

**Pacific Northwest District
Kiwanis International**

Manual of
Policies and Procedures
As revised through August 20, 2015

PNW Kiwanis

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Table of Contents

SECTION 1	5
PACIFIC NORTHWEST DISTRICT ADMINISTRATIVE POLICY.....	5
100. Policies and Administrative Action	5
101. Motions	5
103. Environmental Statement.....	5
109. Anniversary of Pacific Northwest District.....	5
110. Club Endorsement of Other Enterprises	5-6
136. Official Insignias and Garments	6
145. Official Name of a Kiwanis Club	6
151. Flags – Display and Protocol	6
154. Inter-clubs	7-8
160. Lieutenant Governors -- Assistant To.....	8
161. Lieutenant Governors – Club Visits.....	8
163. Obligation of Office.....	8-9
164. Attendance of District Officers at Conventions.....	9
166. District Committee Management by the Governor.....	9
166.1 Multiple Appointments to PNW District Positions	9
166.2. Term Limits for PNW District Appointments	10
167. Special Standing Committees	10-12
175. District Endorsement of a Candidate for International Trustee	12
176. Conduct Unbecoming a District Officer	13
177. Conflict of Interest	13-14
SECTION 2	15
PACIFIC NORTHWEST DISTRICT ADMINISTRATIVE PROCEDURES.....	15
200. Administrative Procedure	15
201. Insurances.....	15
202. District Bulletin.....	15
203. District Life Membership.....	16
205. Clubs, Adjustment of Financial Indebtedness	16
210. Delinquent Clubs and Convention Delegate Seating.....	16
215. New Clubs.....	16-17
220. Boundary Markers -- Canada and USA	17
223. Requirements for PNW District Governor-elect and Governor	17-18
225. Guidelines for Governor–elect campaign	18
235. Procedure for changing club name	19
240. Procedure for Adding or Revising Division Boundaries	19-20
242. Region – PNW Regional Unit.....	20
245. Official Monthly Reporting	21

250.	Lt Governor Class Elections	21
255.	District Board Meetings	21
255.1.	Board Meeting Agenda	21
255.2.	Advance Materials.....	21
255.3.	Minutes	22
255.4.	Standing Rules for District Board Meetings	22-23
SECTION 3		24
PACIFIC NORTHWEST DISTRICT FINANCES		24
305.	Finance and Fund Raising Committee.....	24
306.	Fund Raising Projects Committee	25
307	Corporate Credit Card.....	25-26
310.	Travel funds	26
315.	Lieutenant Governor Expenses	26
316.	District Chair, Program Director and SLP Administrator Expenses	26-27
317.	Expense Report Deadline.....	27
318.	Expense and Refund Checks.....	27
320.	Funds Presented by a Commercial Organization.....	27
325.	Disaster or Emergency Areas.....	27
330.	Regional Conference Fiscal Policy	28
SECTION 4		29
PACIFIC NORTHWEST DISTRICT AWARDS		29
405.	Achievement Awards.....	29-30
410.	Club Bulletin Contest.....	30
415.	Club Scrapbook Contest	30
420.	Lieutenant Governor Newsletter/Bulletin Contest.....	30-31
425.	Club Officers' Awards	31
430.	Outstanding Club Secretary Award	31-32
435.	Melvin B. Dennis Trophy for Outstanding Secretary.....	32-33
440.	Awards for Membership Growth.....	33
450.	District Achievement Awards.....	33
455.	Round Robin Inter-club Award	33-34
460.	Distinguished Member Award.....	34
465.	District Convention Attendance Awards	34
SECTION 5		35
CONVENTION AND COUNCIL TOPICS.....		35
505.	District Conventions	35-37
506.	Standing Rules for the House of Delegates of Convention	37-39

508.	Contractual Agreements.....	39
510.	Division Council	39
520.	Regional Conference.....	39-40
530.	Division Elections	40
SECTION 6		41
AFFILIATES, SPONSORED ORGANIZATIONS AND PROJECTS.....		41
602.	Past Lt. Governors Association – The “ <i>Bigfoot Brigade</i> ”	41
603.	Background Checks, Sponsored Organizations	41
604.	AKtion Club.....	41-42
605.	Circle K.....	42-44
610.	KEY Club.....	44-45
620.	Builders Club	46-47
630.	Kiwanis Law Enforcement Camps	47
635.	Kiwanis Children’s Cancer Program.....	47-48
640.	Kiwanis Foundation of Canada.....	48
650.	Pacific Northwest Kiwanis Foundation	48
660.	Kiwanis International Foundation.....	48
SECTION 7		49
CONSENT AND ASSURANCE FORMS		49
705.	Consent and Assurance Form for Governor–elect.....	49
710.	Consent and Assurance Form for Lieutenant Governor	50-51
715.	Consent and Assurance Form for District Chairs	51
720.	Consent and Assurance Form for Club President	52
725.	Consent and Assurance Form for Club Vice–President	52
730.	Consent and Assurance Form for Club Secretary.....	52
I N D E X		53-55
	Appendix A Monthly Reporting.....	56
	Appendix B Political Action Committee	57-58
	Appendix C Alcohol Guidelines.....	59
	Appendix D Region Alignment	60
	Appendix E Past Lt Governors Association	61-64
	Appendix F Position Description District Youth Protection Manager.....	65
	Appendix G Youth Protection Guidelines.....	66-67
	Appendix H blank.....	68
	Appendix I blank.....	69

Section 1

Pacific Northwest District Administrative Policy

100. Policies

The policies of the Pacific Northwest District of Kiwanis International are the principal guidelines under which the District shall supervise and control chartered clubs and sponsored organizations. (As amended, 03/07/2009)

101. Motions

All motions pertaining to Pacific Northwest (PNW) District Policy passed at a PNW District Board meeting shall be placed in proper form by the Laws and Regulations District Chair and then provided to the District Secretary to be included into the PNW Policy and Procedures Manual following the meeting in which the motion was made and prior to the next scheduled meeting of the PNW District Board.

(08/14/2009)

103. Environmental Statement

The Pacific Northwest (PNW) District declares that it is a “GO GREEN” District, taking initiative to use technology more, use paper less, recycle and reuse according to local “Go Green” practices.

(08/14/2009)

109. Anniversary of Pacific Northwest District

The birthday of the Pacific Northwest is observed on January 17, because on that date, in 1919, the District was officially formed in Tacoma, Washington.

110. Club Endorsement of Other Enterprises

A Kiwanis club will not accept membership in an organization under the name of Kiwanis International.

A Kiwanis Club shall not consider membership relation to any organization whose purposes are not worthy, whose program is not clearly and definitely defined, and whose leadership is not active. (As amended, 03/07/2009)

A Kiwanis Club should not be related to any other organization by individual membership except through the action of the Board.

136. Official Insignias and Garments

The Pacific Northwest District has the privilege of adopting logos, slogans and official regalia. In order for any item to be adopted as “official,” it must be accepted by a majority of the District Board at any scheduled board meeting. Once adopted it cannot be changed without like Board approval. This does not preclude the governor from adopting one-year themes and emphasis.

145. Official Name of a Kiwanis Club

Clubs wishing to designate their meeting time should not use the words “morning”, “noon”, “night”, “breakfast”, or “evening” as part of the official name of the club.

In general, when any designation is used, it should follow the name of the corporate entity and be joined to it by a hyphen.

151. Flags -- Display and Protocol

Members of Pacific Northwest District Kiwanis are urged to display national flags of both the United States and Canada at Kiwanis meetings.

The flag of the country in which the meeting or function is held, shall be positioned in the appropriate place of honor.

In the United States, the American Flag’s display, protocol for use and Pledge of Allegiance shall be in accordance with the official flag code as adopted by the United States Congress (Found in 4 USC 1 as of November 2003).

In Canada, display and protocol for use of the Canadian Flag shall be in accordance with the adaptations of international usage as published by the Canadian Secretary of State. (Found in “General rules for flying and displaying the Canadian Flag and other flags in Canada.” Secretary of State, Cat. No. 52-74/1978 as of November 2003.) (11/2/2003)

154. Inter-clubs

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 K-Kids, Builders Club, Circle K Club, Key Club, AKtion Club, or Kiwanis Junior club (Europe only). (10/85) (KI 4/04; PNW 10/31/2004 effective 10/1/2004)

- 1) For clubs with a membership of twenty (20) or less members, a minimum of two (2) members in attendance will be required to constitute an interclub meeting. (KI/ 4/04)
- 2) 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. (KI, 4/04)
- 3) 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. (KI, 4/04)

Since the declared purpose of interclubs (District, Sec. 154, 10/04) is to develop fellowship between clubs and encourage involvement of club members with other members of our K-Family and encourage an exchange of meeting programs and valuable service and fund raising ideas with other clubs to the mutual benefit of each, an interclub shall meet the following criteria:

There must be a host club and there must be a business, education, service or social aspect to the meeting or event. (8-23-12)

Therefore, in keeping with these criteria, the following shall apply:

- A. Kiwanis International Convention – There is no host club; therefore, no interclub credit can be taken.
- B. PNW District Convention – All convention committee approved hosted functions shall each provide an interclub opportunity. (4-6-2014)
- C. Regional Conference – A maximum of two interclub credits are allowed. The morning opening session and the luncheon meeting each provide an interclub opportunity. (8-23-2012)
- D. Division Council Meetings – A maximum of one interclub credit is allowed.

NOTE: In order to meet the declared purpose of interclubs, those members visiting the host club should be encouraged to sit apart from their own club members.

NOTE: A Lt. Governor or an honorary member cannot be a stand in for a member of another club.

NOTE: Under “B.” above, one Service Leadership Program member can be substituted for one Kiwanian. Under “C.” above, two Service Leadership Program members can be substituted for two Kiwanians.

Interclubbing at Service Leadership Programs: Visiting groups shall be composed of the required number of Kiwanians (two, three or four). In addition, members of a K-Kids, Builders Club, Kiwanis Junior (Europe), AKtion Club and/or Key Club must be in attendance. (Note: No Key Club or Circle K Lt. Governor or an honorary member can be a stand in for a member of another club.)

Clubs shall be authorized monthly interclub credit for an official Kiwanis interclub meeting held by means of an internet chat room, a video conference, or a telephone conferencing system when the required number of Kiwanians meet with another Kiwanis or Sponsored Youth Club at their regularly scheduled meeting. All other requirements for an official interclub remain in effect and all formal proceedings of date, time, and location are to be made a matter of the visiting club's official club minutes. Interclub credits reported under this portion of the policy shall qualify for Round Robin District Awards. (4-6-2014)

See Round Robin Award Section 455 for Round Robin rules.

160. Lieutenant Governors -- Assistant To

The district organization does not provide for assistant Lieutenant Governors. However, the Lieutenant Governors should avail themselves of the services of the Lieutenant Governor-elect and of the Past Lieutenant Governors. The Lieutenant Governors are EXPECTED to contact the Lieutenant Governor-elect and the Past Lieutenant Governors when their services are needed.

161. Lieutenant Governor Club Visits

Lieutenant Governors are asked to make a minimum of three (3) visitations to each and every club in their division. While a face to face visit is preferred, they are authorized to conduct visitations via electronic means such as an internet chat room, a video conference or a telephone conferencing system. Participation by such methods shall constitute attendance. (2-15-2015)

163. Obligation of Office

1. To clarify for each Kiwanis Officer his/her obligation to Kiwanis when he/she accepts the responsibility of office:

a. The District shall provide a "Consent and Assurance" form outlining the minimum obligations. See Section 7, Consent and Assurance Forms (Items 705, 710, 715, 720, 725 & 730). (As amended, 03/07/2009)

b. It shall be the duty of the outgoing officer to present this form to his/her successor, and obtain his/her signature to indicate that he/she is aware of his/her obligations.

c. The forms shall be provided for the offices of Governor-elect, Club Secretary, Lieutenant Governor, District Chair, Club President and Club Vice-President

d. It is recommended that the club nominating committee follow a similar procedure for club officers, directors and committee chairs.

