

# **POLICY STATEMENTS**

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

Approved by the Texas-Oklahoma District Board  
August 6, 2017

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.
2. For the purpose of these Policies, the term District Staff includes the Governor, Governor-elect, Immediate Past Governor, District Secretary, District Treasurer, Meetings Coordinator, Administrative Supervisor, and such others as the Governor chooses to appoint.
3. These policies shall remain in effect until altered by the District Board.

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# **POLICY NO. 1**

## **SUGGESTED AGENDA ITEMS FOR THE JOINT DISTRICT BOARD MEETING AT DISTRICT CONVENTION**

- 1.1 Call to order. In presenting the final version of goals and plans for the upcoming Kiwanis year, the Governor-designate shall place on the agenda and consider items 1.2 through 1.14, where applicable.
- 1.2 Introduction of International Representative by Governor-designate.
- 1.3 Approval of appointment of District Secretary.
- 1.4 Approval of appointment of District Treasurer.
- 1.5 Approval of depository for District funds.
- 1.6 Approval of the officials who shall sign checks.
- 1.7 Approval of the officials who will be authorized to have credit cards.
- 1.8 Authorize bonding of appropriate officers and personnel.
- 1.9 Consideration and adoption of budget for Kiwanis and Service Leadership Programs (SLPs).
- 1.10 Consideration and adoption of District Convention budget.
- 1.11 Explanation and approval of District Voucher Payment System.
- 1.12 Adoption of tentative dates and locations of Kiwanis Board of Trustees meetings and other scheduled District and Service Leadership Programs (SLPs) meetings and conventions.
- 1.13 Remarks by International Representative.
- 1.14 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 Lt. Governor shall be reimbursed for up to three visits to each club in the Division. All staff and LTGs should stay within budget amounts for their positions.
- 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 In accordance with Sections 2.1 and 2.2, participants will be reimbursed (as allowed for in the budget and determined by the governor) when attending the District Convention, District Board Meetings, a Mid-Winter Conference, a District or Regional Training Conference and other meetings called by the District Governor or the Kiwanis District Board.
- 2.4 Any request for such reimbursement for a Lt. 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.

In the event that any District Officer finds it more convenient to commute from their 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.

- 2.6 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. In addition to reimbursement for expenses 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. No District officer may approve his/her own reimbursements or reimbursements for his/her spouse.

## **POLICY NO.3**

### **DISTRICT CHAIRS-REIMBURSEMENT FOR EXPENSES**

- 3.1 District Chairs shall be reimbursed for travel to the District Convention as provided in the Budget.
- 3.2 District Chairs 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 they 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. Each District Committee Chair shall be welcome at each meeting. Only those District Chairs that are invited by the Governor will be eligible for per diem and/or travel allowed. The Governor will send a letter to the invited chairs explaining travel and per diem.
- 3.3 District Chairs Appointee/Designate 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. Such reimbursements shall be charged against the budgetary items that are under the Governor-elect's control.

## **POLICY NO. 4**

### **REIMBURSEMENT FOR ATTENDANCE AT INTERNATIONAL CONVENTIONS AND OTHER INTERNATIONAL MEETINGS**

- 4.1 The District Governor, Governor-elect, Immediate Past Governor, Trustees, 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 Because 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 any called meeting of the District Board, a scheduled caucus, 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 and considered honored guests to any District Convention. There will be no registration fee for Past Governors or spouses. The District Convention Committee should budget accordingly.
- 5.2 The District Convention will host a Past Governors luncheon and a Past Governors spouse meal function but is subject to budgetary constraints.

## **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 and fees associated with the travel. 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, other than 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. This policy also applies to other visitors, at the discretion of the Governor, and subject to budgetary constraints.
- 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. 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 District meetings, 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 District policies. The execution and administration of the signed 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

## **POLICY NO. 8**

### **AWARDS**

All District awards will be determined by the District Governor, who may seek assistance from the District Staff. Such awards will reflect the emphasis of each administration.

