



KIWANIS INTERNATIONAL

WISCONSIN – UPPER MICHIGAN DISTRICT

POLICIES

June 2009 Revision



WISCONSIN-UPPER MICHIGAN DISTRICT KIWANIS INTERNATIONAL POLICIES

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PREFACE

The policy statements submitted with the District Bylaws are supplemental to the Bylaws and will serve as a guide for administration of the Districts affairs. Should there be any conflict between these Policies and Kiwanis International or District By-laws, the By-laws shall take precedence.

These policies shall remain in effect until altered in total or in part by a succeeding Board of Trustees or negated by an amendment to the District By-laws adopted by the House of Delegates at any District Convention.

Policy Statements shall be included with all copies of the District Bylaws issued to each Kiwanis Club of the Wisconsin Upper Michigan District.

1.0 GOVERNANCE

1.1 Alcoholic Beverages at Kiwanis Functions

In the spirit and purpose of Kiwanis, the Wisconsin-Upper Michigan District prohibits the indulgence of alcoholic beverages at any duly constituted Kiwanis meeting or official Kiwanis function within the Wisconsin-Upper Michigan District. A duly constituted meeting is the point where the meeting is called to order and until officially adjourned.

1.2 Candidacy for District Elective Office

Only a club or division of the Wisconsin-Upper Michigan District may offer, propose or nominate a candidate for the Office of District Governor or District Governor-elect for the ensuing administrative year. A written statement of intent shall be filed as soon as possible after October 1 but not later than May 31 in the year that the name is to be presented to the Nominating Conference or the assembled delegates of the District Convention.

1.21 The statement shall be limited to one side of an 8 1/2" x 11" sheet of paper, and shall contain biographical data and qualifications of the candidate. The candidate must attach an addendum indicating a willingness to serve, if elected.

1.22 On or after June 1, after receipt of the statement(s) of intent, the District Executive Director shall advise all clubs in the District in writing that such name(s) have been proposed. This notification may be made in the *Kiwanews*.

1.23 No part of this procedure shall negate the privilege outlined in Section 10.2 and 10.3, of the By-laws permitting nominations from the floor of the convention.

1.24 It is recommended that every candidate for the office of Governor-elect of the District visit the District Office and confer with the District Executive Director in order to become familiar with the functioning and operation procedures of the District Office. This visit shall be arranged by mutual agreement in advance and shall be made not earlier than May 1 and not later than July 1 of the administrative year. Reasonable and necessary expenses as defined in Board of Trustees Policy 2 and shall be reimbursed from District funds.

1.3 Campaigns for District Elective Office:

The following policies shall be used and followed in campaigning for an office of this District. They are established to give an equal opportunity to function within good practice and to provide a means for getting personally acquainted with as many Kiwanians as possible.

1.31 Announcement and Publicity

1.311 Campaign policies shall be published in the *Kiwanews* annually.

1.312 A candidate for Governor-elect shall not announce or publicize the candidacy for said District Office until October 1 of the Kiwanis Administrative Year of said election in compliance with the District Bylaws.

1.313 The Governor, Governor-elect, Immediate Past Governor and District Executive Director shall refrain from making any public endorsement in connection with any contested District election, specifically Governor and Governor-elect, except when campaigning on their own behalf.

1.32 Information on Conferences, Conventions and General Campaigning

1.321 During the year that the election takes place; all announced candidates will be invited by the Governor and/or Governor-elect to attend all Conferences, District Board Meetings, and Conventions at the candidate's own expense.

1.322 Convention site activity should be primarily conducted in and around a conference/convention booth. Candidates will ensure that campaign supporters and workers do not block entry and exit ways to convention facilities. Each candidate for Governor-elect will be provided with a booth at the District Convention cost free. Promotional material and upkeep of the booth, however, shall be at candidate's own expense.

1.323 If official Kiwanis stationery is used in a campaign, the present status of the writer must be clearly identified, i.e. JOHN DOE, PAST LIEUTENANT GOVERNOR

1.33 Active and personal campaigning:

1.331 All candidates shall be responsible for the decorum of their workers and shall accept full responsibility for their campaign finances and appearances.

1.332 Visits may be made to division functions by written invitation only from the Lt. Governor. If an invitation is extended to one candidate, the Lt. Governor must invite all candidates for the same office or the candidates designated representative.

1.333 The candidates and their workers shall sell their candidate only. Nothing should be said or implied against another candidate. Should derogatory remarks, relating to a candidate, their race, color, creed, age, family, business or personal life be expressed to any Kiwanian, it should be incumbent upon such Kiwanian, in good conscience, to advise the candidate of the remark(s) and the source.

1.334 No candidate shall solicit or enlist the aid of Kiwanis Sponsored Youth in the campaign.

1.335 All campaign material shall be prohibited on stage during any convention session.

1.34 Violations of Campaign Policy will be handled in the same manner as violations of District policy, except that if the District Board of Trustees, by majority vote, rules there has been an intentional violation of campaign policy, the District Governor will announce that fact to the convention delegates before they vote for the office sought by the candidate who committed such intentional violation of campaign policy.

1.4 Suggested Agenda -- Post-Convention Board Meeting

- Introduction of Governor-designate by Governor.
- Introduction of International Representative, Governor-elect, and Trustees-designate by Governor-designate.
- Approval of District Bulletin Editor appointee.
- Preliminary aims of Governor-designate.
- Brief statement by Governor-elect-designate.
- Remarks and announcements by District Executive Director.
- Other business as brought before the Board of Trustees.
- Announce tentative date and location of Board of Trustees meetings.
- Remarks by International Representative.
- Adjourn.

1.5 Governor-Elect

1.51 The Governor-elect shall be responsive to the wishes of the Governor as they relate to the promotion of District goals and programs and shall respect the function, privileges and obligations of the District Governor. The Governor-elect has no authority over incumbent Trustees, Lt. Governors, District Chairs, or Committee members.

1.52 The Governor-elect shall assist the Governor when requested. Expenses incurred in such service shall be reimbursed by the District in accordance with approved procedures.