164. Attendance of District Officers at Conventions

District Officers and Lieutenant Governors shall attend the delegate sessions, board meetings and/or caucus of any International Convention, District Convention or other official meeting of the district or division, unless excused by the Governor. A roll call shall confirm the attendance, and travel reimbursement shall be predicated on attendance. (03/07/1993)

166. District Committee Management by the Governor

Chairs of all District committees and the members of all but the Committee of Past District Governors and the Past Lieutenant Governors Association “Bigfoot Brigade” shall be appointed prior to October 1 by the Governor-elect. The Committee shall be responsible to the Governor and shall make such reports as the Governor may direct. All chairs and the members of committees except the Committee of Past District Governors and the Past Lieutenant Governors Association “Bigfoot Brigade” shall be subject to removal by the Governor. (As amended August 2003).

166.1. Multiple Appointments to PNW District Positions

The District Governor and other District Officials authorized to make appointments to District Positions shall, in the interest of developing new District leadership talent among Kiwanians throughout the District, make a reasonable effort to distribute appointments so as to include as many Kiwanians as possible.

Exceptions: It is not necessary to completely avoid multiple appointments in a single Kiwanian where one position presumes or requires appointment(s) to other positions (eg. the Lt. Governor Class President automatically becomes a member of the District Finance Committee). Similarly, multiple appointments are appropriate where special talents, experience or education are required in specific appointed positions or a low level of effort is required for one or more multiple appointments. (03/06/2009)

166.2. Term Limits for PNW District Appointments

The District Governor and other District Officials authorized to make appointments to District Positions shall, in the interest of developing new District leadership talent among Kiwanians throughout the District, make a reasonable effort to limit specific District appointments of a single person to three (3) consecutive years. Similarly, no Kiwanian shall be appointed to any District Office for more than five (5) consecutive years.

Exceptions:

It is not necessary to completely avoid consecutive appointments for more than five (5) years in extraordinary situations, such as those requiring year-to-year continuity or special talents, experience or education (e.g. Finance Committee members moving “up the ladder” as knowledge and experience increases).

This section does not apply to the positions of District Secretary or District Treasurer.
(03/06/2009)

167. Special Standing Committees

a. The District Governor shall appoint Kiwanians to fill all special standing committee Chairs subject to board approval (4-6-2014)

b. All committees of the District are authorized to meet and conduct business by any method that allows all participants to simultaneously communicate with one another or as otherwise allowed by law. Participation by such methods shall constitute attendance. Normal committee meeting rules and processes apply unless otherwise determined by the committee. (2-15-2015)

167.1 The Committee on Youth Services shall study, devise and suggest methods and means to assist the boys and girls to adjust themselves to their environment and become adapted to the social, economic and moral demands which they may encounter, and shall develop ways and means of assisting in the guidance of youth in the selection of proper and suitable vocations, as well as other areas which the community may deem pertinent. It shall endeavor to inspire the clubs to an increasing participation in these activities, and shall make proposals to the clubs of means whereby such purposes may be accomplished.(4-6-2014)

167.2 The Committee on International Relations shall recommend methods of implementing objectives relating to the development of friendship between nations, and the increase in understanding by residents of one country of the way of life, problems and aspirations of the people of other nations. It shall make proposals to the clubs of approved means by which such purposes may be accomplished. (4-6-2014)

167.3 The Committee on Young Children: Priority One shall study, devise and suggest methods and means to the clubs to assist them in implementing the current Young Children: Priority One

Program(s) of Kiwanis International. (As amended 4-6-2014)

167.4 The Finance and Fund Raising Committee shall prepare a budget of estimated income and expenditures for submission to the Board, and shall submit such other recommendations as may be requested by the Board. (4-6-2014)

167.5 The Fund Raising Projects Committee shall develop, implement, and promote District fund raising projects approved by the District Board; develop teams that will actively raise funds for the District; and provide reports on project activities to the Finance and Fund Raising Committee. (Revised 4-6-2014)

167.6 The Strategic Planning/Alignment Committee shall review planning aspirations and resulting accomplishments on an ongoing basis. This committee shall consist of the Governor, the Governor-Elect, the Immediate Past Governor, the Laws and Regulations Chair, the Lieutenant Governor Class President and up to three (3) additional members selected by the Chair. (revised 8-22-2014)

1. The alignment function of the committee shall be to study on an ongoing basis the boundary and size of each division and region of the PNW District and recommend to the Board any changes regarding new or realigned divisions or regions so as to conform to the Bylaws and Policies of the PNW District.

2. The committee will recommend changes to the PNW Board which support a reasonable number of divisions and regions within the district with consideration for the financial costs to the district for each division and region. Preference should be given to realigning clubs within existing divisions rather than creating new divisions or regions.

3. The PNW District adopts minimum division size to be six (6) clubs and/or one hundred twenty five (125) members. Any time a division drops below 6 clubs or 125 members the committee shall make a recommendation to the Board to either rebuild the division numbers above minimum levels within 1 year or to dissolve the division and to realign those clubs with neighboring divisions with a detailed plan.

4. The PNW District adopts a maximum division size to be sixteen (16) clubs and/or six hundred (600) members. Any time a division exceeds 16 clubs and/or 600 members the committee shall make a recommendation to the Board to split the division by either realigning clubs into existing divisions or by creating a new division with a detailed plan.

5. Any time a division goes without a Lt Governor for nine (9) consecutive months and lacks a Lt Governor Designate or Elect on file with the district office, the committee shall make a recommendation to the Board at their next meeting to dissolve that division and realign the clubs into neighboring divisions through a detailed plan. (8-22-2014)

167.7 The District Executive Committee shall provide due and proper administration of the Pacific Northwest District corporation on behalf of the Board. This committee shall consider employment/employee issues and provide the most direct administrative support of District staff. This committee shall be comprised of the Governor, the Immediate Past Governor, the Secretary, the Treasurer, the Governor-Elect, the Finance and Fundraising Committee Chair, Laws and Regulations Committee Chair, and the President of the Class of Lieutenant Governors. The

Governor or Governor's designee shall chair the committee and provide regular reports to the Board. (revised 8-20-2015)

167.8 The PNW Political Action Committee (PAC) shall be formed each year to serve Inter-District political interests within Kiwanis International. The committee will involve itself with resolutions and candidates intended for consideration of Kiwanis International. PAC Policies and Procedures are further described in Appendix B – PNW Political Action Committee (see the Table of Contents). (4-6-2014)

167.9 The Committee on the District Convention shall, in concert with the Governor and District Secretary, have overall management of the annual District Convention. The committee shall also be responsible for implementation of the site selection process and shall make a recommendation or recommendations to the District Board, who shall make the final site selection. (Revised 4-6-2014)

167.10 The District Youth Protection Committee shall consist of the Governor, the District Risk Manager, the Key Club Administrator, the CKI Administrator and the Youth Protection Manager who will serve as Chair of the committee. The committee is responsible to communicate the International youth protection guidelines within the District, to help clubs understand their responsibilities in youth protection and to serve as the connection between Kiwanis International and the District Service Leadership Programs on matters of youth protection. See Appendix F for a detailed Position Description for the District Youth Protection Manager and Appendix G for the District's guidelines for Youth Protection. (4-6-2014)

167.11 The Building Committee shall consist of the Chair, Governor, Immediate Past Governor, Governor-Elect, Finance Chair or Vice Chair, and 4 appointed members. The appointed members will serve two year terms and be appointed by the Governor. The committee is responsible for the operations of the District office complex.

175. District Endorsement of a Candidate for International Trustee

Individuals intending to secure the endorsement of the District Board or District House of Delegates, in preparation for nomination as candidate for a Kiwanis International Board of Trustees position (as stated in the International Bylaws – [Article XII, Section 3, Paragraphs 5 & 6 as of November 2003]) must first secure endorsement of a majority of the District's Political Action Committee. Nothing in this section shall preclude the Political Action Committee from putting forward more than one qualified candidate to the District House of Delegates. The PAC may present the same list to the District Board upon approval of the District House of Delegates. The PAC may present direct to the Board if extenuating circumstances such as an unexpected opportunity occurs after the District Convention that could not wait until the next House of Delegates Meeting. (4-6-2014)

176. Conduct Unbecoming a District Officer

Conduct unbecoming a District Officer is defined as any conduct by a District Officer that:

- a. involves violence, physical intimidation, threats, harassment, abuse or other harm to a member of the public, a member of Kiwanis, or a member of the Kiwanis family (Kiwanis Junior, Circle K, Key Club, Builders Club, K-Kids or Aktion Club); and/or
- b. tends or threatens to harm the standing or reputation of Kiwanis, Kiwanis Junior, Circle K, Key Club, Builders Club, K-Kids or Aktion Club. (Revised 03/10/2010)

177. Conflict of Interest

The purpose of this policy is to protect the tax-exempt status of the district and to ensure the district and its board members and officers treat one another fairly. When contemplating a transaction or arrangement that might benefit, or appear to benefit, financially or otherwise, the interest of a district board member, officer, or district committee member, or similar interest of a family member or an organization with which she/he is associated, the board or committee shall act to avoid the conflict as follows:

1. Determine whether a conflict of interest exists or appears to exist. A conflict of interest occurs when a person or a close associate may unfairly benefit, financially or otherwise, from the person's act.
2. A person with a conflict of interest, actual or apparent, shall disclose to the board or committee of which she/he is a member, so other members voting on a matter are aware that the other member's interest may be affected.
3. The board or committee with knowledge of a conflict of interest shall determine whether a benefit might actually accrue to the person. If it so determines the existence of a conflict, it shall prohibit the person from participating or voting on the matter. If it determines that an apparent, but not actual, conflict exists, it may either prohibit the person from participating in the decision or formulate a stratagem that avoids the apparent conflict.
4. If a district committee makes a decision relating to conflict of interest with which an individual disagrees, she/he may appeal to the district board. A person may not appeal a decision made by the board on a conflict of interest.
5. Board members, officers, and district committee members shall not use their positions to obtain employment with the district for themselves, family members, or associates. Board members must wait at least one year after termination of district service prior to application for paid employment with the district.
6. This policy does not replace any state, provincial, federal, or any other laws applicable to the district, but supplements them. (3/04/2012)

Section 2

Pacific Northwest District Administrative Procedures

200. Administrative Procedure

Administrative procedure is the method or manner by which there shall be exercised the powers of the District in directing, managing, supervising and controlling the business and funds of the District.

Section 201 Insurances:

- a. The district shall maintain a crime insurance policy to cover all persons charged with handling district funds or payments in an amount determined appropriate by the Board. The policy will cover at a minimum the Governor, the Secretary, the Treasurer and all district employees.
- b. The district shall maintain an officers and directors insurance policy to cover district leadership team in an amount determined appropriate by the Board.
- c. The district shall maintain a building insurance policy that includes general liability, fire and casualty and building contents in an amount determined appropriate by the building committee and approved by the board.
- d. The district shall maintain a liability policy to cover all owned and/or leased vehicles including powered and pulled vehicles in an amount determined appropriate by the Board. (2-15-2015)

Section 202 District Bulletin:

- a. The district shall publish either in printed form or electronically a district bulletin for distribution to all members and other appropriate parties for the purpose of communicating the activities, programs and information of general interest to the membership.
- b. It shall be funded by an annual four dollar (\$4.00) charge per member from the total amount already assessed in the annual district dues as stipulated in the district by-laws.
- c. The bulletin shall be published at least four times annually unless determined otherwise by the Board. (2-15-2015)

Section 203 District Life Membership:

- a. Any Kiwanian in good standing in a Kiwanis Club of the district may be granted District Life Member Status on the payment of a one- time fee of fifteen (15) times the annual District dues.
- b. Upon attaining the status of Life Member, that Kiwanian's club is relieved of paying dues to the district. The member's financial obligation to his/her local club and Kiwanis International shall remain intact.
- c. All life member funds shall be placed in a restricted fund by the District Treasurer.
(2-15-2015)

205. Clubs, Adjustment of Financial Indebtedness

Should conditions within a club develop or circumstances arise which bring the club into financial difficulties, the facts shall be studied by the District Secretary. The history of the club shall be reviewed and should the facts warrant it, upon approval of the Finance and Fund Raising Committee, extension of time may be granted and every effort made to assist the club in fulfilling its obligations. Should conditions necessitate it, the Secretary, upon approval of the Board, may authorize cancellation of indebtedness in order to save the club.

All cancellations of indebtedness shall be reported to the board at its next meeting following the cancellation.

