



# Kiwanis Club of West Lorne



Meeting on the First & Third Saturday Morning  
of the month at 9:30 am, Grace Anglican Church hall  
230 Morden St, West Lorne

See us on Facebook: <https://www.facebook.com/West-Lorne-Kiwanis-Club-2786346751506025>

**Kids Need Kiwanis**



## Introduction to the Complete Documentation governing the existence and operations of the **Kiwanis Club of West Lorne, Ontario**

The following pages contain the ByLaws and Policies of the Kiwanis Club of West Lorne, Ontario as approved by Kiwanis International on August 6<sup>th</sup> 2024. Included are two further documents encompassing our Articles of Incorporation along with abridged versions of the ByLaws / Policies & Procedures of both Kiwanis International and the Eastern Canada and the Caribbean district of Kiwanis International which specifically address club operations.

This is a PDF file version of the total ByLaws and Policies documentation specific to the Kiwanis Club of West Lorne, Ontario. This version will only be provided in electronic format due to its massive size.

The 5 articles of incorporation are comprised of a "RESOLUTION" to create an affiliation with Kiwanis International and "FORM C" which outlines the affiliation.

As a registered Not-For-Profit Organization in the Province of Ontario we are mindful of our responsibility to observe and obey the Law of the land. To the best of our knowledge these documents are in compliance with the Ontario NFPA (Not-For-Profit Corporations Act) current as of the date of compilation of this documentation.

I certify that to the best of my knowledge the following information is accurate and complete as of the 10<sup>th</sup> day of August 2024.

Malcolm Dilts  
President of The Kiwanis Club of West Lorne, Ontario

# Table of Contents

Standard Form for Club Bylaws and Policies .....	4
ARTICLE 1. NAME and OBJECTS .....	4
ARTICLE 2. MEMBERS .....	4
ARTICLE 3. OPERATIONS .....	4
ARTICLE 4. OFFICERS AND DIRECTORS .....	5
ARTICLE 5. ELECTIONS AND VACANCIES .....	5
ARTICLE 6. BOARD OF DIRECTORS .....	6
ARTICLE 7. DISCIPLINE .....	6
ARTICLE 8. FUNDS and ACCOUNTING .....	7
ARTICLE 9. AUTHORITIES .....	8
ARTICLE 10. BYLAWS and POLICIES .....	8
CLUB POLICIES .....	9
Mandatory Club Policies .....	9
A. CLUBS DUES AND FEES .....	9
Currency .....	9
B. MEMBERS IN GOOD STANDING .....	9
C. OFFICERS AND DIRECTORS .....	9
D. OFFICERS AND DIRECTORS TERMS .....	9
E. OFFICERS AND DIRECTORS ELECTION PROCESS .....	10
F. ANNUAL FINANCIAL REVIEW .....	11
Optional Club Policies .....	11
G. OPTIONAL POLICY: CLUB MEETING INFORMATION .....	11
I. OPTIONAL POLICY: STANDING COMMITTEES (if any) .....	11
M. OPTIONAL POLICY .....	12
ADOPTION AND APPROVAL of Club Bylaws, Mandatory Policies, and Optional Policies .....	12
CLUB ADOPTION .....	12
KIWANIS INTERNATIONAL APPROVAL .....	12
Incorporation Documentation / Registration .....	13
RESOLUTION .....	20
FORM “C” .....	22
Table of Contents (Rev. 1/23) .....	25
KIWANIS INTERNATIONAL POLICIES .....	26
KIWANIS INTERNATIONAL PROCEDURES SECTION 100: INTERNATIONAL .....	38
INSURANCE .....	38

KIWANIS MARKS .....	39
KIWANIS INTERNATIONAL PROCEDURES SECTION 300: CLUBS .....	41
CLUB ORGANIZATION.....	42
CLUB OFFICERS .....	47
CLUB MEMBERSHIP .....	50
CLUB MEETINGS .....	56
CLUB FINANCIAL MATTERS .....	58
CLUB STATUS.....	59
CLUBS - MISCELLANEOUS .....	61
KIWANIS INTERNATIONAL PROCEDURES SECTION 400: SERVICE .....	63
SERVICE PROJECTS.....	63
WORKING WITH OTHER ORGANIZATIONS .....	64
SPONSORED PROGRAMS .....	68
Table of Contents EC&C Policies and Procedures .....	78
Definitions .....	78
Club Responsibilities -15.0.....	80
Promote Fellowship -15.1 .....	80
Interclub Meetings Policy -15.2.....	80
Club Growth -15.3 .....	80
Club Attendance at District Conventions -15.4 .....	80
Chartered Clubs -15.5.....	81
Club Membership Deletions -15.6.....	81
Club Succession Planning -15.7 .....	81



# Kiwanis®

## Standard Form for Club Bylaws and Policies

As revised by Kiwanis International – October 2012

### ARTICLE 1. NAME and OBJECTS

1.1. This organization is the “Kiwanis Club of West Lorne” K03552, which is a member of Kiwanis International and exists only by charter granted by Kiwanis International.

1.2. The primary purpose of this club is to improve the quality of life for children and families worldwide by adhering to the Objects of Kiwanis International, which are:

- To give primacy to the human and spiritual, rather than to the material values of life.
- To encourage the daily living of the Golden Rule in all human relationships.
- To promote the adoption and application of higher social, business, and professional standards.
- To develop, by precept and example, a more intelligent, aggressive, and serviceable citizenship.
- To provide, through this club, a practical means to form enduring friendships, to render altruistic service, and to build a better community. To cooperate in creating and maintaining that sound public opinion and high idealism which make possible the increase of righteousness, justice, patriotism, and goodwill.

### ARTICLE 2. MEMBERS

2.1. Adults of good character and good community standing may be admitted to membership in this club by invitation or by transfer from another Kiwanis club upon no less than a majority vote of the board.

2.2. Members in good standing are entitled to all rights and privileges of the club. To be in good standing, members are obligated to pay the dues and fees provided in club policy and comply with any other criteria provided in club policy.

2.3. Members not in good standing may be suspended or removed by no less than a majority vote of the board. At least fourteen (14) days previous notice of such pending action must be provided to the member. The member will have the right to appear to present his/her case to the board on or before the meeting at which action will be determined.

2.4. A member may resign by submitting written notice to the club. Any member who resigns or has been removed from club membership forfeits all interest in any club funds or property and all rights to use any Kiwanis marks.

### ARTICLE 3. OPERATIONS

3.1. The administrative and fiscal year of this club is the same as Kiwanis International, which is October 1-September 30.

3.2. The board will determine the frequency, day, time, and place of regular club meetings, no less than once each month. Special club meetings may be called, and scheduled meetings may be cancelled or rescheduled, by a majority vote of the board or club members, provided at least 48 hours previous notice is given. Subject to laws of local jurisdiction, club members may meet and conduct business by any

method that allows all participants to simultaneously communicate with each other or as otherwise allowed by law. Participation constitutes attendance. Normal club meeting rules apply. If any votes taken verbally are unclear, they should be taken by roll call.

3.3. One meeting each year between January 1 and May 15 will be designated as the annual meeting for club elections. At least 30 days previous notice of the annual meeting must be given to members.

3.4. This club may have standing committees as determined by a majority vote of the board and defined in club policy. The president may create and appoint additional committees as desired to conduct club goals and activities, subject to approval by the board, with their purpose, term, and duties defined upon creation.

3.5. At least one-third (1/3) of the club members in good standing constitutes a quorum, and no less than a majority vote of the members present and voting is required to approve all business unless otherwise provided in these bylaws or club policy. At least fourteen (14) days previous notice of any pending vote must be given to the members.

3.6. This club may host activities to inform club and community members about matters of public interest. However, this club will not express any opinion or take any action regarding any candidate, legislation, or other matters of a political nature.

#### **ARTICLE 4. OFFICERS AND DIRECTORS**

4.1. The officers will be a president, immediate past president, president-elect, treasurer, and secretary. The officers may also include one or more vice-president(s), if so defined in club policy. This club will also have a minimum of three (3) directors as stated in club policy. No offices may be held by the same person except those of secretary and treasurer, and no person shall simultaneously serve as an officer and a director. This club may also have such other offices as may be required by the laws of local jurisdiction. The names, terms, and duties of such offices, as well as the processes for elections and filling of vacancies, will be included in relevant provisions of the club's bylaws and/or policies.

4.2. Officers' duties are as defined below and as may be additionally provided in club policy:

- The president acts as the club's executive officer; presides at all meetings of the members and the board; and regularly reports to both groups.
- The secretary keeps the club's records; promptly reports membership changes to Kiwanis International; keeps minutes of club and board meetings; files required reports (if any) with local, national, and other government authorities; and regularly reports to the members and board.
- The treasurer handles and accounts for all club funds on authority of the board; maintains club financial records; and regularly reports to the members and board.
- The president-elect, immediate past president, and vice president (if any), have duties as usually pertain to the office or as may be assigned by the president or board.

4.3. Directors have such duties as usually pertain to the office or as may be assigned by the president or board.

#### **ARTICLE 5. ELECTIONS AND VACANCIES**

5.1. Each officer and director (and nominees for same) must be a member in good standing with this club. Any qualified, consenting member may be nominated either in advance or from the floor, according to club policy.

5.2. The immediate past president is the most recent president willing and able to serve. The secretary may be either appointed or elected, as provided in club policy. All other officers and directors, including the secretary unless he/she is appointed, will be elected at the club's annual meeting by a majority vote, following a process provided in club policy.

5.3. The president, immediate past president, president-elect, treasurer, secretary, and vice president(s), (if any) will serve one-year or two-year terms as provided in club policy, beginning October 1 of each year. Directors may serve up to three-year terms, as provided in club policy, with each term beginning October 1 after election.

5.4. Vacancies will be filled as follows:

- President: by the president-elect, immediate past president, or vice president (if any), as provided in club policy.
- Immediate past president: by the most recent president willing and able to serve.
- For all other officers and directors, new elections will be held within 60 days, provided at least fourteen (14) days previous notice of the meeting and nomination(s) is given to the members. However, if the secretary is appointed, the president will appoint someone to fill the vacancy, subject to approval by the board.

## **ARTICLE 6. BOARD OF DIRECTORS**

6.1. The club board of directors (referred to in these bylaws as "board") consists of the president, immediate past president, president-elect, treasurer, secretary, vice president(s), (if any), and all directors, and such other positions as may be required by the laws of local jurisdiction.

6.2. The board has the following responsibilities:

- Provide general management of the club not otherwise delegated to the membership in these bylaws or club policy.
- Assure the club complies with applicable governmental rules and regulations.
- Determine the good-standing status of members in accordance with club policy. Perform other duties as provided in these bylaws and club policy.

6.3. A majority of the members of the entire board constitutes a quorum, and a majority vote of the board members present and voting is required for all business unless otherwise provided in these bylaws or club policy.

6.4. The board will meet regularly at a designated place and time that it determines. The board may hold special meetings at the call of the president or a majority vote of the board, provided at least forty-eight (48) hours previous notice is given to board members of the date, time, place, and topic(s). Subject to laws of local jurisdiction, the board may meet and conduct business by any method that allows all participants to simultaneously communicate with each other or as otherwise allowed by law. Participation constitutes attendance. Normal board meeting rules apply. If any votes taken verbally are unclear, they should be taken by roll call.

6.5. The board may take no action in conflict with an action of the membership. Other than disciplinary measures, an action of the board may be rescinded or amended by two-thirds (2/3) vote of the club members present and voting, provided at least fourteen (14) days previous notice is given to the members.

## **ARTICLE 7. DISCIPLINE**

7.1. "Conduct unbecoming a member of the Kiwanis family" is defined in Kiwanis International Policy as any conduct that:

- is incompatible with the best interests of the public or of members of the Kiwanis family; or tends to harm the standing of Kiwanis in the local or global community.

## 7.2

- a. If a written allegation of ‘conduct unbecoming a member of the Kiwanis family’ is made against a member of a Kiwanis club, the club president shall immediately request from Kiwanis International a copy of the detailed procedures to be followed by clubs and shall appoint a special investigator to investigate the matter (or, if the club president is accused, the immediate past president shall act).
  - b. The Board shall consider the investigation report and determine whether to hold a hearing on the matter. The President shall notify the accused member of the investigation results and whether the Board intends to pursue the allegation(s). If a hearing is held, the board shall then meet and report its decision, whether the member did or did not engage in “conduct unbecoming” and, based on that decision, the appropriate disciplinary action, if any, as follows: informal counseling, a verbal reprimand, written reprimand, suspension from office or club membership, or removal from office or club membership. The determination of the discipline should be based on the seriousness of the unbecoming conduct. All disciplinary actions shall be documented in club records.
  - c. If either the accused member or the investigator believes that some part of the investigation or determination process was faulty, either party has the right to appeal the board’s decision(s) to the club membership. The appeal shall be heard at a special meeting of the club members in good standing. The decision of the club membership to uphold, reverse or change the board’s decisions(s) shall be final.
  - d. If, at any point during the ‘conduct unbecoming’ process, possible criminal wrongdoing is discovered, the matter shall be reported to the proper authorities.
  - e. All materials, facts, and information related to the investigation, determination, and appeal (if any) shall be kept confidential at all times by any parties or persons involved in any part of the process.
  - f. The club shall retain all official records on the matter (allegation report, investigation report, hearing record, board report, and appeal record if any) as long as required by local law, and shall send a copy to the Executive Director of Kiwanis International, to be retained in a confidential file.
- 7.3. A club shall discipline any member whose conduct is determined by the club to be ‘conduct unbecoming a member of the Kiwanis family,’ or else the club shall be considered out of compliance with acceptable standards of Kiwanis International and may have its charter suspended or revoked as provided in the Kiwanis International Bylaws.
- 7.4. If an officer or director is alleged by the president or a majority vote of the board to be failing to perform his/her duties, the board will investigate the allegation and determine the matter at a special meeting in executive session held within forty-five (45) days after the investigation is complete or as soon as reasonably possible. Written notice of the allegation, investigation, and meeting must be given to the accused member at least thirty (30) days prior to the hearing. The accused member will be permitted to attend the hearing and present a defense. If the allegation(s) is sustained by no less than a two-third (2/3) vote of the entire board, the position will be declared vacant.

## ARTICLE 8. FUNDS and ACCOUNTING

- 8.1. Monies received for club service activities, regardless of source, may be used only for service activities. Separate accounting records must be maintained for service funds and administrative funds.

8.2. By October 15, the board will adopt separate budgets of estimated income and expenses for the administrative and service funds of the club.

8.3. The club's financial records will be examined annually by either (a) a qualified accounting firm; or (b) a standing financial review committee, as provided in club policy. The club's accounting records will be available for inspection by the accounting firm or the committee and, upon request, by the president or board. A written report of the annual financial examination shall be submitted to the board.

8.4. The board determines the official depository/ies of club funds and designates the person(s) authorized to pay club charges.

8.5. Club membership dues, fees, and other assessments, as provided in club policy, must be approved by two-thirds (2/3) vote of the members present and voting, provided at least fourteen (14) days previous notice of the vote and proposed amount is given to the members.

8.6. The club board will provide for the prompt payment of all dues, fees, and other obligations to Kiwanis International and to its district and federation (if any).

8.7. If this club ceases operations for any reason, the club board will provide for proper distribution of club funds or other assets, in accordance with applicable law. Funds or assets not otherwise designated will be transmitted to the Kiwanis International Foundation or the district foundation.

#### **ARTICLE 9. AUTHORITIES**

9.1. This club's bylaws and policies will comply with all applicable laws in its local jurisdiction.

9.2. For authority on all matters not covered by these bylaws, the following documents will apply, in this order of priority:

- First—Kiwanis International bylaws;
- Second—Kiwanis International policies and procedures;
- Third—Federation bylaws (if any)
- Fourth—District bylaws (if any)
- Fifth—Robert's Rules of Order Newly Revised (latest edition)

#### **ARTICLE 10. BYLAWS and POLICIES**

10.1. This club will incorporate or register as required by law with the proper government authority(ies) within one (1) year from its charter date and maintain such incorporation or registration.

10.2. These bylaws will only be amended to comply with the Standard Form for Club Bylaws, as approved now or in the future by Kiwanis International. Amendments may be adopted by two-thirds (2/3) vote of the club members present and voting, provided at least fourteen (14) days previous notice is given to the members. These club bylaws and any amendments thereto are not effective unless approved by Kiwanis International.

10.3. If any provision of these bylaws is determined to be invalid, all other provisions still remain in effect.

10.4. The club membership shall consider and adopt the mandatory club policies required by Kiwanis International, which complete provisions stated in the bylaws. Adoption shall be by two-thirds (2/3) vote of the club members present and voting, provided at least fourteen (14) days previous notice is given to the club members.

10.5. The club board may adopt other club policies that are not in contravention of the applicable laws, club bylaws, Kiwanis International bylaws, and district and federation bylaws (if any), by at least a majority vote of the club board members present and voting, provided at least fourteen (14) days

previous notice is given to the board members. Note: Optional Policy L has special requirements for adoption.

## CLUB POLICIES

“Kiwanis Club of West Lorne” K03552

### Mandatory Club Policies

As stated in the club bylaws (Sec. 10.4): "The club membership shall consider and adopt the mandatory club policies required by Kiwanis International, which complete provisions stated in the bylaws. Adoption shall be by two-thirds (2/3) vote of the club members present and voting, provided at least fourteen (14) days previous notice is given to the club members."

Policies A-F must be considered, completed, and adopted by the club and submitted to Kiwanis International for approval with the club's bylaws.

#### A. CLUBS DUES AND FEES

*Notes: Use this policy to state the current amount of dues and other fees(if any) for your club. (a) The dues and new member enrollment fee amounts should include the current Kiwanis International dues and fees, district dues and fees (and federation dues and fees, if any). (b) If new members are alumni of Service Leadership Programs, clubs should not charge them for Kiwanis International dues for two years after joining the club. (See Bylaws Section 8.5 regarding how club dues and fees are set.*

Members will pay the following financial obligations to the club:

##### Currency

CAD

1. Annual dues amount: **200**
2. New member enrollment fee amount:: **0**
3. Other amount(s), if any:

#### B. MEMBERS IN GOOD STANDING

A member is not considered in good standing with the club if he/she:

1. Is more than **4** months or **CAD 100** (amount) in arrears on dues or fees owed by that member.
2. Optional: Other requirement(s)

#### C. OFFICERS AND DIRECTORS

1. This club has: **0** offices of vice-president.
2. This club has: **3** directors
3. A vacancy in the office of president shall be filled by: **president-elect**

#### D. OFFICERS AND DIRECTORS TERMS

Officers and directors terms are as follows:

1. President, president-elect, immediate past president: **2 years**

2. Secretary: **2 years**

Note: If appointed by the president, the secretary should have the same length of term as the president.

3. Treasurer: **2 years**

4. Vice-president(s) (if any): **No Vice-President**

5. All directors: **3 years**

*Note: If either 2- or 3-year terms are chosen, the directors will be elected so that only one-half or one-third of the terms are elected each year.*

## **E. OFFICERS AND DIRECTORS ELECTION PROCESS**

The election process for this club is as follows:

1. The club secretary will be: **appointed by the president and approved by the board**

*If the club secretary is not elected, he/she will be appointed within one (1) week after elections are held.*

*Note: If the secretary and treasurer position are combined, the position should be elected, not appointed.*

2. Volunteers will be appointed to prepare the ballot, count the votes, and certify the results.

3. Nominations may be made in advance or from the floor during the annual meeting, with the consent of those nominated.

4. Cumulative voting is not allowed. Absentee ballots **are** allowed.

Proxy ballots are **are not** allowed.

5. Ballots are only necessary when there are more nominees for an office than offices to be filled. If any ballot does not reflect a majority vote for one nominee, the nominee receiving the fewest votes will be dropped and a new vote taken for the remaining nominees; the same process will be followed until one nominee receives a majority of the votes. If there are more nominees for directors than offices to be filled, those receiving the highest number of votes will be declared elected without additional voting.

6. Electronic balloting is permitted for club elections. Secure website balloting is recommended to ensure privacy and accuracy. Use the KiwanisOne Club Management System or consult Kiwanis International for guidelines.

7. The club secretary will certify the election results to Kiwanis International (and to the district and federation, if any).

8. Incoming officers and directors are referred to as “-designate” (examples: president-elect-designate, secretary-designate, etc).

9. Additional requirements (if any) used by this club are:

## F. ANNUAL FINANCIAL REVIEW

To perform its annual financial examination as stated in Bylaws section 8.3, this club: Has a standing financial review committee composed of two or more qualified\*\* club members, excluding any board members.

