

POLICIES AND PROCEDURES NEW ENGLAND DISTRICT OF KIWANIS INTERNATIONAL



PREFACE

The policy statements contained herein, having been ratified by the New England District Board of Trustees, are a set of instructions giving the methods to be followed by all Kiwanians of the New England District for the performance of those features of operations which it is desired to stabilize, formalize and become automatic procedure, but they are not substitutes for the District Bylaws, merely supplements to the Bylaws, and will serve as a guide of administrative procedures for the Governor, Governor-Elect, Lieutenant Governors, District Secretary, District Treasurer, District Chairs, District Committee Members and all club officers and members. The conduct of District Conventions, Training Conferences, District Functions and Special Meetings will be subject to these policies.

If there is any conflict between the District Bylaws and a Statement of Policy, the Bylaw shall prevail and supersede any Statement of Policy. If there is any conflict between the District Board Policy and the International Board Policy, the Policy established by the International Board shall prevail.

The Policies contained herein will also provide guidance in organization, procedures, methods and techniques which, when combined with a thorough knowledge of Kiwanis procedures and administration in general, should help us to achieve our primary objective of operating an effective service organization with an optimum of efficiency and effectiveness.

Policy Statements shall be included with all copies of the Bylaws issued to each Kiwanis club of the New England District.

Whenever one gender is used in this Policy, it shall be deemed to include any other gender, wherever the context so requires.

Revised March 7, 2010

ARTICLE I. NAME AND TERRITORIAL LIMITS

The New England District Bylaws shall be the governing sources for this article.

ARTICLE II. OBJECTS

The six objects of Kiwanis International shall offer guidance when any situation arises not specifically addressed by these policies and procedures.

ARTICLE III. DIVISIONS

1. Division Nomenclature

With the assent of the New England District Board of Trustees, any division may adopt a distinctive or otherwise significant name of not more than twenty-five letters in addition to the numerical designation of that particular division.

2. Change or Realignment of Divisions

a) Proposals

Whenever a change or realignment of divisions in the District is proposed to the Board of Trustees, the division, trustee or officer proposing said change or realignment shall submit in writing to the Governor, the reasons for such request, the clubs to be included within the new or realigned divisions, and the suggested new or realigned divisional boundaries. Such request should be referred to the Policy Committee for study and recommendation prior to being presented to the District Board of Trustees for approval. Such proposal and study of realignment shall consider the following factors among all factors concerning the realignment:

1. Number of clubs in each Division resulting from the proposed realignment.
2. Total membership of each Division resulting from the proposed realignment.
3. Geographical affinity of the clubs should be considered in the realignment process.

b) District Structure Review

Periodically, the Governor may appoint a committee to review the number of clubs within a division and/or the realignment of divisions. The committee shall make its recommendations to the District Board of Trustees.

c) Preference for Realignment

To retain a reasonable number of divisions in the District, and to minimize the financial cost incurred by the District for each division that exists, preference will be given to the realignment of clubs within existing divisions rather than creating a new division.

d) Effective Date for Change for Realignment of Divisions

1. A change which creates or a new division shall not become effective until the succeeding October 1. However, after the approval of a new division, the office of the Lieutenant Governor-Elect shall be filled for the next administrative year. Such election shall be in accordance with the Bylaws, and the election shall be by the representatives of

the clubs in the new division. Similarly, the representative of the clubs in the division to be retained shall elect their Lieutenant Governor-Elect. The Chairman of such conference shall be a Past Lieutenant Governor who is a member of one of the clubs in the new division or the division to be retained.

2. A change which reduces the numbers of divisions shall not become effective until the succeeding October 1. However, after the approval of such changes, the office of the Lieutenant Governor-Elect shall be filled for the next administrative year. Such election shall be in accordance with the Bylaws, and the election shall be by the representatives of the clubs in the newly organized division. The Chairman of such conference shall be a Past Lieutenant Governor who is a member of one of the clubs in the division.

3. Any realignment of clubs within existing divisions shall become effective either immediately following the approval of such realignment by the District Board of Trustees or not until the succeeding October 1 at the discretion of the district Board of Trustees.

3. Lieutenant Governor-Elect

The lieutenant governor-elect in each division shall have the following duties and responsibilities including, but not limited to, assisting the lieutenant governor with: the leadership education of club officers and the planning of division events and council meetings. The lieutenant governor-elect should also attend division council meetings and District conferences and conventions.

ARTICLE IV. MEMBERSHIP

1. Chartering of new clubs

a) District's Responsibilities

1. The date and time of the Charter presentation meeting shall be approved by the District Governor.

2. It shall be the responsibility of the New England District to provide the following supplies as gifts for each new Kiwanis club chartered within the District: Club Banner, United States Flag and floor stand and Secretary's Kit.

b) Lieutenant Governor's Responsibilities

1. The Lieutenant Governor of the division in which the club is to be chartered should, with the Governor, approve all of the arrangements, including the cost of such meeting, however, cost shall not exceed the income of the admission tickets. The Lieutenant Governor of the division shall act as Master of Ceremonies, and the charter presentation and the principle address shall be made by the District Governor.

c) Sponsoring Club Responsibilities

1. The sponsoring club is responsible to maintain close contact with the newly formed Kiwanis club for at least one year.

e) Other Clubs in the Division's Responsibilities

1. The clubs should support the new club by attendance and guidance during the year that the new club is organized.

2. It is recommended that the clubs provide additional gifts, such as road signs, speaker's rostrum, attendance slips, etc. that are necessary for the administrative well-being of the new club.

f) Timeliness of Gifts

Any of the suggested gifts should be ordered in sufficient time for delivery prior to the charter meeting.

g) District Dues

Newly chartered clubs shall be billed pro-rata district dues commencing on the first day of the month following the "organization" meeting of such club.

2. Club Use of Professional Fund-raisers

a) The New England District of Kiwanis does not condone Clubs using professional fund-raisers, and advises that the best method of raising funds is to have Kiwanis members handle their own fund-raising efforts.

b) The Board of Trustees may approve a Club's use of a professional fund-raiser if all the following criteria are met

1. As required by state or local law, the Club has a current solicitation license, or has been declared exempt from licensure.