## **POLICY NO. 9**

### **GOVERNOR'S OFFICIAL VISITS**

- 9.1 The Governor will endeavor to make an Official Governor's Visit to each region during his/her year of service. Such planning should be organized before or during trustee training with a calendar of visits to be completed before the District Convention prior to the Governor's official term.
- 9.2 The Governor will endeavor to be available to present charters to newly organized Kiwanis Clubs, Circle K Clubs, Key Clubs, Builders Clubs, Kiwanis Kids (K-Kids, Bring up Grades BUG & Terrific Kids) and Aktion Clubs. In the case of newly organized Service Leadership Program (SLP) 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 9.1, 9.2, and 9.3 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 The Governor-elect shall appoint, as soon as practicable after election, a District Convention Committee Chair from the host Club or Division.
- 10.2 The District Convention Committee Chair shall be responsible to the Governor for the entire convention organization, management and finances and shall report to him/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 Lt. Governors, and the Meetings Coordinator and shall invite each of them to all meetings.
- 10.3 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.
- 10.4 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.
- 10.5 The District Convention Committee shall 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 which includes the handling, control and accountability of all convention funds. The Treasurer will also maintain a current financial status and will prepare the final convention finance report due 45 days after the close of the convention to the District Office.
- 10.6 The provisions of the District Convention Manual shall serve as the guideline for the District Convention. The convention report is included in this manual and shall be used for the final convention report referred to in 10.6.
- 10.7 The Past Governors Committee, led by the Chair, 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.
- 10.8 Unless by special agreement between the District Governor and Governor-elect, the hospitality for the International Representative will be the responsibility of the Governor until the opening event of the District Convention. At this time, the Governor-elect shall assume this responsibility.

- 10.9 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.
- 10.10 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.
- 10.11 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.
- 10.12 Laudatory resolutions shall be presented in writing at the District Convention and approved with or without a complete reading, as elected by the House of Delegates.
- 10.13 Under the authority of the Governor, the duties of Sergeant of Arms, necessary to maintain an orderly convention, may be delegated to the Convention Chair and/or the Elections Chair. The primary duties of the Sergeant of Arms shall be to facilitate the House of Delegate's proceedings. This may include: ushering delegates and observers to assigned seating, generally assisting the orderly flow of the House of Delegates and any other convention event deemed necessary to maintain proper proceedings. Once delegated by the Governor to the Convention or Elections Chair, he/she may organize qualified personnel to serve as Sergeant of Arms with all needed instructions. It is recommended that the PLGA become a source to fill the needs of such qualified personnel.

## **POLICY NO. 11**

### **SERVICE LEADERSHIP PROGRAMS (SLPs) MANAGEMENT**

- 11.1 This policy outlines responsibilities for District Officers and Administrators of Service Leadership Programs (SLPs) for the operation of all SLPs.
- 11.2 Definitions:
  - A. District: Texas-Oklahoma District of Kiwanis International.
  - B. SLPs for this District: Kiwanis Kids (K-Kids, Bring Up Grades BUG & Terrific Kids), Builders Club, Key Club International (KCI), Circle K International (CKI), Aktion Club and the Key Leader program.
  - C. Annual Budget: A complete plan identifying anticipated and known income, and the total anticipated expenditures to operate the organization for the appropriate year including convention expenses, where applicable.
  - D. SLP Board of Trustees: The governing body for each of the SLPs, consisting of the Administrator(s) and elected officers.
- 11.3 Duties:
  - A. The sitting Governor will:
    - 1. Be responsible for the overall operation of the Service Leadership Programs in coordination with the District Board.
    - 2. Be responsible for advising and assisting the Governor-designate/elect in the election of Administrators for the Service Leadership Programs.

3. Provide the Service Leadership Program Administrators adequate time on the agenda at all official District Board meetings to explain operations and requirements necessary for effective Service Leadership Programs.

