

# **Policies of the New York District**

## **Kiwanis International**

**as Approved by the Board of Directors.**

The Policies of the New York District of Kiwanis International are the principles by which the New York District shall supervise and control clubs, divisions or other groups of chartered clubs within the New York District.

These policies are subject to the Constitution and Bylaws of Kiwanis International. Further, said policies are subject to the Bylaws of the New York District and where these policies paraphrase, or refer to the Bylaws of said District, said Bylaws shall be controlling.

These policies shall remain in full force and effect until changed by action of the Board of Directors of the New York District of Kiwanis International or by Delegate action at a District Convention.

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With housekeeping changes July 24, 2011

Today's date is Monday, August 01, 2011

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# Administration

## 101. Definitions

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

**Administrative Action** - An Administrative action is an action taken by the New York District in the performance of a duty, responsibility, or program, and which has been concluded without necessitating further action or consideration. The action must be consistent with the objects, objectives and policies of Kiwanis International.

**Administrative Activity** - An administrative activity is a planned project performed by members of any of the administrative committees for the benefit of the Kiwanis Club or its members, or for the benefit of an individual, group of individuals, the community or the nation. The project must be consistent with the objects, objectives and policies of Kiwanis International.

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 An administrative procedure shall remain in effect until such procedure is superseded or terminated by action of the Board of Directors.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

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

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

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

**Division** - For the purpose of and to facilitate District administration, the District has been divided into, Divisions each headed by a Lt. Governor. A Division is simply a convenient means of designating a general area and the clubs in which the Lt. Governor assists the Governor and carries out the work of the Division. A Division is not an additional Kiwanis organizational unit.

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

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

**Protocol** - Protocol is the courtesy given to certain offices in Kiwanis recognizing that the person who holds a Club, Division, District or International office, gives substantially of their time and personal resources to fill the position.

**Superseded or Terminated Policy or Administrative Procedure** - A superseded or terminated policy shall be a policy of the District or an administrative procedure used by the District; which will have been superseded, terminated or otherwise has become invalid or obsolete.

## **102. District Policy Committee**

The *District Policy Committee* (the Committee) shall review and recommend to the Board of Directors for its consideration, policies, administrative procedures, position descriptions, and such other matters that may be referred to the Committee.

### **102.1 Functions**

The functions of the Committee are:

- a. To know the policies and administrative procedures of the New York District, and to recommend any changes in such policies or administrative procedures to the Board of Directors.
- b. To review all proposals to the Board of Directors to determine compliance with District policies and administrative procedures.
- c. To review any request for a change, amendment or revocation of a policy or administrative procedure, and to submit its recommendations concerning such changes, amendment or revocation to the Board of Directors.

### **102.2 Composition**

The Committee shall be composed of no less than fifteen (15) members and no more than twenty (20) members. Committee members shall be four (4) ex-officio members, the Governor, Governor-Elect, Immediate Past Governor and District Secretary). The members of the Committee will include the District Treasurer, Chairman of the Laws & Regulations Committee as well as six (6) Lt. Governors appointed by the Governor (as Governor-elect). Three (3) Immediate Past Lt. Governor members of the Committee and three (3) Lt. Governors-elect to be appointed by the Governor-elect prior to October 1st of the Governor-elect's term. The Chairman of the Policy Committee shall be appointed by the Governor. Up to five (5) additional members may be appointed by the Governor.

### **102.3 Term and Appointment**

Three (3) members of the Committee whose term shall begin Oct 1<sup>st</sup> shall be appointed by the Governor-elect after his/her election. During his/her Lt. Governors' training session the Governor-elect will appoint three (3) additional Lt. Governors-elect, whose terms shall begin on the following October 1st. Each appointed Lt. Governor-elect shall serve for a full two (2) year period. All other appointments shall be for one year term beginning on the following October 1<sup>st</sup>.

### **102.4 Action of Referrals**

Any and all matters pertaining to any policy item must be reviewed by the Committee and recommendations made to the Board of Directors at the next regularly scheduled meeting of the Board, unless the Board authorizes an extension of time for such report.

## **103. Changes of Policies or Procedures - Proposals**

Any changes proposed to the Board of Directors will have a copy of the existing policy or procedure attached.

### **103.1 Review and Approval**

No statement of policy or administrative procedure shall become effective until it has been submitted to and reviewed by the Committee and the policy or procedure has been approved by the District Board of Directors, except that the Committee may make typographical and grammatical corrections.

#### **104. District Personnel Responsibilities**

The District Secretary and staff shall operate under the supervision and direction of the District Governor and the Board of Directors. Personnel responsibilities are covered in the manual *"The Personnel Policies and Practices Manual"* established to administrate, govern employee responsibilities and employee benefits as well as staff policies and procedures, as approved by The Board of Directors 8/93.

#### **105. Criteria for New Club Building**

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

- a. Will a new Club help the "Image" of Kiwanis?
- b. It has been determined whether the prospective members should or should not be placed in an existing Club and that a need for a new Club exists.
- c. Adequate assurance of the continued growth of the new Club.
- d. An adequate meeting place is available at a reasonable price.
- e. A proposed new Club in the immediate area of an existing Club will not weaken the existing Club.
- f. The availability of strong, willing and capable sponsoring Club(s).

##### **105.1 Organization Date**

If the minimum 25 signatures and required fees are not collected by September 30, the organization date shall fall in the succeeding administrative year.

##### **105.2 Charter Presentation**

- a. Charter presentation meeting shall be approved by the District Governor
- b. The Lt. Governor of the Division in which the Club is to be chartered should, with the Governor, approve all arrangements including the cost of such meeting.
- c. The cost of such affair should not exceed the income from the sale of admission tickets to such event.
- d. It is recommended that the Lt. Governor of the Division act as toastmaster and that the Charter presentation and principal address be made by the District Governor or someone designated by him/her.

#### **106. Kiwanis Club Status**

##### **106.1 Kiwanis Clubs "In Good Standing"**

To be "in good standing," a Kiwanis club must:

- a. Comply with all of the provisions of the Constitution, Bylaws, and Policies of Kiwanis International.
- b. Comply with all of the provisions of the bylaws and policies of its District.
- c. Comply with the current Standard Form for Club Bylaws, modified only as approved by the International Board of Trustees.
- d. Perform as a service club by carrying out service activities.
- e. Maintain an active, privileged, and senior membership of not less than twenty (20).
- f. Pay dues, subscriptions, and other obligations to Kiwanis International and pay dues, subscriptions and other obligations to the District within sixty (60) days after all such amounts are due.

### **106.1 Kiwanis Clubs "In Good Standing" (continued)**

- g. Separate moneys received from fund-raising projects in which the public participates from administrative funds of the club, and use such funds only for the charitable, educational, religious, and eleemosynary activities of the club.
- h. File all reports as required by International and by the District.
- i. In accordance with its club bylaws hold regular club meetings with prearranged programs and hold regular meetings of its Board of Directors.
- j. Complete the annual club organization, including the election of officers and the appointment of committees as prescribed by the Standard Form for Club Bylaws.
- k. Participate in District and Division activities, including the fulfillment of its club delegate obligation to District Conventions. Any club that fails for two (2) successive years to have present at least one (1) delegate to the annual District convention must provide a satisfactory excuse to the District Board of Directors within thirty (30) days after an official request therefore.
- l. When a Lt. Governor ascertains that a club is no longer meeting or "Not in Good Standing" the Lt. Governor shall report the same in writing to the District Secretary.

### **106.2 Kiwanis Clubs "Not In Good Standing"**

A Kiwanis club is "not in good standing" when it fails to meet any of the requirements set forth in Section 360.1 of the International Policies and Procedures and is so determined by a District or the International Board of Trustees. The specific actions to be taken by the District Board of Directors in the administration of "Procedure 360.3 shall be as detailed by Kiwanis International and published annually in the current "Lt. Governor's Guidebook" and the current "Club President's Guidebook."

### **107. Solicitation of Funds**

NO Kiwanis Club shall solicit funds beyond the general area in which it functions and no Division will solicit funds beyond its boundaries unless the expressed agreement of all other affected Kiwanis Clubs or Divisions have first been obtained IN WRITING with a copy being sent to the Governor and District Secretary. All solicitations shall specifically identify the particular Kiwanis Club sponsoring the project. Violations of this paragraph are to be made to the Governor in writing, listing the information pertinent to the situation.

#### **107.1 Adverse Solicitation**

No solicitation may be made by a Kiwanis club or Division which by its nature or by method of solicitation, i.e., professional phone solicitors or boiler room techniques, adversely affect the name of Kiwanis or any other Kiwanis Club or Division. Violations of this paragraph are to be made to the Governor in writing, listing the information pertinent to the situation.

#### **107.2 Solicitation at Conventions and Conferences**

A designated area is to be established for all solicitation of funds and voluntary contributions at convention/conference.

#### **107.3 District Solicitation**

No District or International Committee shall seek or solicit funding from District clubs and members without prior approval by the District Board of Directors. Previously granted requests are subject to annual review by the District Board of Directors at their first meeting.

### **108. Violation of District Policy**

The Governor, upon receipt of a written report of an alleged violation of the District Policy which the Governor determines to require official action, shall appoint an Ad Hoc Committee which shall investigate the circumstances and if warranted, conduct a formal hearing at which the affected parties shall have the opportunity to be heard.

### **108.1 Ad Hoc Committee**

The committee shall report its findings and recommendations to the Governor, who shall refer the matter to the District Board of Directors if disciplinary action is warranted.

