

**NEBRASKA-IOWA DISTRICT
KIWANIS INTERNATIONAL**

**POLICIES AND
PROCEDURES**

February 2, 2002

NEBRASKA-IOWA KIWANIS DISTRICT

POLICIES AND PROCEDURES

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DISTRICT POLICIES AND PROCEDURES

Preamble

By definition, a Policy is: "A settled course adopted and followed by a government, institution, body, or individual." The purpose of any Policy or Procedure adopted and included herein for the Nebraska-Iowa Kiwanis District shall be to: (1) Make for a more efficient operation of the District, (2) Furnish operational guidelines to District and Club Officers in a form that is clear, concise and easy to use; and (3) Be the Standard Operating Procedure of this District for all matters that it covers.

The following stated policies and procedures should be considered a working guide to the operation of pertinent functions within the Nebraska-Iowa District of Kiwanis International. These policies and procedures will hopefully be used as a reference to answer many questions for those who may be functioning at the District level in a new position for the first time. These policies are and must continue to be in conformity with the Constitution, Bylaws and Policies of Kiwanis International, and with the Bylaws of the Nebraska-Iowa District. A Policy may be adopted by a majority of all members of the Board of District Trustees; and, once adopted, will remain in effect until amended or repealed by the same or a subsequent District Board of Trustees.

Role of a District

The Nebraska-Iowa District is a geographical area in which Kiwanis clubs are associated for administrative purposes. The activities and organization of this Kiwanis district shall exist to help individual Kiwanis clubs and Kiwanis International advance the Objects, Objectives, Policies and Goals of Kiwanis and shall not diminish services provided by Kiwanis clubs or individual Kiwanians at the club level.

Any club located in a county adjacent to any other Kiwanis District may apply to the Board of Trustees of the Nebraska-Iowa District for transfer to such other Kiwanis District. Application for such transfer shall be by written petition signed by the President and Secretary-Treasurer of the petitioning club and filed with the District Secretary. The District Board of Trustees shall approve or disapprove the petition at the next meeting of the board that takes place more than (30) days following the date of the filing of the petition. If the petitioning club is not satisfied with the decision of the Board, it may appeal to the delegate body at the next district convention, and the decision of the delegate body shall be forwarded, along with the decision of the district Board of Trustees, to Kiwanis International. In addition to the approval of the District Board of Trustees or delegate body, a transfer must also be approved by the Board of Trustees of the district to which the transfer is to be made and by the Board of Trustees of Kiwanis International. A transfer to another district shall become effective upon the first day of October following its approval by both the districts and Kiwanis International.

For administrative purposes, the Board of Trustees shall have the power to set up divisions from time to time, to name or number them, and to allocate existing and future clubs to said divisions.

Any club desiring to be assigned to a division other than that to which it is allocated by the Board of Trustees shall have the right to apply either in writing or in person, by not more than five (5) representatives, to the Board of Trustees to be reassigned. If the club is dissatisfied

District Policies

with the action of the Board of Trustees, it may appeal the decision of the Board to the delegate body at the next convention. If the delegate body so decides, the application of such club shall be granted.

District Policies and Procedures Changes

Any recommendation on matters of major importance to be brought to the Board of District Trustees for action shall be presented to each Board member, in writing, at least thirty (30) days prior to the meeting at which that recommendation is to be brought to a vote.

"*Matters of major importance*" shall include, but are not necessarily limited to, the following:

- A. Board endorsement for any proposed amendments to District Bylaws that are to be voted on by the House of Delegates at a District Convention;
- B. Proposed new District Policy and Procedure, or any change to the established District Policies and Procedures;
- C. The District budget to be presented for adoption, or any change of consequence to the budget as previously adopted for the year;
- D. When, in the judgment of the district officers, a matter of major importance arises requiring a vote of the Board, between regularly scheduled meetings of the Board, the issue may be submitted to Board members and then mailed back to the District Secretary.

District Committees

Appointments

Subject to the approval of the district board of trustees-designate, the District Governor, while Governor-Elect, shall appoint the chairmen and members of district committees for the succeeding administrative year. The District Governor may also appoint committees as needed, subject to the approval of the district board of trustees. Such committees should assist the clubs in the District to implement the Objects, Objectives, Policies, Programs, and Goals of Kiwanis.

Structure of Standing Committees

The basic committee structure shall include the following standing committees:

Administrative Committees:

- A. Achievement
- B. Administration
- C. Convention
- D. Finance and Fund Raising

- E. Laws and Regulations
- F. Membership Growth and Orientation
- G. New Club Building
- H. Past District Governors
- I. Public Relations
- J. Resolutions
- K. Education and Club Development
- L. Long Range Planning

Service Committees:

- A. Community Services
- B. Human and Spiritual Values
- C. Young Children: Priority One
- D. Youth Services

Sponsored Programs Committees:

- A. Builders Club
- B. Circle K
- C. Key Club
- D. K-Kids

Standing Committee Terms

Each standing committee, except the Committee of Past District Governors, shall be composed of at least three (3) members and shall serve for a term of one (1) year. All Committees, with the exception of the Committee on Key Club and the Committee on Circle K, shall begin their terms of office on the first day of October. The terms of office of the Committee on Key Club and the Committee on Circle K shall begin at the conclusion of the respective sponsored programs district conventions and continue to the conclusion of the succeeding conventions or until their successors shall be duly selected and qualified.

Cooperation with International Committees

Each standing committee shall at all times cooperate with the appropriate committee of Kiwanis International in promoting in clubs of the district any program suggested by such International Committee.

Sponsored Programs Committees

The Governor-Elect shall appoint the Committees on Builders Club, Circle K, K-Kids, and Key Club. The Builders Club and K-Kids Committee shall be appointed by February 1, and the Key Club and Circle K Chairmen shall be appointed by December 1, prior to the

sponsored programs conventions. Any action taken by these committees between the date of appointment and October 1 shall be subject to the approval of the District Governor and the district board. Should there be a vacancy in these committees between the date of appointment and October 1, the Governor-Elect shall fill such vacancy. Between the period of October 1 and September 30 of the succeeding year for the Committee on Builders and K-Kids Clubs and between the period of October 1 and the succeeding sponsored programs conventions, for the Committees on Key Club and Circle K. These committees shall serve at the pleasure of the District Governor.

The chairmen of the Committees on Builders Club, Circle K, K-Kids, and Key Club will be known as the District Administrator for Builders Club, Circle K, K-Kids, and Key Club, respectively.

Past District Governors Committee

The Committee of Past District Governors shall be composed of past district governors who are active, senior, or privileged members of clubs within the district and a quorum of the committee shall be a majority thereof. This committee shall determine the method of selecting its chairman, who shall serve at the pleasure of the committee. The committee shall submit the name of the chairman so selected to the Governor-Elect prior to October 1.

Resolutions Committee

The Governor-Elect prior to October 1 shall appoint the Committee on Resolutions. The membership of this committee shall include at least two past district officers, one of whom shall be a past District Governor. This committee shall serve at the pleasure of the District Governor.

Young Children: Priority One Committee

The Governor shall be given the option of naming the committee or committees on Young Children: Priority One for each program.

Long-Range Planning Committee

The Long Range Planning Committee is established for the purpose of making in-depth study of problems or proposals as requested by the Board of District Trustees. "Study" should include, but not necessarily limited to such things as:

- A. Historical record of N-I District on this or similar matter;
- B. A survey of policy and/or experience of other Districts on this or similar matter;
- C. Any possible conflict with Bylaws and Policies and Procedures of Kiwanis International or District;
- D. Any possible legal conflicts or liabilities.

- E. A projection of the effects on the District if Committee recommendations are adopted.

Appointment to the Long-Range Planning Committee

The Governor shall appoint only past Governors as members of the committee. Appointments shall be staggered so that, except when there is a vacancy, only one shall be appointed each year. The Governor, during his/her term as Governor-Elect, shall appoint a member to serve for a three-year term starting on October 1.

The Governor, during his/her term as Governor-Elect, shall appoint a chairperson to serve during his/her term as Governor from those members of the committee listed above. Succeeding Governors are not required to continue a member as chairperson of the committee during the person's three-year term.

The Committee will consist of at least "six (6) members; three (3) at large members by appointment, plus the Immediate past Governor, the Governor, the Governor-Elect, the Treasurer, and any Kiwanian in the Nebraska-Iowa District who is a present or past Kiwanis International Trustee who volunteers and agrees to serve on the Committee.

Following their study the Committee will report its findings and recommendations to the Board of Trustees. The report of any recommendation that requires Board action shall state whether or not recommendation had unanimous endorsement of Committee members; and, if not unanimous, give the result of Committee member vote, thus indicating the strength of the Committee's recommendation.

Recommendation shall be presented to each Board member, in writing, at least thirty days (30) prior to the meeting of the Board at which action is to be brought to a vote.

Additional Committees

Nothing shall preclude the right of the Governor to name additional committees, under the provisions of the Standard Form for District Bylaws, which would make it possible for the Governor to give direct and effective leadership to the goals and objectives the Governor has determined for the administrative year with the approval of the District Board. All other committees shall be appointed by the Governor-Elect prior to October 1 and shall serve at the pleasure of the Governor.

Duties of Standing Committees

Administrative Committees:

The Committee on Achievement shall encourage all Kiwanis clubs in the district to prepare and submit Annual Club Reports in accordance with the rules formulated by Kiwanis International and shall select outstanding reports for appropriate recognition.

The Committee on Administration shall recommend programs and procedures providing for the effective administrative functioning of clubs. Areas of concern include: club meeting programs, music, inter-club relations, fellowship, house and reception, as

well as other areas, that the committee may deem pertinent, and shall make proposals to the clubs of the means whereby such concerns may be implemented.

The Committee on Convention shall assist the district board in formulating the official program and order of business for the conventions of the district.

The Committee on Finance and Fund Raising shall prepare a budget of estimated income and expenditures for submission to the district board and shall submit such other recommendations as may be requested by the district board. The committee shall also recommend to clubs ideas for local fund-raising activities.

The Committee on Laws and Regulations shall examine the District Bylaws and shall submit any recommendations concerning revisions thereof to the district board; shall cooperate with the board in drafting proposed amendments authorized by the board; and shall make a report on all properly proposed amendments to the district bylaws to be acted upon by any convention. The committee shall also cooperate with the board in interpreting the spirit of the District Bylaws and in securing the proper observance of obligations, standards, and practices arising thereunder, including the adjustment of any grievances. The Committee shall also examine the District Policies and Procedures and shall submit any revisions thereof to the District Board for approval.