2. The fund-raiser has provided Club with its license number and a complete copy of license issued by the state. Club has called state's Attorney General Office to verify accuracy and current status license.

3. Club has asked the fund-raiser for references from at least three other organizations which have used its service recently. Club has called references to ascertain their experiences before signing any contract. Club has checked with the Better Business Bureau and/or local Chamber of Commerce for information on file.

4. A written contract between Club and the fund-raiser has been executed by an authorized representative of the Club that clearly states the following provisions:

a) The complete legal names of the Club and the fund-raiser.

b) The names of persons signing the contract printed below the signatures.

c) The complete mailing addresses for the organization and the fund-raiser.

d) The start date and end date of the contract.

e) The amount of money raised that goes to the Club; "proceeds" are clearly defined.

f) The Club shall have control over the funds as they come in, including funds arriving after the event, if applicable, and that all monies shall be made payable to the Kiwanis Club.

g) The fund-raiser shall provide the Club with a certificate of general liability insurance that names the Kiwanis Club and Kiwanis International as additional

insureds and has a liability limit of \$1,000,000. per occurrence with a \$2,000,000. policy aggregate, and that the Club shall be notified within ten (10) days if the policy is cancelled.

h) The fund-raiser shall agree to indemnify and hold harmless the Kiwanis Club and Kiwanis International from and against all losses, claims, suits or other legal liability and legal expenses of any nature imposed upon or brought against them by reason of any act or omission of the fund-raiser or its agents or employees in the course of performing the work of providing the services that are the subject of the contract.

i) The solicitations made by the fund-raiser will be limited to the geographical service area of the Club.

j) The Club may withdraw from the agreement if complaints are received by the Club, other Kiwanis Clubs, other Kiwanians, or the District or International Office.

k) The contract does not go into effect until approved by the Board of Trustees of the New England District of Kiwanis.

l) All terms agreed upon are in writing and have been included in the contract.

5. The contract has been reviewed by an attorney in the Club or other legal representative before and after signing.

6. The proposed scripted presentation which the solicitor will use has been given written approval by an officer of the Club, and written permission to use their names has been obtained from other charities mentioned (if any). The script is courteous, accurate and truthful; identifies by name the actual Kiwanis Club being represented; does not represent the solicitor as a member of the Club; and discloses what amount of the donation or purchase prices goes to the Club.

7. The Club has made provisions to: have a member of the Club present for all solicitations, review sales and financial records on a daily basis, and obtain copies of the following: invoices as received, paid receipts as paid, payrolls as due, payrolls as paid, bank statements, checks and deposit slips.

c) The Governor shall appoint, with the approval of the Board of Trustees, a committee of at least three (3), but no more than seven (7) current Lieutenant Governors to review contracts submitted by Clubs and to make recommendations on the contracts to the Board of Trustees.

d) Contracts from Clubs must be received by the District office at least twenty (20) days prior to any meeting of the Board of Trustees.

3. Lotteries/Raffles/Games of Chance

a) Chartered Clubs in this District may participate in lotteries, raffles, drawings or other games of chance, for fund raising activities or otherwise, provided they are not in contravention of the laws, mores, customs and traditions of the state, county, township, city, town, or village in which the Club exists.

b) This section, however, does not constitute official endorsement of such activities by the New England District of Kiwanis or by Kiwanis International.

c) Nothing in this section shall permit any chartered Club by its activities to impugn the good

name of Kiwanis.

d) Should violations of this section occur, after notice to the offending Club, appropriate disciplinary action may be taken by the District or Kiwanis International in accordance with their respective bylaws.

4. Surplus Funds of Dissolved Clubs

In the event that a club goes on non-meeting status or is dissolved, or otherwise ceases operation and there are funds or other club assets remaining after club obligations are paid and the last Board of Directors of the club makes no provision for the distribution of these funds or other club assets, then the Treasurer shall pay over such funds or donate such assets to the Kiwanis Foundation of New England. Those funds or assets will be held by the Foundation for a period of three years in escrow and in the event a new Kiwanis Club is chartered in the same Kiwanis service area or community and survives for two consecutive years, the Foundation will return the escrow funds or assets (including interest) to that newly chartered club.

5. Appropriation of Club or District Equipment

a) The practice of appropriating Club banners, gongs, and other equipment is disapproved by the New England District.

b) The only circumstance when an exception to this policy may be condoned is where clubs within its Division mutually agree to accept such practice to encourage interclubbing and fellowship.

c) Notification of possession of club equipment shall be made within forty-eight (48) hours, and then arrangements for the return of equipment to the owner club shall be made within a reasonable time.

d) The appropriation of District equipment is strictly forbidden.

ARTICLE V. OFFICERS

1. Governor-elect's Duties and Responsibilities

a) District Committee Chairperson Appointments

The Governor-elect of the New England District shall not make any announcement of any committee person appointments prior to January 1, with the following exceptions: Key Club and Circle K Administrators; Key Club and Circle K Club Financial Advisors; Kiwanis Administrators to Sponsored Programs and Finance Committee members. The Education and Club Development Chairperson and the Functions and Conventions Chairpersons may not be announced prior to the assumption for the office of the Governor-elect on October 1st. These persons are responsible for the planning and coordinating of the Leadership & Development Training of the Presidents-elect, and the Lt. Governors-elect and the District Chairpersons-elect during the current year.

2. Secretary's Duties and Responsibilities

a) District Office

The District Secretary shall be responsible for the day-to-day functioning of the District Office in accordance with the Office Procedure and Employment Manual and subject to the direction of the District Governor and the Board of Trustees.

3. Lieutenant Governor's Duties and Responsibilities

a) Installation of Club Officers

It is the prerogative of each Lieutenant Governor, who will serve concurrently with the club officers, to install said officers at installation meetings of clubs in the division, irrespective of the date of the installation, and no other person shall be invited to conduct said ceremonies unless the Lieutenant Governor of the division involved expressly approves such invitation in advance.

b) Governor's Visitation to the Division

On the Governor's official visit to his division, the Lieutenant Governor may preside or he may designate another person to preside and conduct the ceremonies, but it is the sole prerogative of the Lieutenant Governor to introduce the Governor and may provide a suitable gift for the District Governor, budgeting the whole affair carefully so that all necessary expenses are covered.

c) Responsibilities

The Lieutenant Governor is the representative of the Governor in the Division; assists in everything pertaining to the executive work of the District, is a member of the Board of Trustees and shares in the responsibility of the Board in District Administration. The Governor will indicate goals, special emphasis and policies and methods of procedures. The Lieutenant Governor has an obligation to be intimately aware of these and to give full support to them during the year. The Lieutenant Governor must be a friend, counselor and confidant to every club in the division, act as a source of inspiration and help, and effectively assist where club deficiencies are evident.

