention Committee Chair, designated by the Governor, in accordance with the District Bylaws, Article VIII.
- 20.2 The criteria designated in Section 20.3 through 20.12 must be met for an invitation to be considered by the Kiwanis District Board of Trustees.
- 20.3 First class housing for at least 600 rooms.
- 20.4 An auditorium with seating for at least 1,200 persons, equipped with necessary audio-visual facilities for conducting meetings.
- 20.5 Adequate space must be provided to enable all Divisions to hold caucuses concurrently.
- 20.6** First class banquet facilities for seating and serving at least 800 persons and providing the essential audio-visual equipment.
- 20.7 First class banquet facilities for seating and serving luncheons for other occasions, including spouse functions.
- 20.8 An appropriate edifice, seating at least 500, in which to conduct a Memorial Service.
- 20.9 Adequate space shall be provided for registration activities and for displays of District Chairs, selected vendors, candidates for Governor-elect, future convention sites, and various fund-raising projects.
- 20.10 The facilities required by Policies 20.3 through 20.9 must be available in the convention city.
- 20.11 A definite written agreement shall be concluded with the hotels and motels on the number of complimentary sleeping and meeting rooms allocated in relation to total number of rooms sold.
- 20.12 Rates for convention housing shall be negotiated in advance with all hotels and motels offering their facilities and services. When a written agreement on rates has been reached, no subsequent increase will be accepted.
- 20.13 The Governor shall make, or be responsible for, an on-site inspection of all facilities and shall provide the Kiwanis District Board of Trustees with a recommendation. All arrangements and contracts shall be signed at that time. If agreement cannot be made at that time, a recommendation for them shall be made to the Board of Trustees.

POLICY NO. 21
DIVISION COUNCILS

- 21.1 The purpose of the District in Kiwanis is primarily administrative and not legislative. The dividing of each District into Divisions further promotes the administration and education of Kiwanis. A Lieutenant Governor is elected to assist the Governor in each of these Divisions. The Divisions of the District are not additional organizational units, but simply an administrative area in which the Lieutenant Governor carries on his/her duties of assisting the Governor. Lieutenant Governors are Trustees of the District.

- 21.2 Division Councils composed of representatives of the clubs in the Division may be convened informally by the Lieutenant Governor for the purpose of discussion, consultation, and coordination of Kiwanis programs and activities between the clubs of that Division.
- 21.3 The objectives of the Council are to promote divisional cooperation between the clubs of the Division for the exchange of ideas and sharing and cooperating in Kiwanis projects without infringing upon the authority of the Club or the Texas-Oklahoma District as Kiwanis entities and to provide leadership, education, and cooperation between the clubs for promoting programs of the Texas-Oklahoma District and Kiwanis International.
- 21.4 The number and place of meetings shall be determined by each Council according to local requirements. It is recommended that at least four meetings be held each year, and whenever feasible and necessary, monthly meetings may be held. The presiding officer of the Council shall be the Lieutenant Governor, and in emergencies the Immediate Past Lieutenant Governor shall preside. At the first yearly meeting of the Council a Division Secretary and Treasurer may be appointed by the Lieutenant Governor with the approval of the Council members.
- 21.5 The agenda for a Council meeting should be similar to a Kiwanis Club Board of Directors meeting with appropriate opening and closing. The program of the meeting may include discussion of Kiwanis Action Committees. A Division Council may, with the full cooperation of the leadership of various Clubs, reach decisions for the mutual benefit of all in the Division. (Such decisions may require the Clubs to be asked for some financial support on a voluntary basis). The Council shall have no formal dues structure. Many Divisions have a voluntary assessment agreed to by all clubs for the Lieutenant Governor's administration of the Division. No club in any Division shall be obligated by any action taken by a Division Council. The leadership of the Council will be reflected in understanding the abilities of the Clubs to participate and in obtaining the cooperation of the Clubs in sharing in the cost of the Council and in programs on a voluntary, cooperative basis. Each Division should formulate written "Operating Procedures" as guidelines for the operation and continuity of its Division Council. The "Operating Procedures" shall be in close harmony with the Bylaws and Policies of Kiwanis International and the Texas-Oklahoma District.
- 21.6 The Division Council is not to be confused with the Division Election Conference. (See Bylaws, Article IX.) The Division Election Conference is usually held in conjunction with the February or March Division Council meeting.

POLICY NO. 22

BUDGETING

- 22.1 The budget of the Texas-Oklahoma District of Kiwanis International shall be the primary financial planning document of the District. No expenditures shall be made without there being budget authority available for that purpose.
- 22.2 It shall be the responsibility of the Governor-elect to cause to be prepared a budget for the year in which he/she shall serve as Governor. Such budget shall be available for adoption at the Post Convention Board Meeting.
- 22.3 To prevent the problem of the need to make disbursements without proper budget authority, it is recommended that an amount be budgeted as a "contingency item" in the Governor's section of the budgeted expenses. Such items may necessitate a budget amendment at the next District Board meeting.
- 22.4 Amendments to the budget may be accomplished by simple resolution of the Board of Trustees.
- 22.5 Although budget formulation is the direct responsibility of the Governor-elect, he/she may delegate authority for its preparation to the District Treasurer-select, to a Budget Coordinator, or to a Budget Committee. Such Committee, if appointed, shall consist of

- three members (one to be the chairperson), each possessing professional knowledge about budgeting and accounting. The person or committee designated by the Governor-elect to prepare the budget should assist the Service Leadership Programs Administrators in the preparation of the Service Leadership Programs budgets to be presented to the Kiwanis District Board of Trustees for approval.
- 22.6 The budget document should be prepared on the cash basis of accounting and should include estimates of revenues to be received and expenses to be paid in sufficient detail that the Board of Trustees may evaluate and assess the propriety of the revenue estimates and the adequacy of the estimates of expenses to accomplish the programs and operation of the District. The budget document should also include estimates of the changes expected in the investments of the District and of its fund balances.
- 22.7 The section of the budget that deals with the District Office will control amounts to be paid for salaries, rent, equipment, etc.