210. Delinquent Clubs and Convention Delegate Seating

Frequently a member of a delinquent club arrives at a District Convention without knowledge of the club's delinquency. The representative of the District Secretary working with the Credentials Committee shall be authorized to cooperate with the club's representative in an endeavor to have the obligations cared for through communication with the club, by acceptance of a personal check or credit card of the representative, or in some other way deemed mutually satisfactory to bring the club into good standing in order that the club may be "officially represented" by its member. (03/07/2009)

215. New Clubs

The Governor shall either preside over the Charter Presentation event of a new club or personally appoint a presiding officer.

The new club gift from the district shall be a club secretary's kit.

The cost of any other gifts shall be prorated, by the Lieutenant Governor, among the clubs of the division.

220. Boundary Markers -- Canada and USA

The installation of official Kiwanis International peace and friendship markers on the United States-Canada border is under the control of the International Board of Trustees.

1. The sponsorship of any such marker may be by Kiwanis International or by one or more districts, divisions, or clubs.
2. The official names of such markers shall be the Canada-United States Peace Marker. The use of the official Kiwanis International Canada-United States Peace Marker shall be a requirement for official recognition by Kiwanis International. (03/07/2009)
3. All ports of entry at which no marker has yet been installed are open for installation until such time as a prospective sponsor requests from Kiwanis International that a specific port of entry be reserved for an installation. When such request is approved, and for a period of twelve months from date of approval, no other sponsor may be granted permission to install a marker at that specific port of entry unless the original sponsor releases it.
4. No marker may be dedicated until it has been permanently installed.

223. Requirements for PNW District Governor-elect and Governor

Effective for candidates for Governor or Governor-elect who would, if elected, assume office on and after October 1, 2009, no candidates for Governor or Governor-elect may be nominated unless they meet the following criteria:

- A member of Kiwanis International for five (5) continuous years
- Must have served as a Club President and Lt. Governor. (revised 3- 7, 2009)
- Must have the endorsement of his/her club
- Must have the endorsement of his/her division
- Spouse/partner support is recommended
- Must have obtained and read the “Roles And Responsibilities As An Officer Of Kiwanis International”
- Must have attended a minimum of one District and one International Convention. (Ref. Board Minutes, October 2008, p. 11)
- Must have attended Club Leadership Training or agree to attend training while a candidate (Revised 03/10/2010)
- Must have attended training for membership growth and new club building or agree to attend a training session while a candidate
- Must be interviewed by the Past Governor’s Committee to ensure that the candidate is

qualified and to assist the candidate in developing their focus

Once it has been determined that the candidate has met the objective criteria:

- Must complete and submit to the District Secretary the District's Consent & Assurance Form for Governor-Elect (see section 705) and sign the KI Agreement By Governor-Elect Candidates To Perform The Duties Of The Offices Of Governor-Elect And Governor
- Should attend the PNW District Board meetings
- Should attend the PNW Finance & Fundraising Committee meetings(Revised 03/10/2010)

225. Guidelines for Governor–elect campaign

Individuals campaigning for Governor-Elect are expected to comply with the following guidelines:

Gross expenditures, regardless of source, shall not exceed \$1,000.00. Travel and inter-clubs are not included in the \$1,000.00. (03/09/2008)

Brochures, Pictures, Pins, Ribbons, may be used anywhere in the District Convention Headquarters and Hotel, provided the cost of these items is included in the \$1,000.00. (03/09/2008)

At the District Convention the District shall provide a booth area for each candidate so that delegates and friends can meet the candidates and discuss issues and views. Each candidate shall be responsible for the operation and manning of his/her booth.

Candidates shall be invited to participate in training sessions at the District Convention and the Governor will be responsible to provide for equal exposure of all candidates.

Each candidate shall be given five minutes for their presentation to the House of Delegates at the District Convention.

A reception may be held by a candidate provided the cost is included in the \$1,000.00. (03/09/2008)

Each candidate must submit to the Governor a written report, prior to the election, showing the total of his/her expenditures. The Governor, Governor-elect and Immediate Past Governor shall constitute a committee to determine if all candidates followed the District Policy and if the committee finds a violation of the policy, the Governor is obligated to so inform the delegate body of the convention at a time prior to said election. (Revised 03/10/2010)

235. Procedure for changing club name

In order for a club to change its name, the club must accomplish the following:

1. Written approval from the division (Lieutenant Governor) of the proposed new name, sent to the Kiwanis International Office.
2. Written approval from the District Office of the proposed new name, sent to the Kiwanis International Office. After approval, if the club is not incorporated, the only thing the club need do is:-
3. Amend its articles of Incorporation to change its corporate name to that name which has been approved. (A copy of the Certified Amendment, showing date of filing by the state, must be sent to the Kiwanis International Office.)

When all necessary materials have been received, Kiwanis International will issue the official change in name.

NOTE: When a club is in the process of changing its name, the club can not use the new name until it receives notification in writing that the new name has officially been issued by Kiwanis International. To do otherwise, would simply create confusion upon the part of the division, the district, and Kiwanis International.

All materials must be sent to:
Kiwanis International
3636 Woodview Trace
Indianapolis, Indiana 46268
1-800-KIWANIS (03/07/2009)

240. Procedure for Adding or Revising Division Boundaries

From time to time there may be need to change division boundaries or realign divisions due to clubs being added or deleted. Requests for such changes can be petitioned by any club(s), Lieutenant Governor, the PNW Strategic Planning/Alignment Committee, or District administration. Procedural Steps for petitioning such requests shall be as follows:

a) Lieutenant Governor request:

The Lieutenant Governor will petition the District Secretary with duly signed letters of request from each club president and secretary stating the intent of their respective board.

b) Club request:

The Clubs will petition the District Secretary through a written request of their official board. In turn, the District Secretary shall notify the Lieutenant Governor and together they will seek letters of approval from affected clubs.

C) Strategic Planning/Alignment Committee request:

The committee is responsible for the ongoing review of the PNW district division and region structure. Any time a division falls to 5 clubs, less than 125 members or absent a Lt. Governor for nine (9) straight months and lacks a Lt. Governor Designate or Elect on file with the district office, the committee must send to the District Board at their next scheduled meeting a recommendation to either; build division back to minimum levels within one (1) year, dissolve the division and assign those clubs to other divisions, combine with another division, or do nothing. If any division grows to be more than 16 clubs and/or 600 members; the committee must recommend to the board that the division be split with a specific plan. Source for all numbers is the Kiwanis International Official Monthly Report (OMR).

d) District Administration request:

When the request comes directly from District Administration, the Lieutenant Governor will be notified, and responses from the clubs will be solicited by the District Secretary.

In any and all cases, final decision rests with the District Board, as division boundaries are primarily established for efficient District administration. Though the Board is empowered to make the final decision, club desires are to be considered as relevant input.

Regardless of the method of solicitation, the Governor shall appoint the Strategic Planning/Alignment committee to examine all facets of the change, and their recommendation shall be considered at the next scheduled board meeting.

In the case of a new division, they must have their lieutenant governor-designate elected, and he/she must have attended the Governor's summer training or arrangements made for training.

Unless unusual circumstances dictate otherwise, all changes of division boundaries shall be effective on October 1 of the next administrative year. (8-22-2014)

242. REGION (PNW Organizational Unit)

Clubs and Divisions will be aligned within the PNW into organizational units referred to as "Regions". The listing of Regions, and the Clubs and/or Divisions of which they are comprised, may be found in the PNW Policies and Procedures Manual in "Appendix D –Region Alignment". These listing may be changed by a majority vote of the PNW Board of Directors. See section 330 for Regional fiscal policy. (8-22-2014)

245. Official Monthly Reporting

Beginning with the monthly report of October 2004, PNW District Monthly reports shall be filed electronically as shall be directed by the District Board via the PNW District Website (www.pnwkiwanis.org). (03/07/2009)

250. Lt Governor Class Elections

Each year, beginning at its first Board Meeting or as soon as is practically possible, the Class of Lt Governors shall elect at least two individual officers; 1) a Class President, and, 2) a representative of the Class to act as a member of the PNW Finance and Fundraising Committee. The District Secretary will conduct election of the Class President. When the class Governor finalizes a selection and submits a recommendation to the Board for the class of Lieutenant Governors PNW Finance and Fundraising Committee Representative, the recommendation must then be affirmed by a ratifying vote of the Board. (06/27/2004)

255 DISTRICT BOARD MEETINGS

255.1. Board Meeting Agenda

In consultation with the Secretary, the Governor or his/her designee shall establish the agenda for each Board meeting. Agenda items may be submitted from Board Members. Agenda items from Kiwanis members will be submitted through a Board Member. Agenda items and other proposals should clarify options, offer questions to spur discussion, indicate anticipated costs, and note the Board policy or procedure involved. These materials should be submitted with the agenda request. The Governor may recommend postponing an item, with Board approval, to the next meeting, but shall not discriminate against a particular Board member or item in determining the agenda. (Revised 03/10/2010)

255.2 Advance Materials

- a. Board meeting materials, including the meeting agenda and supporting documents, will be made available to all Board members and interested Kiwanis members in time for adequate review prior to the Board meeting. Board members will review Board meeting materials in advance of each meeting. (Revised 03/10/2010)
- b. 15 Day Rule: In view of the complexity of the decisions made by the PNW Board and their impacts on the members and clubs of the PNW District, any committee or other report that requires an action or decision by the Board be presented, in writing, to the Board at least 15 days before such decision or action is requested. This requirement does not apply to reports that are informal only or are important to the District finances and are initiated by the Finance Committee. (Revised 10/25/2009)

255.3 Minutes

The Secretary is responsible for keeping the minutes of the meetings of the PNW District Board. The minutes shall contain all main motions, whether adopted or lost; the name of the maker of the motion shall be recorded in the minutes; and any Board member may request that his/her vote be recorded in the minutes. Minutes will be reviewed for accuracy, corrected, and approved by vote at the next meeting. (Revised 03/10/2010)

255.4 STANDING RULES FOR District Board Meetings

1. The official language of this District Board shall be English.
2. Only members of the Board or others recognized by the Chair may discuss business before the Board, unless granted permission by a majority vote of the Board.
3. Any main motion of amendment shall be written, signed by the maker and presented to the Governor, or designee, before it is moved.
4. No person may speak more than three minutes at a time unless allowed to do by the orders of the day or by a majority vote of the Board.
5. No person may speak more than twice on the same question unless all other members that wish to address the question have spoken or are allowed to do so by a majority vote of the Board.
6. The maker of a motion shall be entitled to speak first in support of such motion or may immediately yield the floor to another Board member.
7. A Board member that has been recognized to speak to a motion or amendment cannot make a motion to close debate.
8. A motion which terminates debate on any main motion pending before the Board will not be in order until 15 minutes of debate has taken place or until no Board member seeks the floor. This minimum time requirement does not include time spent on amendments to the main motion or any other subsidiary motions. The debate on those motions shall be limited to ten minutes or until no Board member seeks the floor.
9. At the discretion of the Governor, or designee, certain routine items of business may be placed on the Consent Agenda which shall be approved by a single motion and majority vote without debate. Any Board member who

wishes to remove an item from the Consent Agenda must make objection to the specific item that he or she wishes to exclude prior the consent agenda being adopted.

10. Any vote that requires a secret ballot may have two parties each (not required to be a Board member), representing the opposing sides, present at the ballot count.
11. Any of the above rules may be suspended by a majority vote.
12. Robert's Rules of Order Newly Revised shall be the parliamentary authority for all matters of procedure not specifically covered by the District's Bylaws or these standing rules. (Revised 03/10/2010)

Section 3

Pacific Northwest District Finances

305. Finance and Fund Raising Committee

1. The Governor shall appoint a Finance and Fund Raising Committee in accordance with the provisions of the District Bylaws. The Committee shall be comprised of 21 (twenty-one) members serving in accordance with the following term of office. (Revised 2-15-2015)

Six members-at-large serving three year staggered terms (two retiring members will be replaced by the Governor each year).