B. Governor-designate/elect

1. Appointments: subject to the approval of the District Board, the District Governor- elect in consultation with the sitting Governor will evaluate the Service Leadership Program Administrators. On October 1, the Governor-elect will assume the position of Governor and will appoint all District Service Leadership Program Administrators by December 1.
2. Provide the Service Leadership Program Administrators adequate time on the agenda at the Lt. Governors' training sessions to explain operations and requirements necessary for effective Service Leadership Programs.

C. Service Leadership Program Administrators will:

1. Be the Chief Operating Official for their 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, if applicable, and submit this information to the Governor-elect by June 1.
5. Report any fiscal or character deficiency immediately to the Governor-elect/Governor.
6. Consult with the Governor-elect/Governor 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.

#### 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 covering all major activities including dates are due to the Governor-elect by June 1.
- b) Provide a club/membership growth status report for the year to the Governor-elect by June 1.
- c) Annual budget including projected and known income sources and expenditures including annual conventions are due to Governor-elect by June 15.
- d) 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 by June 1.
- b) Provide a club/membership growth status report for the year the Governor-elect by June 1.

- c) Annual budget request including all projected or known income sources and expenditures is due to the Governor-elect by June 1.
  - d) 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 Program Administrator will annually review his/her 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 (SLPs)**

- 12.1 This section refers to the District Service Leadership Programs (SLPs): Kiwanis Kids (K-Kids, Bring Up Grades BUG and Terrific Kids) Builders Club, Key Club, Circle K International (CKI), Aktion Club and Key Leader program.
- 12.2 SLP Administrator appointments are outlined in policy 11.3.
- 12.3 The SLPs Administrators shall be responsible for the operation of their respective SLPs administrative functions in accordance with directives from the Kiwanis District Board and shall attend all official meetings of their respective organizations.
- 12.4 The CKI and Key Club Administrators and Governors shall approve all plans for their conventions.
- 12.5 Collection of District dues and the disbursement of funds shall be the ultimate responsibility of the respective Service Leadership Program (SLP) Board of Trustees supervised by the SLP Administrator(s) of that SLP. All SLP disbursements shall be made by the Texas-Oklahoma District Office upon submission of vouchers properly signed by either the SLP Governor, Treasurer or SLP Administrator for that SLP.
- 12.6 The Kiwanis District Board may budget and authorize expenditures of Kiwanis District funds as necessary to cover expenditures of the SLP's officers to attend District and International Conventions, or for such other SLP expenses, which are beyond the capability of the SLPs Treasury.
- 12.7 Should any situation arise when the Kiwanis District Board cannot conveniently act, the Kiwanis Governor and the SLP Administrator may collaborate to render a decision on behalf of the Kiwanis Board, and any such decision shall be subject to ratification by the Kiwanis District Board at its next regular meeting.
- 12.8 A Circle K and Key Club Convention shall be held annually, subject to the approval of the Kiwanis District Board. Approval of these dates shall be on the agenda of the convention meeting of the Kiwanis District Board. Dates for the SLP 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. A training conference for newly elected District officers of each SLP shall be held following their election. This training must take place before the next scheduled CKI or Key Club Board meeting or the next scheduled district function of CKI or Key Club, whichever is earlier.

- 12.9 Travel by the Key Club Governor, Treasurer, Secretary, or Bulletin Editor shall be approved by high school principals, parents and the District Administrator. Travel by the Circle K Governor, Treasurer, Secretary, or Bulletin Editor shall be approved by their District Administrator.
- 12.10 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.
- 12.11 Each Service Leadership Program's Board shall hold at least two annual meetings; one at the time of its Convention and another during a suitable weekend.
- 12.12 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.
- 12.13 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.
- 12.14 Each Administrator shall conduct an annual review of the use of funds of the respective Service Leadership Program and shall present this review to the Kiwanis District Board at the Fall Board Meeting.
- 12.15 Directives promulgated by Kiwanis International will be implemented as soon as possible in accordance with sound management practices.