### **108.2 Appropriate Action**

The District Board of Directors may take appropriate disciplinary action and may make recommendations to Kiwanis International for its action, including charter revocation.

## **110. The Planning Committee**

### **110.1 Mission**

*The Planning Committee* shall develop planning and operational strategies to address specific areas and/or topics of concern to the District Governor and District Board. The areas and/or topics should be conceptual in nature.

### **110.2 Composition**

This committee shall be composed of five (5) members, one of whom shall be a current Lt. Governor

### **110.3 Term and Appointment**

The term of office of four (4) members shall be for a period of two years. The term of office of two (2) members shall expire each year. Appointments to fill vacancies, including the annual chair, shall be made by the District Governor. The Lt. Governor as appointed by the District Governor shall serve a one year term. All appointments shall be in accordance with the *Bylaws, Article VIII, Sect. 19*.

### **110.4 Meetings**

- a. *The Planning Committee* shall function during the entire year at such time and place as the chair may designate.
- b. Meetings may be called by the Governor, the chair or by a majority of the committee.
- c. At least two (2) weeks written notice shall be given for any meeting.
- d. A quorum shall consist of a majority of the members of such committee.

### **110.5 Operating Objectives**

Within the framework of assigned areas and/or topics of concern, *the Planning Committee* shall develop broad operating objective statements that provide a practical and initial focus for investigation, development, and implementation of curative measures. These Operating Objectives, once formally approved by the Board of Directors, shall remain on the committee's agenda until implemented, resolved or removed by the Board.

### **110.6 Plan of Action**

*The Planning Committee* shall work with the appropriate District committee and/or staff personnel to establish a Plan of Action. This plan shall be reported to the Board of Directors for approval as developed and/or changed.

### **110.7 Redivisioning**

Proposals for redivisioning may be initiated at the Club, Division, or District level. There are four conceivable forms of redivisioning:

- a. Split of an existing Division into two or more sub areas.
- b. Shift of clubs between two or more Divisions.
- c. Consolidation of two or more Divisions.
- d. Any combination of the above.

### **110.7 Redivisioning (continued)**

The procedure will be as follows:

- a. Personal consideration of the redivisioning proposal shall be given by the Lt. Governor(s) in the respective Division(s). Any proposal must include the reasons supporting the request and a list of the benefits which would result if the proposal were approved.
- b. After review, the Lt. Governor(s) shall provide within ten (10) day written notice to the President of each club of the Division, call a conference for the purpose of discussion of the redivisioning proposal. Copies of the proposal shall be sent to all District Officers, the Chairperson of the District *Planning Committee*, and the Chairperson of the District *Finance Committee*.
- c. The notice for the Division Conference shall contain the following information which shall be a part of the proposal:
  1. Proposed names and territorial boundaries of the new Divisions, with a sketch or map showing the approximate location of each club.
  2. A list of club names and membership totals resulting from the redivisioning proposal.
  3. A list of any non-meeting clubs in the new Division(s).
- d. Club delegates to the Division Conference shall vote on the redivisioning proposal as instructed by a majority vote of their Board of Directors or by a majority vote of their members present and voting at a club meeting. Voting at the Division Conference shall be in accordance with the provisions of District *Policies, Sections 310. - 310.4*
- e. Considerations which should be included in the Division conference are the eligibility of the new Division(s) to support the Lt. Governor with a sufficient number of members\* and the effect on Lt. Governors-elect who have been elected to hold office during the next Administrative year.
- f. If there is agreement by two-thirds (2/3) of the clubs in the Division(s), the Lt. Governor(s) shall send the finalized proposal with a copy of the voting results to the Chairperson of the District *Planning Committee*, with copies to all clubs in the Division(s), all District Officers, and the Chairperson of the District *Finance Committee*. Such information shall be sent so that it will be received no later than December 31<sup>st</sup> of the current Administrative year.
- g. The District *Planning Committee* shall study all proposals for redivisioning and make appropriate recommendations to the District Board.
- h. Proposals for redivisioning shall be reviewed by the District Board no later than March 1<sup>st</sup> of the current Administrative year. It is recommended that any elections of Lt. Governors and Lt. Governors-elect as outlined in Article XII of the New York District Bylaws be deferred until after District Board review of any redivisioning proposal which would affect the results of such elections.

\* The size of an ideal Division is estimated at 500 members in 1980. (*Approved at the June 23, '80 Board Meeting*)

### **110.8 Report**

*The Planning Committee* shall report its findings and recommendations to the Board of Directors, and in addition shall prepare and present to the Governor and Governor-elect at least thirty (30) days prior or October 1 each year a summary report of its planning activities.

## **115. Use of Kiwanis District Mailing List**

### **115.1 Approval for Use**

District lists which contain the name, address and/or telephone numbers of Kiwanians in the New York District shall not be distributed without prior approval of the New York District Board of Directors.

### **115.2 Request Procedure**

Requests to use the District mailing lists may be granted by a two-thirds vote of the District Board of Directors at one of its regularly scheduled meetings.

### **115.3 Use**

Once permission is granted, the right to use the District mailing list remains in effect until such time as it may be revoked by a majority vote of the District Board of Directors. Previous granted requests are subject to an annual review by the District Board of Directors at its first meeting.

### **115.4 District Directory**

The District Directory shall be distributed annually to Kiwanis Clubs, District Officers, District Committee Chairs, Past Governors and Sponsored Youth Officers with notation that the information is confidential and should be used only for Kiwanis purposes. Kiwanians, who identify themselves, may purchase a directory with the same understanding of its confidentiality.

### **115.5 Distribution of Directory**

The District Directory shall be distributed via e-mail and/or on CD as appropriate. Hard copies of the District Directory shall be available for a nominal cost to cover printing, handling and mailing.

## **120. District Board Meetings**

### **120.1 Frequency of District Board Meetings**

The District Board shall meet as outlined in the District Bylaws Article VI, Sections 3 & 4.

### **120.2 Setting of the Agenda**

The agenda for each District Board meeting shall be set by the Governor.

### **120.3 Required items for each Agenda**

1. Appropriate Openings of Patriotic Song, Pledge and Invocation
2. Introductions of Dais and Guests
3. Report of the Secretary
  - a. Approval of Minutes of prior Board meeting
  - b. Any reported Club Action submitted to the District Office
4. Report of the Treasurer
  - a. Presentation of the current status of District Finances
  - b. Acceptance of the financial report
5. Report of the Membership Growth Team
  - a. New Club Building
  - b. Club recruitment and retention

## **125 Committee on Convention Site and Selection**

### **125.1 Function**

The *Committee on Convention Site and Selection* shall assist the Board of Directors, in selecting District Convention and conference sites and facilities, and in approving necessary travel arrangements, tours and charter flights in connection with International Conventions and District functions.

### **125.2 Responsibilities**

The responsibilities of the *Committee on Convention Site and Selection* are:

- a. To establish guidelines for the selection of District Convention sites and facilities.
- b. To select a geographical area within which to hold the District Convention.
- c. To request and review invitations to host a District Convention and to recommend to the Board of Directors a site for approval.
- d. In conjunction with the District Office, to maintain an up-to-date file on possible convention sites.
- e. To hold an after-convention critique and submit a written report to the District Board of Directors.
- f. To approve and review all proposals and recommend to the Board of Directors, charters, group fares and sponsored tours for International Conventions.

### **125.3 Composition**

The *Committee on Convention Site and Selection* shall be composed of seven (7) members, including the Governor, Governor-elect, and District Secretary and at least one (1) member shall be a current Lt. Governor.

### **125.4 Term and Appointment**

The *Committee on Convention Site and Selection* shall be appointed by the Governor-elect for a one (1) year term beginning on the following October 1.

### **125.5 Meetings**

- a. The *Committee on Convention Site and Selection* shall function during the entire year and will meet at such time and place as the chair of the committee may designate.
- b. Special meetings may be called by the Governor, the chair or by a majority of the committee.
- c. At least two (2) weeks written notice shall be given for either regular or special committee meetings.
- d. A quorum of the *Committee on Convention Site and Selection* shall consist of a majority of the members of such committee.

### **125.6 Qualifying Criteria - District Conventions**

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

- a. Good transportation accessibility to our membership;
- b. Available and adequate housing facilities;
- c. Good accessible convention facilities with adequate auditorium, meal facilities, conference rooms and parking facilities;
- d. The cost of the convention and travel including meals, parking, housing and convention facilities;
- e. Past convention performances by the city and host Kiwanis Clubs; and
- f. Availability of Kiwanians to assist in convention planning and operation;

### **125.7 District Conventions**

- a. The Committee shall select the geographical area for the convention and solicit information and bids from within that area. A convention city shall not succeed itself for at least two (2) years.
- b. All selections by the Board of Directors shall be made at least three (3) years in advance of the District Convention.
- c. All travel, housing and other concessions shall accrue to the District in accordance with District *Policies, Section 282*.
- d. A convention shall be awarded to cities rather than a specific club. The Governor-elect upon the recommendation of the Lt. Governor in the area shall appoint the convention chair *for that Governor-elect's District Convention*.