Fifteen Ex-Officio Members, with voting privileges, to serve terms concurrent with specific positions, as follows: (Revised 2-15-2015)

- Chair – Three Year Term
- Vice-chair – Three Year Term
- Current District Governor
- Immediate Past Governor
- Governor-Elect
- Lt Governor’s Class President (elected)
- Lt Governor’s ^{2nd} Representative to the PNW Finance and Fund Raising Committee (appointed by the Governor)
- Laws and Regulations Chair
- PNW District Secretary (2-15-2015)
- PNW District Treasurer (2-15-2015)
- Chair – Fund Raising Projects Committee (Revised 10/24/2010)
- Vice-chair – Fund Raising Projects Committee (Revised 10/24/2010)
- Assistant CKI (Circle K) District Administrator for Finance (Revised 6/5/2011)
- Assistant Key Club District Administrator for Finance (Revised 6/5/2011)
- Building Committee Chair (revised 8-22-2014)

2. The Finance and Fund Raising Committee shall prepare a budget of estimated income and expenditures for submission to the Board, and shall submit such other recommendations as may be requested by the Board.

3. Total disbursements paid out by the district shall not exceed the gross amount of the budget adopted by the Board unless the budget is amended and approved by the Board. (2-15-2015)

306. Fund Raising Projects Committee (Revised 10/24/2010)

1. The Governor shall appoint a Fund Raising Projects Committee Chair in accordance with the provisions of the District Bylaws. The Committee shall be comprised of at least 5 members serving in accordance with the following. The Chair shall appoint the Vice-chair with approval of the Governor and the Board.

Membership shall consist of:

- Chair
- Vice-chair
- Marketing and Public Relations Chair
- Builder Magazine Editor
- Other members as designated by committee chair

2. Chair & Vice-chair shall be ex-officio members of the District Finance and Fund Raising Committee.

3. The Fund Raising Projects Committee shall prepare a budget of estimated expenditures and anticipated revenue for submission to the District Finance Committee.

4. On occasions where this committee serves to assist and to train members of clubs in the district in the selling of Kiwanis Decals or other district items they shall determine an appropriate portion of the sales price to cover their expense.

5. Purpose of the Fund Raising Projects Committee

- ⤴ Develop innovative fund raising ideas for the district; plan and initiate these revenue generating ideas for and within the district.
- ⤴ Serve as a resource center for the fund raising committees of district clubs.
- ⤴ Seek on-going corporate sponsorship in support of district revenue generation.

307. Corporate Credit Card

The Governor is authorized to apply for a PNW District's corporate credit card(s) (and line of credit facility) to be acquired. The authorized credit limit for district credit card(s) shall not exceed fifty thousand dollars (USD\$50,000.00) in total.

The credit card(s) shall be secured in the district office safe when not necessary for use. Those authorized to use the card(s) shall be the Governor, District Secretary and District Treasurer. Any expenditure over \$500.00 must be preapproved by the Finance Chair and either the

Governor or the District Secretary.

All purchases up to \$500.00 must be within the budget and deemed reasonable and necessary. The names authorized for use must be updated with the financial institution(s) issuing them on an annual basis or sooner if personnel changes make it necessary. It is the current Governor's responsibility to initiate this process prior to his/her term expiring. (2-15-2015)

310. Travel funds

1. The Finance and Fund Raising Committee of the district may provide the necessary travel funds in the budget for District Officers and Chairs.

2. All expenses of the District Officers and Chairs shall be on a voucher system. (11/07/2008)

315. Lieutenant Governor Expenses

The District Budget shall provide funds for a portion of the expenses of the Lieutenant Governors. Mileage reimbursement shall be based on round-trip mileage to board meetings, district convention and three visits to each club. In addition, an allowance will be made for incidental expenses such as postage and telephone. The amounts for these payments are to be determined by the Finance and Fund Raising Committee (Because of the expanse of the AY Division, a flat amount will be determined for reimbursement.)

The District shall provide a portion of the funds of the expenses for the Lt. Governor designate to attend Lt. Governor training and a stipend for each one that attends International Convention.

No funds shall be budgeted for expenses of Lieutenant Governor-elect.

Payments shall be made as follows: (a) 25% upon filing all contact and training reports. (b) 25% upon filing first quarterly report. (c) 25% upon filing second quarterly report. (d) 25% at the end of the year, subject to completion of all required duties.

The amount budgeted for attendance at the International Convention shall be paid only if the Lieutenant Governor attends the convention and has at least one new club built in their division (one stipend for each club built) or has net growth of at least 25 members. (Revised 03/10/2010)

Any unused amounts for Lieutenant Governor expenses will be returned to the General Funds.

The Finance and Fund Raising Committee should exert every effort to consistently maintain an unappropriated reserve in the amount equal to one year's budget. (Revised 03/10/2010)

316. District Chair, Program Director and SLP Administrator Expenses

1. Incoming District Chairs, Program Directors and Service Leadership Administrators are required to submit a budget request for the coming year to the Finance and Fundraising Committee by June 30th of each year. If the incoming Chair has not been named, this responsibility shall fall to the Governor-elect.
2. District Chairs, Program Directors and Service Leadership Administrators who have a Committee budget are required to submit in writing a status report of their expenditures and projected expenditures to the Finance Committee two weeks prior to the Winter Board Meeting. (10/25/2009)

317. Expense Report Deadline

October 31st is established as the final date that expense reports will be accepted from those authorized to submit them for expenses incurred during the previous administrative year. Budgeted funds will not be paid out to those individuals who submit reports after the deadline. (Revised 03/10/2010)

318. Expense and Refund Checks

PNW District expense and refund checks, not presented for payment within six months of the date of issue, will no longer be honored. (03/07/2004)

320. Funds Presented by a Commercial Organization

The use of funds presented to Kiwanis International by a commercial organization as a resource to complete a project under complete Kiwanis sponsorship is not in conflict with Board policy or the International Constitution and Bylaws.

325. Disaster or Emergency Areas

Solicitation for assistance to disaster or emergency areas around the world, including the United States and Canada, may be made by the Pacific Northwest District of Kiwanis International upon the approval of the District Governor. Whenever possible and appropriate, disaster and emergency assistance should be directed through the disaster relief funds of the Kiwanis International Foundation and the Kiwanis Foundation of Canada. Gifts may also be sent directly to the Kiwanis District Foundations and/or other Kiwanis charities in the affected area(s). PNW Clubs and members are also encouraged to cooperate with the appropriate governmental agencies and non-profit civic organizations that are dedicated to providing disaster relief such as, but not limited to, the Red Cross or the Salvation Army. (03/05/2006)

330. Regional Conference Fiscal Policy

The Governor shall appoint a Regional Conference Planning Chair for continuity between conferences; and the Chair shall appoint Site Coordinators for each conference. Amongst the Lt Governors of each region, a Lead Lt Governor will be chosen by the Class President to work with the Site Coordinator.

FEES AND CHARGES

1. No more than \$35.00 per person (except Alaska) shall be charged, with \$15.00 of this amount to cover lunch. No refunds to attendees having prepaid, unless canceled by Wednesday prior to the Saturday conference.
2. Governor, Governor Elect, Immediate Past Governor, District Executive Director, Regional Conference Planning Chair, Site Coordinator, Lead Lt Governor, Governor Elect Candidates and any mandatory presenters shall only pay for the cost of lunch. This should not exceed \$15.00.
3. Out of Region mandatory presenters should also be provided a hotel room for (1) night, and mileage (except Alaska).
4. Clubs that pay at the door should have sent in their registrations for a head count for meals. No shows will be billed by the District.
5. The Site Coordinator shall be responsible for creating a profit and loss statement and selecting a club to deposit the income and pay the expenses. The club will help balance the budget and remit copies of all deposit receipts and expenses along with a check for any excess funds to the District Office. The check will be made payable to PNW District Kiwanis and sent within 2 weeks of regional conference
6. The District Treasurer will maintain a line item account for each region under the PNW District Budget. Any losses will be subtracted from the region's account.
7. As an incentive, when a region's account exceeds \$1,000.00 (overage) then the Region, by vote of all members attending the next year's conference, shall decide if they want to donate the amount over \$1,000.00 to one of the following: KCCP, Eliminate, SIGN, Law Enforcement Camp, PNW Foundation, Canadien Foundation, International Foundation, SLP, SOS and /or Outreach. The Lead Lt Governor would be responsible for issuing the ballot for vote and providing the resulting distribution to the District Treasurer.
8. All funds are to be held by the District for the Regions.

Section 4

Pacific Northwest District Awards

405. Achievement Awards

The awards listed in this section are intended as continuing annual activities. They make provision for promoting recognition of exceptional and outstanding performance rendered throughout the administrative year.

Their criteria and qualifying requirements are subject to change as conditions dictate.

Each year's Governor, his/her Lieutenant-Governors, and his/her District Chair are encouraged to consider other awards and recognitions that may help to achieve the goals of their respective areas of responsibility.

It must be understood that all awards and recognitions are for exceptional and continuing performance throughout the administrative year.

The following District and International Awards and Recognitions are intended to recognize enthusiastic leadership, reward administrative excellence, encourage membership interest, and improve program quality and generate productive activities. The District Committees responsible must develop rating criteria and be prepared to have these submitted for posting to the District website no later than October 1.

1. COMMUNICATION AWARDS:
 - Club Bulletin Contest (see Section 410)
 - Club Scrapbook Contest (see Section 415)
 - Lieutenant Governors Newsletter Contest (see Section 420)

2. ADMINISTRATIVE EXCELLENCE AWARDS:
 - Distinguished Administration Awards (see Section 425) (for Club Presidents and Secretaries)
 - Outstanding Secretary Awards (see Section 430)
 - Melvin B. Dennis Outstanding Secretary Trophy (see Section 435)

3. MEMBERSHIP GROWTH AWARDS: (see Section 440)
 - KI Diamond Growth Achievement
 - For greatest club net membership increase
 - For most new members by an individual (by club)
 - For New Club Building

- For new sponsored K-Family clubs
4. SERVICE PROJECT AWARDS:
 - Single Service Awards (see District Achiev. Awards; Section 450)
 - Multiple Service Awards (see Dist. Achiev. Awards; Section 450)
 5. MEMBERSHIP INVOLVEMENT AWARDS:
 - Inter-clubbing Awards (see Section 455)
 - Distinguished Member Award (see Section 460)
 - District Convention Awards (see Section 465)
 6. FINANCIAL SUPPORT AWARDS:
 - District Outreach Fund (03/07/2009)

410. Club Bulletin Contest

The Club Bulletin Contest is a responsibility of the District Committee on Club Bulletins.

Winners will be announced and presented at the District Convention.

First Place Winners will be forwarded for International competition. (03/07/2009)

415. Criteria on Websites (Policy under construction) (03/07/2009)

420. Lieutenant Governor Newsletter/Bulletin Contest

The Lieutenant Governor Newsletter/Bulletin Contest is a responsibility of the District Committee on Lt. Governor Newsletter/Bulletin.

Good Communication is the key to successful achievement. The monthly (or oftener) Lieutenant Governor newsletter and bulletins provide strong encouragement and helpful assistance for activities and to create a better Division.

Plaques for 1st, 2nd and 3rd place winners will be presented at the District Convention.

To qualify...

Newsletters/Bulletins, as published, must be sent to the District Governor, District Secretary, District Public Relations Chair, and to all clubs in the Lieutenant Governor's own Division for the entire administrative year.

Judging Criteria:

- Regularity of Publication

- General appearance and readability
- Organization and timeliness of over-all content
- Enthusiasm for Kiwanis programs and objectives...the Lieutenant Governor's, the District's, and those of Kiwanis International.
- Recognition of local Kiwanis service activities as well as acknowledgment of outstanding performance of individual Kiwanians. (03/07/2009)

425. Club Officers' Awards

—A Responsibility of the District Governor and District Secretary

These are awards by Kiwanis International. Full information is supplied each year as to criteria and rules for qualifying.

430. Outstanding Club Secretary Award

— A responsibility of the District Governor and District Secretary.

The Outstanding Club Secretary Banner Patch is awarded annually to each club whose secretary has been diligent in submitting all required reports in a timely manner.

