

**POLICIES
of the
NEW JERSEY DISTRICT KIWANIS INTERNATIONAL**
As approved on August 21, 2015, and revised through June 26, 2024

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The Policies of the New Jersey District of Kiwanis International are intended for further clarification of the District Bylaws. If a conflict should arise between the Policies and the District Bylaws, the Bylaws shall prevail.

1. Definitions

1.1 Policy – a basic principle by which the New Jersey District of Kiwanis International guides the officers and organization of the District and the manner by which the Bylaws of the New Jersey District of Kiwanis International are implemented.

1.2 Mail – shall refer to communications within the District made by standard postal delivery or by electronic mail to include FAX and E-mail.

1.3 Past District Officer–The title of Past Lieutenant Governor, Past District Secretary, and Past District Treasurer shall apply only to individuals who have completed their full term of office, except that the District Board may approve the title when there were extenuating circumstances beyond the control of the officer.

1.4 Organizational Meeting–This is a meeting held before October 1, usually at the District convention, for the sole purpose of appointments and other matters of organization that take effect on October 1.

1.5 Quorum- is defined as half the total members on the District Board in rounded, whole numbers, i.e., 11.5 means 12.

1.6 Voting-The outcome of a vote, unless otherwise specified, shall be based on those voting in favor or in opposition to the question; abstentions or non-votes will be excluded from the count.

1.7 Delegates means delegates or delegates-at-large.

1.8 District Officers comprise the Governor, Governor-elect, Immediate Past Governor, Treasurer, Secretary, and the Lieutenant Governors.

1.9 District Executive Officers comprise the Governor, Governor-elect, Immediate Past Governor, Treasurer, and Secretary.

2. District Board

2.1 The District Board, presided over by the Governor, shall hold at least six (6) meetings on the dates designated by the Governor, and approved by the District Board:

2.1.1 An organizational meeting pursuant to Policy Code Section 1.4;

2.1.2 One of these meetings will take place prior to October 31st;

2.1.3 One in November/December/January;

2.1.4 One in February/March;

2.1.5 One in April/May/June;

2.1.6 One in August/September, around or at the time of the annual District Convention.

2.1.7 If the meeting required by 2.1.5 is not less than 50 days before the scheduled House of Delegates, a board meeting for the limited purpose of considering items to come before the House of Delegates shall be scheduled no more than 50 days and no less than 35 days before the scheduled date of the House of Delegates.

2.1.8 If the District Board-designate shall meet prior to October 1, any action taken shall become effective on October 1. The schedule of these meetings shall be announced by the Governor-elect at the April/May/June meeting of the District Board and approved at the Organizational Meeting. (8/2024)

2.2 The District Board of the New Jersey District of Kiwanis International shall define the Policies of the District and shall have full management responsibility on all matters pertaining to the District.

2.3 The Board may consider having a public session at a regular meeting of the District Board subject to the following conditions:

- a. A club has petitioned the Board by e-mail or postal delivery for an audience at least ten days prior to the meeting and has explained the reason for the audience.
- b. The Board, depending on the number of requests for an audience and on the amount and urgency of business before the Board, may specify a time limit for each petitioning club and a time limit for the public session.
- c. The Governor may adjourn the session, without objection, to handle pressing business or to maintain order.

2.4 A consent agenda, as opposed to an active agenda, may be used for purely routine, mundane, non-controversial matters such as committee appointments and non-actionable committee reports. Any Board member may move any item from the consent agenda to the active agenda, without debate, and any committee chair may request Board approval to have his/her committee report moved from the consent agenda to the active agenda.

2.4.1 To use a consent agenda, the District Secretary will send to all Board members electronic copies of all submitted reports or other business at least 10 days prior to the scheduled meeting of the Board.

2.4.3 Approval of the consent agenda at a Board meeting shall constitute approval, without discussion, of all items listed in the consent agenda

2.5 As regards the District Board, all matters of discipline that apply to the District Officers shall apply to all Board members. [6/2016]

2.6 Code of Ethics and Conduct

2.6.1 To ensure the confidence of clubs and members and the reputation of the District and Kiwanis International among the public and to fulfill the District Board's role of stewardship and leadership to the organization, the District expects all members of the District Board to conduct themselves according to the highest ethical, professional, and moral principles. Each District Board member, and candidate for any District Board office, shall annually acknowledge, by signature, that he/she has read, understands, and accepts personal responsibility to adhere to the standards of conduct stated in this policy. These acknowledgments shall be maintained by the District secretary.

