



# **POLICIES AND PROCEDURES OF THE FLORIDA DISTRICT OF KIWANIS INTERNATIONAL**

As amended August 28, 2011

## **ARTICLE I. NAME AND TERRITORIAL LIMITS**

**The Florida District and Kiwanis International Bylaws shall be the governing sources for this article.**

### **ARTICLE II. OBJECTS**

The six Objects of Kiwanis International shall offer guidance when any situation arises not specifically addressed by these Policies and Procedures.

Kiwanians should be mindful of the six Objects of Kiwanis International when conducting themselves at Kiwanis functions.

### **ARTICLE III. DIVISIONS**

#### **ADVISORY COMMITTEE OF PAST LIEUTENANT GOVERNORS.**

Under the chairmanship of the Lieutenant Governor, an advisory committee of past Lieutenant Governors who are members of clubs in the division should meet periodically to counsel with the Lieutenant Governor on Kiwanis matters and all aspects of division administration.

#### **DIVISION ADMINISTRATION.**

1. Statement of Purpose of Divisions.  
For effective administration, it has been found advisable to divide the district into divisions. A lieutenant governor is elected to assist the Governor in each of these divisions. The divisions of the district are not additional organization units, but simply an administrative area in which the lieutenant governor carries on his duties of assisting the Governor. Lieutenant governors are trustees of the District.
2. Guidelines for Division Councils.  
Division councils composed of representatives of the clubs of the divisions should be convened by the Lieutenant Governor for the purposes of discussion, consultation and coordination of Kiwanis programs and activities between the Clubs of that Division.
3. Purposes.
  - a. To promote divisional cooperation between the Clubs of the Division for the exchange of ideas without infringing on the authority of the Club or the Florida District as Kiwanis entities.

- b. To provide leadership, education and cooperation between the Clubs for promoting programs of the Florida District and Kiwanis International.

#### 4. Meetings.

- a. The number and place of meetings should be determined by each Lieutenant Governor according to local requirements. It is recommended that monthly meetings should be held. A minimum of one Division Council Meeting per quarter shall be held.
- b. At least 14 days written or electronic notice shall be made by the Lieutenant Governor to the clubs of the Division and the District Secretary of the date, time and location of the annual Division election. The election shall be conducted as outlined in Florida District Bylaws and shall be concluded not later than the second week in March. (adopted 1-15-2011)
- c. In the absence of a quorum, a subsequent meeting shall be scheduled and announced by the Lt. Governor, during the Division Council where the quorum could not be reached, that a new meeting will be convened within 14 days of the initial meeting, for the sole purpose of conducting Division elections. The Lt. Governor must provide written or electronic notice, within 72 hours of the originally scheduled meeting, of the date, time and location of the rescheduled meeting to all eligible participants and the District Secretary. (adopted 1-15-2011)
- d. The names and signatures of each club's eligible and voting two members shall be included into the written Report of Division Elections. The report form shall include the names of the elected Lt. Governor, Lt. Governor-elect and Florida Kiwanis Foundation Trustee, as designated. The form shall also be signed by the current Lt. Governor, Immediate Past Lt. Governor and the designated election teller and forwarded to the District Office within 5 days of the election. (adopted 1-15-2011)
- e. The presiding officer at Divisional Council Meetings should be the Lieutenant Governor. If he cannot be present, the presiding officer should be the Lieutenant Governor-Elect, or if he too, is

unable to attend, a Past Lieutenant Governor chosen by the Lieutenant Governor. At the first meeting of the new administrative year a Division Secretary/Treasurer should be appointed by the Lieutenant Governor.

- f. At the Division Council Meeting persons with voting and motion privileges shall be the Lieutenant Governor and two representatives of each Club within the Division. Division Chairmen, other officers or members of the Clubs of the Division may address the Council but shall not have the privilege of motions or voting.
5. Organizations and Operations.
- a. The agenda for a Council Meeting should be similar to a Kiwanis Club Board of Directors meeting with appropriate opening and closing.
  - b. The program of the meeting, if any, shall be determined by the Lieutenant Governor.
  - c. A Division Council may, with the full cooperation of the leadership of the various Clubs, reach decisions for the mutual benefit of all in the Division, and which may require the clubs to be asked for some financial support on a voluntary basis.
  - d. No Club in any Division shall be obligated by any action taken at a Division Council.
  - e. It is recommended that the Division Council consider approval of a voluntary dues structure with proceeds to offset the expenses of the Division and its Lieutenant Governor's activities.
  - f. Each Division Council should formulate written "Operating Procedures" as guidelines for the operation and continuity of its Division Council. The "Operating Procedure" shall be in harmony with the Bylaws or Policies of Kiwanis International and the Florida Kiwanis District. A Division may not have its own Bylaws.

## **PROCEDURE FOR REQUEST FOR REDIVISIONING**

1. When a club, division or District wishes to consider possible redivisioning, the requesting party notifies the Governor and District Office, in writing, of the intent. The governor then appoints a committee, of no less than three nor more than five Kiwanians, chaired by the Governor-Elect to work with the division in an advisory capacity.
2. The current seated Lieutenant Governor calls for a redivisioning discussion at least 30 days in advance of a division council meeting. The redivisioning discussion meeting can be held at a regularly scheduled or special division council meeting.

3. The current seated Lieutenant Governor notifies club Presidents and Secretaries of record. This notification is supplemented by publication in the District's official publication, noting the time and place of the meeting.

4. Representation by two official representatives from each club, with a minimum of two-thirds of the clubs in the division represented, shall constitute a quorum. A member of the advisory committee shall be in attendance to validate the request and serve as parliamentarian.

5. A presentation shall be made by the petitioning party. The presentation should include reasons for redivisioning, including, but not limited to: the potential of increasing membership and the Kiwanis presence in the community, the composition for the new divisions and the plan of implementation.

6. Only the two official representatives, or their designated alternates, from each club are eligible to vote. A two-thirds approval vote, of those voting, is required.

7. The current seated Lieutenant Governor notifies the Governor of the meeting details. Included in the notification are: the reasons the petition for redivisioning was requested, a list of the official club representatives and the clubs they represented present at the Division Council Meeting when the vote occurred, the details of the vote, and the proposed composition and number designation of the new divisions, if any.

8. If the redivisioning involves clubs in more than one division, the Governor notifies the affected divisions and requests the current seated Lieutenant Governors of those divisions to follow these same procedures to approve or disapprove the proposed redivisioning.

9. The completed proposal is presented at the next scheduled Board of Trustees Meeting, following 45 days written notice. The current seated Lieutenant Governor(s) involved in this redivisioning process shall make the presentation and motion.

10. If the motion for redivisioning is approved by the Board of Trustees, the redivisioning will take place at the beginning of the Kiwanis year of which all the regularly scheduled training would have been completed.

## **ARTICLE IV. MEMBERSHIP**

The Florida District Bylaws, the Kiwanis International Bylaws and the Administrative Manual for Kiwanis Leaders shall be the governing sources for this article.