1.53 The Governor-elect shall: observe and analyze the training and administrative techniques in use at District, Region, Division and club levels; observe the performance of individual Kiwanians having in mind potential talent for service in the District; attend the International and District Conventions; attend all scheduled training sessions of Kiwanis International; conduct a training session for Trustees, Lieutenant Governors-designate and District Chair Appointees prior to or at the time of the District Convention.

1.6 Remuneration For Services

Although Kiwanis is largely operated by volunteers, the time commitment, advanced training, and/or specialized skills required by some District Assignments may justify payment for services rendered. As determined through case-by-case evaluation, remuneration may be applied as an annual stipend, and hourly wage, or a flat fee. (Flat fees usually apply to those who render services according to their own schedules, but against mutually agreed-upon deadlines. Such fees may be paid in lump sums or in increments.)

1.61 Position Description.

Prior to any such appointment a Position Description must be prepared under the Governor's direction for approval by the Board of Trustees. It shall include, but is not limited to: minimal education, experience and skills required of a desirable applicant; a summary of duties to be performed; classification of the position as full time (2080 or more hours annually) or a portion thereof (to be expressed as a percentage of 2080 hours).

1.612 Each approved Position Description shall be listed in Section 1.64 of these Policies and, by that reference, shall have the same status, force, and effect as if it were printed in full herein. A current complete copy of his/her Job Description shall be provided to the incumbent employee and to each Trustee annually when the Preliminary Budget is submitted and whenever a given Job Description is amended by the Board of Trustees.

1.613 The salary, wage, or fee to be paid for services rendered shall be proposed by the Governor, approved by the Board of Trustees, and accommodated in the Annual Budget at the time of an individual's appointment or

reappointment to a given position.

1.62 Evaluation.

Each paid employee shall be subject to a performance evaluation annually.

1.63 Fringe Benefits.

Salary and Wage personnel shall be accorded the privileges described in this Section. They are shown here based on a 100% appointment. Persons employed on a 50% to 99% basis shall be entitled to a percentage of each benefit as determined by the classification of the position held. No fringe benefits are tendered to persons who hold less than 50% appointments nor to those paid by flat fee.

1.631 Paid Holidays and Days Off.

New Year's Day	1	Labor Day	1
Presidents' Day.....	1	Veterans Day	1
Memorial Day	1	Thanksgiving.....	2
Independence Day	1	Christmas.....	2

1.632 Vacation Accrual.

1.632a During the first calendar year of employment, vacation days will be earned at the rate of one workday per quarter or four working days maximum. The second through fifth year of employment will earn ten working days vacation. Six years and over will earn fifteen working days vacation.

1.632b Up to but not more than five vacation days may be carried over to a subsequent year. The District Governor will approve and the Board of Trustees will be informed of vacation time of one week or more, at least two full weeks in advance. Unless unusual circumstances prevail, employees normally will not be absent from the District Office on vacation more than two consecutive weeks.

1.633 Personal Days.

Up to three personal days may be taken in a calendar year. Unused personal days may not be carried forward to any subsequent year. Personal days and/or vacation days may not be taken during times when attendance is normally considered mandatory; i.e., International Council and Convention, District Mid-Winter Conference and Convention, District fall and spring Board meetings, and the Governor-Elect's major training conference(s) for the incoming Board of Trustees.

1.634 Sick Days.

Sick leave will accumulate at one day per month to a maximum of 90. If more than four consecutive working days off are required, a doctor's certificate shall be filed in the appropriate salary account (for audit purposes) upon return to work. The Governor will be kept informed in event of illness causing three or more days absence from the District Office.

1.635 Bereavement Leave

Bereavement leave shall be allowed due to the death of a family member upon the approval of the Governor.

1.64 Approved Job Descriptions.

The Position Descriptions listed below have been approved by the Board of Trustees and are on file in the District Office.

1.641 District Executive Director

1.642 District Bulletin Editor

1.643 Administrative Assistant (as budget allows)

1.644 District Web Site Administrator

1.7 Committees

Committee Chairs will work closely with and make recommendations to the District Trustees as they choose members to fill the standing district committees specified by Kiwanis International and in the District Bylaws. In addition to the standing district committees, it shall be the policy of the District to have certain named standing committees with specific goals, membership and requirements.

2.0 FINANCE

2.1 Budget

Any and all purchases of equipment, materials and supplies, which encumber District funds, shall be processed through the office of the District Executive Director.

2.11 The District Board of Trustees shall establish at its fall board meeting an expense budget consisting of major expense categories such as "District Office Expense" comprised of budget subcategories such as "Office Supplies" or "Postage".

2.12 The District Executive Director may expend, without further authorization, amounts up to the amounts within the budget subcategories. Expenses exceeding the budgeted subcategory limit but within the budgeted limit of the corresponding major budget category must be approved by the District Governor. Expenses, which exceed the major budget category, or expenses, which are not budgeted, must be approved by the District Board of Trustees.

2.2 Reimbursement Travel

The District will reimburse for expenses incurred in the conduct of official business for postage, telephone, letter or report duplication, office supplies, and committee display materials, when reasonable and necessary, and when supported by receipts.

2.21 The District will not reimburse or pay for secretarial assistance or services beyond that which is hired by the Executive Director for such functions within the District Office.

2.22 The District will not reimburse for the purchase, rental or cleaning of any clothing, which may be specified for official functions or banquets.

2.23 A group photograph of the Board of Trustees and a group photograph of the spouses of the Board members may be taken at District expense.

2.24 The spouses of Board members may be invited to attend a training conference for Board members or one Board Meeting by the Governor at District expense, such expense to cover any increase in the single room rate and programmed meals only, not to exceed two.

2.25 The District shall provide the Governor-elect with a suitable gift to be exchanged with other Governors-elect at the time of his or her training conference conducted by the International President-elect. Gifts exchanged on the other occasions shall be the responsibility of the Governor-elect/governor.

2.26 The Governor and Governor-elect shall be responsible for the expense for gifts to their Trustees, Lt. Governors, District Committee Chairs, Installing Officers, District Officers, etc.

