

Indiana District of Kiwanis Policies and Procedures

As revised and approved by the District Board on May 2, 2015

As revised by the District Board: 4/16/16

These Policies and Procedures are intended to complement and further define those provisions provided in the governing documents of Kiwanis International and the Indiana District of Kiwanis. The following documents take precedence in this order of priority.

1. Kiwanis International Bylaws
2. Kiwanis International Policies and Procedures
3. Indiana District of Kiwanis Bylaws

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I. District Structure

A. Alignment of Divisions

1. The District shall be divided into divisions, as determined by the Board, for the purposes of efficient administration. Realignment may be initiated by request of a club or division or by the Board. The Board should realign divisions using the following guidelines. (*See Appendix A for current division map.*)
 - 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. Distance
 - 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.

B. Organizational Structure

1. Officers – The officers of the district shall serve as the Board of Directors. These positions are: Governor, Governor-elect, Immediate Past Governor, Secretary, Treasurer, and elected Lt. Governors from the divisions.
2. Volunteer Staff Positions – Additional volunteer positions may be required to provide necessary functions. These positions are appointed by and report to the Governor with the approval of the Board.
 - a. Kiwanis International required volunteer staff positions include: Risk Manager, Eliminate Project Coordinator, and Master Instructor. The responsibilities of these positions shall be as outlined by Kiwanis International.
 - b. District volunteer staff positions include: Internal Auditor.
 - i. The internal auditor shall function in an advisory capacity in matters concerning the annual audit and other pertinent concerns as may be assigned or requested by the Governor or the District Board.

C. Committee Structure

1. Kiwanis International Standing Committees - The district shall have standing committees with responsibilities as outlined in Kiwanis International Policies and Procedures, Section 200.
2. District Standing Committees – The district shall have additional standing committees with responsibilities as outlined in District Bylaws.
3. Committee Reporting Structure - The standing committees report through district officers to the Governor as follows:
 - a. Reporting Directly to the Governor
 - i. Executive
 - ii. Personnel
 - iii. District Convention

- iv. Aktion Clubs
 - v. Builders Clubs
 - vi. Circle K
 - vii. Key Clubs
 - viii. Key Leader
 - ix. Kiwanis Kids
 - x. Membership
 - xi. New Club Building
- b. Reporting Through the Governor-elect
 - i. Children and Youth Services
 - ii. International Convention
 - iii. Kiwanis Education
 - iv. Public Relations
 - v. Service
 - c. Reporting Through the Immediate Past Governor
 - i. Laws and Regulations
 - ii. Kiwanis International Foundation
 - iii. Human and Spiritual Values
 - d. Reporting Through the Treasurer
 - i. Budget and Finance
 - ii. Fundraising
4. Additional Committee Requirements – Additional requirements outlining composition and duties of standing committees are as follows:
- a. Budget and Finance
 - i. The committee shall be composed of the Governor, Governor-elect, Immediate Past Governor, the individual who has just completed his/her term as Immediate Past Governor, District Secretary, District Treasurer (who shall serve as chair) and one (1) additional board member appointed by the Governor for a one (1) year term.
 - ii. 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 District 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 other general membership fees.
 - 5) Establish as part of the budget a reimbursement amount towards expenses of district officers at International Conventions.
 - 6) Report to the board at each regularly scheduled meeting by providing a current report of actual expenses vs. budgeted expenses and balances in all funds.
 - 7) Submit its recommendations, suggestions, directions, and proposals to the board for official action.
 - b. Resolutions shall be handled by the Laws and Regulations Committee. Resolutions shall be handled as outlined in District Bylaws.
5. Special Committees - The Governor may create special committees as outlined in the Indiana District Bylaws. Each Governor is encouraged to appoint the following special committees. Unless otherwise noted, committees should be created and members appointed by the Governor-elect prior to the start of his or her term.

