

Indiana District of Kiwanis
Policy and Procedures

As of April 29, 2006

COMMITTEES:

I. Budget & Finance: The Committee shall be composed of the Governor, Governor-elect, Immediate Past Governor, and Chairman of the Past Governors (who shall serve as Chairman), Secretary-Treasurer, and one (1) member appointed by the Governor for a one (1) year term. The appointed member shall be the Chair of the Audit Committee, and will serve in an advisory capacity only.

The Committee shall:

- 1) Carefully study all financial matters affecting the District.
- 2) Prepare a proposed budget of estimated income and expense of the District for the ensuing fiscal year.
- 3) Direct the Secretary-Treasurer as to the investment of all funds of the District, and all special funds held by the District.
- 4) Determine the necessity for any increase or decrease of District dues and/or subscription price of the District Bulletin.
- 5) Establish as part of the budget a reimbursement amount towards expenses of District Officers at International Conventions.
- 6) Regularly inform the Board of its activities.
- 7) Submit its recommendations, suggestions, and proposals to the Board for official action.

II. Past Governors: The Committee is composed of all Past Governors of the District. The Chairman shall be the person who has just completed their term as Immediate Past Governor, and they shall serve for one (1) year.

The Committee:

- 1) May consider and report to the District Board its conclusions on all matters referred to it.
- 2) May initiate subjects for consideration and report its conclusions to the District Board.
- 3) (3) Will provide a summary of the Committee's proceedings to each member of the Committee, the District Governor, and the District Secretary-Treasurer.
- 4) (4) May meet at the time of the District Convention, and may hold other meetings at the call of the Chairman.
- 5) (5) May receive contributions from its members and/or interested individuals to further the purpose of the Committee and the purposes of Kiwanis in general.
- 6) (6) Shall account for all funds received and/or expended in a special fund of the District.

III. Past Lieutenant Governors: The Committee is composed of all Past Lieutenant Governors who have paid their dues to the Past Lieutenant Governor's Association. The offices of both Chairman and Secretary shall be filled by election from within the membership of the Committee, said election to be held during the District Convention.

The Committee:

- 1) May consider and report to the District Board its conclusions on all matters referred to it.
- 2) May initiate subjects for consideration and report its conclusions to the District Board.
- 3) (3) Will provide a summary of the Committee's proceedings to each member of the Committee, the District Governor, and the District Secretary-Treasurer.
- 4) May meet at the time of the Mid Year Conference and the District Convention, and may hold other meetings at the call of the Chairman.
- 5) May receive contributions from its members and/or interested individuals to further the

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purpose of the Committee and the purposes of Kiwanis in general.

- 6) Shall account for all funds received and/or expended in a special fund of the District.

IV. Audit: The Committee shall be composed of the Governor, Governor-elect, Immediate Past Governor, Secretary -Treasurer, two (2) Lt. Governors for the current year (and their tenure shall continue for one (1) additional year), and the two (2) Past Lt. Governors who were appointed during the previous year.

The Committee:

- 1) Will have as its Chairman a person appointed by the Governor, and the Chairman does not have to be one of the above listed Committee members.
- 2) Shall function in an advisory capacity in matters concerning the annual audit and other pertinent concerns as may be assigned or requested.

V. Kiwanis Family: The Committee shall be composed of the Governor, Governor-elect, Immediate Past Governor, and Secretary-Treasurer during their terms of office, and also the Circle K Governor, Circle K Administrator, Key Club Governor, Key Club Administrator, Builders Club Administrator, K-Kids Administrator, and Aktion Club Administrator, all of whom shall serve during their terms.

The Committee:

- 1) Is to create harmony among the Kiwanis Family.
- 2) Is to interact between the Indiana District of Kiwanis and its respective affiliate organizations and Officers in the management of administrative and financial affairs.
- 3) Is to adopt within itself a written policy for the proper management of these affairs.

VI. Site Selection: The Committee shall be composed of five (5) members. The District Governor-elect shall annually appoint one member to a two (2) year term, to begin when their term begins as Governor. The Secretary-Treasurer shall be a member. The Immediate Past Governor shall serve during their term of office, and for one additional succeeding year. In the event of a vacancy on the Committee, the District Board shall appoint a member of a club in the District to fill the vacancy for the unexpired term.