The Lieutenant Governor shall:

1. Fulfill all duties and obligations outlined in the District and International Bylaws, working under the District Governor in the management and control of the District.
2. Make initial contact visit to each club starting as soon as possible after the Training Conference and not later than October 1.
3. Make at least the minimum required visitations, consisting of one contact, one official club and one official Board visitation to each club in the division.
4. File required reports on said visits as required by International and the District.
5. Make any and all special visits necessary to maintain the efficient and proper operation and functioning of each club in his division.
6. See that club officers in his division are provided with leadership training and that they attend leadership training conferences held for his division and district.
7. Attend the International Convention and all District functions, i.e.: Mid-Year Conferences, International President's Visit, District Board meetings and District Convention as required by International and the District.
8. Schedule and introduce to all clubs in the division, the initial contact of the Lieutenant Governor-designate.
9. Be the presiding officer at Divisional Council meetings; it is recommended that at least four meetings be held each year.

d) Reimbursement

The Lieutenant Governor shall be reimbursed in accordance with the New England District Budget for expenses incurred at official International and District conventions, training conferences and District Board meetings where attendance is required by the Governor.

4. Expenses of District Officers

The necessary traveling expenses of all District Officers when engaged in the business of the District shall be paid by the District in accordance with the provisions of the budget set by the Board of Trustees, provided that vouchers for such expenses shall be submitted to the District Office with written reports promptly; and all expenses during the last month of the fiscal year shall be submitted to the District Office within 10 days after the end of the fiscal year.

ARTICLE VI. BOARD OF TRUSTEES

1. Board Meetings

a) Agenda and Financial Statements

An agenda and financial statements or reports shall be mailed to all known members of the Board of Trustees, at least fifteen (15) days in advance of a Board Meeting.

b) Suggested Agenda Items for the Incoming Board's First Official Board Meeting (usually held on the last day of the District convention):

- Call to Order
- Opening- Pledge of Allegiance, Acknowledge the Queen, Invocation
- Roll Call
- Introduction of Guests
- Approval of Meeting Agenda
- Confirmation of District Secretary
- Confirmation of District Chairs
- Appointment of Auditor
- Election of Foundation Representatives
- Goals of the District for the coming year
- Announcement of tentative dates and locations of Board of Trustees meetings
- Approve convention site for succeeding year
- Approve depository for District funds
- Adoption of Budget
- Explanation of Voucher system
- Designation of people to sign checks
- Remarks from International Representative
- Remarks from District Officers
- Adjourn

c) Suggested Agenda Items for all other Board Meetings

- Call to Order
- Opening- Pledge of Allegiance, Acknowledge the Queen, Invocation
- Roll Call
- Introduction of Guests
- Approval of Meeting Agenda
- Approval of Meeting Minutes
- Remarks from Service Leadership Governors

Reports
Unfinished Business
New Business
Remarks from District Officers
Adjourn

2. Lieutenant Governors-elect and Chairpersons-elect Training

The budget and finances of the Training Session for the following year's Board of Trustees and District Committee Chairperson is a responsibility of the current Functions and Convention Committee and current Board of Trustees.

3. District Emblem

- a) To preserve the distinction and dignity of the New England District Emblem, it shall not be used for trade or commercial purposes without specific authorization of the Board of Trustees.
- b) The emblem may be used on approved District badges for present and past District committee chairs.
- c) It may be used for official District, Division and Club programs, bulletins, stationery and publications connected with Kiwanis programs and activities of a non-commercial nature.
- d) For any other use, prior written authorization must be obtained from the District Board of Trustees by written request submitted through the District Secretary at least ten (10) days prior to any meeting of the District Board of Trustees.

4. District Publication

The Board of Trustees, in conjunction with the Governor and District Secretary and the District Editor, shall publish a District bulletin, at least quarterly, which shall be available to members on the District web site.

5. District Endorsed Projects

The board of trustees may approve projects submitted by clubs or divisions as District endorsed projects. These projects shall be consistent with the service focus of Kiwanis or the District. In order to be considered, a project proposal form must be submitted to the board of trustees that includes the project description, Kiwanis involvement, project objectives, project budget, and project implementation and termination date. Any project that receives district approval may be promoted to the clubs and members of the District as a District endorsed project by the use of the District logo and name, or letters of support from District officers or the board of trustees. District endorsement of a project in no way requires clubs or members to financially support or participate in said project. The Board of Trustees may rescind district endorsement of a project at any time if the project is no longer consistent with the service focus of Kiwanis or the District.

ARTICLE VII. COMMITTEES

1. The committee structure of the District shall be comprised of the following standing committees:

A) ADMINISTRATIVE COMMITTEES

1. Achievement- Shall encourage all clubs to prepare and submit Annual Club

Reports in accordance with the rules formulated by Kiwanis International.

2. Administration- Shall recommend programs and procedures for effective administrative functioning of clubs. Areas of concern include club meeting programs, music, inter-club relations, fellowship, house and reception, as well as other areas which the committee may deem pertinent, and shall make proposals to the clubs of the means whereby such concerns may be implemented.