## ARTICLE V. OFFICERS

The Florida District Bylaws, the Kiwanis International Bylaws and the Administrative Manual for Kiwanis Leaders shall be the governing sources for this article.

## ARTICLE VI. BOARD OF TRUSTEES

1. The Florida District Bylaws, the Kiwanis International Bylaws and the Administrative Manual for Kiwanis Leaders shall be the governing sources for this article.

2. The Florida Kiwanis Foundation President, President-elect and Vice President; the Florida Key Club District Governor; and the Florida District Circle K Governor shall have the right of full participation in all Florida Kiwanis District Board Meetings, except for voting privileges. (Revised 8-25-11.)

## ARTICLE VII. COMMITTEES

### 1. District Chairmen.

- a. Within the Florida Kiwanis District, the designation "District Chairman" is gender neutral and is synonymous with the term "Chairperson" or the Governor's designation of "Standing" or "Special" committees as set forth in the District Bylaws.
- b. The annual District roster entitled District Chairpersons published by the Florida Kiwanis District identifies the specific Standing and Special Committees that the Governor, for that Administrative Year, has selected to give direct and effective leadership to attaining the goals and objectives which he has determined for the year, with the approval of the Board of Trustees.
- c. The Chairpersons of the Committees on Circle K (CKI), Key Club, K-Kids, Builders Club and Aktion Club are also known as "District Administrators."
- d. District Chairmen and Administrators are limited to a maximum of six (6) years of total service as chairman of the same committee. Participation as a member of a committee is the decision of the chairman and could be unlimited.

### 2. Personnel Committee.

- a. PURPOSE: To enable the District Board to make informed and timely decisions, in a professional manner, which affect all District Employees (salaried or contracted). The Personnel Committee will make recommendations to the District Board on all matters relating to employees, both permanent and temporary.

- b. MEMBERSHIP OF COMMITTEE: The following 12 Kiwanians will be members of the Personnel Committee:

Governor (Chair)  
Governor-Elect (Vice-Chair)  
Immediate Past Governor  
Past Governor (2)  
Past Governor (3)  
District Treasurer  
Lt. Governor (current year)  
Lt. Governor (current year)  
Lt. Governor (prior year)  
Lt. Governor (prior year)  
Member, Appointee of Executive Director/District Secretary  
Member, Appointee of Executive Director/District Secretary

The Lt. Governors will be elected by their class of peers and will serve a two-year term, or until their class replaces them. Their term shall begin the day they are installed as Lt. Governor. Should a Lt. Governor be replaced, the replacement will serve until the completion of the term for the Lt. Governor he/she is replacing.

The two members (must be Kiwanians) appointed by the Executive Director/District Secretary will serve at the pleasure of the Executive Director/District Secretary.

- c. DUTIES OF COMMITTEE : The following is a list of duties the Committee is expected to address, but not be limited to, and for which procedures should be established:

- 1) Any matter that arises in the District that affects employees (salaried, contracted, full-time, part-time, permanent or temporary) shall be referred to the Personnel Committee for recommendation.
- 2) Advertising for new employees
- 3) Job Descriptions
- 4) Salary Scales
- 5) Staffing Patterns
- 6) Benefit Packages
- 7) Workman's Compensation Claims
- 8) Sexual Harassment Policy (for both employees and volunteers)
- 9) Leave Policies
- 10) Screening Applicants to Ensure Qualifications Are Met
- 11) Employee Performance Appraisals, Procedures and Format
- 12) Payroll Functions
- 13) Holidays and Work Schedules

- d. MEETINGS AND RECOMMENDATIONS: The Governor shall be the convening authority of the Personnel Committee or if he/she should be incapacitated, then that shall become the duty of the Governor-Elect. Meetings will be called only when there is work to be done. All recommendations of

the Personnel Committee will be taken to the District Board for their action.

### **3. Guidelines for Selection of Candidates for Induction into the Florida District of Kiwanis Hall of Fame.**

#### **a. Formation and Administration of Selection Committee**

1. There will be a six (6) member Committee charged with the selection of candidates for induction into the Florida District of Kiwanis Hall of Fame.
2. The members of this Committee shall consist of three (3) Past Governors of the Florida District of Kiwanis and of three (3) additional members who are not Past Governors.
3. They shall serve a three (3) year term with the exception of the first year's class wherein one member will serve a two (2) year term and one member will serve a one (1) year term. The Governor-Elect will appoint two new members to this Committee each year no later than the Key Club Convention date.
4. The Committee will solicit nominations, make selections, and notify the Governor no later than December 1<sup>st</sup> of each year of their recommendations.

#### **b. Criteria for Nomination and Selection into the Hall of Fame**

1. Any person, whether living or dead, who has been a member of the Kiwanis family, shall be eligible for induction into the Hall of Fame. Individuals who have contributed greatly to Kiwanis or the Kiwanis family may be also be eligible for nomination even though they are not or never have been a member of the Kiwanis family.
2. The Selection Committee shall advertise each year for nominations from Kiwanians and/or Kiwanis family members.
3. Any Kiwanian, Kiwanis Club, Kiwanis family Club, or Kiwanis family member may make a nomination.
4. There shall be no requirement of any kind for selection and induction into the Hall of Fame except: The candidate shall have

made great contributions to the goals and purpose of Kiwanis!

#### **c. Process for Selection of Candidates for the Hall of Fame**

1. The Selection Committee shall develop a format for the application of nomination(s) of persons into the Hall of Fame.
2. The application will contain a complete biography of the person's life with the main emphasis on the person's contributions to Kiwanis. The biography shall also contain information about the person contributions to his/her community as well as to their own family.
3. There can be and should be additional letters of endorsements for the nominations. Since the Committee might not know the individual being nominated, all persons or groups who feel that the person should be an inductee should write letters of endorsement.
4. Once a person is nominated and the Committee accepts the nomination application as being complete, it shall remain as an "open application" for a period of no more than five (5) years or until that person's selection and induction. Once a person's nomination has expired, the person may be nominated again with a new complete application and new endorsements.
5. Each year all applications on file shall be considered for selection and induction
6. There shall be three (3) divisions in the Florida District Hall of Fame:
  - 1) Kiwanis
  - 2) Service Leadership Programs (SLP)
  - 3) Citizens

There shall be a total of five (5) inductees into the Hall of Fame the first year (2012) without consideration of the divisions listed above.

There is no requirement that any inductees be made in any given year. If there are inductees, there shall be no more than a grand total of three (3). These inductees shall come from the three (3) divisions outlined in this section (6) with each division having a limit of inductees that can be made from that division each year as follows: Kiwanis – 3 ; SLP - 2; and, Citizens – 1. There are many combinations or mixes as to how these three (3) inductees may be determined; however, the total inductees in any year will be no more than three (3).