1. CRITERIA FOR QUALIFICATION:

NAME OF ITEM	Postmark	Points
a. Annual District Dues & Annual International Dues	30 days from invoice	300**
b. Certification of Delegates to District Convention	30 days prior to Convention	30*
c. Certification of Delegates to International Convention	30 days prior to Convention	30*
d. Election Report of next year's Club Officers	June 15	60**
e. Official Monthly Reports	10 th of Month	10 each*
f. Official Annual Report	October 31	60**

* Deduct 1 point for each day late

** Deduct 2 points for each day late

Minimum points required for Outstanding Secretary: 540
(Revised 03/06/2009)

435. Melvin B. Dennis Trophy for Outstanding Secretary

(Multiple Trophies may be awarded during some years.)

—A selection responsibility of a special committee appointed by the Governor.

1. Eligibility:

The club secretary for the current or most recent administrative year who exemplifies and has demonstrated a high expertise of office and the true spirit of Kiwanis. He/she must have qualified as an Outstanding Secretary.

2. Nomination:

The club president and/or Lieutenant Governor may make the nomination. Particular attention will be given to those services beyond his/her administrative responsibilities that have made him/her Outstanding as a Club Secretary. The District maintains complete records regarding administration and the filing of reports.

3. Filing Deadline:

Only those nominations postmarked before June 1 will be considered.

4. Trophy Presentation:

This award will be made at the next District Convention. Recipient's name will be engraved on the permanent trophy in custody at the District Office. A smaller replica will be given for the secretary's personal possession.

5. Send Nominations to:
PNW District Office

6. Selection Criteria:

a. Attendance at:

Preceding year's District Convention;
Preceding year's Fall Training Conference of his/her Lieutenant Governor;
Preceding year's Spring Conference of his/her Division;
Not less than 70% of his/her Division's Council Meetings.

b. Must have kept accurate records of all club meetings and minutes of all board meetings. These are to be open to the scrutiny of the judges, if requested.

c. Must have qualified for the Outstanding Secretary Award in the preceding year by filing all reports indicated in that criteria by the dates shown, and have earned 540 or more points for that award.

d. Additional Considerations:

- Legibility and neatness of records and reports.
- Cooperation with Club, Division and District leaders.
- Assistance to President in preparing Board Meeting agendas.
- Attendance at club meetings, projects and special events.
- Other administrative duties or accomplishments in Kiwanis.

(03/07/2009)

440. Awards for Membership Growth

Since Membership Retention and Growth is an on-going concern of vital importance, it is expected that each year's District Chair will develop an awards program to recognize outstanding performance in this endeavor

- ...by individual Kiwanians,
- ...by Kiwanis Clubs,
- ...or by Divisions.

Specific details for such awards and recognitions must have the approval of the Governor.

The finalized program should be developed and available for announcement to the District membership at the beginning of the administrative year.

450. District Achievement Awards (section under construction)

(03/07/2009)

455. Round Robin Inter-club Award

(Effective 10/01/2004 – Adopted 10/31/2004)

The PNW offers a Round Robin award opportunity to qualifying clubs for conducting specified interclub activity. Adjudicating applications for inter-club awards shall be a responsibility of the District Committee on Interclubs.

In order for a Club to be considered for the annual Round Robin award, the club secretary must submit an application by November 15, signed by the Immediate Past Lt Governor, on the current approved form (available on the PNW Web Page). This form should indicate that

members of the Club have achieved a minimum of twenty-four (24) inter-clubs in the previous Kiwanis year with a minimum of one with each club in their own division. This minimum also includes an interclub with each of their own Sponsored Youth clubs. (Revised 8-23-13)

See Section 154, Interclubs, for interclub rules. (Ref. p. 3, Board Minutes of 08/18/2006.)

460. Distinguished Member Award (Held for future use) (03/07/2009)

465. District Convention Attendance Awards (under construction) (03/07/2009)

Section 5

Convention and Council Topics

505. District Conventions

1. The annual convention of the district shall be held at such place and date, between March fifteen and September fifteen, as shall be mutually agreed to by the Board of the District and the Board of Trustees of Kiwanis International, except that no district convention shall be held within the period of thirty (30) days prior to, during, or thirty (30) days following the convention of Kiwanis International.
2. The District Conventions Committee shall submit to the District Board for District Convention location:
 - a. A ranking of no more than three (3) locations in order of priority; and
 - b. Seek approval of such locations subject to satisfactory contract arrangements being negotiated by the District Secretary, in consultation with the District Convention Committee and Executive Committee. (2-15-2015)
3. Special conventions of the district shall be called by the Governor upon the request of a majority of the chartered clubs in good standing, or upon the request of three-fourths (3/4) of the members of the Board.
4. The District Convention Committee will solicit bids from convention venues. The bids shall outline all minimum requirements for bids, including sufficient hotel or motel space, sufficient meeting room and banquet space, and any other requirements identified by the District Secretary or the District Convention Committee.
5. Before any district convention is considered by the District Board or awarded to any city or area, the minimum requirements must be met and certified by the District Secretary and the District Convention Committee.
6. The site of the District Convention shall be decided by the District Board as far in advance as possible to secure facilities with two years in advance being the goal. The site of the District Convention shall be within the territorial limits of the District.
7. The Convention Volunteer Coordinator shall be appointed by the District Convention Chair. This person will co-ordinate the solicitation of volunteers, assist as requested by the District Convention Committee Chair and will also serve on the District Convention Committee in the year that is prior, during and after the convention appointed for.

8. The official convention committee shall consist of the following:

To be appointed by the Governor:

Chair
Vice Chair
Member at Large

Ex Officio

Governor
Immediate Past Governor
Governor-elect
District Secretary
Immediate Volunteer Coordinator
Volunteer Coordinator
Volunteer Coordinator designate
Finance Chair or their designate (2-15-2015)

9. The District Convention committee shall establish uniform registration fee schedules for members and guests to cover all foreseeable convention expenses. (Revised 03/06/2011)

10. The District Convention committee is charged with preparation of the Official Program including the selection of speakers, entertainment, luncheons, dinners, banquets and the Governor's Banquet. (2-15-2015)

11. The method of handling hotel reservations and registrations shall be developed by the District Convention chair and District Secretary (2-15-2015)

12. The District Convention Committee shall set the date after which no refunds will be made on cancellations or unused fees paid. (Revised 03/06/2011)

13. The District Convention is a District affair. Should any funds be available after all expenses have been paid, those funds will be remitted to the District Treasurer for credit to the proper account. (2-15-2015)

14. Lists of delegates, alternates and delegates-at-large shall not be available to any group or individual before or during the convention for any purpose other than required by the bylaws or necessary for conducting the convention.

15. A suitable sum may be allocated from convention receipts for the purchase of a life membership or other suitable gift for the retiring District Governor. A suitable sum may be allocated for a gift to the International Representative at the convention.

16. Exhibits allowed at District Conventions shall be under the control of the District Convention committee. (Revised 03/06/2011)

17. Delegates-at-large shall be in agreement with the provision of the District Bylaws. Namely, the delegates-at-large are: District Governor; Governor-elect; Secretary; Treasurer; Lieutenant Governors; Past Governors; Past Lieutenant Governors.

18. Attendance.

Every effort shall be made to have every club represented. Convention attendance shall be the responsibility of the District Governor, all district officers, all Lt Governors and the District Convention Committee. (2-15-2015)

19. The Convention Chair and Committees on Elections, Credentials, Resolutions, Sergeant-at-Arms, and the Parliamentarian shall be appointed by the District Governor. (revised 08/14/2009)

506 Standing Rules for the House of Delegates at Convention

1. The official language of the Convention shall be English.
2. Only delegates with official delegate badges may present motions for vote.
3. Delegates shall be identified with a delegate ribbon. When entering the House, Delegates shall be issued a voting device (ballot or electronic voting unit) upon presentation of a delegate certification card. Only delegates may be seated in the area designed for delegates.
4. The House of Delegates shall allow delegates to leave and re-enter; however, individual voting devices shall not leave the House. Delegates leaving early must exchange their voting devices for delegate cards from an Elections Committee volunteer; voting devices will be returned to delegates upon reentry to the House. In no case will a delegate be allowed to cast a ballot for any votes conducted in his/her absence or allow someone else to cast a ballot on their behalf.
5. Any main motion or amendment shall be written, signed by the maker, and presented to the Governor or designee before it is moved.
6. No delegate may speak more than three minutes at a time unless allowed to do so by the orders of the day or by a majority vote of the delegates.
7. No delegate may address the assembly a second time on the same question until all delegates who desire to speak on that topic have spoken.
8. The maker of a motion shall be entitled to speak first in support of such motion or may immediately yield the floor to another delegate.
9. Microphones shall be designated by number. Speakers for the main motion shall use the odd numbered microphones, and speakers against the main motion shall use the even number microphones. The chair will recognize microphones in rotating order. Debate on each issue will

begin at microphone one and alternate between those speaking for and those speaking against a motion.

10. A delegate shall not speak for or against a motion and move to close debate on the same recognition.
11. An assistant Sergeant at Arms shall be positioned at each microphone to relay to the chair priority motions, such as a point of order, to the chair.
12. Debate on main motions (i.e., any resolution or proposed amendment to the Bylaws) shall be limited to 15 minutes, at which time the vote shall be taken on the resolution or amendment, unless the House, by a majority vote, orders debate to be extended. Debate on debatable secondary motions from the floor, such as amendments or motions to refer, shall be limited to five (5) minutes, which shall not apply to the 15 minute limit on debate on the main motion. Debate may be closed by a two-thirds (2/3) vote on any immediately pending motion or series of motions at any time.
13. Candidates for the offices of PNW District Governor and Governor Elect may have one (1) nominating speech not to exceed three (3) minutes and a seconding speech not to exceed one (1) minute.
14. Any candidate who is unopposed for office may be elected by a voice vote.
15. Each nominee for the offices of PNW District Governor and Governor-Elect is entitled to designate up to three people to witness the vote-counting; such persons will be entitled to know the final vote count prior to the destruction of the ballots and may request a recount prior to the ballot's destruction.
16. If no nominee has more than 50% on the first ballot, the nominee with the lowest vote count shall be eliminated. This procedure shall continue until someone has more than 50% of the vote.
17. In the rare event that the two candidates with the fewest number of votes (a tie), all candidates from that round of voting will be given two minutes each to speak before a re-vote is held. If the tie persists in the re-vote, the tie will be settled with a coin toss.
18. The name of the successful nominee will be announced in the House of Delegates after the ballots have been destroyed. The final vote count shall not be publicly announced (subject to Rule 15) or made part of the written record of the district.
19. Any other vote that requires a secret ballot may have two parties each, representing the opposing sides, present at the ballot count.
20. Any of the above rules may be suspended by a two-thirds (2/3) vote of the delegates present.

21. Roberts Rules of order Newly Revised shall be the parliamentary authority for all matters of procedure not specifically covered by the Bylaws of Kiwanis International and these standing rules. (Revised 03/10/2010)

508. Contractual Agreements

All contracts naming the Pacific Northwest District of Kiwanis, Key Club, Circle K or AKtion Club shall require the signature of the program Administrator or the Conventions and Conferences Team Chair plus any two (2) of the following: the Kiwanis District Secretary, Governor and Governor-Elect. This action is primarily for, but not limited to, agreements for convention or meeting space and dates. (2-15-2015)

510. Division Council

The Division Council shall be constituted as follows:

1. The Council Head shall be the Lieutenant Governor.
2. Council Membership shall include the club Presidents and Secretaries, but all other club officers and members are also encouraged to attend Division Council Meetings.
3. Meetings of the Council shall be called by the Lieutenant Governor with due notice to all members in writing.
4. As soon as possible after the start of the administrative year, the Council shall meet and will establish a schedule of meetings. The Council will meet at least once each quarter and will meet more often if agreed upon by the members.
5. It is recommended that the meetings be held at different locations in the Division so as not to cause undue travel by the members and/or to facilitate division members to join the meeting via electronic means such as an internet chat room, a video conference or a telephone conferencing system. Participation by such methods shall constitute attendance. (2-15-2015)
6. The Lieutenant Governor should appoint one of the members to act as secretary. (revised 08/14/2009)

520. Regional Conference

1. District Mid-year Conference is conducted for PNW in the form of Regional

Conferences. Instead of a large District-wide conference, several separate conferences, are conducted; one in each Region.