3. Functions and Convention- Shall determine locations, plan arrangements and approve contracts for all District-sponsored training sessions, meetings and conventions and for District sponsored events, travel, tours and conventions in conjunction with Kiwanis International. The committee shall also maintain adequate records and information on past conventions including number of rooms used, meals served, room and meal cost and any information which may be helpful to future committees. All decisions of the Functions and Conventions Committee shall have prior approval of the Governor of the New England District and/or the Board of Trustees.

a) Additional Responsibilities

1. Prepare a safety evacuation plan in cooperation with the facility in case of fire or other disaster.

a. Organize the Sergeant-At-Arms Committee or a Special Committee to carry out the evacuation plan

b. Inform all attendees of District functions of the plan in advance and request cooperation with the committee to see that the plan is followed for the protection, safety and well-being of all.

c. Request that attendees make known to this committee any special requirements or needs (handicapped, elderly, hearing or sight impaired, children, etc.) in case of any emergency.

d. Establish a corps of volunteers (made up of Kiwanians and/or their families) who have medical and associated skills to be available should the need arise.

e. The action or lack of action on the part of any member of this committee shall in no way create any liability on the part of the New England District of Kiwanis International.

b) Membership of the Committee on Functions and Conventions

Membership shall consist of the Governor, (ex-officio), Immediate Past Governor, Governor-elect, Functions and Conventions Chair, District Secretary, and not more than two additional members at the discretion of the committee.

c) International Convention

1. Committee shall review bids for charter or group air fares to the International Convention.

2. Any travel or service agent must be recognized as a professional in

the field of group travel and have the facilities to handle promotional mailings. All expenses for promotion should be borne by the agent.

3. Any tour to the International Convention shall be conducted in such a way as to attract the maximum number of Kiwanians. They should not be used as a profit-maker, since it would reduce possible participation.

4. No Kiwanian, officer or member, shall receive a reduced rate from any Kiwanis-sponsored trip or tour, except when acting as a tour conductor.

4. Finance and Fund Raising- Shall prepare a budget of estimated income and expenditures for submission to the district board and shall submit other recommendations as may be requested by the board. The committee shall also recommend to clubs ideas for local fund-raising activities.

a) Additional Responsibilities

1. Recommend the auditors at the first meeting of the Board of Trustees
2. See that the books of account are kept in conformity with recognized accounting procedures.
3. Meet with the Treasurer prior to each meeting of the Board of Trustees to review the finances of the district.
4. Attend each meeting of the Board of Trustees.

b) Composition & Term

1. The committee on Finance and Fund Raising shall consist of three (3) active Kiwanians who have served a complete term as Past District Officers and who shall serve for a period of three years. The Governor-Elect shall, prior to the first day of May, appoint the member with the longest continuous service on the committee as Chair. The term of the office of the committee on Finance and Fund Raising shall begin on the first day of May.
2. Vacancies shall be filled within 30 days by the Governor, Past Governor or Governor-Elect who made the original appointment, if he/she is still an active or senior Member of the New England District of Kiwanis International, otherwise the vacancy shall be filled by the Governor currently in office.

c) Meetings

1. The Finance Committee shall function during the entire year and will meet at such time and place as the chair of the committee may designate, generally in the District Office.
2. The meeting of the Treasurer with the Finance Committee prior to each meeting of the Board of Trustees (as required by the District By-Laws) shall be called by the Chair of the Finance Committee and a report of the same shall be presented by the Chair of the Finance Committee at the ensuing meeting of the Board of Trustees.

3. The Finance Committee members shall receive all notices and reports relating to meetings of the Board of Trustees.

5. Laws and Regulations- Shall examine the district bylaws and shall submit any recommendations concerning revisions thereof to the district board, shall cooperate with the board in drafting proposed amendments authorized by the board, and shall make a report on all properly proposed amendments to the district bylaws to be acted upon at any convention.

6. Membership Growth and Orientation- Shall cooperate with all clubs in the district to help them maintain an adequate membership, properly orient and induct new members, involve all members in service and club activities, and promote regular attendance at club meetings.

7. New Club Building- Shall study the opportunities for introducing Kiwanis into new communities located within the district and shall stimulate and cooperate with chartered clubs of the district in their efforts to enlarge the field of Kiwanis service by the building of new clubs.

8. Past District Governors- Shall consider and report to the district board its conclusion on all matters referred to it. It shall initiate subjects for consideration and report to said board its conclusions. A summary of its proceedings shall be provided to each member of the committee and to the district governor and district secretary. The committee shall meet at the time of the district convention and may hold other meetings at the call of the chair.

a) The Committee of Past District Governors shall be composed of past district governors who are active, senior, or privileged members of clubs within the district and a quorum of the committee shall be a majority thereof. This committee shall determine the method of selecting its chair, who shall serve at the pleasure of the committee. The committee shall submit the name of the chair so selected to the governor-elect prior to October 1.

b) Honorary membership shall be granted to a spouse of a deceased Past Governor of the New England District provided that the Past Governor also served at least one term as a Trustee of Kiwanis International or a Trustee of Kiwanis International Foundation. Honorary membership shall also be granted to a Past Governor of another District, provided that such Past Governor is an active or senior member of a Kiwanis Club within the New England District. Honorary members shall enjoy the benefits and privileges of the Past Governors Committee except that honorary members shall be non-voting members.

c) The Committee shall invite the Governor to attend its meetings as an observer.

d) The Governor is the chief executive officer of the District; all Past Governors should offer their experience and ability to assist the Governor in furthering the aims and objectives of Kiwanis International.

e) In the event of the death of a Past Governor, the Governor in office or a member of the District Office staff shall immediately notify all Past Governors and members of the present Board by the quickest means possible.

9. Public Relations- Shall concern itself with the material and media by which the public shall receive a true knowledge of the Objects, ideals, programs, and achievements of Kiwanis International and of the district and the clubs thereof.

10. Resolutions- Shall consider resolutions submitted by the International Board, the district board, or by a chartered club, when submitted to the chair in writing thirty (30) days prior to the date of the annual district convention. The committee shall also have the authority to originate resolutions and to modify, combine, and edit all resolutions submitted to it.

11. Education and Club Development- 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.

12. Past District Lieutenant Governors- Shall consider all matters referred to it, all matters initiated by it and report to the Board of Trustees of the District and/or the Governor of the District. At the request of the Board of Trustees, the Past District Lieutenant Governors Committee may from time to time be directed to assist and carry out certain District programs or projects. The Committee shall meet at the time of the Annual District Convention and at other times as it may determine.

a) The Past District Lieutenant Governors Committee shall be composed of all past District Lieutenant Governors who are active, privileged, or senior members of clubs within the District. The Committee shall determine the method of selecting its Chair and Officers who shall serve at the pleasure of the Committee. The Committee shall submit the name of the Chair so selected to the Governor-elect of the District prior to October 1.