2.27 The Governor-elect shall be provided, at District Expense, a supply of Pins, selected by the Governor-elect, to present to all members of his/her District Leadership team and others of his/her choosing. A supply of Pins will be available from the District office and at District events to sell.

2.3 Submission of Claims

2.31 All claims for reimbursement must be submitted to the District Executive Director for review and certification on a standard voucher, with supporting receipts, not later than (30) days following the specific event, or within the next month following a given month's running account of official activities.

2.32 A letter of request for late submission, or written good reason for delayed submission accompanying a late voucher, may be sent to the Executive Director for consideration, but the Governor must approve, or may disapprove, such late vouchers depending upon the impact on the budget at that time.

2.33 A reimbursement check or notice of rejection shall be sent to the claimant by the Executive Director no later than (30) days following receipt of the claim.

2.34 Prior year deadline: Vouchers claiming reimbursement of expenses incurred during the prior administrative year will not be honored after October 31st of any succeeding year.

2.35 Limitations on Reimbursement

Reimbursement monies will be paid only by the District Executive Director and only to or for the individual Kiwanian involved for personal expenses incurred on official business for the District, NOT for any costs occurred by accompanying spouse, family, dependents, or guests.

2.4 Travel

2.41 Transportation

Claims for reimbursement of official travel expenses by Kiwanians serving in a voluntary capacity may be submitted in accordance with the following; District employees may claim actual expenses, as defined by current IRS rules and guidelines, for approved official travel within the limits of the authorized expense line in the District Budget:

2.411 For private vehicle at thirty cents (\$.30) per mile.

2.412 For actual cost, including taxes, of commercial air, rail, or bus tickets, and/or taxi fares. Copies of commercial tickets and/or fare receipts will be provided to support such claims.

2.413 Parking costs levied during the period of official business, when supported by proper receipts, are reimbursable in full. Metered parking fees up to but not in excess of \$2.00 may be claimed without receipt.

2.414 Baggage handling gratuities up to \$.50 per bag and not to exceed two bags at each handling point during commercial travel may be claimed.

2.415 No other costs associated with travel may be claimed for reimbursement.

2.42 Meals

The District will reimburse reasonable costs for personal meals at or in connection with official events.

2.421 Costs of programmed meals taken at conventions and conferences will be reimbursed as scheduled.

2.422 Non-programmed meals are (1) those which occur at normal meal times between the official opening and closing of a convention, conference, or meeting, but which are not on that program, or (2) those meals enroute to the meeting site, prior to departure from that site, or enroute home at normal meal times. Reimbursement for non-programmed meals will be limited to \$8.00 for breakfast, \$12.00 for lunch, and \$16.00 for dinner, including tax and tips. Each claim must be accompanied by a receipt. Snacks, refreshments, and alcoholic beverages are not reimbursable. Surcharges and late fees will not be reimbursed.

2.43 Lodging

It shall be the responsibility of the District Governor to determine the circumstances under which reimbursement may be had for overnight lodging expense. The Governor will decide the number of nights for which lodging is to be reimbursed for District conventions and conferences, and will schedule all meetings to minimize lodging expense. Invitations and calls to meetings, conventions and conferences shall clearly indicate the conditions of reimbursement.

2.431 Claims for reimbursement shall be at the room rate, including taxes, negotiated with the hotel management by the Governor, Executive Director and/or the Board of Trustees for a single individual. The hotel/motel receipt must be submitted with the voucher.

2.432 More expensive or larger accommodations (suites, etc.) than a double room reserved by the Governor, Governor-elect, and Executive Director for those events stipulated in the Bylaws and policies shall be the personal expense of the individual concerned.

2.433 The order in which complimentary rooms at all conventions shall be distributed is (1) Governor, (2) Governor-elect, (3) International Representative, (4) Executive Director.

2.5 District Events

2.51 In accordance with the foregoing paragraphs of this Policy, District officers may be reimbursed for costs incurred at a District Convention, Midwinter Conference, training conference, or special District meeting called by the Governor or Board of Trustees. Similarly, District personnel may be reimbursed for costs incurred at no more than two District Training Conferences called by the Governor-elect to prepare the Board and Chairs for the next administrative year. Costs for lodging and meals may be paid directly by the District, with approval of the Governor.

2.52 If it is more convenient to commute from home when attending a meeting of more than one day, the normal mileage rate will apply if the sum does not exceed the cost of lodging applicable for that meeting.

2.53 Registration fees for District Conventions and Midwinter Conferences will be waived for District officers and officer-designates. However, if attending as a club Convention delegate or Midwinter representative, it is the responsibility of the member or club to pay the fees.

2.54 District officers residing within fifty (50) miles of a convention or conference host city shall not be reimbursed for overnight lodging except with the advance approval of the Governor, except the Governor, Governor-elect, and Executive Director, and when required by the Governor, other officers of the Executive Committee.

2.55 The District Governor may claim reimbursement for travel, lodging, meals, and other costs incurred by their spouse while performing expected duties. The amount of reimbursement shall not exceed the budgeted amount approved for the District Governor and spouse.

2.56 Unless specifically assigned or approved in advance by the Governor or District Board of Trustees, a Lieutenant Governor's travel, lodging, and meal costs incurred outside their own Division will not be reimbursed by the District.

2.6 International Events

2.61 The District Governor shall be allotted an amount not to be exceeded in the annual budget for expenses incurred in attending the International Convention.

2.62 The District Governor shall be reimbursed for actual costs not paid by Kiwanis International, but not in excess of the budgeted amount, to attend a midwinter Regional Governors' Conference if one is called by the International President.

2.63 The District Governor-designate, or District Governor, and the District Executive Director shall be reimbursed those costs not paid by Kiwanis International, but not in excess of the budgeted amount, to help cover actual travel, room and board expenses of their spouses when attending the International Council meeting.

2.64 The attendance of the District Executive Director at the International Convention and Council and one annual Administrative Secretary's conference, shall be reimbursed by the District not to exceed the budgeted amount.

2.65 The Governor-elect shall be reimbursed for actual personal expenses covering travel, room and board to the District Convention and to the International Convention, with the maximum for the International Convention not to exceed the budgeted amount.