2. Either the Governor or – in the event of the Governor’s absence – the Governor-Elect, must attend Region Conference. Consequently, scheduling of the Regional Conferences is subject, in part, to availability of either the Governor and/or the Governor-Elect, as either of them is able to plan on attending.

3. Typically, Regional Conferences are held on a Saturday selected between the months of February through May. (revised 08/19/11)

530. Division Elections

1. Division elections are to be held at a Division Caucus in accordance with section 2 of Article X of the District Bylaws.

2. The division elections are to be conducted at a meeting of the Division Council prior to April 15th.

3. Each club is entitled to have up to two (2) voting delegates in the Division. Voting by proxy is not allowed.

4. The sitting Lieutenant Governor is to provide to the District Office a written report of the results of the Division Election and a consent form signed by the Lt. Governor-designate by April 15th. (4-6-2014)

Section 6

Affiliates, Sponsored Organizations and Projects

602. Past Lt. Governors Association – The “*Bigfoot Brigade*”

In recognition of valuable experience Past Lieutenant Governors possess and our mutual desire to utilize these individuals in providing assistance to the Pacific Northwest District of Kiwanis International, the PNW establishes a Past Lieutenant Governors Association that is also to be known as the “*Bigfoot Brigade*”. The current Articles of Association of the Bigfoot Brigade are incorporated into these Policies and Procedures as Appendix E. (August 2003).

603. Background Checks, Sponsored Organizations

Kiwanians and volunteers, covered under a club’s corporate umbrella, who have direct leadership or advisory roles with Sponsored youth organizations with Service Leadership Programs or otherwise have contact with a minor in any of the club’s activities, are required to adhere to the background check policies of their respective communities & educational school districts, as prescribed by state or provincial regulation or requirement. All board approved Chairs and Assist Chairs for Kiwanis branded programs involving youth under the age of 18; all adults (Kiwanians and non-Kiwanians) registered for, participating in, or staying overnight at any event organized by the District or a Club that involves interaction between adults and youth under the age of 18 and any Aktion Club member; and all SLP Advisors are required to have a clear criminal history background check that meets or exceeds Kiwanis International standards. (4-6-2014)

Policy 604 – Aktion Club

The Governor-Elect shall appoint the District’s Aktion Club District Administrator, subject to approval by the District Board. The District shall provide a budget for the Aktion Club administrator, including some financial assistance to attend Service Leadership Program training.

An annual district conference will be held, with the location determined by the District Administrator. All conference materials, registration fees, and expenses are subject to approval of the District Administrator. All registration fees and other income are to be handled by the PNW District Office.

Aktion Clubs in the Pacific Northwest are grouped in the following divisions:

- Division A – consists of Alaska/Yukon
- Division B – consists of BC Interior
- Division C – consists of Eastern Washington and the Idaho panhandle
- Division D – consists of Vancouver Island
- Division E – consists of BC Lower Mainland and the region north of Seattle
- Division F/G – consists of the Seattle/Tacoma area and the Olympic Peninsula
- Division H/L – consists of Vancouver WA and northern Oregon
- Division J/K – consists of southern Oregon

The District Governor is responsible for representing Aktion Club at the Kiwanis District Convention and Kiwanis Family Conference. Each Aktion Club Division is entitled to one Lieutenant Governor.

The District Governor and Lt. Governors for the following year are selected at the annual Aktion Conference. Each club is entitled to up to three voting delegates; all club delegates can vote for each of the Lt. Governor positions. In the event of a tie, the winner will be chosen by coin toss. If a division is not represented at the District Conference, the Aktion Club Administrator may appoint the Lt. Governor for that division in consultation with that Division's club. (6/05/2011)

605. Circle K

The Governor-elect will appoint the Circle K Administrator.

1. Responsibilities of the Administrator as defined in the Standard Form for District Bylaws:

a. (Article VIII, Section 2) The Committee on Circle K Clubs shall assist Kiwanis clubs in establishing Circle K Clubs in universities and colleges, and shall promote the concept of continuing an effective sponsorship upon the part of the sponsoring Kiwanis clubs. The committee shall also be responsible for the proper administration of the Circle K District organization's administrative functions with the Kiwanis District Board's approval.

b. Report to the Kiwanis District Board on Circle K District and Club status.

c. See that Kiwanis maintains adequate supervision of District Circle K finances.

d. Provide leadership training to district Circle K officers.

e. Build new Circle K Clubs in the district, in cooperation with local Kiwanis Club sponsors .

- f. Work with Circle K district officers in planning the Circle K district convention.
- g. The Administrator, with the approval of the Governor, shall encourage the attendance of the Circle K Governor at all Official District functions with registration, including room and meal costs, paid by the District. Care should be taken to ensure that such invitations do not interfere unduly with the participant's education program.
- h. The names and contact information of members of the Circle K committee.
- i. The names and contact information of the current Circle K District officers.
- j. A list of all chartered Circle K Clubs in the District, with their Kiwanis sponsors.
- k. A copy of the previous year's Circle K budget, including the Kiwanis subsidy.
- l. Annual budget of expenses for the committee.
- m. Any information regarding committee stationery and the District Circle K bulletin.
- n. Ensure that the minutes of each Circle K Board meeting are received by the District office no later than 45 calendar days following each Circle K Board meeting. (Revised 03/10/2010)

2. The Governor-elect will provide the following:

- a. Information regarding required attendance and participation in Kiwanis District meetings or conferences.
- b. Responsibilities for providing copy for the District Bulletin.
- c. Information regarding assistance available from the District Office in promotion or other communication among clubs, divisions or members of the Circle K committee.
- d. Any reports which the District or the Governor-elect will require.

Here is a suggested calendar for the Circle K administrative year:

May through October - Identify potential new Circle K Clubs to be developed in the

District during the coming year.

November - Confirm that all Kiwanis Clubs with active Circle K Clubs have paid Sponsorship Fees to Circle K International

December - Confirm Circle K District convention plans with the Circle K district board: Forward to Circle K International the name of city, dates, hotel, Host Circle K Club and Host Kiwanis Club.

January - Review reactivation progress of all weak or non-meeting Circle K Clubs with sponsoring Kiwanis Clubs and Circle K district officers.

February through April - Review final planning for district Circle K convention, hold convention and provide leadership training for new Circle K district officers.

May - Complete chartering process for all newly-formed Circle K Clubs.

August - Attend Circle K International Convention.

A detailed explanation of the Kiwanis District's responsibilities for its Circle K District, as outlined in bulletin CK#11, ("The Circle K District - Kiwanis District Functioning"), is available from Kiwanis International.

610. KEY Club

The Governor-elect will appoint the KEY Club Administrator.

1. The KEY Club Administrator and committee shall:
 - a. Assist Kiwanis clubs in establishing Key Clubs in high schools, and shall promote the concept of continuing an effective sponsorship upon the part of the sponsoring Kiwanis Club. The committee shall also be responsible for adequate supervision of the Key Club district organization's administrative functions with the Kiwanis District Board's approval.
 - b. Report to the Kiwanis District Board on Key Club status.
 - c. Ensure that the District Board maintains adequate supervision of Key Club District finances.
 - d. Provide leadership training to Key Club District Officers.
 - e. Aid in building new Key Clubs in the district, in cooperation with local Kiwanis Club sponsors.

f. Work with Key Club District Officers in planning the Key Club District Convention.

g. The Administrator, with the approval of the Governor, should encourage the attendance of the Key Club Governor at all Official District Functions with registration, including room and meal costs, paid by the District. Care should be taken to ensure that such invitations do not interfere unduly with the participant's education program.

h. Ensure that the minutes of each Key Club Board meeting are received by the District office no later than 45 calendar days following each Key Club Board meeting. (Revised 03/10/2010)

2. The Administrator will provide the following:

a. The names and contact information of members of the Key Club committee.

b. A list of all chartered Key Clubs in the district and their sponsoring Kiwanis clubs.

c. A copy of the Key Club committee budget.

d. Information regarding required attendance and participation in Kiwanis District meetings.

e. Any reports which the District, the Governor, or the Governor-elect will require.

f. News Copy for the Kiwanis District Bulletin. Check with the District Secretary for deadlines.

3. Administration:

a. The Key Club committee shall approve any and all travel of the Key Club District Officers. Any travel outside of the district, other than the Key Club International Convention shall require the approval of the Kiwanis District Governor.

b. The District Administrator shall be in attendance at all district Key Club board meetings. These shall not exceed four, including the District Convention.

c. The Key Club committee shall oversee and approve the location, finances, and workshops of the District Convention. The convention budget must be approved by the Kiwanis District Board.

4. Finances:

a. The responsibility for the collection and follow up on the District and International dues is that of the Key Club Treasurer under the supervision of the District Administrator.

b. All District dues must be sent to the Kiwanis District office for deposit to the Key Club account.

c. All monies MUST be processed by the Kiwanis District office.

620. Builders Club

Procedures and Responsibilities:

1. **KIWANIS INTERNATIONAL:**
 - a. Supplies
 - b. Accountability (number of clubs, etc.) to keep district informed
 - c. News-Letter
 - d. Correspond with District Offices
 - e. Correspond with District Chair
 - f. Issuance of Charter
 - g. Revocation of Charter

2. **DISTRICT:**
 - a. Keep District Chair informed of activities.
 - i. Number of clubs reporting (club to school and school to club).
 - ii. Forward club reports to District Chair.
 - b. Keep accurate list of active clubs.
 - c. Provide support services to Lieutenant Governors.
 - d. Keep small supply of Builders Club pins.
 - e. Keep small supply of Builders Club advisor's pins.
 - f. Forward requests for information to District Chair.

3. **DISTRICT CHAIR:**
 - a. Keep public relations material and packets.
 - b. Have supply of Builders Club pins and advisor's pins on hand.
 - c. Be responsible to Lieutenant Governors for information and supplies.
 - d. Be responsible to individual Kiwanis clubs
 - i. Supplies
 - ii. Advise
 - (a). How to start one
 - (b). Approach to take
 - (c). Responsibilities to club
 - (d). Responsibilities to advisor
 - (e). Activities Builders Clubs may take
 - (f). How to keep clubs going from year to year
 - iii. Make presentations to
 - (a). Clubs
 - (b). School districts
 - (c). Regional conferences
 - (d). Division council meetings

- iv. Participate in installations, when possible.
- E. Be responsible to keep the district informed.

4. LIEUTENANT GOVERNOR:

- a. Reporting - (make sure all clubs report monthly)
- b. Accurate number in Division
- c. Attend a Builders Club Meeting (at least once a year)
- d. Help Clubs organize Club
- e. Trouble shoot (if Kiwanis Club having problems with Builders Club)
- f. Keep District informed
- g. Keep District Chair informed
- h. Send request for Information-Material to District Chair

5. KIWANIS CLUBS:

- a. Responsible to Lieutenant Governor
 - i. Reporting
 - ii. Activities
- b. Working with school officials (Superintendent / Principal)
- c. Working with school advisor
- d. Attend every meeting
- e. Have two people directly responsible for Club
- f. Have Builders' Clubs participate with Kiwanis Club in community activities
- g. Publicize Activities
- h. Give recognition to Builders' Club and advisor
- i. Keep active in all B.C. Activities
- j. Request Materials from District Chair
- k. Request Charter from Kiwanis International
- l. Keep Lieutenant Governor & District Chair informed

630. Kiwanis Law Enforcement Camps

(This Policy to be reconstructed)

The Kiwanis Law Enforcement Camps shall be recognized as a PNW District committee. A DISTRICT CHAIR for Kiwanis Law Enforcement Camps shall be appointed by the Kiwanis Governor.

(Revised 08/14/2009)

635. Kiwanis Children's Cancer Program

The Kiwanis Children's Cancer Program (KCCP) shall be recognized as a PNW District Project.

A District Chair for Kiwanis Children's Cancer Program shall be appointed by the Kiwanis Governor.

The Committee shall assist programs, and provide liaison between same, that support Kiwanis Children's Cancer Program Research Fellowships at Children's Hospitals throughout the Pacific Northwest District.