POLICY NO. 23
ACCOUNTING

- 23.1 The fund balances of the District shall be the General Fund Balance, the Furniture & Equipment Replacement Fund Balance, and the Convention Fund Balance.
- 23.2 The General Fund Balance shall be the unrestricted net assets of the District. It represents the accumulation of the net operating result of all the preceding years. Ten percent (10%) of the amount of this Fund Balance at the beginning of an administrative year is available for operation of the District.
- 23.3 Because of the need to replace furniture and equipment in the District Office and because these needs are usually large dollar purchases, a Furniture & Equipment Replacement Fund Balance is established. This Fund Balance is restricted to the purchase of furniture and equipment and may not be used for current operations or the prepayment of operating expenses. This policy encourages future administrations to budget for the transfer of a suggested amount of \$3,000 per year from operating revenues to this restricted fund balance. Furniture and equipment previously were required to be budgeted out of operating revenues. Under the provisions of this policy, they will be purchased from the Furniture & Equipment Replacement Fund Balance rather than from operating revenues.
- 23.4 The Convention Fund Balance is provided for in Article XIII, Section 1.(c) of the Bylaws. It represents the accumulated net convention results from previous years. The Bylaws specify that a floor of \$15,000 is established, and the Fund Balance will be replenished at the rate of 30 cents per member from members' dues if the balance falls below \$15,000. This policy now also establishes a ceiling of \$30,000 on the Convention Fund Balance. Any excess accumulation over \$30,000 as of October 1 will be transferred to the unrestricted General Fund Balance. Interest earned on Convention Fund Balance assets is to be considered operating income available to the current year's operations. Ten percent of the October 1 Convention Fund Balance is available for use by the District Convention Committee and the Governor in stimulating attendance at the District Convention. This 10% must not, however, cause the Fund Balance to sink below the \$15,000 floor. The results of the effort to increase attendance will be covered in the Convention Report filed with the District.
- 23.5 The accounting records of the District shall be kept on the cash basis of accounting.
- 23.6 For such accounting records that are maintained on a computer, there shall be established in the District Office a regular, systematic backup of such computer records.
- 23.7 The transition from the administration of one Governor to the next shall not interfere with the orderly and regular recording of the transactions of the District. There is no need to hold the accounting for one year open while the next year is beginning. Likewise, there is no need to open new bank accounts or investment accounts for the new administration. If

- necessary, there can be separate administrative accounts accomplished within the computer capability. The District Treasurer and the District Secretary would simply identify revenues by the administration. Then they could be recorded as such and reported as such.
- 23.8 District financial statements should include a statement of assets, liabilities, and fund balances as well as a statement of revenues, expenditures, and changes in fund balances. The general fund balance, furniture and equipment replacement fund balance, and the convention fund balance should be separately stated on both statements.
- 23.9 The statement of revenues, expenses, and changes in fund balances should be in comparison with the latest approved budget with differences for each line item shown.
- 23.10 Financial statements of the Kiwanis District and the Service Leadership Programs Districts should be presented to the District Board, the Past Governors, the Budget Coordinator (if there is one), the Budget Committee (if there is one), the District Office, and such others of the Governor's choosing, at least ten days before each Kiwanis District Board meeting.
- 23.11 Responsibility for preparation and submission of the financial statements shall be that of the District Treasurer working with Service Leadership Program Treasurers. They should be prepared and reviewed on a monthly basis.
- 23.12 Final Kiwanis District Convention financial reports should be available in the District Office by September 30 each year.
- 23.13 Annual reviewed (by a CPA firm) financial statements should be available in the District Office by January 31 each year.
- 23.14 A financial standards committee should be appointed each year by the Governor-elect. It should consist of three members, each possessing professional knowledge about budgeting and accounting. Since the initial committee members were appointed for one, two, and three years respectively, successive Governors-elect need only appoint a single member for a three-year term. The financial standards committee will receive and review all financial statements monthly and will concern themselves with the proper presentation of the reports, the system for presenting, and the adherence to generally accepted accounting principles for non-profit organizations. They will submit for each District Board meeting a one page written summary of financial matters for the consideration of the Board based on their monthly reviews of the financial statements. Their mission will be to assure that the officers and trustees of the District are given complete, accurate, and consistent financial information with which to make financial decisions.
- 23.15 It is contrary to good accounting control and to the policy of the District for the Treasurer or any other person authorized to do so, to sign checks in advance of their preparation or without the availability of supporting documentation such as invoices, expense vouchers, etc.

POLICY NO. 24

RELATIONSHIP WITH INTERNATIONAL PRESIDENT AND INTERNATIONAL REPRESENTATIVE TO THE DISTRICT

- 24.1 The District Governor shall be responsible for all arrangements and hospitality for the International President and the International Representative to the District, except as otherwise stated in these Policies.
- 24.2 The District Governor, assisted by the host Lieutenant Governor and others whom he may choose to appoint, shall make plans and arrangements for the official visit of the International President to the District. A statement of protocol for this event is available from the General Office of Kiwanis International.
- 24.3 A sum of not less than \$100 nor more than \$250 shall be allocated from the fees charged for meeting and /or from the District treasury, to purchase a suitable memento to be given to the International President on the occasion of his/her visit to the District. The District

- Governor shall be responsible for purchasing this memento and making an appropriate presentation.
- 24.4 A sum shall be allocated from the fees charged for the convention and/or from the District treasury to purchase a suitable memento to be given to the International Representative on the occasion of his/her visit to the District. The District Governor shall be responsible for purchasing this memento and making an appropriate presentation.

POLICY NO. 25
CONTROL OF MAILING LISTS

Information contained in Club, Division, District, or International directories shall not be used to circulate to other clubs nor for commercial circulation or solicitation.

POLICY NO. 26
ATTENDANCE AND INTER-CLUB REGULATIONS

Regulations concerning attendance, make-ups, and Inter-Clubbing shall follow the policies defined by Kiwanis International.