- a. Kiwanis In Direct Support of Riley Children’s Hospital (K.I.D.S.)
 - i. The committee will be composed of staff members of Riley Children’s Hospital, representatives of Riley Children’s Foundation, and members of the Indiana District of Kiwanis. The Kiwanis members to the committee shall be by invitation by the Kiwanis members currently serving on the committee.
 - ii. The Kiwanis members on the committee shall appoint the chairman of the committee who shall be a Kiwanian and who shall serve at the pleasure of the committee and in the best interest of the Indiana District of Kiwanis as determined by the Kiwanis members of the committee.
 - iii. The K.I.D.S. committee is the Indiana District of Kiwanis service arm of support for Riley Children’s Hospital. The committee shall manage the Kiwanis service programs for Riley Children’s Hospital patients and their families. The K.I.D.S. committee will be responsible to research and examine potential Indiana District of Kiwanis fundraising campaigns for the following year(s) and report their determination to the district board for approval. The selected and approved campaign is to be supported by the Riley Fundraising Committee.
 - iv. The K.I.D.S. committee shall hold quarterly meetings at a minimum. The location for all meetings will be arranged for by Riley Children’s Foundation or Riley Children’s Hospital members of the committee, as designated by the committee.
 - v. The Indiana District of Kiwanis Governor, Governor-elect and Immediate Past-Governor are ex-officio members of the committee.
- b. Riley Fundraising
 - i. The Riley Fundraising Committee shall plan, co-ordinate, manage and oversee the fundraising for the district project campaign. The district project campaign shall be determined by the Kiwanis in Direct Support (K.I.D.S) of Riley committee subject to the approval of the district board.
 - ii. The Riley Fundraising chair or a designated representative for him/her shall attend the K.I.D.S. committee meetings. The Riley Fundraising chairman or a designated representative for him/her may give a report about such meetings and the status of fundraising for the project campaign at each regular district board meeting.
- c. Past District Governors
 - i. The committee is composed of all Past Governors of the District who are active, senior, or privileged members of clubs within the District. The Chairman shall be the person who has just completed their term as Immediate Past Governor, and he/she shall serve for one (1) year.
 - ii. The committee
 - 1) Serves in an advisory capacity as requested by the Governor.
 - 2) May consider and report to the Governor its conclusions on all matters referred to it.
 - 3) May initiate subjects for consideration and report its conclusions to the Governor.
 - 4) Will provide a summary of the committee’s proceedings to each member of the committee and the Governor.
 - 5) May meet at the time of the District Convention, and may hold other meetings at the call of the chairman.

d. Past Lt. Governors

- i. The committee is composed of all Past Lieutenant Governors who are active members of clubs within the district.
- ii. The committee
 - 1) Serves in an advisory capacity as requested by the Governor.
 - 2) May consider and report to the Governor its conclusions on all matters referred to it.
 - 3) May initiate subjects for consideration and report its conclusions to the Governor.
 - 4) Will provide a summary of the committee's proceedings to each member of the committee and the Governor.
 - 5) May meet at the time of the Mid Year Conference and the District Convention, and may hold other meetings as needed.

II. Finances and Administration

A. General 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 beyond a one-year timeframe or in excess of \$20,000, without first obtaining the prior approval of the board.
2. All expenditures shall be made by check, draft, electronic funds transfer, or other properly documented and generally accepted means issued through the district office.
3. All funds collected or received as a result of any project, program and/or function of the Indiana District of Kiwanis 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 fund. This fund is unrestricted.
5. 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.
6. Accounting adjustments and request for disbursements not supported by invoices (payroll excepted) are to be recorded on vouchers and authenticated by the Governor or District Secretary.
7. Accounts are to be used for authorized charges only. Overages are to be taken care of by periodic budget adjustments approved by the board.
8. 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.
9. Board approval shall be required on allocations from any of the funds, restricted and/or unrestricted.
10. The district shall budget an expense account to be used for travel, lodging and other professional expenses considered ordinary and necessary for the District Secretary, District Treasurer, and paid staff members to carry out their duties. A person other than the individual being reimbursed shall examine the adequately accounted records of such expenses, and such records shall be retained in accordance with generally accepted accounting practices.
11. A sum not to exceed \$200.00 shall be allocated in the District budget for a suitable gift to the International President on the occasion of his/her official visit to the district.
12. Gifts for the purpose of expressing appreciation and esteem to the retiring Governor and members of the district board may be presented each year. The purchase and type of the gifts shall be left to the discretion of the Governor, and in the case of the Governor's gift, to the District Secretary.
13. 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.

