

POLICIES MINNESOTA/DAKOTAS DISTRICT OF KIWANIS INTERNATIONAL

DEFINITIONS

Bylaws

The bylaws represent the rules and regulations governing the operations of the Minnesota-Dakotas District of Kiwanis International as set forth by KIWANIS INTERNATIONAL and/or as approved or amended by the House of Delegates at a Kiwanis District Convention.

Policies

These statements further define the policies of the District and the procedures to be followed in carrying on the functions of the District. Should a conflict ever develop between these two, bylaws supersede policy statements.

Job Descriptions

Job descriptions serve the purpose of explaining the duties, responsibilities, and qualifications of the people who served as officers, staff and committee chairs of the District.

Protocol

Protocol serves to remind us of the courtesies due to certain officers of Kiwanis based on the level of office they hold.

Division (Region)

For the purpose of and to facilitate District administrations, the District has been divided into divisions (regions), each headed by a Lieutenant Governor. A division (region) is simply a convenient means of designating a general area and the clubs in which the Lieutenant Governor assists the Governor and carries out the work of the District; a division (region) is not an additional Kiwanis organization unit.

Circle K

Circle K is a wholly and completely Kiwanis sponsored college service organization, comprised of men and women students, which has as its purposes services to the school and community and the development of outstanding leadership.

Key Club

Key Club is wholly and completely a Kiwanis sponsored high school organization, comprised of high school students, which has as its purposes services to the school and community and the development of outstanding leadership.

Builder's Club

Builder's Club is wholly and completely a Kiwanis sponsored school organization, comprised of junior high students with purposes similar to that of the Key Club at the senior high level.

K-Kids Club

K-Kids is wholly and completely a Kiwanis sponsored school organization, comprised of elementary students with purposes similar to that of the Builders Club at the junior high level.

Aktion Club

Aktion Club is wholly and completely a Kiwanis sponsored community organization of adult citizens with disabilities.

Its purpose is to build a sense of community and belonging, to do community service and to develop leadership skills in its members.

Budget

A statement of anticipated revenues and expenditures for a specific period of time.

Fiscal Year

For Kiwanis, the fiscal year begins on October 1; for the organizations listed above, the fiscal year begins on May 1.

POLICIES AND PROCEDURES

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I. FINANCIAL POLICIES AND PROCEDURES

A. The Budget

1. Preparation of Budget

- a. The draft budget for the twelve-month period beginning October 1 is to be prepared before April 1 by the Governor-Elect and submitted to the Finance Committee.
- b. The proposed budget, upon its completion by the Finance Committee, is presented to the incoming Board of Trustees at the Lieutenant Governor's Training Conference for review. The proposed budget, when submitted to the incoming Board of Trustees, shall reflect in detail estimated income and expenses for the year, a comparison to the budget for the current year, and if available, will include a comparison to the current year's operations considering the expenses to be incurred for the balance of the year and the previous year.
- c. Not less than thirty days before the budget preparation meeting of the Finance Committee, the District Secretary shall send a budget request form to (a) each incoming District Committee Chair or, if such a chair has not yet been appointed, to the current District Committee chair, and (b) the other District Officers.
- d. All budget requests made by committees or officers shall be submitted to the Finance Committee Chair not less than ten days prior to the budget meeting of the Finance Committee.
- e. Any committee failing to submit a budget request will either receive a budget at the discretion of the Finance Committee or have its expenses be the responsibility of the Committee.

2. Balanced Budget

The budget, as recommended by the Governor-Elect, and as adopted by the Finance Committee, shall not permit total expenditures to exceed the estimated income. (Income is defined as revenue arising from dues, interest income above that required for reserve purposes, amounts in excess of the required reserve balance, and miscellaneous sources, if any.)

3. Adoption of the Budget

The budget of estimated income and expenditures for the year shall be approved and adopted by the Board of Trustees for the year of the budget at its first meeting.

4. Budget Changes or Modifications
 - a. Any request for change or modification of the budget should be submitted in writing to the Governor, and should set forth the reasons for the change or modification.
 - b. The request for change or modification of the budget shall be submitted to the Finance Committee, with a recommendation from the Governor and will be considered at its next meeting.
 - c. Any change or modification of the budget must be approved by the Board of Trustees.
5. Request for Funds not Budgeted
 - a. Any request for funds not budgeted should be in writing to the Governor, and such request should be handled as a request for budget change or modification. Such requests shall be considered on the basis of need and the financial status of the District at the time the request is made.
 - b. Expenditures authorized or obligations incurred by District Officers, Committee members or any persons for non-budgeted items will be the personal responsibility of the person authorizing the expenditure or obligation. Spending without authorization is at your own risk.
 - c. No funds within the budget may be transferred or used for any purpose other than the stated budget items without approval of the Board of Trustees.
6. Actions on the Budget by Board of Trustees

Any proposed resolution or other action by the Board of Trustees that has financial or budget implications shall be referred to the Finance Committee before any action is taken.

B. Financial Records

1. Generally Accepted Accounting Principles

The District books and records shall be maintained in accordance with Generally Accepted Accounting Principles and with proper internal controls.

2. Fiscal Year

The fiscal year of the District begins on October 1 and ends on September 30.

3. Inspection of Financial Records

The books and records of the District, and any of the sponsored programs organizations, at all times, shall be open for inspection by the Finance Committee, the Finance Committee chair, the Board of Trustees, or the Governor.

4. Closing of Books and Records

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

5. Receipt of Funds

- a. All funds received shall be deposited in regular commercial accounts by the District Secretary/Treasurer. Except as approved by the Finance Committee, funds shall not be deposited in any special commercial accounts.
- b. All funds received by the District shall be kept in secured and insured accounts and every effort should be made to earn the highest rate of interest available on the greatest amount of money possible. The District Secretary-Treasurer is authorized to transfer funds from one District Account to another in order to implement this policy.

6. Dues

In accordance with the District Bylaws, ARTICLE XIII, Section 1, the per capita annual dues shall be billed in one annual installment based on the club anniversary date of the members respective club.

7. Newly Admitted Clubs

Newly admitted clubs pay the new charter member fee for each charter member. One year after paying the appropriate per member New Club Fee, the club will enter the regular annual dues billing cycle based on their anniversary date. No new member add fee shall apply to charter members.

C. District Financial Obligations

1. Payment of Invoices

- a. Any and all purchases of equipment, materials, and supplies shall be approved by the District Office. Invoices for purchases or reimbursement of materials and supplies purchased shall be forwarded to the District Office for payment.
- b. All invoices, vouchers, or other billings which meet the requirements set forth in the budget approved by the Board of Trustees should be paid when due. Unless an invoice permits a longer period of time, such payments should be made by the District Secretary-Treasurer within 30 days following the date of the instrument.

2. Method of Payment

- a. All District obligations shall be paid by voucher check which shall show the payee, the item of service rendered or material purchased, and the amount of payment.
- b. All officials authorized to sign District checks shall be bonded in an amount to be determined by the District. Currently only the Governor and the District Secretary-Treasurer have authority to issue checks on the District treasury.

3. Charge for Expenditures

- a. All expenditures shall be charged to the proper budget account in the District's books and records.
- b. The Secretary-Treasurer shall provide an information copy of the check register on a monthly basis to the Governor.

4. Disbursements to Conform to Budget

Prior to making the payment, all expense items will be adjusted to conform to the budgeted allowance, including any approved changes or modifications thereof. As provided in Bylaws ARTICLE XIV, Section 3, the total disbursements in any year shall not exceed the gross amount of the budget adopted by the Board of Trustees.

5. Expense Reports

Expense reports should be submitted at least quarterly by all committee chairs and officers. Requests for reimbursement of reasonable expenses should be validated

by attaching receipts, when possible, or an appropriate explanation of each item. At the conclusion of the fiscal year, prior year's expenses of District Officers and/or committee chairs should be submitted no later than October 15 to enable the closing of the books by the Secretary/Treasurer.