POLICY NO. 27
DISTRICT OFFICE EMPLOYMENT AND PROCEDURES
(REFERENCE ARTICLE XVI, DISTRICT BYLAWS)

- 27.1 The Governor, the Governor-elect, and when appropriate, the Administrative Supervisor, and such other persons as the Governor deems appropriate will constitute the District Employment Committee. The Committee is responsible for advertising for a vacant position, accepting applications, interviewing applicants, selecting employees, and administering the District Human Resource Policies Manual, which is an integral part of these Policies.
- 27.2 District Office employees include the Administrative Supervisor and such other employees as may be deemed necessary. A Meetings Coordinator may be either an employee or an independent contractor as agreed upon by the Governor, the Governor-elect, and the Meetings Coordinator.
- 27.3 The Administrative Supervisor shall maintain the District Office as specified in Article XVI of the Bylaws. Further definition of the functions of the District under the supervision of the Administrative Supervisor is written in the District Human Resource Policies Manual.
- 27.4 The Meetings Coordinator serves in accordance with the provisions of the signed contractual agreement for his/her services or in accordance with the signed employment contract, depending on which is applicable. Such contract should refer to the District Resource Policies Manual where the duties of the Meetings Coordinator are specified.
- 27.5 The Governor, with the consent of the Executive Committee, shall have the authority to remove the Administrative Supervisor, or any other employee, at any time that he/she feels that person is not carrying out assigned or contractual duties.
- 27.6 The salary to be paid the Administrative Supervisor shall be reflected in the budget adopted by the District Board of Trustees at the Post Convention Board Meeting.
- 27.7 As the Chief Executive officer of the District, the Governor, in consultation with the Governor-elect, shall have final authority in all personnel matters.
- 27.8 The Governor and the Administrative Supervisor shall determine the need for additional employee(s), with the salary to be determined at the time of employment and within budgetary constraints.

- 27.9 When the Administrative Supervisor is traveling with the Governor or Governor-elect on District business/activities, all expenses shall be paid by the District.
- 27.10 The District shall provide medical insurance for full-time employees or compensate such costs through salary not to exceed \$6,600.00 per year.

POLICY NO. 28
DISTRICT OFFICE RECORDS AND RECORD RETENTION

- 28.1 Records to be kept as permanent files in the District Office shall include, but shall not be limited to, the following:
 - a. Minutes of the meetings of the Kiwanis District Board of Trustees.
 - b. Minutes of the Kiwanis District Convention.
 - c. Kiwanis District Bylaws and Amendments and Policies.
 - d. Official District map with Division boundaries, together with boundary definitions.
 - e. Current address file of Past District Governors.
 - f. Federal tax exemption letter.
 - g. Texas-Oklahoma Foundation records.
 - h. Resumes' of each administrative year, prepared by the Governor (including the District Directory, highlights of the International and District conventions and training conferences, International President's visit, and other pertinent data of historical significance).
 - i. District Bulletins (Ki-Notes).
- 28.2 Records to be kept for a period of five years in the District Office shall include but shall not be limited to the following:
 - a. Convention data including location, budget, official program, financial reports, committee Chairs, registration and attendance figures.
 - b. State and Federal Tax reports.
 - c. District general ledger and journals of receipts and disbursements together with cancelled checks, vouchers, budgets, financial reports, and the annual accountants' review.
 - d. Meeting data including location, program, attendance, and cost for:
 - "K" Family Board meeting
 - Mid-Winter Conference
 - Spring Board meeting
 - International President's visit
 - Any other District meeting.
 - e. Roster of Clubs, meeting days and times, and officers.

POLICY NO. 29
COMMITTEES

- 29.1 Article VII, Section 2, of the District Bylaws provides that "the titles, structure, and duties of District Standing Committees shall be as defined by the Kiwanis International Board of Trustees and set forth in appropriate documents of Kiwanis International." Article VII, Section 3, provides that the Governor-elect, in appointing Standing Committees "shall be guided by the Standing Committees appointed by Kiwanis International and those listed in the Texas-Oklahoma District Policy Statements."
- 29.2 Kiwanis International Procedures 220 lists 20 Standing Committees under District Committee Structure as follows:
 - a. Administrative
 - 1. Administration
 - 2. Achievement

3. Convention [District]
 4. Finance and Fund Raising
 5. Laws and Regulations
 6. Membership Growth and Orientation
 7. New Club Building
 8. Past District Governors
 9. Public Relations
 10. Resolutions
 11. Leadership Development and Education
- b. Services
1. Community Services
 2. Human and Spiritual Values
 3. Young Children: Priority One
- c. Service Leadership Programs
1. Aktion Club
 2. Builders Club
 3. Circle K
 4. Key Club
 5. K-Kids
 6. Terrific Kids
 7. Bringing Up Grades (BUGS)
- 29.3 In addition to the 20 committees above, Kiwanis International Procedure 410.3 defines Kiwanis “Focus Projects” that require significant staff time and resources to generate and maintain club support. Two such projects exist:
- a. Hugh O’Brian Youth Foundation
 - b. Children’s Miracle Network Telethon
- Governors-elect are urged to appoint District Committees to promote these projects.
- 29.4 Also, Kiwanis International has requested District chairs be named for:
- a. On to International Convention
 - b. Kiwanis International Foundation
- 29.5 The basic committee structure of the Texas-Oklahoma District should include the above committees listed in Sections 29.2, 29.3, and 29.4, plus the following:
- a. Texas-Oklahoma Kiwanis Foundation
 - b. Long Range Planning
 - c. Technology
- 29.6 Since the direction from Kiwanis International is intended to “guide” the Governor-elect in committee appointments, the above structure should be viewed as functional areas which should be covered adequately in whatever specific committee structure the Governor-elect chooses. For example, two or more of the above committees could be combined, or the committee could be renamed and additional functions added to it.
- 29.7 The Governor-elect shall appoint the Committee Chairs for the upcoming Administrative Year before the training for Lieutenant Governors is conducted. All appointments are subject to the approval of the District Board of Trustees-Designate at the Post Convention Board Meeting. Nothing shall preclude the right of the Governor-elect to name any additional committees, under the provisions of Article VII, *Section 6* of the Bylaws on Special Committees, which would make it possible for the Governor to give direct and effect leadership, through such committee structure, to the goals and objectives which he/she has determined for his/her year.
- 29.8 The Committees in Section 29.3 above shall be composed of at least five members appointed by the chairperson-select, except the Committee of Post Governors. The latter shall be composed of Past District Governors who are active or senior members of clubs within the District.