Selection of the members will be determined by vote of the **club board**

Committee members' terms shall be for one year each, October 1 – September 30. It is recommended that no person serve more than three (3) consecutive terms.

*Note: An annual examination of financial records should include, but not be limited to, bank reconciliations, income, disbursements, budgets, balance sheets and income and expense statements for both the administrative and service accounts, budgets, and any other financial records or reports of the club.*

\*\*Qualified club members are those in good standing with the club who have financial or accounting experience.

## Optional Club Policies

As stated in the club bylaws (Sec. 10.5): “The club board may adopt other club policies that are not in contravention of the applicable laws, club bylaws, Kiwanis International bylaws, and district and federation bylaws (if any), by at least a majority vote of the club board members present and voting, provided at least fourteen (14) days previous notice is given to the board members.”

The policies listed below are for consideration by the club because they may assist in club operations. However, they are not mandatory and may or may not be adopted, at the club's discretion. Optional policies do not require approval by Kiwanis International.

### G. OPTIONAL POLICY: CLUB MEETING INFORMATION

*Note: Per Bylaws section 3.2, each club is required to meet no less than once per month. The club board determines the frequency, day, time, and place of regular club meetings. The club may use this policy to list club meeting information. However, this is not a reporting mechanism; if your club's meeting information changes, please report it separately to Kiwanis International.*

1. This club meets: **twice per month** as follows: (Examples: “Every Monday at 11:30 am”; or “1st and 3rd Wednesday at 7:30am.”) **1st and 3rd Saturday at 9:45 am**
2. Club satellite meeting (if any):

### H. OPTIONAL POLICY: ADDITIONAL DUTIES (if any) OF OFFICERS and DIRECTORS

**The club does not wish to use this policy.**

### I. OPTIONAL POLICY: STANDING COMMITTEES (if any)

This club has the following standing committees:

1. Committee Name: **Membership**

Purpose: **Recruitment and Discipline**

Duties: **Establish and oversee recruitment guidelines Establish and oversee recruitment drives, promotions, events Vet and recommend new members to board for approval Follow Kiwanis**

**International Policy and Procedures on attendance, financial commitments, decorum of members Report potential members to board for disciplinary action**

**2. Committee Name: Financial Reviews**

**Purpose: Review club financial operations on an annual basis**

**Duties: Perform an annual audit of the financial accounts of the club**

**J. OPTIONAL POLICY: OTHER CLUB POSITIONS (if any)**

**The club does not wish to use this policy.**

**K. OPTIONAL POLICY: SPECIAL VOTE REQUIREMENTS (if any)**

**The club does not wish to use this policy.**

**L. OPTIONAL POLICY: SPECIAL MEMBERSHIP TYPES (if any)**

**The club does not wish to use this policy.**

**M. OPTIONAL POLICY**

**The club does not wish to use this policy.**

*Note: A club policy on an additional topic(s): (1) may not be in contravention of other Kiwanis governing documents or applicable local laws; (2) should assist club operations in a strategic way; (3) should be long-term, lasting multiple years, until or unless changed or rescinded; (4) must be properly adopted as stated in Section 10.5 of the Standard Form for Club Bylaws.*

**ADOPTION AND APPROVAL of Club Bylaws, Mandatory Policies, and Optional Policies**

**CLUB ADOPTION**

**Date Adopted: 6/15/2024**

**Club President: Malcolm Dilts**



**KIWANIS INTERNATIONAL APPROVAL**

**Submitter: Mr. Malcolm Dilts**

**Date Approved: 8/6/2024**

**Signed: Rene Booker**

**Per: Kiwanis International**

KIWANIS CLUB OF WEST LORNE  
INCORPORATED

**Grace C. Dunsford  
Recording Officer**

PROVINCIAL SECRETARY

TO ALL TO WHOM THESE PRESENTS SHALL COME I R W E L S H.

W H E R E A S The Companies Act provides that with the exceptions therein mentioned the Lieutenant-Governor may by Letters Patent create and constitute bodies corporate and politic for any of the purposes to which the authority of the Legislature of Ontario extends;

AND WHEREAS by the said Act it is further provided that the Provincial Secretary may under the Seal of his office, have, use, exercise, and enjoy any power, right, or authority conferred by the said Act on the Lieutenant-Governor;

AND WHEREAS by their Petition in that behalf the persons herein mentioned have prayed for Letters Patent constituting them a body corporate and politic for the due carrying out of the undertaking hereinafter set forth;

AND WHEREAS it has been made to appear that the said persons have complied with the conditions precedent to the grant of the desired Letters Patent and that the said undertaking is within the scope of the said Act;

NOW THEREFORE KNOW YE that under the authority of the hereinbefore in part recited Act I DO BY THESE LETTERS PATENT CONSTITUTE the Persons hereinafter named that is to say:

Maynard Stewart Hopper, Manufacturer;  
Wilfred Johnston and William Sinclair  
Clifford, Teachers; Wilfred Livermore,  
Salesman; Norval James Murray, Superintendent;  
Wilfred Rewbotham, Druggist; Victor Earl  
Lemon, Grocer; Gabriel Gat, Manager; George  
Robert Johnston, Car Dealer; John  
Alexander Macdonald, Traveller; Harold  
Mitchell, Dairyman; and Peter Watters Kemp,  
Hardware Merchant; all of the Village of West Lorne, in the County  
of Elgin and Province of Ontario; and any others who have become  
subscribers to the memorandum of agreement of the Corporation, and  
persons who hereafter become members thereof, a corporation without  
share capital under the name of

**KIWANIS CLUB OF WEST LORNE INCORPORATED**

for the following purposes and objects, that is to say:

- (a) TO give primacy to the human and spiritual rather than to the material values of life;
- (b) TO encourage the daily living of the Golden Rule in all human relationships;
- (c) TO promote the adoption and the application of higher social, business and professional standards;
- (d) TO develop, by precept and example, a more intelligent, aggressive and serviceable citizenship;
- (e) TO provide through Kiwanis Clubs a practical means to form enduring friendships, to render altruistic service, and to build better communities;
- (f) TO co-operate in creating and maintaining that sound public

opinion and high idealism which make possible the increase of righteousness, justice, patriotism and goodwill;

(g) For the purposes aforesaid, to take over the assets, rights and franchises of the unincorporated club known as the Kiwanis Club of West Lorne and its members; and

(h) TO do all such things as are incidental or conducive to the attainment of the above objects;

THE HEAD OFFICE of the Corporation to be situate at the said Village of West Lorne; and

THE FIRST DIRECTORS of the Corporation to be Maynard Stewart Hopper, Wilfred Johnston, Wilfred Livermore, William Sinclair Clifford, Norval James Murray, Wilfred Rewbotham, Victor Earl Lemon, Gabriel Gat, George Robert Johnston, John Alexander Macdonald, Harold Mitchell and Peter Watters Kemp, hereinbefore mentioned;

AND IT IS HEREBY ORDAINED AND DECLARED THAT:

1. The subscribers to the Memorandum of Agreement of the Corporation shall be the first members and the Corporation shall consist of the subscribers and of those who shall hereafter be duly elected as members of the Corporation in accordance with the by-laws and regulations from time to time in force;
2. The interest of a member in the Corporation shall not be transferable, and shall lapse and cease to exist upon the death of such member or when such member shall cease to be a member by resignation or otherwise in accordance with the by-laws and regulations from time to time in force;
3. The directors of the Corporation shall constitute the Committee

of Management of the Corporation;

4. The directors may, from time to time, make by-laws and regulations, not contrary to law or any provision of the Letters Patent, Supplementary Letters Patent, if any, or The Companies Act, and, from time to time, amend, vary or repeal the same, respecting:

- (a) the admission of members and the election or appointment of directors, trustees and officers;
- (b) the time and place of holding and the calling of meetings of members, trustees and directors, and the requirements as to proxies and the procedure at and the conduct of such meetings;
- (c) the payment of officers and employees; and
- (d) the control, management and conduct of the affairs of the Corporation;

5. Every by-law and regulation and every repeal, amendment, modification or variation thereof, unless in the meantime confirmed at a general meeting duly called for that purpose, shall have force only until the next annual meeting of the Corporation, and in default of confirmation thereof shall from that time cease to have force, and in that case no new by-law or regulation to the same or the like effect or re-enactment thereof shall have any force until confirmed at a general meeting of the Corporation; and

6. Such by-laws, regulations, amendments, modifications and variations shall replace, exclude and modify the regulations set out in Form 4 in the Schedule to The Companies Act, save that in any matters covered by such Form 4 and not provided for in the Corporation's by-laws, regulations or amendments, the regulations and provisions of the said Form 4 shall apply and be in force, but all such matters which, after the passing of the Corporation's first by-laws and regulations, may be left to be governed by such Form 4, may be varied, amended, excluded or modified by any by-laws or regulations;

AND IT IS HEREBY FURTHER ORDAINED AND DECLARED that the said

Corporation shall be carried on without the purpose of gain for its members, and that any profits or other accretions to the Corporation shall be used in promoting its objects;

AND IT IS HEREBY FURTHER ORDAINED AND DECLARED that the Corporation is prohibited from occupying and using a house, room or place as a club to which subclause ii of clause b of section 226 of the Criminal Code (Canada) is by that subclause made not applicable; and if it is made to appear to the satisfaction of the Provincial Secretary that the Corporation purports so to use a house, room or place, these Letters Patent may be revoked and made void by and in the discretion of the Lieutenant-Governor in Council;

AND IT IS HEREBY FURTHER ORDAINED AND DECLARED that if it is made to appear to the satisfaction of the Provincial Secretary that the premises occupied by the Corporation are equipped, guarded or otherwise constructed or operated so as to hinder or prevent lawful access to and inspection of such premises by police or fire officers or are found fitted or provided with any means or contrivance for playing any game of chance or any mixed game of chance and skill, gaming or betting, or with any device for concealing, removing or destroying such means or contrivance, these Letters Patent may be revoked

and made void by and in the discretion of the Lieutenant-Governor  
in Council.

GIVEN under my hand and Seal of Office at the City of Toronto  
in the said Province of Ontario this **eighth**  
day of **February** in the year of Our Lord one  
thousand nine hundred and **fifty-four.**

G. A. Welsh  
Arthur Welsh  
Provincial Secretary

# RESOLUTION BYLAW FILE

BE IT RESOLVED by the Kiwanis Club of WEST LORNE, ONTARIO, in regular meeting assembled that:

- (1) This Corporation is affiliated with Kiwanis International and Kiwanis International Subsidiary as a club, and has for its purpose the continuance of such affiliation, and the corporation and its members will at all times abide and be governed and controlled by the Constitution and Bylaws of Kiwanis International and Kiwanis International Subsidiary now in force or hereafter from time to time adopted; and will comply with all conditions and requirements as Kiwanis International and Kiwanis International Subsidiary may prescribe:
- (2) The bylaws of Kiwanis International and Kiwanis International Subsidiary now in effect, a copy being hereto attached marked "Exhibit A," and made a part hereof the same as if copied herein in full are hereby attached and made a part and portion of the bylaws of the Kiwanis Club of WEST LORNE, ONTARIO, and such bylaws so hereby attached shall be spread on the Minute Book of this Corporation as a part and portion of its bylaws.
- (3) The following are hereby adopted as additional By laws by the Corporation :
  - (a) Whenever requested by the Board of Trustees of Kiwanis International and Kiwanis International Subsidiary, this corporation shall dissolve or change its form of organization, as may from time to time be requested by Kiwanis International and Kiwanis International Subsidiary, and no amendments to the articles of incorporation "or corporate bylaws" or change in the purpose of the corporation shall be made without the consent of Kiwanis International and Kiwanis International Subsidiary.
  - (b) As supplemental to Article 2 of this Charter the corporation shall have, include, and embrace the following additional purposes :
    - (1) To give primacy to the human and spiritual rather than to the material values of life.
    - (2) To encourage the daily living of the Golden Rule in all human relationships.
    - (3) To promote the adoption and the application of higher social, business, and professional standards .
    - (4) To develop, by precept and example, a more intelligent, aggressive, and serviceable citizenship.
    - (5) To provide through Kiwanis clubs, a practical means to form enduring friendships, to render altruistic service, and to build better communities.
    - (6) To cooperate in creating and maintaining that sound public opinion and high idealism which make possible the increase of righteousness, justice, patriotism, and good will.

- (7) To carry out the foregoing purposes the corporation shall have power to receive and convey real and personal property and to receive and distribute gifts of property of all kinds.
- (c) Said Corporation shall be without capital stock and not for profit.
- (d) The principal duties of each officer and all directors shall be as prescribed in Subsection four of Article VI, and Subsection four of Article VI I, of the Standard Form for Club Bylaws of Kiwanis International and Kiwanis International Subsidiary.
- (e) All members of this corporation shall be members of Kiwanis International, a corporation organized and existing under and by virtue of the Laws of the State of Illinois and Kiwanis International Subsidiary, incorporated under the Laws of Canada, and shall be bound by the Constitution and Bylaws, a copy of said bylaws being hereto attached marked "Exhibit A t ' and reference being made to said Constitution and made a part hereof the same as if copied herein in full.
- (f) All members of this corporation are not members of and not\* affiliated with Kiwanis International, an Illinois Corporation and Kiwanis International Subsidiary, a Canadian corporation, and shall continue such affiliation in order to be members of this corporation and members of this corporation will at all times abide by the Constitution and Bylaws of Kiwanis International, now in force or such amendments as may hereafter from time to time be adopted to said Constitution and Bylaws or Club By laws .
- (g) The articles of incorporation and the Bylaws may be amended subject to the limitations contained hereinabove in (a) , by resolution setting forth such amendments and adopted by at least a majority vote, of the members of the corporation.
- (4) BE IT FURTHER RESOLVED THAT, the proper officers of the Kiwanis Club of WEST LORNE be and they are hereby authorized and empowered for and in behalf of the Corporation to make and enter into an agreement with Kiwanis International and Kiwanis International Subsidiary similar to that of other incorporated Kiwanis Clubs, the form of the substance of such agreement being hereto attached, marked "Form C" and made a part hereof, the same as if copied herein in full.

  
J. D. Lawley  
President, Kiwanis Club of West Lorne

/ 

W. W. Liepmann  
Secretary, Kiwanis Club of West Lorne

September 12, 1980

Date Adopted

5267/267 (lc)

## FORM "C"

THIS AGREEMENT THIS 12th day of September 1980,

BETWEEN: -

KIWANIS INTERNATIONAL, a corporation under the laws of the State of Illinois, with offices in the City of Chicago, and Kiwanis International Subsidiary Incorporated, a corporation under the laws of the Dominion of Canada with offices at London, Ontario, hereinafter called the "corporations, parties of the first part, and KIWANIS CLUB OF WEST LORNE, ONTARIO , a corporation under the laws of the Province of ONTARIO. hereinafter called the "Club," party of the second part ;

WITNESSETH:

THAT WHEREAS, the Corporations have been incorporated to protect their name and organization and to promote their purposes;

AND WHEREAS, the Club has been incorporated with the consent of the Corporations, which consent was conditional upon the club's agreeing to observe and to be bound by the name, organization, and purposes thereof;

NOW THEREFORE, in consideration of the foregoing and of the mutual covenants and agreements herein contained, it is hereby agreed as follows :

1. The Club hereby specifically acknowledges and agrees that it is affiliated with the Corporations and intends to continue such affiliation, and that it and its members will at all times recognize, abide by, and observe as effectively binding upon itself and its members the Constitution and Bylaws of Kiwanis International now in force or as hereafter amended and that it will from time to time, upon request of the Corporations, amend its bylaws to conform to those of Kiwanis International.
2. The Club further covenants and agrees that whenever required by the Corporations, it will dissolve or change its form of organization, and that no amendments to the Articles of Incorporation or change in the purposes of the Club will be made without the consent of the Corporations.
3. The Corporations covenant and agree that they will not at any time seek to enforce against the Club any obligations, duties, or liabilities inconsistent with the Constitution and Bylaws of Kiwanis International.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be signed by their duly authorized officers, and their respective corporate seals to be hereunto affixed.

KIWANIS INTERNATIONAL

By

President

Attest: FOR KIWANIS INTERNATIONAL

KIWANIS INTERNATIONAL SUBSIDIARY INCORPORATED

By

President

Attest: FOR KIWANIS INTERNATIONAL

KIWANIS CLUB OF WEST LORNE, ONTARIO

By

B. D. Lawley

President

W. W. Liepmann

Attest:

Secretary



# Kiwanis<sup>®</sup>

[www.kiwanis.org](http://www.kiwanis.org)

# Kiwanis International Policies and Procedures

As revised by the Kiwanis International Board  
April 20, 2024

*This edition has been abridged to contain portions of the  
Policies and Procedures directly influencing Clubs.*

*Produced June 2024 – The Kiwanis Club of West Lorne*

*Every effort has been made to ensure the accuracy of information contained herein. In the event of an error,  
omission or oversight please email [kiwanis@mdilts.ca](mailto:kiwanis@mdilts.ca)*

*A date in parentheses at the end of a provision indicates when it was adopted, if known. Those coded 1980 or 1983 go back at least that far and may have existed previous to that. If a second date is included, that indicates when it was most recently revised. Example: a paragraph coded “(6/1991) (10/17)” indicates it was originally adopted in June 1991 and most recently revised in October 2017.*

# Table of Contents

(Rev. 1/23)

## POLICIES

### A. DEFINITIONS

1. Policy
2. Procedure

### B. INTERNATIONAL ADMINISTRATION

1. (Vacant)
2. (Vacant)
3. International Board
4. Finance
5. Int'l. Convention Fund-Raising Activities
6. KIWANIS Magazine
7. Language
8. Equal Employment Opportunity
9. Extension of Kiwanis
10. Risk Management Program
11. Definition of Conduct Unbecoming
12. Club Member Accused of 'Conduct Unbecoming'
13. District Officer Accused of Conduct Unbecoming
14. Kiwanis International Officer or Trustee Accused of Conduct Unbecoming
15. Conflict of Interest
16. Criminal History Background Checks
17. Conduct with Youth
18. Accountability of Kiwanis International Officers and Trustees
19. Social Media Guidelines
20. Government Relations
21. Compliance with Anti-Bribery Statutes
22. Document Retention and Destruction
23. Protection of Whistle Blowers
24. Endorsement of Candidates for Kiwanis International Offices
25. Additional Officers or Agents

### C. GENERAL

1. Anniversary of Kiwanis
2. Contributions to Kiwanis International
3. Contributions to or Endorsement of Other Organizations
4. Use of Name or Emblem
5. Kiwanis International Foundation (Kiwanis Children's Fund)
6. Alcohol Guidelines
7. Unscheduled Presidential Visit Requests
8. Corporate Partnerships
9. Kiwanis International Directory
10. Disclosure and Integrity of Information
11. Depraved or Unacceptable Behavior in Relation to Children or Youth
12. Accountability of District Grant Funds

### D. CLUBS

1. Clubs
2. Fund Raising
3. Club Foundation

### E. KIWANIS INTERNATIONAL AFFILIATES

1. Districts
2. Regions
3. Kiwanis Asia-Pacific (ASPAC)
4. Kiwanis International-Europe (KI-E)
5. Kiwanis Children's Fund-Europe (KCF-Europe)

### F. KIWANIS INTERNATIONAL SUBSIDIARIES

1. Kiwanis Youth Programs
2. Kiwanis Canada
3. Kiwanis International Foundation (Kiwanis Children's Fund)
4. Circle K International
5. Kiwanis Europe
6. KRMPFK

### G. SERVICE LEADERSHIP PROGRAMS

1. General Information

## PROCEDURES

170 – 174: Insurance

### 300: CLUBS

300 – 319: Club Organization  
320 – 339: Club Officers  
340 – 345: Club Membership  
346 – 349: Club Meetings  
350 – 359: Club Financial Matters  
360 – 369: Club Status  
370 – 379: International Extension  
380 – 399: Clubs - Miscellaneous

### 400: SERVICE

400 – 409: Service Projects  
410 – 429: Working with Other Organizations  
430 – 449: Sponsored Programs

# KIWANIS INTERNATIONAL POLICIES

(This section revised per K.I. Board Action as of April 2024)

## A. DEFINITIONS

### 1. Policy

A policy is a basic principle by which the Kiwanis International Board guides the affairs and organization of Kiwanis International. Per the Kiwanis International Bylaws, all policies must be approved by the Board. (5/83) (4/24)

