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- 984. Technology/Webmaster Committee
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- 986. Young Children Priority One Chair
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## GEORGIA DISTRICT POLICIES AND PROCEURES MANUAL

### 100

#### GENERAL POLICIES

##### 101. INTRODUCTION

Kiwanis International was created on January 21, 1915, with the forming of the Kiwanis Club of Detroit. The **Georgia District** was officially formed in Atlanta during the fall of 1918, followed by Rome and Columbus in 1919. Augusta, Savannah, Athens, Macon, Americus, Albany, Milledgeville, Washington, Cedartown and Waycross were formed in 1920.

Policy statements contained in this manual are supplemental to the Bylaws of the Georgia District and the Bylaws of Kiwanis International. This manual contains all policies approved by the Georgia District Board of Trustees. Any prior action of the Board not contained in this policy manual is no longer the current policy of the Georgia District of Kiwanis.

These policies remain in effect until revised by a succeeding District Board of Trustees. Bylaws contained herein are the current Bylaws of the Georgia District of Kiwanis.

The District Board of Trustees approved the initial compilation of the policies of the Georgia District on February 19, 1993. The current edition was revised and adopted by the District Board of Trustees on May 19, 2018.

##### 102. PREFACE

###### 1. Definitions

A policy is a basic principle by which the District Board guides the affairs and organization of the Georgia District of Kiwanis International.

A procedure is an established method or manner by which the Bylaws and Policies of the Georgia District of Kiwanis International are implemented.

###### 2. Purpose of the Georgia District of Kiwanis International

The purpose and objectives of Kiwanis International and the Georgia District are

- a. To promote service, friendship and understanding among persons in the community and throughout the world.
- b. To provide the delivery of goods and services to clubs to accomplish the following:
  - Building new clubs and strengthening existing clubs,
  - Delivering education to clubs; and
  - Delivering service leadership programs to and through clubs.
- c. To promote the interests of the clubs within the district to Kiwanis International.

###### 3. Purpose of any *Policies or Procedures Manual* Adopted for the Georgia District of Kiwanis

- a. Make for more efficient operation of the District.

- b. Furnish operational guidelines to District and club officers.
- c. Be the standard operating procedure for the District on all matters which it covers.
- d. To accumulate in one document all current District policies. Any prior policies not contained in the manual on its adoption are not effective as the policy of the District until subsequently adopted.

#### 4. Scope and Limitations

- a. Policies and procedures must be in conformity with the Bylaws and Policies of Kiwanis International and with the Bylaws of the District.
- b. A policy or procedure may be adopted by a majority of the District Board of Trustees, and, once adopted, will remain in effect until amended or repealed by the same or a subsequent District Board of Trustees.
- c. Rescinded or modified policies or procedures will be retained in a file in the Georgia Kiwanis District Office for approximately seven years from date of rescission or modification for reference purposes.
- d. New policy or procedure subjects will be assigned a new number to avoid conflicts with old or rescinded policies.
- e. All policies or procedures will reflect the Board meeting when the District Board of Trustees adopted the policy, and the minutes should establish clearly what policy was adopted.
- f. Chair of the Bylaws and Policies and Procedures Committee will be responsible for documenting changes.
- g. A copy of the *Policies and Procedures Manual* will be published on the Georgia District website [www.gadistrictkiwanis.org](http://www.gadistrictkiwanis.org).

#### 110. STANDING COMMITTEES

The Georgia District shall have the following standing chairs or committees:

- 1. Aktion Club
- 2. Art and Music Showcase
- 3. Auditory-Verbal Center (Buck-N-Ear) Committee
- 4. Budget and Finance Committee
- 5. Builders Club
- 6. Bylaws, Policies and Procedures
- 7. Circle K
- 8. Club Leadership Education (CLE)
- 9. District Convention and Special Events Committee
- 10. District Training Chair
- 11. Fundraising
- 12. Human and Spiritual Values
- 13. Insurance - Risk Management Manager
- 14. Interclub Chair
- 15. International Leadership Committee (ILC)
- 16. Key Club
- 17. Key Leader
- 18. Kiwanis International Convention

19. Kiwanis Kids
20. Logistics and Site Selection Committee
21. Membership, Growth and Retention
22. Partnerships
23. Public Relations
24. Resolutions
25. Screening and Nominating Committee
26. Service
27. Technology
28. Youth Protection

The District Governor may appoint additional chairs or committees.

#### **115. CHARTER PRESENTATIONS**

The Governor shall make the presentation of a charter to a new Kiwanis Club in this District. In the event the Governor is unable to present the charter, the Governor shall designate a District Officer or Past District Officer to make the presentation.

#### **116. SERVICE PROJECT DEFINITION**

A service project is an activity consistent with the Objects, objectives and policies of Kiwanis International, devised or planned by a Kiwanis Club or a club committee and performed by club members for the benefit of others.

#### **118. COMMUNITY SERVICE PROJECTS**

Each Kiwanis Club has absolute autonomy in the selection of its community service activities. Provided the activity is legal and does not adversely reflect upon Kiwanis and its objectives, there is no desire to regulate or prescribe community service activities to be engaged in by each Kiwanis Club.

#### **121. ENDORSEMENTS**

Listed below are policies for responding to inquiries from Kiwanis clubs and/or any of the K-Family clubs which have been contacted by organizations outside of Kiwanis requesting aid in sponsoring programs.

1. Clubs should avoid officially endorsing the policies and programs of outside organizations.
2. Inviting a speaker to appear before the club is not to be considered as an endorsement, since the Kiwanis tradition is to use the club meeting program as an “open forum” for presentation of all aspects of an issue and all points of view.

3. Utilization of a specific piece of material for the furtherance of a Kiwanis Club's own program is considered endorsement of the organization producing such a supplementary aid or product. This emphasizes the importance of careful selection.
4. The development of a public meeting and the utilization of a speaker from a specific outside organization should be handled so that it will not constitute endorsement in the eyes of the community. If the meeting is billed under the name of the organization with Kiwanis sponsorship, endorsement is certainly implied.
5. Endorsement of Other Enterprises
  - a. A Kiwanis Club will not give its endorsement to any movement which it is not actively supporting.
  - b. A Kiwanis Club will not accept membership in an organization under the name of Kiwanis International.

## **125. DISTRICT DIRECTORY**

The District Executive Director shall produce an online copy of the District Directory as soon as is practical after the beginning of the new Kiwanis year but no later than October 15. The Directory shall contain a listing (including addresses, telephone numbers, and email addresses) of the District Officers; District Administrators of Circle K, Key Club, Builders Club, K-Kids and Committee Chairs; International Counselor; a listing of Clubs in each Division and a map of the State showing the location of each Division; each Club and its President, Secretary, Key Number, date of charter, time and place of meeting; the officers of the Georgia District Foundation, Circle K and Key Club; a listing of all Past Governors of the District; a calendar of important dates and such other information as the Executive Director and Governor shall deem appropriate.

## **126. GEORGIA KIWANIAN – OFFICIAL PUBLICATION OF GEORGIA DISTRICT**

The District Executive Director shall cause to be published to each Georgia District Kiwanian, the International Board, the Governor and Secretary of the other North American Districts, and such other persons as the Governor shall direct, a District newspaper, up to 10 times per year. The Executive Director shall act as Editor, and the contents shall be committee reports, club and division standings, articles of interest to the District and such other materials as directed by the Governor.

Non-members may subscribe at the current rate of \$25.00 per year (Oct. 2000).

The *Georgia Kiwanian* shall, when requested, and when space, in the opinion of the Editor is available, contain articles and advertisements for the Kiwanis Clubs of the District. Articles and ads which support Kiwanis Club projects and/or which are designed to raise funds paid into a Kiwanis Club shall be run at no cost unless special setups and expense are required. All articles and ads soliciting funds or directed to Kiwanians by individuals or non-Kiwanis entities shall be charged the then current advertising fee. Kiwanis political advertisements other than as provided for elsewhere herein shall be given priority as to placement in the *Georgia Kiwanian* but shall be charged the current advertising fee.

The size and content of the requested article or ad shall be at the discretion of the Editor. Any adverse decision of the Editor may be appealed to the District Board of Trustees at its next regular meeting.

### **127. INCORPORATION OF CLUBS**

1. A club, after receiving its charter, must incorporate subject to the approval of the International Board of Trustees, but only by the name designated in its charter, such as Kiwanis Club of \_\_\_\_\_, and said club shall agree, as a condition precedent to incorporation, that it will, as an incorporated body, abide by the Bylaws of Kiwanis International and the Georgia District then in force and thereafter, as edits or updates are adopted.
2. Every Kiwanis Club shall be incorporated within one year following the presentation of its charter.

If at the end of a six-month period following the chartering, the incorporation has not been completed, the District Governor and District Executive Director shall give the matter immediate attention and report to the District Board of Trustees.

### **130. INCORPORATION OF FOUNDATIONS**

Club foundations are permitted and must be approved by Kiwanis International. All foundations must be 501(c)(3) corporations.

The approval of Kiwanis International will not be given to any foundation bearing or using the name or emblem of Kiwanis until such organization shall have met the following requirements:

1. The organization must be incorporated.
2. The nonprofit nature of the organization must appear from its articles.
3. The articles must show a definite commitment of the organization funds to a charitable educational and/or scientific use.
4. The organization name must indicate the name of the sponsoring club or area.
5. Either the articles or an agreement executed by the charitable corporation subsequent to filing of the articles must show responsibility to Kiwanis International by providing (a) that the corporation and its members will at all times abide and be governed and controlled by the Bylaws and Policies of Kiwanis International now in force or hereafter from time to time adopted, insofar as any provision of such Bylaws may be applicable, (b) that the corporation will comply with all such conditions and requirements as Kiwanis International may prescribe and (c) that no amendment to the Articles of Incorporation shall be made without the consent of Kiwanis International.

6. The article must assure control of the organization by Kiwanians by providing that the members, officers, directors and trustees of the corporation shall be active or senior members in good standing of the sponsoring Kiwanis Club(s).
7. Foundations sponsored by Kiwanis groups shall sign an agreement similar to those signed by clubs providing that whenever requested by the Board of Trustees of Kiwanis International, the corporation shall dissolve or change its form of organization; and they shall not be required to include such provision in the Articles of Incorporation.
8. No Kiwanis approved foundation shall bear the name of any living individual as part of the foundation title.

### **136. OFFICIAL INSIGNIAS, EMBLEMS AND GARMENTS**

The Georgia District has the privilege of adopting logos, slogans and official regalia. In order for any item to be adopted as official, it must be adopted by a majority of the District Board of Trustees at any scheduled board meeting. Once adopted, it cannot be changed without Board approval. This does not preclude the Governor from adopting one-year themes and emphases.

The official emblem or insignia of Kiwanis shall be such as that established from time to time by the International Board of Trustees.

The official emblem and insignia of Kiwanis is protected by copyright. Neither the official emblem, nor any facsimile, nor reproduction thereof, shall be used without the specific permission and authority of the Board of Trustees of Kiwanis International.

### **145. OFFICIAL NAME OF A KIWANIS CLUB**

1. The official name of a Kiwanis Club shall commence with the three words “Kiwanis Club of . . .”
2. In selection of a name, brevity is desirable. Where this is the only Kiwanis Club in the city, the fourth word in the name would be the geographical location or corporate entity. This would be followed with the unabbreviated name of state or province. (Example: Kiwanis Club of Atlanta, Georgia)
3. Where two communities are involved and it is considered desirable to incorporate the names of both communities, the two names could be joined with a hyphen.
4. When a club is locating in a city where there is already a Kiwanis Club which bears the name of the corporate entity, then either a geographical or community name could follow or precede the city name. (Example: Kiwanis Club of Classic City, Athens, Georgia).
5. In selecting a name there is no objection to using as part of the name some historical or colorful adjective that is part of the history of the area where the club is located. Clubs should



be cautioned not to use geographical, historical or community names that have been previously used in the District.

6. The name of the club shall be lettered on the club banner as it appears in the Bylaws.

## **151. FLAGS**

### **1. Display of Flag**

All Kiwanis clubs are urged to display the United States flag at every Kiwanis meeting.

### **2. Protocol**

In the United States the display, the use of, and the Pledge to the Flag of the United States shall be in accordance with the official flag code as adopted by the United States Congress.

## **157. INSURANCE**

Through an annual per member assessment, liability insurance will be provided for the club and for members when on a Kiwanis activity. Limited third-party liability and directors and officers insurance are the only forms of insurance provided by Kiwanis International.

## **165. TERMS OF DISTRICT CHAIRS**

Service as a District Committee Chair or Administrator is at the discretion of the District Governor. All District Committee Chairs and Administrators must be Kiwanis members in good standing. It is suggested, but not required, that no District Chair or Administrator should serve in the same activity for more than two consecutive years. In certain clubs or committees which interface with Kiwanis International, like Key Club, Circle K, Builders Club, K-Kids, Key Leader, Kiwanis Children's Fund and Aktion Club, it is recognized that successive terms of one Administrator or Chair may be desirable. A term is one full administrative year.

## **168. CANDIDATES FOR KIWANIS INTERNATIONAL OFFICE**

Districts may offer candidates for election to the positions of Kiwanis International Trustee, Vice-President, President-elect and President at the Kiwanis International Convention.

Districts may have only one member of the Kiwanis International Board at a time, and there must be a one year "dark year" between District representations on the Kiwanis International Board.

### **1. Qualifications of Candidate**

- a. Must be a Past District Governor.
- b. Must express the written commitment to devote the time and financial assets to serve.

- c. Must express the written commitment to meet the financial obligations to run effective and appropriate election campaigns. It has been the history in the Georgia District that the candidate bears the expense of their campaign. While the District, the International Leadership Committee (ILC) or other sources may offer limited financial support, the candidate should not expect financial support and must be prepared to incur the cost.
- d. Must be endorsed by the majority vote of the Past Governors' Committee.
- e. Must be endorsed by the District Board of Trustees or delegate body at District Convention.

## 2. Procedures

- a. At the District Convention prior to the election, any potential candidate shall advise the District Governor and International Leadership Committee Chair of his/her interest in becoming a candidate. The Governor and the International Leadership Committee Chair shall notify all Past District Governors and the International Leadership Committee of the interest.
- b. The Governor and International Leadership Committee Chair shall request any other potential candidates to state their interest and establish a time table for potential candidates to make their case to the Past Governors' Committee.
- c. The Past Governors' Committee shall endorse or withhold endorsement of the candidacy. The criteria shall be the best interest of the District and Kiwanis International. Consideration shall be given to the history and performance of the candidate in the District and the potential for their being elected.
- d. The Past Governors' Committee shall endorse only one candidate and may elect to withhold its endorsement of all candidates.
- e. Upon the endorsement of the Past Governors' Committee, the candidate shall obtain the endorsement of the District Board of Trustees or the Delegate Body at District Convention (preferably both, if time allows).

## 169. INTERNATIONAL LEADERSHIP COMMITTEE (ILC)

### 1. Committee Purpose

The International Leadership Committee shall be formed each year for the purpose of:

- a. Evaluating and making recommendations to the District Board and delegates to the International Convention concerning candidates for Kiwanis International office; proposed amendments to the Kiwanis International Bylaws; and proposed resolutions to be offered at the Kiwanis International Convention.
- b. Evaluating and/or recommending proposed actions of the District Board which affect the purposes of the committee.
- c. Promoting the candidacy, when the Georgia District has a candidate for International office.

