

**PENNSYLVANIA DISTRICT
KIWANIS INTERNATIONAL**

POLICY CODE

I. GENERAL:

A. General Provisions:

Before planning or scheduling any events or activities subject to these policies -- all interested persons, officers and clubs should review all applicable sections.

Any changes, additions or deletions to these rules as may be deemed necessary shall be made by approval of majority of the Board of Directors and become operative upon approval.

B. Correspondence:

Copies of all letters and other communications issued to Clubs by Governor, Governor-Elect or Lt. Governors concerning club reports, conventions, delegates, District indebtedness, and other matters of record, shall be submitted to the District Office.

C. District Emblem:

To preserve the distinction and dignity of the Pennsylvania District emblem, it shall not be used for trade or commercial purposes without specific authorization of the Board of Directors. The emblem may appear on District badges for present and past District officers and District committee chairmen and District, Division and Club programs, bulletins, stationery and publications connected with Kiwanis programs and activities of a noncommercial nature. No other use shall be permitted without prior approval from the District Board pursuant to written request submitted to the District Secretary/Treasurer at least ten (10) days prior to the next meeting of the Board.

D. Use of District Mailing List:

The Pennsylvania District Mailing list shall be used only for official District purposes subject to the following exceptions only, and no other:

- (1) Any organization or associate that offers a speaker Bureau or other meeting and/or program services.
- (2) Prior approval by majority vote of the District Board of Trustees.

E. Elections

(1) List of delegates:

The list of delegates shall not be available to any group or individual prior to or during the convention for any purpose other than those necessary to the completion of District convention business.

(2) Candidates:

Any club or Division in the District desiring to nominate a candidate for the office of District Governor or District Governor-Elect for the ensuing administrative year shall file a written statement of intent with the District Secretary/Treasurer no later than May 31. A candidate for Governor-Elect or a candidate for Governor, shall deliver to the District Secretary/Treasurer a statement or brochure, limited to an 8 1/2" x 11" sheet of paper containing biographical data and the qualifications of the candidate, which is subscribed to by the candidate signifying his/her willingness to accept and fulfill all responsibilities of the office if elected. The statement of intent shall be delivered to the District Secretary/Treasurer in sufficient quantities to send one to each club in the District and provide fifty (50) additional copies for the office use and shall be accompanied by a 5" x 7" black and white glossy photograph suitable for printing in the Keystone Kiwanian. As soon as possible after receipt of the statement of intent and no later than thirty (30) days prior to the Convention at which the election shall take place, the District Secretary/Treasurer shall mail a copy of the statement to each club in the District.

F. Officers and Chairmen Hold One Position Only:

A member shall hold only one Club office or chairmanship at a time to provide maximum effort and leadership service.

The District Bylaws prescribe general areas of responsibility for District Officers and District Committee Chairmen and Kiwanis International instructions and bulletins give additional guidelines.

A member shall hold only one District office or chairmanship at a time with the exception of those positions where the member, by reason of holding a particular office, is chairman of a committee ex-officio. A District chairman shall not serve as District chairman and zone chairman of the same or other committee simultaneously.

G. Sponsorship of Kiwanis Tours and Trips:

The Pennsylvania District shall limit sponsorship of tours and organized trips to those primarily within the continental limits of the United States and in conjunction with participation and attendance at major Kiwanis activities such as conventions.

Sponsorship of tours and organization trips by the Pennsylvania District shall require prior approval of the plans and arrangements by either the District Board of Directors or the District Executive Committee.

A full financial report and payment of all net proceeds shall be tendered to the District Secretary/Treasurer's office within thirty (30) days after completion of the activity by the trip chairman.

H. Use of professional fund raisers:

The Pennsylvania District does not recommend the use of professional fund raisers by any Kiwanis club in the District. In addition to other problems, clubs which have used the services of a professional fund raiser have receive a very small percentage of the total moneys raised and have overlapped with other Kiwanis clubs' projects and fundraising events.

I. Appropriation of Club or District Equipment:

The practice of appropriating District or Club banners, gongs and other equipment is disapproved by the Pennsylvania District. This policy may be suspended by unanimous approval of all clubs within a division to encourage interclubbing and fellowship and when reasonable time limits for the return of equipment to the owner are established.