The Committee on Membership Growth and Orientation shall cooperate with all clubs in this district to help them maintain an adequate membership, properly orient and induct new members, involve all members in service and club activities, and promote regular attendance at club meetings.

The Committee on New Club Building shall study the opportunities for introducing Kiwanis into new communities located within the district and shall stimulate and cooperate with chartered clubs of the district in their efforts to enlarge the field of Kiwanis service by the building of new clubs.

The Committee of Past District Governors shall consider and report to the district board its conclusion on all matters referred to it. It shall initiate subjects for consideration and report to said board its conclusions. A summary of its proceedings shall be provided to each member of the committee and to the District Governor and district Secretary. The committee shall meet at the time of the district convention and may hold other meetings at the call of the chairman.

The Committee on Public Relations shall concern itself with the material and the media by which the public shall receive a true knowledge of the Objects, ideals, programs, and achievements of Kiwanis International and of the districts and the clubs thereof.

The Committee on Resolutions shall consider resolutions submitted by the International Board, the district board, or by a chartered club, when submitted to the chairman in writing thirty (30) days prior to the date of the annual district convention. The committee shall also have the authority to originate resolutions and to modify, combine, and edit all resolutions submitted to it.

The Committee on Education and Club Development shall assist the district leadership in developing meaningful educational and training experiences for all Kiwanians at district conventions and conferences, organize and/or promote operations and leadership programs for incoming district and club officers, and promote continuing Kiwanis education within each club.

The Long-Range Planning Committee shall make in-depth study of problems or proposals as requested by the Governor or the Board of Trustees. Following the study, the committee will report its findings and recommendations to the Board.

Service Committees:

The Committee on Community Services shall study, devise, and suggest methods and means whereby the clubs of the district can render effective community services. Areas of concern shall include agriculture, conservation, environment, pollution, public and business affairs, and safety, as well as other areas that the committee may deem pertinent. It shall inspire the clubs to increase participation in these activities and shall make proposals to clubs of means whereby such purposes may be accomplished.

The Committee on Human and Spiritual Values shall encourage the clubs to cooperate on broad nondenominational lines with local religious leaders and groups in creating a greater public consciousness of the importance of religious and spiritual values, and shall urge all Kiwanians in the district to support by precept and example the work of the member's own church and community.

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

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

Sponsored Programs Committees

The Committee on Circle K shall be responsible for the proper carrying out of the Circle K District organization's administrative functions in accordance with the Kiwanis district board's approval.

The Committee on Key Club shall be responsible for the proper carrying out of the Key Club District organization's administrative functions in accordance with the Kiwanis district board's approval.

The Committee on Builders Club shall assist Kiwanis clubs in establishing Builders Clubs and shall promote the concept of continuing and effective sponsorship upon the part of the sponsoring Kiwanis club.

The Committee on K-Kids shall be responsible for the proper carrying out of the K-Kids District organization's administrative functions in accordance with the District Board's approval.

Past District Officers Organizations

Past District Governors' Committee

The Committee of Past District Governors shall consider and report to the District Board of Trustees its concurrence on all matters referred to it. It may initiate subjects for consideration and report to said Board its conclusions. A summary of its proceedings shall be provided to the District Governor and District Secretary. The committee shall meet at the time of the District Convention and may hold other meetings at the call of the chairman.

All Past Governors of the Nebraska-Iowa District still an active or senior member of a club of this district are members of the committee.

This committee shall elect its own Chairperson at the annual meeting held at the District Convention for the upcoming administrative year.

Past Lieutenant Governors' Committee

There shall be created within the District a Past Lieutenant Governors Committee. All Past Lieutenant Governors still an active or senior member of a club of this District are members of this committee.

This body has no official status in the District, except for the purpose of being informed about the current District state and operation, and making itself available upon call from the District Governor, Secretary, or Lieutenant Governor to aid in any situation as may be desired.

Past Lieutenant Governors are urged to support and attend Division Councils and to assist the current Lieutenant Governor in the administration of his/her respective division.

This committee shall elect its own Chairperson at the annual meeting held at the District Convention for the upcoming administrative year.

Kiwanis International Officer

Candidates for International Office

When the Nebraska-Iowa District submits a nominee for the Kiwanis International Board of Trustees at an International Convention, the following procedures shall be followed:

The committee of Past District Governors shall review potential candidates and make a recommendation to the Nebraska-Iowa District Board of Trustees regarding any candidates for International Trustee.

Any recommendation from the Past District Governors' Committee shall be a person having met the following qualifications:

- A. The nominee must have been a Governor of the Nebraska-Iowa District.

- B. The nominee should have served on an International Committee.
- C. The nominee must have adequate freedom of his/her own time and adequate financial resources to serve on the International Board.
- D. Nominee must be a member of this District that can and is available to make a further contribution to Kiwanis International.

The recommendation of the Past District Governors' Committee shall be submitted to the Board of Trustees; and, if approved by the Board, the nomination shall then be presented to the House of Delegates at the next District Convention for approval.

If the House of Delegates approves the nomination, the name of the person so nominated shall be presented at an International Convention, determined by the District Board of Trustees after consultation with the District Kiwanis International Candidates Committee.

The Kiwanis International Candidates Committee

The committee shall devise and conduct a plan to present any nominee for an International office to Kiwanians in other Districts and to solicit their support of the Nebraska-Iowa candidate. The committee shall recommend to the Governor and the District Board of Trustees ways and means of successfully accomplishing the election of the District's candidate. The committee shall also seek out background information on candidates for Kiwanis International offices and devise ways and means of informing the membership of the District as to their recommendations of the best-qualified candidates. The Committee shall keep the District Governor, the District Office, and the District Board of Trustees fully informed at all times as to the plans and progress of such action.

Membership of Committee

The Kiwanis International Candidates Committee shall be a committee appointed by the Governor in accordance with the following membership guidelines:

- A. All former International Trustees, Officers, or candidates from the Nebraska-Iowa District who are still active, privileged, or senior members of a Kiwanis club in the District shall automatically be members of this committee.
- B. The Governor, Governor-Elect and the immediate Past Governor shall be members of this committee.
- C. The Governor shall appoint as many Kiwanians who have been past Governors of the District to the committee with at-large status so as to maintain the committee membership at a minimum of seven. At-large appointments shall be for a one-year period.
- D. The Governor, during his/her term as Governor-Elect shall appoint a chairman to serve during his/her term as Governor from those members of the committee listed above.

- E. The District candidate for a Kiwanis International office shall be a member of this committee.

Officers and Committee-Persons Hold One Position Only

In an effort to increase the base of leadership among the committees of the District, it is recommended that no member shall hold more than one (1) District Office or Standing Committee membership at the same time, with the possible exceptions noted below:

- A. Any exceptions necessary to be in conformity with the Bylaws or the Official Policies and Procedures of the District;
- B. A District Officer may, by reason of his/her office, be of special value to a certain committee; therefore, the District Governor may appoint him/her an ex-officio member of that committee.

District Officers

District Board Of Trustees

The administrative body of the district shall be its Board of Trustees. The responsibilities and duties of such board are included in the International Constitution and Bylaws and the District Bylaws.

Selection

Districts are urged to nominate the best-qualified persons for district officers and avoid rotation of nominations among groups of clubs or geographic areas.

Past District Officers

Due to the reservoir of talent and experience available among past district officers, their services should be utilized whenever practical, and especially to assist the strengthening of weaker clubs, to build new clubs, and to assist at conferences and conventions.

Duties and Responsibilities of the District Officers

Responsibilities of the District Treasurer

Agreement to Fulfill Duties of Office

Upon announcement of candidacy for Treasurer, candidates shall enter into an agreement with this District whereby, if successful, the candidate agrees to fulfill the duties of office, as stipulated by the District Bylaws and Policies and Procedures. The terms of such agreement must be fulfilled in order for the candidate to serve as Governor-Elect of the District (2/02)

Duties

- A. Attend all leadership education conferences for District officers.
- B. Attend the International Convention during the year in which the nominee is District Treasurer.
- C. Attend the District Convention during the year when nominee shall be nominated for the office of District Treasurer.
- D. Attend the District Convention and the District's Mid-year Conference during the year, in which the nominee shall be District Treasurer.
- E. Assist in the planning, scheduling and operations of proper leadership educational conferences, thus becoming knowledgeable of the duties and functions of the Governor-Elect and Governor.
- F. Know and be ready to accept the responsibilities of the office of Governor-Elect and Governor.
- G. Assist the Governor-Elect as coordinator of District Committee activity and shall perform such other duties as are assigned from time to time by the Governor and/or the District's Board of Trustees.

Responsibilities of the District Governor-Elect

Agreement to Fulfill Duties of Office

Upon announcement of candidacy for Governor-Elect, candidates shall enter into an agreement with Kiwanis International whereby, if successful, the candidate agrees to fulfill the duties of office, as stipulated by Kiwanis International. The terms of such agreement must be fulfilled in order for the candidate to serve as Governor of the district and an Officer of Kiwanis International.

Duties

The Governor-Elect, in preparation to be an Officer of Kiwanis International, shall:

- A. Fulfill the responsibilities of Governor-Elect as defined in the Constitution, Bylaws, Policies, and Procedures of Kiwanis International and in the district bylaws, and support the Governor in his/her role as an Officer of Kiwanis International.
- B. Attend all Governors-Elect meetings required by Kiwanis International.
- C. Attend the International Convention and the meeting for Governors-Elect held at that Convention.
- D. Organize the training of the incoming lieutenant governors and district committee chairmen and monitor those individuals through the year to assure performance of responsibilities.
- E. Be responsible for implementing the Club Leadership Education programs.

District Policies

- F. Be responsible for education programs and forums at the district convention.
- G. Appoint the committee on Circle K, Key Club, Builders Club, and K-Kids by February 1.
- H. After the annual district convention for each of the applicable sponsored programs organizations, actively promote and assure proper supervision of those programs on a local, divisional, and district level.
- I. Develop a membership growth plan, including specific targeted sites for new club building, and provide it in writing to the International President-designate prior to the start of the administrative year.
- J. Attend all leadership education conferences for District officers.
- K. Attend the District Convention during the year when nominee shall be nominated for the office of Governor-Elect.
- L. Attend the District Convention during the year in which nominee shall be Governor-Elect.
- M. Plan, schedule and conduct proper leadership education conferences, thus becoming knowledgeable of the duties and functions of the Governor.
- N. Know and be ready to accept the responsibilities of the office of Governor.