### 2. Committee Formation

In those years when the Georgia District does not have a candidate for International office or a member of the Kiwanis International Board, the Committee shall consist of:

- a. A Chair appointed by the District Governor, in consultation with the Past Governors Committee. This individual shall be a Past Georgia District Governor and be an active member of a club in the Georgia District;
- b. All current and past Kiwanis International Officers who are active Kiwanis club members in the Georgia District;
- c. The District Governor, Governor-elect, Immediate Past Governor, Vice-Governor and District Executive Director;
- d. Two members appointed by the District Governor. These individuals shall be Past Georgia District Governors and be active Kiwanis club members in the Georgia District;
- e. Two members appointed by the District Governor. These individuals shall be Past Lieutenant Governors and be active Kiwanis club members of a club in the Georgia District;
- f. Such other members as the Governor shall determine appropriate.

In those years when the Georgia District has a candidate for International office or a member of the Kiwanis International Board, the International Leadership Committee appointments shall be made by the candidate for International Office or the member of the International Board. Those who serve on the International Leadership Committee by virtue of the District Office or Kiwanis International Office they hold or have held shall continue to serve as members of the International Leadership Committee.

### **3. Administration of Funds**

In addition to the Chair, in any year that the Committee maintains, receives or raises any funds, a treasurer shall be appointed by the Chair from among the members of the committee. The treasurer shall accurately maintain a record of all funds received and disbursed. The committee on its own initiative may raise funds or receive funds from the District or from any other source, including public contributions. Funds shall be distributed only in support of the objectives of the committee and as directed by a majority vote of the committee members. Surplus funds may be invested at the direction of a majority of the committee. Records of the finances of the committee shall be available to the District Officers and District Board upon request.

### **4. Record Keeping**

Recognizing that discussion of candidates, prior commitments of the District and prior commitments to the Georgia District raise issues which necessarily need to be held in confidence, no record except as to the final decisions of the committee to support or not support a candidate shall be kept. The Chair shall maintain a record of all recommendations of the committee and that record shall be delivered to the District Executive Director and be made available to all subsequent International Leadership Committee Chairs upon request.

### **5. Committee Procedure**

Any request for endorsement of any other Districts' candidate for International office, including but not limited to the request for a nomination or second, shall be referred to the Chair of the International Leadership Committee for report to the committee.

The Chair of the International Leadership Committee shall be the official spokesperson for the Committee.

The Committee and its Chair shall be governed by the decision of the Georgia District's Candidate for International office or member of the International Board (when Georgia has one). Deliberations of the committee shall consider the historical relationships with Districts and prior commitments.

The District Governor shall be kept well informed of any action of the committee.

The committee shall meet on an "as needed" basis and may meet in person, by telephone, by email or such other manner acceptable to a majority of the committee.

#### **6. District Caucus at International Convention**

A caucus of the District delegates to any International Convention shall be held. All delegates are requested to attend. The meeting shall be conducted by the International Leadership Committee (ILC) and moderated by the ILC Chair or their appointee or designee.

At the caucus, knowledgeable individuals will be assigned and be prepared to discuss: 1) Candidates, 2) Amendments, and 3) Resolutions. To the extent that time allows, all others wishing to be heard on these matters will be heard. The ILC will make recommendations to the delegates based upon its consideration of the qualifications of the candidates and/or appropriateness of amendments and resolutions. If delegates do not have personal preferences, the recommendations of the ILC should be given priority consideration for the delegate's vote.

#### **7. Reserved Seating at Delegate Sessions of the International Convention**

Where matters requiring a vote are to be considered at a convention session, adequate seating on the first row or most accessible area of the District seating should be reserved for the District Officers, Past Governors and members of the International Leadership Committee (ILC) to allow prompt consultation among these persons and members of other Districts when necessary.

### **171. GEORGIA DISTRICT KIWANIS FOUNDATION**

The Georgia District Kiwanis Foundation, Inc. is a separate corporation governed by its own officers and Board of Directors. The foundation is a 501(c)(3) corporation.

The Foundation will maintain a written investment policy. An annual financial report will be submitted to the District Board of Trustees.

The foundation was organized in 1998 and is established to assist the Georgia District of Kiwanis International in receiving tax deductible donations. The Foundation, in addition to other projects, supports local clubs that do not have their own foundations by acting as a depository for funds set aside for future purposes such as local scholarships.

### **172. CLUB STATUS**

#### **1. Club in Good Standing Status**

To be in “good standing,” a Kiwanis Club must comply with the Essential Actions of a Kiwanis Club as defined by the International Board, which are as follows:

- a. Comply with all the provisions of the Bylaws, Policies, and Procedures of Kiwanis International, its district, and its federation (if any).
  - b. Comply with the current Standard Form for Club Bylaws, modified as approved by the International Board of Trustees.
  - c. Implement community service projects, including those that support Young Children Priority One and district goals for the Worldwide Service Project (if any).
  - d. Sponsor or support a K-Kids Club, Builders Club, Key Club, Circle K Club or Aktion Club (where possible).
  - e. Maintain an active membership of not less than fifteen (15); set a goal of a net increase of at least one (1) member per year; and stage pre-induction orientation and formal induction of new members.
  - f. Pay dues, subscriptions, and other obligations to Kiwanis International, its district, and its federation (if any), within ninety (90) days after such amounts are due.
  - g. Meet at least once monthly with a well-managed, informative, and fun club meeting which contains an informative program and follows a timed agenda.
  - h. Schedule board meetings at least once a month.
  - i. Monies received from fundraising projects in which the public participates, or from members or others for the service activities sponsored by the club, shall be segregated from the administrative funds and shall be used only for charitable, educational, religious, and eleemosynary activities.
  - j. Complete the annual club organization, including the election and reporting of officers and the appointment of committees.
  - k. Have all club officers participate in Club Leadership Education.
  - l. Participate in district and division activities, including the fulfillment of its club delegate obligation to district conventions.
  - m. File all reports as required by Kiwanis International and by the district and federation (if any).
2. Action Taken by the District Board of Trustees
- a. Before a District Board of Trustees finds that a Kiwanis Club is not in good standing, a written notice of violation(s) must be sent to the Club President, Club Secretary, Lieutenant Governor and the Executive Director of Kiwanis International.

- b. Such club will be given at least thirty (30) days to respond to such violation(s) and may request a hearing on such violation(s) before the District Board.
  - c. When a District Board of Trustees finds that a Kiwanis Club is not in good standing, such District Board may either refer the entire matter to the International Board or place the club on probation for a period not to exceed six (6) months.
    - 1) A copy of the findings and conditions to be met to eliminate the probation must be sent to the Club President, Club Secretary, Lieutenant Governor and Executive Director of Kiwanis International
    - 2) If the club makes improvements, the probation may be extended by the District Board of Trustees for an additional period not to exceed three (3) months.
  - d. At any time the entire matter, together with a copy of all proceedings, correspondence and their recommendations, may be referred by the Club or the District Board to the International Board of Trustees, or the International Board of Trustees may initiate a review of such proceedings.
3. Action to be taken by the International Board of Trustees.

Failure to pay dues or other financial obligations to Kiwanis International or the District is cause for disciplinary action. Dues and subscriptions are due to Kiwanis International thirty (30) days from the date of the billing statement.

- a. When a club fails to pay its dues or subscriptions or other indebtedness exceeding \$150.00 to Kiwanis International or District within sixty (60) days after such amounts are due, the club shall be “not in good standing.”
  - 1) A club “not in good standing” is not entitled to be represented by delegates at District or International Conferences or Conventions.
  - 2) A notice of and reasons for delinquency will be sent ninety (90) days after the indebtedness is due to the last reported President and Secretary of the Club by the Kiwanis International Executive Director. The District will receive notice through reports from Kiwanis International.
  - 3) If such indebtedness is not paid to Kiwanis International, and to the District within one hundred twenty (120) days, the club will be placed on a “suspended service status” which means that the club will no longer receive any services from Kiwanis International or the District, and the members will no longer receive the *Kiwanis* magazine or the *Georgia Kiwanian*.
  - 4) Payment of such indebtedness will restore full service to the club.
  - 5) When a club fails to pay its dues, subscriptions or other obligations to Kiwanis International within one (1) year after such amounts are due, under International Bylaws Article VII, the club charter and membership shall be suspended or revoked.
  - 6) Upon payment of such indebtedness, the International Board may restore such club to membership “in good standing” in Kiwanis International.

- b. Before the International Board of Trustees finds that a Kiwanis Club is “not in good standing,” a written notice of the violation(s) must be sent to the Club President and Club Secretary. The District is notified by reports or email from Kiwanis International. Such club will be given at least thirty (30) days to respond to such violation(s).
- c. When the International Board of Trustees finds that a Kiwanis Club is “not in good standing,” such Board may suspend service to the club and/or place the club on probation for a period not to exceed six (6) months. A copy of the findings and conditions to be met to eliminate the probation must be sent to the Club President and Club Secretary. The District is notified by reports or email from Kiwanis International. If the club makes improvements, the probation may be extended for an additional period not to exceed three (3) months.
- d. If the violations have not been corrected by the club within the probation period, the International Board may, under International Bylaws, suspend or revoke the club’s charter and/or prevent the club from using the Kiwanis mark(s).

## **175. TRADITION AND PROTOCOL**

### **1. Seating arrangements (with spouse or partner if attending)**

- a. Visit of International President (or other International Officer)

Invoker  
Other honored guest(s) in order of importance  
Vice-Governor  
Lieutenant Governor, Host Division  
Division Governor-elect  
International President  
Governor, Host  
District Toastmaster  
Other program participant(s)  
Other International Officer(s)  
Immediate Past Governor  
Club President, Host city  
Other Honored Guest(s)  
Song Leader

- b. Visit of District Governor

Invoker  
Other honored guest(s) in order of importance  
Lieutenant Governor, Host Division  
Governor-Elect  
Governor  
President, Host Club  
Toastmaster

Other program participant(s)  
Past International Officer(s)  
Past District Governor  
Other Honored Guest(s)  
District Vice-Governor  
Song Leader

c. Visit of Lieutenant Governor

Invoker  
Other honored guest(s) in order of importance  
Immediate Past President  
Lieutenant Governor  
Club President  
Other program participant(s)  
Vice-President  
Club Secretary  
Song Leader

**2. Terminology**

- a. All committee heads shall be called chairs or administrators.
- b. All references to members should be gender neutral.

**176. DISTRICT ADVISORY COMMITTEE**

The District Governor may at his or her discretion form an Advisory Committee to advise him/her.

**179. NOTIFICATION OF DEATH OR HOSPITALIZATION OF PAST GOVERNOR, SPOUSE OR CURRENT BOARD MEMBER**

In the event of the death or hospitalization of a Past Governor/Spouse or current Board Member, a notification will be sent to the Georgia District Executive Director, Alexia@Kiwanis.mgacoxmail.com, 478-474-6169. In the event one cannot reach the Executive Director in a timely manner, contact the Georgia District Governor or Georgia District Governor-elect. Flowers will be sent from the Georgia District.

**200**

**ADMINISTRATIVE PROCEDURES**

**201. PURPOSE**



Administrative procedure is the method or manner by which the District Officers shall exercise the powers of the District in directing, managing, supervising and controlling the business operations and assets of the District.

#### **210. DELINQUENT CLUBS, FINANCIAL ARRANGEMENTS WITH/AT CONVENTIONS**

Prior to the District Convention, any financially delinquent clubs shall be notified by the District Office that their official delegates cannot be seated unless the financial obligations to the District have been met.

If a designated delegate of a delinquent club arrives at a District Convention without knowledge of the club's delinquency, the District Executive Director shall be authorized to accept payment to bring the club into good standing in order that the club may be "officially represented" by its designated delegate.

#### **215. NEW CLUBS**

New clubs may be created in accordance with Kiwanis International procedures. (Refer *Kiwanis International Procedures*, Section 300: Clubs. *(Revised January 2017)*)

#### **220. CLUB DISSOLUTION**

1. The Board of Directors of the club shall meet and vote to bring this before the club's membership.
2. Written notification shall be sent to all members of the club no less than 2 weeks prior to the meeting.
3. Approval of dissolution must be by two-thirds of the members present at the meeting.
4. If approved/passed, the club is required to satisfy all debts owed to Kiwanis International, District and any other debts they may owe in general.
5. The club shall distribute any remaining funds and/or assets from the Service Account to the charities for which the funds were raised or to the Georgia District Kiwanis Foundation or the Kiwanis Children's Fund. The membership will decide how to distribute the funds from the Administrative Account after all bills and obligations are satisfied.
6. If the club is incorporated, they must dissolve the corporation with the state in which the club resides. A copy of the dissolution accepted by the state should be sent to Kiwanis International.
7. A letter should be sent to Kiwanis International stating the club has dissolved, effective date, number of members at the meeting, number in favor of the dissolution. A copy should also be

sent to the District Office and to the Lt. Governor. The Lt. Governor should retrieve the gong, gavel and banners of the club.

8. Members of the club should be encouraged to join another Kiwanis Club within 6 months to avoid paying additional processing fees.

## **225. GUIDELINES FOR ELECTION OF DISTRICT OFFICERS**

See Article VII, *Nomination and Election of Officers*, in District Bylaws. (Revised August 13, 2016)

## **226. CANDIDATES RUNNING FOR DISTRICT LEVEL OFFICE**

1. A notification of candidacy for Vice-Governor shall be announced on or after October 1 and before March 14 of the administrative year during which the election will take place.
2. The official notification of candidacy shall be in the form of a letter of intent, approved by his/her Kiwanis Club and delivered to the Executive Director by the candidate.
3. Once candidates have declared their candidacy, they will be considered candidates until the Executive Director receives a formal letter of withdrawal. Executive Director shall acknowledge the withdrawal. Notification of withdrawal will be sent to the District Board and the Chair of the Screening and Nominating Committee.
4. A candidate for District Vice-Governor shall not announce or campaign directly or indirectly until October 1 of the administrative year in which the election will occur.
5. District policies for campaigning shall be sent to each announced candidate by the District Office.
6. When requested by an announced candidate, the District Office shall provide an electronic database of the following: Lt. Governors, Lt. Governors-elect, Club Presidents, Club Secretaries, District Committee Chairs, and Past District Governors. At the option of candidate, the District Officer shall provide two (2) sets of mailing labels in lieu of the database file.
7. An announced candidate may send promotional material to any Kiwanian after the Executive Director has received notification of candidacy.
8. All candidates will be invited as observers at Board Meetings and Budget and Finance meetings.

## **227. INFORMATION ON CONFERENCES, CONVENTIONS AND GENERAL CAMPAIGNING**

1. The author of any campaign communication must be clearly identified.

2. Convention site campaign activity shall only be conducted at the candidate's convention space and the candidate's own hospitality suite. Convention site is described as hotel or convention center function space and adjoining hallways and foyers. Candidates will assure that campaign supporters and workers do not block entry and exit way to convention facilities. Each candidate will be provided with one standard cost-free space at Mid-Year and District Conventions. Promotional material and upkeep of space shall be at candidate's own expense.
3. All campaign material shall be prohibited on stage during any conference or convention session and by presenters at any seminar and when on duty on behalf of any District Committee.