### 2. Procedure

A procedure is an established method or manner by which the Bylaws and Policies of Kiwanis International are implemented. Procedures shall be maintained and updated as necessary by staff upon approval of the Executive Director. The Kiwanis International Board shall be advised of all procedure changes. At the discretion of the Executive Director, specific procedure revisions may be referred to the Board for consideration and approval. (5/83) (4/24)

## B. INTERNATIONAL ADMINISTRATION

### 10. Risk Management Program

It is Kiwanis International's mission to provide a Risk Management Program to its affiliate organizations, members, and volunteers with comprehensive insurance protection to enable continued community service while protecting Kiwanis' reputation and minimizing its exposure to loss. The objectives of the Risk Management Program are to: (2/95)

- a. Provide a comprehensive program of protection at a reasonable cost. (2/95)
- b. Effectively manage the risks presented by Kiwanis' daily activities. (2/95)
- c. Educate Kiwanis club members about the proper methods of preventing and controlling losses. (2/95)
- d. Monitor the program closely and make necessary changes on an ongoing basis to minimize Kiwanis' exposure to loss. (2/95)
- e. Fund not only insured losses, but also those losses not covered by standard insurance by building a "reserve" fund over time. (2/95)

### 11. Definition of 'Conduct Unbecoming'

#### a. Conduct Unbecoming a Member of the Kiwanis Family (4/13)

"Conduct unbecoming a member of the Kiwanis family" is defined as any conduct that: (4/12)

- Constitutes harassment of another individual based on race, color, creed, national origin, age, or sex, including sexual orientation and gender identity. (10/21)

- Constitutes a criminal act that is clearly incompatible with the best interests of the public or of members of the Kiwanis family; or (4/12) (10/21)
- Constitutes repeated offensive or obnoxious behavior at Kiwanis events and activities. (10/21)

Note: For conduct unbecoming purposes, the Kiwanis family is defined in the Kiwanis International Bylaws as members of Kiwanis clubs, Aktion Clubs, Circle K clubs, and Key Clubs. (4/12)

## 12. Club Member Accused of ‘Conduct Unbecoming’

- If an allegation of ‘conduct unbecoming a member of the Kiwanis family’ is made against a member of a Kiwanis club, the member’s club shall follow a fair and just process appropriate to the club’s abilities and resources. The process shall ensure that both the person making the allegation and the person against whom the charge is made are given an opportunity to be heard and ask each other questions. If the member belongs to more than one club, the club associated with the ‘conduct unbecoming’ shall act. (10/12) (10/21)
- The president of the club (or immediate past president if the president is accused) shall immediately request from Kiwanis International a copy of the general process to be followed. (10/12) (10/21)
- If the accused member is also a district officer or a Kiwanis International officer and the conduct appears to have been committed in his/her capacity as an officer, or if it is impossible to determine in what capacity the conduct was committed, the matter shall first be submitted to the Kiwanis International President or the district governor, in that order, as appropriate, who shall determine the capacity and either begin an investigation at the International or District level or refer it back to the club level to investigate and decide. (4/13) (10/21)
- If either the accused member or the investigator believes some part of the investigation was faulty or the determination was incorrect, either party has the right to appeal in writing the Board’s decision to the club membership. The appeal shall be heard at a special meeting of the club members in good standing. The decision of the club membership to uphold, reverse, or change the Board’s decision(s) shall be final. (10/12) (4/13)
- If, at any point during the ‘conduct unbecoming’ process, possible criminal wrongdoing is discovered, the matter shall be reported to the proper authorities. (10/12)
- All materials, facts, and information related to the investigation, determination, and appeal (if any) shall be kept confidential at all times by any parties or persons involved in any part of the process. (10/12)
- The club shall retain all official records on the matter (allegation, board report, and appeal record if any) in a confidential file as long as required by local applicable law, and shall send a copy to Kiwanis International, to be retained in a confidential file. (10/12) (10/21)
- If an accused member is determined to have engaged in conduct unbecoming, some form of discipline must be given for the club to have properly completed due diligence on the matter. If a club does not discipline the member, the club shall be considered out of compliance with

acceptable standards of Kiwanis International and may have its charter suspended or revoked as provided in the Kiwanis International Bylaws. (10/12) (10/21)

- i. If the member was disciplined by the club in any way for 'conduct unbecoming' and if he/she is also: a member of another club(s); a district officer; or a Kiwanis International officer, the other club(s), district, or Kiwanis International may take separate disciplinary action against the member as each deems appropriate. (4/13)

(See also Procedure 344 – Club Member Accused of Conduct Unbecoming.)

## **16. Criminal History Background Checks**

To ensure the highest standards of leadership and protection for youth, Kiwanis International requires clear criminal history background checks for particular individuals and strongly encourages them for others as stated in this policy. (1/11) (4/15)

Successful completion of the background check (a "clear check") is based on verification that none of the convictions stated in Procedure or similar thereto have been determined for that person. All background checks shall be reviewed and evaluated by the Executive Director or designee and determined to be clear or not clear. (4/10) (4/15)

Anyone subject to action as a result of a background check conducted by Kiwanis International shall have the right to appeal such action, as detailed in Procedure. The International Board shall have final authority on the matter. (4/10) (4/15)

An individual may receive a copy of his/her background check by requesting it in writing. (1/11)

Background checks are valid for a period of two years. All relevant persons who have not had a clear criminal history background check conducted and verified by Kiwanis within the past two years at any given time are subject to a new check. (4/10) (1/11)

(See also Procedure 197 – Criminal History Background Checks, which covers: Responsibility for Cost; Convictions That Cause Ineligibility; Discipline; and Appeal Process, as well as Procedure 127 which covers appointment of the Appeals Committee.)

### **a. All Levels of Kiwanis**

Kiwanis International and any subsidiary, affiliate, district, division, zone, region, or club therein organizing a Service Leadership Program event where adults will have direct interaction with youth under age 18 must follow these guidelines. Criminal history background checks for persons listed below, when required, must be conducted and verified by Kiwanis International in accordance with Kiwanis International procedures. A clear check must be verified prior to arrival at the event. Persons who do not meet this criteria may not attend the event. (2/20, effective 5/20)

- (1) **Single-Day Events Without an Overnight Stay:** All Kiwanis advisors (club members and non-members) registered for or participating in any Service Leadership Program event must have a clear criminal history background check and must have completed Kiwanis International annual

youth protection training. All other adults participating in single-day events must follow all Kiwanis International youth protection policies and procedures, a copy of which will be provided before the start of the event. (2/20, effective 5/20)

- (2) **Overnight Events:** All adults (club members and non-members) registered for or staying overnight at any Service Leadership Program event must have a clear criminal history background check and must have completed Kiwanis International annual youth protection training. However, parents/guardians of participating students who are not chaperones may attend the event for a maximum of one overnight stay without a background check. (2/20, effective 5/20)
- (3) **Chaperones for Overnight Events:** All chaperones (club members and non-members) participating in any overnight Service Leadership Program event must have a clear criminal history background check and must have completed Kiwanis International annual youth protection training.. (See also Procedure 432.) (2/20) (10/21)
- (4) **Chaperones for Single Day Events:** All chaperones (club members and non-members) participating in any single day Service Leadership Program event must have a clear criminal history background check and must have completed Kiwanis International youth protection training. (See also Procedure 432.) (10/21)
- (5) **Aktion club members:** Aktion Club members are exempt from criminal history background checks. However, their chaperones/caregivers are not exempt. (2/20, effective 5/20)

**d. Clubs** (2/20, effective 5/20)

- (1) **Club Advisor to SLP:** Kiwanis International requires clubs to have a clear criminal history background check for any club member serving as an advisor to any Service Leadership Program club. The check must be conducted and verified by Kiwanis International. Persons without a clear background check may not serve as the advisor. Approved background checks shall be valid for no more than two years. Advisors shall acquire a new background check upon their initial appointment to the position. (1/07) (Rev. 4/16 and 4/17, effective 10/16)
- (2) **Adults Working Directly with Aktion Club Members:** Clubs are strongly encouraged to ensure criminal history background checks for all adults who will be working directly with Aktion Club members or who may not have undergone a background check. (4/13) (4/15)
- (3) **Other Club Positions:** A clear criminal history background check may be required by a club, at the discretion of its board, for specific club offices or positions or for all club members and prospective members. (4/12) (10/13)
- (4) **Criteria and Service Provider:** To assure high standards and consistent results throughout the organization, clubs are strongly encouraged to use the same screening criteria and same service provider used by Kiwanis International. If a criminal history background check is later required by Kiwanis International on a club officer or member, Kiwanis International recognizes only its own background check process. (4/12) (4/15)

All criminal history background checks conducted by clubs shall conform to local laws and other applicable requirements, if any. (1/07) (4/15)

Clubs requiring criminal history background checks shall first clearly define and publicize the criteria, process, and ramifications in club policy. Consult Kiwanis International for recommended guidelines. (4/12) (4/15)

## **17. Conduct with Youth**

Kiwanis will provide youth with the highest quality services and leadership guidance available. Kiwanis is committed to creating an environment for youth that is safe, nurturing, and empowering, and that promotes growth and success. (1/20, effective 5/20)

Kiwanis will not tolerate any form of abuse or harassment against any youth. All reports of suspicious or inappropriate behavior with youth or allegations of abuse or harassment will be taken seriously. Kiwanis will cooperate fully with authorities if allegations of abuse are made that require investigation. No youth will be discriminated against on the basis of race, color, creed, national origin, sex, age, religion, sexual orientation or gender identity. All Kiwanis volunteers will agree to follow all requirements and guidance of all Kiwanis Service Leadership Programs. (1/20, effective 5/20)

## **18. Accountability of Kiwanis International Officers**

All officers and Trustees of Kiwanis International are subject to the same ethical standards and disciplinary actions. (4/10) (10/22)

## **19. Social Media Guidelines**

All Kiwanis International Board members, District Governors, Governors-Elect and Lieutenant Governors and candidates for those positions shall adhere to the following guidelines when posting to a blog, making comments online, or using Facebook, Twitter, Instagram, YouTube, LinkedIn, Flickr or any other tools that fall within the social media realm. (10/20) (1/22)

Recognizing that the individual actions of each Kiwanis club member reflect upon the entire organization, the Board urges all districts and clubs to adopt a similar policy and for all Kiwanis members to abide by these guidelines. (10/10)

- a. Be aware that you are responsible, legally and morally, for what you say and post online. (10/10)
- b. Do not post any items that promote, endorse, or condone violence. (10/20)
- c. Do not post any items that promote, endorse, or condone discrimination on the basis of race, color, creed, national origin, age or sex, including sexual orientation and gender identity. (10/20)
- d. Remember that your audience may include Kiwanis family members and nonmembers, both adults and youth, from many cultures throughout the world. (10/10)
- e. Talk about your Kiwanis experience in positive terms. (10/10)
- f. Make it clear that you are speaking only for yourself and any views posted are yours alone. (10/10)
- g. Online conversations should be open, honest, and honorable. (10/10)
- h. Do not post any items, make any comments, or share any material that would be inappropriate for children to read, view or share. (10/10)
- i. Add value to the conversation. (10/10)
- j. Know when to respond. You may disagree with a post, but never fight or air grievances online, and don't get caught up in someone else's rant or rage. (10/10)

- k. Do not use foul language. (10/10)
- l. Don't speak of others in derogatory or degrading terms. (10/10)
- m. Prior to posting any media online, obtain permission from any individuals who appear in that media. (10/10) (10/20)
- n. Adhere to copyright and fair use. (10/10)
- o. Use factual information and cite sources. (10/10)

All Kiwanis International Board members, District Governors, Governors-Elect, and Lieutenant Governors and candidates for those positions shall agree that, if Kiwanis International staff, led by the Executive Director, in its sole discretion requests that an individual remove a post for violating the social media policies set forth above, the individual shall promptly remove the post. If the individual disagrees with Kiwanis International staff's decision to remove a post, the individual may appeal the decision to the Risk Management Committee of the Kiwanis International Board, which Committee will then make a recommendation to the Kiwanis International Board and the Board shall then determine the matter. The individual must remove the post while the appeal is pending. Failure to remove the post when requested by Kiwanis International staff subjects the individual to discipline by the Kiwanis International Board, including but not limited to immediate removal from office or the right to run for office. (10/20) (1/22)

The Kiwanis International Board may also elect, at its sole discretion, to prevent any individual from becoming or continuing as a candidate for any post made within five years of becoming an official candidate which promotes or condones violence or is racist or sexist, regardless of whether or not the post is removed. (10/20) (1/22)

Kiwanis International staff will review posts that come to their attention but have no duty to affirmatively review posts by any Kiwanis International Board member, District Governor, Governor-Elect, Lieutenant Governor, candidates or other members. (10/20) (1/22)

## C. GENERAL

### 1. Anniversary of Kiwanis

The anniversary (birthday) of Kiwanis is January 21 of each year. (On January 21, 1915, the Kiwanis Club of Detroit received its charter from the State of Michigan.) (5/83)

### 2. Contributions to Kiwanis International

The Executive Director in consultation with the International President is authorized to accept contributions of funds or gifts (i.e., real estate, stock, art, etc) on behalf of Kiwanis International. If such contributions are accepted, a plan shall be adopted to assure appropriate handling. (5/83) 10/13)

### 3. Contributions to or Endorsements of Other Organizations

An appeal to Kiwanis International from charitable, educational, eleemosynary, or similar organizations to solicit contributions, support, or endorsements from Kiwanis members or clubs must be approved by the International Board; however, a club or district may support or contribute to a local request by a charitable, educational, eleemosynary, or similar organization. (5/83)

### 4. Use of Name or Emblem (4/14)

- a. **International Board Authority:** The official emblem or insignia of Kiwanis and other Kiwanis family registered marks shall be established by the International Board. The names, emblems or insignias (or any facsimile) may not be used without the prior consent of the Board, and permission may be granted if the permitted use is appropriate to the purposes and objectives of Kiwanis International. All users of the Kiwanis International name, emblems, or trademarks (or any facsimile) must maintain a current license agreement with Kiwanis International. (1/92) (4/04)
- b. **Items Not for Resale:** Clubs, club members, divisions, districts, subsidiaries, affiliates, and foundations are permitted and licensed to use the name Kiwanis and other Kiwanis family registered marks and are permitted to have the official emblems printed on stationery, bulletins, and other merchandise reasonably necessary to their operation, provided that such merchandise is not resold. This permission is not intended for promotional logoed or other catalog type merchandise. (1/92) (4/18)
- c. **Items for Resale:** Clubs, club members, divisions, districts, federations, or foundations may purchase merchandise bearing the Kiwanis Marks which is intended for resale for profit or as a fund-raiser, only if such merchandise is acquired from the Kiwanis International Merchandise Department or a licensed distributor. Individuals wishing to become licensed may do so by contacting the Executive Director. (1/92) (10/96)
- d. **Responsibility for Protection:** It is the responsibility of every Kiwanis entity and sponsored program and every individual Kiwanian to assure that the official Kiwanis-owned registered marks continue to enjoy the respect Kiwanis International has earned over the years. Their protection as registered marks from unauthorized use demands the highest priority. (1/92)

## 6. Alcohol Guidelines

Alcohol may be served or consumed at Kiwanis events in a legal and responsible manner, provided such serving or consumption is done in accordance with the customs and applicable laws where the club or other Kiwanis entity is located and an adequate risk management program (to include liability insurance and adherence to legal requirements) is in place. (10/83) (Rev. 1/20, effective 4/20)

The purchase of alcoholic beverages for any event produced or sponsored by Kiwanis International or its other entities shall be funded by non-dues revenues including but not limited to registration fees, separate ticket sales, and/or third party sponsorship or underwriting. (7/20)

Because the presence of alcohol at a function greatly increases the risk of personal injury, Kiwanis clubs and other Kiwanis entities must be conscious of liability exposure whenever alcohol is offered. All Kiwanis entities should adhere to the alcohol guidelines established by Kiwanis International when providing alcohol at an event; see Procedure 173 – Alcohol Guidelines for Kiwanis Clubs and Other Kiwanis Entities. (10/83) (1/13)

## 7. Unscheduled Presidential Visit Requests

All requests for unscheduled visits by the International President must be submitted in writing through the Executive Director. The District Governor shall be notified by the Executive Director or designee of any request from a club or division for such a visit. Requests shall contain all details pertinent to the proposal, including how expenses shall be paid, the purpose for the visit, and an agenda which is designed to maximize the exposure of the President. At the discretion of the President and after consultation with those submitting the request, another International Officer may be made available for a visit. (5/92) (4/97)

## 8. Corporate Partnerships

### a. Definitions

Kiwanis International (Kiwanis) seeks to establish relationships with partners that provide support to the overall mission of Kiwanis. Corporate partners shall either provide benefits to individual club members (member benefit partner) or resources to support club activities (club resource partner). Kiwanis has defined the following types of corporate partnership packages and designations. (4/12) (6/22)

- (1) Vision Partner.** The Vision Partnership is a year-round, high-level relationship for companies who wish to showcase their involvement with and support of the Kiwanis mission. This category exclusive relationship offers a company the highest designation with Kiwanis, with rights to engage and market to Kiwanis club members and run promotional campaigns to the general public. As a Vision Partner, each company involved will have the opportunity to select one year-round marketing platform (i.e. One Day, Key Club, etc.) and will be considered the lead partner of their sponsored platform. (4/12)

Vision Partners will have access to Kiwanis events and conventions along with networking opportunities with members/clubs. Partners will be recognized by Kiwanis prominently in all program elements including: public relations, membership mailings and inserts and on the Kiwanis website. (4/12)

- (2) Service Leadership Program Co-Sponsor.** The Service Leadership Program (SLP) CoSponsor level provides companies with a year-round opportunity to reach a specific target market through a SLP defined as Kiwanis K-Kids, Kiwanis Builders Club, Key Club International or Circle K International. Company will receive category exclusivity to the program and has the right to make a pre-approved offer to SLP members or audience.

Access to related member lists through mailing insertions will be provided at this partnership level accompanied by partner identification on program publications, websites and conventions. (4/12)

- (3) Promotional Partner.** Company agrees to utilize Kiwanis-themed promotional campaign to drive awareness of Kiwanis and its mission. Campaigns can be created by the Promotional Partner, co-created with Kiwanis or tied to an existing Kiwanis program/area. In exchange, Company has the right to use the Promotional Partner designation, Kiwanis marks/logos or approved campaign marks/logos in advertising, packaging and/or promotion for the designated timeframe. (4/12)

- (4) Preferred Charity Partner.** Partner to provide Kiwanis with various in-kind promotional and access benefits that further promote Kiwanis and its support of the charity's efforts. In exchange, these companies will be acknowledged as a "preferred charity partner" and local clubs will be encouraged to fundraise on their behalf. (4/12)

- (5) Corporate Grantor/Donor.** When a company makes a grant and/or donation to benefit Kiwanis in exchange for enhanced employee or community goodwill. There is no expectation of a commercial return on behalf of the company. (4/12)

- (6) **Community partners.** Partnering organizations commit to providing various in-kind promotion and access benefits with a goal of strengthening local communities through mission alignment of both organizations. In exchange, organizations are recognized as Kiwanis International Community Partner, and Kiwanis will encourage local club engagement. (4/15)
- (7) **Cause marketing partners.** Partnering organizations commit to providing annual financial investment in exchange for the marketing rights and benefits to mobilize the Kiwanis family members in support of a specific cause marketing campaign. (4/15)

**Note:** Advertising by corporate partners is not directed within this section. See Procedure 161 – Advertising. (4/12)

**b. Guidelines**

The ongoing process of identifying, developing and maintaining positive relationships with corporations is a key strategy to help Kiwanis further its mission. Relationships with corporations can offer enormous opportunities to reach thousands of people important to Kiwanis' ability to fulfill its mission and can provide resources toward this end in the form of cash, in-kind product/services or promotion. (4/12)

Outlined below are guidelines for all corporate relationships with an emphasis on partnerships that may receive any degree of marketing benefit from Kiwanis International. (4/12)

- (1) **Corporate partnerships must align with Kiwanis International's mission and preserve constituent trust.** Kiwanis International will refrain from associating with companies that have the potential to damage or detract from Kiwanis' image because of the nature of the companies' products, services or reputation. For example: (4/12)
- The company's products or services must be compatible with and complement Kiwanis' mission and values. (4/12)
  - The company must have a high degree of integrity, a strong corporate reputation and a track record of maintaining a high level of product or service quality. (4/12)
  - The company must demonstrate ethical business practices and a positive image. (4/12)
  - Kiwanis International will not directly endorse a corporate partner's products or services. Since Kiwanis is not in the business of product testing, no relationship may directly endorse a company's product or service. (4/12)
  - The relationship must be consistent with IRS (U.S.) regulations as well as with the Council of Better Business Bureaus (CBBB) Standards for Charitable Solicitations and the Attorney General's Guidelines for Cause Marketing, or other similar standards in other Kiwanis nations. (4/12)
- (2) **Corporate partnerships must substantially benefit Kiwanis International, its program(s) and/or initiative(s).** All relationships must directly support Kiwanis International. Kiwanis establishes a maximum 10% percent of fees applicable to administrative costs based on accepted philanthropic industry standard. If Kiwanis approves fundraising promotions, all monies raised should go to Kiwanis program(s) and/or initiative(s), and an additional administrative fee would be applied to cover any outof-pocket costs to Kiwanis International. (4/12)
- (3) **Corporate partnerships must answer to Kiwanis International's priorities.** All corporate-supported program(s) and/or initiative(s), even those co-created with a company, must conform to Kiwanis' priorities. (4/12)

**(4) Kiwanis International must have final approval on all content and/or programming.** Kiwanis International executive director will decide on which event(s), program(s) and/or initiative(s) a corporation may tie into and/or create and will have final approval over all content. (4/12)

**(5) Kiwanis International will not offer corporate partners organization-wide category exclusivity.** To protect Kiwanis International's overall revenue sources, category exclusivity will be limited to a select commitment level, event, program, initiative or company's promotional or fundraising campaign. Exclusivity should not extend to corporate donors or Kiwanis vendors. (4/12)

**c. Approval Process**

The Kiwanis International Board Committee on Programs and Partnerships will approve (or deny) the Corporate Marketing Partnership packaging and targeting strategy and the implementation of both. Designated corporate relations staff has the authority to pursue partnership opportunities and negotiate terms within the parameters of Kiwanis International's Corporate Partnership Guidelines and the pre-approved packaging and targeting strategies. All corporate partnership agreements, once approved by the Board Committee, will require the final approval by the Kiwanis International Board of Trustees. In circumstances where time is of the essence, the Executive Director, with the Executive Committee, is authorized to approve agreements. (4/12) (1/14)

(See also Procedure 410 – Corporate Partnerships for additional information.)