7. Each year the inductees will be inducted at the District Convention at a ceremony during a meal function other than the Installation and Retirement ceremony, determined by the Governor, Governor-elect and the Executive Director; however, the first year (2012) the Hall of Fame ceremony may be conducted away from the District Convention.

d. This process shall become a Board Policy. (Adopted 8/28/11)

## **ARTICLE VIII. CONVENTIONS**

### **1. DISTRICT CONVENTION.**

- a. The District Secretary/Executive Director, each year, shall be charged with the responsibility for recommending a suitable location for the District Convention. The location of each District Convention shall be selected at least two (2) years in advance.
- b. Before an invitation of any Club or Division is submitted to the District Board of Trustees, the District Secretary/Executive Director shall survey and check all available facilities and accommodations, anticipated rates and expenses, potential entertainment and recreation, local assistance available for operating the convention, and availability of suitable open dates. All such information will be submitted to the District Convention Committee appointed pursuant to the District Bylaws.
- c. The District Convention Committee for the year in which the convention is held shall be responsible for all matters pertaining to the District Convention of that year. Inasmuch as the District Convention is the responsibility of the District, the District Convention Committee shall be composed of the District Governor-Elect, District Treasurer, District Secretary/Executive Director and the District Convention Committee Chairperson who shall be appointed by the Governor, and such other

members as may be appointed by the Chairperson and approved by the Governor.

- d. The Executive Director will provide the Host Committee with a manual for the District Convention operational guidelines.
- e. Convention Room Assignments.
  - 1) It shall be the policy of the Florida District that the Governor and District Secretary/Executive Director share a two bedroom suite, the Governor-Elect and Kiwanis International Counselor to the Florida District share a two bedroom suite as guests of the host hotel. Exceptions to this policy shall not create an additional financial burden to the district.
  - 2) The remaining complimentary rooms that are accrued on the basis of attendance shall be assigned in the following priority:
    - (a) District Convention Staff
      - o Administrative Secretary
      - o Special Convention Staff approved by District Secretary/Executive Director
    - (b) Speakers, entertainers or others to whom District is contractually or financially obligated.
    - (c) District Treasurer
    - (d) Additional complimentary rooms may be exchanged in lieu of District Board per diems.
- f. A list of delegates shall not be available to any group or individual before or during the convention for electioneering or other purposes, other than those required by the Bylaws and necessary to the conduct of the District Convention.
- g. Any resolution presented to the delegate body at the annual District Convention shall be in writing and shall be in the hands of the members of the Board of Trustees fifteen (15) days prior to the annual convention Board of Trustees Meeting.

### **2. AREA CONFERENCES**

The bylaws, policies, and procedures set forth in the Florida District and Kiwanis International Bylaws, and the Florida District Policies and Procedures shall be the governing source for this topic.

## **ARTICLE IX. CONVENTION PROCEDURE**

### **OFFICIAL PROGRAM**

The official program of the District Convention shall be approved by the District Board. This approval shall include the selection of speakers, entertainers, venues and schedules.

### **PRESIDING OFFICER**

The Governor shall be the presiding officer over all convention meal functions and assemblies, except the Sunday morning breakfast, which shall be presided over by the Governor-Designate.

### **BOARD MEETINGS IN CONJUNCTION WITH DISTRICT CONVENTION**

The seated Board shall hold its final official meeting on Thursday during the District Convention at the time established for the meeting by the Governor and Executive Director and approved by the Board when it approves the annual Board Calendar.

The incoming Board shall hold its first official meeting on Sunday during the District Convention at the time established for the meeting by the Governor-Designate and Executive Director.

### **BOARD AND DISTRICT CHARMEN ASSISTANCE IN REGISTRATION PROCESS**

The seated and incoming Board Members and District Chairs shall assist in the registration and credentials processes at the request of the Governor and Executive Director.

### **BOARD INVITATION TO DISTRICT SOCIAL AND DINNER FUNCTIONS:**

Effective October 1, 2006, single Board Members shall be allowed to invite no more than 1 person to accompany them to District Social and Dinner functions as their guest, at the District's expense, if the District customarily pays for two people in married or committed partnerships, provided that the additional cost does not include housing costs. This policy specifically excludes District Convention and Conference Registration and Meal fees.

### **FORUMS, WORKSHOPS AND RESOURCE TABLES**

The Governor-Elect is responsible for establishing assignments for forums, workshops and resource tables.

Generally, these workshops are coordinated by the District Education Chair, the Governor-Elect and the incoming District Chairmen. The Governor-Elect and Education Chair shall select the presenters, panelists and/or moderators.

### **APPROPRIATION OF CLUB OR DISTRICT EQUIPMENT**

Appropriation of District or Club banners gongs and other equipment on display at the District Convention, or other District conferences or meetings, is forbidden by the Florida District Board.

### **ALCOHOLIC BEVERAGES.**

Alcoholic beverages shall neither be served nor consumed at any official function of the District Convention or meeting of Kiwanis within the Florida District of Kiwanis International. Official Function is defined as follows:

An Official Function begins when the presiding officer calls the meeting to order and it concluded also by his order.

The Executive Director shall instruct the hotel/convention facility staff that the bar shall close 10 minutes prior to the start of the official function and not re-open until the meeting has been formally adjourned.

The alcoholic beverages policy shall not apply to social functions, where there is no official conduct of business.

### **PRAYER OR MEMORIAL BREAKFASTS**

Prayer Breakfasts are not intended as a substitute for church services. Rather, they are inspirational and nondenominational observances structured to call to mind the first two Objects of Kiwanis International, which read "To give primacy to the human and spiritual, rather than to the material values of life," and "To encourage the daily living of the Golden Rule in all human relationships."

### **STANDING RULES FOR THE HOUSE OF DELEGATES AT THE ANNUAL CONVENTION**

Rule 1 - The official language of the Convention shall be English.

Rule 2 - Only delegates with official delegate credentials may present or speak on motions and vote.

Rule 3 - Only delegates may be seated in the area designated for delegates.

Rule 4 - Access to the House of Delegates shall remain open for late arriving delegates.

Rule 5 - Any main motion or amendment shall be written in English, signed by the maker and seconded, and presented to the District Secretary/Executive Director before it is moved.

Rule 6 - No delegate may speak more than two minutes at a time unless allowed to do so by a majority vote of the delegates.

Rule 7 - No delegate may address the assembly a second time on the same question until all delegates who desire to speak on the topic have spoken.

Rule 8 - The maker of a motion shall be entitled to speak first in support of such motion or may immediately yield the floor to another delegate.

Rule 9 - Debate shall alternate between those speaking for and those speaking against a motion.

Rule 10 - Microphones shall be designated by number. Speakers in support of the motion shall use the odd numbered microphones. Speakers opposed to the motion shall use the even numbered microphones. The chair shall recognize speakers at microphones in rotating order.

Rule 11 - A delegate shall not speak for or against a motion and move to close debate on the same recognition.

Rule 12 - Candidates for the offices of Governor, Governor-Elect and District Treasurer shall each have one nominating speech not to exceed three minutes and a seconding speech not to exceed one minute.