II. PROTOCOL:

A. Charter Presentation:

(1) Charter presentation meetings, being a Kiwanis International function, shall be preapproved by the District Governor.

(2) The Lt. Governor of the Division in which the Club is to be chartered should, with the Governor, preapprove all arrangements including meeting expenses.

(3) The meeting expenses should not exceed the income generated by the sale of admission tickets to the event.

(4) It is recommended that the Lt. Governor or their designate act as toastmaster and that the charter presentation and principal address be made by the District Governor or other District Officer as may be designated.

B. Installation of Officers:

It is the exclusive prerogative of each Lt. Governor to preside at and conduct the ceremonies for the "Installation of Officers" meeting of each club in the Division and no other person shall be invited to conduct said ceremonies unless the Lt. Governor shall expressly approved such invitation in advance.

C. Governor's Official Visit:

During the District Governor's official visit to each Division, the Lt. Governor may preside at or may designate another person to preside at the ceremonies, but it is the Lt. Governor's sole prerogative to introduce the Governor.

D. Official District Functions:

The following shall be dais guests when present:

- (1) Any International Representatives or Officer.
- (2) PA District Officers listed below:
 - (a) District Governor.
 - (b) District Governor-Elect.
 - (c) District Secretary/Treasurer
 - (d) Immediate Past District Governor.
- (3) Master of Ceremonies or Chairman.
- (4) Speakers.
- (5) The Invocater. (If space permits.)

The following may be dais guests at the District Governor's personal invitation.

- (1) Lt. Governor from a host division or President of a host club.
- (2) Visiting officers of other Districts.
- (3) Staff members of the International Office.
- (4) District Governor of Circle K.
- (5) District Governor of Key Club.
- (6) Other special guests.

Dais seating arrangements:

All seating shall follow an order priority, starting at the left of the lectern facing the audience, and alternating from left to right:

- (1) Presiding Officers or Master of Ceremonies (seat immediately left of lectern).
- (2) Speaker (seat immediately right of lectern).
- (3) Present International Officer (s).
- (4) Present District Officer (s).
- (5) Past International Officer (s).
- (6) Past District Officer (s).
- (7) Other dais guests.
- (8) Invocater.

Special Guidelines:

- (1) When spouses are included, they should be seated next to their husbands/wives. As an alternative, spouses may be seated at a second dais in front of their husband/wives. At informal luncheons, the spouses may be seated at a special table directly in front of the dais. Courtesy dictates that ladies who are not officers nor part of the program should not be seated next to the lectern or at the end of the dais.

- (2) Unless determined otherwise by the District Governor, Lt. Governors and their spouses shall be seated directly in front of the dais in order by divisions.
- (3) Past District Governors and their spouses shall be seated in a group in an honored position.
- (4) The District Governor shall be the presiding officer at all District functions, except the installation ceremony for District Officers and any District Function honoring the Governor.
- (5) Any change or exception to Protocol should be approved by the District Governor.

III. DIVISION ACTIVITIES:

A. Division Councils:

The purposes of the District is primarily educationally and promotional. For administrative purposes it has been found advisable to divide the District into divisions which are not additional organization units, but are simply defined areas where the elected Lt. Governors assist the Governor.

Division councils composed of representatives of the clubs of the division may be convened by the Lt. Governor to discuss, consult on, and coordinate co-operative programs and activities for the clubs of the division. The Division Council shall promote the exchange of ideas and cooperation among the clubs without infringing on the authority of the independent clubs.

In addition the Division Council shall provide leadership, education and shall promote the programs of the Pennsylvania District and Kiwanis International.

B. Meetings:

(1) The number and place of meetings shall be determined by each Divisional Council according to local requirements. It is recommended that a minimum of four (4) meetings be held each year and when feasible or necessary, additional or monthly meetings may be held.

The presiding officer at Divisional Council meetings shall be the Lt. Governor, however, in emergencies, the immediate Past Lt. Governor or their predecessors shall preside. At the initial meeting of the Council, a division secretary and a division treasurer may be appointed by the Lt. Governor with the approval of a majority of the council members.