- 29.9 Each Committee shall at all times cooperate with the appropriate committee of Kiwanis International in promoting throughout the District any program suggested by such International Committee.
- 29.10 Each Committee shall serve a term beginning on the day of appointment, but not later than October 1, and ending on September 30 of the ensuing Administrative Year. The Committees shall be responsible to the Governor and shall make such Reports as he/she may direct. All Chairs and members of Committees shall be subject to removal by the Governor.
- 29.11 The Chair of each Service Leadership Program who shall be known as a District Administrator rather than as a chair, shall be appointed by the Governor-elect prior to the annual convention of the respective Service Leadership Program and shall begin the term of office immediately following the conclusion of said convention. Each Administrator shall serve until a successor has been appointed, qualified, and trained. It is highly recommended that each Service Leadership Program Administrator serve a minimum of two years. Committee members appointed by the District Administrator shall be known as Assistant District Administrators and/or Regional Advisors.

POLICY NO. 30
DUTIES OF COMMITTEES

- 30.1 The duties of committees shall be specified in writing by the Governor-elect to the person who is to Chair that committee prior to appointment. The following guidelines in the policy are listed for the Governor-elect as assistance in performing this function. Whenever possible these duties should reflect specific objective statements of exactly what is to be done to accomplish the major objectives and goals of each committee function.
- 30.2 **YOUTH SERVICES** shall study, devise, and suggest methods and means to assist boys and girls to adjust themselves to their environment and become adapted to the social, economic, and moral demands that they encounter, and shall develop ways and means of assisting in the guidelines of youth in the selection of proper and suitable vocations, as well as other areas which the committee shall deem pertinent. It shall endeavor to inspire the clubs to an increasing participation in these activities, and shall make proposals to whereby such purposes may be accomplished.
- 30.3 **CIRCLE K CLUBS** shall assist Kiwanis Clubs in establishing Circle K Clubs in universities and colleges and promote the concept of continuing an effective sponsorship upon the part of the Kiwanis Clubs. The Committee shall also be responsible for the proper carrying out of the Circle K District organization's administrative functions in accordance with the Kiwanis District Board's approval.
- 30.4 **KEY CLUBS** shall assist Kiwanis Clubs in establishing Key Clubs in high schools and shall promote the concept of continuing an effective sponsorship upon the part of sponsoring Kiwanis Clubs. The Committee shall be responsible for the proper carrying out of the Key Club District organization's administrative functions in accordance with the Kiwanis District Board's approval.
- 30.5 **BUILDERS CLUBS** shall assist Kiwanis Clubs in establishing Builders Clubs in middle or junior high schools, and shall promote the concept of continuing an effective sponsorship upon the part of the sponsoring Kiwanis Club.
- 30.6 **K-KIDS CLUBS** shall assist Kiwanis Clubs in establishing K-Kids Clubs in elementary schools, and shall promote the concept of continuing an effective sponsorship upon the part of the sponsoring Kiwanis Club.
- 30.7 **SERVICE LEADERSHIP PROGRAMS** shall be responsible for support of Service Leadership Programs within District Kiwanis clubs, assisting Administrators with membership; growth and new Service Leadership Programs club building and long range planning for Service Leadership Programs growth, programs, and financial responsibility.

- Specifically, the Committee will bring together Service Leadership Programs Administrators for the purpose of establishing long range goals, identifying and implementing activities to better unify the K-Family through effect means of communications, publicity, joint involvement, and developing methods to effect joint cost effectiveness. The Committee acts as a support committee for all Service Leadership Program groups. Membership shall be composed of a Chair; the Administrators of the Service Leadership Programs organizations; the Kiwanis District Governor; Governor-elect; Immediate Past Governor; and Administrative Supervisor. The Governors of Circle K and Key Club and any Administrators-select shall serve as ex-officio members.
- 30.8 **COMMUNITY SERVICES** shall study, devise, and suggest methods and means whereby the clubs of the District can render effective community service. Areas of concern shall include agriculture, conservation, environment, pollution, public and business affairs, safety, health, and crime as well as other areas which the Committee shall deem pertinent. It shall inspire the clubs to an increasing participation in these activities and shall make proposals to clubs of means whereby such purposes may be accomplished.
- 30.9 **INTERNATIONAL RELATIONS** shall recommend methods of implementing objectives relating to the development of friendship between nations and the aspirations of the people of other nations. It shall make proposals to the clubs of approved means by which such purposes may be accomplished.
- 30.10 **HUMAN AND SPIRITUAL VALUES** shall encourage the clubs to cooperate on broad nondenominational lines with local religious leaders and groups in creating a greater public consciousness of the importance of religious and spiritual values and shall urge each of the members of the clubs in the District to support by precept and example the work of their own churches in the community.
- 30.11 **YOUNG CHILDREN: PRIORITY ONE** shall study, devise, and suggest methods and means to the clubs to assist them in implementing Young Children: Priority One.
- 30.12 **ADMINISTRATION** shall recommend programs and procedures providing for the effective administrative functioning of clubs. Areas of concern include club meeting programs, music, inter-club relations, fellowship, house, and reception, as well as other areas which the Committee may deem pertinent and shall make proposals to the Clubs of means whereby such concerns may be implemented.
- 30.13 **ACHIEVEMENT** shall encourage all Kiwanis Clubs in the District to prepare and submit Annual Club Achievement Reports in accordance with the rules formulated by Kiwanis International and shall select outstanding reports for appropriate recognition.
- 30.14 **CONVENTION** shall assist the Governor in planning, organizing, staffing, and conducting the annual District Convention to include the formulation of the official program and order of business on the conventions of the District (reference Policy 10.3).
- 30.15 **FINANCE AND FUND-RAISING** shall be of assistance to the Governor and the Governor-elect in communicating ideas and methodologies for assisting Kiwanis Clubs in the development of good finance, accounting, and budget practices. The Committee should also be a resource to Kiwanis Clubs in identifying ideas, ways, and means of engaging in local fund-raising activities.
- 30.16 **LAWS AND REGULATIONS** shall receive from the Administrative Supervisor a copy of each proposed amendment to the District Bylaws which was/is received by the Secretary from a chartered club in the District within the time for submission of proposed amendments as outlined in Article XIX of the Texas-Oklahoma District Bylaws. The Committee shall have 30 days from the date of receipt of the proposed amendments to review them to determine if they were properly submitted and if need exists for them to be placed in proper form. Changes in form and style may be made by the Committee without consulting the Club that proposed the amendment. If a substantive adjustment is indicated, the Committee shall correspond with the proposing club and reach agreement on the adjustment. The Committee shall return to the Administrative Supervisor a copy of all proposed amendments which have been reviewed to be approved by the Board of Trustees at the Spring Board meeting and not later than 60 days prior to the convention at