**9. Kiwanis International Directory**

Kiwanis International shall maintain and distribute a directory of Kiwanis clubs and districts as a reference tool to facilitate communication between Kiwanis-family leaders and clubs for legitimate purposes related to Kiwanis service, growth, and fellowship. Information contained in the directory is legally protected and may not be used, reproduced, or distributed by any persons or entities for any purposes without authorization of Kiwanis International. Kiwanis uses reasonable and prudent safeguards to protect members' private information; however, it assumes no responsibility for any unauthorized access to or use of any information contained in the directory. (10/13)

**10. Disclosure and Integrity of Information**

Kiwanis International shall endeavor to present accurate information that fairly reflects the condition of the organization. (10/13)

**11. Depraved or Unacceptable Behavior in Relation to Children or Youth**

Kiwanis defines depraved or unacceptable behavior in relation to children or youth as including but not limited to: (03/14)

- A formal criminal charge filed against a member of a club of inappropriate touching of someone under the age of 18; (10/20)
- A formal criminal charge filed against a member of a club involving the production, distribution, importation, reception, or possession of child pornography; (10/20)
- Documented and confirmed inappropriate touching; (03/14)
- Documented and confirmed inappropriate sexual or bullying conversations; (03/14)
- Documented and confirmed behavior that would be considered contributing to the delinquency of a minor (such as alcohol or drugs); (03/14)
- A felony conviction involving children or youth. (03/14)

If one of the above two formal criminal charges is filed against a member, a club shall immediately suspend such member until resolution of the criminal charges. If the accused member is found guilty of the criminal charges, whether by trial or plea, the club shall immediately remove the member. If a club fails to immediately suspend or remove the member as required by this policy, Kiwanis International may suspend or revoke the club's charter as provided in the Kiwanis International Bylaws. (10/20)

## **12. Accountability of District Grant Funds**

When grants are awarded to districts by the Kiwanis International Board, the awardee shall report regularly on the programmatic and financial components of the grant. Failure to report as requested can jeopardize the release of further grant funds. (10/13)

## **13. Determination of Emergency Conditions**

The Kiwanis International shall use the following criteria to determine whether emergency conditions exist or continue at any given time. Additional criteria may be considered, as deemed relevant. (10/20)

- a. The ability of clubs and districts to meet, serve their communities, and raise funds.
- b. Travel restrictions, domestic and international.
- c. Health and safety risks, requirements, and precautions.
- d. Schools and universities in session with regular attendance.
- e. Financial impact on businesses and the economy, organizations, clubs, and members. (10/20)

The Kiwanis International shall review these factors at each regular Board meeting until such time as the Board considers that the emergency conditions no longer exist. (10/20)

## **D. CLUBS**

### **1. Clubs (4/14)**

- a. **Incorporation:** Every Kiwanis club shall be incorporated within one year following the presentation of its charter if the incorporation of clubs is the practice in the nation in which the club is located. (5/83)
- b. **Activities:** A Kiwanis club may participate in activities and carry on proceedings consistent with the laws, mores, customs, and traditions of the area in which the club exists, provided such activities and proceedings are not in conflict with the Bylaws, Policies, or Objects of Kiwanis International and do not impugn the good name of Kiwanis. (5/83) (10/96)
- c. **Autonomy:** Each Kiwanis club has absolute autonomy in selecting its community service projects. (5/83)
- d. **International Extension Areas:** Clubs shall be permitted to exist only in nations or areas which permit individuals the freedom of assembly, expression, and action necessary for a Kiwanis club to function in accordance with the Bylaws, and the Policies and Procedures of Kiwanis International. Upon the approval of the International Board, Kiwanis may be extended to new nations or areas. (5/83)

- e. **Nondistricted Areas:** Clubs organized in nondistricted areas shall be subject to the direct supervision and control of Kiwanis International. (5/83)
- f. **Anniversary:** The anniversary of a club shall be the day it was organized. (5/83)
- g. **Satellite Members:** A club may establish one or more meeting day(s) and time(s) for a group or groups of club members to meet remotely from the main body of members. Such members shall be known as "satellite members" and such meetings shall be known as "remote meetings." Satellite members are members of the club with the same attendant rights, privileges, and obligations. The club establishes the guidelines for the relationship with its remotely-meeting members and ultimately manages financial oversight and operations of the remote group, since they are an extension of the club. (Adopted 10/14, effective 6/15) (Rev. 10/15)
- h. **Best Practices:** All Kiwanis clubs should endeavor to adhere to the following standards: (4/19)
  - Implement community service projects. (1967) (4/19)
  - Sponsor or support a K-Kids club, Builders Club, Key Club, or Circle K club (where such programs exist). (1/00) (4/19)
  - Hold regular meetings of the membership and (separately) of the club board. (1967) (4/19)
  - Complete the annual club organization, including the election and reporting of officers and the appointment of committees. (1967) (4/19)
  - Have all club officers participate in club officer education. (1/00) (4/19)
  - Participate in district and division activities. (1967) (4/19)
  - File all reports as required by Kiwanis International and by the district and federation (if any). (1967) (4/19)

## 2. Fund Raising

- a. **Solicitation:** 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 in the division, district, or area of solicitation. (5/83)

Licensees of Kiwanis International are permitted to make promotional direct mailings to club and district officers. A nonlicensee commercial organization, foundation, individual, Kiwanis club, or Kiwanis club member shall not circularize for sale any product or service, solicit funds, or promote any program or project to Kiwanis clubs or members within the district without prior approval of the district board of trustees. For nondistricted areas, prior approval must be obtained from the International Board. A Kiwanis club, Kiwanis club member, or district shall not circularize for sale any product or service, solicit funds, or promote any program or project outside the district, or a nondistricted club outside its area, without the prior approval of the Board. (1/88) (2/95)

No club shall be required to contribute gifts or souvenirs for any specific purpose. (5/83)

## 3. Club Foundation

With the consent of the International Board, a club may form a foundation for charitable, educational, religious, or eleemosynary purposes. Such foundation must be incorporated. (5/83) (1/17)

## G. SERVICE LEADERSHIP PROGRAMS (1/15)

Service Leadership Programs may be created by the Kiwanis International Board. Kiwanis International currently has the following Service Leadership Programs (SLPs): (1/17) • Circle K International. See Kiwanis International Policy F for more information.

- Aktion Club. See Kiwanis International procedures for more information.
- Key Club International. See the Kiwanis Youth Programs policies for more information.
- Builders Club. See the Kiwanis Youth Programs policies for more information.
- K-Kids. See the Kiwanis Youth Programs policies for more information. (01/17)

### 1. General Information (1/15)

- Authorized Sponsorship:** Without the consent of the Kiwanis International Board, no district, club, or group of clubs may sponsor beyond the club level, any organization or programs except Circle K, Key Club, Builders Club, K-Kids Club, or Aktion Club. (5/83) (4/14)
- Kiwanis Marks:** No Kiwanis club may sponsor any organization or program using a copyrighted name owned by Kiwanis International unless such organization or program is formed under and operated in accordance with the Policies and Procedures of Kiwanis International. (6/84) (4/14)
- Good Name of Kiwanis:** No service leadership program sponsored by Kiwanis International shall, by its conduct or activities, impugn the good name of Kiwanis or the program itself. If an intentional violation occurs, disciplinary action may be considered by Kiwanis International. (1/15)

## KIWANIS INTERNATIONAL PROCEDURES SECTION 100: INTERNATIONAL

(This section revised per K.I. Board action as of January 2023)

### INSURANCE

#### 170 – ALCOHOL GUIDELINES FOR KIWANIS CLUBS AND OTHER KIWANIS ENTITIES

When providing alcohol at a Kiwanis event, Kiwanis clubs and other Kiwanis entities should adhere to the following guidelines. (1/13)

The preferred method is to transfer the risk by hiring a licensed entity to provide the alcohol. A certificate should be requested from the entity naming your club and Kiwanis International as an additional insured on its alcohol liability policy. When it is not possible or practical to hire a professional entity, the following steps should be taken to reduce the chance of an occurrence:

- Prevent underage service; check identification on all patrons 40 and younger. (1/13)
- Alcohol consumption must remain on the premises, with prominently displayed signs that inform attendees of this requirement.
- Entrance to the facility or event must be staffed by club members.

- Control consumption and avoid over-serving.
- Food should be readily available at the event.
- Minors at event limited to areas without alcohol.
- Enlist volunteer support in watching over the grounds.
- Consider the presence of local police.
- Be sure to check with the local municipality, state or province whether a license is required for your event. If a license is required and one is not obtained, there will be no coverage for an injury attributable to alcohol. Coverage will not be provided without a valid license. (1/13)

The Kiwanis alcohol liability insurance coverage offered to clubs in the U.S., Canada, and the Caribbean is intended to protect the majority of those clubs that sell alcohol at an event under the following circumstances: (1/13)

- There are up to 500 participants at the event.
- The event is a one-day event.
- Alcohol receipts are less than 50 percent of the total receipts. (1/13)

Clubs that conduct events that are outside of the above circumstances are requested to purchase primary alcohol liability for the event, with limits of at least US\$1,000,000 per occurrence. The Kiwanis insurance policy would be in excess of the event coverage. (1/13)

Coverage under Kiwanis International's alcohol liability insurance is intended to protect Kiwanis from third-party liability. No coverage is provided to club members, volunteers, or employees for their injury. (1/13)

## **KIWANIS MARKS**

### **175 - KIWANIS MARKS**

#### **175.1 - Purpose**

The purpose of the Kiwanis name, emblem, and insignia is to identify with Kiwanis International an individual, a group of individuals, a piece of printed matter, an object, or an article. Permission to use the Kiwanis name or emblem in any manner shall be granted only if the permitted use is appropriate to the Objects, purposes, and objectives of Kiwanis International. (1980)

#### **175.2 - Permitted Uses (1/13)**

**A. General:** Except as provided in Procedures 260.2 - District Foundations-Name and Procedure 380.2 - Club Foundations-Names, no corporation or unincorporated association shall use the words "Kiwanis" or "Kiwanis International" in its name, nor shall it use in any way the registered service marks or collective membership marks owned by Kiwanis International including, but not limited to the following, hereinafter referred to as Kiwanis Marks, unless the express written consent of the International Board is first obtained: (1980) (4/97)

- "KIWANIS"
- "K IN CIRCLE"
- "CIRCLE K"

- "K (INTERNATIONAL) IN CIRCLE"
- "KIWANIS INTERNATIONAL"
- "K IN GLOBE (KIWANIS INTERNATIONAL)"
- "KEY CLUB AND K IN CIRCLE"

**B. Trade or Business:** Unless approved by the International Board, consent shall not be given where the proposed use of the Kiwanis Marks would be by a corporation or unincorporated association which regularly carries on a trade or business including, but not limited to, nursing homes, retirement homes, and hospitals. (5/91)

The name, emblem, or insignia of Kiwanis International may be used on an article or object as noted below, if first approved by the International Board, on an individual case basis: (10/96)

1. As part of a business promotion, or (1980) (10/96)
2. In conjunction or association with the name or trademark of a commercial enterprise. (1980) (10/96)

**C. Endorsement:** No corporation or unincorporated association shall represent or hold out to the public that it is endorsed or supported by Kiwanis International or any of its districts or federations or by any chartered club, without the express written consent of the Executive Director upon approval by the International Board. (1980) (10/96)

**D. Licensing:** No licensing agreement for the use of Kiwanis Marks shall be entered into on behalf of Kiwanis International without the express written consent of the Executive Director, using the appropriate standard licensing agreement. (1980) (1/13)

**E. Tours:** The name of Kiwanis International shall not, without specific International Board authorization, be used in any way to indicate Kiwanis International sponsorship of any group tour. (5/93)

**F. Past Office Holders:** A Kiwanian who has been elected to an office and who has actually served any portion of the term of such office shall be entitled to the insignia and other recognition as a past holder of such office. (1980) (1/13)

**G. Club Use:** Nothing in this procedure shall be construed as forbidding the incorporation or reincorporation of a chartered club "in good standing." (5/85)

### 175.3 - Use With Collective Reference to Sponsored Programs

When a collective reference is made to the sponsored programs of Kiwanis International, the names and logos of all sponsored programs are to be included on the materials. (10/90)

### 175.4 - Prohibited Cases

In considering requests for permission to use the name or emblem of Kiwanis International, the name, emblem, or insignia shall not be used on an article or object: (1980) (4/97)

- A. Which is in poor taste, or (1980)
- B. Which is of inferior quality or poor workmanship, or (1980)

- C. On which the name, emblem, or insignia is inaccurately or inartistically reproduced, or (1980)
- D. In the normal use of which the name, emblem, or insignia would be defaced or distorted, or (1980)
- E. Which is to be offered for sale to the general public other than as a fund-raising project of a Kiwanis club, or (1980)
- F. Which contains alcoholic beverages, or (1980)
- G. Which contains tobacco, or (10/96)
- H. Which contains habit-forming or dangerous substances, or (10/96)
- I. Which may be used for gambling purposes, or (1980)
- J. Which will substantially compete with similar items listed in the official Kiwanis Store. (1980) (1/13)

(See also Procedure 745 - Licensing.)

## 200 - DISTRICT STATUS

### 200.3 – Rights and Services

Kiwanis International will provide Kiwanis nations, provisional districts, and districts with services in accordance with their respective status. The Kiwanis International Board may authorize special services to assist Kiwanis nations and provisional districts. In general, appropriate services and support will be available as delineated below: (4/16)

#### A. All Kiwanis Clubs: All Kiwanis clubs worldwide shall receive:

- appropriate materials in one of the languages approved by the Board;
- access to office-based staff;
- leadership education in administrative processes;
- one copy of KIWANIS magazine or approved substitute publication;
- access to purchase Kiwanis merchandise as provided through vendors or other third party arrangements;
- recognition for achievement in Kiwanis International programs; and
- services of the district or regional structure as appropriate. (4/16)

## KIWANIS INTERNATIONAL PROCEDURES SECTION 300: CLUBS

(This section revised per K.I. Board action as of October 2022)

## CLUB ORGANIZATION

300 - Vacant

### 301 - BUILDING NEW CLUBS

#### 301.1 - Club Location

New Kiwanis clubs may be built in a community which has a sufficient diversity of businesses or vocations which will ensure high standards of membership and which has the potential of additional membership resources to ensure the future stability of the club. If the new club is being built in an area with an existing Kiwanis club or clubs, such club or clubs shall be informed and their cooperation sought in building the new club. For further information, see the International Bylaws. (6/91)

#### 301.2 - Club Territorial Area

No Kiwanis club shall have an exclusive territorial area. (6/91)

#### 301.3 - Club Meeting Places

Each club is autonomous in determining its place of meeting. However, each member of a Kiwanis club is entitled to attend the meeting of any other Kiwanis club, and it is expected that the meeting place selected will be one where any Kiwanian worldwide can attend the club's meeting. (5/93)

#### 301.4 - Club Name (6/21)

**A. Official Name:** To conform with the Bylaws, the official name of a Kiwanis club shall commence with the three words "Kiwanis Club of \_\_\_\_\_." The official name shall then be used for the club's articles of incorporation. The name of the club shall be lettered on the club banner as it appears in the club's bylaws. (6/91)

**B. Prohibitions:** A club's name shall not include:

- The name of an individual, living or deceased. (However, existing clubs as of April 2015 are grandfathered as exempt from this rule.)
- Any gendered language (including pronouns) or demographic descriptors.
- Any corporate or brand affiliation.
- Any wording which is incongruent with the Kiwanis Objects or which could reasonably impugn the good name of Kiwanis.

(10/90) (Revised 6/21, effective 10/21)

### 302 - CLUB MEMBERSHIP (4/12)

**302.1 - Building New Kiwanis Clubs from Membership of Other Service Organizations** Without the consent of the International Board, a new Kiwanis club shall not be built from a club chartered by

another service organization until this group has relinquished its charter and continued as an unaffiliated club for a period of six (6) months. (6/91) (10/96)

### **302.2 - Charter Membership**

The charter membership of a club shall be considered as all club members in good standing as of the date the charter is presented to the club. The president and secretary of a new club shall certify over their signatures and send to the International Office the names of the charter members of the club. (6/91) (10/96)

### **302.3 – Multiple-Club Members for New Clubs (Rev. 1/17, effective 3/17)**

When forming a new Kiwanis club, the Club Opener may identify members of Kiwanis who are willing to become members in the new club for the specific purpose of assisting the club to establish sound operations. These persons should be included in the initial core of the club's leadership. New clubs must be comprised of a minimum of 15 members who are not currently members in another Kiwanis club. (9/97) (1/21)

Multiple-club members in a new Kiwanis club are required to pay all financial obligations (club, district, and International dues and fees) as outlined in the International Bylaws. (4/06) (1/17)

## **303 - NEW CLUB PROCESSING (1/13)**

Information shall be sent by the Executive Director to the sponsoring club or to individuals interested in forming a Kiwanis club. At the same time, the affected district governor(s) shall be informed of such action. The appropriate forms or information about the new club shall be properly completed and forwarded to Kiwanis International for approval. (6/91) (1/13)

## **304 - ORGANIZATIONAL MEETING OF A NEW CLUB**

### **304.1 - Majority of Members Required**

A. majority of the members of a new Kiwanis club shall be present at the organizational meeting of that club for the meeting to be officially recognized as the club's organizational meeting. Should a majority of the members not be present, the official organizational meeting must be rescheduled. (2/81) (6/91)

### **304.2 - Who Shall Conduct Organizational Meeting**

The official organizational meeting of a new Kiwanis club shall be conducted by a person trained and authorized by Kiwanis International for that purpose. (1980) (10/96)

### **304.3 - Adoption of Club Bylaws**

At its organizational meeting, before admission to membership in Kiwanis International, the club must adopt the Standard Form for Club Bylaws. Any change or modification of such bylaws must be approved by the International Board. (1/92)

## **305 - FEES AND DUES**

### **305.1 - Prior to Receiving Charter**

A. **Membership Application and Fee:** Before a new club may be organized and the charter presented, the required number of individuals shall have completed an application for

membership and the club shall have paid the new member enrollment fee per person, as defined elsewhere in procedures. (10/90) (10/19)

- B. Club Dues:** A new club must also establish annual dues of an amount necessary to meet club administrative expenses and district, federation (if any), and International dues. (See Procedure 341 - Payment of Dues, Magazine Subscription, and Insurance.) (6/91) (2/05)

### **305.2 - After Submission of Roster**

The new member fee applies to all club members added after the submission to the International Office of the Permanent Organization Roster following the organization meeting. See also Procedure 342 – New Club Members. (6/91) (1/01)

306 - Vacant

## **307 - CLUB CHARTER**

### **307.1 - Signatures on Charter**

Upon the organization of the Kiwanis club and approval by the International Board, a charter signed by the International President, Executive Director, and the district governor will be issued to the club. For clubs formed within a federation, the charter may also be signed by the president and the secretary of the federation. (6/91)

### **307.2 - Charter Ceremony**

- A.** newly chartered Kiwanis club must hold its charter ceremony within 90 days after official notification from Kiwanis International that the chartering process, including all necessary paperwork and fees, has been completed. (10/20)

### **307.3 - Charter Presentation (1/13)**

On behalf of Kiwanis International, the governor or the governor's representative will personally present the new charter to each club. If the governor designates a representative, this person generally should be a past district governor. The presentation of a charter to the first new club in a nondistricted area should be made by the International President or the President's representative. (6/91) (1/13)

### **307.4 - Language**

Charters issued to clubs shall be printed in the official Kiwanis language of English. (6/91)

### **307.5 - Revisions to Club Bylaws**

With the advice and consent of the International Board, the Executive Director shall make the necessary changes in the Standard Form for Club Bylaws to bring them into conformity with amendments to the International Bylaws, and all clubs shall be informed that such changes immediately apply to their club bylaws. (6/91) (10/91)

## **308 - INCORPORATION OF CLUBS**

### **308.1 - Assistance by the International Office**

Subject to pre-approval of its articles of incorporation by the International Board, a Kiwanis club must incorporate within one (1) year from the date on which it receives its charter, if such incorporation in

the club's state, province, or country limits the club creditors to the funds or property of the incorporated club.

