

Kiwanis International



Policy Statements

CAPITAL DISTRICT POLICY STATEMENTS

Approved by the District Board 17 August, 2001

Revised 1 February 2002

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- Policy Statements with no content (place holders)

* - Committees and positions with International counterparts

Preamble.

The District Policy Statements implement the provisions of the District By Laws. They define how the day-to-day business of the District is to be carried out.

These statements are arranged to provide easy access to information on particular subjects. Sections 1 through 21 contain information related to the corresponding article in the By Laws. The remaining sections contain information on topics that are not directly related to the By Laws.

These policy statements supercede all previous policy statements and District Board actions concerning District policies and procedures adopted prior to 17 August 2001.

Section 1- Name and Territorial Limits#

There are no policy statements relating to Article 1 of the Bylaws.

Section 2 – Objectives#

There are no policy statements relating to Article 2 of the Bylaws.

Section 3 – Divisions#

There are no policy statements relating to Article 3 of the Bylaws.

Section 4 – Membership

A. Convention Attendance.

(1) The District Secretary Treasurer shall maintain a record of clubs represented at Mid-Winter Conferences and District Conventions. At the District Board meeting held in conjunction with the District Convention, the Secretary Treasurer shall provide the Board a report listing clubs not represented at at least one Convention (including the current one) or Mid-Winter Conference in the current and preceding Administrative years.

(2) At the first meeting of each new Board, the District Secretary Treasurer shall provide the Board with a list of clubs that were not represented at either the Mid-Winter Conference or the District Convention during the Administrative year preceding the Board's tenure. This list is intended to help Lieutenant Governors work with clubs and preclude the invoking of subsection A(1) above.

B. New Clubs.

When gifts are ordered for presentation to a new Kiwanis club on Charter Night, the order shall be placed through the club secretary of the sponsoring club in

coordination with the Lieutenant Governor, and the funds required for such gifts be secured by the clubs in the Division by whatever methods they agree upon, working through the Lieutenant Governor of the Division. The District is not responsible for such gifts nor for orders placed with Kiwanis International for such gifts.

Section 5 – Officers

A. District Officers.

The District Governor, Governor-elect, Immediate Past Governor and Secretary-Treasurer shall meet in May each year, and as frequently as otherwise needed, to study District problems, programs, and activities for the year beginning the following October.

B. Lieutenant Governor.

(1) The Lieutenant Governors shall be compensated for required Contact Club Visits and Board Visits to each club in their division based on a mileage basis as determined by the Board of Trustees. A limit of Mileage expenses only for club visits is three (3) per administrative year for each Lieutenant Governor and the amount of reimbursement per mile shall be governed by the District budget. The Lieutenant Governor shall also receive registration fees only for the Mid-Winter Conference, the Capital District Convention and the Kiwanis International Convention. Other reimbursable expenses may be granted as provided in the Capital District Budget. In order to qualify for reimbursement as provided in the Capital District Budget for attendance at the Kiwanis International convention and district meetings, the individual must have attended all scheduled District Meetings and delegate sessions at an International Convention and Board meetings and Delegate sessions at District Meetings.

(2) Lieutenant Governors are the official representatives of the Capital District and their Divisions at the annual International Convention.

(3) In so far as possible, clubs should invite their Lieutenant Governor to the "installation of officers" ceremony.

C. Lieutenant Governor-Elect

(1). To attend the District Convention and to participate in all training sessions for Lieutenant Governors-elect.

(2). To attend and participate in all divisional training sessions for officers.

(3). To attend and participate in division council meetings.

(4) Is encouraged to attend the International Convention.

- (5). To act as liaison officer between the District Chairs and the Division Committee Chairs.
- (6). To work in the area of membership development and problem clubs where designated by the Lieutenant Governor.
- (7). To fulfill the obligations of the Lieutenant Governor, if through ill health or for other valid reasons, he or she is unable to carry on.
- (8). To carry out any other assignments which the Lieutenant Governor may assign him or her. However, they cannot include the club visitations and other defined obligations of the Lieutenant Governor, unless through ill health or other reasons the Lieutenant Governor is unable to carry on.
- (9). Compile Division Directory and have in the hands of all District Officers and, most importantly the District Chairs, by November 1.
- (10). To develop administrative plans for regular council Meetings during the term as Lieutenant Governor, certainly a minimum of once quarterly. This is necessary for cooperation and coordination of effort of all clubs, resulting in a more harmonious and efficient organization.

D. Club Officers.

- (1). It is recommended that club officers clear all proposed invitations to the District Governor for club visits with the Lieutenant Governor prior to extending the invitation in order to coordinate the Division invitations and activities involving the District Governor.
- (2). It is recommended that Kiwanis clubs pay for meals for the Lieutenant Governor, District Officers, International Officers, and Trustees and Chairs when on official visits.

Section 6 - Vacancies in Office#

There are no policy statements relating to Article VI of the Bylaws

Section 7 - Committees

This section contains information about all District Committees and the Governor's staff assistants in one, easily accessible place. Subsections A-C describe the general rules for appointment of chairs and members and the term office of the District's Standing Committee members and staff assistants. Exceptions to the general rules are noted. Subsection D describes the general duties of all Standing Committee Chairs and staff assistants. Subsection E describes the specific duties of each Standing Committee and

details exceptions to the general rules where appropriate. Subsection F describes the duties of the staff assistants.

All committee chairs, committee members, and staff assistants shall serve at the pleasure of the District Governor. So that the Governor can use the chairs and staff structure to give direct and effective leadership in pursuit of the goals and objectives established for the Administrative Year, nothing shall preclude the right of the Governor, with the approval of the Board of Trustees, to name additional committees and staff members.

A. Chairs

(1) To allow the publication of the International Directory, the Governor Elect will appoint the chairs of committees with International counterparts before 1 March. The Governor Elect will appoint the chairs of all committees and all staff assistants prior to the District Convention.

(2) Specific requirements/customs exist for appointments to the Chairs of the Achievement, Administration, Credentials, District Foundation, Finance and Budget, Past Governors and Past Lieutenant Governors.

(3) Specific appointment timing requirements exist for the chairs of the Sponsored Program Adult Committees (Circle K, Key Club, Builders Club, and K-Kids).

B. Members

(1) Subject to approval by the Governor Elect/Designate, Standing Committee chairs may appoint additional committee members as appropriate.

(2) The Committee of Past Governors, the Caring Corner Committee, the Credentials Committee, the Committee on Finance and Budget, the Long Range Planning Committee, the Resolution Committee and the Permanent Committee on District Meetings have specific membership requirements

C. Term of Office.

(1) Most Standing Committee members and staff assistants begin their term of office on the first day of October and serve for a term of one (1) year.

(2) Different term lengths apply to the Committee of Past Governors, the Committee of Past Lieutenant Governors, the Committee on Finance and Budget, the Long Range Planning Committee and the Permanent Committee on District Meetings.

(3) Different starting dates apply to the Sponsored Program Adult Committees.

D. General Responsibilities.

Standing Committee Chairs and staff assistants shall:

- (1) Establish contact with Division and Club counterparts to coordinate efforts to achieve the District goals in their respective areas for the administrative year.
- (2) Be the primary resource in their area of responsibility for Division and Club committee chairs.
- (3) For those positions with International counterparts, be the District point of contact for those counterparts and cooperate with the appropriate committee of Kiwanis International in promoting in the clubs of the district any program suggested by such International Committee.
- (4) Sitting chairs will conduct training at the Mid-Winter Conference as requested by the Governor. Incoming chairs will conduct training at the District Convention as requested by the Governor Elect.
- (4) Unless otherwise authorized by the District Board, any award that is to be presented by the Chair of a District Committee, and provided at the expense of the District, shall be a ribbon. Ribbons shall be obtained through the District Secretary-Treasurer.

E. Standing Committee Specific Responsibilities.

(*Committees with International counterparts.)

(1) Achievement*

- (a) Duties. The Committee on Achievement shall encourage all Kiwanis clubs in the District to prepare and to submit Annual Club Reports in accordance with the rules formulated by Kiwanis International and the District and shall select outstanding reports for submission to the International for further consideration.
- (b) Chair. The Immediate Past Governor shall chair this committee.
- (c) Awards.
 - i. Annually (preferably at the Mid-Winter Conference), the Committee will present first place and honorable mention ribbons in the four membership size categories for single service and multiple service projects based on the narrative section of the club annual report. The Committee will forward the first place winners in each category to the International for entry into the International Service Award competition.

ii. The Committee shall certify to the International those Divisions and Lt Governors meeting the criteria established for the Distinguished Division award.

iii. The Committee shall certify to the International those clubs meeting the criteria established for the Distinguished Club Award.

(2) Administration*

(a) Duties. The Committee on Administration shall recommend programs and procedures providing for the effective administrative functioning of clubs. Areas of concern include club meeting programs, music, interclub 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.

(b) Chair. The District Secretary shall chair this committee.

(c) Awards. Annually (preferably at the Mid-Winter Conference), the Committee will present first place and honorable mention ribbons in the five membership size categories for meeting attendance based on club monthly reports.

(3) Builders Clubs. *

(The Sponsored Program Adult Committee for middle school Kiwanis groups.)

(a) Responsibility. Builders Clubs have no organization above the local level. The school provides a faculty advisor who is primarily responsible for the operation of the Builders Club. The sponsoring Kiwanis Club assumes specific responsibilities for their Builders Club and appoints a Kiwanis Advisor to be the main point of contact and interface between the Builders Club, the faculty advisor and Kiwanis.