#### **228. ACTIVE AND PERSONAL CAMPAIGNING**

1. All candidates shall be responsible for the actions of their committees and supporters and shall accept full responsibility for their campaigns.
2. A campaign visit may be made to a division function, other than the division of the candidate's primary club, only by written invitation by the Lt. Governor. If an invitation is extended to one candidate, that candidate must inform the Lt. Governor extending the invitation that all candidates for the same office be invited to the same meeting.
3. Same wording above applies to a club meeting and the club president.
4. Campaigning or campaign material of any kind is not permitted at the official visit of the Governor.
5. A candidate and committee members shall promote only their candidacy and shall not campaign against any other candidate.
6. Candidates shall not solicit or allow the aid of members of Kiwanis Service Leadership Programs in their campaign.
7. Candidate Campaign Chair will provide the Screening and Nominating Committee Chair and Executive Director with a list of all their campaign committee members.

#### **230. ELECTION OF LIEUTENANT GOVERNORS AND LIEUTENANT GOVERNORS-ELECT**

The election of Lieutenant Governors and Lieutenant Governor-elect shall be held in accordance with Article VII of the Georgia District Bylaws. (Refer to District Bylaws, Article VII, Nomination and Election of Officers, Section 5, revised August 13, 2016.)

#### **235. PROCEDURE FOR CHANGING CLUB NAME**

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

1. Written approval from the Division Lt. Governor of the proposed new name.

2. Written approval from the District Office of the proposed new name that will be sent to Kiwanis International.
3. After approval, amend or update Club's bylaws to change the club name to that name which has been approved. (Two copies of the amended or updated bylaws must be sent to Kiwanis International.)
4. The club must amend its Articles of Incorporation to change its corporate name to that name which has been approved. (A copy of the Certified Amendment, showing date of filing by the state, must be sent to Kiwanis International.)

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

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

All materials must be sent to:  
Kiwanis International  
Attention: Club Services Department  
3636 Woodview Trace  
Indianapolis, Indiana 46268-3196  
(317) 875-8755 or 1-800-KIWANIS (1-800-549-2647)

#### **240. PROCEDURE FOR ADDING, DELETING OR CHANGING DIVISION BOUNDARIES**

From time to time there may be need to change Division boundaries or split divisions due to club growth. Proposals for such changes can be petitioned by either the affected club(s), the Lieutenant Governor or District Administration. Steps for such procedure shall be as follows:

1. **Lieutenant Governor Request:** When such changes are recommended by the Lieutenant Governor, he/she may supply the District Executive Director duly signed letters of each club president and secretary describing the desire of their respective boards.
2. **Club Request:** Clubs can petition directly to the District Executive Director upon request of their official board. In turn, the District Executive Director shall notify the Lieutenant Governor, and together they will seek letters of recommendation or denial for affected clubs. The matter will be submitted to the District Board for final action.
3. **District Administration Request:** When the request comes directly from the District Administration, the Lieutenant Governor will be notified, and responses from the clubs will be solicited by the District Executive Director.

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

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

In case of a new Division, they must have their Lieutenant Governor-Designate elected, and he/she must have attended the Governor-elect's Lt. Governor-elect training or arrangements made for training.

Unless unusual circumstances dictate otherwise, all changes of division boundaries shall be effective on October 1 of the next administrative year. If the Governor Elect objects, the changes shall become effective October 1 one year later.

#### **250. REVIEW OF PAID AND APPOINTED ADMINISTRATORS**

An Administrative Review Council consisting of the District Vice-Governor, Governor-elect, Governor, Immediate Past Governor and the Chair of the Past Governors Committee will review all appointed and paid administrative personnel. The normal administrators to be reviewed annually for job performance are Circle K Administrator, Key Club Administrator, Builders Club Administrator, K-Kids Administrator and the District Executive Director. The review will be presented to the Board of Trustees.

#### **260. VACANCY IN THE OFFICE OF EXECUTIVE DIRECTOR**

Upon a vacancy in the office of Executive Director of the Georgia District, the Governor shall appoint a committee, chaired by the Governor-elect and consisting of the Immediate Past Governor, Governor, Governor-elect, Vice-Governor and such other members as the Governor shall appoint. The Committee shall

1. Prepare a description of the job duties, qualifications, pay and benefits.
2. Recommend the location of the District Office.
3. Advertise the position to prospective applicants through the *Georgia Kiwanian*, other newspapers and means, and request resumes.
4. Develop an interview process, establishing time limits, location and nature of interviews.
5. Establish necessary reporting procedures to keep the Board of Trustees and the applicants informed.
6. Make a recommendation to the Georgia District Board of Trustees which shall make the final decision.

300

**BUDGET AND FINANCE**

**301. ACCOUNTING RECORDS AND PROCEDURES**

Accounting records shall be maintained, and accounting procedures will be followed in accordance with generally accepted accounting principles. District will control its finances through an adequate budget system, and financial matters will be conducted on sound, conservative principles.

**305. BUDGET AND FINANCE COMMITTEE**

**Section 1. The Budget and Finance Committee**

(Refer to Georgia District Bylaws, Article V, *Committees*, Section 3 (c) for the makeup of the Budget and Finance Committee.)

Functions of the District Budget and Finance Committee:

1. To know the operating plan and procedures of the Georgia District and its financial status.
2. To prepare, with the assistance of the District Office, the annual budget and to present the budget to the Board of Trustees for its approval.
3. To review the reports of financial operations and the annual reports of the auditors for the District and its Trustees.
4. To determine the financial effect of matters considered by the Board of Trustees.
5. To examine carefully and regularly the accounting system of the District Office.
6. Any money request (outside of the budget limits or new) shall come to committee, then to the Board for approval.

**Section 2. Request for Funds not Budgeted**

1. Any request for funds not budgeted shall be in writing to the Budget and Finance Committee Chair, and such request shall be handled as a request for a budget change or modification. Such request shall be considered on the basis of need and the financial status of the District at the time the request is made.

2. Expenditures authorized or obligations incurred by the District Officers, Committee Members or any persons for non-budget items will be the personal responsibility of the person authorizing the expenditure or obligation.

### **Section 3. Meetings**

1. In addition to the initial Budget meeting, which is held before May 1, The Budget and Finance Committee will meet at least three times during the administrative year. The Budget and Finance Committee will meet at such time and place as the Chair of the Committee may designate.
2. Special meetings may be called by the Governor, the Chair or a majority of the committee.
3. At least two weeks' written notice shall be given for a regular meeting. Special committee meetings will have 72 hours' notice required.
4. A quorum of the Budget and Finance Committee shall consist of a majority of the members of said committee.

### **Section 4. Purpose of Meeting**

1. Initial Budget Meeting (prior to May 1): Prepare General Budget and confirm District Convention Budget.
2. First meeting prior to District Convention: Financial Operations to date, budget changes and variations.
3. Second meeting before Fall Training Conference: Financial Operations to date, budget changes and variations.
4. Third meeting prior to Mid-Winter Conference:
  - a. Financial Operations to date, budget changes and variations.
  - b. Preliminary District Convention Budget.

### **Section 5. Review of Contracts and Agreements**

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

## **306. BONDING**

The District Executive Director and assistants who handle District funds shall be bonded.

## **307. AUDIT OF RECORDS**

The books of the District shall be audited annually as provided in the District Bylaws.

**308. PAYMENT PROCEDURE**

The checks of the District will require one signature. Persons eligible to sign will be authorized by the current District Board of Trustees.

**309. DEPOSITORY INSTITUTIONS**

The Board of Trustees will approve all depository institutions.

**310. TRAVEL FUNDS AND OTHER EXPENSES**

The Budget and Finance Committee shall consider available travel and reimbursement funds in the budget for District Officers, certain committee chairs and the Executive Director. Reimbursement of travel and other expenses shall be as provided for in the approved budget.

The District shall pay the reasonable travel and hotel expense of the Executive Director to the International and District Conventions, the International Meeting of District Secretaries and such other travel as the District Governor shall deem necessary to the operation of the District.

**311. REIMBURSEMENT OF TRAVEL AND OTHER PAYMENTS**

1. The District Executive Director shall be authorized to issue payment for reimbursement of travel and other related expenses specifically provided for in the budget and not exceeding \$1,000.00 per request.
2. The District Executive Director shall obtain the written approval of the District Vice-Governor or Governor prior to the payment of any reimbursement or of any expense provided for in the budget and in excess of \$1,000.00 for travel and related expenses.
3. The District Executive Director shall make no reimbursement for expenses not specifically provided for in the budget except upon the specific written direction of the Governor. The limit of such unbudgeted amount is \$1,000.00. The Governor shall report any such payment to the District Board at its next regular meeting and appropriate modification shall be made to the budget.
4. The Executive Director shall not be required to obtain written approval for the payment of the budget expenditures exceeding \$1,000.00, such as the rent, postage, *Georgia Kiwanian* expenses, etc.
5. All requests for reimbursement must be submitted on the District approved form.



### **313. DISTRICT INVESTMENT POLICY**

1. The Budget and Finance Committee shall review the District procedure for the investment of funds.
2. A subcommittee consisting of the Executive Director, the Vice Governor and the Budget and Finance Committee Chair shall have the authority to select financial institutions, purchase and/or sell securities and/or reinvest proceeds from the sale or maturity of securities in accordance with current investment policy. Example: Investment of funds shall be permitted for a term not to exceed four years in savings accounts of banks, savings and loan associations, United States government or agency obligations, mutual funds and other appropriate money instruments. Such investments will be made taking into consideration the probable time that such funds will be used, rate of return, liquidity and safety of the funds.

### **315. LIEUTENANT GOVERNOR EXPENSE**

The District Budget and Finance Committee will determine what Lt. Governor expenses will be reimbursed and will budget for the expenses. Mileage reimbursement shall be based on round-trip mileage to Board meetings, District Convention and three visits to each club. In addition, an allowance will be made for International Convention expenses and for incidental expenses such as postage and telephone. The amounts for these payments are to be determined by the Budget and Finance Committee and are not intended to fully compensate the Lt. Governor for their out-of-pocket expenses.

Payments are determined by the Budget and Finance Committee.

The amount budgeted for attendance at the International Convention and District Convention shall be paid at the convention and only if the Lt. Governor attends the convention. Any unused amounts for Lt. Governor expenses or allowances shall be returned to the General Funds.

### **324. FUNDRAISING**

1. Monies received by Kiwanis Clubs from fundraising projects in which the public participates for the activities sponsored by the club shall be segregated from the administrative funds of the club and shall be used only for the charitable, educational, religious and eleemosynary activities of the clubs. Expenses of fundraisers may be paid out of these fundraising monies.
2. Clubs may participate in lotteries, raffles, drawings, or other games of chance, provided that they are not in violation of the laws, morés, customs, and traditions of the country, state, or province in which the clubs exist; however, nothing contained herein shall permit any chartered club by its activities to impugn the good name of Kiwanis (Refer to Kiwanis International *Bylaws, Article VII, Section 4*) Approval of these activities does not constitute official endorsement of such activities by the Georgia District.
3. In view of the tendency of some clubs to overlap their respective area for soliciting funds, clubs in overlapping areas should meet jointly and agree upon soliciting procedure when one

of the clubs proposes to undertake a new solicitation project. Clubs and/or Divisions who wish to expand these projects outside their Division must obtain the approval of the District Board of Trustees.

### 339. MEMBERSHIP DUES AND FEES

Annual per-member dues are per the Bylaws, both District and International. The cost of the *Georgia Kiwanian* to a non-member is as determined by the District Board.

#### Inducting New Member

New Member Enrollment Fees for existing clubs payable to Kiwanis International are as scheduled below.

New Member Month Joined	Kiwanis International Dues	Georgia District Dues	Your Payment to Kiwanis International
October	\$50.00	\$30.00	\$80.00
November	\$50.00	\$30.00	\$80.00
December	\$50.00	\$25.00	\$75.00
January	\$50.00	\$25.00	\$75.00
February	\$50.00	\$20.00	\$70.00
March	\$50.00	\$20.00	\$70.00
April	\$50.00	\$15.00	\$65.00
May	\$50.00	\$15.00	\$65.00
June	\$50.00	\$10.00	\$60.00
July	\$50.00	\$10.00	\$60.00
August	\$50.00	\$ 5.00	\$55.00
September	\$50.00	\$ 5.00	\$55.00

## 400

### AWARDS AND RECOGNITION

#### 405. ACHIEVEMENT AWARDS

The Governor-elect shall develop an awards program prior to his/her Lt. Governor training for the purpose of promoting membership and achievement. Their criteria and qualifying requirements are subject to change as conditions dictate.

Each year's Governor, his/her Lieutenant Governors and his/her District Chairs are encouraged to consider other awards and recognitions that may help to achieve the goals of their respective areas of responsibility. None, however, should be undertaken without thorough planning and

prior approval, including a provision for adequate financing, personal or otherwise. Adequate funding assures that award objectives can be carried forward.

The District Committees responsible must develop rating criteria and be prepared to announce it to the membership no later than in the first issue of the *Georgia Kiwanian* of the administrative year, copy deadline September 10. All awards and recognitions are for exceptional and continuing performance throughout the administrative year. The following District and International awards and recognitions are intended to recognize enthusiastic leadership, reward administrative excellence, encourage membership interest and improve program quality and generate productive activities.

### 1. **Communication Awards**

The following District competitions for communication awards are lead and supervised by the District Public Relations Chair. Watch the *Georgia Kiwanian* for contest announcements, including details of the event. Each contest will be judged on Kiwanis design standards, relevance, attractiveness, clarity and presentation. Competitions take place at the District Convention, and awards are presented to the winners.

- Club Promotion Contest
- Event Flyer Contest
- Newsletter Contest
- Press Release Contest
- Scrapbook Contest
- Social Media Contest
- Website Contest

### 2. **Administrative Excellence Awards**

- a. Distinguished Club Award (See Section 425.)
- b. Distinguished Division Award (See Section 426.)
- c. Outstanding Division Award (See Section 427.)

### 3. **Membership Growth Awards/Recognition**

- a. Ruby K Pin (See Section 428.)
- b. Greatest Club Net Membership Increase
- c. New Club Building
- d. New Sponsored K-Family Clubs

### 4. **Service Project Awards/Recognition**

- a. Kiwanis One Day  
Kiwanis One Day is a great opportunity to bring together the Kiwanis family of clubs to focus on local community service. This one day activity presents a chance for greater recognition in the community.
- b. Signature Project

The Signature Project is a competition held by Kiwanis International. See the KI website at <http://www.kiwanis.org/clubs/member-resources/service-projects/signature-projects/contest> to find information (with rules) about this contest.

## 5. Membership Involvement Awards

- a. Interclub Award (See Section 455.)
- b. Outstanding Kiwanian Award (See Section 485.)
- c. Distinguished Kiwanian Award (See Section 484.)
- d. Workhorse Award

This is an optional Governor award. This award may be presented by the Governor to a member who has made a significant contribution for advancement of the District and/or to a member who has greatly supported the governor during his/her year.

- e. Life Member

Any Kiwanian holding active membership may be granted life member status on a one-time payment of a fee fifteen (15) times the annual International dues. (Refer to *Kiwanis International Bylaws*, Article VIII *Club Members*, Section 6, amended and adopted July 14, 2017)

- e. Legion of Honor

A Kiwanian who has held membership of **twenty-five** years or more, not necessarily consecutive years, in any one or more Kiwanis clubs becomes eligible for the "Legion of Honor" Award. Within the framework of the Legion of Honor plan, recognition shall be given each five-year period of membership service beginning with twenty-five years, with an appropriate certificate and insignia.