2.6.2 Each District Board member shall, to his/her utmost ability:

- Personally comply with all applicable laws and regulations;
- Personally comply with the Bylaws and Policies of the District and of Kiwanis International;
- Never knowingly allow the District to violate any applicable laws and regulations;
- Act with integrity, honesty, and trustworthiness and not engage in unethical practices, deceive others, or misrepresent the District in any business dealings;
- Treat others equitably, fairly, and with respect and not engage in any form of discrimination or harassment;
- Be loyal to the District and its purpose, above any loyalty to a particular individual or group of individuals;
- Demonstrate care for clubs and club members and the communities they serve, including the highest regard for the safety, health, and welfare of the public;
- Make responsible decisions for the future of the District, ensuring Kiwanis resources are prudently managed and expended;
- Practice transparency and accountability to clubs, members, and the public;
- Not use the name of Kiwanis or their Board position for personal benefit or advantage;
- Help create a cooperative and productive working environment at Board meetings and other District functions;
- Respect and protect any privileged or confidential information, including the private information of members and donors, and support the final decisions of the Board;
- Fulfill the duties of office to which they are elected and not attempt to exercise individual authority outside the purview of his/her office;
- Interact with staff in a professional and respectful manner, following agreed channels of communication and authority;

- Not engage in any conduct that would tarnish the good reputation of Kiwanis or undermine the public's trust.
- Not nominate or second the nomination of any candidate for a contested election at the District or club level.

2.6.3 Alleged violations of these standards of conduct shall be reported to the District Secretary (or to the Governor, if the Secretary is the subject of the allegation), who shall inform: 1) the Executive Committee; or 2) a committee composed of District Governor, Governor-elect, Immediate Past Governor, Secretary, and Treasurer, excepting any such officers who may be the subject of the allegation. If the committee determines that further investigation is warranted, the process shall be conducted in the same manner as violations of conduct unbecoming, including the right of the individual to defend him/herself, as defined in the District bylaws. After the process is completed, any Board member found to have violated these standards of conduct shall be subject to disciplinary action as determined by the Board, up to and including suspension of duties or removal from office. [12.09.17]

2.7 The NJ Kiwanis, Circle K, and Key Club Annual Meeting(____/2024)

2.7.1 The Governor shall plan a meeting in May/June of the members of the New Jersey Kiwanis District Board, the New Jersey Circle K District Board, and the New Jersey Key Club District Board. The purpose of this meeting is to introduce the members of the three District Boards to their counterparts and promote K-Family relations between the three organizations.

2.7.2 The invitation to the meeting shall be extended to:

- All current Executive Officers and Lieutenant Governors of the New Jersey District of Kiwanis
- All Lieutenant Governor Elects of the New Jersey District of Kiwanis
- All current Executive Officers and Lieutenant Governors of the New Jersey District of Circle K
- All Immediate Past Executive Officers and Lieutenant Governors of the New Jersey District of Circle K
- All current Executive Officers and Lieutenant Governors of the New Jersey District of Key Club
- All Immediate Past Executive Officers and Lieutenant Governors of the New Jersey District of Key Club
- The Administrators and all current members of the NJ Kiwanis Committee on Circle K and Key Club
- Other Kiwanians that the Governor deems necessary to attend the meeting

2.7.3 The Kiwanis Governor shall work with the Circle K Governor and Key Club Governor to create an agenda for the meeting that shall cover matters related to all three organizations as well as introductions to everyone's counterparts.

2.7.4 The Governor shall report on the annual meeting at the next scheduled Kiwanis board meeting and have a discussion on any topics that may be important to the betterment of all three organizations

3. Governor

3.1 The Governor is the Chief Executive Officer of the District and as such cannot be expected to participate in club functions, unless the Governor has a major part in the program.

3.2 In general, the Governor's visits shall be limited to the Official Visits to the divisions, except when prior notification is given to the Lt. Governor of the division.

3.3 In the event of a vacancy in the office of Governor, the most immediate Past Governor shall, without delay, call a meeting of a special committee comprised of the Executive Committee, two current Lieutenant Governors, two Past Governors, and two Past Lieutenant Governors. The special committee shall propose to the District Board one or more names to be considered to fill the vacancy for the unexpired term. The vacancy shall be filled by majority vote of the District Board, preferably from among the qualified Past Governors, or if necessary, from among the current or Past Lieutenant Governors.