### **308.2 - Information to Clubs**

Initial information on incorporation shall be given to a new Kiwanis club by the person conducting the organizational meeting. The Executive Director shall provide additional guidelines to assist any club incorporating. (6/91) (2/95)

## **309 - CLUB COMPLIANCE WITH LOCAL AND NATIONAL LAWS**

Every Kiwanis club must comply with the laws of the country in which it exists and functions. Whenever local laws impose a requirement which may be inconsistent with the Bylaws or Policies of Kiwanis International, the clubs affected should present the concern to the International Board for advice and guidance. (6/91) (4/97)

## **310 - RESPONSIBILITIES OF THE LIEUTENANT GOVERNOR AND SPONSORING CLUB(S) TO A NEW CLUB**

### **310.1 - Lieutenant Governor (1/13)**

The lieutenant governor shall assist in the formation of new clubs and shall have the responsibility to determine that the new club has the minimum number of active members at the dates of organization and chartering and that the club maintains the minimum number of members needed for chartering throughout the administrative year. (6/91) (1/13)

### **310.2 - Lieutenant Governor and Sponsoring Club(s)**

The lieutenant governor shall designate which club(s) shall be recognized as the sponsor(s) of a new club. In nondistricted areas, the authorized club builder shall designate sponsoring club(s). (5/89) (10/96)

The sponsoring club(s), the lieutenant governor at the time of organization, and any succeeding lieutenant governor shall assist the new club for at least one year after its organization, and be responsible for: (6/91) (10/96)

- A.** Club meeting programs during the first thirteen weeks. (6/91)
- B.** Continued membership recruitment efforts and maintenance of active membership of not less than the number of members required to organize the club. (6/91)
- C.** Assistance in planning for and attendance at the club charter presentation event. (6/91)
- D.** Development of proper club administrative procedures and programs of community service. (1/92)

## **311 - OFFICIAL ORGANIZERS OF NEW CLUBS (1/13)**

Kiwanis International shall authorize, train and support persons to organize new Kiwanis clubs. In North American districts, these persons shall be New Club Builders. In other districts and nondistricted areas, these persons shall be Kiwanis International Accredited Representatives (KIARs). (10/96)

### **311.1 - Guidelines for Selection**

- A. New Club Builders:** New Club Builders may be appointed by the district chair for new club building and approved by the governor. Candidates for appointment to the position of New Club Builder should: (10/96)

1. Be willing to make a three-year commitment to the position, with the understanding that their continuation into the second and third years will be preceded by a review of their achievement in the current year. (10/96)
  2. Understand that they are generally expected to lead the efforts to organize at least one new Kiwanis club each year, and that it is recommended that this be the only position that they hold so there is no conflict with this single focus. (10/96)
  3. Participate in the training/update session conducted for New Club Builders. (10/96)
- B. KIARs:** A KIAR may be recommended by the district governor, is appointed by the Executive Director, and must be trained and certified by a member of the International Office staff, or other trainer designated by staff. (6/91) (10/96)

The following guidelines should be used to select Kiwanis International Accredited Representatives (KIARs). Candidates should: (1980) (10/96)

1. Be knowledgeable of the area involved. (1980) (10/96)
2. Be willing to spend the necessary time to assess thoroughly the conditions of the area involved. (1980) (10/96)
3. Be willing to explain to prospective Kiwanians the principles and ideals contained in the Objects, objectives, and policies of Kiwanis International. (1980) (10/96)
4. Be willing to spend the necessary time to give Kiwanis education and leadership training to new members and club officers. (1980) (10/96)
5. Be willing to complete the necessary club organization papers and forward them to the International Office. (1980) (10/96)

### **311.2 - Duties and Responsibilities**

- A. New Club Builders:** The duties and responsibilities of New Club Builders shall be:
1. Participate in the annual training/updating session provided for New Club Builders. (10/96)
  2. Work with the district chair for new club building and governor to target and properly plan for the organization of at least one new Kiwanis club each year. (10/96)
  3. Follow the process and use the material provided by Kiwanis International for the proper organization of a solid new Kiwanis club. (10/96)
  4. Keep the district chair informed of progress on the site(s) targeted for the year. (10/96)

**B. KIARs:** The duties and responsibilities of KIARs shall be: (10/96)

1. Visit the area involved and collect information as required by the International Board or Executive Director. (1980) (10/96)
2. Counsel with the proposed Kiwanis club and corresponds with the International Board or Executive Director prior to its possible approval as a club. (1980) (10/96)
3. Appraise and report factually the membership potential in the area involved. (1980) (10/96)
4. Secure assurance that prospective members will accept the Objects, objectives, and policies of Kiwanis International. (1980) (10/96)
5. Gain a thorough knowledge and understanding of the Policies and Procedures governing international extension and the current for implementation of international extension. (1980) (1/13)
6. Make specific recommendations to the Executive Director or International Board. (1980) (10/96)

312-319 - Vacant

## CLUB OFFICERS

### 320 - CLUB OFFICERS

#### 320.1 - Selection

The best interests of a club are served when a number of different club members serve as officers, members of the board of directors, and committee chairmen. Persons other than the secretary and treasurer should not be encouraged or expected to hold the same office or chairmanship for more than two years. (6/91)

#### 320.2 - Installation

Each Kiwanis club should hold a meeting at the beginning of each administrative year for the purpose of installing its new officers and should recognize that such a meeting provides opportunity for the entire club membership to renew and reaffirm their commitment to the objectives of the organization. Such meetings also provide public relations opportunities to acquaint the community with the purposes, objectives, and activities of the Kiwanis club. (6/91)

#### 320.3 - Education and Training

The education of the new officers, members of the board of directors, and the committee chairmen in each local club shall be under the direction of the president-designate. The club president-designate shall conduct a Club President's Conference for Incoming Officers and Appointees to prepare them for their club responsibilities. (See also Procedure 222.2 - Club Officers Education.) (5/90)

### 321 - QUALIFICATIONS FOR THE CLUB PRESIDENT

The club president should be an active member in good standing and should: (6/91)

- A. Possess the esteem and confidence of the club members and the ability to assume the leadership of the club; (6/91)
- B. Have attended the previous district convention and division training conference; (6/91) (1/00)
- C. Be prepared to give the time and effort necessary to lead and carry on the work and activities of the club; (6/91)
- D. Have served well as a board member, club officer, or as chairman of one or more of the major club committees; and (6/91)
- E. Have a working knowledge of the Objects and objectives of Kiwanis International and the club bylaws. (6/91)

### **322 - RESPONSIBILITIES OF THE CLUB PRESIDENT (1/13)**

The club president shall: (1/92)

- A. Plan in advance and preside at club and board of directors' meetings. (1/92)
- B. Lead a well-managed and interesting club meeting that opens and closes on time and has a variety of programs of interest to club members. Periodic meetings or recreational activities with spouses (or families) should also be held. (1/92) (10/96)
- C. Have an aggressive year-long membership recruitment and retention program with monthly and quarterly goals. (1/92)
- D. Have an effective pre-induction education program for new members, stressing membership responsibilities, benefits achieved by active involvement in service activities, and the need for regular club meeting attendance. (1/92)
- E. As an ex-officio member, attend as many committee meetings as possible, monitoring the progress of each committee to make certain that goals and objectives will be achieved. (1/92)
- F. Make certain that all new members are assigned to one or more committees and become actively involved in club activities. (1/92)
- G. Assure that there is a proper accounting of club finances and that the club's financial records are audited annually. (1/92) (10/22)
- H. Cooperate with the lieutenant governor, district governor, and district and International Offices on all Kiwanis matters and handle all correspondence and communications promptly. (1/92)
- I. Make certain that all required club reports are filed with the district and Kiwanis International in a timely manner. (1/92)

- J.** Have a close working relationship with, and make certain that the club carries out its responsibilities to, any sponsored programs organization. If the club does not sponsor such an organization, consider sponsoring one. (1/92)
- K.** Determine if a nearby community or area lacks a Kiwanis club and lead or participate in the building of a new Kiwanis club. (1/92)
- L.** Attend the International Convention, district convention and conferences, and division council meetings. (1/92)
- M.** Make certain the club is well represented at the International Convention, as well as the district convention, conferences, and events. (1/92)
- N.** Promote interclubbing. (1/92)
- O.** Orient the president-designate regarding duties as the club's next Executive Director. (1/92)
- P.** With the president-designate, arrange a joint meeting of the incoming and outgoing boards of directors for the purpose of providing a smooth and effective change of administrations. (1/92)
- Q.** Ensure the club's full participation in service initiatives. (10/96) (1/13)

### **323 - RESPONSIBILITIES OF THE CLUB PRESIDENT-ELECT (1/13)**

The club president-elect, prior to October 1, shall: (1/92)

- A.** Study the club president's leadership materials, make use of information available from Kiwanis International, and attend the International, district, and divisional leadership training conferences. (1/92)
- B.** Confer with the current president, club officers, and committee chairmen on the club programs of service and administration. (1/92)
- C.** Attend the International Convention, district conferences and conventions, Club Officer Education, and division council meetings. (1/92) (1/00)
- D.** Supervise the club's annual community analysis to determine the community needs and programs of club service to recommend for next year's implementation. (1/92) (1/13)
- E.** Appoint club committee chairmen and members who will carry out the club's administrative responsibilities and/or service projects. Make certain that all members of the club, and especially new members, are involved, and that members are not continually reappointed as chairman or a member of the same committee. (1/92)
- F.** Be actively involved in the preparation of the annual club budget to properly plan for proposed programs of service and the necessary fund-raising activities. (1/92)

- G.** Set goals and objectives for the coming year and recommend their adoption. (1/92)
- H.** Hold the president's training conference for club officers, directors, committee chairmen, and members. (1/92)
- I.** Make arrangements with the lieutenant governor (and spouse) to attend and be the installing officer at the installation of club officers. (1/92)
- J.** With the president, arrange a joint meeting of the incoming and outgoing boards of directors. (1/92)
- K.** Supervise an annual analysis of the club, including the club's ability to meet the needs of its members and community. (10/96)

324-339 - Vacant

## **CLUB MEMBERSHIP**

### **340 – INVITATION TO CLUB MEMBERSHIP (1/13)**

Admission to Kiwanis club membership shall be by personal invitation only. Kiwanis clubs shall not solicit new members through newspaper ads, general mailings to the public, or other such forms of nonselective advertising. (6/91) (1/13)

### **341 – REFUNDS DUES, MAGAZINE SUBSCRIPTION, AND INSURANCE (4/21)**

Clubs do not receive a refund from Kiwanis for dues, magazine subscription fees, or insurance costs paid for members who are dropped from club membership. (10/90) (4/21)

### **342 - NEW CLUB MEMBERS (1/13)**

#### **342.1 - Preinduction Education Meeting**

After election to membership and before the induction of a new member, the new member should attend a pre-induction education meeting, at which members of the club membership committee should discuss the history, Objects, and objectives of Kiwanis; club service projects and fund-raising activities; and the responsibilities, costs, and benefits of club membership. The member should be made aware of the benefits of regular attendance, participation in the activities of the club, and visiting other Kiwanis and sponsored programs clubs. When practical, the spouse of the prospective member should be invited to attend this meeting. (6/91) (1/92)

#### **342.2 –Prorated Dues (10/21)**

Prorated membership dues, magazine subscription fee, and insurance fees shall be charged for each new member, including new clubs, to defray administrative costs, per the schedule below. (10/90) (Revised 10/19, effective 10/21)

Prorated dues, magazine, and insurance are waived for: Kiwanis club members who join another Kiwanis club within a six-month period during the same administrative year and for former members of a Kiwanis International Service Leadership Program. (10/90) (Revised 10/19, effective 10/21)

Month New Member Reported	Percent of Tiered Dues Amount
October	12/12 or 100%
November	11/12 or 91.7%
December	10/12 or 83.4%
January	9/12 or 75.0%
February	8/12 or 66.7%
March	7/12 or 58.4%
April	6/12 or 50.0%
May	5/12 or 41.7%
June	4/12 or 33.4%
July	3/12 or 25.0%
August	2/12 or 16.7%
September	1/12 or 8.4%

### **342.3 - Appointment to Committees**

The president should appoint a new member to one or more committees of interest to the new member within one month of the member's induction, and the chairman of the committee is responsible to actively involve the new member. (1/92) (10/96)

## **343 - LEGION OF HONOR**

### **343.1 - Composition**

The Legion of Honor shall include all persons who have been members of one or more Kiwanis clubs for twenty-five (25) years or more. Such years of membership need not be consecutive. (6/91)

### **343.2 - Certificate and Membership Pin**

Each five-year period of membership service, beginning with twenty-five (25) years, should be recognized by presentation of an appropriate certificate and lapel pin to the Legion of Honor member. (6/91)

## **344 – CLUB MEMBER ACCUSED OF ‘CONDUCT UNBECOMING’ (10/21)**

### **344.1 - Allegation (10/21)**

**A. Allegation:** If any club member believes a member has acted in a manner that constitutes conduct unbecoming a Kiwanian, as defined in Kiwanis policy, and believes the member should be disciplined, they may submit an allegation in writing to the club president setting forth the alleged words or actions that constitutes the conduct. The allegation shall include as much detail as possible regarding the time, place, persons, actions, words, etc. (10/12) (10/21)

However, if the president is the subject of the allegation, then, throughout the entire process, whenever it is stated that the president shall act, the immediate past president shall act instead. (10/12) (10/21)

**B. Review:** Upon receipt of an allegation, the president shall inform the club board. The club board shall then determine a fair and just way to review the allegation, including calling a hearing if necessary. (10/12) (10/21)

### 344.2 - Disclosure and Confidentiality

- A. During Investigation:** During the investigation, the president shall not disclose any information regarding the investigation to the public or to any other member of the club, including the club board, until the investigation process is complete, except that, the president may report to the board only that an allegation has been received and an investigation is being conducted, without disclosing the name of the accused member or any details of the investigation. (10/12) (4/13)
- B. After Investigation:** Once the investigation is complete, the president may disclose information regarding the investigation only to the board for a hearing on the matter (and to any club staff who has a need to know), but not to the public or to any other member of the club. (10/12) (4/13)
- C. If Appealed:** In the event the final determination by the board is appealed to the club membership, then information can be disclosed to those members who attend the appeal meeting, subject to the obligation of those club members to keep the information confidential. (10/12)
- D. General:** All materials, facts, and information related to the investigation, determination, and appeal (if any) shall be kept confidential at all times by any parties or persons involved in any part of the process. The person presiding over each step should remind all participants of the need to maintain confidentiality. (10/12)

### 344.3 – Membership Resignation, Suspension, Removal, and Reinstatement (10/21)

- A. Resignation:** An accused member may resign at any time during the conduct unbecoming process. Upon resignation, the club board may or may not choose to continue with the conduct unbecoming process. (10/12) (10/21)
- B. Suspension:** An accused member may be temporarily suspended from club membership by the club board, pending the outcome of the process. (10/12) (10/21)
- C. Removal:** An accused member should not be removed from club membership until the conduct unbecoming process has been concluded and depending on the discipline determined for the conduct. (10/21)
- D. Reinstatement:** If an accused member was suspended or removed from membership and if the charges against the accused member are not substantiated by the hearing, the accused may be reinstated to club membership. If the conduct unbecoming was substantiated and discipline other than membership removal is determined, then, after the discipline has been completed, the accused may be reinstated to club membership. (10/12) (10/21)

### 344.4 – Board Hearing (10/21)

- A. Referral to Board:** After investigation, the President shall refer the allegation and investigation results to the club board to determine whether to proceed with a hearing. A special meeting for this purpose shall be held after the matter is referred to the board, and shall be conducted in executive session (i.e., closed to non-board members). (10/12) (10/21)

- B. Notice of Hearing:** After the special board meeting, the president or designee shall send notice to the accused member of the investigation results, including charges and specifications, and whether the board intends to pursue the allegation(s) and proceed with a hearing. If a hearing is to be held, the accused member shall have the option to say nothing or to admit or deny the allegation(s). If denied, the hearing shall determine if the allegation(s) are true. If admitted, the hearing shall determine the resulting discipline. A date for a hearing shall be set in consultation with the accused member, to be held as soon as reasonably possible. The date shall be set when at least a quorum (which is a majority) of the board members can be present. (10/12) (10/21)
- C. Hearing:** If the board intends to proceed with a hearing, a special meeting of the board, with at least a quorum present, shall be held to conduct a hearing. The only persons allowed to attend the hearing are club board members, the accused member, any person(s) who assisted with the investigation, and any representatives or counsel for the accused or the club (and any club staff as needed). Witnesses are permitted only during their own testimony. The president shall preside; however, if the president is the subject of the allegation or wishes to decline, the board shall determine who presides. If a board member is the subject of the allegation, he/she shall continue to be counted as a board member in determining the number needed for quorum, but will not be allowed to be present during deliberations or to vote at any point in the process. The hearing shall be held using principles of fairness to allow the accused, the person who brought the allegation, and any witnesses a fair opportunity to be heard. (10/12) (10/21)

#### **344.5 –Determination and Discipline (4/13)**

- A. Determination:** The board shall hold another special meeting in executive session (attendance limited to board members) to consider the charges and specifications against the accused member. Each of the specifications, and then the charge, is read, opened to debate, and voted on separately, although the several votes can be collected on a single written ballot. In each case, a majority vote\* is necessary. If the accused is a member of the Board, he/she shall not have a vote on the matter. (10/12) (10/21)
- B. Discipline:** If the accused member is determined to have engaged in conduct unbecoming as alleged by at least one of the charges, then, by separate majority vote\*, the board shall determine the appropriate disciplinary action, as follows: informal counseling, a verbal reprimand, written reprimand, suspension from office or club membership, or removal from office or club membership. The determination of the discipline should be based on the seriousness of the unbecoming conduct. (4/13)

If the discipline is removal from club membership, a two-thirds (2/3) vote\* is required, per the Standard Form for Club Bylaws. For all other discipline, a majority vote\* is required. If the accused member is a member of the board, he/she shall not have a vote on the matter. (10/12)

\*Each of these votes refers to those board members present and eligible to vote. (10/12)

Note: If the discipline is determined to be suspension, and if the member was previously suspended, then the time the accused member has already been temporarily suspended may be credited toward the discipline. (10/12)

- C. Board Report:** The board shall produce a written report of its findings, conclusions, and decision(s) (hereinafter referred to as “the Board Report”), which shall become part of the club record on the matter. The club membership shall be informed of the board’s decision(s) on the matter, but other details from the Board Report shall remain confidential unless needed during a subsequent appeal of the board’s decision(s) to the membership. (10/12) (10/21)