(b) Duties. The Chair of the Committee will be known as the Builders Club Administrator. The Committee on Builders Clubs primary duty is to promote the concept of continuing and effective sponsorship upon the part of the sponsoring Kiwanis Club. The Committee shall assist Kiwanis Clubs in establishing Clubs in middle schools and provide the interface for Builders Clubs, Kiwanis Clubs, the Capital District, and the International.

The Committee will look for opportunities to promote informal area and regional gatherings of Builders Clubs.

(c) Term of Office. To coincide with the school year, Builders Club Committee members will serve from 1 July to 30 June. Between the beginning of the term and 1 October of that year, the work of the Administrator will be supervised the Governor Elect/Designate; however, any action taken by these committees

between the date of appointment and October 1 is subject to the approval of the District Governor and serving Board of Trustees.

(4) The Capital District Foundation

(a) The Capital District Foundation is the 501(c) 3 fundraising arm of the Capital District and the publisher of the Capital Builder. It is administered by its own elected board in accordance with its own Bylaws as approved by the District Board of Trustees. The Foundation President is elected by the Foundation Board and assists the Governor in meeting the District objectives in Sponsored Programs, the District Pediatric Trauma Project (see Section 24), the Caring Corner (subparagraph (e)(5) below), and such other projects as may be deemed suitable the District and Foundation boards.

(b) The Foundation is limited to fund raising projects in the Capital District provided by these Policy Statements or as otherwise authorized by the Board. Specifically, the Foundation is authorized:

- i. as the Capital District agency, to raise funds through sponsoring specific, designated trips.
- ii. to raise funds in the Capital District through the sale of coloring books.
- iii. to solicit Kiwanians of the Capital District to contribute at least \$1 each to the Foundation for use in the District.

(c) Except in the case of an emergency, the Capital District Board of Trustees shall give the Capital District Foundation Board of Directors prior notice about action the Board of Trustees intends to take that affects the Foundation to provide the Foundation Board of Directors with an opportunity to present its views in person to the Board of Trustees. In the case of action by the Board of Trustees affecting the Foundation that requires emergency action, the Board of Trustees will provide the Board of Directors with opportunity to present its position in person to the Board of Trustees as soon as possible thereafter.

(d) The Governor, after consultation with the Capital District Foundation of Directors shall designate a member of the Foundation Board of Directors serve as liaison to the Capital District Finance and Budget Committee.

(e) The officers of the Capital District and the Capital District Foundation shall hold a joint meeting at least once a year to discuss matters of mutual interest.

(f) Proposed amendments to the articles of incorporation of the Capital District Foundation and amendments to the Bylaws of the Foundation will be submitted to the Capital District Board of Trustees after the Foundation's Board of Directors

has approved any proposed amendment and requested action by Board of Trustees.

Once an amendment is approved by both the Capital District and Foundation boards, the Foundation Secretary shall submit the proposed amendment to Kiwanis International in duplicate. Attached to each copy shall be a signature sheet containing the signatures of the President and Secretary of the Foundation and the signatures of the Capital District Governor and District Secretary-Treasurer indicating that the proposed amendment has been approved. The signature sheet will also contain a blank fifth signature block for approval by Kiwanis International. The Foundation Secretary will submit both copies to Kiwanis International. Kiwanis International will be asked by covering letter for its approval, indicated by returning one of the two original submitted by the Secretary. The Secretary shall retain a third set pending the return of one of originals by Kiwanis International.

Once the amendment has been approved by Kiwanis International, then the amendment shall become effective. If the amendment is to the Articles of Incorporation of the Foundation, it is the responsibility of the Foundation to see that the amendment is filed with the Virginia State Corporation Commission with the requisite fee.

(g) In preparing and approving the schedule of activities for the Capital District Conventions and Mid-winter conferences, the Governor shall arrange schedule so that the meeting of the Capital District Board of Trustees and the Capital District Foundation Board of Directors do not conflict.

(5) Caring Corner

(a) Composition. This Committee will consist of a steering group and two subcommittees – acquisition and site operations. The steering group includes the Chair, the Lt-Governor Class President (or partner), the most immediate Past First Lady willing to serve and representatives from the Capital District Kiwanis Foundation, the Past Lt-Governors Association, Key Club and Circle K.

(b) Duties. The Committee will operate a Caring Corner at District Mid-Winter Conferences and Conventions to raise funds for the District's Pediatric Trauma Project described in section 24.

i. The Acquisitions Subcommittee, with the help of the Lt-Governor partners and those Past First Ladies who would care to assist, solicits sale items from clubs in the District. The Committee arranges for delivery of donated items to the conference/convention site. At the conclusion of the conference/ convention they ensure all unsold items are packed for delivery to the next site by that site's host committee.

ii. The Site Operations Subcommittee, which is also part of conference/convention host committee, is responsible for the Caring Corner facilities. They obtain the hotel room, arrange and decorate the room, receive and display the donated items. They assist the Acquisitions Subcommittee in making sure the unsold items are transferred to the next site.

(6) Childrens' Miracle Network*

Kiwanis International has been a major sponsor of this telethon for many years. The telethon is held annually in early June and is a natural adjunct to the District Pediatric Trauma Project (see Section 24) which raises funds for the Pediatric Trauma hospitals in the District.

This Committee will publicize the annual telethon to District clubs, develop suggestions for Division and District-wide fund-raising activities, tabulate the funds donated by Kiwanis Family organizations, and report the results to the Governor and District Board.

(7) Circle K Clubs*

(The Sponsored Program Adult Committee for college Kiwanis groups)

(a) Responsibility. Circle K has International and District organizations. Circle K members have the primary responsibility for operating their organizations. Schools provide a faculty advisor who is the primary advisor to the Circle K Club President. The sponsoring Kiwanis club assumes specific responsibilities for their Circle K Club and appoints a Kiwanis Advisor to be the main point of contact and the interface between the Circle K Club, faculty advisor and Kiwanis.

(b) Duties.

i. Circle K District Administrator (Committee Chair). The Administrator is responsible to the Kiwanis District Board for the proper operation of Capital District Circle K. The Administrator is the primary advisor to the Circle K District Governor and other District Officers. The Administrator is the primary interface between the Kiwanis District Board, Circle K District Board, Kiwanis International, and Circle K International. The Governor Elect may appoint an Assistant Administrator to work with the District Administrator.

ii. Zone Administrators (Committee members). Zone Administrators are assigned responsibility for one or more Circle K Divisions and are the primary advisor to Circle K Lt. Governors. They are the primary interface between sponsoring Kiwanis clubs, Kiwanis Divisions, and Circle K clubs.

iii. Convention Financial Advisor. In order to assist the district administrator, the Capital District Kiwanis Board shall appoint a Kiwanian to act as a financial counselor to each Sponsored Program district and international convention. The Counselor for the District Convention shall come from the host city of the District Convention. Such financial counselors shall be responsible to:

(i). Work with the Sponsored Program Administrator and Board to project convention attendance, prepare realistic convention (and tour, for international conventions) budgets ensuring that projected revenues exceed projected expenses.

(ii) Assist the Sponsored Program Administrator and Board in contract negotiations with tour companies, hotels, and other convention facilities ensure that contracts are complete and comprehensive.

(iii) Review orders for goods and services before they are placed to ensure the orders are within the budgeted amounts.

(iv) Monitor actual expenditures and revenues and notify the Circle K Administrator, the Kiwanis Governor, the Circle K Governor, the Kiwanis District Secretary Treasurer, the Circle K District Treasurer, and the Kiwanis Finance Chair of any knowledge or belief that expenditures will exceed or receipts will be less than the amounts budgeted.

(v) If projections change during convention preparations, develop plans to adjust the budget to contain costs with expected revenues.

(vi) Supervise the preparation of timely financial reports and submit them to the Kiwanis District Board of Trustees within sixty (60) days after the close of said convention.

(vii) Coordinate with the District Secretary Treasurer to ensure the proper deposit, disbursement, and recording of convention receipts and expenses.

iv. The Growth Coordinator is appointed by the Kiwanis Governor in consultation with the Governor Elect and District Administrator. The Growth Team Coordinator's role is to support the Circle K District Administrator in fulfilling Kiwanis district's responsibilities to the Circle K district in terms of new growth and encouraging stronger sponsorship of these new clubs. This position is provided some financial support from Circle K International as well as the District.

v. The Certified Trainer is appointed by the Kiwanis Governor in consultation with the Governor Elect and District Administrator. The Certified Trainer's role is to support the Circle K District Administrator in fulfilling the Kiwanis responsibilities to the Circle K district in terms of club officer training. This position is provided some financial support from Circle K International as well as the District.

(c) Appointment. To allow the International time to train the incoming Administrator, the Governor Elect shall appoint the Circle K Administrator prior to December. Circle K Zone Administrators shall be appointed by Circle K District Administrator in consultation with the Governor-Elect prior to 1 April. Between the beginning of their term and 1 October of that year, the work of the Administrator and Adult Committee will be supervised by the Governor Elect/Designate; however, any action taken by these committees between the date of appointment and October 1 is subject to the approval of the District Governor and serving Board of Trustees. Vacancies occurring on the Adult Committees prior to 1 October will be filled by the Governor Elect/Designate. The Growth Coordinator and Certified Trainer are appointed by the Kiwanis Governor in consultation with the Governor Elect and District Administrator.

(d) Term of Office. To coincide with the Circle K Administrative year, Circle K District and Zone Administrators will serve a one-year term from 1 April to 31 March. The Growth Team Coordinator and Certified Trainer will serve two-year terms from the time of appointment

(e) Awards. The Administrator will coordinate with the Key Club Administrator for the selection of the annual Fred Terrell Distinguished Zone Administrator Award. In alternate years, the Circle K will select the winner at their final board meeting. The Award will be presented at the Kiwanis District Convention.