6. Lieutenant Governors' Disbursement of Expenses
 - a. Lieutenant Governors will be reimbursed for district travel as budgeted. The budget shall provide for a separate round trip to each club in the division (region) by auto to complete club visits as required by Kiwanis International.
 - b. A Lieutenant Governor's reimbursement or advances will not be paid until the required reports have been filed with the appropriate offices. These reports include:
 - 1) Lieutenant Governor's Report on Education and Club Contact Visit. Required report for each Kiwanis Club within the division (Region) - due Dec. 1.
 - 2) Report of Official Club Visits due March 15.
 - 3) Report of Official Board Visits due May 31
 - c. Lieutenant Governors-Elect will be reimbursed for travel to the International Convention as budgeted.
 - d. The Lieutenant Governor will be reimbursed for attending the International Convention as budgeted, the District Convention, and Board Meetings.
7. Travel Expenses for Officers and Committee Chairs
 - a. Reimbursable expenses shall be the actual costs up to the amounts permitted in the budget.
 - b. Air travel, when prior approval of the Governor has been received, shall be the lowest fare available for the route; and with the exception of the Governor and the Secretary-Treasurer, no parking or cab fares are to be included.
 - c. Auto travel reimbursement rate will be set by the Board of Trustees. Mileage is determined by the most reasonable route. (This section applies to all District Officers, and Lieutenant Governors, and members).

- d. Bus, ship or rail shall be the lowest fare available for the route; and with the exception of the Governor and Secretary/Treasurer; no parking or cab fares are to be included.
- e. If reimbursement for expenses is applicable, committee chairpersons shall submit quarterly expense reports to the Governor for approval, and will be reimbursed within 30 days by the Secretary-Treasurer. The end of each quarterly period is considered to be December 31, March 31, June 30, and September 30. Each report should be submitted within 15 days following the end of the quarter.

D. Financial Reports

1. Form of Financial Reports

- a. Monthly operating statements and financial reports to the members and to the Board of Trustees shall be prepared in a form approved by the Board of Trustees.
- b. Each financial report shall be accompanied by an updated estimate of income and expenses for the year, a comparison to the budget for the current year, an estimate of income and expenses to be incurred for the balance of the year, appropriated comments concerning material variations, and any suggested policy changes or recommendations.

2. Financial Reports by Secretary/Treasurer

- a. The Secretary-Treasurer shall make a financial report to the Board of Trustees at each of its regular meetings.
- b. Quarterly operating statements shall be prepared by the District Secretary-Treasurer and sent to the chair of the Finance Committee, members of the Board of Trustees, the Governor, and the Governor-Elect.
- c. For the District Convention, the District Secretary-Treasurer shall prepare a condensed financial report, including an estimate of income and expenditures for the balance of the administrative year and the condensed budget for the next administrative year.

3. Financial Reports by the Finance Committee Chair

- a. A copy of the proposed budget and two previous budgets shall be mailed to each member of the incoming board of Trustees 30 days prior to the District Convention. The proposed budget shall be presented by the Finance committee chair to the joint Board of Trustees at its first meeting.

Before such meeting, the proposed budget shall be reviewed in detail by such board; if available at its training conference, or, if it was not available at that time, the budget should be reviewed prior to the Board meeting, at a separate meeting during the District Convention.

- b. At each of the regular meetings of the Board of Trustees, the Finance Committee Chair shall make a report covering the District's financial operations and the financial operations of the sponsored organizations.

E. District Auditors

1. Minnesota Dakotas District

- a. **Appointment.** At the first meeting of the Board of Trustees, upon recommendation of the Finance Committee, the auditor shall be appointed by the Board. The auditor shall be an independent certified public accountant or an independent public accountant. (see Bylaws, ARTICLE XIV, Section 5).
- b. **Presentation.** The auditor's report (for the prior fiscal year) shall be rendered for presentation to the Board at its District Convention.
- c. **Auditing Standards.** The annual audit shall be conducted in accordance with generally accepted auditing standards, and the report shall contain an opinion and financial statements, prepared in accordance with generally accepted accounting principles for the fiscal year ending September 30. The auditors also shall review the internal control of financial procedures and the District accounting procedures.

2. Sponsored Programs Organizations

An annual review of each organization's records shall be conducted after completion of its fiscal year by the Finance Committee.

F. Finances for the District Convention (and other Conferences).

1. Preparation of Budget for District Convention

- a. A preliminary break-even budget shall be prepared by January 1 by the Convention Director and be submitted to the Executive Board for review and approval. The financial committee will present a final convention budget by June 1.

- b. Expenses included in the budget should have flexibility to adjust for a reasonable decrease of attendance as compared to the number of participants expected.

2. Preparation of Budget for District Conferences

The budget for District conferences/meetings shall be prepared at least 60 days in advance of the event by the conference/meeting Chairperson and submitted to the Executive Board for review and approval.

3. Management of Income/Expenses for District Conventions, Conferences or Meetings.

If an existing budget account does not exist, the District Secretary/Treasurer will establish a separate account number to manage the income and expenses of the event. All income from the event and expenses of the event will be recorded in the appropriate account and final accounting will be reported after the event.

4. District Convention, Conference, and Meeting Registration Fees

- a. A larger registration fee ordinarily will be charged for Kiwanis members as compared to the registration fee for a spouse, family members, or guests (non-members), eighteen years of age or over. Such fee generally will be the amount necessary to balance the conference or convention budget, or to provide the income estimated in the District budget, using a conservative estimate of attendance.
- b. The current elected officers to the District Board of Circle K and Key Club will receive complimentary registrations for all District Conventions, Conferences and Meetings paid by the District.
- c. Reduced registration fees at District Convention, Conferences and Meetings may be established for special attendance or performance standards if such fees are included in the event budget. Members of the local sponsoring Clubs can attend the banquet (only) at a special price.
- d. Package Registration fees will encourage Kiwanians to participate in all events of each conference, convention, or meeting, and will minimize the financial risk to meal or special event guarantees. This package will include registration fee, luncheons, banquet, and special events tickets.
- e. The District's Kiwanis International Counselor and spouse, the families of the Governor, the Governor- Elect and the Immediate Past Governor will receive complimentary banquet tickets. Ordinarily, conference speakers and their spouses, if not Kiwanis members, will receive complimentary meals during the day/evening they speak.

- f. Meal functions and special events generally should be self-sustaining, with a sufficient override to provide for administrative costs and any complimentary tickets.

Any other complimentary tickets for meals and special events must be approved by the Governor (or Governor- Elect, if in charge) and the District Secretary-Treasurer and must be approved in the event budget process.

- g. For family members of Kiwanians or guests under eighteen years of age, a special registration fee equal to the cost of meals and events attended will be charged. All attendees at District Conventions, Conferences and Meetings will pay the required registration fee unless exempted by other paragraphs of this section. All cancellations after the established last refund date will be required to pay their registration fee.
- h. Each Past District Governor will pay the usual registration fee to attend a District Convention. Shortly thereafter, the Secretary-Treasurer will provide each Past Governor with an honorarium in the amount of the registration fee paid for such attendance. (Passed by Board 1-30-93)
- i. Administrative Funds will also pay an allowance of \$125 to the Circle K and Key Club Governors as a room and travel allowance to attend the District Convention.
- j. At District Conventions, Conferences and Meetings an honorarium will not ordinarily be paid for speakers, musicians, or entertainers from District Funds. These expenses must be covered by the registration fees.
- k. Unless the event is in conjunction with an event that includes travel cost reimbursement, no travel, lodging or food cost will be paid for expenses enroute to or from the event.
- l. If a District Director or Committee Chairperson is required to attend a District Board of Trustees meeting, travel and food cost to and from the meeting and at the meeting will be paid by the District. If the distance traveled exceeds a reasonable day's travel, one night's lodging will be provided each way with prior approval.

G. Board Designated Reserve Fund

The Board of Trustees shall establish and maintain a Board designated Reserve Fund with at least thirty five percent (35%) but not more than fifty percent (50%) of its annual budgeted expenses based on the budget for the year in which the budget is approved.

1. The Board Designated Reserve Fund shall be for the purpose of meeting unusual expenses which may occur and not for the purpose of earning revenue for the district.
2. Any withdrawal of monies from the Board Designated Reserve Fund must be approved by three quarter (3/4) votes of the entire Board of Trustees.
3. The assets of the Board Designated Reserve Fund are to be invested 50% in interest bearing certificates of deposits which are fully insured, as recommended by the Finance Committee, and approved by the Board of Trustees and 50% in savings or money market funds.
4. Interest from the investment of the Board Designated Reserve Fund shall be deposited in the General Fund or where the Finance Committee so directs. The status of the Board Designated Reserve Fund, including principal and interest earned and monies spent shall be reported annually to the Board of Trustees and included in the minutes of the Board of Trustees meeting.