### 344.6 – Appeal

- A. Request for appeal:** Within thirty (30) days of the Board Report being provided to the accused member and the investigator, either party has the right to appeal the board’s decision(s) to the club membership. Such appeal must be made in writing to the president (or secretary, if the president is accused) and must state the specific reason(s) for the appeal. Either party may appeal either the board’s finding that ‘conduct unbecoming’ did or did not occur or the resulting disciplinary action. (10/12)

An appeal may **not** be used to “re-try” the allegations against the accused member, and no new facts that were reasonably accessible at the time of the hearing will be allowed. An appeal will be allowed only if some part of the process or facts used to determine the board’s decision(s) or the board’s report is alleged to be faulty, incorrect, insufficient, or otherwise erroneous, or if the decision of the Board was contrary to the overwhelming weight of the evidence. (10/12) (10/21)

- B. Appeal Process:** If a written notice of appeal is received by the club president (or secretary, if the president is accused), the board shall call a special appeal meeting of the club membership to consider the appeal within thirty (30) days, provided at least fourteen (14) days advance notice of the meeting is given to the club membership. Any person who is not a current club member in good standing shall be excluded from the meeting. The accused member, investigator, and counsel for either side shall be excluded from the meeting, even if they are club members. All materials and information provided to the club membership shall remain confidential among those attending. At least a quorum of the membership (which is one-third) must be present at the appeal meeting. The president shall preside; however, if the president is the subject of the allegation or wishes to decline, the board shall determine who presides. The materials to be considered for the appeal shall be the Board Report and the appellant’s basis for appeal. Members may ask only questions that are relevant to the appeal, and relevancy shall be determined by the presiding officer at the appeal. (10/12) (10/21)

- C. Permitted Motions:** Only two separate and specific types of motions may be made during the appeal meeting by a club member in attendance, as follows: (4/13)
1. Regarding the board’s original determination of ‘conduct unbecoming’: move **either** to uphold the original decision; **or** they may move to overturn the original decision. Other motions are out of order.
  2. Regarding the resulting disciplinary action, if any was given and if any is still in order: move **either** to uphold the board’s original discipline; **or** they may move to overturn the board’s original discipline and change it to some other disciplinary measure(s) which must be specified as part of the motion. Other motions are out of order.
- Any motion shall require a majority vote of those present and eligible to vote to adopt. (10/12)

- D. Final Authority:** The decision of the club membership on the matter shall be final. (10/12)

- E. Appeal Record:** A written record of the appeal meeting of the club membership

(hereinafter referred to as the “the Appeal Record”) shall be made and shall be reviewed and approved by the club board and retained by the club secretary. (10/12) (10/21)

#### **344.7 – Official Records, Notification, and Separate Disciplinary Action (10/21)**

- A. Notification of Kiwanis International:** A copy of all official records shall be sent to the Executive Director of Kiwanis International within thirty (30) days of the conclusion of all proceedings to retain in a confidential file. This provides documentation that the club completed due diligence regarding the allegation, as well as a safeguard against club records being lost or destroyed at a later date. (10/12) (4/13)

If the member was disciplined by the club in any way for ‘conduct unbecoming’ and if he/she is also a Kiwanis International officer, Kiwanis International may take separate disciplinary action against the member as it deems appropriate. (4/13)

The record of any former member who has been removed from a Kiwanis club for conduct unbecoming will be notated by Kiwanis International in the membership database. If another Kiwanis club attempts to add a member who appears in the database as being removed from a previous club for conduct unbecoming, Kiwanis International will notify the new club, prior to addition, of the previous removal. After acknowledging such notification, the new club will have the option to add the member if it still wishes to do so. (10/20)

- B. Notification of District:** If an accused member is removed from the club for ‘conduct unbecoming’, the club shall so notify the district governor. (10/12) (4/13)

If the member was disciplined by the club in any way for ‘conduct unbecoming’ and if he/she is also a district officer, Kiwanis International shall send a copy of the official records on the matter to the district governor, and the district may take separate disciplinary action against the member as it deems appropriate. (4/13)

- C. Notification of Other Clubs:** If the member was disciplined by the club in any way for ‘conduct unbecoming’ and he/she also belongs to another Kiwanis club(s), Kiwanis International shall send a copy of the official records on the matter to the president(s) of the member’s other club(s) and each club may take separate disciplinary action against the member as it deems appropriate. (4/13)

#### **344.8 – Parliamentary Authority**

The most recent edition of Roberts Rules of Order shall be the parliamentary authority for all procedural matters related to investigation, determination, discipline, and appeal (if any) for ‘conduct unbecoming’ which may not be specifically covered in Kiwanis governing documents, including but not limited to this procedure. (In the 11th edition of Roberts Rules, see Section 63 – Investigation and Trial). In the event of any inconsistency between Kiwanis governing documents and Roberts Rules, the Kiwanis provisions shall prevail. A failure to properly follow Robert’s Rules of Order does not invalidate any action taken by the Board of a club. (10/12) (10/21)

#### **345 – GRACE PERIOD FOR MEMBERSHIP DELETIONS**

A club may make deletions to its official September 30 membership roster up to 10 days after the end of the administrative year. Deletions made by October 10 will be counted toward the previous administrative year's membership total. (10/13)

## **CLUB MEETINGS**

### **346 – INTERCLUB MEETINGS (1/13)**

An interclub meeting is one which is held by two or more Kiwanis clubs (including clubs "in formation") or by a Kiwanis club and any Builders Club, Circle K club, Key Club, Aktion Club, and K-Kids club. (10/85) (1/12)

- A.** For clubs having a membership of twenty (20) or less members, a minimum of two (2) members in attendance will be required to constitute an interclub meeting. (4/04)
- B.** For clubs with a membership of twenty-one (21) to thirty (30) members, a minimum of three (3) members in attendance will be required to constitute an interclub meeting. (4/04)
- C.** For clubs with a membership of thirty-one (31) or more members, a minimum of four (4) members in attendance will be required to constitute an interclub meeting. (4/04)

### **347 - CLUB MEETING ATTENDANCE AND PARTICIPATION RULES (1/13)**

#### **347.1 – Perfect Attendance Make-up Credit Opportunities (1/13)**

If a club wishes to encourage or acknowledge perfect attendance among club members, it is suggested that members who miss a club meeting be given make-up credit by the club when the member attends any of the following activities instead. Each club may adjust this list of suggest make-up credit opportunities at its discretion. (6/91) (1/13)

- A.** A regular or special meeting of any Kiwanis club. (6/91) (1/13)
- B.** A regular meeting of the member's club board of directors. (6/91) (4/99)
- C.** A meeting of a committee of the member's club. (4/99) (1/13)
- D.** Participation in a club approved service project. (6/91) (1/13)
- E.** Attendance at an International, district, or division convention, conference, or formally scheduled meeting. (6/91) (1/13)
- F.** Attendance at an International or district board meeting. (6/91) (1/13)
- G.** Absence from a regular club meeting as a result of travel to or from the International or district convention or conference. (6/91) (1/13)
- H.** Attendance at any club function for Kiwanians and their families designed to improve health, welfare, morale, and esprit de corps (club dinners, picnics, birthday parties, outings, etc.) (6/91) (1/13)

- I. Attendance at any regular meeting, board meeting, or service project of a service leadership program sponsored by the member's Kiwanis club. (4/99) (1/13)
- J. A visit to the Kiwanis International Office or a district office. (6/91) (1/13)
- K. Credit for each regular meeting missed as a result of performing jury duty. (6/91) (1/13)

### 347.2 - Leave of Absence

- A. **Dues Requirement:** A leave of absence excuses a member from attendance requirements but does not eliminate the dues required for membership. (6/91)
- B. **Conditions:** Upon formal request and by a vote of two-thirds (2/3) of the entire board of directors, a member may be granted a leave of absence for a period of not less than thirty (30) days but not exceeding six (6) months for conditions as follows:
  - 1. When confining illness will prevent attendance; (90)
  - 2. When special and/or temporary business conditions, professional assignments, or travel will prevent regular attendance; (1980)
  - 3. When military service removes a member beyond his/her own club area. (1980)

Such leaves of absence may be renewed for additional six-month periods during the time that such conditions exist. (6/91)

- C. **Member Moving:** Upon formal request, and by a vote of two-thirds (2/3) of the entire board of directors, a leave of absence may be granted when members move their residence and/or community interests beyond the club area. This leave of absence provides the member an opportunity to become affiliated with another Kiwanis club in the new location while retaining membership in the present club. Kiwanis clubs are urged to use such leaves of absence to retain members in Kiwanis. Such leaves of absence terminate when the member affiliates with another club or at the end of a oneyear period from the time the leave of absence is granted, whichever is earlier. (6/91)
- D. **Member Serving in a Legislative Capacity:** Kiwanians serving in a state, provincial, national, or comparable legislative capacity, while attending legislative sessions or meetings, shall not be subject to the attendance requirements of active members and shall remain in the good standing of their club while rendering such legislative services. No attendance credit shall be given to the member serving in such capacity, and for club attendance reporting purposes as provided in this procedure, the member shall be considered as having a leave of absence. (6/91)

### 347.3 - Perfect Attendance Tabs

Attendance tabs denote years of perfect attendance rather than consecutive years of perfect attendance.

Upon completion of any twelve consecutive months of perfect attendance, an appropriate attendance tab should be presented by the club to its member. (6/91)

For perfect attendance tab purposes, the member has the opportunity of making up the number of leave of absence meetings either before such leave takes effect or upon resumption of attendance at club meetings for a period equal to the leave of absence. Otherwise, perfect attendance tabulations resume at the end of the leave of absence without loss of weeks already accumulated. (6/91) (4/01)

#### **347.4 - Certificate of Attendance**

A visiting Kiwanis member should be given a certificate of attendance, signed by the club secretary. To receive an attendance credit for visiting another Kiwanis club, the Kiwanis member should present to the member's club secretary a signed certificate or other proof of attendance. The responsibility for obtaining such a certificate rests with the visiting club members themselves. (6/91)

348-349 – Vacant

### **CLUB FINANCIAL MATTERS**

#### **350 - CLUB FUNDS**

Kiwanis clubs must handle their funds in a business-like manner. Persons handling club funds should be bonded. (5/93) (10/22)

351 – Vacant (1/13)

#### **352 - FUND-RAISING ACTIVITIES**

For information about:

- Fund-raising area, see Policy D.
- Drawings at club meetings, see Interpretations of the International Bylaws regarding "Raffles and Drawings." (10/13)

353 – Vacant (1/13)

#### **354 - CLUB PAYMENTS TO KIWANIS INTERNATIONAL**

##### **354.1 - Bank Accounts**

All clubs shall make every effort to submit payment to Kiwanis International directly. In countries where monetary policies do not permit direct payments to Kiwanis International, the Executive Director may open a bank account in the name and ownership of Kiwanis International for the collection and transmittal of dues and other funds, and the responsibility shall be assumed by the following: (1980)

- A. In districted areas, unless a fiscal agent is appointed by the Executive Director, the district governor. (4/86)
- B. In nondistricted areas, the ranking officer appointed by the Executive Director. (1980)

##### **354.2 - Fiscal Agent**

Fiscal agents must submit financial reports to Kiwanis International by the fifteenth day of the following month. (6/85) (4/97)

## 355 - CURRENCIES

Payment of amounts due to Kiwanis International shall be made in United States currency, or in other currencies approved by the International Board. For the amount payable in other currencies, see Procedure 781 - Currency Exchange Rates for Payment of Accounts. (10/90)

Approved currencies are the United States dollar, the Canadian dollar, and the European euro. (7/98)

Clubs located in restricted currency countries shall deposit funds payable to Kiwanis International with the approved fiscal agent or directly in the Kiwanis bank account. (10/90)

356-359 - Vacant

## CLUB STATUS

### 360 - CLUB STATUS (1/13)

#### 360.1 - Requirements for "In Good Standing" Status

In addition to the criteria stated in the Kiwanis International Bylaws to be "in good standing," a Kiwanis club must: (1980) (4/19)

- A. Comply with all the provisions of the Bylaws, Policies, and Procedures of Kiwanis International, its district, and its federation (if any). (1/00)
- B. Comply with a current Standard Form for Club Bylaws, modified as approved by the International Board of Trustees. (1/00)

#### 360.2 – Clubs Not Current With Financial Obligations

- A. **Charter Suspension:** When a club fails to pay its international, district, or federation financial obligations exceeding US\$150 billed by and payable to Kiwanis International within ninety (90) days after such amounts are due, the club shall be considered not current with its financial obligations and placed on charter suspended status. (1980) (10/04)
- B. **Club Delegate Representation Prohibited:** A club not current with its financial obligations or having outstanding dues obligations is not entitled to be represented by delegates at any district, federation (if any), or International conference or convention. (1980) (4/98)
- C. **Written Notice and Status Report:** A notice of and reasons for not being current with its financial obligations will be sent no later than one hundred and twenty (120) days after the indebtedness is due to the last reported president and secretary of the club by the Executive Director or designee, and copies shall be sent to the district. (1980) (10/04)
- D. **Charter Revocation:** When a club fails to pay its international, district, or federation financial obligations billed by and payable to Kiwanis International within eight (8) months after such amounts are due, under the International Bylaws, the club charter shall be revoked at the next Kiwanis International Board meeting. Whenever the International Board shall direct revocation

of a club charter for nonpayment of financial obligations, the club's last reported president and secretary shall be notified immediately of such action by the Executive Director or designee, and copies shall be sent to the district. The club's last reported president and secretary and the district shall be informed of the pending charter revocation two (2) months prior to the charter revocation date. (1980) (10/04)

- E. Return to "In Good Standing" Status:** If, at any point in this process prior to charter revocation, the club pays its full indebtedness, the club shall then be returned to "in good standing" status and shall be so notified by the Executive Director or designee. (1/99) (1/00)

### **360.3 - Clubs At Risk for Low Membership**

- A. Conditions and Notice:** Within thirty (30) days after the September 30 certified membership is released, the Executive Director or designee will notify each district of the clubs in their district whose September 30 certified membership is below fifteen (15). Such clubs will be considered to be at risk. (5/94) (1/00)
- B. Assistance:** During the period a club is deemed to be at risk, Kiwanis International and/or the district will provide membership development programs to assist the club in the process of increasing its membership to a level wherein the club can function fully and fulfill its responsibilities of a club as required in the Essential Actions. (5/94) (1/99)

### **360.4 – Clubs That Fail to Discipline for 'Conduct Unbecoming'**

As stated in the International Bylaws, a club shall discipline any member whose conduct is determined to be 'conduct unbecoming a member of the Kiwanis family,' or else the club shall be considered out of compliance with accepted standards for Kiwanis clubs and may have its charter suspended or revoked. (10/12)

### **360.5 - Notice to Clubs**

- A.** copy of Procedure 360 - Club Status shall be included in the annual club and district officer's guidebooks and/or manuals. (1980) (10/98)

## **361 - CLUB MERGER OR RESIGNATION**

### **361.1 - Merger of Clubs**

For Kiwanis clubs to merge, both clubs must be free of indebtedness to Kiwanis International and the district. New officers must be elected. The club must determine the day, time, and place of club meetings, which charter will be retired, and which key number will be retained. The club must also resolve the transfer of funds and the sponsorship of sponsored programs clubs. The club that is retiring its charter must dissolve its corporate status. (10/96)

When all administrative details are satisfied, the other club charter may be retired by action of the Executive Director. (6/91) (10/96)

No new member fee will be charged for members of the club whose charter is being retired. (6/91) (1/01)

### **361.2 - Resignation of Club Charter**

The necessary steps for resignation of the charter of a club are found in the International Bylaws. (10/91)

See also Procedure 363.2 - Club Charter Reinstatement, after a club has resigned its charter (or had its charter revoked). (1/99)

### **362 - CHARTER SUSPENSION (1/13)**

When a club charter has been suspended by the International Board, all of the club's rights and privileges as a Kiwanis club cease during such period of suspension. The Board will revoke the charter of a club that has had its charter suspended for more than eight (8) months per Procedure 360.3.D. Upon written request of the district board of trustees, charter revocation will be considered within the six-month period. (6/91) (10/04)

### **363 - CHARTER REVOCATION**

#### **363.1 - Charter Revocation**

When a club charter has been revoked by the International Board (in accordance with International Bylaws, Article IV, Section 2), all of the club's rights and privileges as a Kiwanis club are terminated and the club ceases to exist at that time and has no status at any administrative level. The club continues in this status during any appeal as prescribed in the International Bylaws. Upon the revocation of a club charter, the charter shall be sent to the Executive Director. (6/91) (1/99)

#### **363.2 Club Charter Reinstatement**

The International Board may authorize reinstatement of a club which has resigned or had its charter revoked, providing that: (1980)

- A.** The reinstatement charter fee of US\$100 (as defined in the International Bylaws) has been submitted. (6/91) (5/93)
  - B.** A reorganization meeting has been conducted in conformity with the procedures set forth for the organization of a new Kiwanis club. (1980)
  - C.** The required forms have been completed and submitted to the International Office. (1980)
  - D.** All other financial obligations have been satisfied. (6/91)
- Such club shall be reinstated to "in good standing" status. (1/99)

S

### **CLUBS - MISCELLANEOUS**

### **380 - CLUB FOUNDATIONS**

#### **380.1 - Incorporation**

The establishment of a club foundation is subject to the approval of the International Board. (6/91)

The foundation must be incorporated, and its articles must provide a definite commitment of its funds for charitable, educational, eleemosynary, and/or scientific use. (6/91)

The articles of incorporation shall provide that the members, officers, directors, and trustees of the foundation shall be active members of the sponsoring Kiwanis club. (6/91)

#### **380.2 - Name**

The foundation name must include the name of the sponsoring Kiwanis club. (6/91) (9/00)

#### **380.3 - Agreement**

Either the articles of incorporation or an agreement executed between the foundation and Kiwanis International must provide that: (6/91)

- A. The foundation and its members will at all times be governed by the Bylaws, Policies, and Procedures of Kiwanis International as adopted or amended. (6/91)
- B. The foundation will comply with all such conditions and requirements that Kiwanis International may prescribe. (6/91)
- C. No amendments to the articles or any bylaws of the foundation shall be made without the consent of the International Board. (6/91)
- D. Foundations sponsored by Kiwanis groups shall sign agreements similar to those signed by clubs, providing that, whenever requested by the International Board, the corporation shall dissolve or change its form of organization, and they shall not be required to include such provision in the Articles of Incorporation. (1980)

### **381 - CLUB ANNIVERSARIES**

#### **381.1 - Date**

The club shall use the date of its organization as its annual anniversary date. (6/91)

#### **381.2 - Observance**

Clubs shall be urged to celebrate each of the anniversaries of their formation, and special preparations should be made for the observance of anniversaries divisible by five (5). Advantage should be taken of these occasions to give proper publicity on television, radio, and in the local press to the contributions of the clubs to the community. (1980)

#### **381.3 - Recognition**

- A. letter over the signature of the International President shall be sent to clubs celebrating their first and fifth anniversaries and every fifth anniversary thereafter. Clubs celebrating their twenty-fifth anniversary and every fifth anniversary thereafter shall be given appropriate recognition on the Kiwanis International Web site. (1980) (4/03)

Kiwanis International Procedures: Clubs

### **382 – Vacant (1/13)**

### **383 - CLUB ITEMS LOST IN A CATASTROPHE**

#### **383.1 - Replacement Items at No Charge**

Upon notification of a loss in a fire, flood, or other catastrophe, the International Office will offer the club free of charge: (1980) (1/13) Charter replacement - one per club (1980)

- B. Club Banner - one per club (1980)
- C. Gong - one per club (1980)
- D. Gavel and gavel band - one per club (1980)

### **383.2 - Discount of Other Replacement Items**

Upon notification of such a loss, the International Office will allow a club a 25 percent discount on all replacement items not listed above and purchased within six months of such occurrence. (1980) (10/96)

### **383.3 - Club Status**

To receive the replacement items and discount listed above, a club must be current on its financial obligations. (See Procedure 360 - Club Status). (1980)

384-399 – Vacant (10/13)

## **KIWANIS INTERNATIONAL PROCEDURES SECTION 400: SERVICE**

(This section revised per K.I. Board action as of October 2023)

### **SERVICE PROJECTS**

### **400 - DEFINITION OF A SERVICE PROJECT**

A service project is an activity consistent with the Objects, objectives, and Policies of Kiwanis International, devised or planned by a Kiwanis club or a club committee, and performed by club members for the benefit of others. (1980) (10/96)