### **125.8 Travel to International Conventions - Charters**

- a. The *Committee on Convention Site and Selection* shall approve all District-sponsored airline charters and/or group air fares.
- b. The *Committee on Convention Site and Selection* shall review the bids for District-sponsored pre-convention and post-convention tours to and from the International Conventions, and recommend to the Board of Directors the method of travel, any tours, and the travel and tour coordinator.
- c. To qualify as a District sponsored independent travel or service agent the agent must meet criteria established by the *Committee on Convention Site and Selection*.
- d. For any special District sponsored Kiwanis tour, the value of travel, housing or other concessions shall accrue to the District, and are payable as set forth in District *Policy Section 282.2*. No District officer or Kiwanis member, due to their office or membership, has any right or privilege to benefit personally from any such tour, accept otherwise provided by District bylaws or these policies.
- e. The allowable expense, commission, costs and profits to the travel or service agent are the same as the amounts allowable for International Conventions; see District *Policy Section 284.1*.

### **125.9 Special District Tours**

The *Committee on Convention Site and Selection* shall review any bid for special District or Kiwanis tours, and may recommend to the Board of Directors the acceptance of such bid. The District will require a guarantee against any expense of loss.

### **191. Campaign Policies for District Office**

The following policies shall be used in campaigning for an office of the New York District of Kiwanis International.

#### **191.1 Announcement and Publicity**

- a. Campaign policies shall be published in the ESK annually.
- b. Candidates for District Office (with the exception of Lieutenant Governor) shall not announce or publicize their candidacy for said District Office until January 1 of the Kiwanis Administrative year of said election and having filed a written statement of intent not later than June 1st with the District Secretary.
- c. Information for campaigning shall be sent to all candidates and their home clubs by the District Secretary.

### **191.1 Announcement and Publicity (continued)**

- d. The Campaign Practices Chair, within 30 days of the candidate's formal announcement, shall personally review the District's campaign requirements with each candidate for District Office. These shall include, but not limited to:
  - 1. The Budget Requirements
    - i. Reporting Deadlines
    - ii. Expenses Limitations
    - iii. In-Kind Donations
  - 2. Dress Code for Saturday's Dinner following the Election
  - 3. Visitations to Divisions
    - i. Division Obligations
    - ii. Candidate Obligations
    - iii. Number of Visits
- e. The Governor, Governor-elect, Past Governors, District Secretary, District Treasurer and Sponsored Youth Administrators shall refrain from making a public endorsement in connection with any contested District election, specifically Governor and Governor-elect, except when campaigning on their own behalf.
- f. The District Office shall provide a maximum of two (2) sets of mailing labels to the candidates at their expense for the following: Lt. Governors, Lt. Governors-elect, Club Presidents, Club Secretaries, District Committee Chairs, Past District Governors and Past Lt. Governors maintained in the District Office database.

### **191.2 Invitations to Conferences, Conventions and General Campaigning**

- a. During the year in which the election takes place; all announced candidates shall be invited by the Governor and/or Governor-elect to attend all Conferences, District Board Meetings and Conventions at their own expense.
- b. Mid-Winter and District Convention site activity should be primarily conducted in or around the convention booth area. Candidates shall assure that campaign supporters and workers do not block entry and exit ways to convention facilities. Each candidate for a District office (other than Lt. Governor) shall be provided a booth at the Mid-Winter Conference and the District Convention. Promotional material and upkeep of the booth however will be the candidate's responsibility and at his/her expense.
- c. If official Kiwanis stationery is used in a campaign, the present status of the writer/author must be clearly identified. i.e. JOHN DOE PAST LT. GOVERNOR
- d. Active and personal campaigning:
  - 1. All candidates shall be responsible for the decorum of their workers and shall accept full responsibility for their campaign finances and appearances.
  - 2. Visits may be made to Division functions only by written invitation from the Lt. Governor. If an invitation is extended to one candidate, the Lt. Governor must invite all candidates for the same office. In order to minimize the time and expense of campaigns for District office it is recommended that divisions join together to host a "Meet the Candidate" gathering. It is also recommended that between seven (7) and fourteen (14) "Meet the Candidate" events (either single division or multi-division-sponsored events) be attended by the District Office Candidates.
  - 3. If a candidate does attend an official visit for the Governor to a Division other than his/her own, no campaign buttons, no lapel pins, and no attire that would indicate campaigning will be worn. However, private verbal campaigning shall be allowed.
  - 4. Nothing should be said or inferred against another candidate.
  - 5. No candidate shall solicit or enlist the aid of Kiwanis-sponsored Youth in the campaign.

### **191.2 Invitations to Conferences, Conventions and General Campaigning (continued)**

- e. The list of registered delegates shall not be available to any group or individual before or during the convention for electioneering or other purposes, other than those required by the By-laws and necessary to the conduct of a District Convention.
- f. All campaign material shall be prohibited in the House of Delegates or during any General Session at a convention or conference.
- g. No more than five thousand (\$5,000) dollars shall be used by any candidate or in support of the candidate by other individuals, groups, Kiwanis Clubs or divisions. This includes all costs, both actual and in "like-kind" goods and services used by the candidate's campaign.
- h. Within ninety (90) days of declaring his/her candidacy, the candidate shall submit his/she budget for the campaign to the chairperson of the *Campaign Practices Committee*. The Committee shall review the budget, accept or recommend changes or ask for clarification of items.
- i. The *Campaign Practices Committee*, consisting of seven (7) members shall include at least two members of the Past Governors council, two Past Lt. Governors, two current Lt. Governors and the chair of the Laws and Regulations Committee. The Committee shall supervise campaign practices and shall receive, consider and act upon any complaints or violations of the letter and spirit of these policies. The Committee shall report violations promptly to the Governor and the District Board of Directors.

### **191.3 Filing Procedure**

The candidate and his/her Treasurer will file three (3) reports of Campaign Receipts and Expenditures with the District Secretary and the Chairperson of the *Campaign Practices Committee* which shall be regarded as confidential. These reports shall include the retail value of gifts received and expenses incurred whether paid or unpaid:

- a. First draft sent not later than February 28,
- b. Not later than ten (10) days before the convention,
- c. On convention election day by 8:00 a.m. to include all receipts and expenditures up to 10:00 p.m. of the previous day.

### **191.4 Violation of Campaign Policy**

Violations of the District's campaign policy shall be handled in the same manner as violations of District policy under *Section 111*. except when the District Board of Directors, by majority vote, rule there has been an intentional violation of campaign policy. The District Governor shall announce that fact to the convention delegates before they vote for the office sought by the candidate who committed an intentional violation of campaign policy.

### **191.5 District Officer Election Procedures**

- a. Candidates for the offices of Governor and Governor - Elect shall have a nomination not to exceed three (3) minutes and a second not to exceed (1) minute. Each candidate shall have up to five (5) minutes to personally address the House of Delegates.
- b. Nominations and Seconders for any candidate can be ANY member of a NY District Kiwanis Club in good Standing.

### **191.5 District Officer Election Procedures (continued)**

- c. The Sergeant at Arms shall assure that all Nominators and Seconders, along with the candidates' family members shall be seated together in an area easily accessible to the podium to facilitate easy transition between speakers.
  1. If any speakers for a candidate and any family members of the candidates are not delegates, the space provided shall be arranged so that certified delegates can be easily identified.
  2. The Sergeant at Arms shall be posted at all times at this area to assure compliance with these policies and the NY District Kiwanis Bylaws.
- d. During the collection of ballots and the counting of those ballots, each candidate along with their staff and family members shall be escorted to separate rooms or private areas, located away from the house of delegates.
- e. Each Candidate shall be entitled to one observer during the counting of the ballots.
- f. At the completion of the vote tallies and prior to announcement of the results to the House of Delegates, the Election Committee Chair will inform the District Secretary of the results and the District Secretary shall separately inform each candidate of those results.
- g. Any candidate who is unopposed for office may be elected by a voice vote.

### **192.0 District Officers and Chairpersons Hold One Position Only**

No member, with the exception of the Secretary/Treasurer shall hold more than one District Office or Chairmanship of a Committee activity at the same time, with the exception of those positions where the member is chairman of a committee, ex-officio, by reason of holding a particular office, i.e., Governor, as Chairman of Executive Advisory Committee, and Governor-elect, as Chairman of Achievement Committee. A District Chairman may not serve as District chairman and Zone chairman of the same or another committee simultaneously.

## **201. Financial Policies**

### **202. District Finance Committee**

**202.1 Functions** -The functions of the District *Finance Committee* are:

- a. To know the operating plan and procedures of the New York District and its financial requirements.
- b. To prepare, with the assistance of the District Office staff, the annual budget and to present the budget to the Board of Directors for its approval.
- c. To examine carefully and regularly the accounting system of the District Office.
- d. To examine and consider the report of financial operations and the annual reports of the auditors for the District and its sponsored youth organizations, and to make any recommendations concerning such reports to the Board of Directors.
- e. To determine the financial effect of matters considered by the Board of Directors.

### **202.2 Composition**

The *Finance Committee* shall be composed of ten members including the Governor, Governor-elect, District Secretary and District Treasurer. Of the six appointed members, one member shall be a Lt. Governor-elect at the time of the appointment. The Governor-elect shall make the selection of the chair and the balance of appointments.

**202.3 Term and Appointment**

The *Finance Committee* shall be appointed by the Governor-elect for a one year term beginning the following October 1, but the committee will meet before June 1 to prepare the budget for the twelve-month period beginning October 1.

**202.4 Qualifications of Chairperson of Finance Committee**

The Chair of the *Finance Committee* must be a Certified Public Accountant or a Public Accountant. If a qualified person cannot be secured, the Governor-elect should seek out an individual with a professional background that includes familiarity with standard accounting procedures. It is also mandatory that the District Treasurer be a Certified Public Account or Public Accountant. If a person with the aforementioned qualifications cannot be found, the Governor-elect shall seek a person with comparable experience and report his recommendations to the Board of Directors.