## 6. Kiwanis Children's Fund Awards

**NOTE:** All awards and recognitions are banner patches unless otherwise noted.

### 425. DISTINGUISHED CLUB AWARD

This is a Kiwanis International award. The award is presented to the Club who completes the requirements established by Kiwanis International. The requirements may change from year to year.

### 426. DISTINGUISHED DIVISION AWARD

This is a Kiwanis International award. This award is presented to the Division/Lt. Governor who completed the requirements established by Kiwanis International. These requirements can change from year to year.

### 427. OUTSTANDING DIVISION AWARD

This is a District Award and its recipient is determined by the Governor. This award will be presented to the Division/Lt. Governor which has been MOST exemplary in commitment,

involvement and achievement of District goals during the administrative year. The award will be presented after the end of the administrative year.

**428. RUBY K PIN AWARD**

The Ruby K is a Kiwanis International award. Honor Kiwanians who invite five or more new members during their Kiwanis career with a Ruby K Award, free of charge. Ruby K pins recognize members for inviting new members—from five to 100 people. (Further Ruby K awards are given for multiples of 25 over 100.) The award is cumulative, so previous recipients are eligible for a new Ruby K when they invite additional members. Application to receive these awards are located on the Kiwanis International website.

**440. AWARD FOR MEMBERSHIP GROWTH**

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

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

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

**455. AWARD FOR INTERCLUBS**

Interclub Awards is the responsibility of the District Interclub Committee.

**Purpose of Interclubs**

- To develop fellowship and involvement of club members with each other and with members of other K-Family Clubs.
- To exchange programs and ideas with other clubs to the mutual benefit of each.

**460. POLICY ON INTERCLUBS**

The rules for interclub requirements, receiving banner patches and filing monthly reports will be published by the District Interclub Committee.

**470. GEORGIA DISTRICT FOUNDATION AWARDS**

(See District Contributions Workbook.)

The District Foundation has developed a banner patch available to clubs based on their annual or accumulated contribution to the Foundation. Complete information on this patch can be found in the Contributions Workbook. Clubs also receive points each month on club score sheet.

**480. KIWANIS CHILDREN’S FUND**

A charitable foundation provides Kiwanians with an opportunity to perpetuate the ideals and principles of the organization, even after their death. The Board of Trustees of Kiwanis International endorsed the idea after long study, and on April 4, 1939, an application was filed for the creation of a not-for-profit corporation. The formal certificate was issued in Springfield, Illinois, on April 7, 1939, to the Kiwanis International Foundation, Inc., which more accurately reflected its scope. In 2018, The Kiwanis International Foundation, Inc., was renamed Kiwanis Children’s Fund.

The Kiwanis Children’s Fund awards clubs who voluntarily contribute \$10 per member to the Children’s Fund annually.

**484. DISTINGUISHED KIWANIAN AWARD**

This is a Kiwanis International award. This award is presented to the Kiwanian who completed the requirements established by Kiwanis International. These requirements can change from year to year.

**485. OUTSTANDING KIWANIAN AWARD**

In recognition of the effort put forth by members of the Georgia District, a special District recognition known as the “Outstanding Kiwanian” award may be granted.

The criteria for achieving this recognition includes during any six month period:

1. Personal sponsorship of one new member into a Kiwanis Club;
2. Perfect attendance, including makeup credits;
3. Participation in two (2) interclub meetings;
4. Active participation in a club committee; and
5. Being a member in good standing of a Georgia Kiwanis Club.

The Club Secretary shall certify that the nominated member has achieved all the listed criteria during the administrative year for which the award is requested. The nomination, along with payment of the fee per award, should be forwarded to the District Office.

The recipient can receive a special name badge recognizing that Kiwanian as an Outstanding Kiwanian along with a certificate signed by the District Governor, Lt. Governor and Club President.

**486. OUTSTANDING KIWANIS LEADERSHIP MEDALLION**

Individuals may be recommended for a special award known as the Outstanding Kiwanis Leadership medallion. This award is in recognition of individuals whose service through Kiwanis has been an example to other club members, preferably beyond the local level. The person recommended should have held recognizable leadership positions within Kiwanis over a period of time. Longevity of Kiwanis membership, by itself, shall not be a criteria for this award. The Governors may award the Outstanding Kiwanis Leadership medallion on their own initiative.

Letters of recommendation should be submitted to the District Governor at whose discretion this award is presented. The recipient will receive a medallion on a ribbon identifying the Kiwanian as an outstanding Kiwanis leader.

## 500

### CONVENTIONS AND CONFERENCES

#### 505. DISTRICT CONVENTIONS

(Refer to *Georgia District Bylaws, Article 6, Conventions.*)

The annual convention of the District shall be held at such place and date between mid-March and mid-September as shall be mutually agreed to by the District Board of Trustees and the Board of Trustees of Kiwanis International, except that no District Convention shall be held within the period of thirty (30) days prior to, during or following the convention of Kiwanis International. The District Convention is a District function and any profit or loss therefrom is attributable to the District.

Special conventions of the District shall be called by the Governor upon the request of a majority of the chartered clubs in good standing or upon the request of three-fourths (3/4) of the members of the District Board of Trustees.

1. The District Logistics and Site Selection Committee will establish a rotation of convention sites. The criteria to select a hotel shall be the following:
  - a. Rotation for feasible convention sites shall be broken down into tiers.
  - b. Tier 1 convention location: A hotel with meeting space internal to the hotel.
  - c. Tier 2 convention location: A hotel with meeting space attached or within walking distance (1 block) from hotel.
  - d. Tier 3 convention location: A hotel with no meeting space where attendees must drive to the meeting space.
  - e. Each hotel will also be further evaluated based on the number of sleeping rooms. Those categories shall be:
  - f. Category A: 175 or more sleeping rooms.
  - g. Category B: Fewer than 175 sleeping rooms.
  - h. The Committee may use other criteria in the process of establishing the list of convention sites as they deem necessary. This criteria should include breakout space for meetings and other meeting space as needed.

2. The District Convention shall be within the territorial limits of the district.
3. The structure of the District Logistics and Site Selection Committee shall be defined in Section 922 of this policy code. The District Convention Chair is a part of this Committee.
4. The District Convention and Special Events Committee will recommend to the Georgia District Board of Trustees such registration fees and meal expenses for approval to ensure the convention budget shall be balanced.
5. The District Logistics and Site Selection Committee will work with the sitting District Governor to create the convention program.
6. The District Convention and Special Events Committee will establish the methods for room reservation and convention registration processing. The Committee shall also set the date after which no refunds will be made on cancellations or unused fees paid.
7. The District Logistics and Site Selection Committee, in consultation with the Executive Director, shall present a financial report to the District no more than 30 days after the convention.
8. The District Convention is a District affair, and all funds are District funds.
9. List of delegates, alternates and delegates-at-large shall not be available to any group or individual before or during the convention for any purpose other than required by the Bylaws or necessary for conducting the convention. The list and updates of attendees shall be provided by electronic transmission to qualified candidates for District office at their request.
10. Exhibits allowed at District Conventions shall be under the control of the District Logistics and Site Selection Committee Chair.
11. In agreement with the provision of the District Bylaws, delegates-at-large are: District Governor, Governor-elect, Vice Governor, Lieutenant Governors, active Past Governors in the Georgia District and active Past Lieutenant Governors in the Georgia District.
12. Attendance: Every effort shall be made to have every club represented. Convention attendance shall be the responsibility of the District Governor and the District Convention and Special Events Committee.
13. The District Governor shall appoint the General Convention Chair as outlined in this section of the policy code. The District Governor shall also appoint the following:
  - a. Elections Chair
  - b. Credentials Chair
  - c. Resolutions Chair
  - d. Bylaws Chair
  - e. Sergeant at Arms, through the Past Lt. Governors' Association
  - f. Parliamentarian



These committees will have established procedures to handle vote counting, ballot security, approval of credentials for the seating of delegates and control of the House of Delegates.

14. The District Convention Treasurer shall be the Executive Director.
15. Club Presidents, Club Presidents-elect and Club Secretaries are expected to attend the convention.
16. The International Counselor and partner if attending shall have the following expenses paid:
  - a. Room and meals while attending the convention.
  - b. Dinner on Thursday night with the District Officers. Arrangements for this are the responsibility of the Governor-elect.
  - c. Arrangements for the counselor's gift shall be the responsibility of the Governor-elect.

#### **506. DISTRICT CONFERENCES**

The District may hold Fall and Mid-Year Conferences. The date and site will be selected by the District Governor.

#### **510. DIVISION COUNCILS**

The purpose of a Division Council can be defined by the Council. It can include an opportunity for Division Leadership to meet together, to plan common goals and activities, as desired, and to establish a common bond among Division clubs.

The Division Council shall be constituted as follows:

1. The Lieutenant Governor shall preside.
2. Council membership should include the Club Presidents, Club Secretaries, Past Lt. Governor and others as listed in the Division Agreement. The Division Agreement is an agreement among division clubs as to how division councils will be carried out during the year—location, Council membership, expenses of meetings, etc., prepared by the Lt. Governor (or designee) and signed by all club presidents in his/her division.
3. Four (4) meetings, a year shall be called by the Lt. Governor with due written notice to all members.
4. As soon as possible, the incoming Council shall meet and establish a schedule of meetings.
5. If practical, the meetings should be held at different locations in the Division so as not to cause undue hardship of any members.
6. The Lt. Governor should appoint one of the members to act as secretary.

600

**SPONSORED ORGANIZATIONS AND PROJECTS**

**605. CIRCLE K**

1. The Governor-elect of Kiwanis will appoint the Circle K Administrator for his/her year as Governor no later than December 1 of the prior year.
  
2. **Responsibilities of the Administrator:**
  - a. Assist Kiwanis Clubs in establishing Circle K Clubs and promote the concept of continuing an effective sponsorship upon the part of the sponsoring Kiwanis Club. The Administrator shall also be responsible for adequate supervision of the Circle K District organization's administrative functions with the Kiwanis District Board's approval.
  - b. Report to the Kiwanis District Board on Circle K Club status.
  - c. Certify any request for Tomorrow's Leaders Fund.
  - d. Certify to the District Executive Director any request for reimbursement of travel or other expenses.
  - e. Provide leadership training to Circle K Club District officers.
  - f. Aid in building new Circle K Clubs in the District in cooperation with local Kiwanis Club sponsors.
  - g. Work with Circle K Club District Officers in planning the Circle K Club District Convention.
  - h. Encourage, with the approval of the Kiwanis Governor, the attendance of the Circle K Club Governor at all official District functions. For the Kiwanis District Convention, the Circle K Governor will have the registration, meals and hotel expenses covered. The Georgia District of Circle K International (CKI) will in turn ensure that the Kiwanis District Governor and First Lady/Husband are covered for their attendance during the Circle K District Convention. Care should be taken that such invitations do not interfere unduly with the participant's education program.
  - i. The administrator will attend, at the request of the Kiwanis Governor-elect, the Lt. Governor-elect training, in order to provide information on the Circle K clubs in the Georgia District.
  
3. **The Administrator will provide the following:**
  - a. The names, addresses and emails of the current Circle K Club Board and Committee Chairs to the District Executive Director.
  - b. A list of all chartered Circle K Clubs in the District and their sponsoring Kiwanis Clubs.
  - c. Information regarding required attendance and participation in Kiwanis District meetings.
  - d. Any reports which the District Office, Officers, or Board of Trustees of the Georgia District of Kiwanis will require.

- e. News copy for the Kiwanis District Bulletin. Check with the District Executive Director for deadlines.
- f. The Circle K Club Administrator shall approve any and all travel of the Circle K Club District Officers. Any travel outside of the District, other than the Circle K Club International Convention, shall require the approval/notification of the Kiwanis District Governor and the approval of the District Administrator.
- g. The District Administrator shall attend all Circle K Club Board Meetings.
- h. The Circle K Club Administrator shall oversee and approve the location, finances and workshops of the Circle K District Convention and other GA Circle K District events. The District Administrator will provide the Executive Director, Vice Governor and Financial Counselor (if appointed) a copy of the financial accounting of the convention or other event.

#### 4. **Finances**

- a. All dues, both District and International, are mailed to Kiwanis International. Kiwanis International will then wire the District dues to District's bank account. All other monies **MUST** be processed by the Kiwanis District Office.
- b. The responsibility for the collection and follow up on the District and International dues is that of the sponsoring Kiwanis Club.

### 610. **KEY CLUB**

1. The Governor-elect of Kiwanis will appoint the Key Club Administrator for his/her year as Governor no later than December 1 of the prior year.
2. **The Key Club Administrator shall:**
  - a. Assist Kiwanis Clubs in establishing Key Clubs in high schools, and shall promote the concept of continuing an effective sponsorship upon the part of the sponsoring Kiwanis Club. The Administrator shall also be responsible for adequate supervision of the Key Club District organization's administrative functions with the Kiwanis District Board's approval.
  - b. Report to the Kiwanis District Board on Key Club status.
  - c. Certify any request for Tomorrow's Leaders Fund.
  - d. Certify to the District Executive Director any request for reimbursement of travel or other expenses.
  - e. Provide leadership training to Key Club District officers.
  - f. Aid in building new Key Clubs in the District, in cooperation with local Kiwanis Club sponsors.
  - g. Work with Key Clubs in the District, in cooperation with local Kiwanis Club sponsors.
  - h. Encourage, with the approval of the Kiwanis Governor, the attendance of the Key Club Governor at all Official District Functions with registration, including room and meal cost paid by the Key Club District through the Tomorrow's Leaders account. The registration, including room and meal cost for the Georgia District Convention will be paid for by the Georgia District Convention Account. Care should be taken to ensure that such invitations do not interfere with the participant's education program.

- i. Encourage the Key Club Officers and Board of Trustees to meet with the Kiwanis Lt. Governors-Elect at the Kiwanis Lt. Governor Training retreat.

**3. The Administrator will provide the following:**

- a. The names, addresses, and email of the current Key Club Board and Committee Chairs to the District Executive Director.
- b. A list of all chartered Key Clubs in the District and their sponsoring Kiwanis Clubs, if applicable.
- c. Information regarding required attendance and participation in Kiwanis District meetings.
- d. Any reports which the District, the Governor or the Governor-elect will require.
- e. News copy for the Kiwanis District Bulletin. Check with the District Executive Director for deadlines.
- f. The Key Club Administrator shall approve any and all travel of the Key Club District Officers. Any travel outside of the District, other than the Key Club International Convention, other District Conventions or Kiwanis Family Conferences, shall require the approval of the Kiwanis District Governor.
- g. District Administrator shall attend all District Key Club Board meetings. These shall not exceed four, including the District Convention. The District Administrator shall also attend the Georgia Leadership Training Conference, Georgia District Rally and the Key Club International Convention.
- h. The Key Club Administrator shall oversee and approve the location, finances and workshops of the District Convention. The Kiwanis District Board must approve the convention budget.

**4. Finances**

- a. All dues, both District and International, are mailed to Kiwanis International. Kiwanis International will then wire the District dues to the District's bank account. All other monies MUST be processed by the Kiwanis District Office.
- b. Responsibility for the collection and follow-up on the District and International dues is that of the sponsoring Kiwanis Club.

**620. BUILDERS CLUB**

The Governor-elect of Kiwanis will appoint the Builders Club Administrator for his/her year as Governor no later than December 1 of the prior year.