### **401 - COMMUNITY SERVICE ACTIVITY**

#### **401.1 - Guidelines for Community Service Activities (1/13)**

- A. **Endorsements:** A Kiwanis club should not make a practice of endorsing projects, no matter how meritorious, unless the club is willing and prepared to assume its full share of the responsibility for the accomplishment of that which it endorses. (5/93)
- B. **Nature:** Community service activities requiring Kiwanis members' time and effort are more in accord with Kiwanis service ideals than activities requiring only that the club make a monetary contribution. (1980) (10/96)

#### **401.2 - Service Projects That Take More Than One Year to Complete**

The current club board of directors cannot bind future boards. If a club wishes to undertake a project that will continue beyond one administrative year, an affirmative vote of the club membership commits the entire club, including succeeding boards of directors, to continue the project until it is completed, or until the club membership reverses its original action. (5/93) (1/13)

#### **401.3 - Annual Service Goals and Objectives**

The development of worldwide understanding, friendship, peace and goodwill, and the betterment of mankind are specific objectives of Kiwanis service. Clubs will investigate the needs of their communities and develop appropriate service projects to meet those needs. Any identified need merits consideration; however, clubs will give first consideration to three service areas: sponsored programs, Young Children: Priority One, and services to youth. (5/93) (4/97)

#### **402 - SUPPORT FROM KIWANIS INTERNATIONAL FOR CLUB SERVICE ACTIVITIES (1/13)**

Kiwanis International has a responsibility to encourage and guide its clubs in developing effective service projects. Its primary responsibility is to provide clubs with methods and materials for identifying the greatest needs within their communities and responding with projects that address those needs. (5/96)

To assist clubs in developing projects that address common needs, Kiwanis International provides lists of project ideas, success stories from clubs, sources of additional information, and contact information on other organizations. The project ideas offered in these forms come from clubs, other organizations, and staff research. Staff provides this ongoing support, consulting with International Committees when possible. (5/96)

403-409 - Vacant

### **WORKING WITH OTHER ORGANIZATIONS**

#### **410 – CORPORATE PARTNERSHIPS**

##### **410.1 – Corporate Partnership Agreements**

Kiwanis International will document all partnerships that include marketing benefits in an agreement. Kiwanis International will generate partnership agreements and create a master document with detailed and consistent language that protects Kiwanis' best interests and prevents discrepancies among Corporate Partners. (4/12)

Partnership agreements shall specify all rights, benefits, terms and conditions of each corporate partnership, as outlined in Kiwanis International's Corporate Marketing Packaging Strategy and Policies. (4/12)

Partnership agreements shall include: (4/12)

- A. Property Definition.** Define the property with which the corporate partner is affiliating, whether it is a specific event, program, campaign or initiative. (4/12)
- B. Level of Acknowledgment.** Specify the level of recognition a corporate partner receives, ensuring that recognition of the corporate partner is proportionate to fees paid. Higher paying partners

will receive more recognition as well as benefits not available to lowerpaying corporate partners. (4/12)

- C. Kiwanis International's Role.** Kiwanis International will commit its resources to maximize the success of the specific event, program or initiative for both Kiwanis and its corporate partners. However, under no circumstances will Kiwanis be obligated to exert any influence to advance a corporate partner's other corporate interests as part of the partnership, either written or implied. (4/12)
- D. Mark/Logo Use.** Kiwanis International will retain total control of its marks/logos and corporate partner use of those marks/logos. Marks, logos and designations, such as "Vision Partner" or "Service Leadership Program Co-Sponsor," that partners can use in their packaging, advertising and/or promotions around their sponsored program or initiative will be approved by Kiwanis International. (4/12)
- E. Promotional Parameters.** Kiwanis International will specify the geographic territory (nationwide or within a specific market); scope (internal to employees only or external to general public or both); and time frame (year-round or multi-year) for which the partner can promote its affiliation with Kiwanis. (4/12)
- F. Ownership/Control.** Kiwanis International retains ownership and total control of all Kiwanis-themed promotions and materials. The policies, properties and integrity of Kiwanis International must remain entirely unaffected by any partnership. (4/12)

All materials produced by Kiwanis International for a corporate partnership program are under the sole ownership of Kiwanis. Any use of these materials by the corporate partner outside of the expressed terms of the partnership agreement requires written permission from Kiwanis International. (4/12)

- G. Resource Commitments.** Kiwanis International's marketing partners' financial commitments will be unrestricted and are to be used at Kiwanis' discretion, with the exception of pre-approved, budget-relieving, in-kind products or services (e.g., airline tickets) or added-value products or services (e.g., media commitment). Payments will be detailed to ensure full value is delivered. All companies that receive approved marketing benefits must compensate Kiwanis International for the marketing rights in the form of a rights fee (cash or budget-relieving in-kind) or promotional guarantee. (4/12)

Kiwanis International will determine in advance the method for valuing in-kind products or services (e.g., in-kind airline tickets should be valued at the rate Kiwanis would customarily pay for these tickets). Kiwanis International must be allowed to use in-kind products or services for its own purposes or for corporate partner promotions. (4/12)
- H. Expenses.** Each corporate partner must pay all expenses for implementing its own promotions (e.g., product/literature distribution, direct mail, etc.). Kiwanis International will pay to deliver benefits outlined in its partnership proposal/agreement to the partner (e.g., signage and hospitality). (4/12)
- I. Category Exclusivity.** Kiwanis International will specify there is either no category exclusivity or define the extent of exclusivity to the specified package. (4/12)

**J. Logo Approval Process.** Kiwanis International and its partners have the right to use each other's marks and logos with pre-approval. Each corporate partner will be provided a style guide that depicts the designated Kiwanis and/or specific event, program or initiative marks/logo/designations/tag lines and guidelines for usage in packaging, advertising and promotions. (4/12)

**K. Promotional Approvals.** Kiwanis International shall have complete editorial control over all partner-created marketing materials. In every case, all materials in print, broadcast or electronic media prepared by the corporate partner, including promotional pieces, ad copy and artwork, must be submitted to Kiwanis for pre-approval in writing prior to release. (4/12)

Kiwanis and its partners shall disclose the nature of their marketing relationship at/in all events/activities, materials and promotions when applicable. Proprietary or confidential information of the corporation is not disclosed. (4/12)

If any solicitation by the corporate partner in conjunction with the sale of the corporate partner's goods or services states or implies that a portion of the sales price will benefit Kiwanis International or specific event(s), program(s) or initiative(s), such solicitation shall include: (4/12)

- The Kiwanis International logo (which may be in conjunction with a specific program or initiative name, when applicable). (4/12)
- Language that states that proceeds to Kiwanis International will be used to support Kiwanis International activities and/or activities related to a specified event, program or initiative. (4/12)
- Details on the amount or percentage of funds to be donated by the corporate partner, minimum guarantee, and if there is a donation cap.

**L. Assignment/Third-Party Promotions.** Corporate partners are not allowed to assign rights or conduct third-party promotions without Kiwanis International's approval. Terms permitted will be detailed in writing. (4/12)

**M. Renewal Option.** For partners who receive category exclusivity, an exclusive negotiating period of 30 days will be offered with a deadline ending six months prior to the end of a one-year contract and 16 months prior on multi-year deals. No right of first refusal will be offered. (4/12)

**N. Fulfillment Obligations.** The responsibilities and obligations of Kiwanis International, including personnel and materials, must be within the organization's capacity to fulfill. (4/12)

**O. Designated Liaisons.** A primary contact for Kiwanis International and the corporate partner will be defined for the process of approval, reporting and notification. For the corporate partner liaison, a primary contact will be identified for the purpose of serving as the central contact for all partnership matters. (4/12)

**P. Termination.** If a partner's reputation or integrity is called into question by Kiwanis International and/or the public, or through changes in business practices it becomes ineligible, Kiwanis International has the right to terminate the partnership. If the business practices of the corporate partner in any way reflect negatively upon Kiwanis, then Kiwanis International has the

option to terminate the relationship. Below is a sample Morality Clause to be included in partnership agreements: (4/12)

“If (Company) is charged with or accused of the commission of any act which is an offense involving moral turpitude under any Federal, State, Provincial or local law, or any act which casts an unfavorable light upon the other party or such party’s association with Kiwanis International, or (Company) performs or commits, or is accused of performing or committing any act which would unreasonably and objectively bring Kiwanis or events, programs, or services of Kiwanis into disrepute, contempt, scandal or ridicule at any time before, during or after the term of this Agreement, Kiwanis shall be entitled to terminate this Agreement upon ten (10) days written notice to the other specifying the reason, within which period (Company) may cure such offense, if curable. The determination of whether and to what extent the offense is cured or curable shall be made by Kiwanis International at its sole and absolute discretion.” (4/12)

- Q. Database Building.** Partners will provide to Kiwanis International the names, addresses, telephone numbers and e-mail addresses gained as a result of its sponsorship promotions. (4/12)
- R. Reporting.** Partners must have sound and transparent income reporting and auditing processes in place to assure that Kiwanis International receives all benefits outlined in the agreement. Likewise, Kiwanis commits to providing fulfillment reports to partners outlining sponsorship benefits promised and delivered. (4/12)

#### **410.2 – Corporate Partnership Guidelines for Social Media Usage**

Kiwanis will not guarantee any social media inclusions (e.g., sponsored post on Twitter) for its partners. Kiwanis will, however, use its social networks to promote (e.g., link to) newsworthy and beneficial information from or about partners, including but not limited to:

(4/12)

- Organizational announcements, e.g., press releases
- Promotional announcements, e.g., launch of discount program for members
- Pre-event communications, e.g., highlights of planned events
- Post-event communications, e.g., recaps
- Relevant content, e.g., white paper
- Congratulatory or celebratory messages from partner to Kiwanis, Kiwanis member(s) or the like, e.g., award winners

(4/12)

All content, including partner content, should be customized and highly relevant to the Kiwanis social network audience to whom it is directed. (4/12)

Kiwanis will also help its partners maximize their presence on social networks by assisting them in crafting relevant, channel-appropriate communications (e.g., how to engage with LinkedIn vs. Twitter) as each medium is unique and not all are suited for certain types of messaging. (4/12)

## SPONSORED PROGRAMS

(ALSO, SEE SEPARATE SECTIONS ON CIRCLE K AND KEY CLUB.)

### 430 - DISTRICT SPONSORSHIP AND SUPPORT OF A SPONSORED PROGRAM

#### 430.1 – Sponsorship and Support

Prior to introducing a sponsored program for sponsorship by Kiwanis clubs, a district or district-in-formation should agree to provide the following support for the program: (10/01)

- A. Appointment of a district administrator, and committee as appropriate; (10/01)
- B. Adequate support for the administrator and committee to facilitate communication, promotion, education, and travel; (10/01)
- C. Adequate promotion and education through district communications and training resources; and (10/01)
- D. Assistance in new club building efforts. (10/01)

#### 430.2 – Registration of Marks

Whenever the Kiwanis International Board shall give approval to the establishment of district sponsorship of a youth organization other than Circle K and Key Club, the Kiwanis International Board shall secure the registration of the name and insignia of said organization. (1980) (10/01)

#### 430.3 – Circle K or Key Club District Organization (1/13)

A Kiwanis district may organize a sponsored district organization for Circle K and/or Key Club in accordance with the following requirements: (1/02)

- A. For districts in the regions of U.S. and Pacific Canada and Canada and Caribbean, petition and approval for the formation of a Circle K or Key Club district must be consistent with the requirements set forth in the Circle K International Bylaws and these Policies and Procedures (see Section 500) for Circle K, and the Key Club International Bylaws and these Policies and Procedures (see Section 600) for Key Club. (1/02)
- B. For districts in other areas, petition and approval for the formation of a Circle K or Key Club district shall include the following: (1/02)
  - 1. Petition of organization from the Kiwanis district board of trustees to the Kiwanis International Board shall include the proposed Circle K or Key Club district bylaws, dues and fees, and any changes to Kiwanis district board policies; (1/02)
  - 2. Approval by the Kiwanis International Board. (1/02)

Operations for activities of the sponsored district shall be governed by the Kiwanis district board of trustees, and the sponsored district bylaws. The maintenance of all district records and finances shall be under the supervision of the Kiwanis district board of trustees. (1/02)

### 432– YOUTH PROTECTION GUIDELINES (1/13) (10/23)

All adults working with youth under the age of 18 at any Kiwanis event are expected to read/understand, agree to, and abide by these guidelines. (1/07) (1/13)

#### **432.1 Education**

Every Kiwanis club is expected to inform and educate its members on these guidelines, best practices, and what individuals must do when aware of youth in potentially harmful situations. This education must occur annually, including providing a copy of these guidelines to each club member. (1/07) (1/13)

Every Kiwanis district is expected to provide an educational forum or workshop at every district-produced convention and conference on guidelines and best practices for adults working with youth, using materials provided by Kiwanis International. (1/13)

#### **432.2 – Chaperones**

A chaperone is defined as a Kiwanis member, faculty member, parent, legal guardian, or person who is *in loco parentis*, twenty-one (21) year of age or older, who has been approved by the school or agency and registered with the school or agency to accompany the youth members at the specific event. (1/07) (1/13)

- A. Single-Day Events.** A minimum of one adult per 50 students must be serving as chaperones during the entirety of a single day event. (10/21) (10/23)
- B. Overnight Stays** While attending a Kiwanis event that requires overnight stay in a hotel or camp/conference setting, adequate adult chaperoning is expected and must include no fewer than one adult male for each ten or part of ten youth males, and one adult female for each ten or part of ten youth females. All district administrators and chaperones must stay in the same hotel as the youth attendees. Except for a parent sharing a sleeping room or other sleep quarters (e.g., tent) with his/her own child, no adult should share a hotel or dormitory sleeping room or other sleeping quarters with a youth. In the event that sleeping quarters consist of multiple beds, such as a bunkhouse or camp cabin, adults may share the sleeping quarter with youth members of the same gender, provided that two or more adults are present. (1/07) (10/23)
- C. Background Checks.** Criminal history background checks shall be required for all chaperones, conducted as stated in Kiwanis International policies. (4/12) (10/23)
- D. Other Requirements.** Additionally, chaperones must follow all applicable policies and procedures. (10/23)

#### **432.3 – Transportation**

When transporting youth, the best practice is the “rule of threes,” with at least three people in the vehicle at all times along with documented approval from a parent or guardian for the transportation arrangements. When both of these conditions cannot be met, one of them should be. All transportation decisions should be made in accordance with local laws and school policies. (1/07) (Rev. 4/16, effective 6/16)

#### **432.4 – Use of Alcoholic Beverages, Tobacco, Marijuana, and Other Substances**

While attending any Kiwanis event that is produced primarily by or for the benefit of youth, adults are expected to refrain from using or being under the influence of alcoholic beverages, tobacco, and/or marijuana products, even if prescribed for medicinal use. In addition, the use and/or possession of illegal drugs or the improper/illegal use of legal drugs is prohibited. (1/07) (6/16)

#### **432.5 – Medications**

The possession of prescription and non-prescription medications by youth at a Kiwanis event should be permitted only by the written permission of the parent/guardian. (1/07) (1/13)

#### **432.6 – Reporting**

If a Kiwanian observes troubling behavior involving a youth at a Kiwanis event or becomes aware of a situation that is illegal or potentially unsafe for a young person at a Kiwanis event, he/she must immediately contact the appropriate personnel at the event as well as provide notification to law enforcement personnel as appropriate. All local, state, provisional, and federal laws regarding reporting must be followed. If the Kiwanian becomes aware of the troubling behavior after the event, he/she must contact leaders of the event and provide notification to law enforcement personnel as appropriate. Kiwanis International maintains a 24-hour confidential helpline which can be used if someone thinks a youth has been harmed or their safety and well-being are at risk: 1-866-607-SAFE. (1/13) (10/23)

#### **432.7 - Personal Information**

All documents bearing personal information of any youth attending a Kiwanis event, including registration forms, medical information forms, permission to treat forms, etc. should be treated as confidential. Processes that protect this information must be created, including minimizing the number of people who have access to any such documents. The documents shall be maintained a minimum of three years or longer as may be required by applicable state/provincial laws and regulations. After the maintenance period has expired, the documents shall be destroyed in a way that maintains confidentiality, such as shredding. The disposal and destruction of all confidential information shall conform to applicable state/provincial laws and regulations. (1/07) (1/13)

#### **432.8 - Youth and Social Media**

For any social networking site that involves requesting a connection (such as inviting someone to be a friend on Facebook), adults should never initiate such connections with youth. If a youth requests such a connection from a Kiwanian, he/she should use their best judgment in responding. Adults should treat their interaction with youth on social networking sites as though the interaction were occurring in public, in front of other adults and young people. In other words, if it would not be appropriate to say something to a young person in public, it should not be said as a comment on a social networking site either. Kiwanians should refrain from interactions that can be seen as excessive (such as constantly “liking” or commenting on a person’s posts on Facebook). Prior to posting any media online, such as photographs, obtain permission from any and all individuals (or parents for minors) that appear in that media; it could be illegal to do otherwise. (4/12) (1/13)

See Kiwanis International Policy B for complete social media guidelines. (4/12)

#### **432.9 – Behavioral or Health Issues**

Kiwanians are often seen by a young person as an adult to trust with personal and/or sensitive information. Kiwanians should refrain from counseling youth and should instead find, or assist the young person in finding, appropriate expert assistance. (4/12) (1/13)

#### **432.10 - Conflicts with Other Rules**

Whenever these guidelines conflict with local school policies or rules, or local state/provincial, or national laws or regulations, the highest applicable standards for conduct shall prevail. (1/07) (1/13)

#### **433– KIWANIS YOUTH PROTECTION WEEK (1/13)**

Kiwanis International designates a week each year to be Kiwanis Youth Protection Week, with a twofold purpose: (1) Encouraging clubs to use the club meeting that week (or the next scheduled meeting) to educate all club members on Kiwanis Youth Protection Guidelines, best practices, and individual responsibilities; and (2) Building public awareness of Kiwanis's commitment to youth protection. Educational materials will be provided by Kiwanis International for use by clubs when participating in this observance. (1/13)

#### **434- GUIDELINES FOR STUDENT ACCOMMODATIONS AT EVENTS**

When planning events, and especially those with overnight lodging, Kiwanis organizers should be inclusive and make reasonable accommodations for the unique needs of each student participant. (7/17)

- A. If the standard situation for an overnight event is shared rooms by gender, students must be allowed to access housing consistent with their self-determined gender identity. However, a student shall be assigned a room by biological sex if the student, or parent, or legal guardian so requests. A student or parent or legal guardian may suggest an alternative sleeping arrangement, such as single-occupancy room, which should be honored whenever possible. However, students cannot be required to stay in single-occupancy accommodations nor should those arrangements be made without the consent of the student or parent or legal guardian. (7/17)
- B. Roommate disagreements should be addressed and resolved with the best interests of all parties in mind. If a disagreement cannot be reconciled, no student should be forced to reside with another student. (7/17)
- C. All students must be allowed access to restroom facilities consistent with their self-determined gender identity. (7/17)
- D. Event organizers should choose facilities that can be adapted to accommodate requests in accordance with these guidelines. If a facility is unwilling to accept these guidelines for any reason, a different location should be considered. (7/17)
- E. Volunteers have an obligation to maintain student privacy and cannot disclose or require disclosure of a student's sexual orientation, transgender or gender nonconforming identity, biological sex, religion, disability, medical condition, or other personal information to anyone, including other students or their parents, without the consent of the student. (7/17)

#### **435– CIRCLE K**

Circle K is a service club for university students. The program's purpose is to provide personal growth in its members through community service, leadership development, and fellowship activities. Each Circle K club shall adopt and adhere to the approved form for club bylaws for Circle K, and shall elect officers, hold regular meetings, and adhere to a club committee structure. Membership in a Circle K club shall cease at any time the member shall become a member of a Kiwanis club. (10/01) (4/04)

Each Circle K club outside of the regions of U.S. and Pacific Canada and Canada and Caribbean shall be chartered in accordance with guidelines set at the time of approval of district sponsorship and support. Kiwanis International collects charter fees for these clubs and provides charter supplies and initial member materials. Districts in these regions are responsible for any further dues assessment as well as providing continued club support and membership materials. (1/02) (1/13)

Each Circle K club outside of the regions of U.S. and Pacific Canada and Canada and Caribbean that is not a member of a district or region organization shall be an affiliate of Circle K International and as such shall have the right to use the name, logo, emblem, and other trademarks of Circle K International as long as it shall abide by the policies and procedures of Kiwanis International. (1/02)

See Procedures 500 – 599 for more information on Circle K. (10/01)

436-438 – Vacant (1/15)

#### **439 – AKTION CLUBS (1/13)**

Aktion Club is a service club for adults who live with a disability. The program's purpose is to assimilate club members into the mainstream of society through community service, leadership development, and fellowship activities. Each Aktion Club shall adopt and adhere to the standard form for club bylaws for Aktion Clubs, and shall elect officers and hold regular meetings. A co-sponsoring community agency or other organization, which serves the needs of adults with disabilities should be identified to provide necessary expertise to support the Aktion Club. An Aktion Club may be organized with or without a sponsoring Kiwanis club. (10/01) (4/13)

Aktion Clubs or potential Aktion Clubs may submit requests to the Kiwanis International Executive Director or designee for an exception to include minors (persons who are not yet considered legally to be adults) in the club. Requests will be subject to the following process: (4/17)

- A. Staff will gather all information from the appropriate parties and obtain information and reasoning behind the request. (4/17)
- B. Staff will research and determine if there are other viable options for the minor, such as participating instead in one of the Service Leadership Programs for youth, including K-Kids, Builders Club, and Key Club. (4/17)
- C. The decision to approve or not approve the request will be based upon the individual situation. (4/17)

##### **439.1 – Chartering**

Upon acceptance of a Petition for Charter and charter fee, the sponsoring Kiwanis club shall receive the charter certificate, a sponsoring insignia, and club membership materials for the number of members listed on the Petition for Charter. No membership fees shall be required of members for the administrative year in which the club is chartered. (4/00) (1/13)

In the event no sponsoring Kiwanis club is available, an Aktion Club may be organized provided the following conditions are met:

- D. The proper agency personnel requests the new Aktion Club in writing;
- E. The Kiwanis district certifies that no Kiwanis club is available or interested to provide sponsorship;
- F. The proper agency personnel agrees to abide by the terms of sponsorship as set forth by Kiwanis International.