**202.5 Meetings**

- a. The *Finance Committee* shall function during the entire year and shall meet at such time and place as the chair of the committee may designate, generally in the District office.
- b. In addition to the budget meetings which are held before October 1, the *Finance Committee* shall meet at least twice during the administrative year, generally in June and in January.
- c. Special meetings may be called by the Governor, the chair or by a majority of the committee.
- d. At least two weeks written notice shall be given for either regular or special committee meetings.
- e. A quorum of the *Finance Committee* shall consist of a majority of the members of such committee.

**202.6 Purposes of Meetings**

At the meetings of the *Finance Committee*, as a minimum, the following financial reports will be considered.

	<b>District Operations</b>	<b>Sponsored Youth Organizations</b>
<b><u>First Meeting</u></b> ( <i>Prior to June 1</i> )	October 1 to September 30 Budget	April 1 to March 31 Budget
<b><u>Second Meeting</u></b> ( <i>January</i> )	Financial operations to date. Budget changes & variations. Preliminary District Convention budget. Audit report and recommendations.	Financial operations to date. Budget changes and variations.  Circle K and Key Club convention budgets.
<b><u>Third Meeting</u></b> ( <i>June</i> )	Financial operations to date. Budget changes and variations. District Convention Budget.	Financial operations to date. Budget changes and variations.

**202.7 Special Meetings** - purpose set forth in the call for a special meeting.

**205 Procedure for Approval of Contracts and Commitments**

All District commitments, obligations, contracts and agreements for District events or activities shall be made only with the prior written approval of the District Governor, the District Governor-elect, the District Secretary, the District Finance Chair and the authorized chairperson of the event or activity. Any such contracts or commitments will be signed by the District Secretary only upon written approval of said officials and review by the Chair of the Laws and Regulations Committee.

### **205.1 Review of Contracts and Agreements**

To carry out its function and responsibilities, the *Finance Committee* may review all contracts, Insurance policies, salary schedules, leases and other documents pertinent to the financial structure of the District.

### **206. Investments of Reserve and/or Surplus Funds**

- a. The *Finance Committee* shall review the District procedure for investments of reserve and/or surplus funds.
- b. Investment of reserve and/or surplus funds will be permitted for a term not to exceed four (4) years in savings accounts or banks or savings and loan associations, or United States government agency obligations. Such investments shall be made taking into consideration the probable time that such funds will be used, rate of return, liquidity, and safety of the funds. Current surplus funds are to be invested for terms as required.

### **207. Pledge of Securities**

Only upon approval of the Board of Directors, may the District Secretary and Treasurer pledge as collateral security for any loan for the good of the District, any security, bond, savings accounts or other District asset.

### **208. Budgets**

#### **208.1 Preparation of Budget**

- a. The new *Finance Committee*, appointed by the Governor-elect, shall meet before June 1 to prepare the budget for the twelve-month period beginning October 1.
- b. By June 1 the budget shall be completed by the *Finance Committee* and given by the District Secretary to the incoming Board of Directors thirty (30) days prior to the Lt. Governors Training Conference.

#### **208.2 Balanced Budget**

In the budget, as adopted by the *Finance Committee*, total expenditures for District operations (exclusive of convention budgets) shall not exceed the estimated income. *Bylaws, Article XVI, Section 4*

#### **208.3 Adoption of the Budget**

At the first meeting of the Board of Directors, a budget of estimated income and expenditures for the year will be approved and adopted by the Board. *Bylaws, Article XVI, Section 2)*

#### **208.4 Budget Changes and Modifications**

- a. Any request for change or modification of the budget should be submitted in writing to the *Finance Committee Chair*, and should set forth the reasons for the changes or modification.
- b. The request for change or modification of the budget shall be considered by the *Finance Committee* at its next meeting.
- c. Any change or modification of the budget must be approved by the Board of Directors.

#### **208.5 Requests for Funds not Budgeted**

- a. Any request for funds not budgeted should be in writing to the *Finance Committee Chair*, and such request should be handled as a request for budget change or modification as provided in *Section 210.4*. Such request shall be considered on the basis of need and the financial status of the District at the time the request is made as approved by the Board of Directors.
- b. Expenditures authorized or obligations incurred by District Officers, Committee members or any persons for non-budgeted items shall be the personal responsibility of the person authorizing the expenditure or obligation.

## **208.5 Requests for Funds not Budgeted (continued)**

- c. Any request for purchases on non-budgeted items by District Officers or District Committee Chair shall be requested in writing to the District Office, and all purchases shall be authorized by Purchase Order(s) to the vendor and signed by the District Secretary.
- d. No funds within the budget may be transferred or used for any purpose other than the stated budget items without approval of the *Finance Committee* and the Board of Directors.

## **209. District Purchases**

Responsible Persons authorized to make purchases on behalf of the District, as outlined by the Bylaws, must use a "bid" process for all purchases of \$1,000.00 or more. The District Secretary shall keep a record of all bids and attach them to purchases made. (Board action, 11/13/94)

## **210. Books and Records**

### **210.1 Generally Accepted Accounting Principles**

The District books and records shall be maintained in accordance with generally accepted accounting principles and with proper internal controls.

### **210.2 Fiscal Year**

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

### **210.3 Inspection**

The books and records of the District Secretary and/or the Treasurer, and any of the sponsored youth organizations, at all times, shall be open for inspection by the *Finance Committee*, the Finance Committee Chair, the Board of Directors, or the Governor.

### **210.4 Closing of Books and Records**

By November 15, every effort shall be made by the District Secretary and Treasurer to account for all of the prior year's receipts and expenses to permit the closing of the books and records, and to process any excess funds (or deficits) increasing (or decreasing) the general fund.

## **220. Revenue**

### **220.1 Receipt of Funds**

All funds received shall be deposited within three (3) workdays in regular commercial accounts by the District Secretary, who shall turn over promptly to the District Treasurer, a duplicate deposit receipt and transmittal details. Except as approved by the *Finance Committee*, funds shall not be deposited in any special commercial accounts.

### **220.2 Special Commercial Accounts**

The special commercial accounts approved by the *Finance Committee* are as follows: None.

## **221. Membership Fees**

The District *Finance Committee* shall recommend annually, the General Fund Per Capita dues, and ESK Subscription fee needed each year to balance the budget.

### **221.1 Dues**

Annual Dues shall be collected as outlined in District Bylaws, Article XIII.

### **221.2 Newly Admitted Clubs**

Newly admitted clubs shall be billed prorated dues and membership costs commencing on the first day of the month following the organization meeting of such club. No new members add fee shall apply to charter members. (*Bylaws, Article XV, Section 2*)

### **221.3 Suspended Service Clubs**

Clubs that are on a suspended service status shall not be billed dues or other membership costs. When such club returns to a meeting status, dues and membership costs shall be billed commencing the next October 1<sup>st</sup>.

### **230. District Assets**

#### **230.1 Accounts Receivable**

For financial statements, bona fide accounts receivable should be shown as an asset.

#### **230.2 Advances, Prepayments and Deferred Expenses**

For financial statements, bona fide advances, prepayments or deferred expenses, applicable to future activities or costs of operations, should be shown as an asset.

#### **230.3 Furniture, Fixtures, Equipment and Other Assets**

The carrying value of furniture, fixtures and equipment shall be \$1.00. The capitalization of any expenditures for fixture, equipment or other assets must be approved by the Board of Directors. Generally to capitalize an asset, the expenditure should exceed \$1000 and the amortization of such assets generally will be over a three to five-year period.

#### **230.4 Inventories**

Ordinarily an inventory of books or supplies should not be carried as an asset, unless there is reasonable certainty that the amounts shown shall be recovered in sales by the District.

#### **230.5 Specific Reserves**

Specific Reserves are obligations to the District, and therefore, on financial statements, shall be deducted from the appropriate asset accounts.

### **235. District Obligations**

#### **235.1 Payment of Invoices**

All invoices which have been received and properly approved by the District Secretary shall be forwarded to the Finance Committee Chair who shall then review the invoice for compliance with the current Accounting Manual and Budget and then forward the invoice to the District Treasurer for payment. Unless the invoice permits a longer period of time, such payments should be made by the District Treasurer within 15 days following the date of invoice approval.

#### **235.2 Method of Payment**

All District obligations shall be paid by voucher check which show the payee, the item of service rendered or material purchased and the amount of payment. Certain expenditures of \$100.00 or less may be made from petty cash.

#### **235.3 Charge for Expenditures**

All expenditures shall be charged to the proper budget account in the District's books and records.

#### **235.4 Disbursement to Conform to Budget**

Prior to payment, all expense items shall be adjusted to conform to the budgeted allowance, including any approved changes or modifications thereof. As provided in *Bylaws Article XVI, Section 4*, the total disbursements in any year shall not exceed the gross amount of the budget adopted by the Board of Directors.

#### **235.5 Expense Reports**

Expense reports should be submitted at least quarterly to the District Office. Expenses of District Officers, Committees and Committee Chairs must be postmarked no later than September 15<sup>th</sup>.

### **235.6 District Purchases**

All purchases shall be made through the District Office only, and all purchase orders must be signed by the District Secretary or his/her designated alternate.

### **235.7 Reimbursement of Expenses**

All requests for reimbursements must be made by the submission of an expense voucher accompanied by documentation of expenses. Reimbursements shall be issued up to the maximum allowed in the District budget as provided for in the Accounting Manual.