II. DISTRICT LEVEL RESPONSIBILITY FOR DISTRICT CONVENTIONS

A. Procedure for Selecting Convention Site

1. Secretary-Treasurer, via the District newsletter, invites Clubs to submit invitations for the District Convention two years hence. Criteria for hosting a convention (see Items II. B. and II. C. which follows) is included in the newsletter or instructions given for request of this data.
2. Following receipt of the Preliminary Informational Sheet from all bidding host clubs, the Governor-Elect and/or Governor, and the Secretary-Treasurer shall visit each club and view all facilities available for the convention. This should include interview with the hotel managers and food service managers.
3. After visiting the host sites, the Governor-Elect and/or Governor with help from the Secretary-Treasurer, shall prepare a report to be given to those Lieutenant Governors being installed at the convention for use at the board meeting Sunday morning.
4. The competing host clubs shall be expected to make a presentation (with a time limit set by the Governor) at the convention.
5. The selection of the site for the District convention shall be made by majority vote of the District Board of Directors at the Mid-Year board meeting.
6. The District Board will authorize the District Governor and the District Secretary to sign any necessary contracts.

B. Qualifying Criteria for Hosting a District Convention

The clubs who wish to host a convention shall, by February 1st of that year, submit to the District Secretary a bid for the convention two years hence.

Selection of a convention site shall be based on the following:

1. Good transportation accessibility to our membership.
2. Available and adequate housing facilities, approximately 300 quality rooms, with rates established.
3. Good accessible convention facilities with conference rooms equipped with necessary audio-visual facilities for conducting meetings. Adequate space shall be provided for registrations activities, for displays of the District Chairmen, for displays for the candidates for Governor-Elect, and future convention sites.

4. Adequate facilities for meal functions, with rates established.
5. A local convention and housing bureau, which will assist in convention planning and operations.
6. The reasonable availability of outside attractions to aid in increasing attendance at the convention.
7. The availability of complimentary hotel and meeting rooms.
8. The probability of a balanced budget and good attendance by our membership.
9. Past convention performances by the city and host Kiwanis Clubs.
10. Availability of Kiwanians to assist in convention planning and operation.

C. Data Required on the Information Sheet

1. Name and location of the city bidding for the convention.
2. Name of headquarters hotel and number of rooms available.
3. Will the entire hotel be reserved for the convention? If not, describe the facilities to be available to Kiwanis for convention use.
4. List other hotels and number of rooms available in the area.
5. Rates to be charged by each of these hotels.
6. Parking space available near the convention headquarters.
7. Location and size of the hospitality room.
8. Facilities available for the Friday evening function.
9. Number of rooms and seating capacity of each to be made available for the Saturday morning workshops.
10. Seating capacity for the Saturday night Governor's Banquet.
11. Facilities available for the Sunday morning church service and brunch.
12. Help available from the Chamber of Commerce and the Convention Bureau to promote the convention site.

D. Time Table Guidelines in Preparing for the Convention Step

	Time Prior to Convention
1. District Designation of Host City	24 months
2. Appointment of General Chairman	24 months
3. Contract with Convention Hotel is Signed	18 months
4. Planning Committee is Organized	14 months
5. Planning Committee holds Initial Meeting	12 months
6. Subcommittee Appointments Completed	11 months
7. Invitations Communicated to Key Speakers	10 months
8. P.O. Box Assigned for Convention Mail	8 months
9. First Proposed Budget Submitted to Convention Chair	6 months
10. Entertainment has been selected	6 months
11. Complete Initial Letter Query on Exhibits	4 months
12. Pre-Registration Forms Distributed via MINNEKOTAN	4 months
13. District Committee Chair Notified of Available Exhibit Space	3 months
14. Print Programs: Rough Draft	5 weeks
Final Printing	2 weeks
15. Print Tickets, etc.	1 month
16. Finalization of Exhibit Area	1 month
17. Completion of Registration Packets	1 month
18. Completion of Final Report - 1 month following convention	

III. DISTRICT BOARD MEETINGS

A. Agenda for the Post-District Convention Board Meeting (suggested)

1. Call to order (by Governor-Designate)
2. Pledge of Allegiance, song (if possible), and Invocation
3. Introduction of International Representative
4. Approve minutes of last board meeting
5. Approve appointment of District Secretary-Treasurer
6. Approve appointment of District Committee Chairs
7. Approve depository(s) for District funds
8. Selection of auditor for District books
9. Consideration and adoption of budget for Kiwanis and Sponsored Youth
10. Announce dates and location of official visit of International President, when applicable.
11. Announce tentative dates for Governor's Official Visit to each Division (Region)
12. Remarks from the International Representative
13. Remarks by the Governor-Designate
14. Other New Business
15. Adjournment

B. Agenda for the normal order of business for all meetings of the Board of Trustees (except the post-convention meeting) shall be as follows:

1. Call to Order (Pledge, Song, Invocation)
2. Approve Minutes from Previous Meeting
3. Receive Financial Report
4. Approve the Agenda
5. Presentation of Committee Reports
6. Old Business
7. New Business
8. Closing Remarks and Announcements
9. Adjournment

C. Responsibilities and Duties of Board Members

1. Members of the District Board of Trustees are under obligation to attend all Official Meetings of the District Board during the Kiwanis Year. Any members unable to attend a duly called meeting of the Board of Trustees, shall submit to the Governor, in writing, the reasons for such absence.
2. The Governor shall advise, in advance, each Committee chair who has any required presentation to make at such Board meeting.
3. Any items to be presented to the District Board of Trustees that require action of the board must be sent in writing to the Governor and the District Secretary-Treasurer at least thirty (30) days prior to the Board meeting. This will allow proper time for distribution and study.
4. The District Secretary-Treasurer shall mail a copy of the agenda and any supplemental information to be discussed at any Board meeting to all members of the District Board of Trustees at least fourteen (14) days in advance of the Board meeting.
5. Additional agenda items may be added during the meeting, with the approval of a majority vote of the Board members present. Such items may be presented for consideration when so requested by the Chair.
6. Agenda items not requiring action by the Board of Trustees may be introduced by any member of the Board of Trustees, for discussion only, under 'New Business'.
7. No items for action or discussion shall be accepted by the Board unless presented by a member of the Board of Trustees.

IV. ETHICAL PRACTICES (As revised in February, 1996/March 2006)

Good leadership, at all levels, is essential to the success of our Minnesota-Dakotas District. If inordinate sums of money are required to finance campaigns for the office of governor or Governor-Elect, good potential candidates for district, and even division (region) offices, will tend to be discouraged, or good candidates may be defeated for lack of means.

Therefore, to encourage and enable dedicated and competent Kiwanians to aspire to and seek positions of leadership in the Minnesota-Dakotas District, the following guidelines for campaign practices are adopted as District Policy:

A. Election Campaign Guidelines

The candidate for Governor or Governor-Elect must have observed the following rules and procedures regarding conduct of the election campaign:

1. Formal announcement of one's candidacy shall not take place before October 1 of the administrative year during which the election shall be held. Formal announcement must be made prior to April 1st and requires the filing of a written statement of intent with the District Secretary-Treasurer concurrent with or followed by the endorsement by the candidate's home club (see Item 2 below). This does not prevent nominations from the floor.
2. No public campaigning for the following year's campaign such as an announcement, candidate appearances, or expenditures on behalf of a candidate shall take place before the election at the District Convention has been completed. This policy shall in no way, however, restrict the candidate from seeking support within one's club or Division (Region) membership to decide upon one's potential as a candidate.
3. In order to be announced as a candidate and have a resume with a photo presented in the Minnekotan, each candidate must have these items in the hands of the District Secretary by February 15, for the year of the election, for publication in the March issue. A candidate may run for office after that time, but will not have an article in the MINNEKOTAN. This article must not exceed 600 words in length.
4. Each candidate shall designate and file with the District Secretary sixty (60) days before the convention the names of a selected Campaign Committee (not more than five (5) members) and a Campaign Treasurer who will be responsible for campaign records and reports of financial receipts and expenditures. All reports of campaign finances shall be co-signed by the candidate and the designated Treasurer.