2.66 A detailed expense voucher must be submitted for payment. The priority for allocation of funds for Convention expenses shall be defined in Section 2.68 of the Policy Statements.

2.67 The Immediate Past Governor, Trustee, Trustee-designate, Lieutenant Governors, and the Lieutenant Governors-designate may be reimbursed for actual personal expenses covering travel, room and board to the District Convention and to the International Convention; but the maximum for any individual attending the International Convention shall not exceed an amount set forth in the annual budget. Should any of the above individuals find it impossible to attend the International Convention in the year they hold office as designated in the foregoing, there shall be no "carry over" for reimbursement in any future administrative year. A detailed expense voucher must be submitted for payment.

2.68 The foregoing allocation of funds is predicated on such being available in the District Budget for each administrative year. In case only partial funds are available, the order of priority shall be: the District Governor, the District Executive Director, the Governor-elect, the Immediate Past Governor, Trustee, Trustee-designate and the Lieutenant Governors-designate.

2.69 In the event any District Officer is authorized to travel outside the confines of the Wisconsin Upper Michigan District with the District reimbursing such officers for travel, room and board, the transportation charged to the District shall not exceed the cost of first class rail or airline transportation.

2.7 District Chairs

2.71 A District Chair shall be reimbursed in accordance with these policies for travel to such meetings and conferences that they may be requested to attend by the Governor within and on behalf of the District. They shall be reimbursed for reasonable personal costs incurred in performing responsibilities expected of the position, as indicated by the Governor.

2.72 Any District Chair or District Chair Appointee appearing on the official program of, or requested by the Governor to take an active part in, the District Convention and Midwinter Conference who resides over fifty (50) miles from the site (except with the advance approval of the Governor), may be reimbursed in accordance with Policy No. 2, applicable portions dealing with lodging, meals, other expenses, and registrations. If serving as a club convention delegate reimbursement may not be claimed for registration fees. The Governor shall, with advance notice, have the authority to limit monetary reimbursement for lodging expenses.

2.73 No expenses will be granted for appearances outside the Wisconsin Upper Michigan District unless such appearances are approved by the Governor or the Board of Trustees. All requests for reimbursement for such travel will require a certified voucher with details indicating approval by the Governor or Board of Trustees.

2.8 Past Governors

2.81 The Governor, on behalf of the District Board of Trustees, will invite all Past Governors and their spouses to attend District Conventions and Midwinter conferences. Such invitation does not imply or authorize claims for reimbursement of any expenses incurred for such attendance not to exceed the budgeted amount.

2.82 All Past Governors are entitled to attend the Midwinter Conference and District Convention (as voting delegate-at-large) without registration fee being charged, but if attending as a club convention delegate, the club so honored must pay for that registration.

2.83 All Past Governors other than those serving as District officers, committee chairs and Past Governor Trustee, shall be reimbursed for one night lodging at the rate established for the event as the only compensation for attending the Midwinter Conference and the District Convention. The Governor shall, with advance notice, have the authority to limit monetary reimbursement for lodging expenses.

2.84 Any Past Governor who is currently serving as Past Governor Trustee or as a District Committee Chair may claim reimbursement for expenses attributable to those activities under applicable provisions of the Bylaws and Policies.

2.85 Any Past Governor who is serving or who has served in an elected position on the Kiwanis International Board shall be accorded special recognition at all District functions and shall be entitled to reimbursement for all transportation, lodging, and meal expenses at any Midwinter Conference, District Convention, or Training Conference. Rates and condition prevailing for District officers shall apply.

3.0 CONFERENCES AND CONVENTIONS

3.1 Official Committee

The official committee for both events shall be the Executive Committee and the District Convention Committee. The committee is charged with preparation of the Official Program including lunches, dinners, banquets, and Governor's Banquet, but any and all arrangements and commitments require Board approval.

3.2 Site Criteria

Should any Kiwanis Club, group of clubs, division, or divisions wish to extend an invitation to host the District Convention or Midwinter Conference, the following items must be considered and answers provided on the several items in order for the Executive Committee to make a recommendation to the District Board for the final selection:

- First class housing for 125 persons for single occupancy and 125 rooms for double occupancy
- Adequate auditorium for conducting meetings
- Space for 24 caucuses to be held concurrently
- Banquet facilities for seating and serving 350 persons
- Facilities for serving luncheons for other occasions, including a spouse's luncheon
- An adequate facility in which to conduct a memorial service
- All facilities for sleeping, banquets and meetings shall be first class and well kept
- Adequate space for registration and areas for the displays of District Committees

3.21 As is customary, a definite agreement shall be concluded on the number of complimentary sleeping rooms allocated in relation to the total number of rooms sold. The convention financial summary shall list the cost of complimentary rooms and the number used. Hotels and motels must provide complimentary rooms in the ratio of occupancy currently in practice.

3.22 The Board of Trustees shall consider all facilities and shall recommend a selection to the District Board of Trustees.

3.23 Rates for convention housing shall be negotiated in advance with all hotels and motels offering their services. When agreement on rates has been reached, a contract shall be duly signed by the District Executive Director. No subsequent increases will be accepted.

3.3 Revenue

The committee shall recommend to the Board of Trustees a uniform registration fee for all members to cover all foreseeable convention expenses excluding meals and rooms. The total amount of such convention registration fees shall be approved by the District Board of Trustees in accordance with the District By-laws.

3.31 The proceeds received from the registration fee shall be expended solely upon approval of the Board of Trustees.

3.32 Any prepaid registration fee for the Midwinter Conference or the District Convention shall be refunded in full if a written request is made SEVEN (7) days prior to the call of the first meeting. Prepaid meal costs shall be refunded if request is made 72 hours prior to the time of the first meal function of the Midwinter Conference or the District Convention. Individual emergency refunds may be approved by the District Governor.

3.33 The District Convention and Midwinter Conference are District responsibilities. Should any funds be available after all expenses have been paid, such balance shall be remitted to the District Executive Director and credited to the proper account. In case the expenses exceed the income, it shall be the responsibility of the District to pay the difference.