Rule 13 - Candidates for the office of District Treasurer shall personally address the House of Delegates for no more than three minutes each.

Rule 14 - Any candidate who is unopposed for office may be elected by a voice vote.

Rule 15 - Whenever there are two or more candidates seeking the position of District Treasurer, Governor-Elect or Governor, each candidate shall be asked two pre-determined questions by the Chair on Elections, following the candidate's speech. Candidates shall be given 2 minutes to respond to each question. Questions will not be posed to candidates running unopposed.

Rule 16 - Debate on any proposed resolution or amendment to the Bylaws, including all amendments thereto, shall be limited to 20 minutes.

Rule 17 - There shall be a limit to six speakers on each side of the pending motion or resolution.

Rule 18 - A motion to move the previous question will not be in order until 12 minutes of debate has taken place or all microphones are clear.

Rule 19 - Voting on all motions or resolutions shall be determined by the chair using the following sequence:

- A. Voice vote
- B. Division of the House (Standing vote) – The Elections Committee will report the position of any delegates unable to rise to a vote. Locations of delegates requiring this assistance will have been previously noted by the Committee and the Sgt.-At-Arms as the House is organized.
- C. Written ballot

Rule 20 - The chair may state it's ruling at the point in the voting sequence where it can clearly determine the outcome. A challenge to a ruling of the chair must be made immediately following the ruling. If a ruling is challenged after the chair has moved on to other orders of the day, the challenge shall be ruled out of order.

Rule 21 - When a written ballot is required, voting on subsequent motions and resolutions shall be continued once the chair has determined that all ballots have been properly collected. The chair shall inquire from the podium if any delegates still have any uncollected ballots.

Rule 22 - Nominating speeches for officers shall not be waived.

Rule 23 - Speeches from candidates for District Treasurer shall not be waived.

Rule 24 - Subject to the discretion of the chair, no proposed amendment to the Bylaws shall be introduced later than 15 minutes before the scheduled adjournment of any delegate session. A second delegate session may be scheduled later in the convention, scheduling permitted. If there is no opportunity to schedule an additional delegate session, unfinished business shall be postponed until the next annual convention of the Florida District of Kiwanis International.

Rule 25 - Any of the above rules may be suspended by a majority vote.

Rule 26 - Roberts Rules of Order Newly Revised shall be the parliamentary authority for all matters of procedure not specifically covered by the Bylaws of Kiwanis International, the Bylaws of the Florida District of Kiwanis International and these Standing Rules.

### **SALES OF BOOTHS AT DISTRICT CONVENTION**

The following shall be the Board Policy Pertaining to Convention Booths and Displays:

1. The control and sale of convention booths and exhibits shall be the responsibility of the Kiwanis District and handled by the District Secretary/Executive Director. There are three principal reasons for this policy. 1. The

convention services department is instructed to follow the instructions outlined in the function sheets and that any modifications need to be approved by the District Secretary/Executive Director. 2. The booths need to be attractively maintained and the district has a convention committee, which oversees the area on a regular basis. 3. All aspects of the convention are centralized under the direction of the District Office.

2. Proceeds of booth rental and merchandise sales shall be deposited into the Operational Account of the Kiwanis District. The Kiwanis District Board shall establish a booth rental fee. Additional charges for electricity or other special requests will be added to the base fee.

3. Commercial, club and individual exhibitors will be required to pay the established booth rental fee.

4. Candidates for District Treasurer shall have the Booth rental fee waived, provided the candidate has followed the proper procedure for filing and announcing their candidacy.

5. A booth rental agreement prepared by the District Office outlines specifically that the allocation of space and the assignment of locations shall be at the discretion of the Kiwanis District and that any booth rentals shall be allocated after those booths needed for Kiwanis purposes. Booths will be centrally located, whenever possible, in the Kiwanis Exhibit Hall. When this is not possible, every attempt will be made to provide exhibitors and sellers locations in high traffic areas.

6. The agreement shall also stipulate that the booths have to be attractively maintained and adequately staffed. Exhibitors are also required to pay the convention registration fee and attend the major convention meal functions in addition to the booth rental.

7. It is the District Board's opinion that the sales of Kiwanis supplies and general merchandise helps increase the organization's visibility. Therefore exhibitors are permitted to sell their products at the convention, after the items offered for sale have been approved by the District Secretary/Executive Director and Chairman of Finance and Fundraising.

8. Exhibitors shall be advised that other booths may be selling the same or similar merchandise. The Kiwanis District makes no guarantees of exclusivity.

9. All exhibitors shall be made aware from the very beginning that they may be competing for product sales and that an individual's decision to buy will be

based on quality and price and that they will need to be competitive.

10. All solicitations for funds during conventions/conferences by a Kiwanis club or Kiwanis Family club must have Kiwanis District Board approval and must be confined to the booth space unless otherwise approved by the Kiwanis District Board.

11. No Kiwanis or Kiwanis family club may solicit funds, unless it has complied with this procedure.

### **CONVENTION FUND RAISING**

Funds derived from the sales of goods and/or services shall be used to supplement the Kiwanis District's operational budget. This includes but shall not be limited to the sales of advertising, booths, Kiwanis supplies and/or souvenirs, trips and tours and the general revenues resulting from promotional activities which result in non-charitable contributions.

Funds raised as a result of this policy shall be deposited in the District's General Fund and incorporated into the annual budget.

### **DISTRICT-WIDE SALE OF MERCHANDISE AND SUPPLIES USING FLORIDA DISTRICT KIWANIS LOGO**

1. The Finance and Fundraising Committee shall establish and implement the necessary procedures for submission of requests for the use of the Florida District Logo on merchandise or products.

2. Any club, individual or business desiring to sell merchandise or products with the Florida District Logo must submit a request for approval to the District Finance & Fundraising Committee. The Committee shall have the authority to grant approval.

3. Any club, individual or business selling merchandise or products with the Florida District Logo must pay to the Florida District five per cent (5%) of the gross sales as district administrative costs for Logo use. This administrative allowance is in addition to the booth rental fee outlined under booth sales.

4. Booths for approved clubs/businesses to sell their merchandise at various Kiwanis events will be made available on a first come, first served basis. Booths will only be available if the facility where the event is being held have adequate space.

## **ARTICLE X. NOMINATION AND ELECTION OF OFFICERS**

### **1. Election Guidelines**

The Executive Director will provide the Committee on Elections with a manual of election guidelines.

### **2. Announcing Candidacy**

Before announcing one's candidacy, the candidate should meet with a Committee of Past Governors, whose sole function will be to outline the requirements and expenses related to the position. The Past Governors will not prevent anyone from running.