5. To be assured having a booth at the District Convention site, a candidate must make this request to the District Office by February of the year of the election. Booths shall be as similar in size, type, and exposure as reasonably possible. These booths will be assigned on a first come basis.
6. Campaigning and campaign materials shall be inoffensive. Signs, posters and pictures, if any, shall be displayed in compliance with the convention hotel management's rules and regulations, and campaign materials shall be limited to brochures, badges, buttons, and other relatively inexpensive items. The cost of all these items must be included in the candidate's expense report and shall be included in the dollar limitation imposed in paragraph 7 below.
7. No more than \$1,000 (which excludes travel expenses) shall be used by the candidate or in support of the candidate by other individuals, groups, Kiwanis clubs or divisions (regions). This limit will include the retail value of goods, services, and receptions, printings, postage, etc., whether contributed to or personally expended by the candidate or used by or on behalf of the candidate for the Office of Governor or Governor-Elect, all of which shall be deemed to be normal charges by the committee.

Candidates may not use District stationary, envelopes or postage. The District Secretary will not be required to handle any mailings for any candidates.

Candidates can obtain a list of addresses on gummed labels of Club Presidents, Club Secretaries, and Lieutenant Governors within the district by making payment in advance to the District Secretary-Treasurer in the amount that will cover costs.

Advertising space by or on behalf of a candidate may not be accepted in the MINNEKOTAN or the annual Convention brochure.

8. Convention site activity should be primarily conducted in and around a convention booth provided for each qualified candidate. Candidates will assure that campaign supporters and workers do not block entry and exit ways to convention facilities. Promotional material and upkeep of the candidate's booth shall be at the candidate's own expense.
9. Each candidate and workers for that candidate shall sell their candidate only. Nothing shall be said or inferred against another candidate.
10. No candidate shall solicit or enlist the aid of a sponsored organization member in the campaign. A Lieutenant Governor may not be involved or serve on a campaign committee.
11. The candidate and the designated Treasurer shall file two (2) reports of Campaign Receipts and Expenditures with the District Secretary which shall be regarded as

confidential. These reports shall include the retail value of gifts received and expenses incurred whether paid or unpaid.

- (a) Not later than ten (10) days before the convention, and
 - (b) On convention election day by 9:00 A.M. to include all additional receipts and expenditures up to 10:00 P.M. of the previous day.
12. If a violation of these campaign policies is reported, a committee shall be appointed by the Governor, which will report its findings in advance of the election to the Governor. This committee will be made up of two (2) past Governors and a present Lieutenant Governor. Findings will be reported to the Governor in writing, who, in turn, shares the report with the current Board of Trustees.
 13. If a violation of campaign policy can be substantially supported, and appears to be an intentional violation of the above rules, the campaign committee approved by the Governor will ask the District Governor to announce that fact to the convention delegates before they vote for the office sought by the candidate who committed an intentional violation of campaign policy. A candidate may be removed from running for office if the Board of Trustees sees fit to do so and so recommends.
 14. The Convention program and arrangements shall include an announced time and place for conventioners to meet all candidates for the offices of Governor and Governor-elect.
 15. Election results will be reported by the Election Chairman to the Governor and the District Secretary. The Governor will report the results to the House, not disclosing actual vote totals. Only winning candidates will be invited to the podium, along with their wives, to be escorted forward as the Governor directs.
 16. The District Secretary shall send these guidelines to each candidate upon the filing of a statement of intent.

V. DISTRICT OFFICER REQUIREMENTS

A. District Secretary-Treasurer Position Qualification

1. Qualifications

- a.. The full-time Secretary-Treasurer of the District shall be an active member in good standing of a club in the District and must have a working knowledge of the duties and responsibilities of the Secretary-Treasurer, as outlined in the District Bylaws, the District's Job Descriptions, and the Kiwanis International District Secretary's Manual.
- b. The Secretary-Treasurer must be capable of being bonded and must have a working knowledge of accounting and financial management. This will include maintaining the financial system of the District, controlling expenditures, income and investments. The Secretary-Treasurer must work closely with the District leadership including the Finance Committee Chairman to develop and execute the District Budget. The Secretary-Treasurer will be responsible for payment of all legal obligations of the District and will disapprove all requests for payments that exceed the budget allocation unless action has been taken by the Board of Trustees to approve an increase in the budget item.

2. Selection of Secretary-Treasurer

- a. Selection of replacement Secretary-Treasurer. Should a vacancy in this position occur, a search committee will be created, Chaired by the current Governor and consisting of the Governor-Elect (Governor Designate) and a total of at least three (3) and no more than six (6) members drawn from: (1) Current Board of Trustees and/or (2) Past District Governors. The committee members will be appointed in writing by the Governor, who will establish how meetings and communication of the committee members will occur.
- b. Search Committee Procedures. The Search Committee will advertise for qualified applicants from inside and/or outside the District. All applications will be sent to the Committee Chairperson who will reproduce and distribute a copy to each committee member. The Committee will meet at a time and method established by the Chairperson to review and select the candidates for interview and how the interviews are to be accomplished. After the interviews are completed the Committee will recommend a candidate for appointment by the Governor. The Governor will accept this recommendation and appoint the individual IAW with Article XI, Section 6 of the District By-Laws.”

3. Secretary-Treasurer Position Benefit Summary

The Secretary-Treasurer position, being a paid position in the District, will include the following benefits to the individual serving in that job.

a. Holidays:

New Years Day

Good Friday

Memorial Day weekend (may be taken as either Friday or Monday around weekend)

Fourth of July

Labor Day weekend (may be taken as either Friday or Monday around weekend.)

Thanksgiving

Christmas

President's Day or any other holiday given by Kiwanis International to its staff

b. Annual Paid Vacation. The following schedule of paid vacation time is established. Vacation days not taken during any administrative year are not carried over to the next or any subsequent year.

1) Fourteen (14) days during years one (1) through five (5) of employment.

2) Twenty-one (21) during years six (6) through (10) of employment.

3) Over ten (10) years, one additional day per year of additional employment up to a total of twenty-eight (28).

c. Personal Leave (unpaid):

In addition to approved holidays and vacation days established in paragraphs a & b above, the Secretary-Treasurer shall be allowed up to three personal leave days (unpaid) after one (1) year of employment. Personal leave days not taken during any administrative year are not carried over to the next or any subsequent year.

d. Sick Leave:

A reasonable time is allowed for Sick Leave with pay. If more than five (5) days are required at one time, documentation of total days absent is required from a doctor or medical facility upon return to work. Length of Sick Leave and copy of documentation will be sent to the Governor for review. For prolonged illness, the employee is placed on Long Term Disability Insurance if that option has been selected.

e. Cafeteria Benefits Plan:

At the employee's options and within the constraints of the budget allocated for such benefits, the Secretary-Treasurer may select any of the following fringe benefits:

- 1) Medical/health insurance
- 2) Life Insurance
- 3) Dental Insurance
- 4) Long Term Disability insurance (with a 90-day waiting period)

f. Salary and Other Benefits:

- 1) Salary: Reviewed and determined annually by the Board of Trustees within the budget process.
- 2) Pension Plan: If established by the Board of Trustees.

B. Qualifications for the Governor and Governor-Elect

1. The candidates for the offices of Governor and Governor-Elect must have the endorsement of their home club.
2. To be eligible for consideration as a candidate for Governor or Governor-Elect, this person must have served as the Lieutenant Governor of a Division (Region) and have a minimum of two years of service on a Division (Regional) or District Director.

C. Qualifications for Lieutenant Governor and Lieutenant Governor-Elect.

1. The Division (Region) Lt. Governor and Lt. Governor-Elect will be an active member of a club in the Division (Region) and will have served as Club President for one full year in Kiwanis International.
2. The Lt. Governor will attend the District and International Conventions and the Divisional (Regional) Conference in the year of service as Lt. Governor. The Lt. Governor will attend all Board of Trustee Meetings. The Lt. Governor will make the required visits to each club in the Division (Region) as agreed to by the Region Lt. Governor Team and file the required report on each visit. Additionally, the Lt. Governor will make any and all special visits necessary to maintain the efficient and proper functioning of the clubs in the Division (Region). The Lt. Governor should attend the District Lt. Governor Training Conference.
3. The Lt. Governor-Elect will attend the District Convention and Divisional (Regional) Conference during their year of service. The Lt. Governor-Elect is also strongly encouraged to attend the International Convention that year. The Lt. Governor-Elect will attend the District Lt. Governor-Elect Training Conference.