14. All expenditures for materials and equipment, in excess of \$500.00 gross on a single invoice, shall be subject to competitive bid. At least two competitive quotes or bids, using identical specifications, shall be acquired before selecting a vendor or supplier.

B. New Kiwanis Clubs

Effective January 1, 2016, for clubs organized on or between January 1 – September 30, payment of charter member fees shall also be considered payment of Indiana District dues for all charter members of the club for the following administrative year. This shall apply for clubs formed on or between January 1, 2016 through September 30, 2018 and shall expire after that date.

C. Conferences and Conventions

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. Requests for permission to conduct fundraising activities at district events must be submitted, in writing, to the District Secretary in time for the board to consider the request.
2. Registration fees must be paid in order to attend any function of a district convention or conference.

D. Reimbursement

1. Lt. Governors are entitled to reimbursement, as prescribed in the current year's administrative budget. Lt. Governors may be reimbursed on a quarterly basis by submitting a request for reimbursement form that includes the following information.
 - a. Activity (club visit, mid-year conference, district convention, international convention)
 - b. Date(s) of the activity
 - c. Mileage
 - d. Signature
2. 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 at each of these events as prescribed in the current year's budget. The Governor may waive this requirement in an emergency situation or due to unavoidable circumstances.

E. General Administrative Guidelines

1. To protect the integrity of electronic files and to ensure the continuity of critical district office processes, the District Secretary is required to maintain a file of all passwords, locations of on-line accounts and business relationships, and other critical information. Such file is to be updated as needed, no less than annually, and a copy provided to the Governor.
2. The Executive committee may, from time to time, authorize the District Secretary 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 solicitation of business or financial gain by anyone.
3. Printed and other physical records of the District shall be maintained as follows.

- a. Financial records including payment records, check stubs, deposit records, financial reports, and budget reports shall be maintained for seven (7) years. At the end of seven (7) years, these records shall be shredded and destroyed.
- b. Copies of audit reports shall be maintained permanently.
- c. A copy of each district conference and convention program shall be maintained in permanent files.
- d. Minutes of district board meetings shall be maintained permanently.
- e. Printed material pertaining to district operations, including but not limited to recognition programs, contests, awards, procedures, goals, training conference agendas, and projects, shall be maintained for a period of five (5) years. At the end of five (5) years these records may be archived or destroyed.
- f. Material pertaining to the history of the Indiana District including but not limited to photos, awards, certificates, proclamations, recognitions, news articles, and convention memorabilia, may be donated to and professionally archived by an organization within the state of Indiana qualified to accept and store such records. The archival organization shall be approved by the district board.

III. Officer Qualification, Elections, and Campaigning

A. International Office

1. When it appears advisable by the district board or of the Past Governors committee that the Indiana District be represented on the Kiwanis International Board of Trustees, the board or Past Governors committee may nominate one of the past Indiana Governors as a candidate.
2. This nomination shall be submitted to the district board, 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 candidate so nominated shall be presented at the International Convention. The district board, 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.

B. Governor

1. A nominee for Governor should have at least six (6) years of Kiwanis membership.
2. A nominee for Governor should be a past club president and be active in the affairs of their club, division, and the district.
3. A nominee for Governor should be, or have been, a Lieutenant Governor in the district.
4. A person elected Governor should attend the Governor Elect Training Conference, the Kiwanis International Council meeting, the Indiana District mid-year conference, the district convention, and the district Lt. Governor's training conference. They must also fulfill the other obligations and requirements as listed in the International Bylaws, Indiana District Bylaws, and Kiwanis International Policies and Procedures.