The Committee:

- 1) Shall screen all convention invitations and make recommendations thereon to the District Board of Trustees.
- 2) Shall receive all requests or questions, in writing, received by the District Secretary-Treasurer from inquiring Kiwanis clubs or members regarding the scheduling of conferences or conventions.
- 3) Shall insure that all parties interested in the site selection decisions made by the District Board of Trustees be informed of such decision in writing by the Secretary-Treasurer.
- 4) Shall have the responsibility to review and submit for approval sites for the Mid Year Conference and/or District Convention up to maximum of (3) years in advance.

VII. Campaign Election: The Committee shall be composed of three (3) Lt. Governors (appointed by the Governor), the Chairman of the Past Governors, and the Chairman of the Past Lt. Governors. The Chairman of the Committee will be elected by the Committee's members at the District Convention. All Committee members are to be selected at the District Convention, to serve during the following year, beginning on October 1.

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1) Shall receive, consider and act upon any complaints or violations of the letter and spirit of the "Election Procedures" listed in the Policy and Procedures document. 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. To obtain compliance with its decisions, the Committee shall employ the mildest effective means, but where necessary, may resort to public censure.

2) Will answer any questions that may arise during the year regarding campaigning.

MEMBERSHIP LISTS :

The Executive Committee may, from time to time, authorize the Secretary-Treasurer to release to other persons, groups or organizations the official membership list and/or the official list of the District Officers, including their names and addresses, provided, that such list or lists may be furnished only in the furtherance of the objects and objectives of the Indiana District and of Kiwanis International, and provided further that such lists shall never be furnished for the purpose of solicitations from individual members.

ELECTION of LT. GOVERNOR LT. GOVERNOR-ELECT GOVERNOR:

I. Lieutenant Governor and Lieutenant Governor-elect:

- 1) A Division Election Conference shall be called by the Lieutenant Governor of each Division, in accordance with the provision of Article XII, Section 4 of the District Bylaws, for the purpose of electing a Lieutenant Governor and a Lieutenant Governor-elect.
- 2) All persons submitted as candidates for either of the offices listed in (1) above, shall meet the qualifications prescribed in the Bylaws, and should also meet the following additional qualifications:
 - a. The Nominee should be, or have been, a Kiwanis club President.
 - b. The nominee should be active in the affairs of their club and division.
 - c. The nominee should have at least five years of Kiwanis leadership experience.
- 3) No person shall be submitted to the Conference as a candidate for Lieutenant Governor or Lieutenant Governor-elect without the consent of the said person first being obtained, nor without assurance from said person that:
 - a. They will attend the District's Lt. Governor's Training Conference.
 - b. They will attend the District's Mid Year Conference, District Convention, District Board meetings, and the International Convention during their year in office.
 - c. They will see that club officers in the Division attend the leadership training meeting scheduled by the District.
 - d. They will make the three (3) minimum required visits to each club in their Division, consisting of one initial contact, one official club meeting, and one official board meeting and file the required reports of said visits as outlined by the District Secretary-Treasurer.
 - e. They will make any and all special visits necessary to maintain the efficient and proper operation and functioning of each club in their Division.
 - f. They will fulfill all other duties and obligations outlined in the District and International Bylaws, working with the District Governor in the management and control of the District.
- 4) The Conference shall, in the consideration of all names presented, be guided by the principles, traditions, and precedents of Kiwanis International in its election of officers, and particularly consider the ability of the proposed candidates and their service experience in Kiwanis.
- 5) The names of the persons elected by the conference for Lieutenant Governor and Lieutenant Governor-elect shall be reported to the District Secretary-Treasurer immediately after the

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Division Conference.

II. District Governor:

- 1) A nominee for District Governor should have at least six (6) years of Kiwanis membership.
- 2) A nominee for District Governor should be a past club President and be active in the affairs of their club, Division, and the Indiana District.
- 3) A nominee for District Governor should be, or have been, a Lieutenant Governor in the Indiana District.
- 4) A person elected District Governor should attend the Governor Elect Training Conference, the Kiwanis International Council meeting, the Indiana District Mid Year Conference and the District Convention, and the District Lt. Governor's Training Conference. They should also fulfill the other obligations and requirements as listed in the International and Indiana District Bylaws.