### **235.8 Reimbursement of Lieutenant Governors**

The District Lt. Governors shall be reimbursed for expenses incurred in official visits within their Divisions, and for visits to International Conventions, District Conventions and District Conferences only. These expenses will be reimbursed in accordance with the Accounting Manual.

## **240. Financial Reports**

### **240.1 Form of Financial Reports**

- a. All financial reports to the Board of Directors shall reflect in detail, income and expenditures for the current year to date, a comparison to the same period of the previous year, variations for the current year's budget, and comments if such variations are material.
- b. Quarterly operating statements and financial reports to the members and to the Board of Directors shall be prepared in a form approved by the *Finance Committee*.
- c. The proposed budget as submitted to the incoming Board of Directors shall reflect in detail estimated income and expenses for the year, a comparison to the budget for the current year, if available --a comparison to the current year's operations considering an estimate of income and expenses to be incurred for the balance of the year, appropriate comments concerning materials' variations, any suggested policy changes or recommendations. In addition the latest District financial reports should accompany the budget.

### **240.2 Financial Reports by District Treasurer**

- a. As provided in *240.1.a*, the District Treasurer shall make a financial report to the Board of Directors at each of its regular meetings.
- b. Quarterly operating statements will be prepared by the District Treasurer and sent to members of the *Finance Committee* and Board of Directors, and to Past Governors and selected District Chairpersons
- c. For the District Convention, the District Treasurer shall prepare a condensed financial report, including an estimate of income and expenditures for the balance of the administrative year and the condensed budget for the next administrative year.

### **240.3 Financial Reports by Finance Committee Chair**

- a. At each of the regular meetings of the Board of Directors, the *Finance Committee Chair* shall make a report covering the District's financial operations and the financial operations of the sponsored youth organizations.
- b. The proposed budget shall be presented by the *Finance Committee Chair* to the incoming Board of Directors at its first meeting. Before such meeting, the proposed budget shall be reviewed in detail by such Board. if available and time permits, the Board should review the budget at its training conference, or, if it was not available at that time, the budget should be reviewed prior to the Board Meeting, at a separate meeting during the District Convention.

## **245. District Auditors**

### **245.1 Appointment**

At the first meeting of the Board of Directors, upon recommendation of the *Finance Committee*, the Auditor shall be appointed by the Board, and the report shall be rendered to such Board. The Auditor shall be an independent Certified Public Accountant or an independent public accountant. (*Bylaws, Article XVI, Section 5*).

### **245.2 Annual Audit**

The annual audit shall be conducted in accordance with generally accepted auditing standards, and the report shall contain an opinion and financial statements, prepared in accordance with generally accepted accounting principles for the fiscal year ending September 30 and be completed by February 1 of the following year.

## **250. District Conventions, Conferences and Meetings**

Each District Convention and conference shall be self-sustaining; the expenditures included in the budget shall not exceed the membership payments, registration fees, meal costs and other income. Meetings may or may not be self-sustaining, but financially should be within the amounts budgeted by the District.

## **251. Travel, Housing and Other Concessions**

### **251.1 All Concessions to District**

- a. For any District or Zone conference, convention or meeting, all travel, housing and other concessions accrue to the District.
- b. No District officer or Kiwanis member, due to their office or his/her membership, has any right or privilege to benefit personally, or to increase District expense, by promoting separate housing, travel or special event arrangements related to any District convention, conference or meeting.
- c. Recognizing the value of convention facilities, public space, convention bureau assistance and other concessions ordinarily received gratis or at a very nominal cost by our District for any conference, convention or meeting, all participants are encouraged to use District arranged housing, travel and other accommodations Also see *Section 251.3*

### **251.2 Payment to District**

For any District conference, convention or meeting, any chair or District officer shall be charged for any and all concessions received, directly or indirectly, by them that the District otherwise would have received. The value of such concessions is payable to the District by such chair or officer, either in cash, or as an offset to amounts due from the District.

### **251.3 Separate Arrangements by Kiwanians or Clubs**

Although members are urged to use District approved travel arrangements and hotels, any Kiwanis member or club is free to make its own independent arrangements. The only restriction placed on such members or club is that, without the consent of the Board of Directors, it cannot solicit other clubs or members in the District, and, without the consent of the Lt. Governor, it cannot solicit other clubs or members in its resident Division.

### **251.4 Complimentary or Reimbursed Travel**

- a. For District Conventions, the District officer's travel expenses are included as part of their budget allotment, and are charged against the District's operating expenses. For District Conventions, the travel concessions received by the District shall be included as operating income to the extent of costs incurred, and the excess, if any, as convention income, minimizing the total cost incurred for the Convention.

#### **251.4 Complimentary or Reimbursed Travel (continued)**

- b. For District Conventions, other persons who may receive travel allowances or reimbursements, and the account to be charged, are as follows:
  - 1. *Sponsored Youth Governors* - (Convention Expense)
  - 2. *Convention Speakers* - (Convention Expense)
  - 3. *Music and Entertainment* - (Convention Expense)
- c. For District Conventions, the Counselor to our District receives travel expense from Kiwanis International; no travel costs shall be paid by the District.
- d. For the mid-year Board meeting:
  - 1. The District officers travel expenses are included as part of *their* budget allotment.
  - 2. District committee chairs may be reimbursed for travel. *See Section 270.1*
- e. For the District convention, conferences or meetings, except as provided in this section, no complimentary or reimbursed travel expenses shall be charged to a conference or meeting by District Chairs or other Kiwanians. By special request of the Governor or Governor-elect, and by agreement in advance, Zone administrators or members of the Education Committee or planning committee may be reimbursed for travel to a conference or meeting outside of the zone in which their club is located.
- f. For District conventions, conferences and meetings, whenever practical, payment of travel costs shall be made to the District, and the District shall then reimburse the person entitled to reimbursement in accordance with District policies.

#### **251.5 Complimentary or Reimbursed Housing**

- a. For District Conventions, if the District officer receives housing as part of their per diem allowance, and it is included as part of their budget allotment; the allowance is charged against the District's operating expenses.
- b. For District Conventions, both the Governor and Governor-elect shall be complimented a moderately priced suite; for Mid-Year Conferences and Board meetings, the Governor shall be complimented a moderately priced suite. For other meetings, the Governor (or Governor-elect, if in charge) shall be complimented a room.
- c. For District conventions, mid-year conferences and other meetings, except as provided in *Section 251.5*, housing concessions and reimbursements shall be treated as income and expense of the convention, conference or meeting. In addition to housing concessions, a room or suite in the headquarters hotel may be complimented to and/or upgraded for the District and, if so, it is to be used without charge by the Governor (or Governor-elect, if in charge).
- d. For the District convention and Board visit, the Counselor to the District and his/her spouse shall receive a complimentary room, charged to the convention or to Board expense. In addition, either flowers or a fruit basket will be provided in the room by the hotel or the Governor.
- e. For the District Convention and Mid-Year Conference, if necessary, a complimentary room shall be provided to the sponsored youth governors, and the cost thereof shall be treated as expense of the convention, conference or meeting.
- f. By special request of the Governor (or Governor-elect, if in charge), and by agreement in advance, Sponsored Youth Administrators, or members of the Education or Planning committee may receive reimbursed housing on a per diem rate for participation in a conference or meeting (other than the District convention) outside the zone in which their home club is located.

### **251.5 Complimentary or Reimbursed Housing (continued)**

- g. For the District convention, conferences and meetings, except as provided in *Section 251.5*, no complimentary or reimbursed housing expenses shall be charged by or reimbursed to a District chair or other Kiwanian.
- h. For the District Convention, conferences and meetings, whenever practical, payment of housing costs shall be made to the District, and the District shall then reimburse the person entitled to reimbursement in accordance with District policies. Persons entitled to complimentary or reimbursed housing may upgrade such housing and pay the difference in rates.
- i. Unpaid Compensation shall be administrated as follows:
  - 1. The Board of Directors shall have sole jurisdiction in matters of approval and assignment of complimentary services or benefits if available, including but not limited to complimentary rooms, meals, travel and other services that have tangible value to the District. No Officer, Director or member will be paid or use unpaid compensation for housing or travel arrangements made on behalf of the District without the consent of the Board or a select committee as appointed by the Board.
  - 2. Complimentary benefits as defined above are limited to seven persons: Governor, Governor-elect, Immediate Past Governor, Past Governor, Past Governor once removed, District Secretary and Treasurer. The costs of such benefits are to be deemed sound and reasonable and within Kiwanis protocol.

### **251.6 District Office Costs**

The direct cost of travel, housing, salaries and other expenses of District office personnel shall be charged to any District convention, conference or meeting. For the spouse of the District office personnel attending a District convention, conference or meeting, there shall not be any reimbursement of travel or other costs, unless such spouse provides adequate assistance to the functions and responsibilities of the District office, in which case, and at the discretion of the District Secretary, the registration fees, housing, meals and/or other costs may be reimbursed, waived or decreased.

## **252. Preparation of Budget - Convention, Conferences and Meetings**

### **252.1 Preparation of Budget- District Convention**

- a. By January 1, a special committee consisting of the Governor, Governor-elect, District Secretary and the Convention General Chairs shall prepare a preliminary budget for the convention, and by June 1, a final convention budget. These budgets shall be reviewed by the *Finance Committee*, and it shall make its comments and recommendations to the Board of Directors.
- b. The number of participants in the convention expected for a break-even budget shall be determined by the Convention and Travel Committee.
- c. Expenses included in the budget should have flexibility to adjust for a reasonable decrease of attendance as compared to the number of participants expected.