## **POLICY NO. 13**

### **FUND RAISING**

- 13.1 Purpose - Monies received by Kiwanis clubs from fund-raising projects in which the public participates or from members for service activities sponsored by the club shall be segregated from the administrative funds of the club. Such funds shall be used only for the charitable, educational, religious and eleemosynary activities of the club. This does not prohibit depositing the funds into one banking account as long as the funds are segregated in the club's accounting records.
- 13.2 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.
- 13.3 No club shall be required to contribute gifts or souvenirs for any specific purpose.

## **POLICY NO. 14**

### **DISTRICT BULLETIN AND OTHER PUBLICATIONS**

- 14.1 The Official Publication of the Texas-Oklahoma District shall be the District Bulletin, titled "Ki-Notes," pronounced "Key Notes."

- 14.2 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. 15**

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

- 16.1 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. 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.
- 16.2 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.
- 16.3 The District Governor should invite all candidates for the office of Governor-elect to attend meetings of the Kiwanis District Board. No district funds will be expended for these visits.
- 16.4 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. 16**

### **GOVERNOR-ELECT ELECTION CAMPAIGN GUIDELINES**

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

- D. The statement filed by the Lt. 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.
  - E. 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 trustee.
  - F. Personal biographical data may not be released for media or internet use without written permission of the candidate.
  - G. At the District Board Meeting the trustee shall make the official announcement of candidacy and reference the endorsements of both the club and the Division. In the absence of the trustee, a delegate approved by the Governor may make the announcement.
  - H. At the discretion of the Governor, the candidate(s) will be given the opportunity to briefly address the District Board.
  - I. Because this is important news, it is expected that the next issue of Ki-Notes will cover all candidacies. 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.
- 16.2 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.
- 16.3 It is understood in these policies that "campaigning," while not being limited to, includes the following:
- A. Distribution, dissemination, or display of printed material advocating a candidate;
  - B. Distribution, dissemination, or display of pins, ribbons, cards, pictures, or other promotional items advocating a candidate;
  - C. 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;
  - D. Writing of articles for Ki-Notes or other publications by a candidate or a representative of a candidate advocating a candidate;
  - E. Appearance at division council meetings outside that of the candidate's own division whether invited or not.
- 16.4 All campaigning outside the candidate's home division is prohibited prior to January of the administrative year of the District Convention at which the election is to be held.
- 16.5 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:

- A. Distribution of campaign materials at individual seats at meal functions prior to the arrival of attendees;
  - B. Distribution of campaign materials in a meeting room while the meeting is in progress;
  - C. Violations of convention center or hotel rules and regulations concerning the affixing of displays, banners, and posters;
  - D. Distribution of materials that are affixed to convention badges;
  - E. Distribution at the District Convention of ribbons that can be mistaken for delegate ribbons.
- 16.6 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.
- 16.7 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.
- 16.8 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 removed and confiscated.
- 16.9 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.
- 16.10 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.
- 16.11 A 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. SLP youth [members of CKI Chapters, Key Clubs, Kiwanis Kids (K-Kids, Bring Up Grades BUG & Terrific Kids) 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.
- 16.12 Other than those mentioned in 16.10 and 16.11 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.

- 16.13 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.
- 16.14 Candidates who follow the normal process of candidacy outlined in 16.1 above will be permitted to address meetings of the District Board, 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 Lt. 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.
- 16.15 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. 17**

### **THE GOVERNOR-ELECT**

- 17.1 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.
- 17.2 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.
- 17.3 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.
- 17.4 The Governor-elect shall observe the performance of individual Kiwanians, having in mind potential talent for service to the District.
- 17.5 The Governor-elect shall attend both the International and District Conventions.
- 17.6 The Governor-elect shall attend all scheduled training sessions of Kiwanis International.
- 17.7 The Governor-elect shall conduct 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 (SLPs) and Administrators, to set district goals and objectives, and to create a "teamwork" attitude among chair appointees.
- 17.8 The Governor-elect shall conduct one or more training conferences for Lt. Governors-elect. These conferences shall be held prior to or in conjunction with the District Convention.
- 17.9 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.
- 17.10 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 Lt. Governors, Trustees, District Chairs, or District committee members, and he/she shall respect the functions, privileges, and obligations of the District Governor.
- 17.11 The Governor-elect shall be particularly active in the SLPs area immediately upon assumption of office. Attendance at SLP board meetings, activities, and conventions is desired.
- 17.12 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 (Convention District 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 (Convention District Board meeting).