INTERNATIONAL CANDIDATES:

- 1) When it appears advisable by the District Board of Trustees and the Committee of Past Governors that the Indiana District be represented on the Kiwanis International Board of Trustees, the Committee of Past Governors shall nominate one of the past Indiana Governors as a candidate.
- 2) This nomination shall be submitted to the District Board of Trustees, and if approved by the Board, shall then be presented to the House of Delegates at the next District Convention for approval by the delegates and delegates-at-Large assembled.
- 3) If the House of Delegates approves this nomination, the name of the Past Indiana Governor so nominated shall be presented at the International Convention. The District Board of Trustees, and a special committee of five (5) members appointed by the Governor, will determine at which International Convention such nominee shall be presented, all with the approval of the candidate so nominated.

ELECTION PROCEDURES:

Good leadership at all levels is essential to the success of the Indiana District. To the extent that inordinate sums of money are required or believed to be required to finance campaigns for the office of Governor-elect, good potential candidates for District and even Division offices will tend to be discouraged, or good candidates defeated for lack of means, in either case denying the District of all but relatively wealthy or well financed candidates. Moreover, to prevent the reoccurrence of past abuses and to further promote equality of opportunity among candidates, some limited regulation of campaign practices is deemed to be desirable. Therefore, to encourage and enable more dedicated and competent Kiwanians to aspire to and seek positions of leadership in the Indiana District, the following guidelines for campaigning are adopted:

- 1) The campaign guidelines shall be published in the Hoosier Kiwanian (District Bulletin), in the first issue after October 1 of each year. In addition, the campaign guidelines will be provided by the District Secretary-Treasurer to each candidate as soon as practical after the candidate's filing.
- 2) A letter of filing to run for the office of Governor-elect is to be filed between October 1 and December 1 with the District Secretary-Treasurer, with a copy to the Governor and the Chairman of the Past Governor's Committee. This letter should include verification of support from the candidate's home club and at least 75% of the clubs in their Division.
- 3) Candidates or their representatives are allowed to attend a council meeting in each Division and will be extended every courtesy to enable them to present themselves, and for the

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- members and delegates to meet them. They will have the privilege, if desired, of calling or writing the President of every club in the Division to inform them of the candidate's visit. If the Division does not have a timely council meeting, there shall be a special campaign meeting organized. Brochures are permitted and can be passed out at these functions. The council meeting at the Governor's official visit is not a council meeting for campaigning.
- 4) No campaign literature, handouts, or use of a hospitality room will be allowed at the International President's visit, the International Convention, or Mid Year Conference, with the following exception. Although general campaigning will not be allowed at the Mid Year Conference, each candidate will be allowed a campaign table, the candidate or their representatives will be allowed to pass out brochures only at that table, and will be allowed to participate at their campaign table. Candidates will be offered an opportunity to present themselves at the Mid Year Conference.
 - 5) District stationery and postage will not be used in campaigning.
 - 6) Although no limitation on money spent is established, it is strongly recommended that expenditures be kept to a minimum.
 - 7) Members of the Indiana District Sponsored organizations shall not participate in any candidacy, nor should any campaigning be done by any candidate at any Sponsored organization activity.
 - 8) The District Convention Committee, in conjunction with the Governor, shall make appropriate arrangements for the display of candidate's material and will notify all candidates as to when and where they may distribute material at the Convention. The candidate or candidates will be allowed to play campaign literature on the tables at the Saturday luncheon of the District Convention. The current Governor-elect will be the only candidate to have literature on the tables Saturday evening at the Governor's Banquet. The Convention schedule shall also provide candidates time to address the delegates. The Governor shall have final approval on all matters dealing with the District Convention.
 - 9) Campaigning shall be considered to include any speaking, or distribution of letterheads, business cards, give-away items, etc. or the wearing of buttons or badges by anyone pertaining to the candidacy of anyone for the office of Governor-elect.
 - 10) Two (2) mailings are to be permitted per club, before the District Convention, by each candidate at their expense, with one set of mailing labels furnished by the District Office. This mailing limitation does not include the mailing permitted in item (3) above.
 - 11) (11) Assignment of rooms, suites, and campaign areas will be made by blind draw conducted by the Governor for the Mid Year Conference and District Convention.
 - 12) District or Area Chairmen who are also candidates may perform their duties, but with no campaigning permitted in the performance of those duties.
 - 13) Campaigning at Kiwanis function is allowed as specified in items (3), (4), (8), and (10) only.
 - 14) Open campaigning is permitted at the District Convention, subject to the Governor's discretion.