At Division Council meetings voting and motion privileges shall be limited to the Lt. Governor, the Lt. Governor-Elect, all Club Presidents and all Club Secretaries, and all Past Lt. Governors who are active members of a Kiwanis Club of the Division. Division Chairmen and other officers of the clubs of the division not previously named may attend council meetings and may address the council but shall not be entitled to make motions or vote.

- (2) An agenda with appropriate opening and closing should be adopted.

The Division Council may with the full cooperation of the leadership of all the clubs, reach decisions for the mutual benefit of the entire division including requests for voluntary financial support. The council shall have no dues structure. No club in any division shall be obligated by any action taken at a Division Council.

Each Division should formulate written "Operating Procedures" as guidelines for the operation and continuity of its Division Council. The "Operating Procedures" shall be in harmony with the Bylaws and policies of Kiwanis International and the Pennsylvania District.

C. Redivisioning:

Proposals for redivisioning may be initiated at the club, division or district level. Redivisioning can occur as follows:

- (1) Split of an existing division into two or more divisions.
- (2) "Shift" of clubs between two or more divisions.
- (3) Consolidation of two or more divisions.
- (4) Any combination of the above.

The procedure to initiate redivisioning at the club or division level shall be as follows:

- (1) The Lt. Governors of the divisions effected by any redivision proposal shall give personal consideration to the proposal. Any proposal must include the reasons supporting the request and a list of the benefits which would result if the proposal were approved. Issues which should be taken into consideration include the ability of the new division (s), if any, to support a Lt. Governor with a sufficient number of members and the effect on Lt. Governor-Elects who have been elected to hold office during the next administrative year.

- (2) After review, the Lt. Governor (s) shall, following ten (10) days written notice to the President of each club of the division, call a conference for the purpose of discussion of the redivisioning proposal. Copies of the proposal shall be sent to all District Officers. The notice of the division conference shall contain the following information which shall be part of the proposal:

- (a) Proposed territorial boundaries of the new divisions with a sketch or map showing the approximate location of each club.
- (b) A list of club names and membership totals resulting from the redivisioning proposal.
- (c) A list of any non-meeting clubs in the new division (s).

(3) Delegates elected by the clubs to the division conference shall vote on the redivisioning proposal as instructed by a majority vote of their Board of Directors or by a majority vote of their members present and voting at a club meeting. Voting at the division conference shall be in accordance with the provisions of District Policy & Bylaws; however, any club unable to be represented by its own members at the division conference may submit its vote in writing provided that the Lt. Governor has received the written tally in sufficient time to be included with the results at the division conference.

(4) Approval of any redivision proposal shall be by two-thirds vote of the clubs, in the division (s). Following any vote to approve redivision, the Lt. Governor (s) shall send the adopted proposal with the vote tally to all clubs in the division (s) and all District Officers. Such information shall be transmitted so that it will be received no later than December 31, of the current administrative years.

(5) Proposals for redivision shall be reviewed by the District Board no later than March 1 of the current administrative year. It is recommended that any elections of Lt. Governors and Lt. Governor-Elect as outlined in the District Bylaws be deferred until after District Board review of any redivisioning proposal which would affect the results of such elections.

D. Zone Structure of Divisions:

For administrative purposes, it is some times necessary to group the divisions into zones. When this is necessary, the structure/grouping should be as follows.

1. Zone 1 - Divisions 1, 2 & 9
2. Zone 2 - Divisions 3, 4, 5 & 6
3. Zone 3 - Divisions 7, 8 & 10
4. Zone 4 - Divisions 11W, 11E, 12N, 12C & 12S
5. Zone 5 - Divisions 14 & 15
6. Zone 6 - Divisions 13N, 13S & 16
7. Zone 7 - Divisions 17, 18 & 19
8. Zone 8 - Divisions 20, 21 & 22

IV. MISCELLANEOUS

A. Official Color:

The official color of the Pennsylvania District shall be yellow.

B. Official Blazer:

The official blazer of the Pennsylvania District shall be Navy Blue.

C. Reporting by the District Foundation:

The District Foundation Board shall provide copies of its Annual Audit Report to the District Board of Trustees. The Foundation Board shall provide semi-annual reports of receipts and disbursements to the District Board of Trustees.

D. Line of Credit:

The District shall maintain a line of credit not to exceed \$ 40,000.00. The line of credit shall be used only for the budgeted operating expenses of the District.