- which the amendments would be acted upon. The Committee shall also examine the District Bylaws and shall submit any recommendations concerning revisions thereof to the Board of Trustees, shall cooperate with the Board of Trustees in drafting proposed amendments authorized by the Board of Trustees, and shall make a report on all properly proposed amendments to the District Bylaws to the House of Delegates at the District Convention. The Committee shall also cooperate with the Board of Trustees in interpreting the spirit of the District Bylaws and in securing the proper observances of obligations, standards, and practices arising thereunder, including the adjustment of any grievance.
- 30.17 **MEMBERSHIP GROWTH, RETENTION, AND ORIENTATION** shall cooperate with all clubs in this District in order to assist them in the maintaining of an adequate membership of proper standards, in the retention of members, in the proper orientation and induction of new members, in the utilization of all members, and in the promotion of the concept of regular attendance at all meetings.
- 30.18 **NEW CLUB BUILDING** shall study the opportunities for introducing Kiwanis into new communities located within the District and shall stimulate and cooperate with chartered clubs of the District in their efforts to enlarge the field of Kiwanis service by the building of new clubs.
- 30.19 **PAST GOVERNORS** shall be composed of all Past Governors of the Texas-Oklahoma District who are active or senior members of clubs within the District, and there shall be added thereto each year the retiring Governor. The Chair will be the Past Governor who has most recently served as Immediate Past Governor. The quorum of the Committee of Past Governors shall be five. The Committee of Past Governors shall consider and report to the Board of Trustees its conclusions on all matters referred to it. It may initiate subjects for consideration and report its conclusions to the Board of Trustees. A summary of the Committee's proceedings shall be provided to each member of the Committee and to the District Governor and District Secretary. The Committee shall meet at the times of the International President's visit, Mid-Winter Conference, and the District Convention and may hold such other meetings at the call of the Chair, provided that such other meetings shall not be held less than 30 days prior to the District Convention.
- 30.20 **PUBLIC RELATIONS** shall concern itself with the material and the media by which the public shall receive a true knowledge of the ideals, Objects, and achievements of Kiwanis International, the Texas-Oklahoma District, and the clubs therein.
- 30.21 **RESOLUTIONS** shall consist of five members from chartered clubs and shall include at least two past District Officers, at least one of whom shall be a Past Governor. The Committee on Resolutions shall consider and make recommendations of resolutions to be submitted for action at District Convention and by Kiwanis International. Resolutions shall be considered by the Committee only if submitted to the Chairman in writing at least 60 days prior to the date of the Annual Convention by the Board of Trustees or a club by a majority vote of its members. The Committee shall also have the authority to originate resolutions and to modify, combine, edit, or not accept any resolutions submitted to it. All resolutions which are timely and properly submitted will be reviewed by the Committee for form and style. No resolution submitted to the Committee may be altered so as to change the intent or effect except that similar resolutions may be combined together into a single resolution. Resolutions which are found by the Committee to be in bad taste or in violation of any principle or ideal of Kiwanis International may be referred to the District Secretary for presentation to the Board of Trustees for consideration and possible return to the sponsor. A copy of each resolution other than congratulatory or memorial resolutions to be presented at the District convention shall be sent to the President of each chartered club by the Administrative Supervisor at least 30 days prior to the Convention.
- 30.22 **TRAINING AND LEADERSHIP DEVELOPMENT** shall assist the District leadership in developing meaningful educational and training experiences for all Kiwanians at the District Convention and conferences, organize and/or promote operations and leadership

- programs for incoming District and Club officers, and promote continuing Kiwanis education within each club.
- 30.23 **THE HUGH O'BRIEN YOUTH FOUNDATION** shall be responsible for the promotion, generation, and maintenance of club support for this Kiwanis International Focus Project.
- 30.24 **THE CHILDREN'S MIRACLE NETWORK TELETHON** shall be responsible for the promotion, generation, and maintenance of club support for this Kiwanis International Focus Project.
- 30.25 **ON TO INTERNATIONAL CONVENTION** shall be responsible for the generation of the maximum support within the District for attendance at the International Convention.
- 30.26 **KIWANIS INTERNATIONAL FOUNDATION** shall act as liaison between the Kiwanis International Foundation and the clubs in the District, in cooperation with the Governor, all other District officers, District Committee Chairs, and Lieutenant Governors, in the promotion of all Kiwanis International Foundation projects and programs.
- 30.27 **LONG RANGE PLANNING** shall be composed of nine members, with the Governor, Governor-elect, and Immediate Past Governor, District Secretary, President of the Texas-Oklahoma Foundation, President of the Past Lieutenant Governors Association and the Service Leadership Programs Committee Chair serving as ex-officio members. Ex-officio members shall not be considered in determining a quorum, nor shall they have a vote on the Committee. The nine members shall be divided into three classes with three-year terms. The terms of each class will be staggered by one year from the other two classes with the result being that three vacancies occur at the end of each administrative year. The Governor-elect shall appoint, prior to October 1, three members each to a three-year term. The Chair of the Long Range Planning Committee shall be appointed by the Governor-elect prior to the first day of August for a one-year term. No appointed member may serve more than two consecutive terms. A Past Texas-Oklahoma District Governor shall not be eligible to sit as Chair of the Committee on Long Range Planning. It is the responsibility of the Committee to study various issues of concern to the District and make recommendations to the Governor. Where necessary, the Governor will request approval of Committee recommendations from the District Board of Trustees or the House of Delegates, as appropriate.
- 30.28 **INTERNATIONAL LIAISON** shall be responsible for maintaining close coordination with liaison personnel from other district within Kiwanis International in an effort to promote the election of any Texas-Oklahoma District candidate for the office of International Trustee or higher office within Kiwanis International.
- 30.29 **THE WORLDWIDE SERVICE PROJECT** shall be responsible for implementing all aspects of the Kiwanis International Worldwide Service Project within the District, its Divisions, and its Clubs including all portions of the District Service Leadership Programs Districts. Committee membership includes a Chair appointed for three years, the Governor, Governor-elect, District Secretary, Circle K Governor, and Key Club Governor as ex-officio members and various Regional Coordinators, as appointed by the Chair. The chair may also appoint additional members as deemed necessary.
- 30.30 **RISK MANAGEMENT** is responsible for implementing sound risk management policies within the District, its Divisions, and Clubs to carry out directives received from Kiwanis International. The Chair, appointed for three years and trained by Kiwanis International, shall appoint such members as deemed necessary to carry out the program.
- 30.31 **TECHNOLOGY** is responsible for advising the District about technological developments that will improve communication, coordination, and information flow. Of specific interest are the District's web page and its use by Kiwanians both inside and outside the District. Of equal importance to the Committee is the optimum functioning of the District Office with the technology available to it.