The Lt. Governor-Elect will make the required visits to each club in the Division (Region) as agreed to by the Region Lt. Governor Team and file the required report on each visit. The Lt. Governor-Elect will attend the Club Leadership Educational meetings in the Region. If unable to attend he/she will designate a member of the Regional Leadership Team to attend. The Lt. Governor-Elect is strongly encouraged to attend as many Board of Trustee Meetings as possible.

4. The Lt. Governor-Elect Designate will attend the District Convention in the summer prior to taking office in October. He/She should attend the District Lt. Governor Training Conference.
5. The Lt. Governor, Lt. Governor-Elect and the Lt. Governor-Elect Designate will fulfill all other duties and obligations as outlined in the District Bylaws, District Policy and Procedures and in the current job description for their office.”

D. Lt. Governor Office Procedures

1. The Lieutenant Governor Team shall be compensated for official visit to each club in the Division (Region), District Conventions and other official duties as required by the District Bylaws and Policy and Procedures. Compensation is limited to total budget for respective position and milage will not exceed rate allowed by IRS rules.
2. A Division (Regional) Conference shall be held within each Division (Region) no later than the second week in April IAW District Bylaws Article X, Section 2, (a), for the purpose of electing Lt. Governor and Lt. Governor-Elect designates for the term beginning the following first of October. This is a required Regional Conference because the positions of Lt Governor and Lt. Governor are elected offices and cannot be appointed.
3. The Lt. Governor-Elect will not automatically advance to the office of Lt. Governor, but must be elected to the office IAW the District Bylaws, Article X, Section 2. It would be expected, however, that the Lt. Governor-Elect would be the only candidate for the office of Lt. Governor since he/she has received the required education for the office.
4. Should a Lt. Governor-Elect resign or otherwise be unable to perform the duties of that office or of Lt. Governor, a replacement is to be elected within 30 days by a Division (Regional) Conference called for this purpose by the Division (Region) Lt. Governor.
5. In the event of a vacancy in the office or the inability of a Lt. Governor to perform the functions of the office, the Governor shall proceed to declare the position vacant and will secure a replacement IAW District Bylaws, Article XI, Section 3.

VI. PROCEDURES FOR NEW CLUB BUILDING

A. Criteria for Building a New Club

Except in special circumstances, no individual, Club or Division (Region) should attempt to build a new Club until the following criteria are met:

1. The building of a new Club will have a positive affect on the Image of Kiwanis.
2. There is adequate assurance that the continued growth of the new Club can be expected.
3. An adequate meeting place is available at a reasonable price.
4. A strong, willing, and capable sponsoring Club or Clubs is or are available to develop a new Club.
5. It has been determined that the prospective members should or should not be added to an existing Club and that a need for a new Club exists.

B. Recommended Procedure for Starting a New Kiwanis Club

The list below represents a broad outline (only) of the steps to be taken, in sequential order, for the successful and orderly development of a new Kiwanis club.

More detailed instructions are contained in the New Club Building manual. The materials needed for organizing and chartering the new club and additional directions are contained in the Organization Kit (see Step 4-9 below).

1. The Division (Region) Lieutenant Governor will appoint a qualified person as the Division (Region) Director of New Club Building and ensure that the individual appointed receives the required education from Kiwanis International.
2. The Lieutenant Governor with advice from the Division (Region) Director of New Club Building and the Division (Region) Council will study potential sites for future clubs. The sites will be included in the Division (Region) New Club Building Plan by year with the required information developed for each site as it approaches formation.
3. The Division (Region) Director of New Club Building will coordinate the Division New Club Building Plan with the District Director of New Club Building and Kiwanis International Growth Development Manager to

ensure the planned new club building schedule is supported by the District and Kiwanis International.

4. The president of the sponsoring club appoints members to serve as an organizing committee. The members of the committee solicit the members of their club and other clubs of the nearby area requesting them to identify prospective members for the new club.
5. Membership recruitment begins by first identifying the “key prospects” - those three or four people who can be identified as leaders and most likely to be the initial officers of the club. Finding the right key prospects makes the balance of the recruitment of members much easier.
6. At approximately the same time (as steps 3 and 4 take place) the Division (Regional) New Club Building Chair by communication with the District New Club Building Chair, inform that person of their progress and will continue to keep that person informed.
7. Each prospective member of the new club will be asked to sign the Official Petition to form a new club and at the same time will write a check for the initial fee of \$50. As soon as about 7 or 8 members have signed the petition, these people should begin weekly meetings. Very shortly, thereafter, they should elect a temporary president and begin having regular programs.
8. As soon as ten prospects have signed the petition, the Lieutenant Governor requests official approval to complete the organization of the new club. The petition form, with these signatures, is submitted to the Governor, who, in turn, signs it, and forwards it to the International Executive Director for approval by the Board of Trustees. As soon as possible, the International Executive Director will inform the Governor, Lieutenant Governor and the Division (Regional) New Club Building Chair that the club may be organized.
9. While awaiting approval, the organizing committee continues to recruit members. When the minimum number (20) has been reached, the club is ready for its official organization meeting. The Division (Regional) New Club Building Chair should request an organization kit from the International Office at least four weeks before the anticipated date of the organizational meeting.
10. The new club continues to meet weekly and moves forward with the planning for its organizational meeting. A pre-organizational meeting is recommended for discussion with the New Club Building Chair of the details for organizing the club.

11. The organizational meeting is held (with at least 50% of the new members present) and, with the Lieutenant Governor and the New Club Building Chair in charge, the Club makes decisions (as reflected on the forms provided) and as will be needed on its Bylaws.
12. Immediately after the organization meeting, the New Club Building Chair telephones the International Office supplying the information needed to start the process for receiving the new Club's charter.
13. The required forms and fees are submitted to the International Office immediately. (A VERY IMPORTANT STEP).
14. The Lieutenant Governor and a special committee arrange the Charter Night celebration for a date approved by the Governor (approximately 6 to 8 weeks later).
15. Charter Night is held at which time the Lieutenant Governor serves as the Master of Ceremonies and the Governor, if available, is the Principal Speaker. Members of the Press should be invited so that the public will know of the new club.
16. For an additional 52 weeks after the organization meeting, the division (region) supports the development and growth of the new club. Members of the sponsoring committee are assigned to coordinate the necessary support activities.
17. Upon the first anniversary of the club's organization, the officers and members of the new club will be able to manage their own operations. This event should be celebrated by the entire division (regional) team.

VII. RELATIONSHIPS WITH OTHER UNITS OF THE KIWANIS FAMILY

A. Protocol as a Courtesy to Our International President or Trustee

1. At a reasonable time in advance, a letter should be mailed to that person to indicate our welcome and at the same time provide advice as to the time and date of the first event at which that person's presence is required.
2. The Governor or Governor-Elect shall inquire of that person as to how they will be traveling, where they will arrive and expected time of arrival. If it should be appropriate to do so, offer to meet them and escort them to their hotel (or convention site).
3. List their appearances on the program and the time and nature of each appearance, as well as other events of social, public relations, or recreational nature.
4. Inform the person or couple about clothing they will need during their visit (e.g. dinner jacket and color of same, sportswear, long or short formal wear, and the weight of clothing as indicated by the weather at that time of the season) and any special attire.
5. Ask them to feel free to inquire of you if there are any special arrangements you can prepare for them (e.g. special diet, hair appointments, cleaning of garments).
6. If our guest will be accompanied by their spouse, write to that person also offering to help with details (such as color of appropriate attire to be worn).
7. Pre-register these guests and have the key on hand for their room.
8. Make certain they will have adequate rest. Give them at least an hour before a meeting or social event to relax and get dressed.
9. When it is time for their departure, be sure transportation - if needed- is provided on time and that they are accompanied by one or two officers of the District to the airport, etc.
10. The local committee should be aware of the prescribed seating arrangements for all guests at the head table and make arrangements as necessary before hand so that all will be seated to observe such protocol.
11. The following page contains instructions for the appropriate seating for the head table at various official functions.