V. DISTRICT POSITION ON THE DENIAL OF MEMBERSHIP APPLICATIONS

The Pennsylvania District of Kiwanis recognizes by the Constitution and Bylaws of Kiwanis International, the Pennsylvania District and all affiliated clubs, that the board of directors of a club has the right to reject any membership application submitted for its consideration.

However, the Pennsylvania District does not support and strongly discourages the rejection of any application on the basis of the gender, race or religious background of the applicant. We encourage and ask all clubs to accept or reject applicants without any consideration of the gender, race or religious background of the applicant.

VI. STRATEGIC PLANNING

The District shall have a strategic planning committee consisting of the Governor, Governor-elect, Immediate Past Governor, District Secretary/Treasurer, President of the Past Lt. Governors Association, Circle-K District Governor, District Key Club Governor and six others to be named for staggered three year terms. The Governor-elect will be the chairperson of this committee.

VII. POLICIES FOR ALL CLUBS IN THE DISTRICT

A. Effective October 1, 1998, if a club is below 15 members for six months in a row, the District will request

that the Club be placed in “not in good standing”. If after being placed “not in good standing” the club remains below 15 members for six months, the District will request that Kiwanis International suspend the

club. Should the club remain on suspended status for six months and not reach 15 members, the District will ask Kiwanis International to revoke the charter of the club. Anytime a club reaches 15 members it will

be returned to “good standing.” If a club below 15 members chooses to participate in the District membership program or in an organized program offered by Kiwanis International and follows every aspect of the program (as certified by the Lt. Governor or Revitalizer), a two year waiver will be granted to the provisions of this rule/policy.

B. Effective October 1, 1998, if a club fails to submit monthly reports for 12 consecutive months or for 22 months out of any 24 month period, the District will ask Kiwanis International to place the club “not in good standing”. Should the club fail to submit monthly reports for 10 out of 12 more months after being placed in “not in good standing”, the District will request that Kiwanis International suspend the club. After being suspended should the club fail to submit monthly reports for 10 out of 12 more months, the District will request that Kiwanis International revoke the club’s charter.

C. Effective October 1, 1998, all clubs must have at least one member attend a District Convention, a District

Midwinter Conference or an International Convention at least once every two years. Should a club fail to send at least one representative to one of the aforementioned events for two consecutive years, they will receive a letter from the District reminding them that they should have representatives at one of these events at least once every two years. If a club fails for a third consecutive year to have representatives at one of the aforementioned events, the District will request that Kiwanis International place the club “not in

good standing.” If a club fails for a fourth consecutive year to have representatives at one of the aforementioned events, the District will request that Kiwanis International suspend the club. If a club fails for a fifth consecutive year to have representatives at one of the aforementioned events, the District will request that Kiwanis International revoke the club’s charter.

D. Any club which loses 25 % of its membership (as certified by Kiwanis International) over a three year period must participate in the District Membership Program or an organized program offered by Kiwanis International.

E. If a club drops below 10 members, the District will request that Kiwanis International immediately suspend

the club until the club reaches fifteen members. Should the club remain under 10 members for 12 months, the District will request that Kiwanis International revoke the charter of the club.

F. All clubs should do a club and community analysis at least once every two years.

VIII. SELECTION OF PENNSYLVANIA CANDIDATES FOR THE POSITION OF KIWANIS INTERNATIONAL TRUSTEE

When the Pennsylvania Kiwanis Political Action Committee determines that the District shall offer a candidate for the position of Kiwanis International Trustee, the name(s) of any member(s) of the district, who consent in writing, shall be presented to the District Convention. Such presentation will be sponsored by the club(s) of such member(s). For a member to be presented, they must have held or are currently holding the office of Pennsylvania District Governor. A member, to be selected, must receive a majority of the votes of the members of the House of Delegates.

Prior to coming before the House of Delegates, any candidate(s) for the position of Trustee will make a presentation to a meeting of the Past District Governors which will be held at the District Convention prior to the House of Delegates. The Past District Governors shall determine the length of any presentation made to them and will be able to ask questions of any candidate(s). The Past Governors can endorse any and all candidates. The endorsement of any candidate(s) shall be announced to the House of Delegates when it is considering the candidates for the position of Kiwanis International Trustee.