- 31.1 Every Texas-Oklahoma District Kiwanis website shall adhere to the Constitution, Bylaws, Policies and Procedures of Kiwanis International and the Texas-Oklahoma District. Websites of any member of a Texas-Oklahoma District Service Leadership Programs Organization must follow the governing documents of its organization and this policy.
- 31.2 The Texas-Oklahoma District Website shall be under the direction of a Web Master, who is appointed by the Governor. The Web Master shall coordinate closely with the Chair of the Technology Committee. The operation of the Website should strive to uphold the Objects of Kiwanis and its Code of Ethics.
- 31.3 Use of any Kiwanis website for personal, professional, financial, or monetary gain is strictly prohibited. Links to Kiwanis International, the Texas-Oklahoma District, or any of its Divisions, Clubs, or Service Leadership Programs Organizations to promote any project that is for personal or professional use, whether for profit or non-profit, is also strictly prohibited.
- 31.4 The Texas-Oklahoma District will maintain links to Division and Club pages.
- 31.5 Division and Club pages should be linked to the Texas-Oklahoma Website and to the Kiwanis International Website.
- 31.6 The Texas-Oklahoma District will not establish a link to any commercial organization except as part of an advertising contract or in the context of an official Kiwanis Family Organization relationship, unless approved by the Executive Committee and signed by the District Governor. For purposes of this policy, the term “Kiwanis Family Organization” shall include the Texas-Oklahoma District of Kiwanis International, its Divisions, Kiwanis Clubs and Foundations, the Texas-Oklahoma Kiwanis Foundation, the Past Lieutenant Governors Association, the Texas-Oklahoma District of Circle K International, the Texas-Oklahoma District of Key Club International, Builders Clubs, and K-Kids Clubs within the Texas-Oklahoma District.
- 31.7 The Texas-Oklahoma District assumes no responsibility for the context of sites linked to its website.
- 31.8 The Texas-Oklahoma District will not establish or maintain websites for Divisions and Clubs. However, assistance may be provided when requested.
- 31.9 The Texas-Oklahoma District website shall not list names, mail and email addresses, phone numbers, and photos of members without the written permission of the persons listed.
- 31.10 Only information pertaining to Kiwanis-related activities shall be included in biographical information unless prior approval of such a policy has been obtained from the District Board.
- 31.11 Each Division and Club may choose to submit information about its own officers, members, and meeting places for inclusion in the Texas-Oklahoma District Website.
- 31.12 Divisions, Clubs, and members are permitted to use the Texas-Oklahoma name and logo on their websites provided they are not connected to commercial and/or political activity.
- 31.13 The home page of a Kiwanis Family Organization must clearly identify the sponsoring entity so that it will not be confused with the official Kiwanis International and Texas-Oklahoma District websites. All home pages should contain a link to the Texas-Oklahoma District home page (www.txok-kiwanis.org) and the Kiwanis International home page (www.kiwanis.org).
- 31.14 Materials should not be uploaded onto the Texas-Oklahoma District website.
- 31.15 All sites must include a disclaimer which embraces the following concepts:
 - Kiwanis assumes no responsibility for the content of material uploaded to the site.
 - Kiwanis assumes no responsibility for the content of sites linked to the website.
 - Kiwanis assumes no obligation to edit content uploaded to the site.
 - Kiwanis retains the right to delete content it deems may violate copyrights or trademarks or which may be defamatory.
 - Kiwanis disclaims the right to control the parties submitting or posting content.

- 31.16 The Texas-Oklahoma District assumes no responsibility for the content of sites linked to its website. The Texas-Oklahoma District retains the right to delete content it deems may violate copyrights or trademarks, which may be defamatory, or content it deems violates the governing documents of the District or organization.
- 31.17 A Kiwanis Family Organization website may carry advertising or recognition for donations but shall not endorse products or services. Such advertising or recognition should be clearly labeled as “Advertisement” or “Thanks for Donation.”
- 31.18 A Kiwanis Family Organization website may contain a link to a commercial site, but it should be part of an advertisement.
- 31.19 A Kiwanis Family Organization website shall not carry an advertisement or link to a commercial site that fails to meet the standards of these policies.
- 31.20 A Kiwanis Family Organization may promote its fund-raising activities on its website.
- 31.21 Email solicitation of funds or sales of products by a Kiwanis Family Organization shall be confined to the geographic area in which the Kiwanis Family Organization functions except by mutual understanding and agreement of clubs or divisions in the area of solicitation.
- 31.22 Announcements of a Kiwanis Family Organization fund-raising activity should be clearly labeled as a fund-raising activity.
- 31.23 Email lists of Kiwanians collected at a website or acquired by other means should not be used, sold, or distributed without permission of the Kiwanians on the list.
- 31.24 Political endorsements shall not be allowed on websites.

POLICY NO. 32

ALCOHOLIC BEVERAGES AT KIWANIS MEETING

Alcoholic beverages shall neither be served nor consumed at any official function or meeting of the Texas-Oklahoma Kiwanis District, a division within that District, or a club within that District unless the District Board of Trustees shall have given approval for the serving and consuming of alcoholic beverages at official functions or meetings.

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

POLICY NO. 33

GUIDELINES FOR ADULTS WORKING WITH KIWANIS PROGRAMS FOR YOUTH UNDER THE AGE OF 18

- 33.1 Youth deserve the best Kiwanis has to offer. This includes the relationship and interaction between youth impacted by Service Leadership Programs and those adults who so generously give of themselves to assure the success of Kiwanis leadership development. *It also includes the relationship and interaction between youth impacted by other Kiwanis-sponsored projects and those adults involved in the activities of those projects.*
- 33.2 All adults working with Kiwanis programs for youth under the age of 18 are expected to read, understand, and agree to abide by the guidelines *in this Policy*.
- 33.3 **Chaperone:** A chaperone shall be defined as a Kiwanis member, faculty member, parent, legal guardian, or person who is in *loco parentis*, over the age of twenty-one (21), approved by the school, and registered with and accompanying the youth at a specific event.