4. Governor-elect

4.1 The Governor-elect shall be responsible for the training of the Lieutenant Governors-designate.

4.2 The Governor-elect shall abide by the agreement made upon candidacy.

5. District Office

5.1 The location of the District office shall be as approved by the District Board.

5.2 The District office shall operate under the supervision of the District Secretary.

5.3 The District office shall operate according to the District Office Manual of Procedures.

6. Financial

6.1 Each club shall pay dues to the District for each and every member in the amount of \$42.00 per annum, \$4.00 of which shall be applied to the Convention Reserve Account and to be used as set forth herein; and the balance of which shall be used for the operation of the District. The total amount shall constitute all District charges, other than the registration fees paid by those in attendance at District Conventions as permitted in the bylaws. The total amount shall be due annually on October 1 and payable not later than November 30 and is to be based upon the annual membership report of the respective clubs to Kiwanis International as of September 30. Any change in this section requires a two-thirds approval by the House of Delegates at the District Convention

6.2 Each member club shall pay to the District a pro-rated amount for each new member added to an existing club in accord with the following Table:

6.2.1 The money in the Convention Reserve Account shall be used exclusively to assist the District officers in attending the International Convention held during their Administrative year, and to defray the cost of the District Convention.

6.2.2 Any funds for the Convention Reserve Account not used during the Administrative year shall be retained for use in future conventions.

6.2.3 Any deviation from Sections 6.2.1 and 6.2.2 of these policies will require a two thirds approval of the entire District Board.

6.3 A Kiwanis Club shall be relieved of any obligation to pay District Dues for any such club member for a period of two (2) years from the date of joining that club, provided such member was a former member of a Kiwanis International sponsored program. The financial obligations to said members local club, Kiwanis International (the subscription to Kiwanis Magazine, and the international premium payable to defray the cost of insurance as prescribed in the International Bylaws) shall remain payable. (8/2024)

6.4 Each member club shall pay to the District a pro-rated amount for each new member added to an existing club in accord with the following Table: (8/2023)

Table of District New Member Add Fees*

Month Joined**	New Member Fee/\$
Oct	42.00
Nov	38.50
Dec	35.00
Jan	31.50
Feb	28.00
Mar	24.50
Apr	21.00
May	17.50
Jun	14.00
Jul	10.50
Aug	7.00
Sep	3.50

* The date that the new member add is reported to Kiwanis International

- a. The interim new member dues fee shall apply to the new members added to the club roster after the submission of the original permanent organization roster to Kiwanis International.
- b. The new member adds fee, as given in the Table above, shall be submitted to Kiwanis International with the New Member Add Form upon induction of the new member.
- c. The District New Member Add fee for an existing club shall be waived for any individual who has resigned from one club and then joins another within six (6) months. (8/2023)

6.5 No voluntary contribution for any District activity shall be requested of all clubs by the District except by the two-thirds (2/3) vote of the delegates at a convention.

6.6 The Contingent Reserve Account of the District shall be maintained by the District and there shall be placed in this account any balance or surplus monies emanating from the operation of the District for the Administrative year exclusive of funds for the Convention Reserve Account. Disbursements from the said Contingent Reserve Account shall be upon the authorization of the District Board. The District shall strive to maintain a Contingent Reserve Account amounting to 45% of the annual operating budget, excluding the budget for the International and District Conventions.

6.7 All disbursements shall be made by check and shall show the payee, the budget category, and the amount of payment. Total disbursements in any year shall not exceed the gross amount of the budget adopted by the District Board in each year. All disbursements shall be supported by a proper voucher, where appropriate.

6.8 The books of account of the District shall be examined at least once each administrative year by a qualified individual or company selected by the District Board. The individual(s) should be qualified to perform such work. This examination shall be completed by the end of November of the following administrative year and the financial report shall be submitted to the District Board at their next meeting. A copy of the financial report shall be sent to the Executive Director of Kiwanis International by March 31.

6.9 The expenses of all District officers when they are engaged in the business of the District shall be paid by the District in accordance with the provisions of the budget.

6.10 The necessary expenses incurred by the Governor in attending any convention of Kiwanis International may be paid by the District, in accord with the budget.

6.11 The authorized signatories shall be the current Governor, Governor-elect, District Treasurer, and District Secretary. Two signatures shall be required on checks. In case of the inability of persons designated to sign checks to perform their functions, the District Board shall designate those who shall act as substitutes.

6.12 The New Jersey District of Kiwanis shall waive the registration fee for up to two (2) dues paid members of newly organized Kiwanis Clubs at the first annual Mid-Winter Conference and District Convention following their official organization date. Once the conference dates have passed, all members of newly organized clubs shall pay the full registration fee. (8/2024)

7. Divisions

7.1 For administrative purposes, the District Board shall have the power to set up divisions, from time to time, to name or number the same, and to allocate existing and future clubs to said divisions, provided that notice of any proposed change of a club to another division or a new division shall be given in writing by the District Secretary to the Club Secretary at least thirty (30) days prior to the District Board meeting at which the change is to be considered.

7.2 Any club desiring to be assigned to a division other than that to which it is allocated by the District Board, shall have the right to apply to be reassigned either in writing or by not more than five representatives to the District Board, and if dissatisfied with the action of the District Board, to appeal from the decision of the Board to the delegate body at the next convention, and if the delegate body so decides, the application of such club shall be granted.