## **POLICY NO. 18**

### **DISTRICT PROJECTS**

- 18.1 No committee or organization shall promote or conduct a District Project (on a voluntary basis or otherwise) without prior approval of the Kiwanis District Board.
- 18.2 "District Project" is defined as any activity conducted on a District-wide basis by a Committee, Region, 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. 19**

### **CONVENTION SITE CRITERIA**

- 19.1 The invitation by a Kiwanis club for holding an annual District convention in its city shall be extended in accordance with the District Bylaws. 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.
- 19.2 The criteria designated in Section 19.2 A thru G must be met for an invitation to be considered by the Kiwanis District Board.
- A. First class housing.
  - B. A facility with adequate seating for anticipated attendance. Facility should be equipped with necessary audio/visual facilities for conducting meetings.
  - C. Adequate space to enable all Divisions to hold caucuses concurrently.
  - D. Banquet facilities for seating and serving highest number of expected attendance. Banquet facilities should be equipped with necessary audio/visual facilities for meetings during banquets.
  - E. Banquet facilities for seating and serving luncheons for other occasions, including spouse's functions.
  - F. An appropriate facility in which to conduct a Memorial Service.

- G. 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.
- 19.3 Specific sizes of the facilities referred to in policy 19.2 shall be by directives from the Meetings Coordinator and Convention Manual.

## **POLICY NO. 20**

### **REGION COUNCILS**

- 20.1 The purpose of the Region in Kiwanis is primarily administrative and not legislative. The dividing of each District into Regions further promotes the administration and education of Kiwanis. A Trustee is elected to assist the Governor in each of these Regions. The Regions of the District are not additional organizational units, but simply an administrative area in which the Trustee carries on his/her duties of assisting the Governor. Trustees are Officers of the District.
- 20.2 Region Councils, composed of representatives of the clubs in the Region, may be convened informally by the Trustee for the purpose of discussion, consultation, and coordination of Kiwanis programs and activities between the clubs of that Region.
- 20.3 The objectives of the Council are to promote cooperation between the clubs of the Regions for the exchange of ideas and sharing and cooperating in Kiwanis projects without infringing upon the authority of the clubs or the Lt. Governors, 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.
- 20.4 The number and place of meetings shall be determined by each Council according to local requirements. It is recommended that at least one meeting be held each year, and whenever feasible, additional monthly meetings may be held. The presiding officer of the Council shall be the Trustee, and in his/her absence, the Trustee may appoint one of the Lt. Governors in the region to preside.
- 20.5 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 Region Council may, with the full cooperation of the leadership of various clubs, reach decisions for the mutual benefit of all in the Region. (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. No club in any Region shall be obligated by any action taken by a Region 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.

## **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 Lt. 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 Lt. Governor carries on his/her duties of assisting the Governor. Lt. Governors are officers of the District.
- 21.2 Division Councils, composed of representatives of the clubs in the Division, may be convened informally by the Lt. 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, additional monthly meetings may be held. The presiding officer of the Council shall be the Lt. Governor, and in his/her absence, the Immediate Past Lt. Governor shall preside. At the first yearly meeting of the Council, a Division Secretary and Treasurer may be appointed by the Lt. 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 Lt. 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. A formal meeting of the Division Council is required in fulfillment of the requirement to hold a Division Election Conference. (See Bylaws, Article VII Section 5 a)

## **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 Convention Board Meeting.
- 22.3 To prevent the requirement of fund 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 District Board. Although budget formulation is the direct responsibility of the Governor-elect, he/she may delegate authority for its preparation to the Treasurer select and District Finance Committee. Such Committee, shall consist of three members (one to be the chairperson), each possessing professional knowledge about budgeting and accounting.
- 22.5 The person or committee designated by the Governor-elect to prepare the budget should assist the SLPs Administrators in the preparation of the SLPs budgets to be presented to the District Board 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 District Board 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 Equipment and Repairs Reserve 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 and make repairs to the District Office and because these needs are usually large dollar purchases, the Furniture & Equipment and Repairs Reserve Fund Balance is established. This Fund Balance is restricted to the purchase of furniture and equipment and paying for repairs to the district

office. It 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 2.5% of budgeted dues income but never less than \$3,000 per year from operating revenues to this restricted fund balance.