All candidates for International Trustee will be provided the opportunity to address the District Convention for three minutes at the convention opening session. At the District Convention business session, they will be provided the opportunity to have a nominating speech of not more than two minutes and a seconding speech of not more than one minute. All candidates will be permitted to distribute campaign material during the convention in accordance with rules determined by the District Board of Trustees.

Nothing in these procedures would prevent the nomination of candidates from the floor of the convention.

IX. PROCEDURES FOR THE DISTRICT FOUNDATION NOMINATING COMMITTEE

The following will serve as a guideline for the appointment and operation/conduct of the District Foundation Nominating Committee.

A. By not later than March 1st of the administrative year, the District Governor shall have appointed the District Foundation Nominating Committee in accordance with Article VII, Section 3, paragraph (h) of the District Bylaws and provide them with instruction on the duties of the committee.

B. In accordance with Article VIII, Section 20, the District Foundation Nominating Committee shall select a slate of candidates to serve a three (3) year term as directors on the Pennsylvania Kiwanis Foundation Board and to be submitted for election at the annual meeting of the District Foundation.

C. The Nominating Committee shall hold at least one meeting of all members of the committee to discuss its responsibilities and develop a plan to meet those responsibilities.

D. The Nominating Committee shall select at least one candidate for every term which will be expiring at the end of the administrative year and for any other vacancies on the Foundation Board of Directors.

E. The Nominating committee will contact all potential nominees to the Foundation Board of Directors and get their assurance that they will serve and meet all responsibilities, if elected. The committee will not submit the names of anyone who has not been contacted and/or has not agreed to serve and meet all responsibilities. The committee should extend the courtesy of contacting all members of the Board whose terms are expiring and ask them whether they wish to be nominated for another term.

F. The Chairman of the nominating committee will insure that all members of the committee shall receive the names of all Kiwanians whose names will be submitted for nomination. A majority of the committee must approve the list of nominees.

G. Not less than 45 days prior to the start of the annual District Convention, the Chairman of the Committee shall report the names of all candidates approved by the committee to the District Governor and President of the District Foundation.

H. The Foundation President or his/her designated representative will prepare a ballot showing the names of all Kiwanians submitted by the nominating committee. The ballot should list all candidates in alphabetical order and incumbents should be noted.

I. All members of the nominating committee will remain impartial and will not endorse or campaign for any of the nominees the committee develops.

X: Raffles and Games of Chance

For any District sponsored organization or club wishing to have a raffle which would solicit every club in the district and/or be sold at a District sponsored event, the following criteria must be met.

1. Any Club or District sponsored organization (District Foundation, District Circle-K, District Key Club, Builders Club or Aktion Club) wishing to solicit all clubs in the District to participate in a raffle or game of chance or wishing to sell the same at a District convention, conference or event must get the approval of the District Board of Trustees to do so.
2. On any ticket for a raffle or game of chance, there must be a clear statement of purpose. Additionally, a clear statement must be made about where the proceeds should be sent or submitted. Additionally, a clear statement must be made on the time and location of the drawing or game. All tickets must be numbered for audit and control purposes.
3. An appropriate games of chance license must be obtained and approved by the appropriate government agency.

If the above criteria are not met, the following penalties may be applied.

1. Any Club or District sponsored organization failing to meet the above guidelines may receive a warning letter advising of the violations and asking them to immediately cease operation of the raffle or game of chance until corrective action can be and is taken. If a club fails to cease operation when required to do so, the District may request that Kiwanis International place the club's charter on suspended status. If a District sponsored organization fails to cease operation when required to do so, the District may seek the removal of the appropriate officers and/or the dissolution of the board of directors of the sponsored organization. If necessary, the appropriate government agency or agencies will be notified.
2. Any club or District sponsored organization conducting a raffle or game of chance at a convention or conference without following the above guidelines will be asked to cease operation immediately. Failure to do so may result in the removal of those individuals representing the club or sponsored organization from the convention, conference or event.

XI. Lt. Governor Expense reimbursement and reporting

No Lt. Governor shall be eligible for general expense reimbursement if more than one of the required Lt. Governors' reports has not been submitted.