APPROPRIATE SEATING AT THE HEAD TABLE

FOR VISIT OF INTERNATIONAL PRESIDENT

(or other International Officer):

	Invoker
	Other honored guest(s) in order of importance
	Lieutenant Governor, host division (region)
	Governor-Elect
	International President
	Governor, Host District
AUDIENCE	Toastmaster
	Other program participant(s)
	Other International officer(s)
	Immediate Past Governor
	Club President, host city
	Other honored guest(s)
	Song Leader

FOR VISIT OF DISTRICT GOVERNOR

	Invoker
	Other honored guest(s) in order of importance
	Lieutenant Governor, host division (region)
	Governor-Elect
	Governor
	President, Host Club
AUDIENCE	Toastmaster
	Other Program Participant(s)
	Past International Officer(s)
	Past District Governor
	Other honored guest(s)
	District Secretary
	Song Leader

FOR VISIT OF LIEUTENANT GOVERNOR

AUDIENCE

- Invoker
- Other honored guest(s) in order of importance
- Immediate Past President
- Lieutenant Governor
- Club President
- Other program participant(s)
- Vice-President
- Club Secretary
- Song Leader

B. Past District Governors' Committee

1. The Committee of Past District Governors shall consider and report to the District Board of Trustees the conclusion on all matters referred to it. It shall initiate subjects for consideration and report to said Board its conclusions. A summary of its proceedings shall be provided to each member of the committee and to the District Governor and District Secretary.
2. The Past District Governors' Committee should be given primary responsibility by the Kiwanis District Board of Trustees for the following:
 - a. Writing and maintaining the District History.
 - b. Keeping the political records of the District (i.e., which Districts did we support, which Districts supported our candidate).
 - c. Making recommendations to the Board of Trustees regarding suitable standards for the dignified and economical conduct of District elections.
 - d. Making recommendations to the Board of Trustees regarding International level political matters and its candidates.
 - e. Provide political expertise and support for our District's candidate for International office as soon as that person has been officially endorsed by the District.
3. This committee shall be available for the purpose of counsel to the officers of the District as the District Governor may request.
4. The Chair of the committee shall be elected by the members of the committee at an annual meeting held at the time of the annual District Convention.
5. The Past Governors should plan an annual "fun and fellowship activity", at their own expense, to encourage them to remain active in District matters.
6. The committee should officially meet at the time of the District Convention to elect its officers and at such other times as the committee and/or the Chair shall decide.

C. Past District Officers Organization

1. Although not prescribed by the Bylaws of our District, the organization formerly known as the Past Lt. Governors Association has been active in our District for many years.
2. Any past Lieutenant Governor still an active or senior member of a club of this District is eligible for membership.
3. This body shall elect its own Chair and determine its dues at an annual meeting held at the time of the annual District Convention.
4. This body has no official status except for the purpose of being informed about the current District operations, and to make itself available upon call from the District Governor, Secretary-Treasurer, or a Lieutenant Governor to aid in any situation as may be desired.
5. This committee by tradition has developed an annual project, the profits from which support the Organizations of the District as designated annually.
6. In addition, past Lieutenant Governors are urged to give support to and attend the Division (Regional) Council meetings in their respective division (region).
7. The Minnesota-Dakotas District will only recognize the group as the Past District Officers Organization. The Board agreed that the Past District Officers Organization call themselves any nickname they wish.
8. Policies agreed on at the Mid-Winter Conference at Alexandria, Minnesota February 3, 4, 1996.
 1. Our agreement that the Buffalo will come out of the three state logo.
 2. Past District Officers Organization can distribute the current table tents and other supplies with the buffalo for one year... March 3, 1997.
 3. The name buffalo or buffaloes is the decision of the Past District Officers Organization with final approval of the Kiwanis District Board who governs the Past District Officers Organization.
 4. If the Past District Officers Organization decides to choose a logo it must be approved by the Kiwanis Board of Trustees.

D. Minnesota-Dakotas District Educational Foundation

1. The Foundation is limited to fundraising activities authorized by the District Board.
2. The Foundation is authorized to raise funds by encouraging individual Kiwanis members to become Life Fellows or a (Joseph E.) Messer Fellow.
3. The Foundation is authorized to raise funds by encouraging division (regional) clubs to participate as sustaining member clubs in the Century Club.
4. The Foundation is authorized to raise funds by passing a collection basket at the District Convention.
5. The Foundation Board of Trustees consists of:
 - a. The District Governor
 - b. The Governor-Elect.
 - c. The Secretary-Treasurer.
 - d. Two Past Governors from each state, elected to a three year term.

E. Relationship Guidelines with Sponsored Programs Organizations

1. The authorized sponsored organizations of the Minnesota-Dakotas District shall be those approved by Kiwanis International. Sponsored Programs Organizations are either locally sponsored or have their own districts and divisions.
2. Sponsored Programs Organizations shall operate under the jurisdiction of and be governed by the Constitution, Bylaws, and Policies and Procedures of Kiwanis International, the Minnesota-Dakotas District, and, if applicable, the organization.
3. A District Administrator shall be appointed for each of the sponsored districted organizations by the Kiwanis Governor-elect to take office at the time of installation of the respective Sponsored District Board of Trustees at the District Convention of the affected sponsored organization.
4. The Governors of the Sponsored districts shall be responsible for administration of their respective district except that final authority shall rest with the Kiwanis District board where deemed necessary in the event of controversy regarding interpretation of policy, constitution or bylaws of Kiwanis.

5. The respective District Administrators shall be directly responsible for the proper functioning and procedures for their designated sponsored districts and they or their Kiwanis District Governor/Governor-Elect approved designated representative shall attend all official meetings of their respective sponsored organization.
6. Each district administrator and the respective Sponsored District Governor shall prepare an annual budget for their district. A copy of this budget shall be forwarded to the Kiwanis District Office within 30 days following the Sponsored District Convention. These budgets will be reviewed and approved by the incoming Kiwanis District Board of Trustees at their first Board meeting.
7. The Kiwanis District Board should offer advice and counsel when appropriate, but should not arbitrarily interfere with the normal operations and functions of the sponsored organizations.
8. Collection of membership dues shall be the responsibility of the sponsored district boards with the supervision of the respective Kiwanis District Administrator. As required, the Kiwanis District Board of Trustees should assist in prompt remittance of sponsor fees by the sponsoring Kiwanis Clubs.
9. Funds designated as Kiwanis Sponsored Outreach monies shall be remitted to the Minnesota-Dakotas District office for deposit in a designated account. These funds shall be distributed upon request to the sponsored district account. The division of these outreach funds between the sponsored organizations shall be designated to be an equal amount for Circle K and Key Club District Boards.
10. All sponsored disbursements shall require two signatures consisting of 1) either the sponsored District Governor or District Treasurer and 2) the District Administrator or the Kiwanis District Secretary/Treasurer.
11. Each District Administrator shall forward a schedule of dates and sites consisting of the respective Sponsored District Convention, Fall Leadership Training conference and any required or planned activities of the sponsored District Governor to the Kiwanis District Office within 30 days following the respective annual convention. Any change to the submitted calendar shall require notification and approval of the Kiwanis District Governor. In the event of scheduling conflict, the order of receipt at the Kiwanis District Office shall determine precedence unless otherwise mutually agreed upon by the district administrators.