- 33.4 **Alcoholic beverages:** While attending any project, meeting, social event, or other gathering that is produced primarily by or for the benefit of youth, adults are expected to refrain from consumption of alcoholic beverages during any portion of the event.
- 33.5 **Use of tobacco:** While attending any project, meeting, social event, or other gathering that is produced primarily by or for the benefit of youth, adults are expected to refrain from the use of tobacco products in the presence of youth.
- 33.6 **Overnight stays:** While attending an event that requires overnight stay in a hotel or camp/conference setting, adequate adult chaperoning is expected and should include no fewer than one adult male for each ten or part of ten youth males, and one adult female for each ten or part of ten youth females. Except for a parent sharing a sleeping room with a child of the parent, no adult should share a hotel or dormitory sleeping room 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.
- 33.7 **Transportation:** Adults transporting youth in a motor vehicle should do so with a second adult in the vehicle, or in hardship cases, the rule of threes, being at least three people in the car at all times, is recommended.
- 33.8 **Medications:** The possession of prescription and nonprescription medications by youth at an event should be permitted only by permission of the parent/guardian.
- 33.9 **Background checks:** Background checks for adults working with youth shall be required and should conform to applicable local and state laws and requirements. In the absence of local or state regulations, Kiwanis clubs are required to undertake confidential background checks for all adults who will be working directly with youth under the age of 18. *See Policy No. 34.*
- 33.10 **Conflicts with other rules:** Whenever these guidelines may conflict with local school policies or rules, or local, state, or national laws or regulations, the highest applicable standards for conduct are expected to prevail.
- 33.11 **Personal information:** All documents bearing personal information, including registration forms, medical information forms, permission to treat forms, etc., should be treated as being confidential. Processes that protect this information should be created, including minimizing the number of people who have access to any such documents. The documents should be maintained a minimum of three years or as required by applicable state laws and regulations if longer. After the maintenance period has expired, the documents should be destroyed in a way that maintains confidentiality, such as shredding. It is also expected that the disposal and destruction of all confidential information will conform to applicable state laws and regulations.
- 33.12 **Education:** Every Kiwanis club is expected to inform and educate its members on these guidelines and best practices annually.

POLICY NO. 34
CRIMINAL BACKGROUND INVESTIGATIONS

34.1 This Policy outlines responsibilities and procedures for Texas-Oklahoma District completion of Criminal Background Investigations (CBI).

34.2 Definitions:

- A. **Criminal records** – A criminal record is a report obtained from law enforcement agencies and county courthouses listing all criminal offenses committed by an individual during a given period of time. Offenses which are found on the criminal record fall into the following three categories:
 - a. Traffic offenses – Normally, the only traffic offenses that show on a criminal record would be serious offenses such as “driving under the influence” or “hit and run” violations.
 - b. Misdemeanors – Usually considered a less serious or minor offense, the misdemeanor is a crime punishable by incarceration, typically in a local confinement facility. The maximum incarceration period is usually limited to one year or less.
 - c. Felonies – These offenses are considered more serious than the previous two categories. Typically, a felony carries a penalty of incarceration from one year to life in a state prison, to the death penalty.
 - d. Civil cases – Lawsuits between individuals or corporations and bankruptcies are not included on the criminal records.
- B. **Qualified Investigating Organization (QIO)** – An organization licensed by the State to use State databases to check criminal records, driving records, and verify identity.
- C. **Criminal Background Investigation (CBI)** – A review of all available records by a “qualified investigating organization” responsible for returning an accurate evaluation of the individual reviewed.
- D. **Fair Credit Reporting Act (FCRA)** – A federal law under the provisions of which written authorization from an applicant must be obtained before a background investigation or check may be requested. The authorization document for conducting a background investigation must be on a document that is separate from all other documents, e.g. employment applications, membership applications, or other application documents.

34.3 The Texas-Oklahoma District Secretary will:

- A. Publish the procedures for receiving requests from individuals or Kiwanis Clubs for a CBI (Criminal Background Investigation) and forwarding these requests to a QIO (Qualified Investigating Organization).
- B. Be responsible for developing a secure database in which to record investigation requests, dispositions, and results of investigations.
- C. Advise the Club Secretary when a favorable investigation report has been received.
- D. Upon receipt of an unfavorable report, immediately notify the Governor (see Policy 34.5.A).
- E. Receive required fees from the individual or Club for the reports requested and be the central billing office for the investigating organization

34.4 Clubs are expected to:

- A. Establish a policy that requests a District CBI for each club member working directly with students under the age of 18.
- B. Assist Kiwanians who will be working directly with youth under the age of 18 to complete the Texas-Oklahoma District CBI application form.
- C. Establish their own system for collecting fees for CBIs. Fees for a CBI will be sent to the District Office with completed application and consent forms.
- D. Effective January 1, 2009, submit applications for CBIs to the District Office for any club member who will be working directly with youth under the age of 18.
- E. Establish a policy that requests a District CBI on the two year anniversary date of a CBI for each club member working directly with students under the age of 18.

34.5 The Governor is responsible for:

- A. Reviewing the results of CBIs that contain information.
- B. Communicating any failure on a background check to the individual who requested the CBI.
- C. Assure the applicant that he/she may work with the QIO for a period of 30 days to correct the report should there be an error.
- D. Overseeing the appeal process should a member with an unfavorable report elect to appeal the determination. The appeal process will follow these steps:
 - a. Applicant must confidentially bring the appeal to a Special Committee consisting of the Governor-elect, Immediate Past Governor, and District Treasurer.
 - b. The burden of proof would rest on the person bringing the appeal to convince the Special Committee that the findings of the Governor were incorrect and should be reversed.
 - c. The results of the appeal shall be communicated to the appellant by the Governor-elect.

34.6 The Texas-Oklahoma District will:

- A. Request a District CBI each October 1 for the following:
 - a. District Governor
 - b. District Governor-elect
 - c. District Lieutenant Governors
 - d. Any District Chairperson involved with or implementing a program for youth under the age of 18.