**Procedures and Responsibilities**

**1. Kiwanis International**

- a. Supplies
- b. Accountability (number of clubs, etc.) to keep District informed.
- c. Newsletter
- d. Correspond with District Offices.
- e. Correspond with District Administrator.

- f. Issuance of Charter
- g. Revocation of Charter

**2. District**

- a. Keep District Administrator informed of activities.
  - 1) Number of clubs reporting (club to school and school to club)
  - 2) Forward club reports to District Administrator.
- b. Keep accurate list of active clubs.
- c. Provide support services to Lieutenant Governors.
- d. Forward request for information to District Administrator.

**3. District Administrator**

- a. Keep public relations material and packets.
- b. Have supply of Builders Club pins and advisors pins on hand.
- c. Be responsible to the Kiwanis Lieutenant Governors for information and supplies.
- d. Be responsible to individual Kiwanis clubs for:
  - 1) Supplies
  - 2) Advice
    - a) How to start a club
    - b) Approach to take
    - c) Responsibilities to club
    - d) Responsibilities to advisor
    - e) Activities Builders Clubs may take
    - f) How to keep clubs going from year to year.
  - 3) Make presentations to
    - a) Clubs
    - b) School Districts
    - c) Zone Conferences
    - d) Division council meetings
  - 4) Participate in installations, when possible. Be responsible to keep the District informed.

**4. Kiwanis Clubs Responsibilities to Builders Clubs**

- a. Responsible to Lieutenant Governor
  - 1) Reporting
  - 2) Activities
- b. Work with school officials (Superintendent/Principal).
- c. Work with school advisor.
- d. Attend every meeting.
- e. Have two people directly responsible for Club.
- f. Have Builders Clubs participate with Kiwanis Club in community activities.
- g. Publicize activities.
- h. Give recognition to Builders Clubs and advisors.
- i. Keep active in all Builders Club activities.
- j. Request materials from District Administrator.

- k. Request Charter from Kiwanis International.
- l. Keep Lieutenant Governor and District Administrator informed.

## **621. K-KIDS CLUB**

The Governor-elect of Kiwanis will appoint the K-Kids Club Administrator for his/her year as Governor no later than December 1 of the prior year.

### **Procedures and Responsibilities**

#### **1. Kiwanis International**

- a. Supplies
- b. Accountability (number of clubs, etc.) to keep District informed
- c. Newsletter
- d. Correspond with District Administrator.
- e. Issuance of Charter
- f. Revocation of Charter

#### **2. District**

- a. Keep District Administrator informed of activities
  - 1) Number of clubs reporting (clubs to school and school to club)
  - 2) Forward club reports to District Administrator
- b. Keep accurate list of active clubs.
- c. Provide support services to Lieutenant Governors.
- d. Forward request for information to District Administrator.

#### **3. District Administrator**

- a. Keep public relations material and packets
- b. Have supply of K-Kids Club pins and advisors pins on hand
- c. Be responsible to the Kiwanis Lieutenant Governors for information and supplies
- d. Be responsible to individual Kiwanis clubs for:
  - 1) Supplies
  - 2) Advice
    - a) How to start a club
    - b) Approach to take
    - c) Responsibilities to club
    - d) Responsibilities to advisor
    - e) Activities K-Kids Clubs may take
    - f) How to keep clubs going from year to year
  - 3) Make presentations to
    - a) Clubs
    - b) School Districts
    - c) Zone Conferences
    - d) Division council meetings.

- 3) Participate in installations, when possible. Be responsible to keep the District informed.

#### 4. Key Club Lieutenant Governors Responsibilities to K-Kids Clubs

- a. Reporting (make sure that all clubs report monthly)
- b. Accurate number in Division
- c. Attend K-Kids club meeting (at least once a year).
- d. Help Kiwanis Clubs organize a K-Kids club.
- e. Trouble shoot (if Kiwanis Club having problems with K-Kids Clubs).
- f. Keep District informed.
- g. Keep District Administrator informed.
- h. Send request for information material to District Administrator.

#### 5. Kiwanis Clubs' Responsibilities to K-Kids Clubs

- a. Responsible to Lieutenant Governor
  - 1) Reporting
  - 2) Activities
- b. Working with school officials (Superintendent/Principal)
- c. Working with school advisor
- d. Attend every meeting.
- e. Have two people directly responsible for the Club.
- f. Have K-Kids Clubs participate with Kiwanis Club in community activities.
- g. Publicize activities.
- h. Give recognition to K-Kids clubs and advisors.
- i. Keep active in all K-Kids club activities.
- j. Request materials from District Administrator.
- k. Request charter from Kiwanis International.
- l. Keep Lieutenant Governor and District Administrator informed.

### 625. AKTION CLUB

The Governor-elect of Kiwanis will appoint the Aktion Administrator for his/her year as Governor no later than December 1 of the prior year.

Aktion Club is a service club for adults who live with a disability. The program's purpose is to assimilate club members into the mainstream society through community service, leadership development, and fellowship activities. Each Aktion Club shall adopt and adhere to the standard form for club Bylaws for Aktion Clubs and shall elect officers and hold regular meetings. A co-sponsoring community agency or other organization, which serves the needs of adults with disabilities, should be identified to provide necessary expertise to support the Aktion Club. An Aktion Club may be organized with or without a sponsoring Kiwanis Club. Sponsors can include Georgia Kiwanis Divisions, individual clubs, Key Clubs, and Circle K Clubs.

**700**

**DUTIES AND RESPONSIBILITIES OF DISTRICT OFFICERS**

**704. LIEUTENANT GOVERNOR**

Some duties and responsibilities of the Lt. Governor of the Georgia District of Kiwanis International are as follows:

The Lt. Governor responsibilities are:

1. Fulfill the responsibilities of Lieutenant Governor as defined in the Constitution, Bylaws, Policies and Procedures of Kiwanis International.
2. Serve as a member and attend meetings of the District board of Trustees. Develop a membership growth plan for the division and supervise its implementation.
3. Consult and assist clubs to comply with the Objects, Policies and Procedures of Kiwanis International; to complete reports; and to submit payment of financial obligations.
4. Make the required contact and official visits to clubs including a visit to a club Board of Directors meeting.
5. Make the Objects of Kiwanis a part of his/her agenda on club visits.
6. Submit all required reports and respond to communications.
7. Plan and make arrangements for Governor's visit to the division.
8. Attend the training conference for Lt. Governors-Elect and all other conferences as required.
9. Organize the training of club officers and committee chairs. Coordinate with the Governor-Elect and with Leadership Development Coordinator to organize the training of Club officers, Board members and Committee Chairs.
10. Actively promote the service leadership programs of Kiwanis.
11. Hold divisional Council Meetings not less than quarterly.
12. Meet with past Lt. Governors in the division.
13. Assist the Lt. Governor-designate by visiting clubs with him/her; provide copies of appropriate reports; and provide information on the strengths and weaknesses of clubs in the division.

**705. VICE-GOVERNOR**



Some duties and responsibilities of the Vice-Governor of the Georgia District of Kiwanis International are as follows:

After a person is nominated and elected by the Delegates to the annual District Convention, the Vice-Governor is expected to:

1. Consult with the District Convention Committee for District Convention site for his/her Governor year two (2) years in advance.
2. Become conversant with the District Budget for that year and review the Georgia District *Policies and Procedures Manual* and Bylaws.
3. Become acquainted with the incoming Lieutenant Governors and District Committee Chairs.
4. Take minutes of all Board meetings beginning with the first Board meeting at the District Convention. Also take minutes of the Delegate Session of the District Convention. Send the original to the District Executive Director and she/he will distribute them.
5. May attend an International Council Meeting and/or District secretaries meeting when called, if invited as a guest.
6. Give the financial report at all Board meetings. The District Executive Director will have a report prepared for you at this time.
7. Be responsible for keeping, setting up, and breaking down the District banner and flag--for taking them to all District functions.
8. Attend, as many as possible, of the current Governor's rallies to get to know the leadership of the Divisions, to meet possible District Committee Chairs for your year and to familiarize yourself with the customs of that Division.
9. Begin to work up a list of dates and sites for:
  - a. Lieutenant Governor-elect Training Conference for when you are Governor-elect (usually held by May before your year as Governor officially begins).
  - b. Fall Training Conference at the discretion of the Governor (usually held in October).
  - c. Mid-Year Training Conference (usually held in February or March).
  - d. Governor's Spring Conference for Officers, Lieutenant Governors and District Chairs and partners. (This is an option and must be budgeted).
  - e. Board meetings and other District meetings.
10. Operate the Hospitality Room at the International Convention with the personal and financial assistance of the Lt. Governors or with budgeted funds.
11. Review the District *Policies and Procedures Manual* and recommend to the Governor-elect the appropriate changes and updates.

12. Appoint District Lt. Governor-elect Training Chair by March 1 of his/her Vice-Governor year. Encourage Chair to meet with current Lt. Governor Training Chair and possibly attend next Lt. Governor-elect training session usually held in May.

## **710. GOVERNOR-ELECT**

The year spent by the Governor-Elect really is in two parts. Part One consists of functions performed solely by the Governor-Elect and are not handled by any other of the Officers nor staff of the Georgia District. Part Two, which is time consuming, is related to plans and preparation for the next year as Governor. The combination of both parts requires some time be spent each week to fulfill the duties of the Office of Governor-elect in the Georgia District of Kiwanis International.

### **Part I**

1. Have an informal meeting with your Lieutenant Governors-Elect at the Mid-Year Training Conference.
2. Attend Governor-Elect training, conducted by Kiwanis International, usually held in Indianapolis, Indiana. Be prepared to present your District goals for the year.
3. Attend Circle K and Key Club District Conventions, in February or March.
  - a. Prepare remarks for conventions.
  - b. Install their officers.
  - c. Confirm Administrator for each Circle K and Key Club and send to District Executive Director.
4. Acquire and present a gift for the Governor and partner at the Installation of Officers Brunch at the District Convention--usually \$300 paid by District.
5. The International Counselor (who will be your counselor in your year, if assigned by Kiwanis International) may attend the District Convention. Send letter of invitation.
  - a. You and your partner will be their official hosts and escorts.
  - b. Contact them and coordinate their arrival, pick them up at airport, etc.
  - c. Convention Committee should have flowers, etc. in their room.
  - d. You are responsible for purchasing and presenting, at the luncheon, a gift for them. District will pay.
  - e. District will pay for room, meals and Thursday night dinner for Counselor and partner while they are in Georgia for the District Convention.

### **PART II**

1. Set date, time and place for Lieutenant Governor training in the spring before the International Convention.
  - a. Select training conference leader.

- b. Line up agenda, faculty and A/V equipment.
  - c. Determine what should go into the Lieutenant Governor-elect's training manual.
  - d. Arrange for Club Leadership Education Training (CLE)
2. Appointments
- a. Past Governors, if asked, will provide a list of suggested Kiwanians who have exhibited leadership qualities for District Committee Appointments.
  - b. Appoint Committee Chairs and confirm their acceptance by February 1. By February 1, obtain their addresses, phone numbers, emails and photos for the Directory.
  - c. Confirm Circle K and Key Club Administrators no later than December 1. Their terms begin April 1 after District Conventions.
  - d. Select Chair of Past Governors—usually Governor when you were Lieutenant Governor.
  - e. Select Fall and Mid-Year Training Conference Chair.
    - 1) Fall Training Conference (usually in October): set location, local club host and registration fee.
    - 2) Mid-Year Training Conference (usually in February or March): set location, local club host and registration fee.
  - f. Select chair and location in coordination with Logistics and Convention Committee for District Convention (usually August). Select local club host.
3. Prepare for visit of International President. Need to appoint a Chair if visit is scheduled in Georgia in your year.
4. Attempt to attend, when invited, the current Governor's Rallies to meet leadership of the Divisions.
5. Review and recommend changes to the District *Policies and Procedures Manual*.
6. Prepare District goals.
7. Prepare a message for the *District Directory*.
8. Determine what District awards you plan to give.
9. Set up Spring Governor's Conference for District Officers and Board and what to charge, if you hold one.
10. Assist the Budget and Finance Committee in preparation of District Budget.
11. Division Rallies:
- a. Set dates with Lieutenant Governors.
  - b. Prepare sample news release about your Division visit for Lieutenant Governor's use.
  - c. Have photos of yourself available for each Lieutenant Governor for use in newspaper and Rally program and for District Office.

- d. Prepare a suggested introduction for Lieutenant Governor's use.
  - e. Prepare speech.
12. Have prepared agenda for all Board meetings.
    - a. Your first Board meeting is at District Convention.
      - 1) Approve auditor.
      - 2) Approve budget.
      - 3) Approve depositories.
      - 4) Approve signatory parties.
  13. Review Kiwanis International criteria for Distinguished Program.
  14. Select place for each Board of Trustees meeting.
  15. Coordinate with the Lt. Governor-elect and the Leadership Development Coordinator to provide Club Leadership Training for club officers and board members.

#### **715. DISTRICT GOVERNOR – DUTIES AND RESPONSIBILITIES**

1. Preside over meetings of the district Board of Trustees.
  - Determine agenda and distribute to all involved at least ten (10) days prior to meeting.
2. Preside over general sessions at Fall and Mid-Year Conferences.
  - Determine agenda in conjunction with Conference Chair.
3. Represent the District at meetings of International Council and any meetings of District Governors that are called by Kiwanis International.
4. Establish and maintain a system of regular correspondence with Executive Board members (i.e. Vice-Governor, Governor-elect, Immediate Past Governor, and Executive Director).
5. Establish and maintain a system of regular correspondence with Division Lt. Governors, Governors of Key Club and Circle K, and District Committee Chairs.
6. Appoint District committee chairs and any special committees.
7. Monitor annual budget and propose amendments to District Board of Trustees, as necessary.
8. Prepare and submit columns for publication in each issue of the *Georgia Kiwanian* and Georgia District website.
9. Develop and publish a schedule of Official Visits (e.g. rallies) to each Division in the District. Coordinate visit and expectations with the Division Lt. Governor.

10. Attend chartering ceremonies for all new clubs formed during the administrative year. Present charter to club officers. Prepare remarks to be made as part of the formal charter presentation.
11. Be a visible leader for Georgia Kiwanis. While the acceptance of invitations to visit individual Kiwanis clubs is subject to the discretion of the Governor, be as available as possible to represent Georgia Kiwanis whenever requested. When appropriate, arrange for a suitable stand-in if Governor's attendance is not possible.
12. Direct preparations for a visit to the Georgia District by the Kiwanis International President should one be scheduled during the year. Determine the agenda and activities for the visit. Invite individuals who will be part of the formal program or reception team.
13. Serve as a member of the Georgia District Kiwanis Foundation Board of Trustees according to its Bylaws.
14. Preside over the annual Georgia District Convention.
15. Prepare and submit year end reports as required by Kiwanis International by the deadlines set.
16. Review the following list of events where the Governor's attendance is expected or encouraged. Include as many as possible in calendar for the year.
  - a. Attendance normally expected
    - 1) District Board of Trustees meetings
    - 2) Official visit to each Division (e.g. rally)
    - 3) Charter presentations for newly formed clubs
    - 4) Meetings of District Governors called by Kiwanis International President including International Council if held
    - 5) Kiwanis International Convention; Georgia District Convention
    - 6) Fall and Mid-Year Conferences
    - 7) Art and Music Showcase
    - 8) International Students Reception
    - 9) Georgia District Kiwanis Foundation Board of Trustees meetings per the Bylaws
    - 10) Visit of Kiwanis International President, if scheduled during the year.
  - b. Attendance is encouraged but subject to Governor' discretion.
    - 1) Visits to individual Kiwanis clubs holding anniversaries, special events or other activities as invited
    - 2) Board meetings of Circle K and Key Club
    - 3) Key Club and Circle K International Convention
    - 4) Past Governors retreat
    - 5) Visit of Kiwanis International President to an adjoining district

## **720. DISTRICT EXECUTIVE DIRECTOR**

The District Executive Director shall be a salaried employee of the District, employed by the District Board of Trustees, and working under the direction of the District Governor. The District Executive Director shall be bonded in an amount set by the District Board of Trustees and will function as the District Secretary-Treasurer.