12. The sponsored districted organizations shall be represented by no fewer than the respective District Governor or a Kiwanis District Governor approved designated representative at the Kiwanis District Convention and such other events as designated by the Kiwanis Governor with the approval of the Kiwanis Board of Trustees.
13. The Kiwanis Board of Trustees shall budget and authorize expenditure of Kiwanis District funds as are necessary for covering extraordinary expenses for the sponsored districted organizations.
14. An annual convention for each sponsored districted organization shall be held annually as specified in their respective constitution and bylaws.
15. Travel of the Key Club Governor, Secretary and Trustees shall be approved by the person's parents or guardians, high school, and by the District Administrator. Travel of the Circle K Governor, Secretary, Treasurer, and Trustees shall be approved by the person's District Administrator.
16. Travel expense reimbursement for sponsored officers shall be governed by and limited to their respective district budgets upon approval of the respective District Administrator. Any additional expenses to be submitted to the Kiwanis District for reimbursement must have prior approval by the Kiwanis District Board of Trustees *or*, in the event of extraordinary circumstances, by joint approval of the Kiwanis District Governor and respective District Administrator. Such unusual action must be presented for review and approval at the next meeting of the Kiwanis District Board of Trustees.
17. Each Sponsored Board shall hold a minimum of three official meetings annually. These shall be at their district convention, at the Kiwanis Mid-Year Board Meeting, and at such other time(s) as the sponsored board may deem appropriate and necessary.
18. All funds which may be required in the formation, chartering and operation of a sponsored club shall be the responsibility of that club and the sponsoring Kiwanis Club.
19. Each sponsored District Officer will transfer all official records for the administrative year to the successor in office at the time of installation at the district convention of their respective organization.
20. Each District Administrator shall conduct a monthly review of the funds of their respective sponsored organization and shall submit a copy of such review to the Kiwanis District Office and Kiwanis District Governor. The Kiwanis District Secretary-Treasurer, together with the Sponsored

District Treasurer, shall conduct an annual review of the books of the sponsored organizations either at their respective annual convention or within 30 days following if the Kiwanis Secretary-Treasurer is unable to attend the same. The Kiwanis Secretary-Treasurer shall present a report of the status of said books at the next regular meeting of the District Board of Trustees.

21. District Administrators shall insure that an Internal Revenue Service Form No. 990 is filed at the required times for their respective sponsored organizations.
22. The Kiwanis District Board of Trustees shall conduct an annual review of the policies of the sponsored districted organizations. Any policy which is adopted by the sponsored boards shall be presented for approval at the next meeting of the Kiwanis District Board of Trustees. Once approved, said policies shall have the force and effect of a Kiwanis District policy. The Kiwanis District Office shall maintain a complete copy of all sponsored policies and bylaws available for review by any authorized person.
23. There shall be no release of District directory or mailing list information without the expressed written approval of the District Administrator and Sponsored Youth District Governor. Such information shall not be used to circularize or for solicitation of clubs or individual members of the sponsored youth organizations.
24. The current elected officers of the sponsored districted organizations will be provided complimentary registrations for Kiwanis District Conferences or Conventions. The registrations will be paid by the Kiwanis District.
25. All official travel outside the Minnesota-Dakotas District by officer, Board of Trustee, or individual members must be approved by the Minnesota-Dakotas District Executive Board prior to such trips. The members traveling will coordinate with the District Administrator to ensure that proper notification has been accomplished and the District Administrator will request approval from the Executive Board. Travel will not be allowed without approval.
26. No sponsored members will use any Kiwanis or Sponsored Program funds for personal expenses such as Convention tours, extra days at District and International Conventions or any other unauthorized events.
27. Sponsored districted organization members must voucher all expenses to Kiwanis within their allocated budget. No Sponsored districted organization dollars will be used by any Kiwanis members or other adults.

28. All communications outside the Minnesota-Dakotas Kiwanis District by sponsored districted organization members and District Administrators should be done by mail or e-mail. A minimum amount of sponsored districted organization funds should be used for telephone calls outside the three-state territory.
29. Airline ticket purchase for sponsored districted organization members should be done on the lowest rate. At least two (2) different travel agencies should be contacted regarding the cheapest available fare.
30. Sponsored District Board Members travel within the Minnesota-Dakotas Kiwanis District territory for a Kiwanis event should be with a Kiwanis member if at all possible. Arrangements must be made by the District Administrators.
31. The Kiwanis Governor appoints three judges from the current and former list of Lieutenant Governors to serve as scholarship judges for the sponsored districted organization. The District Administrators will provide project rules and other information for the scholarship program.
32. All District Sponsored Meetings and Conventions must be pre-approved. All District arrangements must be pre-approved. All expenses must be pre-approved before the event, and then approved as the events are occurring. All fees that are to be charged to attendees must be pre-approved. The approval of these items is at the discretion of the Kiwanis District Governor and the District Secretary-Treasurer.

F. Operations of Division (Regional) Councils

It is recommended that each Lieutenant Governor create within the Division (Region) a Division (Regional) Council. The Council will be made up of Club Presidents, Presidents- elect, Secretaries, Lieutenant Governor-elect, Immediate Past Governor, and any other approved members. At its initial meeting, the immediate past-Presidents should be encouraged to participate.

1. The objectives of the Council are to promote cooperation among the clubs of the Division (Region) for the exchange of ideas, and to share and cooperate in Kiwanis projects without infringement on the authority of the Club or the District, to provide leadership, education, and cooperation among the Clubs, and to serve as a means of disseminating information to the Clubs.

2. The Division (Regional) Council should convene at least four times yearly for the purpose of discussing the strengths and weaknesses of the Division (Region), sharing administrative ideas, sharing program ideas and activities. In addition, the Council should hold a meeting each spring (around March 1) to elect the next Lieutenant Governor and Lieutenant Governor-elect.
3. The agenda for a Council meeting shall be at the discretion of the Lieutenant Governor, but it is suggested that it be similar to a Kiwanis Club's Board of Directors meeting with appropriate opening and closing. With the full cooperation of the leadership of the various clubs, it could reach decisions for the mutual benefit of the Division (Region), and which may require the Clubs to be asked for some financial support on a voluntary basis. (The Council shall have no dues structure.)
4. Each Divisional (Regional) Council may formulate written "Operating Procedures" as guidelines for the operation and continuity of its Council. These procedures shall be in harmony with the Bylaws or Policies of Kiwanis International and of the District.
5. The Council will meet at such location and time as determined by the Lieutenant Governor. The Lieutenant Governor will serve as the presiding officer. Prior to the convening of each Council, the Lieutenant Governor will prepare and distribute to the President and Secretary of each Club in the Division (Region) an agenda of the next meeting.
6. At the opening of each Council meeting, the Lieutenant Governor will designate one member to act as Secretary of the meeting and to provide for follow up purposes. The Lieutenant Governor-elect is recommended as the person to serve in this capacity.
7. Upon receipt of the minutes, the Lieutenant Governor will distribute copies to each Club President and Secretary. Any matters of interest to the International or District officers shall be noted and forwarded to the officers concerned.

VIII. MISCELLANEOUS MATTERS

- A. Guidelines for the Governor-Elect and Governor in Preparation for Their Terms in Office
1. The Governor-Elect shall invite each Governor-Elect candidate to attend the training sessions that are held just prior to, or during, the District Convention, and shall inform each candidate of the time and place of these sessions no later than ten days prior to the convention. Each candidate for Governor-Elect, upon receipt of this invitation, should welcome the invitation and consider this to be an obligation to attend all such sessions as an observer without recompense.
 2. Upon election to the office of District Governor-Elect or District governor, the District shall provide an expense allowance. This allowance shall be designated in the District budget to allow for a reasonable allowance for the office expenses and travel required within the District and to the Kiwanis International Convention during the administrative term of office.
 3. Expenses shall be submitted to the District Office using standard district expense forms itemizing qualified expenses and accompanied by substantiating receipts for amounts designated for lodging and receipted air travel. Meal expenses should be receipted whenever possible.
 4. No expense allowance exceeding the budgeted amount may be allowed without prior District Board approval.
 5. The District Governor may not prohibit or impede normal and reasonable planning or preparation activities of the Governor-Elect during the preparation of the Governor-Elect for assuming the office of District Governor.
 6. The actions of the Governor-Elect shall not be such that they conflict with or impede the actions, appointment of committees or programs of the District Governor during the administrative year. Except for the Governor-Elect duties as related to Sponsored Administrators, no programs or activities may be initiated to take immediate effect except with the expressed consent of or at the request of the District Governor.
 7. The Governor-Elect shall be permitted to make all appropriate committee assignments and program planning in preparation for assuming the office of governor and conduct planning and training sessions with the Lieutenant Governors-Elect and committee chairs according to district budget allowances. The Governor shall confer with the Governor-Elect to appropriately reflect financial requirements in the district budget for the training needs of the Governor-Elect.