640. Kiwanis Foundation of Canada

The Pacific Northwest District of Kiwanis, as one of three Kiwanis districts operating in Canada, acknowledges and supports the purpose, programs and function of the Kiwanis Foundation of Canada. (revised 08/14/2009)

650. Pacific Northwest Kiwanis Foundation

The Pacific Northwest District acknowledges and supports the purpose, programs and function of the Pacific Northwest Kiwanis Foundation. (revised 08/14/2009)

660. Kiwanis International Foundation

The Pacific Northwest District acknowledges and supports the purpose, programs and function of the Kiwanis International Foundation. (08/14/2009)

Section 7

Consent and Assurance Forms

705. Consent and Assurance Form for Governor-elect

To be signed by all candidates for election to the office of Governor elect.

I, _____, certify that I am a candidate for election to the office of Governor-elect for the 20____ Kiwanis year.

I certify that I have read section 223, “Requirements for PNW District Governor-elect and Governor” and that I meet all of the requirements set out therein.

I further certify that I have read the District’s Guidelines for that office and which are listed below:

It is highly recommended that candidates for Governor-Elect have:

- A. Willingness to accept and fulfill to the best of their abilities the duties and responsibilities of this office and eventually the duties and responsibilities of the office of District Governor.
- B. Good Health. Good physical and mental capacity.
- C. Adequate time to serve as Governor-elect and as District Governor, and as Immediate Past Governor.
- D. Adequate financial ability and competence.
- E. Family cooperation. Members of the household should be willing and able to share in the “Governor’s” commitment to service through their own supportive attitudes and, where reasonably possible, also their efforts through giving of time and talent. (11/2/03).
- F. Written business or professional commitment of time required from employer or associates.
- G. Adequate and available means of transportation.
- H. Adequate secretarial help without dependence on the district office staff .
- I. The ability to use electronic communication and Microsoft Office.

Dated this _____ day of _____, 20____

Signature

Please return signed form to District Office within 15 days. FORM 705 (03/10/2010)

710. Consent and Assurance Form for Lieutenant Governor

LIEUTENANT GOVERNOR’S DUTIES AND RESPONSIBILITIES

Prior to election to the office of Lieutenant Governor of Division ____ of the Pacific Northwest District of Kiwanis International, I have been informed of the Duties and Responsibilities of that office and understand them to be as follows:

1. As Lieutenant Governor-designate, I will attend the District Convention held during the current year and will attend the Training Sessions and Board Meetings held before and after the convention.
2. As Lieutenant Governor, I will arrange and conduct a Training Conference for Club Officers following the District Training Conference and prior to October 1st.
3. As the Lieutenant Governor, I will make a minimum of one “CONTACT VISIT” to each club in the Division. The “CONTACT VISIT” and report will be made prior to October 1st.
4. In addition to the “CONTACT VISIT”, I will make and report one “OFFICIAL CLUB VISIT” and one “OFFICIAL BOARD VISIT” to each club in the Division. I will make a minimum of three visitations to each and every club in the Division as part of the Lieutenant Governor’s duties.
5. The required Contact Visitation will be completed and the report filed by October 1st. The Quarterly Evaluation reports will be filed by January 15th, April 15th and July 15th (fifteen days after the close of each quarter).
6. As the Lieutenant Governor, I will attend the Fall Conference and District Board Meeting, MidWinter Conference and District Board Meeting, District Convention, and any training afforded by the District.
7. Attendance at the International Convention is a highlight of the Lieutenant Governor’s year in office. I will attend if at all possible.
8. As Lieutenant Governor, I shall promote the International, District and Divisional Programs of Services; and District and Division Goals as set forth by and under the direction of the District Governor .
9. As Lieutenant Governor, I will issue a monthly bulletin to the clubs of the Division, the Governor and the District Secretary.
10. As Lieutenant Governor, I will secure a successor in the manner provided in ARTICLE XII, Section (2) of the District Bylaws. In no event shall election of a successor be delayed beyond the limits specified in the Bylaws.

At the same time, I will secure a qualified individual to serve as Lieutenant Governor-elect for the succeeding year.

I have read the foregoing outline of a Lieutenant Governor’s Duties and Responsibilities, and believe that I can fully and faithfully execute the duties of the office if elected Lieutenant Governor of my Division.

Signed

Date

Club

Division.....

PLEASE SIGN AND MAIL TO THE DISTRICT OFFICE AT ONCE
Form 710 (2 copies—one to be sent to District Secretary, one retained by Lieutenant Governor Designate)

715. Consent and Assurance Form for District Chairs

MINIMUM REQUIREMENTS FOR DISTRICT CHAIRS, PROGRAM DIRECTORS AND SERVICE LEADERSHIP PROGRAM ADMINISTRATORS

1. Attend the District Chair Training Session preceding the Administrative year.
2. Attend and participate in the Fall Conference and Board Meeting, the Midwinter Conference and Board Meeting if called by the Governor.
3. Participate in Divisional Zone Conferences as requested.
4. Attendance at the International Convention is encouraged.
5. Attendance and participation in the District Convention is strongly encouraged.
6. Be available to assist your successor.
7. Attend Division Council Meetings if requested and if able.
8. Keep the Governor, Governor-elect and District Secretary advised of all activity. File the required reports of activity and provide written reports for Board Meetings.

I have read the foregoing outline of the Duties and Responsibilities of District Chairs, Program Directors and Service Leadership Program Administrators. I will do all within my power to develop and promote a program for the activity of the committee which I will head. I believe that I can fully and faithfully execute the duties if appointed. I will endeavor to make the best possible utilization of the members assigned to my committee.

Signed _____ Date _____

Committee _____

Sign and mail one copy to the District Office at once. Retain second copy for your records.

FORM 715
(Revised 08/14/2009)

720. Consent and Assurance Form for Club Presidents
[Article 720 is Under Construction] (08/14/2009)

725. Consent and Assurance Form for Club Vice-President
[Article 725 is Under Construction] (08/14/2009)

730. Consent and Assurance Form for Club Secretaries
[Article 730 is Under Construction] (08/14/2009)

INDEX

A

Administrative Procedures	5-14
AKtion Club.....	41-42
Alcohol Guidelines	59
Anniversary, PNW District	5
Articles of Association, Bigfoot Brigade.....	61-64
Attendance Awards	34
Awards	29-34
Awards, Achievement	29,30,33

B

Background Checks, Sponsored Organizations.....	41
Bigfoot Brigade	41,61-64
Boundary Markers.....	17
Budget	24-28
Builders Club.....	46-47
Building Committee.....	12
Bulletin Contest, clubs, Lt. Gov.	30-31

C

Campaign, Governor-elect	18
Campaign, International Office	12, 57-58
Candidates, equal exposure of	18
Charter Presentation, club	16-17
Checks, stale dated	27
Circle K	42-44
Circle K Administrator	42-43
Circle K, Committee on.....	42
Class President, LG	21
Club Bulletin Contest	30
Club, Official Name	6
Committee, District Executive	11-12
Committee, Political Action	12, 57-58
Committee, Youth Services	10
Committees, Duties	9-10
Conflict of Interest.....	13-14
Consent and Assurance forms	8-9, 49-52
Consent Form District Chairs.....	51
Consent Form , Governor–elect.....	49
Consent Form Lt. Governor	50-51
Contract arrangements.....	35
Contractual Agreements	39
Convention	35-39
Convention Attendance, absence.....	37
Convention Attendance, Dist. Officers.....	9
Convention committee.....	12, 35-36
Convention Delegate Seating	16, 58
Credit card, authorization	25-26
Criteria, Governor & Governor-elect	17-18

D

Deadline, expense report	27
Deadline, Mel Dennis Award	32

Delinquent Clubs	16
Disaster assistance	27
Distinguished Member Award.....	34
District Committee	9
Division Boundaries	19-20
Division Council.....	39
Division Elections.....	40
E	
Elections, Lt. Gov. Class	21
Electronic Communications.....	8, 10, 39
Emergency assistance.....	27
Executive Committee.....	11
F	
Finance & Fundraising Committee.....	11, 21, 24-25
Financial Indebtedness	16
Flags, Protocol.....	6
H	
Host club	7-8, 33-34
I	
Indebtedness, cancellation of.....	16
Insignias and Garments	6
Insurances.....	15
Inter-clubs	7-8
Interclubs purpose of	7
International Candidates From the PNW.....	57-58
International Relations.....	10
International Trustee, Candidate for.....	12
K	
KEY Club	44-45
KEY Club Administrator, duties	44-45
Kiwanis Children's Cancer Program (KCCP).....	47-48
Kiwanis Law Enforcement Camps	47
Kiwanis Foundations.....	48
L	
Lieutenant Governor, assistant	8
Lieutenant Governor, club visits.....	8
Life Membership.....	16
M	
Melvin B. Dennis Outstanding Secretary Trophy	32
Mid-year Conference.....	28, 39-40
Monthly Reporting	21
Monthly Reporting Policies.....	56
N	
Name change, club	19
New Clubs	16-17
O	
Obligation of Office, Officers	8-9
OMR.....	21
Other Enterprises	5-6
Outstanding Secretary Awards	31-32
P	
Past Lt. Governors	41
Pledge of Allegiance.....	6
Policy defined.....	5

Political Action Committee	57-58
R	
Regions.....	60
Regional Conference.....	20, 28, 39-40
Registration, convention.....	36
Reimbursement, Alaska.....	26
Reimbursement, Dist. Officer travel.....	26-27
Reimbursement, mileage	26-27
Requirements, Governor-elect, Candidate for	17-18
Requirements, Governor, Candidate for.....	17-18
Reserved seating, convention	58
Round Robin Award.....	7-8, 33-34
T	
Themes, Governor's	6
Travel funds.....	26
Travel, Key Club	44-45
V	
Voucher system, Dist. Officers & Chairs	26
Vouchers, Bigfoot Brigade	63-64
Y	
Young Children Priority One	10
Youth Protection Committee	12
Youth Protection Guidelines	66-67
Youth Protection Manager.....	65

Appendix A

Monthly Reporting Policies in the PNW District 2003 – 2004

May be found posted on the PNW District webpage at:

<http://www.pnwkiwanis.org/MonthlyReport.htm>

and, is

A one page document which follows on the next page

Appendix B

Political Action Committee (PAC)

(08/13/2004)

The PNW Political Action Committee (PAC) shall be formed each year to serve Inter-District political interests within Kiwanis International. The committee will involve itself with resolutions and candidates intended for consideration of Kiwanis International.

The PAC Chair shall be proposed and ratified by the PNW Board, just as any other PNW chair excepting, in any year when the PNW District is endorsing a candidate for International Office. In that case, the prospective International candidate, having received the endorsement of the District, will first select a PAC chair nominee and then recommend his/her selected chair nominee to the Governor who, if he/she so approve, will then propose the nominee for ratification. After the Governor refers the selected nominee to the PNW Board, the Board must decide, by at least a simple majority, whether or not the selected PAC Chair nominee shall take office. With the approval of all three - International Candidate, Governor and the PNW Board - the PAC Chair is then designated.

Besides the PAC Chair, the committee members shall include the Governor, Immediate Past Governor, Governor-Elect, District Secretary, District Treasurer, any person who is currently a member of the Kiwanis International Board of Trustees, any person who is a current member of the Kiwanis International Foundation Board of Trustees and others as the Governor shall consider qualified to work with the political proceedings of Kiwanis International, of behalf of the PNW.

1. INTERNATIONAL CANDIDATES FROM THE PNW

PNW Members who are candidates for International Office should announce their candidacy far enough in advance that the PNW may consider budgeting financial assistance to help with the candidate's campaign. The PAC will review a candidate's plan for PNW support and assist with communicating needs to the related elements of the PNW especially the Finance and Fund Raising Committee and the Board. As noted elsewhere in the Policies and Procedures (REF. 175 District Endorsement of a Candidate for International Trustee—11/2/2003) candidates must also demonstrate PNW support by gaining approval of the Past Governors, and the PAC.

2. KEEPING WRITTEN RECORDS

Appropriate written PAC minutes and inter-district PAC communications (i.e. a record of support given to, and support received from candidates or resolutions involving other districts) should be properly maintained by the PAC chair. Records must, of course, be available to the Governor and other interested Kiwanians of the PNW, upon request.

PNW DISTRICT CAUCUS AT INTERNATIONAL CONVENTION

PNW Delegates to International Convention shall attend a District Caucus at a time and place designated and communicated by the District Secretary. The caucus shall be the appropriate venue for candidate presentations and PAC recommendations to the voting delegates. The PAC shall carefully weigh the political interests of the PNW in making recommendations to the voting delegates. The PAC shall also remind the delegates that their vote is their own, and acknowledge that they must represent themselves -- and their clubs -- as they consider appropriate.