(8) Club Growth and Vitality

The Committee is responsible for the growth and vitality of existing clubs. The Committee will:

- (a) develop and promulgate ideas to improve club growth and vitality
- (b) upon request of the Governor, affected Lieutenant Governor, or President act as consultants to the club for the purpose of revitalizing its membership.

(9) Club Operations and Orientation

(a) Duties. The Committee shall cooperate with all of the clubs in the District in order to assist them in maintaining an adequate membership, proper standards in orientation and induction of new members, in the utilization of all members, and in the promotion of the concept of regular attendance at club meetings.

(b) Awards. This Committee will present the Distinguish Club Member Award consisting of a "Walking K" pin and certificate to club members meeting the criteria established by the Committee.

(10) Community Service*

This Committee is responsible for service programs whose primary beneficiaries are over the age of eighteen. The Committee shall study, devise and suggest methods and means whereby the clubs of the District can render effective community services. Areas of concern shall include agriculture, conservation, environment, pollution, public and business affairs, safety, as well as other areas that the Committee may deem pertinent. It shall inspire the clubs to an increasing participation in these activities, and shall make proposals to clubs of means whereby such purposes may be accomplished.

(11) Credentials

This Committee is one of the most important committees in the District in that it ensures fair, impartial elections of District Officers. Detail descriptions of the Committees composition, duties, and procedures are found in the Bylaws Article VIII, Section 8 and Policy Statement Section 8 below.

(12) Digital District

(a) Duties. This Committee promotes the use of technology for operations by developing and maintaining the information infrastructure for District, providing training to Kiwanians in the use of the infrastructure, and encouraging clubs and members to use the infrastructure. Specifically, the committee will:

i. develop and maintain the information infrastructure for the District, including:

- (i) a District Web Site
- (ii) a District list server to facilitate communications to District Kiwanians

ii. encourage and assist Divisions and Clubs in establishing their own home pages and link such pages to the District web site.

iii. provide training at the Mid-Winter Conference and District Convention.

(b) Membership. The District Web Master, Internet Service Provider (if a Kiwanian), and other Kiwanis Family web masters (Foundation, Circle K, Key Club, etc.) will serve on this committee. The Chair may invite other knowledgeable Kiwanians to serve on this committee.

(c) Annually (preferably at the Mid-Winter Conference), the Committee will present ten (10) ribbons for the best club web pages based on criteria established by the Committee and provided to the clubs. All clubs will compete equally in this contest, regardless of club size.

(13) District Convention*

The Committee on District Convention shall assist the Board of Trustees in formulating the official program and order of business for the conventions for the District. (See section 8 below).

(14) District Mid-Winter Conference

The Committee on District Mid-Winter Conference shall assist the Board Trustees in formulating the official program and order of business for Mid-Winter Conference of the District. (See Section 8 below)

(15) Diversity Enhancement

This Committee is responsible for promoting diversity within the District and advising the Governor and the District Board on ways to increase diversity.

(16) Education and Club Development*

This Committee shall assist the District leadership in developing meaningful educational and training experiences for all Kiwanians at District Conventions and conferences, organize and/or promote operations and leadership programs for incoming district and club officers, and promote continuing Kiwanis education within each club.

(17) Finance & Fundraising*

(a) Composition. The Committee is composed of six members, each of whom serves a three-year term. The Governor Elect will appoint two members to the committee, one of whom shall be the serving Governor, the other is customarily a Past Governor. In the event a member cannot serve the complete term, the Governor shall appoint a replacement to complete the remainder of the term.

(b) Chair. The Immediate Past Governor shall chair this committee.

(c) Duties. The Committee on Finance and Fundraising shall:

i. prepare a budget of estimated income and expenditures for submission to the Board of Trustees, and shall submit such other recommendations as may be requested by the Board of Trustees.

- ii. recommend to clubs ideas for local fundraising activities.
- iii. review the proposed budgets for all Kiwanis, Circle K, Key Club Conventions and Conferences and submit recommendations to the Board of Trustees.
- iv. review the proposed annual budgets for Sponsored Program Groups and Administrators and submit recommendations to the Board of Trustees.

(18) Historians

This committee will maintain the historical archives of the District and work to make the material available through publication and posting on the World Wide Web. Clubs are encouraged to provide material of an historical nature to the District Historians.

(19) Hugh O'Brien Youth Fellowship (HOBY)

HOBY is an international organization devoted to building moral values, leadership, and entrepreneurship in high school freshmen and sophomores. The District of Columbia and each state in the Capital District has a HOBY organization. This committee works with those organizations to encourage Kiwanis Clubs to sponsor local high school students to HOBY state Leadership Conferences held each spring.

The Committee also works with the HOBY organization to stage Community Leadership Education Workshops (CLEW). These local workshops bring elements of the HOBY program to a wider audience of high school students.

(20) Human and Spiritual Values*

This Committee 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 encourage each of the members of clubs in the District to support these values by precept and example in the member's own community.

(21) Interclub

(a) Duties. This committee shall encourage the exchange of visits between clubs in the district for the purposes of fellowship and exchange of ideas. The Committee's goal is to have every club complete at least one interclub visit per month.

(b) Awards. Annually (preferably at the Mid-Winter Conference), the Committee will present first place and honorable mention ribbons in the five membership size categories for interclub performance based on criteria established by the Committee and provided to the clubs.

(22) International Convention – Administration

(a) Duties.

i. This Committee's prime objective to promote and develop attendance at Convention by ensuring the best possible rates are made available to Capital District Kiwanians. This Committee makes all arrangements, negotiations and planning for members of the Capital District to attend International Conventions, including travel arrangements, host hotel rates, and District Dinners at the Convention if any.

ii. The Chair will provide the Lieutenant Governors regular status reports of Division registration for the Convention.

(b) Chair. Normally, the District Secretary-Treasurer will chair this Committee.

(23) International Convention - Promotion

The Committee's prime objective is to promote and develop maximum attendance at Convention by actively promoting the convention at District and Division meetings and through an active campaign in District publications. The Committee is encouraged to develop projects which will promote Convention attendance and provide funds for District projects.

(24) International Understanding*

(a) Duties. The Committee on International Understanding shall recommend methods of implementing objectives relating to the development of friendship among nations, and the increase in understanding by residents of one county of the way of life, problems, and aspirations of the people of other nations. It shall make proposals to the clubs of approved means by which such purposes may be accomplished.

(b) Award. Annually (preferably at the Mid-Winter Conference), the Committee presents the Chuck Copeland International Understanding Award to the club in the District with the program that best exemplifies the objects of the International Understanding program based on criteria established when this award was created. The Committee will solicit and judge nominations from District clubs for this award.

(25) Key Clubs*

(The Sponsored Program Adult Committee for high school Kiwanis groups)

(a) Responsibility. Key Club has International and District organizations. Key Club members have the primary responsibility for operating their organizations. Schools provide a faculty advisor who is the primary advisor to the Key President.

The sponsoring Kiwanis club assumes specific responsibilities for their Key Club(s) and appoints a Kiwanis Advisor to be the main point of contact and the interface between the Key Club, faculty advisor and Kiwanis.

(b) Duties.

i. Key Club District Administrator (Committee Chair). The Administrator is responsible to the Kiwanis District Board for the proper operation of District Key Club. The Administrator is the primary advisor to the Key Club District Governor and other District Officers. The Administrator is the primary interface between the Kiwanis District Board, Key Club District Board, Kiwanis International, and Key Club International. The Governor Elect may appoint an Assistant Administrator to work with the District Administrator.

ii. Zone Administrators (Committee members). Zone Administrators are assigned responsibility for one or more Key Club Divisions and are the primary advisor to Key Club Lt. Governors. They are the primary interface sponsoring Kiwanis clubs, Kiwanis Divisions, and Key Clubs.

iii. Convention Financial Advisor. In order to assist the district administrator, the Capital District Kiwanis Board shall appoint a Kiwanian to act as a financial counselor to each Sponsored Program district and international convention. The Counselor for the District Convention shall come from the host city of the District Convention. Such financial counselors shall be responsible to:

(i). Work with the Key Club Administrator and Board to project convention attendance, prepare realistic convention (and tour, for international conventions) budgets ensuring that projected revenues exceed projected expenses.

(ii) Assist the Key Club Administrator and Board in contract negotiations with tour companies, hotels, and other convention facilities ensure that contracts are complete and comprehensive.

(iii) Review orders for goods and services before they are placed to ensure the orders are within the budgeted amounts.

(iv) Monitor actual expenditures and revenues and notify the Key Club Administrator, the Kiwanis Governor, the Key Club Governor, the Kiwanis District Secretary Treasurer, the Key Club District Treasurer, and the Kiwanis Finance Chair of any knowledge or belief that expenditures will exceed or receipts will be less than the amounts budgeted.

(v) If projections change during convention preparations, develop plans to adjust the budget to contain costs with expected revenues.

(vi) Supervise the preparation of timely financial reports and submit them to the Kiwanis District Board of Trustees within sixty (60) days after the close of said convention.

(vii) Coordinate with the District Secretary Treasurer to ensure the proper deposit, disbursement, and recording of convention receipts and expenses.

(c) Appointment. To allow the International time to train the incoming Administrator, the Governor Elect shall appoint the Key Club Administrator prior to 1 December. Key Club Adult Zone Administrators are appointed by the Key Club District Administrator in consultation with the Kiwanis Governor-Elect prior to 1 April.

(d) Term of Office. To coincide with the Key Club Administrative year, Key Club Adult Committee members will serve from 1 April to 31 March. Between the beginning of their term and 1 October of that year, the work of the Administrator and Adult Committee will be supervised by the Governor Elect/Designate; however, any action taken by these committees between the date of appointment and October 1 is subject to the approval of the District Governor and serving Board of Trustees. Vacancies occurring on the Adult Committees prior to 1 October will be filled by the Governor Elect/Designate.