3.4 Expense

An appropriate sum of money shall be budgeted to cover full payment of a Kiwanis Fellow in the Kiwanis International Foundation for the retiring District Governor as a memento of appreciation for services rendered. Should the District Governor at the time of leaving that office be a Kiwanis Fellow, any suitable gift of like value shall be presented. The presentation will be made at the District Convention when a successor is elected.

3.41 The District budget shall provide a sum of not more than \$200.00 for the purchase of a suitable gift to be presented to the International Representative at the District Convention.

3.42 At the discretion of the District Governor, lodging, meals, and other legitimate expenses (such as flowers and gifts) will be assumed by the District for the International President, International Trustee, and other International Officers and their spouses, when invited to attend district conventions, midwinter conferences, and International Presidents' visits. Gifts to the Board of Trustees are solely at the discretion of, and at the personal expense of, the District Governor.

3.43 The Governor, after consultation with the Executive Committee, Convention Committee, and others, if desired, will make recommendations concerning Convention and Conference featured speakers and programs and the estimated costs to the District Board of Trustees in timely manner so as to enable Board approval in concept, and the Governor and the committees may finalize contracts for such features.

3.5 Registration

The method of handling convention reservations and registrations shall be developed by the District Convention Chair, the District Business Manager, and the District Executive Director.

3.51 Each registered delegate at the District Convention will receive an admission card to the House of Delegates. By presenting this card to the Sergeant-at-Arms, the delegate will receive in exchange an official ballot. Should the delegate find it necessary to leave the House of Delegates before all elections are completed, the ballot will be surrendered for an admission card, which will again enable entrance to the House of Delegates.

3.52 Lists of delegates, alternates and delegates-at-large shall not be available to any group or individual, except candidates for Governor-elect, before or during the Convention for any purpose other than required by the Bylaws or necessary for conducting a District Convention.

4.0 DIVISIONS

4.1 Division and Region Councils

The purpose of a Division or Region Council shall be (a) to exchange ideas on club administration and functions; (b) to coordinate common projects; (c) to exchange information about club programs; and (d) to encourage cooperation of all division and or regional clubs with the District and with Kiwanis International.

4.11 The Division or Region Council shall have no officers. It shall meet at the call of the chair. The incumbent Lieutenant Governor shall be the chair of the Division Council and the incumbent Trustee shall chair the Region Council.

4.12 Basic membership in the Division Council shall consist of the incumbent presidents and secretaries of the clubs of the Division as well as the Division's Lt. Governor and Lt. Governor-elect. All members are expected to attend the Division Council meetings.

4.13 Basic membership in the Regional Council shall consist of the Lt. Governors, the Lt. Governors-elect, and the Regional Trustee. All members are expected to attend Regional Council meetings. The Regional Council meeting, called for the purpose of election the Regional Trustee, shall include a representative from each club in the region.

4.14 No assessment of dues or request for contributions in support of a Division or Region Council shall be imposed upon the membership of any club, except that the fee of \$100 (for building a new club in the division) may be equitably distributed among the clubs in the division.

4.15 The Division and or Region Council are an advisory group and the Council's decisions are not binding upon the officers or members of any club.

4.2 Governor's Visits

4.21 The Governor will endeavor to be present at one meeting of each Region in the District during the term of office. The annual visit of the Governor and spouse to each Region in the District is the premier social event in the administrative year.

4.22 The Trustee, as chair, and the Lt. Governors of the region, are responsible for hosting a successful event with strong representation from all clubs in the Division. The Governor is the featured speaker for the event; this presentation should assume precedence in both importance and order of appearance over any other after-dinner feature on the program.

4.23 Personal costs of the Governor's official visit may be assumed by individuals, a club, or the region; otherwise, the Governor will be reimbursed by the District on claim.

4.231 These costs will include reservations and lodging for the Governor and spouse if that requirement exists because of travel distance, road, or weather conditions and the banquet meals for the official couple.

4.232 Regional pro-rated costs may, and commonly do, include musical entertainment, program printing, flowers, door prizes, etc., as determined by the Regional Council as necessary and appropriate.

4.24 The Governor will endeavor to be available to present Charters to newly organized Kiwanis Clubs, Key Clubs, and Circle K Clubs.

4.25 At special occasions such as anniversaries, honor nights, etc., the District Governor may be available and expenses for such visits shall be paid by the host group.

4.26 Should any unusual problems or situations arise in the District, the Governor or an appointed representative will be available.

5.0 CLUBS

5.1 New Club Equipment

5.11 It is suggested that each newly organized Kiwanis Club in the District receive from the sponsoring club(s) or other division clubs, such additional gifts as they may see fit to furnish, such as:

- A road sign, with meeting time and place plates.
- A speaker's lectern
- A Kiwanis flag set with floor stand
- A gong and gavel case
- A secretary's kit and filler set
- A United States flag set with floor stand
- A flag case
- Flags of the Kiwanis areas

5.2 Indebtedness to District

In case any Kiwanis Club of this District is SIXTY (60) or more days in arrears for any financial obligations beyond the dated statement received from the District Executive Director, the District's Executive Director is directed to note the arrears in the grid report of Kiwanews, with the words "**Not in Good Standing**", until the obligation is paid in full or satisfactory arrangements are made for payment.

5.3 Fundraising

All solicitations by clubs and divisions of funds for any purpose shall be limited to the territorial limits of the club or division making the appeal, except by mutual understanding or agreement of clubs in a division or district, for a common purpose.

5.31 Any chartered Kiwanis Club of this District, which uses or participates in any legal games of chance for fund raising for service projects or activities, shall promptly provide the District Executive Director a current copy of all legally required governmental permits and/or licenses for such events, prior to the event(s).