C. Governor and Governor-Elect Campaign Procedures

1. Campaign procedures shall be provided to each Governor-elect candidate as soon as is 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.
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 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 may 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 Indiana District Service Leadership programs shall not participate in any campaigning nor should campaigning be conducted by candidates at any Service Leadership program 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 place 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 at the Saturday evening function. 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. 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 chairs who are also candidates may perform their duties, but with no campaigning permitted in the performance of those duties.
13. Campaigning at Kiwanis functions 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.
15. Perceived violations of these procedures may be reported by any member to the Governor. If a violation is reported, the Governor shall form a Campaign Election committee to investigate. The committee shall be composed of two (2) current Lt. Governors and the Immediate Past Governor.

The committee shall receive, consider, and act upon any complaints or perceived violations of the letter and spirit of these procedures. After giving the candidate in question an opportunity to be heard, the committee shall call upon the candidate to discontinue any campaign methods or practices deemed to be improper. The committee shall report the results of its deliberations and actions to the Governor within seven (7) days.

D. Lt. Governor and Lt. Governor-Elect

1. A division election conference shall be called by the Lieutenant Governor of each division, in accordance with 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 Kiwanis International Policies and Procedures and the Indiana District Bylaws, Article VII, 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. He/she will attend the district's Lt. Governor's training conference.
 - b. He/she will attend the district's mid-year conference, the district convention, district board meetings, and the International Convention during his/her year in office.
 - c. He/she will see that club officers in the division attend the leadership training scheduled by the district.
 - d. He/she will make the three (3) minimum required visits to each club in his/her 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 Governor.
 - e. He/she will make any and all special visits necessary to maintain the efficient and proper operation and functioning of each club in his/her division.
 - f. He/she will fulfill all other duties and obligations outlined in the district and international bylaws, working with the 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 office immediately after the division conference.

E. Conflict of Interest

1. The board 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 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:
2. Officers, trustees, and employees of the Indiana District shall conduct their responsibility with respect to suppliers, customers, and other 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.

3. Officers, trustees, and employees shall not seek or accept, directly or indirectly, any payments, fees, services, donations, or loans that result in personal monetary gain from any person or business entity that does or seeks to do business with the district. This does not, however, prohibit an officer, or trustee, 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. Employees are prohibited from receiving payment or compensation from other organizations that currently have, or intend to have, a business relationship of any kind with the Indiana District of Kiwanis. This includes organizations that receive philanthropic or charitable donations of money, goods-in-kind, or service hours from members of the district.
4. 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.
5. 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.
6. Members of a paid officer or employee's immediate family (spouse, domestic partner, and children) are prohibited from receiving payment or compensation of any type from the Indiana District of Kiwanis. Members of a paid officer or employee's extended family (parents, siblings, siblings-in-law, nieces, and nephews) are discouraged from receiving payment or compensation of any type from the Indiana District of Kiwanis. If such a situation is in the best interest of the district, the relationship between the family member and the paid officer or employee must be disclosed to and approved by the Internal Audit Committee prior to entering into any agreement for payment or compensation.
7. 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 the relationships.
8. Paid officers and employees may not solicit members of the Indiana District of Kiwanis for business, donations, or other situations resulting in personal monetary gain during the term of office or employment and for a period of twelve (12) months following the completion of a term of office or termination of employment.
9. Officers, trustees, and employees shall provide a disclosure statement annually regarding any potential conflict of interest. The Internal Audit Committee shall be responsible for oversight of all disclosures and /or failures to disclose, and the recommendation of appropriate actions to the board.
10. 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.
11. The following format is to be used for filing the conflict of interest disclosure:

OFFICER, TRUSTEE, EMPLOYEE - CONFLICT OF INTEREST STATEMENT

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.

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: _____