- 23.4 The Convention Fund Balance represents the accumulated net convention results from previous years. 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 SLPs Districts should be presented to the District Board, the Past Governors, the Budget Coordinator (if there is one), the Finance Committee, 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 SLP 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 Financial statements shall be reviewed annually by a CPA firm and available in the District Office by January 31 each year.
- 23.14 All checks require two signatures. The people authorized to sign checks will be approved by the District Board. 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. No District Officer shall be a signatory to a check reimbursing his/her own expenses. Debit cards will not be used by the District. Users of credit cards issued to the District must be approved by the District Board with the limit on the credit card. Someone other than the a holder of the credit card will approve payment for the monthly statements for the card.

## **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.

The District Governor, assisted by the host Trustee and host Lt. Governor and others whom he/she may choose to appoint, shall make plans and arrangements for any visit of the International President to the District.

- 24.2 A sum not to exceed \$300 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 not to exceed \$300 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.
- 24.5 If a club, Division, or Region invites an international Trustee or International President to their event. They should be prepared to cover all costs for the person they invited.

## **POLICY NO. 25**

### **CONTROL OF MAILING LISTS**

Information contained in club, Division, Region, District, or International directories shall not be used to circulate to other organizations for the purpose of commercial circulation or solicitation.

## **POLICY NO. 26**

## **ATTENDANCE AND INTERCLUB REGULATIONS**

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

### **POLICY NO. 27**

#### **DISTRICT OFFICE EMPLOYMENT AND PROCEDURES**

- 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. 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, whichever 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 District Board 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 at the Convention Board Meeting.
- 27.7 The Governor, as the Chief Executive Officer of the District, 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 as detailed in an employee contract and reflected in the operating budget.
- 27.11 The District Office will house and maintain all equipment intended for the audio-visual productions of District events. Guidelines for qualified personnel within the District Technology Committee or staff are available at the District Office.

### **POLICY NO. 28**

#### **TEXAS-OKLAHOMA DISTRICT OFFICE RECORDS AND RECORD RETENTION**

- 28.1 Records to be kept as permanent files in the Texas-Oklahoma District Office shall include but shall not be limited to the following:
- a. Minutes of the meetings of the Texas-Oklahoma Kiwanis District Board.
  - b. Minutes of the Texas-Oklahoma Kiwanis District Conventions.
  - c. Texas-Oklahoma Kiwanis District Bylaws and Amendments and Policies.
  - d. Official Texas-Oklahoma District map with Division and Region boundaries, together with boundary definitions.
  - e. Current address files of Past Texas-Oklahoma District Governors.
  - f. Federal tax exemption letter.
  - g. Texas-Oklahoma Kiwanis Foundation records.
  - h. Historical record 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. Texas-Oklahoma District Bulletins (Ki-Notes).
- 28.2 Records to be kept for a period of five years in the Texas-Oklahoma 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. Texas-Oklahoma 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:  
International President's visit  
Any other Texas-Oklahoma District meeting.
  - e. Rosters of clubs, meeting days and times and officers.
- 28.3 Records to be kept for a period of two years in the Texas-Oklahoma District Office shall include but not be limited to the following:
- a. Background Check Form Policy 34.
- 28.4 The District Office will be responsible for maintaining a current District Procedures Office Guide, updating the information to either a portable storage device, stored at an off-site location, or to a secure cloud-based account, on a monthly basis. Should an office disaster occur, the information in storage should cover office procedures in enough detail to allow a person not familiar with the office operation the ability to keep the office functioning, wherever that location may be.