(e) Awards. The Administrator will coordinate with the Circle K Administrator for the selection of the annual Fred Terrell Distinguished Zone Administrator Award. In alternate years, the Key Club will select the winner at their final board meeting. The Award will be presented at the Kiwanis District Convention.

(26) K-Kids*

(The Sponsored Program Adult Committee for elementary school Kiwanis groups.)

(a) Responsibility. K-Kids Clubs have no organization above the local level. The school provides a faculty advisor who is primarily responsible for operation of the club. The sponsoring Kiwanis club assumes specific responsibilities for their K-Kids Club(s) and appoints a Kiwanis Advisor to be the main point of contact and interface between the K-Kids Club, the faculty advisor and Kiwanis.

(b) Duties. The Chair of the Committee will be known as the K-Kids Club Administrator. The Committee on K-Kids Clubs primary duty is to promote the concept of continuing and effective sponsorship upon the part of the sponsoring Kiwanis Club. The Committee shall assist Kiwanis Clubs in establishing K-Kids Clubs in elementary schools and provide the interface for K-Kids Clubs between Kiwanis Clubs, the Capital District, and the International.

(c) Term of Office. To coincide with the school year, K-Kids Adult Committee members will serve from 1 July to 30 June. Between the beginning of the term and 1 October of that year, the work of the Administrator will be supervised by the Governor Elect/Designate; however, any action taken by these committees between the date of appointment and October 1 is subject to the approval of the District Governor and serving Board of Trustees.

(27) Kiwanis Family Weekend

This Committee shall arrange a weekend retreat in September for the incoming Kiwanis Board and serving Circle K and Key Club Boards. The Chair will work with the Governor Elect to arrange housing, meals, entertainment, and the weekend program.

(28) Laws and Regulations*

(a) The Committee on Laws and Regulations shall examine the District Bylaws and shall submit any recommendations concerning revisions thereof to the Board of Trustees. The committee shall cooperate with the Board of Trustees in drafting proposed amendments to the District Bylaws to be acted upon by any convention.

(b) The Committee shall assist the Board of Trustees in interpreting the spirit of the District Bylaws and in securing the proper observance of obligations, standards, and practices arising there under including the adjustment of any grievances.

(c) The Committee shall review the District Policy Statements and make recommendations concerning revisions hereof to the Board of Trustees.

(d) The Chair will serve as parliamentarian to the District Board and the House of Delegates.

(29) Member Growth and Retention

(a) Duties. The Committee on Membership Growth and Retention shall cooperate with all of the clubs in the District in order to assist them in maintaining an adequate membership.

(b) Awards. Annually (preferably at the Mid-Winter Conference), the Committee will present two sets of first place and honorable mention ribbons in the five membership size categories for membership growth based on (1) net growth in members and (2) percentage increase in members.

(30) New Club Building*

The Committee on New Club Building shall study the opportunities for introducing Kiwanis into the 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.

(31) Past District Governors*

(a) Composition. All Past Governors of any Kiwanis District are members of the committee as long as they are members in good standing of a Capital District Kiwanis Club. The District Governor and Governor Elect are ex-officio members of the Committee.

(b) Chair. The Immediate Past Governor will chair the Past Governors Committee. In the event the Immediate Past Governor is unable to serve for some or all of the term, the Past Governors' Committee will select a chair for the remainder of the term.

(c) Duties. The Past District Governors Committee functions as a senior advisor to the District Governor and Board. The Committee shall consider and report to the Governor and District Board of Trustees its conclusions on all matters referred to it. The Committee, or appropriately constituted sub-committees, initiate studies and discussions on subjects of interest to the District and report their conclusions and recommendations to each member of the Committee, the District Governor, and the District Secretary-Treasurer.

The Committee also functions as an association of Past Governors and may adopt rules and procedures for the conduct of the association, provided that rules and procedures do not conflict with the District Bylaws or Policy Statements.

(d) Meetings. The Committee shall meet at the time of the Mid-Winter Conference and the District Convention and may hold other meetings at the call of the Chair.

(32) Past Lieutenant Governors

(a) Composition. All Past Lieutenant Governors of a Division in any Kiwanis District are members of the committee as long as they are members in good standing of a Capital District Kiwanis Club.

(b) Chair. At the District Convention, the Committee shall elect one of its members as President (Chair) of the Committee. Should the President be unable

to complete the term, the Governor will appoint an acting President to serve until the next regular or called meeting of the Committee.

(c) Duties.

i. The Past District Lieutenant Governors Committee functions as an advisor to the District Governor and Board. The Committee shall consider and report to the Governor and District Board of Trustees its conclusions on matters referred to it. The Committee, or appropriately constituted sub-committees may initiate studies and discussions on subjects of interest to the District and report their conclusions and recommendations to each member of the Committee, the District Governor, and the District Secretary-Treasurer.

ii. With multiple members from each Division, the Past District Lieutenant Governors Committee has the widest membership of any District Committee. As such, it has an important role in supporting and promoting District Wide projects.

iii. Members of the Past Lt Governors Committee are encouraged to establish Division Past Lt Governor Associations to serve as senior advisors to Division Lt Governor.

iv. The Committee also functions as an association of Past Lieutenant Governors and may adopt rules and procedures for the conduct of the association, provided that such rules and procedures do not conflict with the District Bylaws or Policy Statements.

(d) Meetings. The Committee shall meet at the time of the Mid- Conference and the District Convention and may hold other meetings at the call of the Chair.

(33) Permanent Committee on District Meetings

(a) Composition. The Committee is composed of nine members, each of whom serves a three-year term. The Governor Elect will appoint three members to this committee. In the event a member cannot serve the complete term, the Governor shall appoint a replacement to complete the remainder of the term.

(b) Chair. The Governor will normally appoint a member who has served for two years on the committee as the chair.

(c) Duties. The Permanent Committee on District Meetings shall review and recommend to the Board of Trustees, hosts and sites for future District Conventions and Mid-Winter Conferences at least three (3) years in advance of meeting. Where no host is forthcoming, the committee shall be responsible for the

development of a host and site and presentation thereof to the Board of Trustee no later than eighteen (18) months prior to the date of the proposed meeting.

(d) Meetings. The committee shall meet at least twice each year, normally at District Mid-Winter Conferences and Conventions.

(34) Public Relations*

(a) Duties. The Committee on Public Relations shall concern itself with the material and the media by which the public shall receive true knowledge of ideals, objects, programs, and achievement of Kiwanis International and of the District and the clubs thereof

(b) Awards. The Committee will establish the criteria and procedures for the District Bulletin Contest and present ribbons to the Winner and Runner up in each of the five membership size categories. The winners in each category will be forwarded to the International for entry into the International Bulletin Contest.

(35) Redivisioning

The Committee on Redivisioning shall examine the divisional structure and content, in coordination with cognizant Lieutenant Governors, in relation to the number of clubs and membership population to seek more effective management of division and club performance.

(36) Resolutions*

(a) Duties. The Committee on Resolutions shall consider resolutions submitted by the Board of Trustees of Kiwanis International, the Board of Trustees of the District, or a chartered club, as provided in Section 2 of Article IX of the District Bylaws. The committee shall also have the authority to originate resolutions and to modify, combine and edit all resolutions submitted to it. The Committee will present their recommendations on these resolutions to the District Board and, subject to the approval of the District Board, to the House of Delegates at the District Convention.

Typically, the Committee will originate Resolutions of Appreciation and Memorial Resolutions and present these type of Resolutions at Mid-Winter Conference and to the House of Delegates at the District Convention.

(b) Membership. In accordance with the International Bylaws, the Committee will consist of at least two members, one of whom shall have been a Past District Officer.

(37) Strategic Planning*

(a) Membership. The Committee is composed of nine members, each of whom serves a three year term. The Governor Elect will appoint three members to this committee. In the event a member cannot serve the complete term, the Governor shall appoint a replacement to complete the remainder of the term.

(b) Chair. The Governor Elect shall appoint a member of the committee as the chair for the coming year. Customarily, the Chair will be one of the members who is in the final year of their term.

(c) Duties. The Committee shall study, devise and suggest long-term ideas, goals and objectives and shall assess and consider matters referred to it from time to time.

(38) Teenager of the Year

Prior to District Convention, the Committee will conduct the annual District Teenager of the Year contest by encouraging each club to select a Teenager of the Year, each Division to select a Teenager of the Year from the club selections, and then selecting the District Teenager of the Year from the Division nominations. The Committee will establish an equitable judging procedure for the District selection.

With the support of the Capital District Foundation, the Committee will arrange for the District Teenager of the Year and parents to attend the District Convention Banquet and present suitable recognition (typically, a plaque and scholarship funds) to the District Teenager of the Year at the Banquet.

(39) Young Children-Priority One

This Committee is responsible for service programs whose primary beneficiaries are between prenatal and age five. The Governor has the option of naming additional committees for specific programs in the Young Children-Priority One area. The Committee on Young Children-Priority One shall study, devise, and suggest methods and means to the clubs to assist them in implementing the current Young Children-Priority One Programs of Kiwanis International.

(40) Youth Services

(a) Duties. This Committee is responsible for service programs other than Sponsored Programs whose primary beneficiaries are between the age of six and eighteen. The Governor has the option of naming additional committees for specific programs in the Youth Services area. The Committee 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 which they may encounter, and shall develop ways and means of

assisting the guidance of youth in the selection of proper and suitable vocations, as well as other areas which the committee may deem pertinent. It shall endeavor to inspire the clubs to an increasing participation in these activities, and shall make proposals to the clubs of means whereby such purpose may be accomplished.