Responsibilities of the District Governor

Agreement to Fulfill Duties of Office

Upon announcement of candidacy for Governor, candidates shall enter into an agreement with this District whereby, if successful, the candidate agrees to fulfill the duties of office, as stipulated by the District Bylaws and Policies and Procedures.
(2/02)

Duties

The Governor, as an Officer of Kiwanis International and this District, shall:

- A. Fulfill the responsibilities of Governor as defined in the Constitution, Bylaws, Policies, and Procedures of Kiwanis International and in the District Bylaws.
- B. Participate fully in the business of Council at Kiwanis International.
- C. Cooperate with Kiwanis International in programs of a pilot nature for which the district may be selected.
- D. Develop a growth plan for the district and supervise the implementation of that plan.

- E. Actively promote the participation of clubs in the Objects, Goals, and programs of service, including Young Children: Priority One.
- F. Submit all required reports in a timely manner.
- G. Attend and participate fully in the International Convention.
- H. Promote prompt payment of district and club financial obligations to Kiwanis International, and the district, and follow-up on any delinquencies.
- I. Promote 100 percent filing of annual club reports.
- J. Actively promote the sponsored programs of Kiwanis International (where applicable) and assure proper supervision of those programs on a local, divisional, and district level.
- K. Attend the regional conference for District Governors.
- L. Promote the Kiwanis International Foundation.
- M. Respond promptly to requests and communications from Kiwanis International.
- N. When applicable, plan and make arrangements for the official visit to the district by the International President.
- O. Plan and develop the program for the district convention and mid-year conference, and delegate to the Governor-Elect the responsibility of implementing the leadership education programs and forums at the district convention, with the Governor assuring that adequate time and proper facilities are provided.
- P. Assure that the International Board Counselor is kept abreast of district developments.
- Q. At the district convention, assure that the International Board Counselor has adequate time to present the message from Kiwanis International, to discuss any problems or concerns, and to provide counseling to members in attendance. The International Board Counselor should receive the courtesies appropriate to a representative of the International President.
- R. Promote attendance at the International Convention.
- S. Assure that the books of account of the district are audited in accordance with the District Bylaws.
- T. Attend all International Council meetings while a member of that body during the nominees' year as Governor
- U. Attend the District Convention during the year in which nominee shall be nominated for the office of Governor. (2/02)

District Policies

- V. Preside over District Convention the year he/she serves as Governor.
- W. Call and preside over all District Board meetings as specified by the Bylaws of the District and such other special Board meetings as might be necessary.
- X. While serving as Governor, he/she shall administer and oversee the operation of this District.

Responsibilities of Lieutenant Governors

The Lieutenant Governor, as a district officer, shall:

- A. Fulfill the responsibilities Of Lieutenant Governor as defined in the Constitution, Bylaws, Policies, and Procedures of Kiwanis International and in the District Bylaws;
- B. Serve as a member and attend meetings of the district board of trustees;
- C. Develop a membership growth plan for the division and supervise its implementation;
- D. Consult with and assist clubs in the division to assure:
 - Their proper functioning, including their compliance with the Objects, objectives, Policies, and Procedures of Kiwanis International;
 - Their timely submission of all required reports and payment of financial obligations; and,
 - Their participation in the Objects, Goals, and programs of service of Kiwanis International, including Young Children: Priority One.
- E. Plan and make arrangements for the Governor's official visit to the division;
- F. Attend all leadership education conferences held for his/her District and Division as outlined by the Kiwanis International and which the Governor–Elect shall call for training his/her team;
- G. Attend the District Convention and Midyear Conference, during the year which he/she is Lieutenant Governor;
- H. Attend all District Board meetings called by the District Governor;
- I. Actively promote the sponsored programs of Kiwanis International (where applicable) and assure proper supervision of those programs on a local and divisional level;
- J. Attend the International Convention during the year that he/she is Lieutenant Governor;

- K. Conduct all leadership/education conferences for officers of clubs in the Division as required. It shall be his/her responsibility to see that all club officers are present or in event of unavoidable absence he/she shall be responsible to train them. The education of club officers shall be organized with the assistance of an instructor certified to conduct the education program;
- L. Not less than quarterly, hold divisional council meetings with club presidents, the lieutenant governor-elect, and when advisable, club secretaries, committee chairmen, and past lieutenant governors;
- M. Hold periodic meetings with the past lieutenant governors who are members of clubs in the division;
- N. Assist the lieutenant governors-designate before they take office by:
 - Attending with them the club contact visits,
 - Providing them with copies of all reports filed with the district or Kiwanis International;
 - Providing them information on the strengths and weaknesses of the clubs in the division; and,
 - Agreeing to act as a special liaison during the coming year as lieutenant governor to all new clubs formed in the division during the current year to assure maintenance of the minimum number of active members needed for chartering of the club, and to assure continued fulfillment of and compliance with the duties and responsibilities as Kiwanis clubs.
- O. Make Visits To Club Meetings. The lieutenant governor is required to visit each club in the division at least twice: once as lieutenant governor-designate on a contact visit and then as lieutenant governor at a regular club meeting on the official visit. During the official visit, the lieutenant governor shall bring a message on Kiwanis, emphasizing the Objects, objectives, programs of service, and the Young Children: Priority One program. Contact visits shall be completed by October 1, and official club visits by March 15.
- P. Make Visits to Club Board Of Directors Meeting. The lieutenant governor shall attend a regular meeting of the board of directors of each club in the division during the administrative year. The board visits shall be completed by March 15.
- Q. Submit Reports. A lieutenant governor shall prepare and timely file all reports required by the district or Kiwanis International. For clubs with fewer active members than the number needed to charter a new club, the lieutenant governor shall ascertain the reasons for low membership and what actions the club is taking to rebuild its membership. The reports of the lieutenant governor shall include the reasons for low membership and indicate the personal assistance that is being given to the club to help solve its membership problem.
- R. Assisting Weak Clubs In The Division. The lieutenant governor shall implement and oversee the program to assist divisional clubs weak in administrative

matters, membership, and/or service. The lieutenant governor will be trained about the program by Kiwanis International and district leaders, and shall assure that others who assist with its implementation follow the prescribed process.

Advisory Committee of Past Lieutenant Governors

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

Qualifications for District Officers

District Secretary

In addition to the qualifications listed in the District Bylaws, the nominee presented by the Governor for Board approval shall have a Kiwanis tenure long enough that he/she may have adequate knowledge of Kiwanis and the function and activity of the clubs, divisions, district, and International.

District Governor

- A. A nominee for District Governor shall be active in the affairs of the nominees' club, division and the district.
- B. The nominee must have been a Lieutenant Governor of the District and must have served as Governor-Elect of this District.
- C. The nominee shall have been a Kiwanian with tenure of membership not less than nine years.
- D. Nominee must accept the full responsibility and obligation of the office of Governor and commit to fulfill Article V, Section 5 of the District Bylaws.

District Governor-Elect

- A. The nominee shall have had a least eight years membership, and must have served as Treasurer of this District.
- B. The nominee must agree to the acceptance of all the requirements for the office of District Governor
- C. Agree to fulfill responsibility of Article V, Section 6 of the District Bylaws
- D. There shall be no more than one nominee for the office of Governor-elect from one division in a given year. When two or more candidates are presented within a division and the involved clubs do not resolve the problem mutually, then the division shall select one as its candidate at a caucus of

the division called by the Lieutenant Governor for that purpose early in the year before any announced candidacy.

District Treasurer

- A. A nominee for the District Treasurer must have been a Lieutenant Governor of this District or equivalent district.
- B. The nominee shall have had a least seven years Kiwanis membership, and have at least a one year lapse after serving as an elected or appointed Lieutenant Governor.
- C. The nominee must agree to the acceptance of all the requirements for the office of District Governor-Elect and District Governor.
- D. Each nominee shall agree to fulfill the responsibility of Article V, Section 7 of the Bylaws.
- E. There shall be no more than one nominee for the office of Treasurer from one division in a given year. When two or more candidates are presented within a division and the involved clubs do not resolve the problem mutually, then the division shall select one as its candidate at a caucus of the division called by the Lieutenant Governor for that purpose early in the year, before any announced candidacy.

Lieutenant Governors

- A. Lieutenant Governors are elected at a Division Conference operated in accordance with District Bylaws, Article X, Section 3.
- B. No person shall be submitted to the Division Conference as a candidate for Lieutenant Governor or Lieutenant Governor-Elect without the consent of said person first being obtained, nor without assurance from said person that he/she meets the following qualifications and agrees to conditions as specified.
- C. The nominee shall have been president of a Kiwanis Club or have had equivalent Kiwanis Club leadership and administrative experience.
- D. Nominee shall be active in the affairs of his/her club and division.
- E. Nominee shall have had at least five years of Kiwanis membership.

Election of District Officers Above the Level of Lieutenant Governor

If there is more than one (1) candidate for any office to be voted on at the District Convention, then each Division may hold a caucus at such time as scheduled by the Governor at the District Convention to discuss the qualifications of the candidates. The candidates may address the delegates present at the caucus or at a delegate session.

District Policies

If caucuses are held, the District Governor shall schedule each candidate to have not more than five (5) minutes to speak in each room where the division caucuses are being held. Only during the time that the candidate is present in a caucus room shall there be any distribution of campaign material of said candidate. The Governor may delegate the responsibility of control to any District Officer(s) and/or Lieutenant Governor(s).

If the candidates address a delegate session, the District Governor shall allow sufficient time on the programs so that each candidate shall have not more than twenty (20) minutes to make a presentation and answer questions from the audience.

During the House of Delegates session and at the time specified by the Governor on the agenda, each candidate may have one (1) nominating speech of three (3) minutes and one (1) seconding speech of one (1) minute. The candidate may select any Kiwanian of his/her choice, who is a delegate or delegate-at-large to the Convention, to make the nominating and seconding speeches. The Governor, prior to the House of Delegates session, shall flip a coin with the candidates present to determine which nomination is presented first.

Prior to the election and voting on the District officer at the convention, the Governor shall announce the name of any candidate purposely not complying with this policy. The candidates shall be responsible for the actions of their campaign volunteers.