## **POLICY NO. 29**

### **COMMITTEES**

- 29.1 The district standing committees shall be those listed in the District Bylaws and those defined by the Kiwanis International Board of Trustees in policies.

## **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 district standing committees duties shall be those listed in the District Bylaws and those defined by the Kiwanis International Board of Trustees in policies.

## **POLICY NO. 31**

### **GUIDELINES FOR TEXAS-OKLAHOMA INTERNET WEBSITES**

- 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 SLP 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 Webmaster, who is appointed by the Governor. The Webmaster 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 SLP 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 Lt. Governors Association, the Texas-Oklahoma District of Circle K International, the Texas-Oklahoma District of Key Club International, Builders Clubs, Kiwanis Kids (K-Kids, Bring Up Grades BUG & Terrific Kids), Aktion clubs and the Key Leader program 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.
- 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. It is the responsibility of each club or division to get the approval of each person whose information is submitted for publication.

- 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.txokkiwanis.org](http://www.txokkiwanis.org)) and the Kiwanis International home page ([www.kiwanis.org](http://www.kiwanis.org)).
- 31.14 Materials should not be uploaded onto the Texas-Oklahoma District website.
- 31.15 All Texas-Oklahoma District Kiwanis websites must include a disclaimer which embraces the following concepts:
  - A. Kiwanis assumes no responsibility for the content of material uploaded to the website.
  - B. Kiwanis assumes no responsibility for the content of sites linked to the website.
  - C. Kiwanis assumes no obligation to edit content uploaded to the website.
  - D. Kiwanis retains the right to delete content it deems may violate copyrights or trademarks or which may be defamatory or the District deems inappropriate.
  - E. 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 websites 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.
- 31.25 The Texas-Oklahoma District website will provide additional space to host a District Convention webpage. The District Convention website will adhere to Policy 31 in its entirety.

## **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 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 (SLPs) 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;

a. Any Kiwanis advisor or Kiwanis volunteer that is transporting a youth to and/or from activities, the driver must be 21 years old or older and pass a Kiwanis background check.

- b. Adults transporting youth in a motor vehicle should do so with a second adult in the vehicle, or in hardship cases, the rule of three, being at least three people in the car at all times, is required. The rule of 3 should be the basic standard during any transportation of a youth.
- c. If at any time an advisor or a Kiwanis member is transporting a youth not their own child, and the rule of 3 cannot be met, the youth must have their parent or guardian fill out the transportation release form before a transport is permitted. And the following conditions must be met.
- d. The goal of any transport should be to provide an environment that the youth feels safe and secure.
- e. The transportation form should be maintained by the Regional advisor that is transporting the youth for a period of 3 years.
- f. If a Kiwanis volunteer is transporting a youth then the form should be forwarded to the Regional Advisor where the youth resides to be maintained for 3 years or in the case of no regional advisor forwarded to the district administrator.
- g. Before transporting any youth by a Kiwanis advisor or Kiwanis volunteer, the advisor should confirm the youth's parent/guardian cell number.
- h. During transport the following should be done
  - 1. A group text message addressed to the Kiwanis advisor/volunteer, each youth in the vehicle and their parents will be used to document the trip. This should be started by the Kiwanis advisor/volunteer.
  - 2. Notification will be sent at the start of the trip, any stop that requires the youth to exit the vehicle and arrival at the event/stop. Similar message notification will be sent on the return trip until the youth are reunited with their parents or adult where they were picked up.

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: Texas-Oklahoma District Criminal Background Investigations are required for all adults working directly with youth under the age of 18. See Policy No. 34. A cleared check by Kiwanis International using the Kiwanis International Criminal Background Process per Kiwanis International Policy and verified by the District Secretary, exempts the member from the necessity of completing a separate Texas-Oklahoma District CBI. The expense of the KI check is to be decided by each club in their club policies.