13. Policy- Shall know the policies and administrative procedures of the New England District and review and recommend to the Board of Trustees for its consideration and approval, policies, administrative procedures, position descriptions, divisional changes or realignments, and other matters that may be referred to it.

a) Meetings

1. The Committee on Policy shall function during the entire year and will meet not less than two (2) times annually at such time and place as the Chair of the Committee may designate.

2. Special meetings may be called by the Governor, the Chair, or by a majority of the Committee.

3. At least two weeks written notice shall be given for either regular or special meeting.

4. A quorum of the Committee on Policy shall consist of a majority of the members of the Committee.

b) Proposals

Whenever a policy or administrative procedure is proposed to amend or revise a New England District Policy statement, the Kiwanian who has proposed said policy or procedure shall submit to the Committee on Policy, in written form, the new policy or procedure and a copy of any current policy or procedure that is to be amended or revised.

c) Action or Referrals

Any item which has been referred to the Committee on Policy should be reviewed by the Committee and a draft report given to the Committee on Laws & Regulations within 60 days. Failure of the Committee on Policy or the Committee on Laws & Regulations to act within the appointed times shall not bar the Board of Trustees from taking action.

Recommendation shall be made to the Board of Trustees within 90 days from the date of original referral, unless the Board of Trustees authorizes an extension of the time for such report.

B) SERVICE COMMITTEES

1. Community Services- shall study, devise and suggest methods and means whereby the clubs of the District can render effective community services. Areas of concern shall include agriculture, conservation, environment, pollution, public and business affairs, 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 in the District of means whereby such purposes may be accomplished.

2. Human & Spiritual Values- shall encourage the clubs in the District to cooperate and broaden nondenominational lines with local religious leaders and groups in creating a greater public consciousness of the importance of religious and spiritual values. It shall urge each of the members of clubs in the District to support by precept and example the work of the member's own place of worship in the member's own community.

3. Young Children: Priority One- shall study, devise and suggest methods and means to the clubs in the District to assist them in implementing the current major emphasis program(s) of Kiwanis International.

4. Youth Services- shall study, devise and suggest methods and means to assist boys and girls to adjust themselves to their environment and become adapted to the social, economic and moral demands that they may encounter. It shall develop ways and means of assisting in the guidance of youth in the selection of proper and suitable vocations, as well as other areas that 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 in the District of means whereby such purposes may be accomplished.

C) SERVICE LEADERSHIP AND SPONSORED PROGRAMS

1. Aktion Club- Shall assist Kiwanis Clubs in establishing Aktion Clubs in their service area and shall promote the concept of continuing an effective sponsorship upon the part of the sponsoring Kiwanis clubs.

2. Builders Club- Shall assist Kiwanis Clubs in establishing Builders Clubs in middle schools and junior high schools, and shall promote the concept of continuing an effective sponsorship upon the part of the sponsoring Kiwanis Clubs.

3. Circle K- Shall assist Kiwanis Clubs in establishing Circle K Clubs in universities and colleges, and shall promote the concept of continuing an effective sponsorship upon the part of the sponsoring Kiwanis Clubs. The

Committee shall also be responsible for the proper carrying out of the Circle K District organization's administrative functions in accordance with the Kiwanis District Board's approval.

4. Key Club- Shall assist Kiwanis Clubs in establishing Key Clubs in high schools, and shall promote the concept of continuing effective sponsorship by the sponsoring Kiwanis Clubs. The Committee shall also be responsible for the proper carrying out of the Key Club District organization's administrative functions in accordance with the Kiwanis District Board's approval.

5. Key Leader- Shall coordinates Key Leader programs within the District and shall encourage Kiwanis Clubs to participate in the program.

6. K-Kids- Shall assist Kiwanis Clubs in establishing Builders Clubs in elementary schools, and shall promote the concept of continuing an effective sponsorship upon the part of the sponsoring Kiwanis Clubs.

2. Committee Appointments

The district governor, while governor-elect, shall appoint the chairs and members of district committees for the succeeding year.

3. Committee Terms

Each standing committee except the Committee of Past District Governors and the Committee of Past District Lieutenant Governors shall be composed of at least three (3) members and shall serve for a term of one (1) year. All committees, with the exception of the Committee on Key Club and the Committee on Circle K shall begin their terms of office on the first day of October. The terms of office of the Committee on Key Club and the Committee on Circle K shall begin at the conclusion of the respective sponsored programs district conventions and continue to the conclusion of the succeeding conventions or until their successors shall be duly selected and qualified.

4. Cooperation with International Committees

Each standing committee shall cooperate with the appropriate committee of Kiwanis International in promoting in clubs of the district any program suggested by such International Committee.

5. Service Leadership and Sponsored Programs Committees

a) The Aktion Club, Builders Club, K-Kids, and Key Leader Committees shall be appointed by the governor-elect on or before February 1, and the Key Club and Circle K Committees shall be appointed by the governor-elect on or before September 30, prior to the sponsored programs conventions. Any action taken by these committees shall be subject to review and the authority of the current district board of trustees under the bylaws and policies of the district.

b) The chairs of the Committees on Aktion Club, Builders Club, Circle K, and Key Club will be known as district administrators.

6. Required Meetings for District Committees

a) In addition to the required meetings for District committees designated by the Board of Trustees, the following meetings are deemed to be required by the by-laws, Board of Trustees or District policies:

1. Finance Committee

2. Policy Committee

b) Expenses – Required for District Committees

For required meetings for District committees, the following expenses are payable to the extent included in the budget:

1. Travel expense: at the current rate as prescribed by the New England District approved budget.
2. A meal (at reasonable cost) if the meeting exceeds four (4) hours.

7. Special Committees

Special Committees may be appointed by the Governor and shall perform such duties as may be defined in their creation. Such Committees shall consist of at least three (3) members. Each Committee shall be responsible to the Governor and shall make such reports as the Governor may direct. All Committee members shall be subject to removal by the Governor.