- e. Those individuals serving consecutive terms will have the CBI every other year.
- B. Be responsible for the cost of the above investigations and will include such cost in the District's administrative budget.
- C. Require a completed District CBI before any Kiwanian may attend any District events for youth under the age of 18. These events include but are not limited to:
 - a. Weekend Of A Lifetime
 - b. Key Club District Convention
 - c. Circle K District Convention
 - d. Any workshops or meetings sponsored by Kiwanis, CKI, or Key Club for youth under the age of 18.

34.7 The Texas-Oklahoma District Application for a Criminal Background Investigation (CBI) shall be as shown in Policy 34.9A or 34.9B. (34.9A is the form individuals should use if they don't have access to a computer and 34.9B is the form to use for those individuals that do have access to a computer and can submit their application in a secure online environment.)

34.8 The form for the consent to perform a Criminal Background Investigation in compliance with the Fair Credit Reporting Act (FCRA) will be as shown in Policy 34.10.

34.9A TEXAS - OKLAHOMA DISTRICT OF KIWANIS INTERNATIONAL
APPLICATION FOR A CRIMINAL BACKGROUND INVESTIGATION (CBI)

Kiwanis Club of: _____ Key Number: _____

Club Secretary: _____ Division: _____

Mailing Address: _____

City, State, Zip: _____

Email: _____ Telephone: _____

Name of individual requesting CBI:

_____ Last name First name MI

Nickname(s): _____

Social Security Number: _____
(Required)

Date of Birth: ____ / ____ / ____ Gender: M / F
(Please Circle)

Race: Anglo, African Am., Am. Indian, Asian, Hispanic, Other: _____
(Please circle as appropriate) (Please Specify)

Address: _____ Apt _____

_____ City State Zip Code

Driver's License Number: _____ State of issue: _____

City of Birth: _____ State of Birth: _____

Telephone number where you can best be reached: _____

I hereby certify that the information provided above is true, correct, and complete.

Signature of person requesting CBI: _____

Date signed: _____

Information provided on this form is for the sole purpose of obtaining results of a Criminal Background Investigation for the Texas-Oklahoma District of Kiwanis International. Investigation results will be maintained at the Texas-Oklahoma Kiwanis District Office and will not be disseminated to individuals or clubs other than a one word result: favorable or unfavorable. All information provided on this sheet will be destroyed (shredded) once the report is received. The only information retained at the District Office (for 2 years) will be the signed consent form.

Form 34.10 MUST accompany this application.

34.9B TEXAS-OKLAHOMA DISTRICT OF KIWANIS INTERNATIONAL SECURE ONLINE
APPLICATION FOR A CRIMINAL BACKGROUND INVESTIGATION (CBI)

Kiwanis Club of _____ Key Number _____

Club Secretary _____ Division _____

Mailing Address _____

City, State, Zip _____

Email _____ Telephone _____

Name of individual requesting CBI:

_____ Last name First name MI

EMAIL ADDRESS: _____
(Required)

Address _____
Street Apt

_____ City State Zip Code

Telephone number where you can best be reached: _____

I hereby certify that the information provided above is true, correct, and complete.

Signature of person requesting CBI _____

Date signed _____

Upon receiving these signed forms (34.9B & 34.10) and payment of \$7.30 the person requesting the CBI will be emailed a link to a secure website where they can enter their personal information for the background check. The background check is then performed in a secure online environment. After the person enters their information and clicks on the APPLY key, their personal information is automatically encrypted and will not be re-entered or seen by anyone in the District Office or the Qualifying Investigation Organization again.

Information provided on this form is for the sole purpose of obtaining results of a Criminal Background Investigation for the Texas-Oklahoma District of Kiwanis International. Investigation results will be maintained at the Texas-Oklahoma Kiwanis District Office and will not be disseminated to individuals or clubs other than a one word result: favorable or unfavorable. All information provided on this sheet will be destroyed (shredded) once the report is received. The only information retained at the District Office (for 2 years) will be the signed consent form.

**34.10 CONSENT TO PERFORM CRIMINAL BACKGROUND INVESTIGATION
IN COMPLIANCE WITH THE FAIR CREDIT REPORTING ACT (FCRA)**

I, _____ am an applicant to work directly with youth under the age of 18 in the Texas-Oklahoma District of Kiwanis and have been advised that as a part of this application process, a criminal background investigation will be conducted and a report issued. Such investigation may include, but is not limited to, verification of identity, driver’s record, and criminal background records.

I hereby release all persons or entities from liability from any alleged damage that may result from furnishing accurate information in good faith to the Texas-Oklahoma District of Kiwanis International. I do hereby consent for the Texas-Oklahoma District to use any information provided during the application process in performing the criminal background report. I have been informed that I have the right to review and challenge any negative information that would adversely impact a decision for membership. In addition, I have been informed that I will have a reasonable opportunity to clear any mistaken information reported within a reasonable time frame established within the sole discretion of the Texas-Oklahoma District of Kiwanis International. Under the Fair Credit Reporting Act, I have been advised that upon request I will be provided the name, address, and telephone number of the reporting agency as well as the nature, substance, and source of all information.

Information provided on this form is for the sole purpose of making a determination of the ability to work with youth who are under the age of 18 in a relationship under the auspices of a Kiwanis Club of the Texas-Oklahoma District of Kiwanis International. Investigation results will not be disseminated to individual clubs other than one-word results: favorable or unfavorable. If an unfavorable report is received, an applicant may appeal to a Special Appeal Committee of the Texas-Oklahoma District. All information is confidential.

In addition, I agree to permit the Texas-Oklahoma District of Kiwanis International to release the results of this investigation to Kiwanis International should I request permission to attend any Kiwanis International event pertaining to youth under the age of 18.

Please Note: Failure to check the box above will result in requirement of a Kiwanis International background check for each (all) KI event(s) involving youth under the age of 18.

Applicant’s signature

Date

Applicant – PRINT NAME HERE

(Form 34.9A or 34.9B must accompany this form (34.10). Please use separate forms and staple them together.)

District Officer entering information

Date

Make checks payable to ***Texas-Oklahoma District of Kiwanis International***

Mail check for \$7.30 and forms to:

***Texas-Oklahoma District of Kiwanis
Attn: District Secretary
624 Six Flags Drive, Suite 265
Arlington, TX 76011-6342***

You may send one check with multiple forms.