(4/13)

**439.2 - Dates of Charter**

An Aktion Club is to be considered chartered during the administrative year if the properly completed Petition for Charter is mailed to the International Office and postmarked no later than midnight, September 30, of that year. (4/00) (1/01)

**439.3 - Number of Kiwanis Clubs Sponsoring an Aktion Club**

An Aktion Club may be officially sponsored by one or more Kiwanis clubs. An Aktion Club may be cosponsored with a Kiwanis club by either a Circle K or Key Club. (4/00) (1/01)

**439.4 - Primary Responsibilities of a Sponsoring Kiwanis Club**

The Kiwanis club must comply with the following "Requirements of Sponsorship" and a statement providing evidence of such should be approved by each sponsoring Kiwanis club's board of directors and signed by the Kiwanis club president at the time of petitioning for charter or at any time when a Kiwanis club assumes partial or full sponsorship of an Aktion Club: (4/00) (1/01)

- A. Appoint a Kiwanis Advisor to the Aktion Club and ensure he/she receives adequate orientation/training; (4/00)
- B. Ensure Kiwanis members attend designated meetings; (4/00)
- C. Maintain an expense line item in the Kiwanis club's service account to support the activities of the Aktion Club; (4/00)
- D. Meet with a representative of the community service agency or organization annually; (4/00)
- E. Ensure that all dues and fees are paid; (4/00) (1/13)
- F. Ensure that Aktion Club officers receive proper training following election, and support and assistance in meetings and activities throughout their term of office; (4/00)
- G. Ensure that a planning session involving the leadership of the sponsoring Kiwanis club(s) and the Aktion Club is held annually; and (4/00)
- H. Host or participate in two joint activities involving the membership of the sponsoring Kiwanis club(s) and the Aktion Club. (4/00)

**439.5 - Aktion Club Structure**

There shall be no structure beyond the club level (division, zone, region, or district) for Aktion Club members or clubs. (4/00) (1/01)

**439.6 - Club Administrative Expenses**

Costs of Aktion Club administrative expenses shall be paid only from club membership fees collected from members, specific administrative fund-raising activities, and support from the sponsoring Kiwanis club. Funds raised for community service projects shall not be used to pay for club administrative expenses. (4/00) (1/01)

**439.7 - Membership Fee**

An annual membership fee shall be paid by each member of Aktion Club. The fee shall be payable October 1 and considered past due December 1. The amount and payment date shall be set by the nation and/or district, and shall be approved by the Kiwanis International Board. (4/00) (1/13)

**439.8 - Membership Records (Aktion Club)**

Each Aktion Club shall annually report the name, address, and other pertinent membership information for each member of the club, unless otherwise prohibited by law. The list of members,

in whole or in part, may not be released, transferred, sold, rented, or otherwise distributed in any manner to any other party for any use other than the management of membership records for Kiwanis International or its sponsored organizations and programs. (4/00) (1/01)

#### **439.9 - Guidelines for Working with Aktion Club Members (4/13)**

- A. Purpose:** Aktion Club members have a wide variety of ability levels. It's what makes Aktion Club a unique, diverse, and vibrant program. Kiwanians are being entrusted as valuable adult mentors in the lives of these individuals, and thus need to be concerned with the safety and protection of its members. The following guidelines should be read, understood, and put into practice when working with Aktion Club members. (4/13)
- B. Use of Alcoholic Beverages and Tobacco:** While attending any Kiwanis event, Aktion Club members will follow guidelines set forth by the conference center/camp/hotel and/or their chaperone regarding alcoholic beverages and tobacco use. (4/13) (4/17)
- C. Reporting:** If a Kiwanian, chaperone, or anyone observes troubling behavior involving a member at an event or becomes aware of a situation that is illegal or potentially unsafe, he/she must immediately contact the appropriate personnel at the event and chaperone as well as provide notification to law enforcement personnel as appropriate. All local, state, provincial, and federal laws regarding reporting must be followed. If the Kiwanian becomes aware of the troubling behavior after the event, he/she must contact leaders of the event and chaperone as well as provide notification to law enforcement personnel as appropriate. (4/13) (4/17)
- D. Overnight Stays:** If planning or attending an Aktion Club event that requires overnight stay in a hotel or camp/conference setting, consult with the agency and the members' legal guardians for their expectations for chaperoning and room sharing. (4/13) (4/17)
- E. Chaperone:** A chaperone is defined as a Kiwanis member, agency member, parent, or legal guardian, twenty-one (21) years of age or older, that has been approved by the agency or Kiwanis Club and is registered with the agency or Kiwanis Club to accompany the members at the specific event. (4/13)
- F. Transportation:** When transporting an Aktion Club member, the best practice is the "rule of three", with at least three people in the vehicle at all times along with documented approval from a parent or guardian (if applicable) for the transportation arrangements. When both of these conditions cannot be met, one of them should be. All transportation decisions should be made in accordance with local laws and agency policies. (4/13) (4/16)
- G. Medications:** The possession of prescription and non-prescription medications at a Kiwanis event should be permitted and handled by a member's caregiver and chaperone when necessary.
- H. Criminal History Background Checks:** Criminal history background checks shall be required and conducted as stated in Kiwanis International policies. (10/13) (4/15)
- I. Conflicts with Other Rules:** Whenever these guidelines conflict with agency policies or rules, or local state/provincial, or national laws or regulations, the highest applicable standards for conduct shall prevail. (4/13)

- J. Personal Information:** All documents bearing personal information of any Aktion Club member attending a Kiwanis event, including registration forms, medical information forms, permission to treat forms, etc. should be treated as confidential. Processes that protect this information must be created, including minimizing the number of people who have access to any such documents. The documents shall be maintained a minimum of three years or longer as may be required by applicable state/provincial laws and regulations. After the maintenance period has expired, the documents shall be destroyed in a way that maintains confidentiality, such as shredding. The disposal and destruction of all confidential information shall conform to applicable state/provincial laws and regulations. (4/13)
- K. Social Media:** For any social networking site that involves requesting a connection (such as inviting someone to be a friend on Facebook), Kiwanis members should never initiate such connections with Aktion Club members. If an Aktion Club member requests such a connection from a Kiwanian, he/she should use their best judgment in responding. Adults should treat their interaction with members on social networking sites as though the interaction were occurring in public, in front of other adults and members. In other words, if it would not be appropriate to say something to a member in public, it should not be said as a comment on a social networking site either. Kiwanians should refrain from interactions that can be seen as excessive (such as constantly “liking” or commenting on a person’s posts on Facebook). Prior to posting any media online, such as photographs, obtain permission from any and all individuals (or parents or guardians) that appear in that media; it could be illegal to do otherwise. (See Kiwanis International Policy B for complete social media guidelines.) (4/13)
- L. Behavioral or Health Issues:** Kiwanians are often seen by an Aktion Club member as someone to trust with personal and/or sensitive information. Kiwanians should refrain from counseling members and should instead find, or assist the member in finding, appropriate expert assistance. (4/13)
- M. Education:** Every Kiwanis club that sponsors an Aktion Club is expected to inform and educate its members on these guidelines, best practices, and what individuals must do when aware of Aktion Club members in potentially harmful situations. This education must occur annually, including providing a copy of these guidelines to each club member. (4/13)

Every Kiwanis district is expected to provide an educational forum or workshop at every district event on guidelines and best practices for interactions with Aktion Club members, using materials provided by Kiwanis International. (4/13)

440-442 – Vacant (1/15)

#### 442 – KEY CLUB AND CIRCLE K ALUMNI GROUPS (6/13)

The following statement of position for the alumni groups will be used by others when working with these alumni groups. (6/13)

Statement of position: To identify and retain former Key Club and Circle K members and engage them in the continuing work of Kiwanis International. This engagement could include any or all of the following: (6/13)

- a. Be encouraged to embrace service leadership and continue to live the objects of Key Club and/or Circle K in their daily lives.

- b. Sustain and expand Kiwanis Service Leadership Programs through advocacy, advising, and/or new club building.
- c. Take the next step in their service club journey by joining or forming a Kiwanis Club.
- d. Support Service Leadership Programs and their causes financially by donating to Kiwanis International and its foundation.

(6/13)

## 745 - LICENSING

The Executive Director shall have authority to approve nonexclusive licensing applications/agreements, which allow suppliers to produce, promote, and/or sell merchandise bearing Kiwanis family registered trademarks. Where possible, staff shall attempt to license the manufacturer of the product. If this is impractical, the licensee shall complete a Third Party Manufacturer's Agreement and shall supply the name and address of the manufacturer upon Kiwanis' request. Licensee candidates shall adhere to the terms of the agreements, including correct and timely reporting of sales and payment of royalties and fees. Types of licensing agreements shall be limited to: (2/94)

### 745.1- Types of Licensing Agreements

- A. **Catalog Merchandise Distributor License:** Restricted to territories outside of the United States, this license allows the distributor to resell Kiwanis family marked catalog merchandise obtained from the Merchandise Department or Kiwanis family marked catalog-type items obtained locally to Kiwanis family members. The licensee shall pay Kiwanis International a percentage of sales royalty not to exceed 10 percent. (2/94) (2/03)
- B. **Noncatalog Item License:** This license allows the supplier to produce and sell Kiwanis family marked custom-made merchandise and other finished products that do not compete directly with merchandise listed in the Kiwanis family Supplies catalogs. The percentage of sales royalty received from the licensee will be 10 percent. Each licensee shall pay a minimum annual royalty or an annual processing fee of US\$20. (4/18)
- C. **Fund-Raising Items for Resale to the Public:** Licensees producing and/or selling finished Kiwanis family marked merchandise for eventual resale to the public (nonKiwanis family members) shall pay Kiwanis International a percentage of sales royalty not to exceed 5 percent and/or an annual fee as provided in the licensing agreement. (2/94) (10/02)

### 745.2- Direct Mailing of Licensee Literature

Licensees will be permitted to distribute promotional materials to the following member groups: governors, governors-elect, district secretaries, club presidents, and club secretaries. This distribution or mailing will be performed by Kiwanis International on behalf of the licensee. All costs for the mailing shall be reimbursed to Kiwanis by the licensee. The Executive Director of Kiwanis or designee shall approve all mailings in advance. (2/95) (1/09)



# **Kiwanis**

EASTERN CANADA AND THE CARIBBEAN  
L'EST DU CANADA ET DES CARAÏBES

## **DISTRICT POLICIES AND PROCEDURES**

**of the**

**EASTERN CANADA AND THE  
CARIBBEAN (EC&C) DISTRICT  
of  
KIWANIS INTERNATIONAL**

---

**Revised as of April 1, 2024**

**As approved by the EC&C Kiwanis District Board**

Abridged for Club use July 16 2024

by Kiwanis Club of West Lorne

---

## District Policies and Procedures of the Eastern Canada and the Caribbean (EC&C) Kiwanis District

---

### Table of Contents EC&C Policies and Procedures

Definitions.....	78
Club Responsibilities -15.0 .....	80
Promote Fellowship -15.1 .....	80
Interclub Meetings Policy -15.2 .....	80
Club Growth -15.3.....	80
Club Attendance at District Conventions -15.4.....	80
Chartered Clubs -15.5 .....	81
Club Membership Deletions -15.6 .....	81
Club Succession Planning -15.7.....	81

### Definitions

**\$\$\$** - All references to money in this document are in Canadian dollars except where noted otherwise.

**Aktion Club** - An Aktion Club is a wholly and completely Kiwanis-sponsored service club for adults living with disabilities.

**Activity** - An Activity is a project performed by the members of a committee and/or the members of the Kiwanis Club for the benefit of an individual, a group of individuals, the community, or the nation. The project must be consistent with the objects, objectives and policies of Kiwanis International.

**Administrative Procedure** - An Administrative Procedure is the method or manner by which there shall be exercised the powers of the EC&C Kiwanis District in directing, managing, supervising, and controlling the business, property and funds of the District. An administrative procedure shall remain in effect until such procedure is superseded or terminated by action of the District Board of Trustees. The procedure must be consistent with the objects, objectives and policies of Kiwanis International.

**Bilingual** - Shall mean written and verbal proficiency in both English and French.

**Builders Club** - Builders Club is wholly and completely a Kiwanis-sponsored Elementary School organization, consisting of students, which has as its purpose service to the School and Community and the development of outstanding leadership.

**Bring-Up-Grades (BUG)** - Bring Up Grades or BUG is a program designed to provide recognition to students who raise their grades into an acceptable range and maintain or continue to raise them from one grading period to the next. Recognition includes being placed on the school's BUG Honor Roll; a pizza, ice cream or other food-themed party; and presentation of certificates and buttons.

**Continuing Activity** - A Continuing Activity is an activity which continues for more than one calendar month. A continuing activity should be reported on the monthly report provided, during the month when there are Kiwanis service hours involved or funds are spent.

## District Policies and Procedures of the Eastern Canada and the Caribbean (EC&C) Kiwanis District

---

**Circle K Club** - Circle K International is a wholly and completely Kiwanis-sponsored University/College service organization, comprised of students, which has as its purpose service to the school and community and the development of outstanding leadership.

**Division** - For the purpose of and to facilitate District administration, the District has been divided into Divisions each headed by a Lieutenant Governor (Lt. Governor). A Division is simply a convenient means of designating a general area and the clubs in which the Lt. Governor assists the Governor and carries out the work of the Division. There are currently 27 Divisions in the EC&C Kiwanis District.

**EC&C** - Abbreviated form for Eastern Canada and the Caribbean (District).

**EC&C District** - For the purpose of and to facilitate Kiwanis International administration, Kiwanis International has been divided into Districts, each headed by a Governor. Eastern Canada and the Caribbean (EC&C) District's boundaries are set out in the EC&C Kiwanis District Bylaws. In this document, refer to *Appendix B – Club Assignments by Divisions and Regions* and to *Appendix D – Countries in the EC&C Kiwanis District*.

**EC&C Kiwanis District Executive** – This is composed of the District Governor, Governor-Elect, Vice Governor and Immediate Past Governor.

**K-Kids Club** - K-Kids is a service club for elementary-age students, led by elementary students. It teaches the value of helping others by taking part in community service projects and club activities. A Kiwanis club sponsors the K-Kids Club.

**Key Club** - Key Club International is a wholly and completely Kiwanis-sponsored high school service organization, comprised of students, which has as its purpose service to their school and community and the development of outstanding leadership.

**Key Leader** - Key Leader is a leadership experience weekend retreat for today's youth leaders. It focuses on service leadership as the first, most meaningful leadership development experience. A Key Leader learns the most important lesson of leadership—leadership comes from helping others succeed.

**Policy** - Subject to the Constitution, Bylaws and Policies of Kiwanis International, a policy in the District is a principle by which the District supervises and controls itself, chartered clubs, divisions, or other groups of chartered clubs. A Policy shall remain in effect until such Policy is modified, superseded or terminated by action of the EC&C Kiwanis District Board of Trustees.

**Protocol** - Protocol is the courtesy given to certain offices in Kiwanis recognizing that the person who holds a Club, Division, Region, District or International office, gives substantially of their time and personal resources to fill the position. It is also the official procedure or system of rules governing the affairs of Kiwanis occasions.

**Region** - For the purpose of, and to facilitate District administration, the District is divided into Regions, composed of one (1) or more Divisions, which are geographically located near one another. Each Region shall have an elected District Trustee who serves on the District Board. There are currently 10 Regions in the EC&C Kiwanis District.

**Service Leadership Programs (SLPs)** - Kiwanis Service Leadership Programs are leadership and character-building programs hosted in a school or community agency and often sponsored by a Kiwanis Club or another civic organization.

**Terrific Kids** -Terrific Kids is a student recognition program that promotes character development, self-esteem, and perseverance. Students work with their classroom teacher and establish goals to improve behavior, peer relationships, attendance, or schoolwork. Thoughtful, Enthusiastic, Respectful, Responsible, Inclusive, Friendly, Inquisitive, Capable.

## District Policies and Procedures of the Eastern Canada and the Caribbean (EC&C) Kiwanis District

---

Recognition includes being pinned as a Terrific Kid; a pizza, ice cream or other food-themed party; and presentation of certificates and other giveaways.

Vulnerable Sector Check (Canada) - is a police information check plus a check to see if a person has a record suspension (pardon) for sexual offences

### Club Responsibilities -15.0

#### Promote Fellowship -15.1

---

Promote fellowship among clubs as this is important to EC&C and the development of Kiwanis.

#### Interclub Meetings Policy -15.2

---

An Interclub meeting is a meeting or activity involving two or more Kiwanis family clubs including K-Kids Club, Builders Club, Key Club, Circle K Club, Kiwanis Club and Aktion Club. The definition of an interclub was expanded from simply attending another Kiwanis Club meeting to include attending the projects, activities and social events of another K-family Club. The broadened definition promotes more opportunities for fellowship, education and encourages greater interaction between Kiwanis Clubs and our Service Leadership Programs (SLPs). The intention is to have as many members as possible from visiting clubs attend a host club event or meeting.

#### Requirements -15.2.1

---

- Visiting clubs with 20 or fewer members need a minimum of two (2) members in attendance to constitute an interclub meeting.
- Visiting clubs with 21-30 members need a minimum of three (3) members in attendance to constitute an interclub meeting.
- Visiting clubs with 31 or more members need at least four (4) members in attendance to constitute an interclub meeting.
- When applicable, visiting clubs shall be composed of a minimum of two Kiwanians plus members of the club's SLPs.
- The Lt. Governor from the same division as the visiting club can be included in the inter-club **OR** one Past Lt. Governor from the same division as the visiting club can be included in the inter-club.

#### Restrictions -15.2.2

---

- Neither the Lt. Governor nor a Past Lt. Governor can be used to make up the numbers for more than one visiting club.
- Neither the Lt. Governor nor a Past Lt. Governor can be included in the interclub if either is from the host club.

#### Club Growth -15.3

---

All district leaders are encouraged to promote new club growth, including innovative ideas that challenge traditional club structure such as Internet clubs, clubs focused on service activities rather than traditional meetings, and clubs with flexible meeting times and styles specifically designed to encourage the participation of all family members in club activity.

#### Club Attendance at District Conventions -15.4

---

Clubs are obligated to attend District Conventions and, if not, they may be required by the District Board to give an explanation.

## District Policies and Procedures of the Eastern Canada and the Caribbean (EC&C) Kiwanis District

---

### **Chartered Clubs -15.5**

---

Refer to **Appendix B** for a list of all chartered clubs in the District.

### **Club Membership Deletions -15.6**

---

There is a grace period for membership deletions. A club may make deletions to its official September 30 membership roster up to 10 days after the end of the administrative year. Deletions made by October 10 will be counted toward the previous administrative year's membership total.

### **Club Succession Planning -15.7**

---

Each club must have a Nomination Committee in place for succession planning. This committee should have persons identified for the positions of President-Elect and Vice-President (as stipulated within your Club Bylaws) by March 31 of each year.