(b) Awards. Annually (preferably at the Mid-Winter Conference), the Committee presents the Arthur A. (Junie) Lancaster Youth Service Award to the club in the District with the best comprehensive Youth Service Program. The Committee will establish the criteria for the award and solicit and judge nominations from District clubs for this award.

F. Staff Assistant Specific Responsibilities.

(*Staff assistants with International counterparts.)

(1) Capital Builder Editor*

The stipended member of the District staff who is responsible for preparing the District's monthly newsletter, the Capital Builder. The Builder fulfills the requirement in Article XVI of the District Bylaws to provide a monthly communication to each Kiwanian in the Capital District.

(2) Coordinators

Several standing committees have closely related responsibilities. The Governor appoints functional coordinators to facilitate communications, consistency of effort, and mutual support among these committees. The Coordinators are:

(a) Serving the Worlds Children

Coordinates the efforts of the Capital District Foundation, Kiwanis International Foundation representative, and the Children's Miracle Network, Community Service, HOBY, Teenager of the Year, and Young Children Priority One committees.

(b) Strengthening Kiwanis Family Relations

Coordinates the efforts of the Circle K, Key Club, Builders Club, K-Kids, Interclub, and International Understanding committees.

(c) Kiwanis Growth and Vitality

Coordinates the efforts of the Club Operations and Orientation, Diversity Enhancement, Member Growth and Retention, New Club Building, Public Relations, Digital District, Education and Club Development, and Club Growth and Vitality committees.

(3) Kiwanis International Foundation Representative*

The District's point of contact with the Kiwanis International Foundation. The Representative promotes the Foundation, coordinates the Foundation's Annual Club Gift Campaign, and assists clubs in obtaining recognition for their members including Tablets of Honor and Hixson and Kiwanis Fellowships. The Representative receives training from the Foundation.

(4) Risk Manager*

The District's point of contact with the International for insurance and liability matters. The Risk Manager :

- (a) advises District officers and clubs on matters of liability and insurance.
- (b) reviews District events and policies to minimize potential liabilities.
- (c) works to ensure that every club in the District appoints a Safety Officer/Risk Manager to review club projects and policies.
- (d) should be made aware of any incident that might have liability implications and any potential litigation involving the District or any of its clubs and officers.

(5) Secretary-Treasurer*

The Secretary Treasurer is a stipended member of the District Staff whose duties are delineated in Article V, Section 8 of the District Bylaws.

Section 8 – Conventions

A. GENERAL

The Capital District has two major District-wide meetings annually, the Mid-Winter Conference during the period January 20 to February 10; and the Capital District Convention held usually the second or third weekend in August; as approved by the District Board of Trustees and the Board of Trustees of Kiwanis International. It is the policy of the Capital District that these meetings be held in various places in the District and Kiwanis clubs, groups of clubs, and divisions are invited to host these meetings. The following criteria should be considered by those interested in hosting the Mid-Winter Conference or a District Convention:

- (1) It is better to have the meeting all in one facility, rather than dividing attendees and happenings among several facilities.

(2) At least 300 rooms should be available, with one room provided gratis for every 50 rooms reserved, with free parking.

(3) Space, in the lobby if possible, should be available for 15 exhibits, each requiring about six feet of table space.

(4) Suites, or the equivalent in quality, should be available for the Governor and Governor Elect, with rooms available in their areas for District Secretary-Treasurer, secretary-treasurer Emeritus, the Key Club Governor (2 rooms), the Circle K Governor (2 rooms), and the Meeting Chairman, a total of two suites and seven rooms. Those not provided gratis by the hotel are charged to the meeting budget.

(5) Conference rooms as tabulated below will be required and should be committed to Kiwanis by the hotel for the period of the District meeting, unless the Meeting Chairman releases them. Use of these rooms should be complimentary.

Day	No of Rooms	Capacity	Simultaneous
Fri AM	3	15,25,50	No
Fri PM	2	150	No
(U-shaped seating for 30 Board members, 120 theater seats for spectators)			
Sat AM	2	150	Yes
	2	50-100	Yes
	2	50	Yes
Sat PM	2	150	Yes
	2	50-100	Yes
	2	50	Yes
Sat PM (Convention)	1	800	No
Sun AM	1	800	No

(6) In addition to the conference rooms outlined above, seating facilities should be sufficient to meet these criteria:

Saturday Breakfast	400
Saturday Lunch	500
Saturday Banquet	800
Sunday Prayer Breakfast	450

B. DESIGNATION OF HOST CLUB

A chartered Kiwanis club in good standing, group of clubs, or a division that desires to host a Meeting shall extend an invitation through the Division's Lieutenant Governor to the Capital District Secretary-Treasurer at least two (2) years in advance, preferably three (3). This invitation shall include dates, hotel(s) capability for housing, conference rooms,

and banquet facilities. The Secretary-Treasurer, or a designated person, shall present the request to the Permanent Committee on District Meetings for review. Upon Committee approval, the Committee Chair shall present the recommendation to the District Board of Trustees for approval. If approved, the Secretary-Treasurer notifies Host Club, group of clubs or Division and the Lieutenant Governor of the approval.

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

C. DESIGNATION OF THE GENERAL MEETING CHAIR

Promptly, after notification, the Host should nominate a Meeting Chair. The nomination is to be made through the Lieutenant Governor for the Governor's approval. It should be noted that the duties of the Meeting Chair are time consuming, especially the final three (3) months prior to the Meeting. So, it is essential that the Meeting Chair understands and is willing to commit to a position that will have constraints on personal time and obligations.

D. RESPONSIBILITIES OF THE CAPITAL DISTRICT GOVERNOR

- (1) The Governor has overall responsibilities for the Mid-Winter Conference. All plans, schedules, speakers, menus, fees, etc., must be approved by the Governor.
- (2) The Governor shall have complete responsibility for the concept, format, and content of training to be conducted at the Mid-Winter Conference. The concept of the Training Plan shall be implemented and integrated into the Program. This is usually delegated to a Capital District Training Coordinator.
- (3) The Governor also has the overall responsibility to plan and develop the Convention Program. Again, all planning phases of the Convention must be approved by the Governor.
- (4) The Governor and spouse shall be the host to the Kiwanis International Representative and spouse.

E. RESPONSIBILITIES OF THE CAPITAL DISTRICT GOVERNOR-ELECT

- (1) The Governor-Elect shall be an ex-officio member of the Committee on District Convention and the Committee on the District Mid-Winter Conference.
- (2) The Governor-Elect has the responsibility for the Training Program at the Convention. This includes the training of incoming club officers, and Lieutenant Governors as well as educational sessions for the attendees. A Capital District Training Coordinator is usually delegated and coordinates these sessions.

F. RESPONSIBILITIES OF THE CAPITAL DISTRICT SECRETARY-TREASURER

- (1) The District Secretary-Treasurer shall mail to each chartered club and to Secretary of Kiwanis International an official call to the annual Convention and Conference at least sixty (60) days prior to the date of the Meeting. A call to the annual Convention and Conference shall also appear in the CAPITAL BUILDER.
- (2) The District Secretary—Treasurer shall be the Treasurer for the Planning Committee, and shall be responsible for the payment of all invoices incurred by the Meeting.
- (3) As the agent for the Capital District, shall sign all contracts with the Host Hotel and all other contracts.
- (4) Shall be responsible for the financial accounting of the Meeting to Capital District.
- (5) Shall serve as a resource person as needed.

G. RESPONSIBILITIES OF THE KIWANIS INTERNATIONAL REPRESENTATIVE

The appointment of the Kiwanis International Representative (COUNSELOR) to a District Meeting occurs after the Kiwanis International Convention. The Governor is notified by Kiwanis International who the Representative will be. Usually, Kiwanis International assigns the newly elected Counselor to the next District Convention following the appointment. One responsibility the Counselor has is presiding at the Installation Ceremony on Sunday morning. (NOTE: A copy of the Installation Procedures should be available.)

H. RESPONSIBILITIES OF THE GENERAL MEETING CHAIR

- (1) Upon the announcement of the selection of the Chair, the Capital District Secretary-Treasurer will forward a copy of this manual to the Chair. This manual and other information such as budgets, financial statements, programs, check lists, and copies of final reports of relevant Meetings of the proceeding years. These materials shall be returned to the Secretary-Treasurer at the time the Chair submits the final report of the Meeting.
- (2) Shall meet with the Governor, Governor-Elect, Capital District Secretary-Treasurer and the Chair of the Committee on Finance and Budget for an orientation before beginning meeting preparations.
- (3) Generally, the Host Hotel has been determined when the invitation to host a Meeting was proposed. Upon appointment, the Chair shall begin negotiating with

the Sales Associate of the Host Hotel for adequate housing, conference rooms, and banquet facilities. A commitment IN WRITING shall be obtained from Sales Associate outlining cost of rooms, number of rooms, number of handicapped rooms, and number of complimentary rooms. It is customary for the hotel to provide one (1) gratis room for every fifty (50) rooms reserved. Conference areas, additional space requirements and equipment availability and cost shall also be verified.

When additional housing is required, the Sales Associate of the Host Hotel negotiates with the Sales Personnel of the satellite Hotel(s) for additional rooms and rates. This is incorporated into the Host Hotel room accommodation contract.

After the above information has been ascertained, the Chair shall confer with the Governor for approval before entering into formal written contracts. Once the formal written contracts are developed, the Capital District Secretary-Treasurer reviews with the Host Hotel Sales Associate the contracts and, if satisfactory, signs them as the Capital District Agent. Contracts shall be periodically reviewed by the Chair and the Sales Associate for any necessary changes. Any contract requiring a change shall be rewritten, approved by the Governor and signed by the Capital District Secretary-Treasurer.