Office of District Secretary

Appointment of District Secretary

The District Secretary shall be appointed by the Governor-Designate at the first meeting of and with the approval of the Board of Trustees assuming office with the Governor-Designate for the upcoming administrative year.

If the Kiwanis Governor-Elect (or the District Governor in Mid-Year) wishes to appoint as District Secretary a person other than the incumbent, the following actions are to be taken by the appointing officer:

- A. Review the tasks currently being performed by the incumbent.
- B. Review the District office management structure and procedures as practiced in other Kiwanis Districts of comparable size.
- C. Review, modify as necessary, and present to the Board of Trustees for approval a recommendation regarding the organization and operation of the NE-IA District office to include:
 - Review the list of tasks to be performed, records to be kept, and events to be attended.
 - Staff needed to accomplish these tasks including paid staff and/or volunteer staff along with position descriptions, qualifications and salaries for each.
 - Office location.

- Days and hours the office will be open.
- Equipment and supplies needed.

Search Committee

Following approval by the Board of Trustees, the appointing officer will appoint a search and screening committee to advertise the position(s), receive inquiries and applications, screen candidates, interview top ranked candidates, and recommend one or more candidates for consideration for appointment. Membership of this committee shall consist of the District Treasurer, the Chair of the Past Governors, the Chair of the Past Lt. Governors, the President of the NE-IA District Kiwanis Foundation, and the Chair of the District Finance Committee.

The appointing officer will interview final candidate(s), and recommend a candidate for approval by the District Board of Trustees.

Performance Evaluation of the District Secretary

The position of District Secretary of the Nebraska-Iowa District of Kiwanis International is a staff position designed to assist the Governor and the Board of Trustees in the administrative work of the District. The position includes the responsibilities of District Bulletin Editor and Convention Manager. While the District Governor and the Board of Trustees are decision makers, the District Secretary contributes with suggestions and advice based on knowledge and experience gained from the completion of the duties of this office. This position also serves in a support relationship with District committees, club officers and members. The person in this position performs the duties and responsibilities as outlined in the Kiwanis International Manual for District Secretaries, the District Bylaws, and the District Policies and Procedures.

The Evaluation Team

The team shall consist of the Kiwanis Governor, Governor-Elect and the immediate Past Governor. Following the evaluation, the team will discuss their findings and suggestions with the District Secretary.

The following outline suggests items that should be considered in the evaluation of the performance of the person holding this position.

An Office Visit:

- A. The office appears to be business like and efficient but also has a pleasant atmosphere.
- B. Club, Division, and District files and records are kept as outlined in the Position Description. Such records can be retrieved, are up-to-date, and complete. The reviewers should examine a sample of such records and files of club, Division, District, and Kiwanis International data.

District Policies

- C. Financial records and financial reports issued to District officers should be examined. The latest report of the District Audit Committee should also be examined.
- D. Financial activities with the NE-IA District Foundation and District sponsored youth organizations should be examined.
- E. Reports to governmental units such as withholding taxes, Social Security, etc. should be examined.
- F. Procedures used in producing the District Bulletin should be discussed and evaluated.
- G. Files kept and procedures in fulfilling the duties of Convention Manager should be examined and discussed. This should include the District Convention, the Mid-Year Conference, the International Convention, and other events where the District office has a responsibility.
- H. Examine the travel schedule of the District Secretary in comparison with the Position Description.

Outside the Office

- A. The evaluation team should include data on the effectiveness of the person in this position from other District officers including a sample of the members of the Board of Trustees, and from officers and members of local Kiwanis clubs.
- B. The evaluation should be undertaken with a copy of the current Position Description for this office on hand.

Leadership Education

District Lieutenant Governor Training Session

The Governor-Elect has the responsibility to select the faculty of and implement the District Training Session for Incoming Lieutenant Governors.

Club Leadership Education

The Governor-Elect has the responsibility to assure the implementation of all Club Leadership Education.

Education Programs and Forums at the District Convention

The Governor shall delegate to the Governor-Elect the responsibility of implementing the leadership education programs and forums at the district convention, and the Governor shall assure that adequate time and facilities are provided.

Restrictions on Use of Membership and Delegate Lists

List of delegates for the District Convention, shall not be made available to any group or individual before or during the convention, for electioneering or for other purposes other than those required by the Bylaws and the necessary conduct of the Convention.

Solicitation of the names and addresses of delegates or delegates-at-large for the District or International Convention or District Conferences other than by the District Office is prohibited. (2/02)

The District Governor may, from time to time authorize the District Secretary to release to other people, groups, or organizations, the official membership list and/or the official list of the District Officers, including their names and addresses, provided that such list or lists may be furnished to those people, groups, or organizations only in the furtherance of the Objects and Objectives of the Nebraska-Iowa District and of Kiwanis International, and provided further that such lists shall never be furnished for the purpose of solicitation from individual members by outside organizations for commercial purposes.

District Convention

Selection of Convention Sites

Upon Election as Treasurer, the elected person shall inquire of various Kiwanis clubs to act as host to their convention. Every effort will be made to have the convention in the same state as the governor for the year of the convention. (2/02)

Clubs who wish to host a convention shall, no sooner than 90 days prior to the District convention each year, submit to the District Secretary a bid for the convention up to three years hence. The District Secretary shall provide interested clubs with a list of facilities needed. (2/02)

A committee composed of the Governor Elect, Treasurer, and District Secretary shall make a preliminary evaluation of the facilities in the bid and make its recommendation to the Board of Trustees with evaluative comments.

The District Board of Trustees will have the power to authorize the District Governor and the District Secretary to sign any necessary contracts.

The following are recommended requirements for facilities and services:

- A. Banquets on Friday and/or Saturday nights and general sessions:
 - Accommodate 500-600 for a sit down served meal,
 - Air Conditioned,
 - Good acoustics and good sound system,
 - Piano - in tune,

District Policies

- Head table to seat 16,
 - Ten meeting rooms for seminars with five of the rooms capable of seating 100 or more theater style,
 - Adequate parking,
 - Capable of serving good food quickly and at a reasonable price,
 - Available projection equipment and tables for displays,
 - City applying must have shown attendance at past District Conventions by active clubs with sufficient members to handle needs of the convention,
 - A qualified Convention Chairman who will follow directives of the Governor who is in charge of the Convention, and the District Secretary who, under the Governor, is Convention Manager,
 - Adequate entertainment opportunities for spouses and families.
- B. Other Suggested Facilities and Services:
- Near a major highway and close to an airport with at least a feeder airline system,
 - Lodging under the same roof or adequate busing or other transportation at reasonable rates to the convention site,
 - Round tables for banquets,
 - Free parking,
 - Available golf facilities,
 - Communication aides such as hand held audio equipment.

Operation of the District Convention

The Governor is the responsible person in charge and, after the District Board has voted on the site, must assign and oversee the following:

Convention Manager

The District Secretary, as the Convention Manager, is to work with the Governor and the Governor's appointed Convention, Chairman. The District Secretary and staff will take care of registrations for the Convention, will write all checks for convention expenses, may direct the Convention Chairman to set up separate bank accounts for receipts of the Convention, and audit them, will furnish records of previous conventions showing attendance at the different events and meals, housing, registrations, transportation needs, and expenditures for flowers, entertainment, spouse programs, and any other pertinent information helpful in planning the new convention. The

District Secretary will make reservations for housing the International Counselor and the Club Development Manager.

Convention Chairman

The chairman is chosen by the Governor, generally from the city where the Convention is held, and is responsible for following the Governor's wishes and those of the District Secretary if they have been directed by the Governor. The Convention Chairman must be an organizer and must pick chairmen who will follow the directives handed down by the Governor in such areas (but not limited to): Convention Agenda, Registration and Reception, Housing, Food, Transportation at Convention, Entertainment, Golfing, Spouse Programs, and Convention Room Set-ups.

It is imperative that the three above listed persons meet and plan the Convention, well in advance.

Lt. Governor of the Host Division

The Lt. Governor has the duty of welcoming the Kiwanians and guests to the Convention, and any other duties or responsibilities as directed by the Governor.

Installation of District Officers at the Annual District Convention

Upon election to an office at the District Convention, said officers shall be installed into their respective offices at the installation dinner following said election prior to the adjournment of the convention activities.

Since the head table participants at the Saturday evening dinner have traditionally dressed in formal wear (tuxedo and long evening dresses); therefore the District Treasurer-Designate and his/her installer shall not be seated at the head-table nor required to be in formal wear unless they so express said desire to the District Governor at least thirty (30) days prior to the convention, subject to the candidate being elected. This policy is necessary so that dinner arrangements for the convention with the facility manager may be finalized. No intent is made by this policy to restrict the head table participants to only formal wear. It is at the discretion of the current Governor and Governor-Elect to decide dress and other formalities for the installation dinner and program.

Since the District Convention is held in the summer months, said installation dinner shall be jointly planned by the current Governor and Governor-Elect and every effort shall be made to accommodate the wishes of both; however, should any differences occur, the current Governor shall control (said convention is held during the current Governor's term of office) and is considered to be the current Governor's convention.

By mutual agreement of the Governor and Governor-Elect, they may plan and hold two banquets, one for the current Governor's celebration and the second for the installation of the Governor-Elect and other officers of the District.

District Events

Organization and Operation:

Various events of the District are under the management and control of the Board of Trustees as specified in the District Bylaws. The Board of Trustees may delegate such management and control as stated herein and/or by special action. (2/02)

In selecting the Host Club for each District event location, consideration should be given to frequently changing the location to equalize travel as nearly as practical among the many clubs of the District. The exception to this is an event such as Kiwanis Day at The Legislature, the location of which is dictated by the nature of the event itself.

Annual Mid-Year Conference:

- A. Annual Mid-Year Conference has two types of format that may be used for the Mid-Year Conference:
 - The Mid-Year Conference in which all clubs of the District attend at the same time and place.
 - The Mid-Year Conference, in which two or more conferences are held at different locations, usually on different dates, but following a similar agenda.
- B. Management of the Annual Mid-Year Conferences:
 - Management and operation of the events remains the responsibility of the District Governor.
 - The District Governor shall be responsible for program content and will work closely with the Program Committee of the Host Club in preparing the schedule of events.
 - The District Governor will be the presiding officer at all District events unless the Governor specifically delegates this duty to someone else. The District Governor and partner are the Official Hosts for the District at the Conference(s).
 - A "Host Club" shall be designated by the District Governor, with the approval of a majority of the Board of District Trustees.
- C. The District Secretary, as convention manager, shall designate the procedure to be followed for:
 - Registration and accounting;
 - Financial Control;
 - Consultation with and assistance to the Board of District Trustees on site selection and, when requested, on other matters;

- Training/orientation and consultation for the Host Club committees;
- Approval of menus, ticket costs, and related items;
- Design, production and control of registration forms and tickets;
- A post-event report to District Officers, clubs of the District and, when required, to Kiwanis International,

Official Visit of Kiwanis International President

The District Governor is the Official Host of the District. The Governor will select the Host Club and will work closely with the officers of the Host Club in arranging for facilities, dinner and program schedule.