The District Executive Director's compensation, job description, reimbursable expenses and other benefits shall be as set out in the employment document and approved by the District Board of Trustees. The District does provide funding for a retirement plan and hospitalization benefits.

The District Executive Director shall not have a vote on the District Board of Trustees.

The District Executive Director shall be an active member in good standing of a Kiwanis Club of the Georgia District.

The District Executive Director shall maintain the records of the District in the District Office and shall serve as Editor of the *Georgia Kiwanian*.

The District Executive Director shall be responsible for maintaining the District Office.

#### **Office Hours**

The District Office hours are from 9:00 a.m. to 4:00 p.m. Monday through Friday with a lunch hour.

The Executive Director is required to work weekend conferences, training sessions and meetings. Equal compensatory time will be given for the following events if they occur on a Saturday or Sunday including but not limited to:

- Fall Training Conference
- Mid-Year Training Conference
- Past Governors' Retreat
- Lt. Governors' Training
- International Convention
- District Convention
- Kiwanis International Training Sessions
- Key Club and Circle K Conventions
- Key Club and Circle K District Board Meetings

Actual dates of compensatory time will be approved in advance by the Governor.

#### **Sick Leave**

The Executive Director will have one (1) week sick leave.

#### **Vacation**

The Executive Director shall have four (4) weeks of paid vacation. The actual time taken is to be approved by the Governor.

### **Holidays**

The District Office will be closed:

- New Year's Day
- Martin Luther King Day
- Presidents' Day
- Good Friday
- Memorial Day
- Fourth of July
- Labor Day
- Veterans Day
- Thanksgiving Day
- Christmas Day

Should any of these days fall on a Thursday, the following Friday will also be a holiday.

### **Expenses**

The District shall pay the reasonable travel and hotel expenses of the Executive Director to the International Convention, District Convention, spring meeting of the District Secretaries, District Training Conferences, Board meetings and such other travel as the Governor shall deem necessary to the operation of the District. Funds will be provided for in the District budget.

### **Division Rallies**

If a Lt. Governor shall invite the Executive Director to their Division Rally, the Executive Director shall be a guest of the Division, including travel and hotel expense if necessary, at no cost. The attendance of the Executive Director is not required at any Division Rally unless directed by the Governor. In such case there will be compensatory time.

### **Duties**

1. Pick up mail and handle all correspondence and requests for information.
2. Supervise any other District Office employees.
3. Set up and maintain District files.
4. Receive and deposit District funds; write appropriate checks; balance checking accounts and investment accounts.
5. Receive and record charitable contributions. Issue appropriate recognition and thank you notes.

6. Maintain the various funds directed by the District Board of Trustees.
7. Summarize receipts for all District sponsored donations and forward reports to appropriate District Chairs.
8. Maintain budget accounts. Mail, fax or email a monthly financial statement to District Officers and Lt. Governors.
9. Negotiate printing contracts with the approval of the Governor.
10. Edit the *Georgia Kiwanian*, prepare a monthly article, write cut-lines for pictures and proofread before printing.
11. Deal with all postal forms and inspections of mailing lists.
12. Maintain a clean and neat office space.
13. Work-up order for Outstanding Kiwanian badges, have engraved and sent to Lt. Governors to present. Prepare certificates.
14. Maintain supply of ribbons for District Convention. Supervise reporting of elections and convention attendance. Order current and past officers lapel pins.
15. Prepare a weekly listing of reports that are past due and attend all District Board meetings
16. Conduct training classes at District training conferences, Lt. Governor-elect training and at conventions.
17. Prepare, proof and obtain *District Directory*, District meeting programs and other required printing.
18. Attend all District and International functions and help with arrangements. If directed by the Governor, print tickets and handle sale of tickets for District Dinner at the International Convention. Prepare detailed report of District Convention for International.
19. Purchase and pick up supplies for District office.
20. Operate office machines and computer.
21. Furnish mailing labels to approved organizations.
22. Keep District Bylaws current.
23. Serve on District Budget and Finance Committee.
24. Prepare reports requested by the District officers.



25. Assist with the promotion of Georgia candidates for International office and assist the District Election committee in the District Vice-Governor election.
26. Handle all local, state and federal reports pertaining to salaries.
27. Post monthly Lt. Governor and club reports and maintain a past due log of reports and dues.
28. Maintain picture file for publication.
29. Maintain up-to-date address and telephone number files.
30. Handle advertisement sales for the *Georgia Kiwanian*.
31. Assist in maintaining records and compile recommendations to determine Distinguished Club Officers and Distinguished Lt. Governors and transmit to International.
32. Design and obtain club banner patches for District projects and distribute to Lt. Governors.
33. Obtain audit of District books when required.
34. Prepare and print awards brochure indicating Club Honor Roll, Memorial Program, etc., if asked by the Governor.
35. Notify District officers and Past Governors of any illness or death within either group and send flowers when appropriate.

## **721. CONFLICT OF INTEREST**

Purpose: In order to protect its interests as a tax-exempt organization, the Georgia District, when contemplating a transaction or arrangement that might benefit the private financial interest of an interested person, shall exercise due diligence to assure no conflict of interest exists and/or it shall take appropriate disciplinary and corrective action if, upon investigation, a conflict of interest is determined to exist.

**Definition of 'interested person':** Any District officer or member of a committee with powers delegated to it by the district board who has a direct or indirect financial interest.

**Definition of 'financial interest':** Any of the following circumstances, directly or indirectly, through business investment, or family:

1. An ownership or investment interest in any entity with which the District has a transaction or arrangement.
2. A compensation arrangement with the District or with an entity or individual with which the District has a transaction or arrangement; or

3. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the District is negotiating a transaction or arrangement.
4. Compensation includes direct and indirect remuneration, as well as gifts or favors that are not insubstantial.
5. A financial interest is not necessarily a conflict of interest, unless determined to be so by the District Board.

### **Duty to Disclose**

An interested person must disclose the existence of any actual or possible conflict of interest and be given the opportunity to disclose all material facts to the District Board. If the Board has reasonable cause to believe an interested person has failed to disclose an actual or possible conflict of interest, it shall inform the person and give him/her the opportunity to explain. If failure is determined, the Board shall take appropriate disciplinary and corrective action.

### **Determination**

An interested person may make a presentation to the District Board about a possible conflict of interest. The Board may appoint an investigation committee composed of one or more disinterested persons to investigate the matter and report its findings and recommendation to the Board. The Board shall then decide, by majority vote of the disinterested persons, whether a conflict of interest exists, and, if so, whether to continue the arrangement or practice or to offer alternatives that would prevent the conflict. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the District Board shall determine whether the transaction or arrangement is in the District's best interest, whether it is fair and reasonable, and whether to enter into the transaction or arrangement.

### **Compensation Matters**

A voting member of the District Board or any committee with power delegates by the Board who receives compensation, directly or indirectly, from the District for services is precluded from voting on matters pertaining to that member's compensation.

### **Records of Proceedings**

The record of District Board meeting and investigation committee meeting (if any) should contain thorough and complete information on the proceedings, including all relevant facts, the content of the discussion, actions considered, and votes taken.

### **Annual Statements**

Each interested person shall, before assuming district office or committee membership, sign a statement that affirms s/he understands and complies with the District policy on conflict of interest.

**800**

**GEORGIA DISTRICT BYLAWS**

**804. AMENDMENTS TO DISTRICT BYLAWS**

Prior to a district convention, the District Executive Director will send copies of proposed amendments to the Kiwanis International Executive Director. If a proposed amendment appears to be in conflict with the Bylaws, Policies or Procedures of Kiwanis International and/or the Standard Form for District Bylaws, appropriate guidance will be provided to the district officers by the Kiwanis International Executive Director or designee.

Any amendment to district bylaws does not become effective until approved by the International Board.

**850. AMENDMENTS TO POLICIES AND PROCEDURES**

Amendments to this *Policies and Procedures Manual*, if in conformity with the Bylaws of Kiwanis International and the Georgia District Bylaws, may be adopted by two-thirds (2/3) vote of the members of the Board of Trustees voting at any Board of Trustees Meeting. The Executive Director shall send a copy of all proposed amendments to each member of the Board of Trustees not less than fourteen (14) days prior to the date of the Board of Trustees Meeting.

**900**

**JOB DESCRIPTIONS**

**904. AKTION CLUB ADMINISTRATOR**

Aktion Club Administrators shall assist Kiwanis clubs and divisions in establishing Aktion Clubs in conjunction with community agencies or organizations that serve the needs of people with disabilities and shall promote the concept of continuing and effective sponsorship upon the part of the sponsoring Kiwanis club(s), Georgia Kiwanis Divisions, Key Clubs, and Circle K Clubs.

**906. ART AND MUSIC SHOWCASE COMMITTEE**

**1. Planning**

- a. Garner support from sponsoring organizations (i.e. local clubs, division project) by addressing their leadership teams.

- b. Reserve the site for the competition by August 1, prior to the date of Showcase
- c. Ensure that site location can handle competition demands, projected attendance, and time requirements.
- d. Standardize the date of the competition (e.g. last Saturday in April) to allow the local clubs to plan their entry competitions.
- e. Determine and communicate the Showcase rules by August 1, prior to the date of Showcase so that rules can be published by the start of the normal school year.
- f. Prepare a Budget for incoming Governor by August 1, prior to Showcase.
- g. Have available Art and Music Showcase guidelines for District Convention and post to District website by August 1<sup>7</sup> prior to date of showcase.
- h. The Art and Music Showcase should be hosted by a club and/or division with facilities that can accommodate both the Art and the Music venues. This club or division should commit to a three-year term at a site selected by the Executive Committee.

## 2. Promotion

- a. Develop presentations for District Convention as well as Fall and Mid-Year Training conferences.
- b. Prepare articles for the *Georgia Kiwanian* and local media.
- c. Seek additional funding resources (other than District) throughout the year (e.g. program sponsorships, grants) and promote throughout the District.
- d. Promote to clubs within the District.

## 3. Preparation

- a. Determine staffing requirements for art and music competitions factoring in facility capacity, number of competitors, warm-up schedule, registration, ushers, art preparation, backstage support, emcee, score tabulation, timers, reception, awards ceremony, photography, ticket sales, programs, etc.
- b. Secure three (3) judges to adjudicate the music competition. The judges shall be versatile in different areas of talent (e.g. instrumental and vocal) so that the winners can be determined based on the categories critiqued—music, presentation and artistry.
- c. Secure three judges to adjudicate the art competition. The judges shall be versatile in different areas of art (e.g. painting, drawing, ceramic, photography, etc.) so that the winners will be determined based on their comprehensive expertise.
- d. If funding is available, compensate the judges either with fees or gift certificates. Their time is worth something, and it will be easier to retain them in future competitions.
- e. Process applications and fees to ensure that applicants meet competition guidelines, program information is properly documented, performance requirements are communicated and that funding is secured.
- f. Order awards (e.g. plaques, ribbons, crystal, certificates, etc.) that are within the budget allocation.

**4. Production**

- a. Ensure that volunteers have been secured and that schedules are coordinated to handle the aforementioned staffing requirements.
- b. Assist students (and parents) with registration process, facility layout, rehearsal schedule, and production schedule.
- c. Coordinate and ensure that result announcements match tabulation scoring sheets.
- d. Ensure that adjudicators are treated with the utmost respect and hospitality.
- e. Keep the event on schedule. With the 24 talent-act limitation and 4-minute per act time limit, the competition and awards ceremony should be over within 2.5 hours from the scheduled start.
- f. Ensure that artwork leaves the building with the person that registered it.
- g. Ensure that music competitors leave with production materials they brought.

**5. Follow-up**

- a. Communicate winner information to the Georgia District Foundation. This organization is responsible for coordinating the award funding (i.e. scholarships) to the institutions that the winners will attend.
- b. Communicate winner information to the District Office for publication on the Georgia District of Kiwanis website and in the *Georgia Kiwanian*.
- c. Distribute results statewide by press release.

**908. AUDITORY-VERBAL CENTER (BUCK-N-EAR) COMMITTEE**

Purpose: To educate the Georgia District membership of the seriousness of the loss of hearing afflictions and how the membership can contribute to reducing the problem.

**Responsibilities:**

1. Write a monthly article for the *Georgia Kiwanian* promoting an awareness of the effort to reduce hearing loss especially in children.
2. Record the clubs that contribute to the program and produce a report if requested.
3. Send thank you letter with patch and certificate to each club that qualifies.
4. Travel to clubs to give a presentation on the Buck-n-Ear Program.
5. Display an exhibit explaining the program at all District Conferences and District trainings.
6. On a quarterly basis send each Lt. Governor and the District Governor a report on the Lt. Governor's Division participation in the program.
7. Conduct training sessions at District Conferences and District trainings.
8. Prepare a report for the next year's chair.

**910. BUILDERS CLUB ADMINISTRATOR**

(Refer to this *Policies and Procedures Manual*, Section 620, Builders Club.)

**914. BYLAWS, POLICIES AND PROCEDURES COMMITTEE**

The Committee Chair should timely solicit recommendations for Bylaw amendments and *Policies and Procedures Manual* changes from the District Executive Director, the District Officers, the Board of Trustees, the Past Governors' Committee and the Past Lt. Governors' Association, so the suggestions may be reviewed, investigated and compiled for presentation to the Board of Trustees.

The Committee Chair should be present at the May Board of Trustees meeting and be prepared to present and discuss the proposed amendments and/or changes.

Changes to the *Policies and Procedures Manual* may be made by the Board of Trustees.

Proposed amendments to the Bylaws should be drafted as directed by the Board of Trustees and submitted to the Executive Director no later than June 1.

**918. CIRCLE K ADMINISTRATOR**

**Purpose:** To facilitate the development of leadership skills of college students attending colleges and universities in the state of Georgia.

**Relationship:** Circle K is the college level member of the Kiwanis family.

**Structure:** Currently (as of 2016) the committee is part of the Super Committee of Youth Organizations within the Kiwanis structure. The Circle K committee consists of an administrator and up to 5 assistant administrators (usually former Circle K members and current members of a Kiwanis club) who are assigned regional responsibilities for building new and reviving Circle K Clubs as well as other duties as assigned by the Administrator.

**Administrator:** The administrator serves as a committee chair and as such is chosen annually by the incoming Governor of the Georgia District of Kiwanis.

As noted above, the Administrator and his assistant administrators are usually past Circle K members and are currently members, in good standing, of a Georgia Kiwanis Club. The administrator and assistants must pass a background check approved by Kiwanis International.

**Responsibilities:** The administrator must:

1. Assure that all contractual agreements (District Convention, Fall Membership Retreats, District Officer Training and Club Officer Leadership Training) protect the interest and principles of

Circle K International and the Georgia District of Kiwanis. Administrator or assistant administrators may be assigned the actual negotiation of contracts with further review and approval and execution by the District Executive Director.