The contract with the Host Hotel shall clearly stipulate that no bills will honored unless verified by the District-Secretary-Treasurer or designated representative in accordance with the terms of the contract.

(4) Shall organize a Planning Committee. Various subcommittees shall be organized and may be: a) Vice Chair, b) Secretary, c) Finance, d) Arrangements, e) Housing f) Registration, g) Program and Printing, h) Guest Activities and Speakers, i) Caring Corner and Hospitality, j) Publicity, k)Sponsored Youth, l) Music, m) Transportation, n) Meals/ Catering, o) First Timers, and p) Ceremonies.

The Meeting Chair shall make recommendation to the Governor of members for appointment to the Meeting Committee. The Governor will also appoint Capital District Secretary-Treasurer to be the Treasurer for the Planning Committee.

The Meeting Chair shall provide information to the committee members of their duties and responsibilities. In addition, the committee members should be aware of the role of the Governor, Immediate Past Governor, Governor-Elect, Capital District Secretary-Treasurer, the Lieutenant Governor of the Division, District Training Coordinator, Host Club President and the Hotel Sales and Registration Associates

Shall develop an on-going Schedule Plan for Meetings. This plan shall begin no later than a year prior to the Meeting. It should outline dates, location of meetings and transactions for the meetings. In addition, any information required by Capital

District should also be noted in the schedule. The Schedule Plan shall be made available to the Governor and Governor-Elect. The Governor should participate in all discussions if possible. The Governor-Elect should also participate in preparation for the Governorship.

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

(6) Shall oversee the accuracy of bills and refer them to the Finance Chair of the Planning Committee for recording and forwarding to the Capital District Secretary-Treasurer for payment.

(7) A presentation inviting Kiwanians to the Meeting shall be made by the Chair or a designated person. This invitation is usually presented at the Convention the Saturday House of Delegates session; and, at the Sunday Closing Session at a Conference.

(8) Shall have continuing liaison with the Governor, Governor-Elect, District Secretary-Treasurer, District Training Coordinator, Hotel Personnel, and the Permanent Committee for District Meetings.

(9) Shall be responsible for the assignment of complimentary lodging.

(10) Shall prepare and submit correspondence or reports pertaining to the Meeting as required.

(11) Arrangements for panel members are generally the District Training Coordinator responsibility. However, the Chair shall prepare a list of members and place a notice of the panel listing time, place, and other panel members in each panelist's registration envelope.

(12) Shall give the final meal count to the Hotel's Sales Associate (normally 72 hours prior to the meal functions). The payment of the meal function is based on this count. If the attendees number more or less, this figure must be verified and approved by the Meeting Chair and the District Secretary-Treasurer for payment.

(13) Shall consult with the Governor following the Kiwanis International Convention to learn the identity of the Kiwanis International Representative, and any particulars needed for the Convention.

I. FINANCIAL PLAN/BUDGET

(1) Administrative and complimentary expenses not covered by District funds (see Section 15) are procured from charges for registration, a meal surcharge, and any Meeting Committee functions. The registration fee should be set at a reasonable fee. The registration fee for Sponsored Program members (Club, Circle K, Key Club, Builders, Club, and K-Kids) shall be one dollar (\$1.00). Meal costs should be secured in writing from the Host Hotel as early as possible, preferable at the time the contracts are negotiated.

(2) By developing the Financial Plan early, Meeting Sub-committee Chairs will have general guidelines for expenditures. The Subcommittee Chairs endeavor to maintain expenses as low as prudently possible. The Meeting Chair shall review the budgets of the Subcommittees with the respective Chairs to ascertain that expenses are contained within the budget guidelines. The object is that the Meeting does not incur a deficit, but, perhaps, a slight surplus.

(3) The Financial Plan shall include the following line items:

(a) Cost of registration, meals, and lodging.

(b) Estimated Committee expenses, such as: a) Transportation, if required, b) Telephone expenses, c) Flowers, d) Audio/Visual equipment, e) Publicity, f) Postage, g) Supplies, h) Badges and Holders, i) Color Guard Honorarium (donation, if approved by the Committee), j) Ribbons, k) Youth Activities, l) Activities for First Timers, m) Equipment rental, n) Gifts, o) Miscellaneous, p) Planning Committee Wrap-up Dinner.

(c) Complimentary expenses are:

i.. Cost of registration, all meals, all functions of the Meeting and a suite for:

- (i) Governor and spouse
- (ii) Governor-Elect and spouse

ii. Cost of registration, all meals, all functions of the Meeting and lodging for:

- (i) Kiwanis International Representative and spouse.
- (ii) Capital District Secretary-Treasurer and spouse.
- (iii) Capital District Secretary-Treasurer Emeritus and spouse.
- (iv) Immediate Past Governor and spouse

iii. Cost of registration and all meals for:

- (i) Capital District Circle K Governor
- (ii) Capital District Key Club Governor

iv. Cost of registration, all meals and lodging for the Editor of the CAPITAL BUILDER.

v. Cost of providing rooms on Thursday, Friday, and Saturday nights as follows:

- (i) One room for the Meeting Chairperson
- (ii) Two rooms for Capital District Circle K (to include the Circle K District Governor)
- (iii) Two rooms for Capital District Key Club (to include the Key Club District Governor)

vi. Consideration so be given to providing additional complementary or low price meals to other Circle K and Key Club members who attend in order encourage their presence at meeting meals.

vii. Cost of registration fees for Widows of members of Capital District

(4). Gift Items

(a) A sum of not less than \$50.00 and not more than \$100.00 for the purchase of a suitable gift to be presented to the Kiwanis International Representative. (Consult with the Governor concerning the gift)

(b) A sum of not less than \$125.00 nor more than \$150.00 for the purchase of a suitable gift to be presented to the retiring Governor. (Consult with the President of the Class of Lieutenant Governors concerning the gift.)

(5) Additional Expenses

(a) Cost of an award for the best District Meeting Exhibit displayed by a District Chair at the Meeting.

(b) Cost of the Friday breakfast for the Capital District Finance Committee. (10 meals)

(c) Cost for set-up and hotel service personnel for the Capital District Reception.

(d) If the Kiwanis International Representative is from outside the U.S.A., there may be additional cost, i.e. flag rental, interpreter, etc.

(e) Cost of any Meeting function the Planning Committee approves should be self-supporting, i.e. entertainment on Friday night, spouses' activities.

(6) Not Chargeable to the Meeting

(a) Past Governor's Luncheon. The Luncheon is arranged by the Meal/Committee under the direction of Past Governors' Chairperson. Cost is individually collected and delivered to the District Secretary-Treasurer for payment.

(b) Cost of the Luncheon for the President-Elect Planning Conference (PEPC) at the Mid-Winter Conference or Club Leadership Education (CLE) at the District Convention. The Luncheon shall be arranged by the Meal/Catering Committee under the direction of the Capital District Training Coordinator. Cost is collected and delivered to the District Secretary-Treasurer for payment.

(c) Cost of the Governor-Elect Leadership Luncheon. The Luncheon shall be arranged by the Meal/Catering Committee under the direction of the Governor-Elect. Individual cost is collected and delivered to the District Secretary-Treasurer for payment.

(d) Cost of the Governor's Reception.

(e) Cost of the Governor-Elect's Reception.

(f). Cost of lodging for one (1) night and Governor's Banquet cost for the Teenager of the Year and parents. This is the responsibility of the Capital District Foundation. (CONVENTION ONLY)

(7) The Meeting Committee may elect to absorb in a duly approved motion of the Committee certain other expenses providing no deficit is created.

(8) Should any financial matters become objects of dispute, the Meeting Chair will immediately seek counsel with the Governor of the Capital District. In event expenses exceed income, the deficit shall henceforth be a financial obligation of the Capital District.

J. CAPITAL DISTRICT CREDENTIAL AND ELECTIONS COMMITTEES

(CONVENTION)

(1) At each duly called Convention, or prior thereto, the Governor shall appoint a Committee on Credentials and a Committee on Elections. The Chairs are named

sixty (60) days in advance and the Meeting Chair should coordinate activities with the two (2) Chairs.

(2) The Meeting Chair shall arrange for an appropriate area for the Credentials Desk, plus table, chairs, and a sign identifying the area. The Meeting Chair shall notify the Physical Arrangements Chair of the necessary items and sign.

(3) The Meeting Chair shall determine the hours the Credentials Desk is open, concurring with the Credential Chair. Normally the desk is open Friday 8 AM-5 PM and Saturday 9AM-3:30 PM and 5 PM-6 PM. The hours should be published in the Meeting Program and it should be emphasized that the CREDENTIAL DESK IS NOT OPEN SUNDAY MORNING.

(4) The delegate ribbons are the responsibility of the Credential Chair. These ribbons are given at the time the delegate or delegate at-large is certified by the Credentials Committee.

(5) The Meeting Chair shall confer with the Elections Chair for a suitable separate area where only certified delegates may enter for ballot counting. The Meeting Chair should also inquire if any other type of assistance is needed, i.e. ballot boxes, printing of ballots, etc.

K. FINAL MEETING REPORT

Within, but not later than forty-five (45) days after the close of the Meeting, the Meeting Chair shall file with the Capital District Governor Secretary-Treasurer a copy of a complete and detailed report on the events of the Meeting, including the detailing of income and expenditures and information.

Included will be an attendance report prepared by the Finance Chair and detailing the number of persons registered for the Meeting; the number of delegates and delegates-at-large in attendance at a Convention; the number of persons from each club in the Capital District registered and in attendance and identifying those Kiwanis clubs with no one in attendance at the Meeting.