ARTICLE VIII. CONVENTIONS

1. Site/Locations

a) Convention location should have:

1. Easy accessibility;
2. Adequate housing;
3. Good meeting facilities, convention space, meal facilities and adequate conference rooms for the expected attendance
4. Availability of outside attractions for spouse/guest events

b) Sites should be recommended at least two (2) years in advance.

c) Site shall not be repeated within three (3) years, if possible, and every attempt should be made to vary the location.

d) Any concessions, overrides and/or surplus shall accrue to the District Functions Account.

e) A strong effort shall be made to get firm prices for rooms one year in advance, meals at least six months in advance.

2. Preparation of Budget

Each District convention and conference shall be self-sustaining; the expenditures included in the budget shall not exceed the membership payments, registration fees, meal costs and other income. There shall be a budget prepared by the Committee on Functions and Conventions for each District Function (i.e.: Training Sessions, Mid-year Meetings, International President's Visit, International Convention, District Convention, etc.) which will be submitted to the District Secretary and the Finance Committee at least three (3) weeks in advance and submitted to each member of the Board of Trustees at least two (2) in advance of presentation at a meeting of the Board of Trustees for approval or revision. Such presentation shall be made no later than the regularly scheduled meeting of the Board of Trustees at the prior function.

3. All Concessions to District

- a. For any District or zone conference, convention or meeting, all benefits from free or reduced meal costs, beverages, accommodations, transportation, attractions, sightseeing, etc. shall be included in the budget and the financial report of that function.
- b. Complimentary sleeping accommodations when provided by the function facility are to be offered to the Governor, International Representative, District Secretary or Function Chair, in that order, at no cost to the named individual.
- c. No district officer or Kiwanis member, due to his office or his membership, has any right or privilege to benefit personally, or to increase District expense, by promoting separate housing, travel or special event arrangements related to any District convention, conference or meeting.
- d. Recognizing the value of convention facilities, public space, convention bureau assistance and other concessions ordinarily received gratis or at a very nominal cost by our District, for any District convention, conference or meeting, all participants are encouraged to use District arranged housing, travel and other accommodations.

4. Income – Convention, Conferences and Meetings

- a. All registration fees and other income shall be credited to the appropriate convention or meeting account.
- b. The Functions Committee, with the approval of the Board, may add a surcharge of up to 20% of the ticket price for function tickets paid for, and received less than seven (7) days prior to the event.

5. Expenses – District Convention

- a. Expenses that are not a direct result of a function shall be paid from the “Functions Account” of the general budget rather than from the function itself. Functions shall be self-sustaining and shall not be planned to result in a surplus or a loss.
- b. Pictures of the Board of Trustees and their partners shall be limited to one of each during their term of office and copies shall be presented to each as a gift of the New England District.
- c. Reimbursement of expenses for District Officers and others whose attendance is required at International Functions shall be limited to the lowest possible scheduled (“confirmed seat”) air fare.
- d. Hotel (1/2 twin), meals (related to functions) and travel expense (at the rate determined annually by the District Board of Trustees) shall be reimbursed, so far as possible, by the New England District for all whose attendance is required at District Functions: District Officers (including Lt. Governors-elect), District Chairmen and Program Participants.
- e. Gifts for International Officers shall not exceed \$250.00 per representative and partner/spouse.
- f. Scheduled reimbursement funds not expended due to absence of District Officers at a meeting or a function shall not be divided among those attending, but shall be used to insure a balanced budget.
- g. No monies from registration fees or other District funds shall be used for the purchase of alcohol for hospitality rooms at any convention or conference.

7. Deficits/Surpluses

The "Function Reserve of the General Fund" shall be invaded to fund function expenses or deficits. Surplus funds in the "Function Account" shall be carried forward to the "Function Reserve of the General Fund". Funds in this reserve account shall only be expended by two-thirds (2/3) vote of the Board of Trustees.

8. Ticket Sales

The Functions Committee, with the approval of the Board, may discontinue the sale of functions tickets in advance of a function based on the time a guarantee must be given to the vendor, and/or lack of available space.

9. Cancellations/Refunds

In the event that a member cannot attend a District conference/convention due to illness or death in the family, and provided that the member has contacted the District Office at least 24 hours prior to the start of the function, the member may request a refund on the meal costs paid. All other requests for refunds shall be considered on a case by case basis at the discretion of the District Secretary.

Registration fees paid are not refundable.

10. Displays

Any Kiwanis Club, District Committee, Key Club, Circle K Club, Builders Club, New England Kiwanis Foundation, New England District Kiwanis Boutique or vendor that is Kiwanis related will be allowed display area for promotion and/or sale of pertinent material subject to prior approval of the Functions committee. Any cost for this display area will be assumed by the displayer. Priority is to be given to the Kiwanis programs over the vendor if space is limited.

ARTICLE IX. CONVENTION PROCEDURE

The New England District of Kiwanis Bylaws shall be the governing source for this article.

ARTICLE X. NOMINATION AND ELECTION OF OFFICERS

1. Candidates for District Office

- a) Any club or Division in the District desiring to offer, propose or nominate a candidate for the office of District Governor, District Governor-elect or District Treasurer for the ensuing year shall file a written statement of such intent with the District Secretary no earlier than October 15th. If proper coverage is desired in the Yankiwianian, statements must be received no later than March 1st."
- b) The statement, not to exceed 400 words, shall contain biographical data and qualifications of the candidate and subscribed at the end thereof by him, signifying a willingness to accept and fulfill all responsibilities of the office, if elected.
- c) The statement of intent when delivered to the District Secretary shall be accompanied by a 5x7 photograph or digital image, suitable for publication, in the earliest possible issue of the Yankiwianian.
- d) The Editor will determine the time and placement of the announcements in the Yankiwianian.