2. Assign duties to the Assistant Administrators consistent with the goals of the current Board of the Georgia District of Circle K.
3. Assure that Assistant Administrators, Board of the Georgia District of Circle K, Club leaders of Circle K are trained for their responsibilities.
4. Attend the training sessions prepared by Circle K International for administrators, assistant administrators, and Governors as well as all Circle K board meeting, fall and mid-year training sessions (at which workshops may be held), the Key Club Georgia District Convention, the Circle K International Convention, the Governor/Administrator planning session and the Georgia District of Kiwanis Board meetings.
5. Guide and support Circle K in Georgia by:
  - a) Training the board members.
  - b) Supervising board meetings and assuring that actions taken are consistent with Circle K International principles and practices.
  - c) Preparing proposals for board consideration in addition to those prepared by the Governor of the Georgia District of Circle K.
  - d) Approving or declining reimbursement requests submitted by board members including expenditures for conferences or activities of the Georgia District of Circle K.
  - e) Maintaining proper fiduciary controls over the Circle K credit card, the general budget and the convention budget of Circle K.
  - f) Leading by example, including active participation in the Board meetings, observing Circle K International and District policies in a professional manner. The Administrator and assistant Administrators must remember the consumption of alcoholic beverages any Circle K event is prohibited.
  - g) Developing yearly goals for both the Administrator and Assistant Administrators beginning at the District Officer Training Conference in April of each year. And further that said goals are to be presented to the Governor of the Georgia District of Kiwanis by October 1 of each year.
6. Report regularly to the Governor of the Georgia District of Kiwanis concerning the activities of the Administrator, the activities of the Georgia District of Circle K and other matters which may impact the Georgia District of Kiwanis.
7. Communicate with the Georgia Kiwanis membership and Circle K membership through article is the *Georgia Kiwanian* and the *Kronicle*.
8. Provide information for the Lt. Governor training conferences to be distributed to the incoming Lt. Governors about specific aspects and individualities of Circle K and the need to build or re-build Circle K clubs at colleges and universities in Georgia, if requested.

9. Should contact colleges and universities where Circle K clubs exist to ascertain continued existence recruitment drives, faculty sponsorship, and the completion of the Kiwanis club sponsorship responsibilities. This activity should be completed no later than the end of September of each year.

## 920. SERVICE CHAIR

**Purpose:** To inspire the clubs of the Georgia District to increase participation in the areas of conservation, environment, pollution, public and business affairs, as well as other areas which the committee may deem pertinent.

**Desired Experience:** To have held a leadership role and helped direct service projects for their home club.

**Responsibilities:**

1. To share with the Governor-elect the overall goals and vision of the committee and to incorporate the Governor-elect's goals in the final annual plan.
2. To write articles for the *Georgia Kiwanian* on a timely basis.
3. To promote the efforts of the clubs of the Georgia District through the *Georgia Kiwanian* articles and through the workshops at the Mid-Winter and Fall Training Conferences.
4. To collect the various community service projects being performed throughout the Georgia District through communication with the club presidents and division Lt. Governors. This list should be updated throughout the year, published, and shared with each club.
5. To share with the next year's incoming chair a report detailing a complete list of the community service projects performed by the various clubs and the Georgia District.

## 922. LOGISTICS AND SITE SELECTION COMMITTEE

The Logistics and Site Selection Committee (LSSC) structure shall be as follows:

The Committee shall be composed of 4 to 5 members.

1. Each year the Vice Governor, after he/she is installed in office, shall appoint a Kiwanian to a three-year term on the LSSC.
2. The Governor-elect, prior to his/her year as Governor, may select a member of the LSSC to serve as the District Convention Chair. If he/she chooses to appoint a Georgia Kiwanis member not currently serving on that committee, the Convention Chair shall automatically become a member of the LSSC from the time of appointment until the conclusion of the District Convention he/she has been assigned to chair.



3. The final member of the committee shall be the Executive Director of the Georgia District. The Executive Director shall be a voting member of the committee.

In the event of a vacancy in the LSSC Chair, the officers of the district would appoint a member from the LSSC to serve the remainder of the LSSC Chair's term in office.

In the event of a vacancy on the LSSC, the District Officer who appointed the member that is leaving, shall appoint another member to complete the unexpired term of the vacating committee member.

While the convention chair shall be in charge of the convention day-to-day operation, he/she shall still be advised by the LSSC.

#### **924. LEADERSHIP DEVELOPMENT COORDINATOR**

The Leadership Development Coordinator is responsible for implementation of the education, training, and leadership development of club presidents and secretaries in the district using programs established by Kiwanis International. This person may have a role, at the district's discretion, in educating or training other leaders such as Lt. Governors and Trustees.

In addition, the Leadership Development Coordinator will

1. Plan instruction of Club Leadership Education (CLE) courses to be taught.
2. Identify qualified instructors to teach courses offered.
3. Coordinate with the District Training Chair.
4. Maintain a record of all members who complete CLE courses and Kiwanis 101-104 and provide a certificate of completion.

#### **926. ELECTIONS COMMITTEE**

The Elections Committee is responsible for

1. Creating and printing ballots and resolutions for convention.
2. Distributing, collecting and counting of ballots and resolutions for district convention.
3. Certifying of delegates and delegates at large and adhering and enforcing campaign guidelines at convention utilizing the Sergeants at Arms committee and the convention chair.

Delegate cards and blue ribbons will be issued by the credentials committee.

##### **Process**

Chair of committee will pick five (5) other Kiwanians to serve on the committee each year.

On the morning of the House of Delegates session the Elections Committee will arrive one hour before the session starts to set up and work with Sergeants at Arms to block entrance to hall and to rope off a section in the back for non-delegates.

- Open doors 30 minutes before program starts.
- Collect signed delegate cards and verify the delegate has a blue ribbon on name tag. Cannot enter without a signed card and blue ribbon on name tag.
- Non-delegates may enter in the back of the room and sit behind the roped off area.
- Give a ballot, agenda, amendments, copy of resolutions and pencil in exchange for the delegate card.
- Delegate must go into the hall immediately and is not allowed to leave without surrendering his/her ballot for a pass card.
- Count all delegates and delegates-at-large cards and write the numbers for each on a piece of paper and hand to the parliamentarian or sitting Governor **ASAP** (usually within 15 minutes from start of session. The numbers may include the number of delegates needed to reach parliamentary thresholds. Examples would be 50% + 1 or 2/3 majority etc.
- Should a delegate want to leave during session he/she must turn in his/her ballot and receive a pass to turn back in on his/her return to get ballot back.
- When a vote is called, **PASS** the ballot boxes starting at the front working towards the back. (similar to passing collection plate in church)
- The Governor's ballot must be collected separately by the chair of the committee and marked on the outside of the ballot. The ballot should only be counted if there is a need to break a tie on any issue or election. The easiest way would be for the elections chair to hold the Governor's ballot during the collection process.
- Quickly **GO** to quiet and private corner in the hallway to count ballots. Must stay in common area to be seen. Count ballots two (2) times for accuracy.
- Write the results on a piece of paper and take to the parliamentarian or sitting Governor **ASAP**.
- After counting the ballots for the **Vice Governor**, the chair will **FIRST** tell the results (including the vote count) to the candidates (They will be in the hallway during the vote.) and then take results to the parliamentarian or sitting Governor **ASAP**.
- All marked ballots, delegate cards, and supplies must be retained and stored in the District office until the next convention.

## 928. FUNDRAISING COMMITTEE

Responsibilities of the Fundraising Committee are to provide training for the clubs on fundraising ideas and to hold the District Raffle at the convention.

1. In conjunction with the Governor, identify the desired level of financial support to be sought as a way to help underwrite costs for the District.
2. Conduct the District Fundraising Raffle at the District Convention.
3. Serve as a conduit for fundraising ideas between/among clubs.

4. Write an article(s) in the *Georgia Kiwanian* offering suggestions for both administrative and service project fundraising events to individual clubs throughout the District.
5. If requested, present a fundraising session at District conferences as well as the District Convention. Provide hand-outs with examples of proven fundraising events.

### **932. FOUNDATION COMMITTEE**

The Georgia Kiwanis District Foundation is a 501(c)(3) to assist the Georgia District and its clubs.

### **936. HUMAN AND SPIRITUAL VALUES CHAIR**

**Purpose:** To encourage other Human and Spiritual Chairs in the individual clubs to promote the needs of Kiwanis community service in their local communities and in the Georgia District.

#### **Responsibilities**

1. Encourage local clubs to participate in Kiwanis designated prayer week services.
2. Arrange the Memorial Service at the Georgia District Convention.
3. Lead the prayer for the opening session of training conference(s) and District Convention. (If not lead, arrange for someone to pray at the opening.)
4. Write an article for the *Georgia Kiwanian* when requested.

### **938. INSURANCE - RISK MANAGEMENT MANAGER**

**Purpose:** To communicate, to the district membership, the scope and limitations of the general liability program provided by Kiwanis International.

#### **Responsibilities**

1. To learn and understand the contents of the General Liability Risk Management Packet and be a resource for the clubs of the district on the utilization of the materials in the packet.
2. To submit risk management articles for the district bulletin.
3. To conduct workshops at district conventions and training sessions.
4. To identify, with the Club President or President-elect, the safety coordinator for the club.
5. To insure that club safety coordinators are trained and are actively insuring that all club activities are conducted in compliance with safety guidelines.

6. To make presentations to clubs and district committees as requested.
7. To communicate with the Kiwanis International Risk Manager regarding district and club activities and issues as they arise.
8. To attend District Risk Manager training provided by International.
9. By October 1, send the Governor the Committee Goals and an Action Plan, with time lines for meeting the goals, and a list of Committee responsibilities.

#### **Experience**

1. A background in Property and Casualty Insurance as an agent or insurance company employee, an attorney familiar with negligence and liability law, or a person with good business background having ownership or management experience.
2. An ability to speak in public and to conduct workshops and training sessions.

#### **940. INTERCLUB CHAIR**

The District Interclub Chair will publish the policy for qualifying interclub meetings in the October issue of the *Georgia Kiwanian*.

#### **942. INTERNATIONAL CONVENTION COMMITTEE**

**Purpose:** The purpose of this committee is to encourage members of the Georgia District to attend the International Convention. This includes making arrangements for transportation, meeting rooms and the District Dinner. Pre/Post tours are arranged at the discretion of the Chair with the approval of the Governor.

**Desired experience:** This chair should have served as a Lt. Governor and attended at least two District and International Conventions. He/She should be familiar with travel, meeting planning, financial dealing and be able to seek the best deals for Georgia District International. He/She must be financially accountable.

This person should be appointed in the spring of the Governor Elect's year.

**Responsibilities:** This will depend on the desires of the Governor and may include some or all of these responsibilities.

1. Promote the International Convention.
2. Contact the hotel assigned by Kiwanis International (KI) to arrange necessary rooms (meeting and hospitality suites) with the Vice Governor.
3. Locate a facility for the District Dinner (The night is determined by KI.).

4. Prepare and distribute information at the District Convention, as well as the Fall and Mid-Year Training Conferences
5. Work with the District Executive Director in handling District Dinner arrangements and finances (ticket sales, deposits, etc.).
6. Be visible at the Georgia Convention, Fall and Mid-Year Training Conferences, Board Meetings and the International Convention to answer questions from the Georgia Delegation.
7. In short, everything that the Georgia District will need while at the International Convention is the Chair's responsibility.

**Timetable:**

1. June (13 months in advance): Start looking for possibilities for the District Dinner. Depending on the location of the convention, start thinking about promotional ideas for the destination. Contact the Convention and Visitors Bureau of the convention city to study options and make contacts.
2. August: Secure items for a display at the District Convention.
3. The Fall Conference is time to promote plans for the International Convention. This will include District Dinner, hotel information and optional pre/post tours.
4. November: All contracts should be finalized for the dinner, meeting rooms, tours and transportation.
5. January: Registration begins for the convention. Be sure that everyone knows what forms need to be completed and when (i.e. registration, housing, dinner and election of club delegates).
6. February and March: Continue to promote the convention. By the Mid-Year Training Conference, all materials should be printed and distributed. Review all time tables for deposits and payments.
7. Continuous: You will be the answer man for all questions regarding everything. Be sure that you pay special attention to "First Timers" and make them feel welcome.

**946. KEY CLUB ADMINISTRATOR**

Provide information for the Lt. Governor training conferences to be distributed to the oncoming Lt. Governors about specific aspects and individualities of Key Club and the need to open or rebuild Key Clubs in Georgia high schools, if requested. (Refer to this *Policies and Procedures Manual*, Section 610, Key Club).

**948. KEY LEADER PROGRAM CHAIR**

**Purpose:** To coordinate and facilitate the Key Leader Program for the Georgia District, making it possible for youth, ages 14 to 18 to begin a process of personal leadership growth and development.

**Desired Experience for Chair:** Should have some experience in working with teenage youth as well as personal leadership experience.

**Responsibilities:**

1. By October 1, send the Governor the Committee Goals and an Action Plan, with timelines for meeting goals, and a list of committee responsibilities.
2. Write a monthly article for the *Georgia Kiwanian* promoting the Key Leader program and encouraging clubs to recruit participants and to make financial contributions in support of the program.
3. Conduct Key Leader training classes at Fall and Mid-Year Training conferences.
4. Be available to conduct Key Leader Program briefings at division or club training events.
5. Provide a budget line to make funds available to purchase materials which could be used to update, improve and enhance presentations.
6. Attend District Board of Trustees meetings.
7. Prepare a report for your successor.

**950. KIWANIS CHILDREN’S FUND (formerly Kiwanis International Foundation)**

Kiwanis Children’s Fund is a non-profit branch of Kiwanis International and is a 501(c)(3) organization. It supports Kiwanis worldwide through grants.

**952. K-KIDS ADMINISTRATOR**

**Name of Committee:** Kiwanis Kids

**Purpose:** Develop and support to Kiwanis International’s and Georgia District’s programs for elementary school-aged youth to include the programs offered under “Kiwanis Kids”: K-Kids, Terrific Kids and Bring Up Grades (B.U.G.)

**Desired Experience for Chair:**

- A working knowledge of K-Kids programs.
- Familiar with Terrific Kids and BUGs programs.

- Comfortable with computer technology.
- Able to say and mean, “NO”!
- Money for expenses.
- Ability to delegate.
- Time management, speaking and self-starter skills.
- Organized, creative, flexible, self-starter, motivator, recruiter/trainer
- Experience with youth organizations: educator, scout leader, etc.

**Responsibilities:**

1. Provide materials for distribution at the Lt. Governor Training Conference.
2. Provide current information on K-Kids charters -- who has paid, and who is opening a new club -- to the Administrator, Lt. Governors and District Board Members at each District Board Meeting.
3. Participate in Kiwanis District Convention by supplying an exhibit and conducting a forum about Kiwanis Kids.
4. Suggest growth goals for the district.
5. Determine program budget and propose budget to District Board. Coordinate activities with other SLP administrators. Communicate with other SLP administrators.
6. Coordinate and promote annual awards program.
7. Incorporate District Award winners into Kiwanis Family at District Convention.
8. Attend District Administrators Conferences conducted by Kiwanis International annually.
9. Develop a “to-do” calendar.
10. Prepare regular articles for the *Georgia Kiwanian* promoting and educating the membership about the various Kiwanis Kids programs.
11. Provide information to be posted on the District website.
12. Provide each club and advisor with current information concerning their programs, contests, and reports, sharing information which may prove beneficial during the year through three newsletters.
13. Find, locate and train Kiwanians to serve on a committee for Kiwanis Kids.
14. Develop a Speaker’s bureau identifying qualified SOAP SLP speakers in various areas of the district.
15. Communicate regularly with Kiwanis Lt. Governors through email, newsletters, etc.