SPONSORED CLUBS CANDIDATES:

Recognizing our close ties with Circle K and Key Club in our District, and realizing obligations which each have to the other, no member of Circle K or Key Club shall run for an International Office of their respective organizations without first notifying the Board of Trustees of the Indiana District of Kiwanis at least sixty (60) days prior to such candidacy unless notice is waived by the Board of Trustees. In this manner, while it is not the intent of the Board of Trustees to control or to manage Circle K or Key Club, it will better allow the Board of Trustees to determine any expenditures or money that might be required for such candidacy.

REALIGNMENT:

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The term "realignment" is to replace the term "redivisioning". The following guidelines/criteria are to be considered in any realignment proposal.

- 1) A club or division may present a request to the Board.
- 2) There are three (3) areas for guidelines:
 - a. **Number of clubs in a Division:**
 - i. Number of clubs in a Division should be from six (6) to twelve (12).
 - ii. If under or over those numbers, a representative of a club or division may appear before the Board to request realignment.
 - b. **Mileage:**
 - i. One and one-half (1.5) hours maximum travel time between the two furthest clubs in a Division is preferred.
 - ii. Must also consider location, time zones, and counties involved.
 - c. **Other Factors:**
 - i. Cost to District
 - ii. Number of clubs within a Division meeting on the same day and same time.
 - iii. Availability of Lt. Governor candidates.

REQUIRED BOARD ATTENDANCE

- 1) All District Board members shall attend all District Board meetings that are held in conjunction with the Mid Year Conference, the Kiwanis International Convention, and the Indiana District Convention, in order to qualify for reimbursement of the amounts budgeted for their expenses to each of these events.
- 2) Any exception to this Policy is to be reviewed by the Governor, Governor-elect, Immediate Past Governor, and the District Secretary-Treasurer to determine the eligibility for reimbursement of expenses should an emergency situation or other unanticipated circumstances arise.

CONFERENCES AND CONVENTIONS FUNDRAISING AND FEES:

- 1) Fundraising projects conducted by individual Kiwanis clubs or individual Kiwanis club members at District conferences or conventions must be approved, in advance, by the Board of Trustees. Requests for permission to conduct fundraising activities at District events must be submitted, in writing, to the District Secretary-Treasurer in advance of the event and in time for the Board to consider the request.
- 2) District Convention registration fees must be paid in order to attend any function of the Convention.

FINANCIAL GUIDELINES:

- 1) No individual or committee shall make any commitment, authorize any expense, or enter into any contract purporting to bind the Indiana District of Kiwanis International in any financial matter without first obtaining the prior approval of the Board of Trustees.
- 2) There shall be no cash expenditures for any project, program and/or function of the Indiana District of Kiwanis International. All expenditures shall be paid by check or draft issued by and through the office of the District Secretary -Treasurer, pursuant to the provisions of the Bylaws of the District.
- 3) All funds collected or received as a result of any project, program and/or function of the District shall clear through the District Office.
- 4) At the completion of each fiscal year, income in excess of expenses will be transferred to the General

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Fund.