The duties of the Host Club and the Secretary will be the same as for the Mid-Year Conferences, except there will be no registration fee.

Events that are not Directly Sponsored by the Kiwanis District:

Events in which all clubs of the District may be invited to participate, but over which the Board of District Trustees exercises no control. In this category are the Kiwanis Bowling Tourney and Kiwanis Golf Meet.

Visits of International Personnel to District

No funds will be budgeted to cover the lodging and travel costs of International officers, Board members or Club Development Manager when they are on assignment from Kiwanis International, except that they may be provided lodging that is a direct and necessary part of their assignment.

Clubs or District Officers, when asking for appearances of International personnel other than regularly assigned visits, shall expect to pay all travel, lodging, and meals costs of such representatives unless other arrangements are agreed to in writing prior to the visit.

The Nebraska-Iowa District should show its appreciation by one or more of the following means as determined appropriate by the Governor:

- A. Letter of appreciation to the visiting person from the District Governor on behalf of the District;
- B. A gift of appreciation of a personal nature within the limits of the District budget.

Tickets will be issued gratis for all "District Function" meals or other events held during the official assignment period for the International Representative and spouse.

District Foundation

Incorporation

The district foundation must be incorporated. The articles must provide:

- A. A definite commitment of the organization's purpose and funds to a charitable, educational, eleemosynary, and/or scientific use;
- B. Assured control of the foundation by Kiwanians by providing that the members, officers, directors, and trustees shall be active, senior, or privileged members of clubs within the sponsoring Kiwanis district. Members of Circle K or Key Clubs may be nonvoting members of the foundation.

Name

The foundation's name must include the name of the Nebraska-Iowa District and shall not include the name of any living individual.

Responsibilities to the Nebraska-Iowa Kiwanis District

Either the articles or an agreement executed by the district foundation with Kiwanis International must provide:

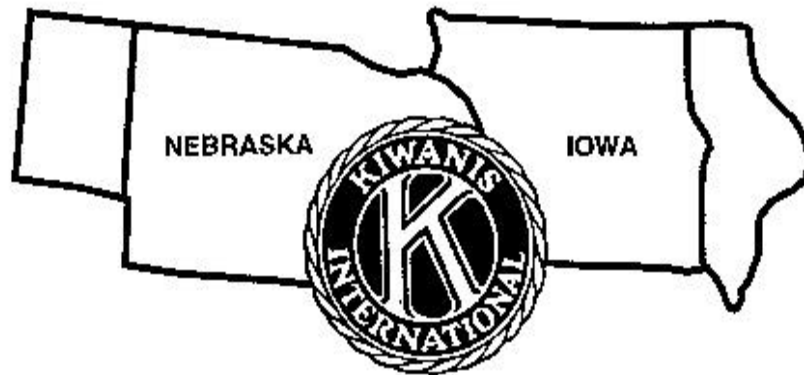
- A. That the foundation and its members will at all times abide by the Constitution and Bylaws and Policies and Procedures of the Nebraska-Iowa Kiwanis District, as adopted or amended;
- B. That the foundation will comply with all conditions and requirements of the District;
- C. No amendments to the articles or any bylaws shall be made without the consent of the Kiwanis International Board.

Nebraska-Iowa District shall encourage support of the purposes and objectives of and contributions to the Nebraska-Iowa District Foundation.

Kiwanis Marks

The purpose of the Nebraska-Iowa district logo is to identify with Kiwanis International and the Nebraska-Iowa District an individual, a group of individuals, a piece of printed matter, an object or an article. Only the Board of Trustees, by a majority vote, may designate any item as the official emblem, badge, identification feature, or uniform of the Nebraska-Iowa District. (2/02)

The Logo for the Nebraska-Iowa Kiwanis District shall be the geographic outlines of the states of Nebraska and Iowa joined together with the Kiwanis International Logo positioned in the center of the graphic. There shall be line of demarcation showing the eastern and western borders of the District. The Logo is:



The Nebraska-Iowa District Kiwanis International, a corporation, shall not engage in the sales of items, wholesale or retail, other than those items that are for Nebraska-Iowa District and /or Kiwanis identity and carry the Kiwanis and/or District emblem. (2/02)

Examples of Permissible Items are:

- A. District identification items in the form of badges, pocket patches, etc. (2/02)
- B. Souvenir items that are traditional favors for those attending the District Convention. (2/02)

When it is desirable for the District to adopt an item of clothing or other merchandise as an identification feature or uniform, such item or items should be handled through an established retail outlet, preferably one owned or operated by a member of the Nebraska-Iowa District. The purchase of any such items by Kiwanians shall never be made obligatory. (2/02)

Approval and Control of District Awards

All awards, citations, etc., proposed by any District Officer or Committee Chairperson must receive the approval of the Board of District Trustees prior to the announcement of such awards.

In proposing an award program, the person proposing the program or sponsor shall furnish the following information and such other information as the Board of Trustees may call for.

- A. Name of sponsor (i.e., District Committee, Past Governors, etc.).
- B. Purpose of award. The award should be designed to recognize outstanding performance or achievement, or to stimulate greater activity in a given field. Examples are to stimulate medium to good clubs to do better or inspire weak clubs to some activity.
- C. Scope of the award. Is it on Division, and/or District level? Will it be based on 'size of club' category or some other scope?
- D. Type of Award. Awards can be a ribbon or patch for club banner, a Certificate, a plaque or cup or some other type.

District Policies

- E. Estimated cost of award(s).
- F. Where and how will award(s) be announced and presented?
- G. If award is based on a contest, what are the proposed rules and who will do the judging?
- H. If award is based on meeting certain criteria, who will determine what the criteria will be, and when and how will the rules or criteria be issued?

The District Board of Trustees will review the rules of the District awards program each year for all contests or citations designed to span more than one administrative year to keep all awards programs current.

Top Progress Award

Past International President Wes H. Bartlett or his designee will present the award annually. (2/02)

The purpose of the award is to recognize that club which has been judged as having shown the most overall improvement in the administrative year.

The Top Progress Award shall be a permanent trophy presented to the Club President for that year for which recognition is given. There shall also be three Honorable Mention Awards.

The selection shall be made by a special committee appointed by the District Governor in consultation with the chairperson of the Past Governor's Committee and shall be composed of Past District Governors.

History

In 1973 Past International President Wes H. Bartlett suggested to the District that he would like to make available to the District a special award each year as an appreciation to the District for all that it has done for him.

After several discussions and plans, it was determined an award in recognition of a club's improvement of itself was not generally recognized. We are prone to award the top clubs in District rating against each other. Many clubs may improve themselves greatly but not be recognized for it, as they may not be a top scorer as compared against other clubs.

The result was that an award to be known as, "Top Progress Award," would be created.

Procedures to be Followed for Consideration are:

Any club in the District may submit application.

The Lieutenant Governor or District Governor may, in consultation with the Club President, submit an application on behalf of any club that qualifies.

Criteria for "Top Progress Award" Shall Include the Following:

- A. Membership Growth Certified figures September 30 - September 30 as recorded by payment of International dues;
- B. Sponsorship of a new Kiwanis club with full follow-up or sponsorship responsibilities; a Key Club - new or continuing - but complete acceptance of sponsorship responsibilities; a Circle K – new or continuing - with full acceptance of sponsorship responsibilities or other youth groups such as Boy Scouts, 4-H Boys club, Builders Club, K-Kids, etc., or full sponsor or assistance with Senior Citizen Program;
- C. Completed Activities (as compared to previous year or recent years);
- D. Inter-Club Record;
- E. Fund Raising Project, i.e., what was done and success of the efforts;
- F. Public Relations impact: evidence in publicity—Newspaper, radio, TV, internal public relations, club bulletin—quality and effectiveness;
- G. Attendance at Division, District and International functions, Lieutenant Governor Installation, Governor installation and recognition, International President's visit, Mid-Year Conference, District Convention, International Convention and other District, Division or International events.

Mechanics

Each club to be considered must enter into the judging using the special form as an application for consideration for the Top Progress Award.

Entry may be made directly by the club itself, or by a Lieutenant Governor for the Club, or by the District Governor for the club. In the latter two cases, the District Officer would need to work with the club closely to see that the form is properly completed and filed.

The Annual Club Report for that year and the prior year needs to be available to the committee for their use in comparing years if they feel supporting information is needed for comparison.

Notification

At the time of contact with Club relative to the Annual Club Report, the District Secretary shall submit to all Clubs and the District Board a brochure relative to the "Top Progress Award" advising the clubs.

- A. Applications are available at the District Office or on the District Website.
- B. Application must be completed and filed no later than November 15 after the close of the administrative year.

District Policies

- C. Applications shall be mailed to the Chairman of the Top Progress Award Committee to rate them.

The donor of the award, when necessary to keep current with Kiwanis International initiatives and the Objects of Kiwanis, may propose amendments to the program.

A committee, of no less than three and not more than five, shall make the selection of the recipients from the applications received. The District Governor, in consultation with the Chairperson of the Past Governors Committee, shall appoint the committee. The committee shall be composed of past District Governors who are current and active members within the District.

Material for Judging

- A. Properly completed entry form for the Top Progress Award;
- B. The annual report of the club for the year for which the judging is being done and the prior year. This will mean that either the Chairperson of the Committee that judges the Annual Reports must retain the reports for a year to make those needed available to the committee or they would need to be filed with the District Office when they are through with them. As far as this special committee is concerned they would not normally need more than the two years reports and then in such event as they feel they need supplemental information to the application. The Annual Report would be the best comparative record of the two years in factual information of growth, especially community service projects.

Selection Handled

The final selection must be kept strictly confidential.

The Winners and Honorable Mentions would be sent to Wes H. Bartlett so the proper plaques may be prepared.