5.32 Failure to provide said copy may be deemed prima facie evidence of contravention of District Bylaws and Policies.

5.33 Fund solicitations may not be made at District Conventions and District Midwinter Conferences, except as permitted by this policy:

- 1) Any District entity, such as District Foundation, a District project, Past Lt. Governors Council, Sponsored Youth, etc., may request permission to solicit donations to benefit the entity. Requests should be received in the District Kiwanis office at least 120 days prior to the District event, and
- 2) Any Kiwanis club(s) or Division which is host of a District event or is substantially responsible for conducting a District event may request permission to solicit donations if the following conditions are met: a) Request is received by the District office at least 120 days prior to the District event, and b) At least one-half of the profits of the fundraiser must go to a District entity, and c) All recipients of the profits are identified in the request.

5.4 Use of District Name

The use of the District name for events such as golf and bowling tournaments require the approval of the District Board of Trustees prior to any promotion of such activities by any club or division. Each occurrence of the event shall require approval by the District Trustees.

5.41 The District shall incur no expense or liability for any such events.

5.42 Approval of the use the District name shall be at no cost to any so approved club or division.

5.5 Kiwanis Family Outreach

The Kiwanis Family Outreach Program is designed to give Kiwanis clubs that are interested in Circle K, Key Club, Builders Club, K Kids, Key Leader, AKtion Club and other Service Leadership Programs, an opportunity to become involved through a monetary contribution in support of the respective programs on the District level. Individuals may contribute to the Kiwanis Family Outreach Fund, as well. Youth Services credit will be given for Outreach contributions if reported on the official monthly report.

5.51 Funds will be handled by the Kiwanis District Office and channeled to the designated programs. The funds will be used to finance membership development programs, service programs, production of training manuals and part of the cost of administration. The Executive Director will insure that donations designated for specific programs are accounted for individually; undesignated donations will be allocated by vote of the Board of Directors.

5.511 A separate account will be established in the name of the Wisconsin Upper Michigan District of Kiwanis International to be known as the Kiwanis Family Outreach Fund.

5.512 Funds will be released upon written order of the Kiwanis District Administrator, or District Committee Chair for the respective program.

5.6 Convention Assessment Waiver

Each member club shall pay to the District a convention assessment not to exceed \$90.00 for its entitled three (3) delegates to the Annual District Convention. The convention assessment shall be billed together with the District dues as outlined in section 13.31. The convention assessment must be paid by all clubs, regardless of whether or not they have three (3) delegates in attendance at the District Convention. The convention assessment shall be used solely for the expenses of the Annual District Convention.

Upon application by a club to the District Board of Trustees and for good cause shown, the Board may, at its discretion, waive payment of all or a portion of the convention assessment for a club.

Clubs should use the following guidelines when submitting an application to the Board of Trustees for a waiver of the Convention assessment;

- A club size of 15 or less at the time of the request.
- Submit evidence that the club had Administrative income of \$5,000.00 or less in the past Kiwanis year.
- Submit the current year's Administrative budget.
- No consideration to be given to anecdotal comments or direct statements of individual resignation or dropping of a club charter.
- All requests should be submitted to the District office 30 days prior to the February board meeting.

The Board of Trustees will act upon the requests at the February board meeting and the Executive Director will notify the clubs of the board's decision within 14 days of the board meeting.

6.0 Circle K and Key Club District Operation

6.1 Governance

The responsibility and control of the Circle K and Key Club Districts shall be with the Kiwanis Board of Trustees.

6.11 Any reference to the Key Club, Circle K, or Kiwanis Board of Trustees shall assume that in each instance these Boards are located in the Wisconsin-Upper Michigan District of Kiwanis International.

6.12 The Kiwanis District Governor and the Board of Trustees shall be responsible for counsel, advice and final authority for the functioning of the Circle K and Key Club District Boards.

6.13 Should any situation arise at such time that the Kiwanis Board cannot conveniently meet to grant approval, the Kiwanis District Governor and the Kiwanis District Administrator may collaborate to render a decision on behalf of the Kiwanis District Board. Any such decision shall be confirmed by the Kiwanis Board at its next regular meeting.

6.2 Finance

The Circle K and Key Club District Budgets shall be prepared by the specific Circle K or Key Club District Governor, District Treasurer, assisted by their Kiwanis District Administrator. The Budget shall be submitted to the Kiwanis District Executive Director no later than the Kiwanis Spring Board meeting of each calendar year.

6.21 Disbursing of funds shall be the responsibility of the District Circle K and Key Club District Board supervised by the Kiwanis Administrators. All Key and Circle K Club disbursements shall require two signatures, one, the Circle K or Key Club District Treasurer or Governor, and the other, the Kiwanis District Administrator.

6.22 District Circle K and Key Club travel funds may be used by Circle K and Key Club District officers for transportation to District Board meetings, District conventions and training conferences. Any additional travel expenditures must be approved by the Kiwanis District Governor and the Kiwanis District Administrator.

6.221 Travel of the Key Club District Governor, District Secretary, District Treasurer, and Trustees shall be approved by the individual high school principal, parents, and the Kiwanis District Key Club Administrator.

6.23 Correspondence, e-mail, phone or other electronic methods should be the prime means of communication and, except in rare cases, should eliminate personal trips.

6.24 The Kiwanis District Board of Trustees may budget from District funds such an amount as deemed necessary to support the District Administrations. No additional payments shall be made without prior approval by the Kiwanis District Board of Trustees. All expenditures shall be in conformity with the provisions of Section 6.21 of this policy.

6.25 Kiwanis District funds shall not be available for expenses incurred in sponsoring individual Circle K clubs or Key Clubs or furnishing supplies and equipment to individual clubs. This obligation remains with the sponsoring Kiwanis Club.

6.26 The Circle K and Key Club District Governors, Secretaries, Treasurers and Trustees will forward their records to their successors directly within thirty (30) days after election.

6.3 Annual Meetings

The Circle K and Key Club District Boards shall meet at least twice a year, one at the time of the District Convention.

6.31 The Kiwanis Administrators and the Circle K and Key Club District Governors shall approve all necessary plans for the Circle K and Key Club District conventions. This includes all financial, organizational, program and any other necessary details.

6.32 District Circle K and Key Club conventions shall be held annually on a weekend, subject to the approval of the Kiwanis Board of Trustees. The Circle K or Key Club District Convention budget shall be approved by the Kiwanis District Administrator.