### **252.2 Preparation of Budget - Conferences and Meetings**

The budget for conferences and meetings shall be prepared by the Governor (or Governor-elect, if he/she are responsible), District Secretary and conference or meeting chair. At the request of any member of this committee, assistance may be obtained from the *Finance Committee Chair* or their representative.

## **253. Income - Conventions, Conferences and Meetings**

All registration fees and other income shall be credited to the appropriate convention or meeting account.

### **253.1 Registration Fees – Conventions, Conferences and Meetings**

- a. A larger registration fee ordinarily will be charged for Kiwanis members as compared to the registration fee for spouses or family members or guests, eighteen years of age or over. Such fees generally shall be the amount necessary to balance the conference or convention budget, or to provide the income estimated in the District budget, using a conservative estimate of attendance.
- b. The registration fee (exclusive of meals) for spouses and family members, eighteen years of age or over, should cover basic administrative costs and encourage family participation in Kiwanis.
- c. At District Conventions or Conferences, a special registration fee may be offered to Kiwanians for outstanding participation, such as 100% club registration.

### **253.2 Package Registration Fees - Conventions and Conferences**

To encourage Kiwanians to participate in all convention and conference events, and to minimize the financial risk of meals or special event guarantees, whenever practical, a package registration fee including registration, luncheons, banquet, and any special events will be offered at a discount compared to individually priced registration and tickets.

### **253.3 Complimentary Registrations - Conventions and Conferences**

Complimentary registration for conferences or conventions will be provided to sponsored youth organization Governors and the International Counselor to our District and his/her spouse. Ordinarily, a non-Kiwanian convention or conference speaker and his spouse, without cost to them, shall be invited to participate during the day or evening they speak on the program.

### **253.4 District Convention Account**

A convention fund of five thousand dollars (\$5,000) is allocated to the District convention. Part of this allowance may be used for the payment of pre-convention expenses.

### **253.5 Meal Functions and Special Events**

Meal functions and special events generally should be self-sustaining, with a sufficient override to provide for administrative costs and any complimentary tickets for meal functions shall be provided only to sponsored youth organization Governors, to convention or conference speakers and/or honorees who are non-Kiwanians and their spouses, and to the Counselor to our District and spouse. Any complimentary tickets for meals and special events must be approved by the Governor (or Governor-elect, if in charge) and the District Secretary.

### **253.6 Requirement for Registration Fees**

- a. Except as provided in *Section 254.3*, each Kiwanian, his/her spouse, and family members or guests, eighteen years of age or over, attending a District convention, conference or meeting, shall pay the applicable registration fee.
- b. For Kiwanis family members or guests less than eighteen years of age, no registration fee is required, but such persons shall be charged for any meals or special events.
- c. For luncheons, banquets or special events, subject to the availability of tickets, the spouse, family member or guest of a Kiwanian who has not registered may purchase an individual ticket.

## **255. Expenses - District Convention**

### **255.1 Accounting for Expenses- District Convention**

All expenses incurred for a District Convention shall be charged to the appropriate convention accounts, including but not limited to pre-convention planning, convention costs, convention committee expense, speakers, music and entertainment, professional services, prizes and awards, stenographic reporter, District Officers' Dinner, and District Office Expense.

### **255.2 Honorariums - District Convention**

At District conventions, for speakers, music and entertainment within the amounts budgeted, a reasonable honorarium may be paid. If a Kiwanis club requests that certain musicians or entertainers perform, generally such club is expected to provide the cost of transportation and housing.

### **255.3 Record of Proceedings - District Convention**

A written record shall be made of the proceedings of the District convention; a copy of such proceedings shall be distributed without cost to the Governor and the Governor-elect and one copy shall be retained by the District Office.

### **255.4 District Office Costs - District Convention See Section 251.6.**

### **256. Expenses - District Conferences and Meetings**

All expenses incurred for a District conference or meeting shall be charged to the appropriate conference or meeting accounts. At District conferences and meetings, ordinarily an honorarium shall not be paid for speakers, musicians or entertainment. Unless such meeting is concurrent with the Mid-Year Board of Directors meeting, no travel, meal function or housing shall be provided. *For District Office costs, see Section 251.6.*

### **257. District Convention Reserve Fund**

The District shall maintain a convention reserve fund of five thousand dollars (\$5,000) at the end of each year.

### **257.1 Convention Gain or Loss**

The net income or loss from a District convention shall be charged or credited to the Convention Reserve Fund.

### **270. District Committees**

#### **270.1 District Committees Mid-Year Meeting of Board of Directors**

All District Committee Chairs are encouraged to attend the District Mid-Year meeting of the Board of Directors to present their reports and to encourage their programs of service. For such attendance, a travel allowance but no per diem, meals or lodging may be paid by the District.

#### **271. Expenses of District Committees**

Expenses of District Committees shall not exceed the Lt. Governor's per diem and travel and are payable only to extent as budgeted.

#### **271.1 Costs - Convention and Travel Committee**

The cost of meetings of the *Convention and Travel Committee* shall be charged against the District Convention budget or mid-Winter Conference budgets depending upon the primary purpose of such meeting.

#### **271.2 Costs - Governors Staff**

The Governor shall recommend a total amount to be budgeted for reimbursement of his/her administrative staff to cover such costs as office expense, telephones, postage, travel, meetings, convention expense. The Distribution of these funds need not be in the same amount to each person; the actual amount of each reimbursement to be at the discretion of the Governor.

### **280. International Conventions**

#### **280.1 Reimbursement for Travel**

The approved expenses to the International Convention for members of the Board of Directors shall be reimbursed from District Funds to such members attending the Board Meeting.

## **280.2 Amount of Reimbursement**

Reimbursement for travel to the International Conventions shall be in accordance with the District Bylaws.

## **280.3 Per Diem Allowances**

A per diem allowance is allocated for the total number of days of the convention plus a previously approved extra travel allowance in special cases to Board Members. Such allowance shall be charged against the District's Lt. Governor's allowances, or to the officers' budget allowance.

## **281. Travel, Housing and Other Concessions - International Convention**

### **281.1 All Concessions to District**

- a. No District officer or Kiwanis member, due to his/her office or membership, has any right or privilege to benefit personally from any separate convention travel arrangements or tour.
- b. For the International Convention, all travel and other concessions accrue to the District. For housing concessions, see *Section 282.1.c*
- c. For the International Convention, Kiwanis International retains all housing concessions, but generally allows a moderate priced suite to the Governor. If any such allowance is made to the Governor, no reimbursement is required to the District. Any other allowances of hotel accommodations accrue to the District.

### **281.2 Payment to District**

For the International Convention, any District officer or Kiwanis member will be charged for any and all concessions received, directly or indirectly, by them. The value of such concessions is payable to the District by such officer or member either in cash, or as an offset to amounts due from the District

### **281.3 Separate Arrangements by Kiwanians or Clubs - International Convention**

Although members are urged to use District approved travel arrangements and hotels, any Kiwanis member or a club is free to make his/her own independent arrangements; the only restriction placed on the member or club is that, without the consent of the Lt. Governor, it cannot solicit other clubs or members in the Division, and, without the consent of the Board of Directors, it cannot solicit other clubs or members in the District.

## **282. Travel or Service Agents**

### **282.1 Use of Independent Travel or Service Agent as Coordinator**

- a. If an independent travel or service agent is selected, the maximum allowable costs for production, office expense, overhead and profit should not exceed:
  1. Commissions on air and sea travel;
  2. Hotel commissions; and
  3. The industry average service charge (12% maximum) on all direct costs less commission able costs.
- b. The District Office expense in promoting such charter or tour, and the cost of its office at the International Convention should be offset by the value of the concessions, if any, and an amount not to exceed seven (7%) of the total direct costs.
- c. The total direct costs including housing, transportation, handling of baggage and any special service performed for the participants.

### **282.2 Use of District Office as Coordinator**

In addition to the value of concessions, if any, the allowable costs for advertising, printing, personnel and overhead to the District, if it coordinates a charter or a tour should not exceed seven (7%) of total direct costs.

### **282.3 Separation of Funds**

All deposits by members for charters or tours shall be placed in a separate account, and, if an independent service agent is used, such account shall be under the joint control of such agent and the District Secretary.

### **283. District Office and Personnel Costs - International Convention**

- a. For International Conventions, the amounts received by the District for travel arrangements should offset its office and direct costs in promoting such travel arrangements, the cost of a District Office at the convention, and any additional personnel costs. Any excess or loss shall be credited or charged to the District's general operating funds.
- b. For International Conventions, a District office shall be maintained generally in the headquarters' hotel. If needed, temporary help may be hired at the convention site, or, at the discretion of the District Secretary, regular District Office employees may be used in such office. There shall not be any reimbursement of travel or other costs for the spouse of any District Office personnel attending such convention.

### **285. Candidates for International Office**

#### **285.1 Nominating Conference at the International Convention**

#### **285.2 Procedure**

Prior to the start of the administrative year, the Governor-elect and this District representative on the International Board and Past International Presidents of this District shall confer in order to bring recommendations on nominations and/or seconding of nominations of other District's candidates for International offices to this District's Board of Directors.

### **290. Endorsement of a Candidate from this District for International Office**

#### **290.1 Vacancy for International Office**

During the year when the International President is from this District or when a vacancy occurs on the International Board of Trustees for which this District becomes eligible, the District shall endorse a candidate for such office.