### **3. Election Campaign Standards**

- a. The Florida District Board and the Past Governors of the Florida District believe that it is necessary for a Kiwanian to have a broad exposure to Kiwanis in order to fulfill the responsibilities required of anyone holding an Executive Office. The Board believes that this experience can best be gained by serving for several years on various District Committees, following service as a Lt. Governor. Therefore, before a person can seek the office of District Treasurer, he/she must have served as Chairman of at least three (3) District Committees.
- b. Any member of the Florida District of Kiwanis, who has otherwise qualified to under the Bylaws and the Policies and Procedures of the Florida District of Kiwanis International for election to the office of District Treasurer, shall also be required to submit to a personal background check, which shall include the submission of the proposed candidate's fingerprints and a current U.S. passport style photograph, in the format of the background check as is regularly and from time to time conducted by the United States Federal Bureau of Investigation. No candidate shall become qualified for election to the office of District Treasurer who is determined, pursuant to said background check, to have been convicted of or entered a plea of nolo contendere to any crime involving improper sexual conduct or has otherwise been designated as a sex offender or predator as those terms are otherwise defined by Florida Statute. Candidates shall be responsible for and pay all related expenses of conducting the background check. *(board action 8-27-09.)*
- c. Campaign literature may only be distributed in the exhibit areas and private rooms of the convention center or hotel. No literature may be distributed in convention sessions,

workshops, or other meetings, nor may literature be distributed in rooms in which these sessions are held.

- d. After filing the appropriate written notice of candidacy, announced candidates may request and receive, at no charge, one district directory.
- e. Candidates for District Treasurer shall receive one complimentary table-top exhibit space. The standard exhibitors' fee has been waived for candidates by Board Action on January 26, 2008.
- f. Any candidate may request an opinion from the Executive Director as to whether any anticipated campaign practice is acceptable behavior. The Executive Director shall submit all questions of campaign ethics to the Campaign Ethics Committee for their opinion. The Campaign Ethics Committee shall be composed of past governors appointed by the current governor. No member of the committee shall participate in an opinion concerning a candidate for an office for which he or she is a candidate. An opinion will be given by majority of the committee.
- g. Campaigning or distribution of campaign materials for election at future District Conventions may not commence until after the retirement banquet of the current Board of Trustees.

## **ARTICLE XI. VACANCIES IN OFFICE**

The Florida District and Kiwanis International Bylaws shall be the governing sources for this article.

## **ARTICLE XII. REMOVAL OF OFFICERS**

The Florida District and Kiwanis International Bylaws shall be the governing sources for this article.

## **ARTICLE XIII. PUBLIC ACTIVITIES**

The Florida District and Kiwanis International Bylaws shall be the governing sources for this article.

## **ARTICLE XIV. REVENUE**

The Florida District and Kiwanis International Bylaws shall be the governing sources for this article.

## **ARTICLE XV. FINANCE**

1. All solicitations for funds by a Kiwanis Club shall be confined to the general area in which the Club functions, except by mutual understanding and agreement of Clubs soliciting of funds by a professional fund raiser shall be prohibited whether it be a Kiwanian or a non-Kiwanian.
2. Every Club must conform to the Florida State Statutes with regard to fund raising activities.
3. **SPONSORSHIP OF KIWANIS TOURS AND TRIPS**
  - a. Tours and travel promotions are generally planned annually in conjunction with the International

- Convention to encourage participation and attendance at the annual convention.
- b. Sponsorship of any tour or organized trip in the name of the Florida Kiwanis District, or promoted within the District, requires prior authorization and approval by the District Board of Trustees of the plans and arrangements. Funds derived from the sponsorship of such tours shall be used to benefit the operating budget of the Florida District of Kiwanis.
- c. A full financial report and payment of all net proceeds shall be made to the Florida District of Kiwanis and filed in the District Office within thirty (30) days after completion of the tour.

**4. FUND RAISING EFFORTS OF THE DISTRICT AND THE FOUNDATION**

- a. Funds derived from the sales of goods and/or services shall be used to supplement the Kiwanis District’s operational budget. This includes but shall not be limited to the sales of advertising, booths, Kiwanis supplies and/or souvenirs, trips and tours and the general revenues resulting from promotional activities which result in non-charitable contributions.
- b. A Committee to explore areas of Alternative Sources of Revenue shall be established to review possible sources of additional funds and make recommendations to the full Board for final action.
- c. Funds raised as a result of this policy shall be deposited in the District’s General Fund and incorporated into the annual budget.

**5. USE AND SALE OF MERCHANDISE AND SUPPLIES USING FLORIDA DISTRICT KIWANIS LOGO**

- a. The Finance and Fundraising Committee shall establish and implement the necessary procedures for submission of requests for the use of the Florida District Logo on merchandise or products.
- b. Any club desiring to sell merchandise or products with the Florida District Logo must submit a request for approval to the District Fundraising Committee. The Committee shall have the authority to grant approval.
- c. Any club selling merchandise or products with the Florida District Logo must pay to the Florida District five per cent (5%) of the gross sales as district administrative costs for Logo use. This administrative allowance is in addition to the shared revenues outlines under booth sales.

**6. DISTRICT LONG RANGE FINANCE COMMITTEE**

- a. To establish financial continuity and a thorough understanding of the District’s budgeting process, the Long Range Finance Committee shall make recommendations to the Board. The Committee shall be comprised of the Governor and 2 Lt. Governors from the current administrative year; the Governor and 2 Lt. Governors from the immediate past administrative year; the Governor and 2 Lt. Governors from the incoming administrative year; the current District Secretary; and the current District Treasurer. Declared candidates for District Treasurer shall have the right to participation without a vote. The current Governor shall preside over the meetings.
- b. Those in attendance, following 3 weeks notice, shall constitute a quorum.
- d. The District Board shall not be bound by the Committee’s recommendations.

**7. DISTRICT OPERATIONAL BUDGET**

This budget process and time frame have been incorporated into this Board Policy to assure a uniform procedure for preparing and approving the annual budget.

**February/March** – Governor-Elect and Executive Director shall draft a proposed budget for presentation to the Long Range Finance Committee, and current and incoming Boards.

**March/April** - Proposed Operational Budget presented to Long Range Finance Committee for review and recommendations to incoming and seated Boards.

**May/June** – Proposed Operational Budget, with recommendations of Long Range Finance Committee, presented to incoming Board at the Governor-Elect’s Training Conference for Lt. Governors for its review and recommendations to the seated Board.

**June/July** – Proposed Operational Budget, with recommendations from the Long Range Finance Committee and the incoming Board, be presented to seated Board at its Board Meeting at the International Convention for its approval or deferral to its final Board Meeting in August/September at the District Convention.

**August/September** – Final action on Proposed Operational Budget, if not previously approved at the International Convention Board Meeting.