6.33 Circle K and Key Club District Officers Training Conference should be scheduled on a weekend before the end of April, subject to the approval of the Kiwanis District Board of Trustees.

6.4 Records

Within sixty (60) days following the close of the Key Club and Circle K administrative year, the books of account of the Circle K and Key Club Treasurers shall be formally reviewed by the District Administrator or their appointed representative and a Kiwanian with financial, accounting or auditing skills.

7.0 AWARDS AND RECOGNITION

7.1 Approval

Any award established in the name of the District must receive advance approval by the District Board of Trustees.

7.11 Proposals submitted for approval shall state clearly a) the name of the award; b) the purpose for which it is to be given (service it seeks to recognize); c) criteria by which achievement is to be measured; d) method by which recipient(s) will be selected; e) form of the award (plaque, banner patch, lapel button, etc.); f) source of funding; g) proposed occasion on which presentation of the award is to be made.

7.12 Excluded from this Policy are awards given by clubs to their members or to persons in the community in which they function. However, clubs may wish to follow the above procedure, utilizing the club Board as the review agency.

7.13 The granting of any and all awards to Kiwanis Clubs in the District shall be confined to the winners in each category and not more than four honorable mentions.

7.2 Achievement Committee

Achievement Committee guidelines are to require that the THREE (3) best club achievement reports in each section and category as outlined by Kiwanis International, shall be graded and be given a percentile value as recommended by Kiwanis International, by each member of the Achievement Committee, independently and without consultation. The grades assigned by each member of the Committee are to be added; with the winners and honorable mention awards to be determined by the total, of all grades; the first award going to the highest total, and honorable mention in accordance with succeeding totals. The percentile grading of all achievement reports by this Committee are final.

7.3 District Project Defined

A District Project is defined as any activity conducted on a district-wide basis by a committee or an organization in which the word "KIWANIS" is used in its promotion or as a part of the name of such activity.

7.31 In order to promote greater participation and liaison, all District project committees shall have a minimum of one Trustee of the District Board as a member of such committee. The Trustee member shall be appointed by the District Governor.

7.32 No committee or organization shall engage in the promotion of or shall conduct a District project (on a voluntary basis or otherwise) without prior approval of the Board of Trustees of the Wisconsin Upper Michigan District of Kiwanis International.

7.33 To avoid confusion, all dates, locations and budgets of District projects shall be submitted to the District Board of Trustees for prior approval.

7.34 At the conclusion of each such District project, the committee or organization shall file a statistical report and a financial statement with the District Executive Director.

7.4 Authorized District Awards

The name and purpose of each Award authorized by the Board of Trustees is shown below. By these references the complete documents as adopted by the Board shall have the same status, force and effect as if they were printed in full herein. Complete copies -- including eligibility requirements -- are available from the District Executive Director on individual request and will be distributed annually to each Lieutenant Governor and Club Secretary.

7.41 Banner Patch: Governor, Trustee, Lt. Governor, and District Chair

The District shall provide a banner patch for the Governor, each Trustee, each Lieutenant Governor and District Chair, including any who died in office during their year, to be presented at the District Convention.

7.42 District Governor's Trophy

This trophy shall be awarded annually to the best Division on the basis of performance and eligibility. Both individual Clubs and their Lieutenant Governor must satisfy eligibility criteria. The eligibility criteria shall consist of scoring procedures currently in use for the purposes of determining "Distinguished" status for both club officer and Lt. Governor. That done, the winning Division is selected on the basis of points earned for: membership gain; attendance at meetings; sponsorship of new Kiwanis, Key, and Builders Clubs; attendance at Division Council, District Council and Convention, and International Convention. Deadline for filing necessary reports and documents is October 31 for the previous Administrative Year.

7.43 Governor's Service Award.

The award recognizes those Kiwanis Clubs who start three new service projects during the current Administrative Year. One of these projects must be in the area of Young Children-Priority One. Projects must include commitments of time; financial contributions alone do not count. Deadline: November 1st for the previous Administrative Year.

7.44 Lt. Governor's Round Robin Award.

Regular, planned visiting within the Division Kiwanis family may earn a Round Robin or an Interclub Award. Winners must meet minimal criteria and be certified by their Lieutenant Governor. Monthly Club Reports provide the data.

7.45 Outstanding Kiwanian.

Any member -- office holder or not -who takes an active part in the Club's activities throughout the year is eligible. Seven criteria are used to identify these major contributors to the Club's success within its community. Forms for nominating these people are sent to the Secretary of the Club each September.

7.46 Membership Trophies.

To encourage and recognize club membership growth achievements during the immediately prior administrative year within the District, two traveling trophies will be presented. One will recognize the club with the greatest percentage growth and the second will recognize the club with the greatest net growth.

7.47 Club Bulletin Contest and Awards.

The District Club Bulletin Contest shall be designed and conducted by the District Bulletin Editor.

8.0 District Bulletin

8.1 Inserts

To further the broadest communication of District, Division and Club events, *The Kiwanews* shall be made available to K-family groups as a medium for disseminating information on such events by allowing inserts into the District Publication.

8.11 Criteria for inserts into *The Kiwanews*.

Inserts shall meet the following criteria:

- Contents shall adhere to all established District by-laws and policies
- Contents shall adhere to an established District advertising policy
- Contents shall adhere to all applicable US Postal Service regulations
- Contents shall adhere to all applicable statutes in the states of Wisconsin and Michigan.

8.12 Reimbursement of costs and provisions for inserts in *The Kiwanews*.

The Kiwanis-family group initiating the insert shall:

- Provide all pre-printed material (the insert) to the District's printer of record for *The Kiwanews* in such quantity as needed to match circulation, and in a time frame conforming with publication schedules.
- Reimburse the District for additional costs associated with insertion into *The Kiwanews* and for any additional increases of mailing weight.

8.2 Media Enhancement

The Kiwanews, as an integral part of District Communications media, shall provide monthly cross-reference information regarding K-family District web sites, list servers, and any other electronic media, which will enhance the dissemination of information throughout the District.