#### **290.2 Eligible Candidates**

- a. Eligible individuals shall declare in writing their candidacy to the District Secretary not later than December 31 of the Administrative Year. The Secretary, in turn, shall forward such declarations to the Past Governors Committee for consideration and recommendations to the Board of Directors at the Mid-Winter Meeting.
- b. At the Mid-Winter Board Meeting each candidate presented to the Board of Directors shall be given three (3) minutes for a presentation.
- c. If more than two (2) candidates are presented, the District Board of Directors at their International Convention Board Meeting shall select two (2) candidates to be presented to the District House of Delegates for endorsement.
- d. The method by which the District Board of Directors shall choose the two (2) candidates shall be by ballot with each Director voting for one (1) candidate. The two (2) candidates receiving the highest vote totals shall be presented for selection to the House of Delegates. In the event there is a tie in the voting, then the Board of Directors shall determine the method of breaking such ties.
- e. Prior to convening the House of Delegates, both candidates shall be presented and have the opportunity to speak to their candidacy at the District Convention for no more than three (3) minutes.

## **290.2 Eligible Candidates (continued)**

- f. After a nominating speech of three (3) minutes, and a seconding speech of one (1) minute each, the House of Delegates shall elect the candidate to be endorsed by this District for International Office.
- g. Ample time and space shall be provided at the District Convention for each candidate to meet and speak with the Kiwanians of the District.
- h. In addition, District *Policies 191.2 and 191.3* will apply.

## **291. The PAC Committee**

### **291.1 PAC Committee Composition**

The *PAC Committee* shall consist of five (5) Past Governors, In addition, all Past International Officers, the current Governor, Governor-elect, and District Secretary. The Chairman shall be selected by the International candidate. When there is no International Candidate, the *PAC Committee* shall select the PAC Chairman.

### **291.2 PAC Committee Reports**

The *PAC Committee* shall give a report to the Board of Directors at each scheduled Board meeting as to the status of candidates for International Office and/or possible candidates as filed with the District Secretary and/or recommended by the Past Governors Council for such positions.

### **291.3 PAC Committee Budget**

The *PAC Committee* shall submit a budget of expenses for each candidate. The Board of Directors has responsibility for the approval of the budget. All purchases made in behalf of a candidate must follow District guidelines.

## **300. Divisions**

### **300.1 Conferences And Meetings**

- a. Division Conferences and meetings are District meetings with the Lt. Governor of the Division responsible. A club, in acting as host to a Divisional Conference should bear in mind that the Lt. Governor of the Division is in complete charge of the entire program.
- b. The Lt. Governor shall select a Club to act as Host and approve arrangements to be made by them. He or she shall be responsible for the agenda and program arrangements. A report of such meetings should be sent to the Governor, Governor-elect and District Secretary.
- c. It is recommended that the Lt. Governor hold one Tri-K Division Council meeting annually in concert with the Key Club and Circle-K Lt. Governors and officers of all three Organizations.

## **310. Division Councils**

### **310.1 Guidelines for Council Meetings**

Division councils composed of representatives of the clubs of the Division may be convened informally by the Lt. Governor for purposes of discussion, consultation, and coordination of Kiwanis programs and activities between the clubs of that Division.

### **310.2 Purpose**

- a. To promote divisional cooperation between the clubs of the division for the exchange of ideas and sharing and cooperating In Kiwanis projects without infringing on the authority of any club in the New York District as a Kiwanis entity.
- b. To provide leadership, education, and cooperation between the clubs in promoting programs of the New York District and Kiwanis International.

### **310.3 Meetings**

- a. The number and place of meetings shall be determined by each council according to local requirements.
- b. It is recommended that at least four meetings be held each year and whenever feasible and necessary monthly meetings may be held.
- c. The presiding officer at Divisional Council Meetings shall be the Lt. Governor. In emergencies, the Immediate Past Lt. Governor shall preside.
- d. Prior to the first meeting of the Council, a Division Secretary and a Division Treasurer may be appointed by the Lt. Governor.
- e. The personnel of the Division Council meetings with voting privileges shall be the President, and Immediate Past President of each club in the Division, or their duly elected alternate(s). The Lt. Governor of the Division shall have the privilege of the floor without the right to vote except, however in the event of a tie, in which case, he/she will be entitled to vote. Each Past Governor still active, privileged or senior member of a club of the Division, Past Lt. Governors and Lt. Governor-elect in attendance shall have the privilege of the floor without the right to vote unless he/she is a duly elected alternate of his/her club substituting for an absent delegate. (Bylaw Article XII, Section 2. (b.), (c.))

### **310.4 Organization And Operations**

The agenda for a Council Meeting should be similar to a Kiwanis Club Board of Directors meeting with appropriate opening and closing.

- a. The program of the meeting may include discussion of Kiwanis Action committees.
- b. A Division Council may, with the full cooperation of the leadership of the various clubs, reach decisions for the mutual benefit of all in the division.
- c. The council shall have no dues structure.
- d. No club in any division shall be obligated by any action taken at a Division Council.
- e. Each Division Council should formulate written "Operating Procedures" as guidelines for the operation and continuity of its Division Council. The "Operating Procedures" shall be in harmony with the bylaws or policies of Kiwanis International of the New York District.

## **400. General Administrative Policies**

### **400.1 Gratuities**

A sum of not less than \$100.00 or more than a sum equal to \$1.00 per Kiwanis Club shall be set aside for the purpose of procuring a suitable gift of appreciation and esteem for the District Governor. Also, a sum not to exceed a sum equal to \$1.00 per Kiwanis Club shall be set aside for the purpose of purchasing two suitable gifts; one to be presented to the International President on one of his/her official visits to either the District Convention or any District function and one for the assigned Kiwanis International Representative (counselor) to the District Convention.

### **400.2 District Correspondence**

All letters and other communications to Clubs by the Governor, Governor-elect or Lieutenant Governors concerning Club reports, delegates to conventions, District indebtedness, and such matter which are mailed, shall be made part of the District office records and copies shall be mailed to the District Secretary's office. Copies of all communications of any District officer to other District officers and Club Presidents should be sent to the Governor. Copies of all communications of District officers to or from District and Division Chairpersons of committees should be sent to the Governor-elect.

### **400.3 Kiwanis District Emblem**

To preserve distinction and dignity of the New York District emblem, it shall not be used for trade or commercial purposes without specific authorization of the Board of Directors. The emblem may be used on approved District badges for present and past District officers and District committee chairpersons. It may be used also for official District, Division and Club programs, bulletins, stationery and publications connected with Kiwanis programs and activities of a non-commercial nature. For any other use prior written authorization must be obtained from the District Board by written request submitted through the District Secretary at least ten days prior to any meeting of the District Board.

### **400.4 Appropriation of Club or District Equipment**

The practice of appropriating District or Club banners, gongs, and other equipment is disapproved by the New York District. The only circumstance when an exception to this policy may be condoned is where clubs within a single division mutually agree to accept such practice to encourage inter clubbing and fellowship and then arrangements for the return of equipment to the owner club shall be made within a reasonable minimum time.

## **500. District Awards**

### **500.1 General Provisions**

All awards shall be annual, coincide with the Administrative Year of the District, and be given for recognition of projects or accomplishment conducted within that 12 month period, and not previously reported or honored.

### **500.2 Award**

All awards shall be felt emblems or ribbons for use on Club Banners and/or printed certificates (as appropriate).

### **500.3 Award Winners**

Unless otherwise indicated, all award winners shall be announced at the Mid-Year Conference following the given administrative year and published on the District's Website following the Mid-Year Conference.

### **500.4 Sponsorship of Awards**

Any Kiwanis Club may apply for the opportunity to sponsor an established District Award for a period not to exceed three concurrent years, by making a contribution of \$25.00 that shall be kept in a special award account of the district, and used only to cover costs of awards. An original sponsoring club may renew its sponsorship if no other club applies. Any such sponsorship of District Awards shall be approved by the District Board.

### **500.5 Other Considerations**

- a. All new awards or sponsorship of existing awards must be approved by the District Board. The Board shall also have the authority to maintain and finance any of the District Awards that are not sponsored by a Kiwanis Club.
- b. Where appropriate, awards may be separated by size of club as follows:
  1. Coral – Clubs with 29 members or fewer
  2. Emerald – Clubs with membership between 30 and 45
  3. Ruby – Clubs with membership between 46 and 75
  4. Diamond – Clubs with 76 members or more
- c. Where appropriate, each award may have an honorable mention as well as a winner.
- d. If in one year no club reports activities matching a District Award, then that Award need not be made.

## **500.6 Restrictions**

There shall be no awards presented as District Awards other than those approved by the Board of Directors or listed in District Policy. This does not preclude a Division from having awards for clubs within that Division. Clubs shall not be eligible to receive the same award more than once out of each three (3) years for the same or any major part of the same project unless otherwise indicated.

## **500.7 Award Determination**

Unless otherwise indicated, the basis for selection of winners shall be based on the description of the club projects as reported in the Club's Official Monthly Reports, with activities verified, if necessary, by a completed and submitted special report.

## **501 District Youth Awards**

### **501.1 Young Children Priority One Award**

To be presented to one club for each Young Children Priority One Award being encouraged by the District during the Administrative Year, for an outstanding single project as reported in the Annual Report or in a special V.I.P. Report.

### **501.2 Youth Service Award**

To be presented to the club having carried out the best total program of Youth Supporting Activities during the Administrative Year, other than those connected with Kiwanis Sponsored Key Club and Circle-K Activities.