- 5) The General Fund is to be used primarily for repairs, refurbishing of premises and/or other capital expenditures. This fund is unrestricted.
- 6) At the completion of each fiscal year, any budget balance in building, equipment, and furniture and fixtures is to be allocated to the respective restricted funds.
- 7) Accounting adjustments and request for disbursements not supported by invoices (payroll excepted) are to be recorded on vouchers and authenticated by the Governor or their designated financial advisor.
- 8) Accounts are to be used for authorized charges only. Overages are to be taken care of by periodic budget adjustments approved by the Board of Trustees.
- 9) Residual funds in Special Events at the end of the fiscal year, in which the event was held, are to be allocated to the General Fund.
- 10) Board of Trustees approval shall be required on allocations from any of the funds, restricted and/or unrestricted.
- 11) In addition to the salary provided the District Secretary-Treasurer, the District shall budget an expense account to be used for travel, lodging and other professional expenses considered ordinary and necessary for them to carry out their duties. A person other than the employee shall examine the adequately accounted records of such expenses, and such records shall be retained in accordance with generally accepted accounting practices.
- 12) A sum not to exceed \$200.00 shall be set aside in the District budget for a suitable gift to the International President on the occasion of their official visit to the District.
- 13) Gifts for the purpose of expressing appreciation and esteem to the retiring Governor and members of the District Board shall be presented at the District Convention. The purchase and type of the gifts shall be left the discretion of the Governor and the Secretary -Treasurer.
- 14) The District's monthly bank statement shall be mailed by the bank to a person designated by the District Board, and such designee shall reconcile the bank statement with the check register furnished by the Secretary-Treasurer.

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CONFLICT OF INTEREST

The Board of Trustees recognizes that potential or perceived conflicts of interest may exist on the part of officers, trustees, or employees in carrying out their respective roles with the Indiana District of Kiwanis International. It is the policy of the Board of Trustees that officers, trustees, and employees shall have the continuing, affirmative duty to appropriately report any personal ownership, interest, or other relationship that might affect their ability to exercise impartial, ethical, and business judgment in the area of their responsibilities. This policy shall be further subject to the following principles:

- 1) Officers, trustees, and employees of the Indiana District shall conduct their responsibility with respect to suppliers, customers, and ether persons doing or seeking to do business with the Indiana District in a completely impartial manner, without favor or preference based upon any consideration other than the best interest of the District.
- 2) Officers, trustees, and employees shall not seek or accept, directly or indirectly, any payments, fees, services or loans from any person or business entity that does or seeks to do business with the District. This does not, however, prohibit an officer, trustee, or employee from receiving compensation for services that such persons may render, where services will not affect the impartial discharge of such person's duties or obligations to the District.
- 3) Officers, trustees, and employees shall not seek or accept for themselves or any members of their families, from any person or business entity that does or seeks to do business with the District, any gifts, entertainment or other favors of a character that goes beyond common courtesies consistent with ethical and accepted business practices.
- 4) Officers or trustees who own, directly or indirectly, a significant financial interest in, or who manage or are employed by, any business entity that does or seeks to do business with the District, shall refrain from voting on any issue pertaining to that relationship.
- 5) Paid officers and employees shall not conduct business on behalf of the District with a relative or business entity with which the officer or employee or a relative is associated, except where such dealings have been disclosed and specific approval and authorization have been given by the Governor and the Audit Committee.
- 6) Employees who own either directly or indirectly, or who accept a Directorship or other management position with a business entity that does or seeks to do business with the District, shall inform the Governor of such relationships. The Governor shall inform the Board of Trustees of the relationships.
- 7) Officers, trustees, and employees shall provide a disclosure statement annually regarding any potential conflict of interest. The Audit Committee shall be responsible for oversight of all disclosures and/or failures to disclose, and the recommendation of appropriate actions to the Board of Trustees.
- 8) Paid officers and other employees who participate knowingly in activities that constitute a conflict of interest as described above, without proper reporting of the existence of such a conflict, may be subject to termination of such employment and/or any other sanctions which may be deemed appropriate.
- 9) The following format is to be used for filing the Conflict of Interest Disclosure:

OFFICER, TRUSTEE, EMPLOYEE - CONFLICT OF INTEREST DISCLOSURE

Printed name of person filing statement, _____

The Indiana District of Kiwanis International, Inc. requires that each officer, trustee, and employee provide an annual disclosure of potential conflict of interest in serving the Indiana District. Please complete and return this from in the enclosed envelope.

I acknowledge I have read and understand the Indiana District Conflict of Interest Policy.

_____ I am in compliance with the policy.

_____ I am reporting the following possible conflicts (please list or attach additional page if necessary)

I understand that I am expected to report promptly any changes in my affairs that may affect compliance with this policy.

Signature: _____

Date Signed: _____

The above Policy and Procedures were adopted by the District Board of Trustees on April 29, 2006.

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