There may be not more than three Honorable Mentions each year as selected by the committee. It is hoped that there will always be adequate number of outstanding entries so there will be three Honorable Mentions.

The Committee members will aid in assuring that the recipients are at the District Convention to receive their award while maintaining total confidentiality.

Presentation

- A. Presentations to be made annually at the District Convention by Wes H. Bartlett or his designate;
- B. The District Governor of the Year for which the presentation is made will assist in the presentations;
- C. There shall be a special plaque, or other suitable award, to the one judged to have done the best job of self improvement during the year;

- D. The Honorable Mention Awards are to be presented first, followed by the presentation of the Winner as a finale.

Annual District Sponsored Group Tour

It has become the custom for the Nebraska-Iowa District to sponsor a vacation trip annually to spread International goodwill through person-to-person contact with Kiwanians and others in the areas visited. Such trips are referred to as, "The Governor's Trip," and are offered as a trip or vacation to Kiwanians, their families, and their friends, giving them the advantage of low cost group travel. A nominal fee per participant is charged to offset a portion of the District's promotional cost.

Control is vested in the Board of Trustees of the District. The operating procedures and duties authorized by the Board are as follows:

- A. The District Secretary (Events Manager) shall consult with the District Governor-Elect to ascertain the wishes of the Governor-Elect concerning the type of trip, destination, route, dates and items to be included in the 'fare package' and the fare to be charged. The District Secretary shall then contact a bonafide travel agency for submitting a bid to book the trip. He shall be responsible to see that the bid complies with wishes of the Governor-Elect and 'fare package' inclusions. The Governor-Elect may choose to perform these tasks by him or herself.
- B. Upon receipt of a bid, the District Secretary shall meet with the District Governor-Elect to make an evaluation.
- C. The selection of travel agency, trip itinerary, fare, and trip details shall be placed on the agenda of a Board of Trustees meeting for their consideration. Upon their approval, the Secretary shall enter into a contractual agreement with the Travel Agency on behalf of the District. This presentation to the Boards is considered a "matter of major importance" in accordance with District policies and procedures.
- D. The trip shall be approved by the Board of Trustees prior to the signing of a contract with the travel agency. The trip shall be announced early enough to provide sufficient promotion, but not prior to the current years' trip.

Responsibilities

- A. The Governor, the Lt. Governors, the District Bulletin Editor, and the District Office shall have primary responsibility to inform Kiwanians of the trip and its provisions and to encourage participation. All practical means shall be used to promote this trip through a brochure, District Bulletin, personal and club contacts.
- B. The travel agency makes all necessary arrangements for air and ground transportation, for hotel/motel accommodations, baggage transfer included and optional tours and any other necessities and niceties of travel as may be agreed upon or are considered a regular part of a travel agency's duties. A representative of the travel agency shall accompany the group and will be responsible for such items as assisting participants at departure, liaison between participant and hotels, car rentals, personal needs or other appropriate services.

District Policies

In the event a travel agency representative is not present with the group, the District Secretary and Governor shall assume these responsibilities.

- C. The District Governor and spouse are the official hosts during the tour and at any meeting that might be held with Kiwanians during the tour. They shall work to help resolve any problems related to the tour which arise prior to, during or following the tour.
- D. The District Secretary:
 - Shall receive and acknowledge reservations, forward funds to the travel agency, and keep the Governor and agency informed as to reservations received;
 - Shall, if on tour, be present to help at departure check-in time;
 - At tour destination, shall act as business manager and liaison between tour participants and travel agency personnel, hotel personnel and other service personnel;
 - Upon return home, shall receive the District's share of receipts from the travel agency, deposit it to the District account with proper report of the project and its financial outcome made to the Governor and Board of Trustees.

Financial Arrangements

- A. The travel agency shall return to the District \$10.00 per paid participant to offset the District's share of promotion and reservation costs.
- B. Earned fares shall be based on the number of paid fares on the tour as agreed with the travel agency in establishing contractual agreement. These shall be part of the plan submitted to the District Board of Trustees.
- C. The order of awarding earned fares shall be:
 - The District Governor,
 - The District Governor's Spouse,
 - The District Secretary,
 - The District Secretary's Spouse.
- D. In the event of more than four 'Earned Fares' the District shall sell such fares with the proceeds being deposited into the District treasury.
- E. All funds derived by the District from the tour are the property of the District and shall be deposited for general budget purposes rather than special projects.

In the event any above designated person is unable to serve in a given capacity the Governor may appoint another person to fill the vacancy. The appointed person shall give

assurance he/she understands the duties and obligations as stated above and any duties or obligations that may be assigned at the time.

DIVISION PROCEDURES

Election of Division Officers

Lieutenant-Governor

A Lieutenant Governor shall be elected at the division conference pursuant to Article X of the Bylaws of the Nebraska-Iowa District. The only voting representatives of the clubs within the division shall be the president and immediate past president of each club in the division or their duly elected alternates.

Lieutenant Governors-Elect

A Lieutenant Governor-Elect designate shall be elected at the division conference of each division in the same manner as the election of the Lieutenant Governor designate, pursuant to Article X of the Bylaws of the Nebraska-Iowa District.

If a Lieutenant Governor-Elect does not complete his or her year, a replacement will be elected by a Division Conference called for this purpose by the Lieutenant Governor of that division within 30 days of the vacancy of a Lieutenant Governor-Elect. The Lieutenant Governor-Elect will not automatically advance to the position of Lieutenant Governor, but will be subject to election as Lieutenant Governor, pursuant to Article X of the Bylaws. The duties of the Lieutenant-Governor Elect include, but are not limited to: serving as Secretary of the division council, assisting in new club building, rejuvenating existing clubs, and liaison with sponsored youth.

Each Lieutenant Governor-Elect is urged to attend such training conferences as are called by The Governor-Elect, attend as many division and district events as possible and know and be ready to accept the responsibilities of the office of Lieutenant Governor.

Members of the Past Governors' Committee and the Past Lieutenant Governors' Committee may assist in training of Lieutenant Governors-elect when asked by the Governor-Elect.
(2/02)

The Governor-Elect may hold a preliminary training session for the Lt. Governors Elect at the Mid-Year Conference.

The District will provide financial consideration for Lieutenant Governors-elect to attend the board meeting preceding the District Convention and for such other training sessions as determined by the Board of Trustees on recommendation by the Finance committee.

Division Councils

Each Lieutenant Governor shall create within their Division, a Division Council. The council will be made up of Past Lt. Governors and of club representatives, consisting of the Presidents, Immediate Past Presidents, Presidents-elect and/or Vice Presidents, and Secretaries, or their alternates, of the clubs in the Division. The Division Council shall convene not less than

quarterly for the purpose of discussing the strengths and weaknesses of the Division, sharing administrative, program, and activity ideas and plans for building new Kiwanis clubs.

The Division Council will meet at such location and time as determined by the Division Lieutenant Governor. The Lieutenant Governor will be the presiding officer.

Prior to the convening of each Council meeting, the Lieutenant Governor will prepare and distribute to the President and Secretary of each of the clubs in the Division an agenda of the meeting.

At the opening of each Council meeting the Lieutenant Governor will designate a member, normally the Lieutenant Governor-Elect, to act as secretary of the meeting. The secretary will record the proceedings of the Council and will provide the Lieutenant Governor with a brief resume after each meeting.

Following the Council meeting, the Lieutenant Governor will distribute to each club President and Secretary a brief resume of Council topics, determinations, and suggestions, and any action taken. Any matter of interest to the International or District Officers shall be noted and forwarded to the officers concerned.

The Division Council may only collect funds as approved by the District Governor or the District Board of Trustees. If funds are collected, the secretary shall record all funds collected and report their distribution to the Nebraska-Iowa District Secretary.

CLUB PROCEDURES

Gifts for New Clubs

The District Secretary shall order the following gifts for presentation to new clubs formed in the Nebraska-Iowa District from the Supplies Department of Kiwanis International. This expense shall be charged to New Club Building.

- A. Gong;
- B. Gavel;
- C. Club Banner 13' x 5');
- D. Secretary's Case, with sample forms;
- E. U. S. Table Flag;
- F. Kiwanis Table Flag.

(*Note:* This does not preclude the sponsoring club, or other clubs, presenting other gifts at their own expense if they so desire.)

The District Governor is a representative of Kiwanis International on the occasion of the charter presentation. Planning and conducting the charter presentation to the new club shall follow the procedure recommended by Kiwanis International.

Serving of Alcoholic Beverage

A Kiwanis Club will serve no alcoholic beverages of any kind during any regular or special meeting of the Kiwanis club, or any activity sponsored or co-sponsored. This does not preclude alcoholic beverages being served prior to the function.

Games of Chance

Kiwanis clubs of the Nebraska-Iowa District may participate in lotteries, raffles, drawings, or other games of chance, provided they are operated in conformity with the laws and regulations of the State in which they are operated, and they are of such nature that they might not impugn the good name of Kiwanis.

In operating such fund raising activities the monies received shall be segregated from the administrative funds and shall only be used for charitable, educational religious or eleemosynary activities. The club shall not infringe upon the territory or fund raising activities of any other Kiwanis club.

SERVICE PROCEDURES

Tomorrow's Leader's Fund

Each Kiwanis Club in the District that does not sponsor a K-Kids Club, Builders Club, Key Club, or Circle K Club is asked to contribute one dollar (\$1.00) per member per year to the Tomorrow's Leaders Fund. Any other clubs who wish to assist the sponsored youth organizations are likewise encouraged to donate.

The Secretary-Treasurer of the NE-IA Kiwanis District Foundation as a separate fund will maintain the fund. Such fund will be audited annually.

When the District Administrator of K-Kids, the District Administrator of Builders Clubs, the District Administrator of Key Clubs, or the District Administrator for Circle K Clubs sees a situation where financial resources are needed, he or she can make a request to the District Governor for funds from the Tomorrow's Leaders Fund. (02/02)

Upon approval by the Governor, the NE-IA Kiwanis District Foundation Secretary-Treasurer shall disburse the authorized funds.

Kiwanis clubs that contribute to the fund will be awarded a banner patch for each year's contributions and will be given credit for the support of a sponsored youth project.

Builders Club

Chartering

Upon acceptance of a Petition for Charter and US \$1.00 membership fee per charter Builders Club member, the sponsoring Kiwanis club shall receive the charter certificate, a sponsoring insignia, and membership cards and pins for the number of members listed on the Petition for Charter.