**August/September** – Final approved budget is presented to the incoming Board at its first official Board Meeting.

**October 1 – Implementation of Board Approved Operational Budget.**

**8. ANNUAL AUDIT**

Upon completion of the requisite annual audit, members of the auditing firm shall meet, in person or by teleconference, with the Executive Committee of the District Board, as said committee is constituted under Article VI, Section 9 of the By-Laws, for the purpose of conducting and participating in an appropriate exit interview related to the previously completed audit of the books of account of the Florida District of Kiwanis International. (effective date of policy 6-25-09)

**9. INVESTMENT POLICY**

*(Adopted: 8-27-09)*

**Part 1. Background and Purpose:**

This statement of investment policy reflects the objectives and constraints for the long-term investment portion of the assets of the Florida District of Kiwanis International. The Florida District of Kiwanis International is defined as the Florida District of Circle K International, the Florida District of Key Club International, the Florida AKTION Clubs, and the Florida District of Kiwanis International. The purpose of this Investment Policy Statement (IPS) is to establish guidelines for the prudent investment of the assets of the Florida District of Kiwanis International. This IPS covers all funds the Florida District Board of Trustees is responsible for, including those funds designated for the support of Service Leadership Program organizations listed above. In the process of identifying the investment strategies to be used, these guidelines provide stability in the management of the portfolios. The policy furthermore provides parameters for the portfolios by providing guidelines for selecting appropriate investments and classes of assets. It is recognized that from time to time the Board of Directors' attitudes, expectations and objectives may change. Therefore, this policy statement is intended to be used as a guideline rather than a rigid statement of policy from which there can be no deviation.

**Part II Roles and Responsibilities:**

**Board of Trustees:**

The Florida District Board of Trustees maintains the ultimate responsibility for approving and adopting the Investment Policy Statement and managing the

investment assets. As the primary fiduciary, the major responsibilities of the Board of Trustees are:

- Control and account for all investment record keeping and administrative expenses associated with the accounts.
- Monitor and supervise all committees, service vendors and investment options.
- Avoid prohibited transactions and conflicts of interest.
- Select custodians for District assets.
- Review all reports and analysis provided by the Investments Oversight Committee to insure the investment approach reflects the true intention of the Florida District and the investment performance and resulting progress is commensurate with the Florida District's long-term planning.

**Investments Oversight Committee:**

The Investments Oversight Committee is responsible for overseeing the management of Foundation assets. This committee shall act solely in the best interest of the District and in concert with the mission of the District. It is authorized to engage the services of investment professionals. The Investment Oversight Committee's responsibilities include:

- Preparing and maintaining an investment policy statement.
- Setting and revising investment policies that the Board of Trustees must approve.
- Developing investment objectives, asset allocation strategies and performance guidelines.
- Recommending annual spending rates.
- Selecting Investment Consultants, Advisors, and Money Managers.
- Reviewing and evaluating investment results and approving changes as needed.
- Providing periodic performance reports to the Board.

***Investment Consultant:***

The Investment Consultant's role is that of an advisor to the Investments Oversight Committee. Investment advice concerning the investment management of assets will be offered by the Investment Consultant and will be consistent with the investment objectives, policies, guidelines and constraints established in this statement. Specific responsibilities of the Investment Consultant include:

- Provide monitoring of the investments to ensure manager compliance with their stated investment objectives.

- Provide the Investment Committee with quarterly performance updates, including any qualitative changes with regards to the managers.

### ***Investment Managers***

Investment managers are responsible for making investment decisions based upon their predetermined process and philosophy. The specific duties and responsibilities of each manager are:

- Manage the assets in accordance with the guidelines and objectives set forth within the individual manager’s marketing materials and/or that which is reported to institutional investment consultants.
- Use the same care, skill, prudence and diligence under the prevailing circumstances that experienced investment professionals, acting in like capacity, and fully familiar with such matters, would use in like activities for like portfolios, with like aims, in accordance and compliance with the Prudent Investor Rule and all applicable laws, rules, and regulations.

### **Custodian:**

Custodians are responsible for the safekeeping of the District’s assets. The specific duties and responsibilities of the custodian are:

- Provide monthly reports that detail transactions, cash flows, securities held and their current value, and change in value of each security and the overall portfolios since the previous report.
- Value the holdings.
- Collect all income and dividends owed to the District.
- Settle all transactions initiated by the Investment Managers.

### **Part III. Investment Philosophy and Objectives:**

The Board’s investment philosophy is to exercise ordinary business care and prudence in its investment of District assets considering the long and short-term needs of the District in carrying out its charitable purposes, its present and anticipated financial requirements, expected total return on its investments, price level trends, and general economic conditions. The Board recognizes that the uncertainty of future events, volatility of investment assets, and the potential loss in purchasing power are present to some degree with all types of investments.

While high levels of risk are to be avoided, the assumption of a moderate level of risk is warranted and encouraged in order to allow the opportunity to achieve satisfactory results consistent with the objectives and investment philosophy of the District.

- A. General Objectives. Assets of the District shall be invested in a manner consistent with the exercise of ordinary care and prudence under the facts and circumstances prevailing at the time of the investment action or decision.
  - Assets of the District should be invested in a manner consistent with the fiduciary standards and prudent investment standards as set forth in the Third Restatement of the Law: Trusts (Prudent Investor Rule) (1992), directed that a prudent man, acting in a similar capacity familiar with such matters, would use an investment of like character with like aims and with due consideration given to the tax exempt status of the District.
  - All transactions must be undertaken for the sole interest of the District’s portfolios and its beneficiaries.
  - The assets must be invested with the safeguards to which a prudent person would adhere.
  - Investments shall be diversified so as to minimize the risk of large losses unless under the circumstances it is clearly prudent not to do so.
- B. Investment Goals. The District seeks to achieve a reasonable rate of total return, consistent with prudent investment choices having a medium or moderate relative volatility.

### **Part IV. Portfolio Constraints:**

#### *Time Horizon:*

The investment guidelines for the portfolio are based upon an investment horizon of greater than 5-10+ years and interim fluctuations should be viewed with appropriate perspective. As such, the policy allocation should be based upon the appropriate long-term time horizon.

#### *Liquidity Requirements:*

With liquidity defined as either anticipated or unanticipated needs for cash in excess of contributions, the District’s liquidity requirement is average. To minimize the possibility of a loss occasioned by the sale of a security forced by the need to meet a required withdrawal, the Florida District will periodically provide the advisors with an estimate of expected net cash flow. The Florida District will notify the investment advisor in a timely manner, to allow sufficient time to build up necessary liquid reserves. Expectations for ongoing annual capital contributions are expected to be \$

\_\_\_\_\_ annually and will be used to offset regularly scheduled distributions from the portfolio.

**Taxes:**

The taxable implications of the District are generally not an issue and tax exempt investments should not be considered for investment unless the risk/return profile of the investment is advantageous to the long-term objectives of the District.

**Part V. Asset Allocation:**

The Investments Oversight Committee believes that long-term investment performance, in large part, is primarily a function of asset class mix, and the tactical approach to adjusting exposure to available asset classes in accordance with market conditions.