Section 9 - Convention Procedures

A. The formal portion of the Meeting Program for both the Convention and Conference is essentially Capital District Committee Meetings on Friday between 8 AM and 6 PM. During this time frame, certain training and leadership may be scheduled. The format for Meetings on Saturday is training and educational sessions. However, the main difference between a Convention and a Conference is the election of Capital District Officers at the Convention. It is therefore essential to schedule a General House of Delegates session on Saturday afternoon and one on Sunday morning.

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

C. Detailed scheduling is important in order to prevent overlapping of meetings which are essential for, the Governor and Governor-Elect to attend.

D. The Governor and Governor-Elect shall not hold receptions on the evening of the Governor's Banquet. Instead, an open reception with a cash bar should be held so all attendees may participate.

E. Any activity or function that is not part of the District Meeting Program or offered by the Meeting Committee shall be scheduled to avoid conflicting with planned District and Meeting Committee activities or functions.

Section 10 - Nomination and Election of Officers

A. District Governor and Governor-Elect

(1) A nominee for District Governor and/or Governor-elect must be a past club president, must have served one full term as Lieutenant Governor in the Capital District, must have six years of Kiwanis Membership in the Capital District, and must be active in the affairs of the nominee's club, division and District.

(2). A nominee for District Governor shall be willing and able to attend the Kiwanis International Council Meeting following the nominee's election. A nominee for Governor and Governor-elect shall be willing to attend the International and District conventions, the District Training Conferences and fulfill the other obligations and requirements as listed in the International and District Bylaws.

(3). A candidate for Governor and Governor-elect should have the support of the majority of the clubs in the candidate's division. Candidates for the office of Governor-elect must file with the District Secretary-Treasurer. Only candidates for the office of Governor-elect who file with the District Secretary- Treasurer between the District Convention and midnight on the third Friday in January will be announced and introduced at the Mid-Winter Conference. The Board of Trustees will not consider requests for exception under any circumstances. The act of filing shall occur when the District Secretary-Treasurer has received a written declaration of candidacy either in the mail or by telecopy or by hand delivery.

B. Governor Elect Campaign

(1). Promulgation of Campaign Rules

(a) The District Secretary-Treasurer may provide a copy of this Policy Statement concerning campaigning to any person which the District Secretary-Treasurer believes to be a potential candidate and must provide, if not previously furnished, a copy of this Policy Statement to all persons who file with the District Secretary Treasurer as candidates. Whenever a copy of this Policy Statement is provided to an individual, it will be by certified mail, return receipt requested so that the District will have a permanent record of receipt.

(b) Each Candidate for Governor-elect shall provide a copy of this Policy Statement relating to campaigning to the candidate's campaign manager and all campaign committee members supporting the candidate. The candidate shall be responsible for compliance with this Policy Statement by the candidate's campaign manager and campaign committee.

(2). Candidates for the office of Governor-elect must not begin their Active Campaign as defined in subparagraph (3) below, until May 1st of the year in which the election is to be held at the August District Convention. There will be no Active Campaigning at the Mid-Winter Conference nor will there be any Active Campaigning at the International Convention

(3). Active Campaign and Active Campaigning consist of the following:

(a) Distribution of campaign materials, including but not limited to brochures, posters, signs, tangible objects or documents with the candidates name, picture, qualifications, campaign logo, or theme.

(b) Solicitation of votes, commitments, support or endorsement of individuals, other than from the candidate's own club or division and other than individuals to serve on the campaign committee.

(c) Scheduling or attending club or division functions (other than with candidates own club or division), at which the candidates views are espoused, the candidacy announced, or support for the candidate is solicited.

(4). Prior to the official Active Campaign start date noted in subparagraph (2) above, a potential candidate may personally communicate verbally or in writing with selected individuals, one at a time, for the purpose of:

(a) Informing them of his/her desire or intent to run for office.

- (b) Seeking advice from them.
 - (c) Establishing a campaign committee and chairperson.
 - (d) Setting up campaign committee meetings.
 - (e) Meeting with campaign committee volunteers to plan the campaign.
 - (f) Securing written authorization from campaign volunteers and supporters indicating that they knowingly have allowed their names to so used in campaign materials.
 - (g) Obtaining certification from the District Secretary-Treasurer of all Kiwanis experience and qualifications planned to be used in campaign material prior to using said material in the Active Campaign as defined subparagraph (3) above.
- (5). Prior to or during the Active Campaign a candidate may not:
- (a) Use a Governor's Official Visit as a campaign platform.
 - (b) Attend a Governor's Official Visit outside his/her own Division whether by invitation or otherwise.
 - (c) Solicit funds from the District, Division, Club or individual Kiwanis members.
- (6) Campaign Activities at the District Convention
- (a) Posting and distribution of campaign material must conform to the policies of the Convention hotel. It is the responsibility of the candidate to ascertain from the Convention Chair (not the hotel) what the policies are.
 - (b) Campaign material will not be placed in Convention Registration Packets.
 - (c) No campaign activities or materials are permitted within two hundred (200) feet of the Convention Registration Desk, Hotel Registration Desk, or the Credentials Committee Desk.
 - (d) Members of the Convention Committee will not wear or distribute campaign material for any candidate.

(7) Violation of Campaign rules.

(a) The Executive Committee (the “Committee”), consisting of the Governor, Governor-elect, Immediate Past Governor, District Secretary-Treasurer and the District Chair Laws and Regulations, shall be the committee to hear any alleged violations of the campaign rules in this Policy Statement. The Committee shall not address any complaints unless in writing. Complaints shall be mailed to the District Secretary-Treasurer.

(b) Anyone bringing charges against a candidate must have reasonable cause to support those charges. Frivolous charges are not to be made and if the Executive Committee determines that the charges are frivolous, it may impose the same sanctions against the complainant as may be imposed against a candidate for any Campaign violation.

(c) A copy of the complaint shall be provided to the candidate involved by the Committee. The candidate involved shall be entitled to provide a written response which shall be filed with the District Secretary-Treasurer within fifteen days (15) after the candidate receives the copy of the complaint. The Committee shall allow the complainer and the candidate to personally address the Committee at a meeting. If the Committee determines there was a violation, it may take any of the following actions:

- i. Issue a private reprimand to the candidate by letter, with no copies to any other individuals; or
- ii. Issue a limited reprimand by providing a copy of the reprimand to the Lieutenant Governors; or
- iii. Issue a public reprimand by publishing it in the Capital Builder.

(8) Disqualification

In addition to any of the authorized actions in subparagraph (7) (c) above, the Committee may, if it deems the seriousness of the violation is of sufficient magnitude, forward the matter to the Board of Trustees for a determination whether the candidate should be disqualified from continuing as a candidate. All matters coming before the Committee shall be deemed confidential and the Committee shall not disclose to persons outside the Committee, except by issuing a reprimand as indicated herein. If the Committee determines there was no violation, the Committee shall advise the complainer and the candidate in writing.

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

propose an amendment to the District Policy Statements to clarify the matter in the future.

C. Lieutenant Governor and Lieutenant Governor-elect

(1) Every effort should be made to seek the most able and competent person in the division for the office of Lieutenant Governor. Lieutenant Governors are some of the most important, if not the most important persons, in the District and their leadership is vital to continued progress and service by Kiwanians.

(2). The nominee for Lieutenant Governor and Lieutenant Governor-elect shall have served as a club president for one full term anywhere in International at the time of nomination at the election conference. The nominee for Lieutenant Governor and Lieutenant Governor-elect should be currently active the affairs of the sponsoring club and the division. The nominee for Lieutenant Governor should have been in a Capital District club (or clubs) for the preceding four (4) years and the Lieutenant Governor-elect for the preceding three (3) years. At the time of nomination at the election conference, the sponsoring club of a Lieutenant Governor-elect candidate should not have less than fifteen (15) members or have been found "not in good standing" by the District Board of Trustees.

(3). The nominee shall agree to make the required minimum club visitations and file reports on visits as soon as possible after they are made. Also, the nominee shall agree to make any and all special visits necessary to maintain the efficient and proper functioning of each club in the nominee's division.

(4). The nominee shall agree to attend the District Convention and also shall agree to attend the Governor's Training Conference, the Mid-Winter and the District Convention and District Board Meetings during the nominee's year as Lieutenant Governor.

(5). The nominee shall agree to fulfill all other duties and obligations of a Lieutenant Governor as outlined in the Capital District and Kiwanis International Bylaws in working under the direction of the District Governor as supervising District executive in the Division.

D. District Secretary-Treasurer

The District Secretary-Treasurer should have been a member in good standing of a Kiwanis club in the Capital District for at least five (5) years and should have served as club president for a period of one (1) full year in a club in the Capital District.

E. International Officers.

(1).When it appears advisable to the District Board of Trustees and the Committee of Past Governors that the Capital District should be represented on the Kiwanis

International Board of Trustees, or hold an International Office, the Committee of Past District Governors shall nominate one of the Past District Governors as a candidate.

(2). The nomination shall be submitted to the Board of Trustees in writing by the Chair of the Committee of Past District Governors on behalf of the Committee. If approved by the Board, the nomination shall then be presented to the House Delegates for approval at the next District Convention.

(3) If the House of Delegates at the District Convention approves the proposed nomination, the name of the Past District Governor so nominated shall be presented at an International Convention to be designated by the District Board of Trustees and a special Committee of five (5) members appointed by the District Governor for this purpose, all with the approval of the candidate so nominated.

Section 11 - Vacancies in Office#

There are no policy statements relating to Article XI of the Bylaws.

Section 12 - Removal of Officers#

There are no policy statements relating to Article XII of the Bylaws.

Section 13 - Public Activities#

There are no policy statements relating to Article XIII of the Bylaws.

Section 14 – Revenue#

There are no policy statements relating to Article XIV of the Bylaws.