8. The Governor-Elect shall attend the Governors-Elect training conference conducted by Kiwanis International in preparation for assuming the office of Governor.
9. The Governor should attend the sponsored district conventions, the Kiwanis International Convention and the District Convention.
10. The Governor and Governor-Elect should maintain frequent contact in all matters concerning the administration of the district. The Governor shall assist the Governor-elect by providing assistance as requested by the Governor-Elect.

B. Miscellaneous Rules - Campaigning for International Office

1. No Kiwanian may be self-represented as a candidate for International office. A formal request for endorsement must be made and granted by the delegate body at the District Convention immediately preceding the International Convention at which the candidate shall be presented for election to that International Office.
2. Funds may be requested from and approved by the District Board by a Kiwanian for expenses to be incurred as an International Candidate upon presentation of a budget for the proposed campaign to the District Board.
3. Payment of expenses allowed in support of an International Candidate may be drawn from the reserve fund of the District within the provision of reserve requirement as specified in the bylaws of the district.
4. No commitments or agreements regarding political actions at an International Convention may be considered binding or obligating the delegates representing the clubs of the district. The right of individual choice and secret ballot must not be violated.
5. No campaign activities which adversely reflect on the District or the individual clubs within the district shall be permitted. Any such activity shall be presented to the District Board for consideration of appropriate action at the next regular meeting of the Board or at a special meeting if there is no regularly scheduled meeting within 15 days of the reported action.
6. There shall be a campaign committee appointed by the District Governor with the approval of the candidate. This committee shall be the managing body of the campaign and no campaign activity shall be allowed without the expressed approval of the appointed committee.

C. Kiwanis Clubs on Suspended Status

1. To retain its official status, a club must abide by the following criteria:
 - a. Hold bi-weekly meetings with a constituted program, and work constantly to maintain an atmosphere of good fellowship within the club.
 - b. Maintain a membership of at least fifteen (15), or be able to demonstrate in a satisfactory manner the fact that they are of real service to the community.
 - c. Hold annual elections as prescribed by the Standard Form of Club Bylaws.
 - d. Conduct official meetings in accordance with the Kiwanis International Constitution, Bylaws and Policies.
 - e. Meet its financial obligations to Kiwanis International and to the District. The following is quoted from the District Bylaws, Article IV, Section 2: Any member club more than sixty (60) days in arrears for any indebtedness to Kiwanis International or to this District shall be considered not in good standing.
 - f. Retain monies received from fundraisers for service projects. A reasonable amount of such monies may be used for administrative purposes directly relating to the fund raising cost (s).
 - g. Participate in District and Division (Regional) activities. The District Bylaws state in Article IV, Section 3: “Any member club that fails for two (2) consecutive years to have present at least one (1) delegate at the annual District Convention, and that does not furnish a satisfactory excuse for such failure to the Board of Trustees within thirty (30) days after an official request, shall be considered not in good standing.”
 - h. Complete and submit all reports regularly on a prescribed basis.
 - i. Report as a service club in conducting service activities.
2. At the expiration of the sixty- (60) day period, the Governor shall decide upon an appropriate action and communicate accordingly to the club’s President and the Lieutenant Governor of the respective division (region). Options available are:
 - a. Re-instate the club to full membership, or

- b. Continue the probationary status for an additional sixty (60) days, or
 - c. Instruct the Board of Trustees to recommend revocation of the club Charter.
 3. In addition to the above rules, as of March 1, 1991, any division (region) with less than eight (8) clubs will be referred to the Policy Committee for review and recommendation for realignment unless the Division (Region) has more than 250 members.
- D. District Committees
 1. The committees of the District shall be those listed in the Constitution and Bylaws, plus any special ad hoc committees that the Governor shall see fit to create.
- E. Awards
 1. District awards shall be granted at the pleasure and discretion of the Governor. The awards shall reflect the emphasis of each administration. The committee Chairs or other persons responsible for the collection of nominees and selection of winners of the various awards shall submit to the District Governor and Secretary-Treasurer a list of the criteria for the selection of award winners, along with the name of the person or persons eligible to receive the award (s).
 2. If it is determined that no person or persons merit the award, no awards will be given, and the committee Chair will notify the Governor of this decision.
- F. Change or Realignment of Divisions (Regions)
 1. Proposals
 - a. Whenever a change or realignment of divisions (regions) in the Minnesota-Dakotas District is proposed to the Board of Trustees, the Division (Region), trustee or officer proposing said change of realignment shall submit a request in writing to the Governor. The request shall include reasons for such request, the names of current clubs to be included in the new or realigned Divisions (Regions), the suggested divisional (regional) boundaries, and a statement signed by the Lieutenant Governor(s) of the Divisions (Regions) involved, certifying that the affected Clubs have been notified of the proposed realignment and that a majority of those Clubs concur

on the proposed change. (Note: The failure of a majority of the Clubs in any one division (region) to concur in the change shall not bar the District Board from approving the change or realignment.)

- b. Such proposal and study must consider the following factors concerning the realignment:
 - 1) The number of clubs in each Division (Region) as a result of the proposed realignment.
 - 2) The total membership in each Division (Region) as a result of the proposed realignment.
 - 3) Geographical affinity of the clubs affected in the realignment process.
 - 4) The relative strength and weakness of each Division (Region) resulting from the proposed realignment.

2. Preference for Realignment

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

3. Effective Date for Changes in Realignment of Divisions (Regions)

- a. A change which creates a new division (region) shall not become effective until the succeeding October 1. However, should the election of the office of Lieutenant Governor Elect for the next administrative year take place subsequent to the approval of the realignment, such election shall be in accordance with the Bylaws and the voters will be those eligible to vote within each new division (region).
- b. If a new division (region), as a result of realignment, fails to have an incumbent lieutenant governor, a past lieutenant governor shall chair a meeting and/or conduct the election of the lieutenant governor-elect.

G. Alcoholic Beverages at Kiwanis Meetings

1. Introduction

In the light of the Objects of Kiwanis International, and in the light of the presence of Sponsored members and other guests, the District shall

prohibit the serving or consumption of alcoholic beverages at official Kiwanis meetings or functions.

2. **Definition**
An Official Function is one for which attendance credit is granted under the Official Attendance Rules. An Official Function begins and ends by order of the presiding officer.

3. **Application of Policy**
Alcohol in conjunction with banquets, socials, or celebrations may seem appropriate. Judicious handling of each situation is advised and, preferably, there should be no alcohol in the meeting place itself.
Note: A social gathering prior to an Official Function, or after the conclusion of a business meeting would probably be in keeping with the District Policy on Alcohol.

The use of drugs in connection with any Kiwanis function will not be condoned.

H. Violation of District Policy

1. The Governor, upon receipt of a written report of an alleged violation of the District Policy which has been determined to require official action, shall appoint an Ad Hoc Committee which shall investigate the circumstances and if warranted, conduct a formal hearing at which the affected parties shall have the opportunity to be heard.
2. The committee shall report its findings and recommendations to the Governor, who shall refer the matter to the District Board of Trustees if disciplinary action is warranted.
3. The District Board of Trustees may take appropriate disciplinary action and may make recommendations to Kiwanis International for its action, including charter revocation.

I. Amendments to District Policies

1. **Proposals**
Whenever an amendment is proposed to amend or revise a District Policy statement, the Kiwanian who has proposed said policy or procedure, shall submit to the District Rules and Regulation Committee, in written form, with the proposed statement or policy, a copy of any current policy that is to be amended or revised.
2. Any item which has been referred to the District Rules and Regulation Committee should be reviewed by that committee and a draft report given

within 90 days. Failure of the COMMITTEE to act within the appointed time shall not bar the Board of Trustees from taking action.

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

J. Fundraisers

1. Raffles will be allowed by local Kiwanis clubs of the Minnesota-Dakotas District, provided they follow all local, state, and federal laws. These club raffles shall only be used for service account projects and programs and shall not exceed the amount of \$15,000 raised, or held more than once in a Kiwanis calendar year. Raffles can not be used for club operations, dues, meals, or benefits. The Minnesota-Dakotas Kiwanis District has no responsibility in getting a license for raffles, or with the operation of raffles. (Approved by District House of Delegate at the 2005 District Convention and also approved by the District Board of Trustees at the Tri-K Board meeting on January 21, 2006)