9.0 District Communications Resources

9.1 Discretion

The District Bulletin Editor, District Web Administrator, and other such individuals assuming similar responsibilities shall have the discretion to make decisions and determinations to implement these policies using their best judgment, subject to the review of the District Board of Trustees.

9.2 Political Activity

9.21 Outside Kiwanis: District Communications resources shall not be used to endorse nor to refer (as in linking to a web site, publishing a campaign office address, etc.) for any political candidate or initiative.

9.22 Within Kiwanis: Endorsements of candidates for international office in Kiwanis may be communicated using District communications resources only if the District Board of Trustees votes to endorse and directs that the endorsement be published.

The District communications resources will be used to publish the text of proposed resolutions and amendments to International and District Bylaws and results of elections as news items. Endorsements or critiques of amendments and resolutions at the District and International levels may be published only if the Board of Trustees votes on these issues and directs that the decision be published.

The District communications resources may not be used for campaigns or issues at the club or division level.

The District Web Site may contain club, address and contact information, including e-mail addresses, for candidates for Governor-elect. Upon request by the candidate, the District web site may establish a link to the candidate's web page. The page on the District web site containing such links will contain the statement, "The views expressed in candidates web pages are those of the candidates and do not necessarily reflect the views of Kiwanis International or the Wisconsin – Upper Michigan District.

If the website administrator determines to add this information for a candidate, the same is to be provided to all candidates.

9.3 Commercial Activities

The District communications resources may carry advertising (including web site links) or recognition for donations but shall not endorse products or services. Such advertising or recognition should be clearly labeled as "Advertisement" or "Thanks for Donation."

The use or mention of a technology resource is not an endorsement of that resource, and a statement to this effect is to accompany any such mention or appearance.

Prior to accepting advertising on District communications resources, those responsible will obtain an agreement from each advertiser indemnifying Kiwanis International, the Wisconsin – Upper Michigan District and the clubs and members therein against loss resulting from the advertisement including, without limitation, losses caused by trademark or copyright infringement and suits for defamation.

The District communications resources shall not carry and advertisement or link to a commercial site that fails to meet the standards of the Objects of Kiwanis or fails to meet the standards set forth in the District Bylaws and Policies.

9.31 Copyright and trademark:

When material or information is supplied by a third party, written permission must be obtained and filed in the District Office prior to the used of any copyrighted material. Any reference to trademarks or logos is to have the appropriate legal references associated with them in all public uses

9.4 Fundraising

The use of District communications resources for fund raising by any Kiwanis entity is to be determined by the District bylaws and Policies, except for the use of e-mail list servers.

E-mail solicitation of funds or sales of products by a Kiwanis entity within a district may occur using an open or unmoderated list server sponsored by the District.

9.5 Privacy

Prior to the publication in the District communication resources of the name, address and other contact information for an individual – Kiwanian or non-Kiwanian – a personal information release form giving the District permission to publish this information and relieving the District from liability is to be obtained. These forms shall be in effect until specifically revoked by the individual and shall be retained by the District Office.

9.6 Liability

The following statement should appear on all District communications resources available to the public:

The Wisconsin – Upper Michigan District of Kiwanis International retains the right to delete content it deems may violate copyright or trademark, and/or which may be defamatory or not meeting the standards set forth in the

appropriate regulatory documents of the Wisconsin – Upper Michigan District and Kiwanis International. The Wisconsin – Upper Michigan District of Kiwanis International disclaims the right to control the parties publishing content not within the control of the District.

10.0 District Committees

10.1 K-Family Committee

10.1.1 Purpose

Strengthen the Kiwanis Family by:

- 1) With the assistance of the Service Leadership Team (SLT), an advisory council consisting of all SLP administrators encourages Kiwanis clubs to increase their interaction with, and support of, the Service Leadership Programs (SLP).
- 2) Oversee the Service Leadership Program Outreach Fund.
- 3) Assist the District Board of Trustees by recommending changes to the district policies and by-laws relating to the K-Family activities as needed

10.1.2 Membership

- 1) Six Regional Representatives
- 2) Trustee
- 3) CKI K-Family Chair
- 4) Key Club K-Family Chair
- 5) Kiwanis District K-Family Committee Chair

10.1.4 Membership Selection

- 1) The six regional representatives shall be nominated by their respective regional Trustee. Very large regions may/should consider co-representatives.
- 2) The Trustee and Committee Chair shall be nominated by the Governor-Elect and confirmed by the Board of Trustees
- 3) The CKI and Key Club K-Family Chairs are selected by their respective organizations

10.1.5 Term of Office

- 1) All members shall serve for one year within the fiscal year for their respective organizations.
- 2) Members may serve multiple years, but not more than six (6) years consecutively.

10.1.6 Member Responsibilities

- 1) Attend meetings of the committee at the Mid-Winter Conference and at the District Convention
- 2) Actively participate in the functioning of the committee
- 3) Represent the K-Family Committee at all division and regional meetings in your region.
- 4) Make presentations when necessary within your region
- 5) Attend SLP training sessions designed for committee members by the SLT

10.2 Service Leadership Team

10.2.1 Purpose

The purpose of this advisory council is to provide the K-Family Committee with the necessary knowledge and tools to promote the Kiwanis Service Leadership Programs (SLP) throughout the Wisconsin-Upper Michigan District.

10.2.2 Membership

- 1) Membership of this advisory council shall be limited to 15 members.
- 2) The minimum membership shall include are
 - a) The SLP administrators
 - b) The Key Leader Coordinator
 - c) A representative of the K-Family Committee
- 3) Other members may be added by the team as needed

10.2.3 Selection

The District Administrators are appointed by the Governor-Elect

The K-Family Committee representative shall be appointed by the K-Family Committee

The Service Leadership Team may select the additional members as needed.

10.2.4 Term of Office

The term of office is one year (Oct 1 – Sept 30) OR for the duration of the District Administrator's term.

10.2.5 Member Responsibilities

- 1) Actively participate in the functioning of the council
- 2) Provide training to K-Family Committee members on the SLPs
- 3) Create workshops for conventions and or conferences as needed