16. Attend club charter presentations.
17. Be available to provide programs to clubs who are looking for information about the Kiwanis Kids programs.
18. Provide assistance to clubs and individuals who are building new K-Kids clubs. Provide information to Kiwanis International for magazine and website articles.
19. Maintain a complete list of faculty and Kiwanis advisors and their addresses. Maintain a complete list of K-Kids Clubs and their current status.
20. Encourage clubs to recognize and thank their advisors.
21. Organize an annual leadership training session for members of K-Kids, their advisors, and interested parents coordinating with Builders Club, Key Club and Circle K.
22. Prepare and present programs for training at Fall, Mid-Year, and District Convention to promote additional growth in Kiwanis Kids.
23. Develop materials for use by the clubs and/or their advisors such as educational materials.
24. Maintain a supply of books, pamphlets, and other materials to promote the Kiwanis Kids programs.
25. Prepare visual displays for District training sessions.

#### **958. MEMBERSHIP, GROWTH AND RETENTION COMMITTEE**

**Purpose:** To develop strategies to grow and strengthen Kiwanis clubs' membership throughout the Georgia District.

**Desired Experience for Chair:** The Chairperson needs to have served as membership chair of his/her individual club as well as assisted in the creation of a new Kiwanis Club.

**Responsibilities:**

1. Develop a District-wide committee with representation from each division.
2. Write a monthly article for the *Georgia Kiwanian* promoting strategies on how to increase and retain membership.
3. By August 15, each vice chair for new club opening shall submit to the incoming Governor a list of viable sites for new clubs.
4. By October 1, send the Governor the Committee Goals and an Action Plan, with time lines for meeting the goals, and a list of Committee responsibilities.



**962. INTERNATIONAL LEADERSHIP COMMITTEE (ILC)**

The International Leadership Committee is charged with advising the District Board and membership of KI elections, proposed amendments to the KI Bylaws, proposed Resolutions to be presented to at the KI Convention, and the election, if any, of a candidate from the Georgia District to International Office.

The Chair is appointed by the Governor unless the District has a candidate for KI office or is a current member of the KI Board, in which case, the individual becomes Chair of the ILC.

The Chair should be a Past Georgia District Governor, be active in the District and on the International level, be a regular attendee of the District and International conventions and be willing to devote significant time and effort in support of the ILC.

Personal contacts with other Districts and KI officers and past officers are important. Familiarity with KI governance is a positive.

**964. PARLIAMENTARIAN**

1. The parliamentarian is a consultant who advises the president (Governor) and others on matters of parliamentary procedure. Their roll is advisory only, since parliamentary law gives the chair alone the power to rule on questions of order or parliamentary inquiry.
2. The parliamentarian should be present on the stage at convention delegate sessions and at other times when requested by the president (Governor).
3. The parliamentarian should be familiar with parliamentary procedure and specifically with the most recent revisions of *Robert's Rules of Order*.

**965. PARTNERSHIPS COORDINATOR**

The Partnership Coordinator is responsible for connecting clubs with Kiwanis International's official partners and supporting clubs in developing and maintaining signature projects in their communities. The Partnership Coordinator may also help form new partnerships in selected regions, applicable to those areas.

**966. PAST DISTRICT GOVERNORS' CHAIR**

The past Governor Chair will preside during the meetings of the past Governors (PGA). This association will work on projects as requested by the Governor. They will advise the Governor when requested.

**968. PAST LT. GOVERNORS' ASSOCIATION**

The past Lt. Governor Chair will preside during the meetings of the past Lt. Governors (PLGA). This association will work on projects as requested by the Governor, often serving as Sergeants at Arms at conferences and conventions. They also aid the Georgia District in membership development and building the Kiwanis family through participation in club building and education, and providing monetary grants to clubs if requested.

**970. DISTRICT PHOTOGRAPHER**

**Purpose:** To document with photography the District's events such as the fall and winter training sessions, meetings and the annual District Convention.

**Responsibilities:**

1. To photograph the opening session of the Fall and Winter Training Conference and the District Convention.
2. To photograph the Governor interacting with Kiwanis members and Class Leaders in the training classes.
3. To photograph all on-going projects for the District.
4. To photograph the District Convention (3-day event) which includes the reception on Friday night, the Saturday opening session, classes and voting of new officers
  - a. Before dinner shoot a group photo of the Governor, Lt. Governors and Administer officers.
  - b. Take photos of the Governor and Lt. Governors as they enter for dinner.
  - c. During dinner show a Power Point presentation of the past year's events.
  - d. Shoot photos of the Closing program on Sunday with the banner exchange.
5. After each event send a photo CD to the District Office for archiving. Twenty color 8x12 prints of the Governor's group are made for the Lt. Governors and Districts.

**972. PUBLIC RELATIONS, MARKETING, ADVERTISING CHAIR**

**Purpose:** To encourage effective public relations, marketing and advertising activities within clubs throughout the Georgia District by providing guidance, examples, encouragement, and in promoting good public relations through conducting an annual competition in which clubs can submit examples and compete for awards and recognition. The PR/ Marketing/Advertising Chair may also be asked to participate in public relations groups and activities at an International level, representing our district and serving as liaison between International and the District.

**Desired Experience For Chair:** Keen interest in promoting Kiwanis at the club, district, and International level, good verbal and written communication skills as well as enthusiastic and inspirational leadership skills.

**Responsibilities:**

1. Submit articles for *Georgia Kiwanian* to provide examples of good PR/ Marketing/Advertising techniques, promote use of KI standards, and provide information on our annual PR/Marketing/ Advertising District Competition.
2. Provide and Market training at Fall and/or Mid-Year Training Conference(s) and District Convention as requested.
3. Disseminate PR/Marketing/Advertising information to clubs throughout the year to encourage use of KI materials and standards.
4. Serve in International role of PR/Marketing/Advertising Ambassador as requested, working as a liaison between KI, other Kiwanis districts, and our District and clubs.
5. Provide an exhibit of PR/Marketing/Advertising materials at District Convention and Fall and Mid-Year Training Conferences.
6. Attend District Board Meetings to stay abreast of District and club activities.
7. Provide detailed guidelines and instructions for the annual PR/Marketing/Advertising club competitions via the *Georgia Kiwanian*. Organize collection of materials submitted as entries by clubs, form a judging group and guidelines for judging, and conduct judging/announce winners. Followed by distribution of certificates to all winners as well as announcement of winners in the *Georgian Kiwanian*.

**NOTE:** Detailed guidelines and instructions for the annual competition have been developed and should be passed on, used, and improved each year as needed to continue and enhance the effectiveness of this District competition.

8. By October 1, send the Governor the Committee Goals and an Action Plan, with the time lines for meeting the goals, and a list of Committee responsibilities.

#### **974. RESOLUTIONS COMMITTEE**

1. Prepare resolutions as requested by the Governor for special occasions.
2. Prepare and present resolutions for consideration of the Delegate body at the annual Georgia District Convention including memorial, ceremonial, inspirational and congratulatory resolutions as may be requested by the District Board or the Governor.
3. Consult with the Governor and District Board as directed by Governor or Board.
4. Complete other duties as assigned by the Governor or District Board.

#### **976. SCREENING AND NOMINATING COMMITTEE**

The Chair of the Screening and Nominating Committee is nominated by the Governor. The Chair should be an active member from active past governors. The Committee must insure that candidates for Vice-Governor have met requirements of the position. The Committee should meet with candidates to review job responsibilities.

#### **980. SPECIAL SERVICE PROJECT COMMITTEE**

Any club, division or board member may propose a special district-wide service project.

The proposal will be reviewed by the District Board, and, if approved, the Governor shall appoint a committee and Chair in accordance with Article V, *Committees*, Section IV, of the District Bylaws.

#### **984. TECHNOLOGY/WEBMASTER COMMITTEE**

**Purpose:** To maintain the district website and to provide advice and guidance to office and clubs on technology. To educate clubs and members on ways to use technology to improve clubs and communication which can result in better member communication, retention, and recruitment of new members.

##### **Desired Experience For Chair:**

- Experience with developing and maintaining websites, including experience with HTML, PHP, MySQL and SSI.
- Experience conveying information about new technology to others and willingness to learn new ways to do web support.
- Know how to write HTML (not just generate pages) and how to use FTP.

##### **Responsibilities:**

By October 1 send the Governor the Committee Goals and an Action Plan, with time lines for meeting the goals and a list of Committee responsibilities.

1. To maintain district website, make updates as necessary, contact KI webmaster/computer staff.
2. Write monthly article on technology for *Georgia Kiwanian*.
3. Answer questions that clubs and members have on technology in the clubs.
4. Work with executive director on technology needs for district office.
5. Present seminars on technology at training events.
6. Get pictures and information for website.

## 985. DISTRICT TRAINING CHAIR

This position should be appointed by April 1 of the Governor-elect's year. Set goals, create action plans and deliver to Governor by August 1.

**Job Description:** To conduct and/or schedule training for the following training sessions:

1. District Convention (Governor-elect's year)
2. Fall Conference (Governor's year)
3. Mid-Year Conference (Governor's year)

To coordinate with the Leadership Development Coordinator to ensure that Club Leadership Education (CLE) courses are offered as needed.

### **Responsibilities:**

- With the Governor-elect and Executive Director, determine the date, select and contract for the site(s) for the Fall and Mid-Year conferences which will be held during the Governor's year.
- Select a club which will be Site Coordinator for Fall and Mid-Year Conferences.
- With the Governor-elect, determine the date, select and contract for the site of the Lt. Governor-elect training. Determine if you will need a club to be site coordinator.

### **Responsibilities for training conferences:**

1. Estimate the number of participants for each course and assign rooms accordingly. Some courses, like Secretary Training and Kiwanis 101-104, will have a greater number of participants than others.
2. Secure instructors for all the courses. Give each instructor a Statement of Purpose for the course. Be aware that some instructors may have other meetings, such as Past Governors' meeting, and their classes would need to be scheduled accordingly. Coordinate with the Governor for any representative from Kiwanis International to be on the programs.
3. Ask the instructors for any audio/visual needs and give requests to Site Coordinator. Contact the following to see if they will need a meeting room:
  - a) Chair of the Past Governors' Association
  - b) Chair of the Aktion Committee
  - c) Chair of the Past Lt. Governors' Association
  - d) Chair of the Georgia District Foundation

- e) Chair of the Vice-Governor Candidate Screening and Nominating Committee (Mid-Year Conference only).
4. Plan the training for the District Convention in August of the Governor-elect's year. This needs to be completed by March 15 in order to work with the Convention Chair in requesting the number of rooms and any arrangements that will be needed.
5. Forward attendance record for all Club Leadership Education (CLE) courses to the Leadership Development Coordinator, so that he/she is able to determine attendees who have completed the four Leadership courses (Kiwaniis 101-104).

**Starting October 1 of the Governor's year:**

6. By September 1, send District Executive Director a list of courses to be offered to be published in the September issue of the *Georgia Kiwanian*.
7. Send the draft of the Fall Conference Program, complete with courses, instructors' names, room numbers and times in the program format to the District Executive Director 45 days prior to the Fall Conference.
8. Send a thank you letter to all Fall Conference instructors.
9. Send the draft of the Mid-Year Conference Program, complete with courses, instructors' names, room numbers and times in the program format to the Executive Director 45 days prior to the Conference.
10. Coordinate the Mid-Year Conference.
11. Send a thank you letter to all Mid-Year Conference instructors.
12. Complete other responsibilities assigned by Governor.
13. Share all suggestions for training with next year's District Training Chair.

**986. YOUNG CHILDREN PRIORITY ONE CHAIR**

**Purpose:**

To educate the Georgia District membership of the need for Kiwanis involvement in the lives of children from prenatal to age 5 in 4 key areas.

1. Maternal and child health
2. Child Care and Development
3. Parent education and support

4. Safety and pediatric trauma

**Desired Experience for Chair:** To have been a Young Children Priority One (YCPO) chair for their local club or to have participated in District, Division, or Club level YCPO projects.

**Responsibilities:** To encourage participation in YCPO projects by focusing on the following:

1. Write interesting and factual articles for the Georgia Kiwanian with the purpose of educating members of the needs of young children and sharing project ideas from other Districts and Georgia District clubs.
2. Provide speaking programs to the District clubs about the projects available to them.
3. Share the story of the Worldwide Service Project coming to a close and the new Worldwide Service Project that will be forthcoming.
4. Attend the District Board meetings and share with the Board of Trustees the projects that have been reported from the clubs and divisions.
5. Conduct training classes at the District Conferences and Conventions.
6. By October 1, send the Governor the Committee Goals and an Action Plan, with time lines for meeting the goals and a list of Committee responsibilities.

987. **YOUTH PROTECTION COMMITTEE**

**Purpose:** To educate the Georgia District membership of the seriousness of youth protection and background screening. To maintain Georgia District background screening program with the highest integrity and confidentiality.

Committee members are to include Committee Chair, District Vice-Governor, Chair of Youth Protection Committee, an attorney and two (2) other Kiwanians.

**Responsibilities:**

1. By October 1, send the Governor the list of committee members.
2. Get district board approval for changes in the program and get possible vendors for background screening program.
3. Insure the integrity and confidentiality of the Georgia district program.
4. Write and send out a quarterly newsletter, for the Georgia membership, promoting an awareness of the effort of background screening and youth protection.
5. Record the clubs that participate in the background screening program.

6. Travel to clubs throughout Georgia to give a presentation on the Georgia District background screening program and youth protection.
7. Conduct training sessions at District Conferences and District trainings, and exhibit when possible.
8. If requested, make a presentation on the program at the Lt. Governor-elect training.
9. Work with approved vendor on background screens with any issues that may come up including appeals. Report to the District Governor any concerns or issues.
10. Attend District Board of Trustees meeting.
11. Verify those members required to have a background screen through the Georgia district program have been done and report to the District Governor. For example all Lt. Governors each year.
12. Prepare a report for the next year's chair. (This is for the chairs that rotate frequently.)

#### **988. YOUTH SERVICES CHAIR**

**Purpose:** The Youth Services Committee exists to promote youth services activities, excluding SLP Programs, at the Georgia District and local Kiwanis Club level.

**Desired Experience for Chair:** The chair of the Youth Service Committee should have experience as a Youth Services Chair in a local Kiwanis Club.

**Responsibilities:**

By October 1, send the Governor the Committee Goals and an Action Plan, with timelines for meeting goals and a list of committee responsibilities.

Write a monthly article for the *Georgia Kiwanian* promoting the Youth Services and highlighting activities of Kiwanis Clubs in the District.

Participate in training classes at fall and winter training conferences.

Be available to conduct Youth Services program as needed at division or club meetings and events.

Monitor the Tomorrow's Leaders funds in the District Budget to assure all funds are appropriately and equitably dispersed to Key Clubs and Circle Ks.

Attend District Board of Trustees meetings.

Prepare a written report for the incoming chair on the Committee activities for the year.