Dates Of Charter

A Builders Club is to be considered chartered during the administrative year if the Petition for Charter and charter fee are mailed to the International Office and postmarked no later than midnight, September 30, of that year.

Builders Club Structure

Builders Club shall be organized only at junior high or middle schools that have been certified by the appropriate national or state board of education. A Builders Club may be established and maintained in such school, provided a Kiwanis club agrees to sponsor the club and has support of such school administration. (2/02)

There shall be no structure beyond the club level (division, zone, region, or district) for Builders Club members or clubs. Participation of Builders Club members in overnight

functions beyond the club level is highly discouraged, as is overnight attendance of Builders Club members at Kiwanis family district and multi-district events.

Primary Responsibilities Of A Sponsoring Kiwanis Club

The Kiwanis club must comply with the following "Requirements of Sponsorship" and a statement providing evidence of such should be approved by the Kiwanis club's board of directors and signed by the Kiwanis club president at the time of petitioning for charter or at any time when a Kiwanis club assumes partial or full sponsorship of a Builders Club:

- A. Appoint a Kiwanis Advisor to the Builders Club and ensure he/she receives adequate orientation/training;
- B. Ensure Kiwanis members attend every meeting;
- C. Maintain an expense line item in the Kiwanis club's service account to support the activities of the Builders Club;
- D. Meet with the school principal before the beginning of the school year;
- E. Ensure that all Builders Club members pay their annual membership fees;
- F. Ensure that Builders Club officers receive proper training following election;
- G. Hold a planning session involving the leadership of both clubs; and,
- H. Host or participate in two joint activities involving the membership of both clubs;
- I. Number of Kiwanis Clubs Sponsoring a Builders Club

Number of Kiwanis Clubs Sponsoring a Builders Club

No more than two (2) Kiwanis clubs may officially sponsor a Builders Club. Note: The Kiwanis International Board further resolved, effective October 1, 1994, that this procedure be waived for existing Builders Clubs that currently have more than two (2) sponsors, according to the International Office records, until such time as natural attrition or change in sponsorship brings them into compliance with this procedure.

Club Administrative Expenses

Costs of Builders Club administrative expenses shall be paid only from club membership dues collected from members, specific administrative fund-raising activities, and support from the sponsoring Kiwanis club. Funds raised for community service projects shall not be used to pay for club administrative expenses.

Club Fundraising Activities

Although a Builders Club often receives financial support from its sponsoring Kiwanis club, the Builders Club has the responsibility to raise the funds necessary to implement its service activities. The following guidelines apply to fund-raising activities:

- A. Value: Builders Clubs may not solicit financial assistance from individuals, businesses, or organizations by the sale of products, goods or services without giving something of real economic value in return.
- B. Involvement: The activity should normally involve personal Builders Club member participation.
- C. Practices: Fund-raising practices require a public announcement of the purpose of the fund-raising activity to enhance support and assure good public relations.
- D. Cooperation: Normal cooperative Kiwanis sponsorship relationships should be maintained, avoiding any possible indication that might be construed as Kiwanians contributing under undue pressure.
- E. Lotteries, Raffles, Drawings, or Other Games of Chance: A Builders Club may raise no finds by a lottery, raffle, drawing, or other games of chance.

Membership Fee

There shall be no district fee for members of Builders Clubs.

K-Kids

Chartering

Upon acceptance of a Petition for Charter and US \$1.00 membership fee per charter K-Kids member, the sponsoring Kiwanis club shall receive the charter certificate, a sponsoring insignia, and membership cards and pins for the number of members listed on the Petition for Charter.

Dates Of Charter

A K-Kids club is to be considered chartered during the administrative year if the Petition for Charter and charter fee are mailed to the International Office and postmarked no later than midnight, September 30, of that year.

Number Of Kiwanis Clubs Sponsoring a K-Kids Club

No more than two (2) Kiwanis clubs may officially sponsor a K-Kids club. Either a Circle K or Key Club may cosponsor a K-Kids club with a Kiwanis club.

Primary Responsibilities Of A Sponsoring Kiwanis Club

The Kiwanis club must comply with the following “Requirements of Sponsorship” and a statement providing evidence of such should be approved by the Kiwanis club’s board of directors and signed by the Kiwanis club president at the time of petitioning for charter or at any time when a Kiwanis club assumes partial or full sponsorship of a K-Kids Club:

- A. Appoint a Kiwanis Advisor to the K-Kids club and ensure he/she receives adequate orientation/training;
- B. Ensure Kiwanis members attend every meeting;
- C. Maintain an expense line item in the Kiwanis club’s service account to support the activities of the K-Kids club;
- D. Meet with the school principal before the beginning of the school year;
- E. Ensure that all K-Kids members pay their annual membership fees;
- F. Ensure that K-Kids club officers receive proper training following election;
- G. Hold a planning session involving the leadership of both clubs; and,
- H. Host or participate in two joint activities involving the membership of both clubs.

K-Kids Club Structure

K-Kids Club shall be organized only at elementary schools that have been certified by the appropriate national or state board of education. A K-Kids Club may be established and maintained in an elementary school, provided a Kiwanis club agrees to sponsor the club and has support of the elementary school administration. (2/02)

There shall be no structure beyond the club level (division, zone, region, or district) for K-Kids club members or clubs. Participation of K-Kids club members in overnight functions beyond the club level is highly discouraged, as is overnight attendance of K-Kids club members at Kiwanis family district and multi-district events.

Club Administrative Expenses

Costs of KKids club administrative expenses shall be paid only from club membership dues collected from members, specific administrative fund-raising activities, and support from the sponsoring Kiwanis club. Funds raised for community service projects shall not be used to pay for club administrative expenses.

Club Fundraising Activities

Although a K-Kids club often receives financial support from its sponsoring Kiwanis club, the K-Kids club has the responsibility to raise the funds necessary to implement its service activities. The following guidelines apply to fund-raising activities:

- A. *Value:* K-Kids clubs may not solicit financial assistance from individuals, businesses, or organizations by the sale of products, goods or services without giving something of real economic value in return.
- B. *Involvement:* The activity should normally involve personal K-Kids club member participation.
- C. *Practices:* Fund-raising practices require a public announcement of the purpose of the fund-raising activity to enhance support and assure good public relations.
- D. *Cooperation:* Normal cooperative Kiwanis sponsorship relationships should be maintained, avoiding any possible indication that might be construed as Kiwanians contributing under undue pressure.
- E. *Lotteries, Raffles, Drawings, or Other Games of Chance:* A K-Kids Club may not raise funds by a lottery, raffle, drawing, or other games of chance.

Membership Fee

There shall be no District membership fees.

CIRCLE K PROCEDURES

Responsibilities and Obligations

The responsibility and control of the Nebraska-Iowa District of Circle K is the responsibility of the Kiwanis District Board. This Board, acting through the Kiwanis District Governor and the Circle K Administrator shall counsel, direct, and exercise final authority over all Circle K activity on the District level.

The Kiwanis District Administrator of Circle K is also designated as District Adviser. The District Administrator is a member of the Circle K Board of Trustees.

Circle K clubs shall be organized only at standard degree-granting colleges, universities, and junior colleges, and vocational technical schools that have been certified by the appropriate national or state board of education. A Circle K club may be established and maintained in such school, provided a Kiwanis club agrees to sponsor the club and it has the support of the school administration. (2/02)

The District Circle K Administrator or his/her representative approved by the Kiwanis District Board shall give guidance to and exercise control of the finances, organization, discipline, and program of all meetings of the Circle K District Board of Trustees, and the annual District Convention, and all other authorized meetings.

The Circle K District Board should hold not more than three meetings annually, one in connection with its District Convention, and one during a suitable vacation period. Other special meetings of the District Board may be called only with the approval of the Kiwanis District Administrator and the Kiwanis District Governor.

A Circle K District Convention should be held annually on a weekend or a vacation period. The Kiwanis District Board must approve the date and place.

A Circle K District Officers Training Conference and possible Board meeting may be scheduled on a weekend or a vacation period. The Kiwanis District Administrator and Kiwanis District Governor must approve the date and place.

District Circle K travel funds may be used for District and/or International Circle K officers travel to the District Board meetings, convention, and training conferences as long as they are within the approved budget.

Invitations should be extended to International and District Officers under the following guidelines:

- A. Kiwanis Administrator approves before invitation is extended.
- B. The District cannot obligate itself to pay any part of the International Officers expenses that would cause any over-expenditure of the amount budgeted for this purpose.
- C. Only assigned International or District Officers may be funded; others may be invited at their own expense.

Correspondence should be the prime means of communication. Except on rare occasions, there is no need for more than two trips to each club by a Lieutenant Governor.

The maintenance of all Circle K District records shall be under the supervision of the Kiwanis District Board.

Financial Management

The Kiwanis District Governor, and Board of Trustees shall approve the Circle K District Budget, District Convention Budget, and all District finances.

The District Administrator of Circle K shall be responsible to the Kiwanis District Board of Trustees for the control of District budget and finances.

The District Administrator is also designated as Financial Counselor to the Circle K District. He/she shall guide the Circle K District Treasurer and supervise the collection of District dues and the banking and disbursement of District funds. He/she may appoint another Kiwanian to assist in this function.

All disbursements will be by District check. The Kiwanis District Secretary or other approved signator must sign all District checks. Each check must be supported by a voucher or invoice signed by the Circle K District Governor or Treasurer and the District Administrator, indicating that it is ready and proper for payment.

The depository for Circle K District funds shall be the same as for Kiwanis District funds. The Kiwanis District Secretary shall intercede for the Circle K District in dealing with the depository.

A complete and standardized system of financial records shall be created for the District Circle K and approved as a continuing procedure by the Kiwanis District Board. From these records, the District Administrator shall supervise the preparation and verify the accuracy of a report concerning the condition of District finances. The Circle K Treasurer shall present one such report to the Kiwanis Board within 30 days prior to the Annual Kiwanis District Convention, and one within 30 days prior to the Annual Mid-Year Conference, and one at such other times as the Kiwanis Governor or Kiwanis Board shall direct.

A budget for the District, showing expected sources and amount of income, as well as itemized estimated expenditures, will be presented by the District Administrator to the Kiwanis Board for its approval no later than at the Board meeting held in conjunction with the District Convention. A similar budget for the District Convention will be presented for the Kiwanis Board's approval at the annual Kiwanis Mid-Year Conference.