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., shall 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 two years. 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:

1. 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.
2. 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.
3. 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.
4. 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 a CBI (Criminal Background Investigation) on the T-O website.
- B. Be responsible for developing a secure database in which to record investigation requests, dispositions, and results of investigations.
- C. See that CBI applications can be accessed on the Texas Oklahoma website and will advise the Club Secretary in writing, 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. Required fees will be paid by credit card by the applicant at the time of application.
- 34.4 Clubs are expected to:
- A. Establish a policy that requires a District CBI for each adult working directly with youth under the age of 18 during a Kiwanis club, District or International sponsored event.
  - B. Assist all adults who will be working directly with youth under the age of 18 during a Kiwanis club, District or International sponsored event to complete the Texas-Oklahoma District CBI application form.
  - C. Establish their own system for collecting fees for CBIs.
  - D. Submit applications online for any adult who will be working directly with youth under the age of 18 during a Kiwanis club, District or International sponsored event.
  - E. Establish a policy that requires a District CBI on the two year anniversary date of a CBI for each adult working directly with youth under the age of 18 during a Kiwanis club, District or International sponsored event.
  - F. Submit online an application for a CBI for all potential new Kiwanis memberships. The approval of the club's Board of Directors of a new member's application should become complete only after receipt of a favorable CBI. No member shall be installed until the club secretary has received notice from the District Secretary that the proposed new member has passed the background check.
  - G. Establish a policy and procedure for maintaining a list of members with approved CBIs and expiration dates.
- 34.5 The Governor is responsible for:
- A. Reviewing the results of CBIs that contain information of an unfavorable nature.
  - B. Communicating any failure on a background check to the individual who requested the CBI.
  - C. Assuring 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:
    1. Allowing the applicant to confidentially bring the appeal to a Special Committee consisting of the Governor-elect, Immediate Past Governor, and District Treasurer.
    2. The burden of proof will rest on the person bringing the appeal to convince the Special Committee that the findings of the Governor were incorrect and should be reversed.
    3. The results of the appeal shall be communicated to the appellant by the Governor-elect. The results may include restrictions on club activities, as well as activities that deal directly with any youth under the age of 18. This is up to and including removal from or denial of membership into the Texas-Oklahoma District of Kiwanis International, dependent upon the severity of the offense that caused the failure of the CBI.
- 34.6 The Texas-Oklahoma District will:
- A. Require each of the following to have a current completed favorable District or K.I. CBI on October 1 each year:
    1. District Governor
    2. District Governor-elect
    3. District Trustees

4. District Lt. Governors
  5. Any District Chairperson involved with or implementing a program for youth under the age of 18.
  6. Those individuals serving multiyear terms or 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 favorable District or K.I. CBI before any adult may attend any District event for youth under the age of 18. These events include but are not limited to:
1. Key Club District Convention
  2. Circle K District Convention
  3. Any workshops or meetings sponsored by Kiwanis, CKI, or Key Club for youth under the age of 18.
  4. Key Leader
- D. Require a completed favorable District CBI for any individual running for the office of Lt. Governor, Trustee, or any individual nominated for a position of Administrator/Chair prior to the nomination.

34.7 The Texas-Oklahoma District procedure and Application for a Criminal Background Investigation (CBI) shall be on the District Web site. <http://txokkiwanis.org/>

34.8 The Texas Oklahoma District will accept a cleared background check by Kiwanis International using the Kiwanis International Criminal Background Process per Kiwanis International Policy. It is the responsibility of the local Kiwanis club to verify either a cleared Kiwanis International Criminal Background Investigation or a cleared Texas-Oklahoma Criminal Background Investigation has been completed. Results may be verified on line by the District Secretary. A clear check by Kiwanis International exempts the member from the necessity of completing a separate Texas-Oklahoma District CBI.

Please note that the cost of this check is the responsibility of the individual applying for the CBI or their club. The Texas Oklahoma District does not have the ability to over-ride or approve any failed Kiwanis International CBI. In addition, the Texas Oklahoma District accepts no liability related to any dispute regarding a failed background check. Any issues with the results must be directly appealed to Kiwanis International. Members receiving a failed check through Kiwanis International will be expected to refrain from any activities involving youth until a decision can be made.