History shows that while interest-generating investments, such as bond portfolios, have the advantage of relative stability of principal value, they provide little opportunity for real long-term capital growth due to their susceptibility to inflation. On the other hand, equity investments, such as common stocks, have a significantly higher expected return but have the disadvantage of much greater year-by-year variability of return. Alternative investments, which can have a wide range of volatilities and incorporate additional risk factors over traditional long-only portfolios, are recognized as having low correlation relative to those traditional long only portfolios. From an investment decision-making point of view, this year-by-year variability may be worth accepting, provided the time horizon for the equity portion of the portfolio is sufficiently long (five years or greater). In general, the District shall be invested in accordance with the target levels set forth in the table immediately below, with maximum and minimum percentages for each asset class as stated.

	<b>Lower Limit</b>	<b>Strategic Allocation</b>	<b>Upper Limit</b>
Domestic Equity	0.0%	30.0%	70.0%
International Equity	0.0%	20.0%	30.0%
RE & Tangibles	0.0%	10.0%	20.0%
Alternative Investments	0.0%	10.0%	60.0%
Fixed Income	20.0%	25.0%	40.0%
Cash Equivalents	0.0%	5.0%	80.0%

The Investments Oversight Committee will periodically determine optimum asset allocation targets based on market conditions, and convey those targets to the Investment Consultant. Rapid unanticipated market shifts may cause the asset mix

to fall outside the policy range provided by the Investments Oversight Committee. The Investment Consultant(s) and/or the Investment Oversight Committee will be responsible for rebalancing aggregate fund assets and ensuring that any deviations are as brief as possible.

Modest asset allocations falling outside the minimum and maximum ranges may be rebalanced back to target levels using normal Fund cash flows. Asset allocations significantly exceeding minimum and maximum ranges should be re-balanced to target levels, or levels within the prescribed ranges by the reallocation of assets among the Fund’s investment pools.

**Part VI. General Investment Guidelines:**

*General.* To ensure that the District’s assets are invested within the specified asset allocation targets, are well diversified, and are of appropriate quality, the Investments Oversight Committee has developed specific investment guidelines for the Investment Consultant(s) retained by the District. These guidelines should be viewed as providing general boundaries to the Investment Consultant(s)/Portfolio Managers as they implement their role in carrying out the District’s overall investment strategy and their investment mandate. The Investment Consultant/Portfolio Manager is expected to oversee the management of the Foundation’s assets in a manner consistent with the investment objectives, guidelines and constraints outlined in this statement.

*Performance Measurement*

The Investments Oversight Committee will perform periodic comparative performance analysis on the portfolio. The evaluation process will compare each manager’s performance against a representative benchmark as well as universe of comparable peers. The management style and process of the money manager must be maintained throughout the life of the investment contract.

A manager may be placed on a “watch list” and a thorough review and analysis of the investment manager may be conducted, when:

- A manager performs below median for their peer group over a 1, 3 and/or 5-year cumulative period.
- A manager’s 3-year risk adjusted return (Alpha and/or Sharpe) falls below the peer group’s median risk adjusted return.
- There is a change in the professionals managing the portfolio.
- There is a significant decrease in the product’s assets.

- There is an indication the manager is deviating from his/her stated style and/or strategy.
- There is an increase in the product's fees and expenses.
- Any extraordinary event occurs that may interfere with the manager's ability to fulfill their role in the future.

#### A. Cash Equivalents

Cash equivalent investments will be held as necessary to meet the liquidity needs of the Fund. Additionally, cash equivalents may be held by the Fund's investment managers, consistent with the Fund's asset allocation guidelines, as a hedge against market volatility. Safety of principal is the primary consideration for the Fund's cash equivalent investments. The Fund's cash should be invested in a well-diversified portfolio of high quality cash equivalent instruments or money market funds that use similar diversification and quality constraints. It is desirable that the Board use interest bearing money market funds, FDIC insured certificates of deposit, U.S. Treasury Bills and other cash equivalent securities with a maturity of one year or less. A commitment to any federally insured institution shall not exceed that covered by insurance.

#### B. Fixed Income

##### 1. Guidelines.

- Fixed income assets selected for the portfolios must have a readily ascertainable market value and must be readily marketable.
- Bond and corporate debt obligation maturities may not exceed 30 years.

Adequate diversification across the individual holdings should be maintained. The investment manager may not:

- Invest more than 15% of the assets taken at cost in any one industry or group of related industries.
- Invest more than 5% of the assets taken at cost in any one company.
- Invest more than 5% of the assets taken at cost in any one issue. (U.S. Government guaranteed issues and its agencies are excluded from these limitations.).

##### 2. Restrictions.

- U.S. Government Obligations, including fully-guaranteed Federal Agencies. - No restrictions
- Commercial Paper
  - Must be rated within the two highest classifications, by two rating services.
  - Must mature within 270 days or less from issue.
- U.S. Government-sponsored Agency Obligations (not fully guaranteed). - No restrictions.

- Corporate Debt Obligations. - Must be investment grade.
- Individual derivatives may not be purchased.

#### C. Equity Investments – Common Stocks.

The following guidelines on common stock investments shall apply.

##### 1. Individual issue or individual common stock purchases shall:

- Be registered on a national securities exchange.
- Not exceed more than 5% of the outstanding common stock of any one company. Not exceed more than 5% of the portfolios' assets in any one corporation valued at cost.

##### 2. Restrictions – Common Stock Investments. The District is not authorized to invest in the following classes of securities, nor will it allow the employment of any of the following market techniques without the Board's written approval.

- Purchase individual issues of unregistered or restricted stock.
- Deal in individual issues or direct naked options. Covered option writing is permitted as are options utilized in a hedging program designed to protect portfolio values.
- Purchase on margin or with borrowed funds or sell short.
- Purchase private placement debt.
- Directly purchase real estate.
- Mortgage, pledge, hypothecate or in any manner transfer, as security for indebtedness, any securities owned or held by the District portfolios.
- Purchase Conditional Sales Contracts or Lease-Backs.

#### Market Timing and Shifts

To the extent the Investments Oversight Committee engages outside professionals to manage the District's assets, the Board of Trustees desires to grant the Investment Consultant(s) reasonable discretion in such fund management. At the same time, however, the Board of Trustees desires to make clear that this policy statement was developed based on the Investments Oversight Committee's study of proven performance patterns in the capital markets. The Investments Oversight Committee in turn recognizes the considerable evidence showing that the passage of time causes the greatest rewards to accrue in favor of consistent investing approaches, and that, without reasonable, careful adherence to the asset allocation guidelines contained in this IPS, the portfolio's risk exposure could deviate from expectations.

### *Changes in Investment Policy*

The Board of Trustees recognizes that the existence and growth of its funds are critical to the successful accomplishment of its stated purpose and therefore recognizes the necessity for a sound and responsive investment policy set forth in this IPS. Given this importance, the Investment Oversight Committee will typically review this IPS quarterly, but no less frequently than annually, and subsequently make recommendations to the Board of Trustees as to any changes that the Investment Oversight Committee considers appropriate.

Subsequent to its review of the Investment Oversight Committee's recommendations, the Board of Trustees will direct the Investment Oversight Committee to make such changes to this IPS as the Board of Trustees deem appropriate.