The Kiwanis District Governor shall appoint, and the Kiwanis District Board of Trustees shall approve the appointment of a Kiwanian in the convention site city as Financial Adviser to the Circle K District Convention. He/she shall be responsible to the Kiwanis District Board of Trustees for the supervision of convention receipts, disbursements, financial records, and policies. He/she shall keep the District Administrator of Circle K informed on all financial activities of the District Convention. He/she will be appointed as soon as the Convention site is selected.

The Financial Adviser to the Circle K District Convention shall prepare or supervise preparation of financial reports concerning the Circle K District Convention as required by the Kiwanis

Circle-K Procedures

District Board of Trustees and shall be required to make a report to that Board within 30 days of the close of said convention or at any time when he/she knows or believes the operations or plans will exceed the approved budget.

KEY CLUB PROCEDURES

Responsibilities and Obligations

The responsibility and control of the Nebraska-Iowa District of Key Club is the responsibility of the Kiwanis District Board. This Board, acting through the Kiwanis District Governor and the Key Club Administrator shall counsel, direct, and exercise final authority over all Key Club activity on the District level.

Key Club shall be organized only at high schools that have been certified by the appropriate national or state board of education. A Key Club may be established and maintained in a high school, provided a Kiwanis club agrees to sponsor that club and it has support of the high school administration. (2/02)

The Kiwanis District Administrator of Key Club is also designated as District Adviser. The District Administrator is a member of the Key Club Board of Trustees.

The District Key Club Administrator or his/her representative approved by the Kiwanis District Board shall give guidance to and exercise control of the finances, organization, discipline, and program of all meetings of the Key Club District Board of Trustees, and the annual District Convention, and all other authorized meetings.

The Key Club District Board should hold not more than three meetings annually, one in connection with its District Convention, and one during a suitable vacation period. Other, special meetings of the District Board may be called only with the approval of the Kiwanis District Administrator and the Kiwanis District Governor.

A Key Club district convention should be held annually on a weekend or a vacation period. The Kiwanis District Board must approve the date and place.

A Key Club District Officers Training Conference and possible Board meeting may be scheduled on a weekend or a vacation period. The Kiwanis District Administrator and Kiwanis District Governor must approve the date and place.

District Key Club travel funds may be used for District and/or International Key Club officers travel to the District Board meetings, convention, and training conferences as long as they are within the approved budget.

Invitations should be extended to International and District Officers under the following guidelines:

- A. Kiwanis Administrator approves before invitation is extended.
- B. The District cannot obligate itself to pay any part of the International Officers expenses that would cause any over-expenditure of the amount budgeted for this purpose.
- C. Only assigned International or District Officers may be funded; others may be invited at their own expense.

Key Club Procedures

Correspondence should be the prime means of communication. Except on rare occasions, there is no need for more than two trips to each club by a Lieutenant Governor.

The maintenance of all Key Club District records shall be under the supervision of the Kiwanis District Board.

Financial Management

The Kiwanis District Governor, and Board of Trustees shall approve the Key Club District Budget, District Convention Budget, and all District finances.

The District Administrator of Key Club shall be responsible to the Kiwanis District Board of Trustees for the control of District budget and finances.

The District Administrator is also designated as Financial Counselor to the Key Club District. He/she shall guide the Key Club District Treasurer and supervise the collection of District dues and the banking and disbursement of District funds. He/she may appoint another Kiwanian to assist in this function.

All disbursements will be by District check. The Kiwanis District Secretary or other approved signator must sign all District checks. Each check must be supported by a voucher or invoice signed by the Key Club District Governor or Treasurer and the District Administrator, indicating that it is ready and proper for payment.

The depository for Key Club District funds shall be the same as for Kiwanis District funds. The Kiwanis District Secretary shall intercede for the Key Club District in dealing with the depository.

A complete and standardized system of financial records shall be created for the District Key Club and approved as a continuing procedure by the Kiwanis District Board. From these records, the District Administrator shall supervise the preparation and verify the accuracy of a report concerning the condition of District finances. The Key Club Treasurer shall present one such report to the Kiwanis Board within 30 days prior to the Annual Kiwanis District Convention, and one within 30 days prior to the Annual Mid-Year Conference, and one at such other times as the Kiwanis Governor or Kiwanis Board shall direct.

A budget for the District, showing expected sources and amount of income, as well as itemized estimated expenditures, will be presented by the District Administrator to the Kiwanis Board for its approval no later than at the Board meeting held in conjunction with the District Convention. A similar budget for the District Convention will be presented for the Kiwanis Board's approval at the annual Kiwanis Mid-Year Conference.

The Kiwanis District Governor shall appoint and the Kiwanis District Board of Trustees shall approve the appointment of a Kiwanian in the convention site city as Financial Adviser to the Key Club District Convention. He/she shall be responsible to the Kiwanis District Board of Trustees for the supervision of convention receipts, disbursements, financial records, and policies. He/she shall keep the District Administrator of Key Club informed on all financial activities of the District Convention. He/she will be appointed as soon as the Convention site is selected.

The Financial Adviser to the Key Club District Convention shall prepare or supervise preparation of financial reports concerning the Key Club District Convention as required by the Kiwanis

District Board of Trustees and shall be required to make a report to that Board within 30 days of the close of said convention or at any time when he/she knows or believes the operations or plans will exceed the approved budget.

FINANCE PROCEDURES

District Finance and Fund-Raising Committee

The Governor-Elect, during the year serving as Governor-Elect, shall appoint a Finance and Fund Raising Committee composed of at least two Past Governors and the Immediate Past Governor. The Governor and the Governor-Elect shall be ex-officio members of the committee and shall be fully informed of the budget to be proposed prior to its presentation to the Board of Trustees.

The Finance and Fund Raising Committee will fulfill the responsibilities as prescribed by the District Bylaws.

Information necessary for the development of a proposed budget shall be submitted to the Finance and Fund Raising Committee so that the budget for the ensuing administrative year may be developed at least one month prior to the first meeting of the incoming Board of Trustees. Those who should submit budget requests are the District Secretary, the Governor, the District Convention Chairperson and any others the Finance and Fund Raising Committee may specify.

The Chairperson of the Finance and Fund Raising Committee shall present the budget recommendations of the committee to the District Board of Trustees, for consideration, at their first meeting. At this meeting, the District Board of Trustees will adopt a budget for the upcoming administrative year.

An operating statement shall be prepared and submitted at each District Board of Trustees Meeting by the District Secretary, with copies submitted to all members of the Board of Trustees and the Finance and Fund Raising Committee.

No line item in the budget may be overspent by more than five (5) percent without the authorization of the District Board of Trustees; however, the District Board of Trustees can adjust the budget at any regular or special meeting of that body.

No individual or committee shall make any commitment, authorize any expense account or enter into any contract purporting to bind the Nebraska-Iowa District of Kiwanis International in any financial matter without prior approval of the District Board of Trustees.

All money collected or received as the result of any project, program or function of the Nebraska-Iowa District shall be cleared through the District Office.

New Club Building Expense Reimbursement

Funds from this appropriation may be paid to any member of the District Board of Trustees or other person(s) designated by the Governor.

The District Budget limits the amounts of funds available. This item of the budget may not be over obligated without prior approval of a majority of the Board of Trustees. Keeping this in mind, individuals considering drawing on these funds must obtain approval of the District Governor prior to submission of a voucher asking for reimbursement.

Expenditure reimbursement in the endeavor to build any one new club by any one individual is limited to an amount not to exceed \$ 60.

The organization of a new club is not a requisite to receiving reimbursement from this appropriation; however, a petition with at least five (5) signatures must be submitted with voucher. The following expense items are authorized as reimbursable:

- A. Telephone calls;
- B. Travel expenses, at the rate allowed for Lt. Governor's travel in their division;
- C. Expenses for refreshments when meeting with key individuals during the early stages of the organization effort.

No one shall be reimbursed from these funds if reimbursement from Kiwanis International is received.

If there are funds remaining in the budget account at the end of the administrative year, they may, at the discretion of the District Governor, be paid to Individuals that have incurred expenses in excess of the limitation prescribed above. Such reimbursement should be made on a "pro-rata basis" among those having such expenses.

Lieutenant Governor Expense Reimbursement

District Expense Vouchers, provided by the District Office, will be used for requesting reimbursement of expenses incurred in connection with the Lieutenant Governor's work with their clubs.

Checks covering vouchers of this type will be issued periodically. Do not include any expenses other than those of this type on one voucher. Under, "REASON FOR EXPENSE," list "Club visits" or other reasons for travel or expense within your Division.

Mileage, telephone and postage expenses need to be itemized. Vouchers will be paid up to the limit of your budget account within the following guidelines:

The amount of mileage allowance payable is limited to the required club visitation reports filed at the time the voucher is submitted. Vouchers may be submitted soon after the expenses are incurred but must be submitted no later than (10) days prior to the end of the Kiwanis fiscal year.

Much of the travel, hotel, and meal expenses are covered for the Lt. Governor and partner to attend the Lt. Governor's Training Conferences, Mid-Year Conference, and the District Convention. As procedure varies from event to event, filing of vouchers will be discussed during the related Board meeting. The allowance for attending the International Convention is paid when the District Office receives confirmation of the Convention registration or at another time as determined by the Governor and District Secretary.

New clubs, once chartered, must be serviced by the Lieutenant Governor just as are established clubs; and, this is chargeable to Lt. Governor Expense. The allowable

amount will be automatically increased to include expenses to service the new club on the same basis as the established clubs.

Other District Members' Expense Reimbursement

Budget allowances are established for the reimbursement of mileage, hotel and meal expenses, telephone, and office expenses incurred by each officer in the fulfillment of their respective position. The voucher system procedures explained above apply to other District Officers, Lt. Governors Elect, and District Committee volunteers authorized by the Governor to receive expense reimbursements.

Limitations and Modifications

The amount payable from any of the accounts discussed above is strictly limited by the budgeted amount as adopted by the Board of Trustees. The Board may modify the initial budget amount during the year in accordance with the District Policies and Procedures.

Waiving of Registration Fees

Members of K-Kids, Builders Clubs, Key Clubs, and Circle K Clubs will not be charged a Registration Fee for Nebraska-Iowa District Kiwanis functions such as Mid-Year Conferences and Annual Conventions. If registration for these events includes meals, only meal costs will be charged if sponsored youth members want to eat with the group, or they can opt to eat elsewhere.