2. Election Campaign Standards

a) No public campaigning such as announcements, candidate appearance or expenditures on behalf of a candidate shall take place before a written statement is filed with the New England District Office except however, this policy shall in no way restrict the candidate from seeking support from the membership of his club or Division to help him decide upon his potential as a candidate.

b) Campaigning and campaign materials shall be inoffensive, signs, posters and pictures may be displayed in candidate hospitality rooms and designated lobby area. These may be placed on doors of the hospitality room of the sponsoring club and/or division. No promotional material shall be distributed in the House of Delegates.

c) All campaign advertising novelties, pins, buttons, caps, etc. are prohibited.

d) Each announced candidate shall be provided a designated location at the District convention at which the election will occur for the purpose of meeting conventioners. The convention program and arrangements shall include an announced time and place for meeting all District candidates.

e) Past District Governors and present District Officers above the rank of Lieutenant Governor shall not participate in election campaigns other than their own. They shall refrain from active campaigning activities including, but not limited to, issuing testimonials and nominating or seconding candidates; nor shall candidates make use of previous testimonials or complimentary letters received from them.

f) Any candidate or his representative, when authorized in writing by the candidate, shall have access to the list of certified delegates to a District convention. This list will only be available at the District office and the candidate or his representative shall be solely responsible for obtaining this information. The District file of delegates will under no circumstances be removed from the District office.

g) In the House of Delegates at the District Convention, during the same session as the election of district officers, each candidate for the office of Governor and Governor-Elect may have one nominating speech not to exceed three (3) minutes. All other candidates for district offices shall have a nominating speech of two (2) minutes. There will be no seconding speeches, but a second to the nomination must be made from the floor. Nominating speeches may not be waived.

h) In the House of Delegates at the District Convention, following the nominating speeches, each candidate for Governor, Governor-Elect or District Treasurer, shall appear individually, in the absence of all other candidates for district office, before the House of Delegates and respond to two questions selected by the Policy Committee applicable to all candidates for each office. The question shall not be personal or offensive in nature, but shall be designed to have the candidate address their plans or goals if elected to such office, or address a topic relevant to any problem, situation or need of the District, its clubs, or Kiwanis International. The same questions shall be asked of all candidates for any one office, but different questions may be asked for the different offices. The candidate shall have no more than three (3) minutes to respond to each question. No other candidate for any office shall be present in the House of Delegates when another candidate is present and responding to the questions. The candidate shall not be told the questions until the candidate appears before the House of Delegates. Each registered delegate at the District Convention shall have the opportunity submit to the Policy Committee one (1) question each for the Governor, Governor-Elect and District Treasurer that they would like answered by the candidates for such office. The Policy Committee shall meet and provide the current Governor with the proposed questions for each district office prior to the start of the session for election of district officers in the House of Delegates. The current Governor shall have the right to reject any proposed question from the Policy Committee if the Governor determines that the proposed question is personal or offensive in nature and request the Policy Committee to suggest a new question. The current Governor shall preside in the House of Delegates during the question

session of the candidates. The current Governor shall determine by lot the order of appearance of candidates before the House of Delegates. Only after all candidates have had the opportunity to address the House of Delegates may the candidates be permitted back into the House of Delegates. Elections shall take place immediately following the question session.

3. Candidates for District Endorsement for International Office

When it is determined that the District shall offer a candidate for International Office, the Past Governor's Committee shall consider and recommend to the District Board of Trustees, the name of one of its members who, by virtue of his/her accomplishment, is deemed worthy of election to International Office. The Board shall either accept or reject the recommendation of the Past Governor's Committee. If the recommendation is accepted, then the candidate shall be proposed to the House of Delegates at the next District Convention for District Endorsement for International Office. If the recommendation is rejected, it is referred back to the Past Governor's Committee who may either choose to recommend the same candidate again, recommend another candidate, or choose not to recommend a candidate.

4. Candidates for District Office at the Division Caucus

Each candidate for District Office (or their representative) shall be given five (5) minutes for a presentation of his candidacy prior to the division election of Lieutenant Governor and Lieutenant Governor-Elect or any other division business, but after the meal service (if there is a meal served).

5. Election Practices Committee

- a) An Election Practices Committee composed of three members of the Past Governors Committee will be appointed by the Chair of the Past Governors Committee at or as soon as possible after its annual meeting.
- b) The Committee shall receive, consider and act upon any complaints of violation of the letter and spirit of these guidelines.
- c) After giving the alleged violator an opportunity to be heard, the Committee shall call upon the candidate to change or discontinue campaign methods and practices deemed to be improper under these guidelines.
- d) To obtain compliance with its decisions the Committee shall employ the mildest effective means, but where necessary may resort to public censure.

ARTICLE XI. VACANCIES IN OFFICE

The New England District of Kiwanis Bylaws shall be the governing source for this article.

ARTICLE XII. REMOVAL OF OFFICERS

The New England District of Kiwanis Bylaws shall be the governing source for this article.

ARTICLE XIII. PUBLIC ACTIVITIES

The New England District of Kiwanis Bylaws shall be the governing source for this article.

ARTICLE XIV. REVENUE

The New England District of Kiwanis Bylaws shall be the governing source for this article.

ARTICLE XV. FINANCE

1. Preparation of Budget

- a) All budget requests made by committees or officers shall be submitted to the Finance Committee Chairman prior to the budget meeting of the Finance Committee by June 1.
- b) Any Committee failing to submit a budget request will either receive a budget at the discretion of the Finance Committee or have all of its expenses be the responsibility of the Committee.
- c) Pre-Administration expense money for the purpose of providing for a training program for the incoming administration shall be part of the regular operating budget.

2. Balanced Budget

In the budget, as adopted by the Finance Committee, total expenditures for District operations shall not exceed the gross amount of the budget, except by approval of the Board of Trustees after referral to the Finance Committee for their recommendation.

3. Adoption of the Budget

At the first meeting of the Board of Trustees, a budget of estimated income and expenditures for the year shall be approved and adopted by the Board.

4. Budget Changes or Modifications

- a) Any request for change or modification of the budget should be submitted in writing to the Finance Committee Chairman, and should set forth the reasons for the change or modification.
- b) The request for change or modification of the budget shall be considered by the Finance Committee at its next meeting.
- c) Any change or modification of the budget must be approved by the Board of Trustees.

5. Unauthorized Expenditures

Expenditures authorized or obligations incurred by District Officers, Committee Members or any person for non budgeted items will be the personal responsibility of the person authorizing the expenditure or obligation.

6. Actions by Board of Trustees

Any proposed resolution or other action by the Board of Trustees that is not a budgeted line item shall be referred to the Finance Committee before any action is taken.

7. Generally Accepted Accounting Principles

The District books and records shall be maintained in accordance with generally accepted accounting principles and with proper internal controls.