3. PAC RESERVED SEATING AT INTERNATIONAL CONVENTION

At Delegate Sessions of the International Convention, where matters that require voting are to be considered, the District Secretary should ensure that seats are reserved for members of the PAC and PNW Past Governors. The seats should be located on the first row of the prescribed PNW seating area and next to a front aisle. Having seats located in front of the PNW delegate group that are accessible to others as well will help to facilitate consultation within PNW membership as well as with members of other Districts regarding issues or candidates that may arise or change during the Delegate Session.

APPENDIX C

Alcohol Guidelines

Alcohol may be served or consumed at district events in a legal and responsible manner, provided such serving or consumption is done in accordance with the applicable customs and laws. The presence of alcohol at a function greatly increases the risk of personal injury, and the district must be conscious of liability exposure whenever alcohol is offered. When providing alcohol at a district event, the district will adhere to the alcohol guidelines.

The preferred method for providing alcohol at a district event is to transfer the risk by hiring a licensed entity to provide the alcohol. A certificate should be requested from the entity naming the district 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.
- 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.

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

- 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.

If the district conducts an event that is outside of the above circumstances, it will 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.

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

Appendix D

Region Alignment

Region 1	AYN & AYS
Region 2	Divisions 8, 13, 17, 18, 20, 20M, 22
Region 3	Divisions 5, 9, 46, 48, 50, 52, 54, 56, 80
Region 4	Divisions 26, 28, 30, 32, 34, 36, 38, 40
Region 5	Divisions 42, 44, 62, 64, 66, 68, 70
Region 6	Divisions 72, 74, 76, 78, 82

Appendix E

Past Lieutenant Governor's Association

Bigfoot Brigade

May be found posted on the PNW District Webpage at:

<http://www.pnwkiwanis.org/PNWKIResources/pltga.html>

and, are

Included here on the following pages.

**PACIFIC NORTHWEST BIGFOOT BRIGADE
PAST LIEUTENANT GOVERNOR'S ASSOCIATION
PACIFIC NORTHWEST DISTRICT
KIWANIS INTERNATIONAL**

Articles of Association

ARTICLE I – NAME

SECTION 1 this organization shall be known as the Pacific Northwest **Bigfoot Brigade**, a Past Lieutenant Governor's Association, Pacific Northwest District of Kiwanis International

ARTICLE II – PURPOSES

SECTION 1. The purpose of this organization shall be to provide assistance to the Pacific Northwest District of Kiwanis International as requested. This shall be accomplished through the following objectives.

- A. To promote continuing interest and participation of Past Lt. Governors Kiwanis activities.
- B. To provide an opportunity for fellowship among Past Lt. Governors.
- C. To assist in the promotion of Kiwanis Sponsored Organizations and Clubs.
- D. To assist in the promotion of Division Projects.
- E. To act as an advisor and consultant to the Kiwanis Clubs in the District, upon the request of the Governor, current Lt. Governor, or Kiwanis Club.
- F. To assist in increasing membership within the Divisions of the District.
- G. To assist with club membership retention.
- H. To provide leadership assistance for the expansion of clubs throughout the Divisions of the District.
- I. To assist in the Regional Conferences as requested by the District Governor.
- J. To promote adoption and use of Division Councils in every Division.
- K. To aid in creating harmony and unity in the divisions at their request.
- L. To seek out and encourage qualified Kiwanians for election to District Board.
- M. To promote attendance at District and International Conventions.

ARTICLE III – Membership

SECTION 1. Past Lieutenant Governors of Kiwanis International in good standing in a Kiwanis Club of the Pacific Northwest District of Kiwanis are eligible for membership in the Past Lieutenant Governor's Association.

SECTION 2. Active membership in the Past Lieutenant Governor's Association will be maintained by payment of annual dues.

2

ARTICLE IV – OFFICERS

SECTION 1. The officers of the Association Steering Committee shall be a Chair, Vice-Chair, Secretary/Treasurer, Immediate Past Chair, and three (3) elected members at large, whose duties shall be those generally pertaining to such offices. The Officers shall enter upon their official duties in the first day of October of each year, and shall serve for a term of one (1) year or until their successors shall be duly elected and qualified.

SECTION 2. The current Governor of the Pacific Northwest District of Kiwanis International shall be an ex-officio member of the Association Steering

Committee.

ARTICLE V – COMMITTEES

SECTION 1. The Association Chair shall appoint all Committees and Chairs necessary to insure proper functioning of this organization.

ARTICLE VI – MEETINGS

SECTION 1. The annual meeting of the Pacific Northwest Bigfoot Brigade shall be at the time of the District Convention each year.

SECTION 2. Special meetings shall be held on call of the Chair, with the approval of the District Governor, provided that such meetings not be held less than thirty (30) days prior to the District Convention.

SECTION 3. The members present at any duly called meeting shall constitute a quorum, provided at least ten (10) active members are present.

SECTION 4. Notification in the Pacific Northwest District *Kiwanis Publications* or to the active membership in writing or e-mail by the *Association* Secretary/Treasurer shall be made at least fifteen (15) days in advance of any special meeting.

ARTICLE VII – NOMINATION AND ELECTION OF OFFICERS

SECTION 1. The election of officers shall be held at the annual meeting.

SECTION 2. Voting shall be by ballot or voice vote if single slate is presented and shall not be cumulative. There shall be no voting by proxy.

SECTION 3. The Chair shall appoint a nominating committee. This committee shall consist of three active members of the Pacific Northwest Bigfoot Brigade. The Chair shall designate the chair of this committee.

The duties of this committee shall be to make nominations, with the consent of the nominated, and to prepare a ballot for the election of said officers.

SECTION 4. Further nominations from the floor may be made, provided the nominee has given consent.

3

SECTION 5. The recommendations of the Nominating Committee and any proposed by-law changes shall be published in the Pacific Northwest *District Kiwanis Publications*, or mailed or e-mailed to the active membership at least thirty (30) days prior to the annual meeting.

ARTICLE VIII – MINUTES OF MEETING

SECTION 1. The Secretary shall keep written minutes of each meeting, and shall disseminate the important activities through a news release to the Pacific Northwest BUILDER or INSIDER, or by mail or e-mail.

ARTICLE IX – REVENUE

SECTION 1. The Treasurer shall receive all monies from dues, donations, other gifts and fund raising events and deposit them in the Past Lieutenant Governor's Association Account *held at the Pacific Northwest District of Kiwanis of Kiwanis International*, shall maintain an accurate accounting of all funds and be prepared to give an accounting of receipts and disbursements at the annual meeting or at any other time he/she is called on to do so.

ARTICLE X – FINANCE

SECTION 1. The fiscal year of the Pacific Northwest Bigfoot Brigade shall begin on the first day of October each year.

SECTION 2. The Secretary/Treasurer shall submit a financial report to the Past Lieutenant Governors at the annual meeting or at any other time called to do so.

SECTION 3. *The Pacific Northwest District of Kiwanis International shall be the official depository for the Pacific Northwest Bigfoot Brigade and will disburse all funds at the order of the Association.*

SECTION 4. All funds shall be deposited in the name of the Pacific Northwest Bigfoot Brigade. *Vouchers* drawn on the Pacific Northwest Bigfoot Brigade account shall be signed by any two (2) of the officers of the *Association*.

ARTICLE XI – ACTIVITIES

SECTION 1. The Pacific Northwest Bigfoot Brigade shall seek by fair discussion at its annual meeting, and in other ways, to develop and implement programs to promote Kiwanis within the Pacific Northwest District.

ARTICLE XII – RULES OF ORDER

SECTION 1. “Robert’s Rule of Order” shall be the parliamentary authority for all matters of procedure not specifically covered by these By-laws.

4

ARTICLE XIII – APPROVAL AND AMENDMENTS

SECTION 1. These By-laws shall be adopted by a majority vote of active members present at a regular meeting.

SECTION 2. Any amendment to these By-laws may be adopted on the affirmative vote of two-thirds (2/3) of the active members present at any regular meeting, provided written notice of the proposed amendment shall have been publicized thirty (30) days prior to the meeting in the Pacific Northwest District *Kiwanis Publications*, or by mail, or by e-mail to the active members.

SECTION 3. These By-laws and all amendments or additions shall not be effective unless approved by the Board of Directors of the Pacific Northwest District of Kiwanis International

ADOPTED September 20, 2002 APPROVED March 2, 2003

PACIFIC NORTHWEST BIG FOOT BRIGADE BOARD
PACIFIC NORTHWEST DISTRICT OF
KIWANIS INTERNATIONAL.

BY: Ken Brink BY: Sylvester Neal
CHAIR GOVERNOR

APPENDIX F

Position Description: District Youth Protection Manager

The District Governor will appoint a Kiwanian to serve as District Youth Protection Manager and he/she will serve as Chair of the District Youth Protection Committee subject to approval of the Board.

Responsibilities:

- To communicate the basics of the Youth Protection Guidelines within the district.
- To help clubs understand their responsibilities in youth protection.
- To be a connection between Kiwanis International and the Kiwanis District Service Leadership Programs on issues of youth and Aktion Club youth and adults protection.

Duties

1. Learn and understand the contents of the Youth Protection Guidelines and serve as a resource for the clubs. Provide answers to basic questions and instruct the clubs as to how to utilize the materials provided.
2. Know the local /state/provincial laws related to reporting for your District.
3. Provide and/or coordinate for Kiwanis District staff and leadership receive annual training on the Youth Protection Guidelines.
4. Provide information and training for the Club SLP advisors or Club SLP chair.
5. Submit youth protection articles for the district bulletin.
6. Conduct workshops and training at district events using materials provided by Kiwanis International and the District. Such events include, but are not limited to, Kiwanis district convention, Key Club district convention, Kiwanis Regional Conferences, Club President Training, Lt. Governor Training etc.
7. Regularly communicate with the Kiwanis International regarding Club activities and issues that arise.
8. Attend the Youth Protection Guidelines annual training and seek to keep up to date on trends impacting youth protection.

Qualifications:

- A background in youth training, education or law enforcement is ideal.
- Active Kiwanis member in good standing.
- Ability to speak in public and conduct workshops and training sessions.
- Clear criminal history background. Check to be administered by Kiwanis International.
- It is strongly encouraged that the individual appointed to this position serves a minimum of a three-year term.

APPENDIX G

Youth Protection Guidelines

All adults working with youth under the age of 18 at any district event are expected to read/understand, agree to, and abide by these guidelines.

Chaperone: A chaperone is defined as a Kiwanis member, faculty member, parent, legal guardian, or person who is in loco parentis, twenty-one (21) years or 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.

Use of Alcoholic Beverages and Tobacco: While attending any district event that is produced primarily by or for the benefit of youth, adults are expected to refrain from consumption of alcoholic beverages and/or the use of tobacco products during any portion of the event.

Reporting: If a Kiwanian observes troubling behavior involving a youth at a district event or becomes aware of a situation that is illegal or potentially unsafe for a young person at a district 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.

Overnight Stays: While attending a district event that requires an 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. 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.)

Transportation: Adults transporting youth in a vehicle should do so with a second adult in the vehicle, or in hardship cases, the "rule of threes," being at least three people in the vehicle at all times, is recommended. All transportation decisions should be made in accordance with local laws and school policies.

Medications: The possession of prescription and non-prescription medications by youth at a district event should be permitted only by the written permission of the parent/guardian.

Criminal History Background Checks: Criminal history background checks for adults working with youth at district events may be required for all such adults and, if conducted, should conform to applicable local and state/provincial laws and requirements.

All adults working with youth at all district-sponsored events must have a background check that is considered to be 'clear,' based on the criteria established by Kiwanis International. Such events include, but are not limited to the Kiwanis district convention, Key Club district convention, and Kiwanis Regional Conferences, etc.

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.

Personal Information: All documents bearing personal information of any youth attending a district 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.

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.

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.

Education: 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 and the District.

Youth Protection Guidelines also pertain to adults working with any member, youth and adults, of District Aktion Club.

APPENDIX H

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APPENDIX I

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