Section 15 – Finances

A. The Capital District shall retain funds in reserve, to the maximum extent practical, in an amount equal to 1.5 of the current annual Operating Budget of the Capital District.

B. Fifty (50) cents of each member's annual District dues will be set aside to help defray the costs of registration, rooms, and meals for Officers and other persons which the Mid-Winter Conference and District Convention Committees are required to provide. Half of this amount will be credited to the Mid-Winter Conference Committee's Account and the remainder to the District Convention Committee's account. If dues are collected semi-annually, twenty five (25) cents of each member's dues billed in September will be credited to the Mid-Winter Conference Committee's account and twenty five (25) cents of each member's

dues billed in March will credited to the District Convention Committee's account.

C. The District has no financial responsibility for gifts presented to a new Kiwanis Club on Charter Night nor for orders placed with Kiwanis International for such gifts. The order for such gifts shall be placed through the club secretary of the sponsoring club in coordination with the Lieutenant Governor, and the funds required for such gifts be secured by the clubs in the Division by whatever methods they agree upon, working through the Lieutenant Governor of the Division.

D. Reimbursement by the Capital District for Attendance by Lieutenant Governors and Lieutenant Governors Elect at International Conventions

(1) The Lieutenant Governor should receive an expense reimbursement that approximates the anticipated expenses related to attending the International Convention.

(2) The Lieutenant Governor Elect should receive a lesser expense reimbursement than the Lieutenant Governor since the Lieutenant Governors are the official representatives of the Capital District and their Divisions.

(3) The actual amounts should be determined on an annual basis by Board of Directors as part of the budget process with approximately a 75% to 25% split between the Lieutenant Governor and Lieutenant Governor Elect.

(4) This policy is to be implemented beginning with the budget for administrative year 2001 – 2002 effective for the New Orleans International Convention in New Orleans in 2002.

Section 16 - Communication with Members

A. Copies of all letters and other correspondence to clubs on the part of the Governor, Governor-elect or Lieutenant Governors concerning club reports or other such matters which are a part of the District office records, shall be mailed to District Secretary-Treasurer's office.

B. A copy of all letters or communications from the District Secretary-Treasurer to clubs concerning reports, dues, etc., shall be mailed to the Lieutenant Governor of the division involved and to the District Governor and District Governor-Elect.

C. Copies of communications from an individual club to the District Secretary-Treasurer concerning District affairs (as referred to in A above) shall be mailed to the Lieutenant Governor of the respective division.

Section 17 - Other Authorities

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

Section 18 - Rules of Order#

There are no policy statements relating to Article XVIII of the Bylaws.

Section 19 – Amendments

Additions, changes, and deletions to these policy statements may be made with the approval of a simple majority of the District Board of Trustees.

Section 20 – Severability

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

Section 21 - Approval of Kiwanis International#

There are no policy statements relating to Article XXI of the Bylaws.

Section 22 - Attendance at Kiwanis Family Events Sponsored by other Family Districts

A. The Kiwanis District Secretary shall maintain an approved list of annual events sponsored by other Kiwanis Districts. Once an event is approved by the Capital District Kiwanis Board, participants to the event do not have to seek permission each year to attend, but funding approval in advance is required unless the adopted budget for the Capital District already includes the event in question.

B. The Kiwanis Governor and Sponsored Youth Administrators shall request at the beginning of each administrative year visits to any additional events for approval by the Kiwanis Board. Additions to the approved list can be made anytime during the administrative year by the Kiwanis Board if the need should occur.

C. If attendance at a special event falls between Kiwanis Board Meetings the Kiwanis Governor may give permission to attend an event provided funding exists in an adopted budget or is assured in some other way with the Governor's approval in advance of the event. In such cases, the District Secretary shall be notified in writing by the Governor. The letter of approval and supporting information shall be forwarded to the Kiwanis Board at the next mailing from the District Secretary for information purposes.

D. The Kiwanis Governor or District Administrator of the other K-Family District in which an event is to be held shall be notified in writing of planned attendance by the Capital District K-Family representatives at the event sponsored by their District.

E. Members of the Capital District Circle K and Key Club cannot attend special events in other Districts without approval of the Capital District Administrator and the administrator of the district in which the event is held.

F. Adequate liability insurance coverage through Kiwanis International or otherwise shall be a pre-requisite to Capital District K-Family visits to any event in any other K-Family Districts. Written evidence or certification of such coverage shall be filed with the Capital District Secretary in advance of any visit. The amount of insurance coverage considered adequate shall be determined by Kiwanis International whose decision shall be final and binding on all parties.

Section 23 - Club Solicitation

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

B. Clubs shall not be circularized for the sale of any commercial product, whether the same be sold by another club or otherwise.

C. No club shall circularize other clubs for the promotion of any project or program outside of its District without prior approval of Kiwanis International.

Section 24 - Capital District Pediatric Trauma Unit Project

A. The Capital District adopts, as a District project, the support of Pediatric Trauma Units located within the District. This support of pediatric trauma units is to be encouraged by any or all of the following ways:

(1) To educate Kiwanis Club members and communities about pediatric trauma units, the services they offer and the location of these trauma units in our District.

(2) To encourage Kiwanis clubs to implement programs of child safety provided by one or more of the pediatric trauma units.

(3) To solicit individuals through the Capital District Foundation for the support of these pediatric units in our District.

(4) To assist local rescue organizations in transportation facilities necessary transport injured or critically ill children to the nearest pediatric trauma unit.

B. The Governor and Board of Directors of the Capital District Foundation shall form a committee to distribute contributions received for pediatric trauma units and to determine the units to receive those contributions.

Section 25 - Grievance Procedures

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

B. The Governor shall have the authority to seek approval of any proposed solution from the District Board if time permits and if the Governor feels such approval would be helpful or appropriate, but approval of the District Board is not required to make the Governor's action valid and enforceable. If the Governor did not seek the approval of the Board, any party to the grievance may appeal the Governor's decision to the District Board of Trustees through a letter to the District Secretary-Treasurer requesting the Board consider the grievance and the decision. The decision of the Board will be final.

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

Section 26 - KIWANIS RELATED LITIGATION: CONTEMPLATED, THREATENED OR ACTUAL

A. The effectiveness of all that we do as Kiwanians depends in large measure on building, advancing and protecting the good name of Kiwanis. Our good name is

threatened anytime a Kiwanis related dispute, controversy or complaint moves past the individual Kiwanians or Kiwanis organizations involved into the public sector where it may become more widely known and publicly reported by media or others. No matter who ultimately appears to win the fight, the Kiwanis image and reputation will likely suffer, so Kiwanis itself and all others will lose something very precious.

B. Whenever a Kiwanis related problem reaches the stage where litigation is contemplated or threatened either by or against Kiwanis, it is the policy of Capital District of Kiwanis International that prior to the commencement of litigation (before the first formal pleading is filed with any court), that the Governor of the Capital District be notified by the individual Kiwanian or Kiwanis club, foundation or other Kiwanis organization under the jurisdiction of the Capital District. Such notification shall be in writing and shall include the party's intentions, the reasons therefore and other facts, opinions or matters considered relevant to a complete understanding of the entire problem. The notification should also explain, if possible, how and why the proposed litigation will enhance or at least not damage the good name of Kiwanis.

C. The Governor will, in turn, immediately inform the District Board and seek its collective opinion on whether the contemplated or threatened litigation would be detrimental to Kiwanis.

Section 27 - Sexual Harassment

A. It is the clear and distinct policy of the Capital District of Kiwanis International that all of its members shall conduct themselves at all times in a responsible to avoid even the slightest inference that any sort of sexual harassment has occurred between a Kiwanian and any other member of society. This must be especially true in Kiwanis related meetings, projects and functions, including sponsored youth.

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

C. Several behavioral suggestions are in order to carry out this policy:

1. Strive to have at least two adults present at all times when Kiwanians and sponsored youth are meeting together or are traveling together, even briefly.
2. Avoid the unnecessary touching of others, whether adults or youth.
3. Avoid sexually suggestive language, off-color jokes or stories.

4. Avoid the distribution of pictures, audio or video tapes or printed materials including e-mail messages or media of any kind containing sexually suggestive language or scenes.

5. Avoid all activities/projects which involve one-on-one contact between adults and youth ("Lone Ranger projects").

D. Alleged violations reported to any club will be documented and promptly and discretely investigated, and proper authorities, including the Division and District Risk Managers and Kiwanis liability insurance carriers should be notified immediately if anyone files a complaint about the conduct of a Kiwanian.

E. Violations of these policies should be grounds for revocation of Kiwanis membership, at the discretion of a Club's Board of Directors, or in the case of a District matter, the Board of Trustees.

F. A copy of this policy shall be made available to all Club members and shall be a part of the materials provided to new members at the time they join.

Section 28 - OFFICIAL VISIT OF PRESIDENT OF KIWANIS INTERNATIONAL

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

A. Soon after the election of the Governor-elect for the year of the official visit of the International President, the Governor-elect shall nominate for appointment the Governor a chair of a committee to make arrangements for the occasion.

B. Kiwanis practice is that Kiwanis International underwrites the travel cost of the International President and spouse to the host area. The District is responsible for all costs of lodging (preferably a suite), food, local transportation, and entertainment while the International President is in the District.

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

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

of the costs may be offset by advertisements in the program, the dinner ticket should be priced to include all remaining costs.

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

D. In accordance with the usual practice, the District Secretary-Treasurer approves all contracts, receives all moneys, and pays all bills after the chair approves them.

E. The chair shall make a final report to the District Secretary-Treasurer as soon as possible after the Official Visit and the District Secretary-Treasurer will a copy available to the chair of the next Official Visit.

Revision History

1 February 2002

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

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