8. Inspection

The books and records of the District Secretary and/or the treasurer, and any of the sponsored youth organizations, at all times shall be open for inspection by the Finance Committee, the Finance Committee Chair, the Board of Trustees or the Governor.

9. Closing of Books and Records

By October 31, every effort will be made by the District Governor, Secretary and Treasurer to account for all of the prior year's expenses to permit the closing of the books and records, and to process any excess funds (or deficit) increasing (or decreasing) the appropriate account.

10. General Fund Reserve

The reserve account of the General Fund shall at all times be equal to at least 25% of the previous year's total general account expenditures.

11. Surplus Funds

Surplus monies remaining at the end of the fiscal year in the General Account shall be carried over and used in the Operating Income Account of the next fiscal year providing that the Reserve Account of the General Fund is at the mandated level.

12. Payment of Invoices

- a) All invoices which have been received and properly approved by the District Secretary shall be paid when due. Unless the invoice permits a longer period of time, such payments should be made by the District Treasurer within thirty (30) days following the date of invoice approval. Payments issued by check shall require only one signature (Governor, Treasurer, or Secretary) if the amount is less than \$500 and two signatures (Governor, Treasurer, or Secretary) if the amount is \$500 or more.
- b) Reimbursable expenses: Only actual costs are reimbursable up to the amounts permitted in the budget.
- c) If insufficient funds are available to cover the expenses of the Officers, Chairs, etc., monies in the budget shall be allocated on a percentage basis.

13. Method of Payment

- a) Vouchers: Form provided by the District Office requiring the following information: details of expenditure, committee assignments and purpose of expenditure.
- b) For reimbursement of authorized expenditures, official vouchers, properly executed, shall be submitted by all District Officers, Chairs, etc.
- c) Vouchers and Disbursement instruments shall not be signed or countersigned in advance.
- d) Individual budget items shall not be exceeded without recommendation of the Finance Committee and approval of the Board of Trustees.

14. Charge for Expenditures

All expenditures shall be charged to the proper budget account in the District's books and records.

15. Authorization for Expenditures

Authorization for expenditures other than by the District Governor, are to be approved by the District Governor in advance of assuming the obligation or shall become the personal responsibility of that individual.

16. Postage

Postage costs for the District Secretary, District Treasurer, Lieutenant Governors and District Chairs shall be limited to that available to and at the New England District Office.

17. Petty Cash

Petty Cash for the District Office is the responsibility of the District Secretary and shall not exceed \$100.00. It should be maintained at a level consistent with the efficient handling of immediate expenses and fully accounted for at all times.

18. Financial Reports

- a) All financial reports to the Board of Trustees shall reflect in detail, income and expenditures for the current year to date, a comparison to the same period of the previous year, variations for the current year's budget and comments, if such variations are material.
- b) The proposed budget, as submitted to the incoming Board of Trustees, shall reflect in detail estimated income and expenses for the year, a comparison to the budget for the current year, if available—a comparison to the current year's operations considering as estimate of income and expenses to be incurred for the balance of the year and the previous year.

19. Financial Reports by District Treasurer

- a) The District Treasurer shall make a financial report to the Board of Trustees at each of its regular meetings.
- b) Quarterly operating statements shall be prepared by the District Treasurer and sent to members of the Finance Committee and Board of Trustees.

20. Financial Reports by Finance Committee Chair

The proposed budget shall be presented by the Finance Committee Chair to the incoming Board of Trustees at its first meeting. Before such meeting, the proposed budget shall be reviewed in detail by such Board; the Board should review the budget at its training conference.

21. District Auditor Appointment

At the first meeting of the Board of Trustees, upon recommendation of the Finance Committee, the auditor shall be appointed by the Board, and the report shall be rendered to such Board. The auditor shall be an independent certified public accountant or an independent public accountant.

22. Annual Audit

The annual audit shall be conducted in accordance with generally accepted auditing standards and the report shall contain an opinion and financial statements prepared in accordance with generally accepted accounting principles for the previous fiscal year ended September 30 and shall be completed by December 31. The auditors also shall review the internal control of financial procedures, the District accounting procedures and the financial operations of our sponsored youth organizations.

23. Managerial Audit

From time to time, the Board of Trustees may call for a review of managerial policy within the New England District by an independent consultant.

24. Assistant Treasurer

Upon recommendation of the Finance Committee, the Governor shall appoint, subject to the approval of the Board of Trustees, an assistant treasurer. The assistant treasurer shall have a strong business background with experience in bookkeeping and/or accounting. The assistant treasurer shall be appointed for a term not to exceed three (3) years. The assistant treasurer shall assist the Treasurer and office staff with the management of district finances and the preparation of reports and filings as required by law. The assistant treasurer is a voluntary administrative position, but shall be reimbursed for necessary expenses when engaged in the business of the District in accordance with the provisions of the budget set by the Board of Trustees, provided that vouchers for such expenses are submitted to the District Office.

ARTICLE XVI. NATIONAL OR LOCAL REQUIREMENTS

The New England District of Kiwanis Bylaws shall be the governing source for this article.

ARTICLE XVII. OTHER AUTHORITIES

For authority on all matters not specifically covered by these by policies, the following documents, current or as amended in the future, shall be consulted in order of priority to determine such matters:

- First- Kiwanis International Bylaws
- Second- New England District of Kiwanis Bylaws
- Third- Kiwanis International Policies and Procedures

ARTICLE XVIII. PARLIAMENTARY AUTHORITY

“Robert’s Rules of Order Newly Revised” shall be the parliamentary authority for all matters of substance or procedure not specifically covered in these policies and procedures.

ARTICLE XIX. AMENDMENTS

These policies may be amended at any time by a 2/3 vote of the District Board of Trustees.

ARTICLE XX. NOT FOR PROFIT ORGANIZATION

The New England District of Kiwanis Bylaws shall be the governing source for this article.

ARTICLE XXI. SEVERABILITY

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

ARTICLE XXII. APPROVAL OF KIWANIS INTERNATIONAL

The policies and procedures of the New England District of Kiwanis do not require the approval of Kiwanis International.

Approved by the Board of Trustees of the New England District of Kiwanis International:

March 8, 2010

_____ (date)

David Koohy

_____ District Governor

Frank Dennett

_____ District Secretary