Despite the mandate for the reviews called for in the preceding paragraphs, the Board is fully aware that frequent major changes to investment policy can produce potentially damaging inconsistencies. In particular, the Board of Trustees recognize fully that periodic changes, or even "responses", to current market conditions, particularly the type that can be characterized as reversals of direction, may be particularly undesirable.

Notwithstanding the above, however, the Board of Trustees believes that it is important that this IPS be responsive to changing conditions.

### *Frequency of Policy Review*

The Investment Oversight Committee will use each of its periodic investment performance evaluations as occasions to also consider whether any elements of existing policy are either insufficient or inappropriate. At a minimum however, the investment policy will be reviewed annually. Environmental or operational occurrences which could result in policy modification include:

- Significant changes in expected patterns of the District's obligations;
- Impractical time horizons;
- Change in the District's priorities, as set by the Board of Trustees;
- Convincing arguments for change presented by the Investment Consultant; and
- Areas found to be important, but not covered by the investment policy

## **INVESTMENT POLICY REVIEW:**

The Investment Oversight Committee will review this IPS with the Board of Trustees at least annually to determine whether stated investment objectives are still relevant and the continued feasibility of achieving the same. It is not expected that the IPS will change frequently. In particular, short-term changes in the financial markets should not require adjustments to the IPS. It is the obligation of the Board of Trustees to notify all interested parties of any material changes that would alter the objectives or construction of this portfolio. If all interested parties are not notified of these material changes, then the current investment policy statement is invalid.

This IPS is not a contractual agreement of any kind and therefore by signing it the Board of Trustees will not be bound to any arrangement. It is only meant to be a summary of the agreed upon investment management techniques.

## **ARTICLE XVI. BACKGROUND CHECKS FOR ADULT KEY CLUB CONVENTION REGISTRANTS AND CHAPERONES.**

### **Section 1. Adult Background Checks**

To further elaborate on Kiwanis International Procedures, Section 600, Subsection 432.7 – Background Checks: It shall be the Policy of the Florida District of Key Club and Kiwanis to require background checks on all adults registered for Key Club District Convention or otherwise acting in the capacity of chaperone for any one or more Key Club members. Background check requirements may be met by any of the following:

**First**--Any adult who has been cleared by the school from which a chaperoned Key Club member attends will be considered in compliance with this Policy if the school or school district to which that school belongs has a background check procedure in place to qualify adults to be overnight chaperones and the school's principal certifies in writing that the adult has met said requirement.

The background check must be conducted at a level that meets the minimum standards required by the Policies and Procedures of Kiwanis International.

**Second**--An employee of any school or school district that has a background check procedure in place that would qualify that employee to be an

overnight chaperone to students of that school or any member school will be considered in compliance of this Policy if passing that background check is a requirement for employment by that school or school district and the school's principal or designee certifies in writing that the school requires background checks for employment and that the adult chaperone has met said background check requirement. The background check must be conducted at a level that meets the minimum standards required by the Policies and Procedures of Kiwanis International.

**Third**-- any non Key Club member 18 years of age, or older, will be considered in compliance with this Policy if the adult submits to and passes a confidential background check as provided by a vendor approved by the Florida District of Kiwanis International or its representative. The background check must be conducted at a level that meets the minimum standards required by the Policies and Procedures of Kiwanis International.

This policy requires the Key Club District Convention Committee to devise the forms and procedures necessary to acquire the documentation stated above, prior to the beginning of the Key Club District Convention. (Adopted 8-26-10.)

## **ARTICLE XVII. OTHER AUTHORITIES**

**Section 1.** For authority on all matters not specifically covered by these Policies and Procedures, the following documents, current or as amended in the future, shall be consulted in order of priority to determine such matters:

**First**--Kiwanis International Bylaws

**Second**--Florida District Bylaws

**Third**--Kiwanis International Administrative Manual for Kiwanis Leaders

**Fourth**--Policies and Procedures of the Florida District of Kiwanis International --

## **ARTICLE XVIII. REVIEW PROCEDURE FOR DISTRICT BYLAWS AND POLICIES AND PROCEDURES FOR THE FLORIDA DISTRICT OF KIWANIS INTERNATIONAL**

1. Prior to the District Convention, the Governor-Elect will ensure copies of the District's Bylaws and Policies and Procedures are provided to all of his/her Board Members.

2. At the annual District Convention, the Governor-Designate will appoint three (3) of the Lt. Governors-Designate to serve on a Procedures Review Committee chaired by the Governor-Designates Laws and Regulations District Chair. The current seated Governor and one Past Governor shall be appointed to the Committee by the Governor-Designate. The Governor-

Designate shall be an ex-officio member of the Committee.

3. The Committee shall review the Bylaws and Policies and Procedures for the Florida District to determine that the Florida District is operating in compliance with the governing documents.

4. The Committee shall inform the Governor of any exceptions to the governing procedures not later than ninety (90) days following the appointment of the Committee. The Committee shall also make recommendations for changes to these documents, if any, within the same time frame.

5. Any exceptions to the Bylaws or Policies and Procedures shall be reported by the Committee to the Board at the next Board Meeting. Remedies or corrections for these exceptions shall be reported by the Governor.

6. If amendments are required to remedy the exceptions, or if changes are recommended by the Committee, the Board shall approve the continuation of the Committee so that proposed amendments can be drafted. The draft amendments, if necessary, shall be distributed to the Board not later than 30 days prior to the next Board meeting.

7. The Board shall approve or disapprove any changes. If approved by an affirmative vote, proposed change(s) to the Bylaws shall be made at

the first opportunity that meets the procedures outlined in the Bylaws for amendments. Any changes to the Policies and Procedures shall be adopted in accordance with the approved procedures. (effective date of policy 8-24-08)

## **ARTICLE XIX. PARLIAMENTARY AUTHORITY**

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

## **ARTICLE XX. AMENDMENTS**

### **Changes, Additions, or Deletions**

Any changes, additions, or deletions deemed necessary may be made to these policies and procedures with the approval of 75% of the entire seated board of trustees. If the 75% affirmative vote is not attained, a majority vote of two (2) boards in two consecutive administrative years shall enact the change.

## **ARTICLE XXI. SEVERABILITY**

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

## **ARTICLE XXII. APPROVAL OF KIWANIS INTERNATIONAL**

The Policies and Procedures of the Florida District do not require approval by Kiwanis International.

**Adopted by the Board of Trustees of the Florida District of Kiwanis International on:**

\_\_\_\_\_ August 26, 2010 \_\_\_\_\_

(date)



(District Governor)



(District Secretary/Executive Director)

Note— The current Policies and Procedures Manual shall be available on the Florida District of Kiwanis International Website at [www.floridakiwanis.com](http://www.floridakiwanis.com). Questions concerning these Policies and Procedures shall be directed to:

George F. Langguth

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Florida District of Kiwanis International  
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