### **501.3 Michael M. D'Auria Sponsored Youth Awards**

To be presented at the New York District Convention to a Kiwanian who has performed outstanding service to sponsored youth activities deserving of special merit recognition. The recipient may be selected after approval by the Governor based on recommendations of a committee consisting of the immediate Past Governor as chairperson, two (2) current Lieutenant Governors, the New York District Governors of Circle-K and Key Clubs serving at the beginning of the fiscal year (Oct. 1, 1985 and consecutively thereafter).

### **501.4 Sponsored Youth Awards**

To be presented to the Kiwanis Club that sponsors one or more Key Clubs in recognition of their total year's record of fulfillment of their responsibilities of Kiwanis sponsorship to Key Club(s). A minimum of five nominations for this award --each supported by a complete written story, shall be submitted by the Key Club District Board of Directors or Key Club District Board Members, not later than Nov. 1st of each year to the Office of the Kiwanis District Secretary. To be presented to the Kiwanis Club that sponsors one or more Circle K Clubs in recognition of their total year's record of fulfillment of their responsibilities of Kiwanis sponsorship to Circle K Club(s). A minimum of three nominations for this award, each supported by a complete written story, shall be submitted by the Key Club District Board of Directors or Key Club Board Members, not later than Nov. 1st of each year to the Office of the Kiwanis District Secretary.

## **505. District Awards - Members**

### **505.1 New York District Legion Of Merit Award**

To be presented to *Kiwanians* of the New York District recognizing their years of service to *Kiwanis*, and presented to them after having attained a minimum of five (5) years' membership and on each successive five (5) year anniversary, if warranted. The award shall be in the form of a certificate indicating the number of years and the highest office attained by the honoree. Also a lapel pin in copper for five (5) years; bronze for ten (10) years; silver for fifteen (15) years and gold for twenty (20) years. An honorary Legion of Merit Certificate may be presented to non-Kiwanians at the request of a club, division or district. Honorees shall be chosen by the club's board of directors and reported to the district on the New York District Legion of Merit request form, submitted by the Club Secretary. All Kiwanians are currently eligible for this award according to their years of service.

### **505.2 Layman of the Year Award**

Awarded each year to a Kiwanian or non-Kiwanian who best exemplifies the first two Objects of Kiwanis, which are: (1) "to give primacy to the human and spiritual, rather than to the material values of life," and (2) "to encourage the living of the golden rule in all human relationships." Individual clubs are requested to submit one nomination to their Division Lt. Governor who, in turn, recommends to the District Chair a Division nominee. Award is presented at the Prayer Breakfast at the annual District Convention. *Board action- 3/94*

### **505.3 The Gerald P. Christiano Distinguished Service Award**

Sponsored by the Past Governors' Council, this award recognizes, on an annual basis, the extraordinary, meaningful and distinctive achievement of New York District Kiwanis members.

1. This award may be presented to only one Kiwanian each year at the Annual New York District Kiwanis Convention.
2. The honoree should be a living Kiwanis member in good standing who has "exhibited outstanding meritorious service to individuals in the community and has contributed in an extraordinary manner over a significant period of years to the advancement of Kiwanis."
3. Governors-Elect, sitting Governors and Past Governors shall not be eligible to be nominated for or receive this award.
4. Award presentation and expenditures will be financed by the council only, and cannot be purchased by any club or individual.
5. Recommendations and proposals for award nominees must be submitted by a Past Governor and shall be presented in writing to the current Council Chairman, not later than January First each year.

### **510. District Awards - Clubs**

#### **510.1 Public And Business Affairs Award**

To be presented to the club having carried out the outstanding community service project related to Public and Business Affairs conducted during the Administrative Year.

#### **510.2 Citizenship Service Award**

To be presented to the club with the most outstanding project during the Administrative Year in the various areas of Citizenship Services and which was not presented another specific award.

#### **510.3 International Relations Award**

To be presented to the club having carried out the best total program of International Relations during the Administrative Year.

#### **510.4 Support Of Spiritual Aims Award**

To be presented to the club having carried out the best total program, creating greater public consciousness of the importance of religion and spiritual values during the Administrative Year.

#### **510.5 Annual District-Wide Interclub Award**

The winner of this award shall be selected on the basis of the following:

- a. To be considered, a club must have completed an official Inter-Club meeting with every club within its division. A complete written statement of details and supporting information must be filed by the Club Secretary in the Office of the Kiwanis District Secretary as soon as possible after completion, and definitely not later than October 15 of the following Administrative Year.
- b. Each interclub must meet the full requirements of an interclub meeting as defined by Kiwanis International.
- c. In addition to the above, consideration is given to inter-division Interclub meetings, % of members who inter clubbed, and whether a program was taken by the interclub to the visited club. All such information must be filed in writing in the District Office, prior to October 15 of the following Administrative Year, to supplement Official Monthly Reports.

### **510.6 Annual Interclub Round Robin Award**

A Round Robin Award will be presented annually to a club that has made an official interclub meeting to every other club within its division. This information is provided in the Monthly Reports submitted by the Club Secretary to Kiwanis International and verified by the Division Lieutenant Governor. The award shall be a standard patch on which the year may be affixed by the club.

### **510.7 Membership Award**

To be presented to the Kiwanis Club showing the greatest Net Gain in Membership for the Administrative Year as determined by the Official Membership Records in the District Office based on payment of District Dues.

### **510.8 Project 39 Award**

To be presented Annually to the Kiwanis club that has inducted the highest number of new members under the age of 39 in an administrative year.

- a. To encourage clubs to continue to recruit younger members, recognition will be given throughout the year as reported by the Club Secretary on the Project 39 form(s).
- b. The Annual award will be based on the total of new members under 39 as reported by the Club Secretary on the proper form.

### **510.9 Best Website Award**

To be presented Annually by a committee headed by the New York District Webmaster.

- a. Clubs and Divisions will automatically be considered that have established an active link with the New York District Website.
- b. Criteria will be established by the District Webmaster and committee and will be posted on the District Website.
- c. There will be an award for Best Club Website and for Best Division Website.
- d. Winners will be announced on the District Website.

### **510.10 George H. Prout Club Bulletin Award**

Sponsored by Past District Governors' Council and presented annually to one club in each of the membership size categories prescribed by Kiwanis International's club bulletin contest rules, as the same may vary from time to time. Additional clubs may receive honorable mention. Selection of winners shall be based on bulletins' physical makeup and content which, in the opinion the judges, best informs, educate, inspires and stimulates club membership and thus contributes to service activities, fellowship, attendance and membership retention and recruitment. Winners and any honorable mentioned shall be selected by the Past Governors' Council under contest rules and procedures as established by the Council and published each year in the official bulletin of the District. No club may receive the award in the same size category two consecutive years.

### **510.11 Governor's Special Award**

Sponsored by the New York District to be presented to the club selected by the District Governor of the Administrative Year in recognition of the most outstanding single activity or project that made a significant contribution to the community it serves or to Kiwanis as an organization. Method of selection is to be at the discretion of the Governor.

### **510.12 The Past Governor's Scrapbook Award**

Sponsored by Past District Governor's Council. To be presented annually at the Mid-Year Conference. Selection of winners shall be based on scrapbooks physical makeup and content. Winners and any honorable mention shall be selected by the Past Governor's Council under contest rules and procedures as established by the Council and published each year In the official bulletin of the District. No club may receive the award in the same size category in two consecutive years.

### **510.13 Annual Public Relations Award**

To be presented annually to the club having the best Public Relations program and/or event as determined by the criteria set forth by the District Public Relations Committee. There may be multiple awards for size of community and club and for different activities, again, as outlined by the Public Relations Committee.

### **600. New York District Protocol**

#### **600.1 District Sponsored Events**

When conducting a Kiwanis Banquet, Dinner or Luncheon, the following will be dais guests when present:

- Any International Representative or Officer
- Past International Officer(s) from the New York District.
- New York District Officers listed below
  - District Governor
  - District Governor-elect
  - District Secretary
  - District Treasurer
  - New York District Foundation President
  - Immediate Past District Governor
  - Past District Governor once removed
- Master of Ceremonies or Chairperson
- Speakers
- The Invocator

#### **600.2 Special Invitation Guests**

The following may sit as dais guests at the District Governor's personal invitation:

- Lt. Governor from a host division or President of a host club.
- Visiting Officers of other Districts.
- Staff members of the International Office.
- District Governor of Circle K
- District Governor of Key Clubs
- Other guests for special reasons

#### **600.3 Seating Arrangements**

All Dais seating shall be based on the following order of priority starting at the left of the lectern, facing the audience, and alternating from left to right:

- Presiding Officer or Master of Ceremonies (first seat left of the lectern)
- Speaker (first seat right of the lectern)
- Present District Officer(s)
- Present International Officer(s)
- Past International Officer(s)
- Past District Officer(s)
- Other Dais guests
- Invocator

#### **600.4 Special Guidelines**

- a. When spouses are included, they should be seated next to their husbands/wives. If the length of the head table is a problem, the spouses may be seated at a second dais in front of their husbands/wives. At informal luncheons the spouses may be seated at a special table directly in front of the dais. Whenever possible ladies should not be seated at the end of the dais.
- b. Unless determined otherwise by the District Governor, Lt. Governors and their guests shall be seated directly in front of the dais in alphabetical order by divisions.
- c. Past District Governors, honorary members of the Past Governor's Council and their guests shall be seated in a group in an honored position.
- d. The District Governor shall be the presiding officer at all District banquets and other District-sponsored functions, except that the Immediate Past Governor shall preside at any installation ceremony of District Officers or any District function honoring the Governor.
- e. Any change or exception to District Protocol should be approved by the District Governor.