8. District Standing Committees

8.1 The titles, structure, and duties of the District Standing Committees, consistent with the requirements of the Kiwanis International Board of Trustees as set forth in appropriate documents of Kiwanis International, and as supplemented herein are as follows:

- 8.1.1** Aktion Club*
- 8.1.2** Builders Club*
- 8.1.3** Bylaws and Policies*
- 8.1.4** Children and Youth Services*
- 8.1.5** Circle K*
- 8.1.6** District Convention*
- 8.1.7** District Conferences
- 8.1.8** District Convention Sites
- 8.1.9** District Structure
- 8.1.10** Executive Committee
- 8.1.11** Finance*
- 8.1.12** Membership*
- 8.1.13** Fundraiser*
- 8.1.14** Human and Spiritual Values*
- 8.1.15** International Convention*
- 8.1.16** Key Club*
- 8.1.17** Key Leader*
- 8.1.18** Kiwanis Education*
- 8.1.19** Kiwanis Kids*
- 8.1.20** Past Governors
- 8.1.21** Past Lieutenant Governors
- 8.1.22** Public Relations*
- 8.1.23** Resolutions
- 8.1.24** Sergeant at Arms
- 8.1.25** Service*

8.1.26 Strategic Planning

8.1.27 Technology and Website

*Kiwanis International specified committees

8.2 Each standing committee except the Committees of Past District Governors and Past Lieutenant Governors shall be composed of at least three (3) members, unless otherwise specified, and shall serve for a term of one (1) year beginning on the first day of October. The chairs of all committees except the Committees on Past District Governors and Past Lieutenant Governors and the members of all but the committees of Past Governors and Past Lieutenant Governors shall be appointed prior to August 1 by the Governor-elect. The Committees on Past Governors and Past Lieutenant Governors shall select their own chairs prior to October 1 according to policies established by these committees. The committees shall be responsible to the Governor and shall make such reports as the Governor may direct. All chairs and members of committees except the chairs and members of the Committees on Past District Governors and Past Lieutenant Governors shall be subject to removal by the Governor.

8.3 Each standing committee at all times shall cooperate with the appropriate committee of Kiwanis International in promoting among the clubs of the District programs suggested by such Kiwanis International committees.

8.4 The Duties of the Standing Committees are as follows:

8.4.1 The Committee on Aktion Clubs shall assist Kiwanis clubs and divisions in needs of people with disabilities, and shall promote the concept of continuing and effective establishing Aktion Clubs in conjunction with community agencies or organizations that serve the sponsorship upon the part of the sponsoring Kiwanis clubs.

8.4.2 The Committee on Builders Clubs shall assist Kiwanis Clubs in establishing Builders Clubs in junior high/middle schools and shall promote the concept of continuing and effective sponsorship upon the part of the sponsoring Kiwanis Clubs.

8.4.3 The Committee on Bylaws and Policies shall examine the District Bylaws and shall submit any recommendations concerning revisions thereof to the District Board and shall cooperate with the District Board in drafting proposed amendments authorized by the District Board, and shall make a report on all properly proposed amendments to the District Bylaws to be acted upon by any convention. The committee shall also cooperate with the District Board in interpreting the spirit of the District Bylaws and in securing the proper observance of obligations, standards and practices arising there under including the adjustment of any grievances and shall from time to time review and submit Policies implementing the Bylaws to the District Board for approval. All proposed amendments of the bylaws or policies and procedures of Sponsored Service Leadership Programs shall be reviewed for comments by the Committee prior to presentation to the District Board for action.

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

8.4.5 The Committee on Circle K Clubs shall be under the supervision of the Circle K Administrator, assist Kiwanis Clubs in establishing Circle K Clubs in universities and colleges, and promote the concept of continuing an effective sponsorship upon the part of the sponsoring Kiwanis Clubs. The committee shall also be responsible for the proper carrying out of the Circle K District organization's administrative functions in accordance with the Kiwanis District Board's approval.

8.4.5.1 All proposed amendments of the bylaws or policies of the Circle K District shall be reviewed for comments by the Committee on Bylaws and Policies prior to presentation to the District Board for action.

8.4.5.2 The Committee shall be responsible for the following financial matters (See Appendix C).

- a.** There shall be a standard operating procedure (SOP) on finances, including record keeping procedures; overview and monitoring, check handling, account handling, filing of governmental documents, and auditing.
- b.** The SOP and any changes in it must be approved by the Kiwanis District Board.
- c.** Copies of the most current SOPs shall be an attachment to these Policies, and shall be an active, guiding document for the Committee on Circle K
- d.** The Committee shall report the detailed status of all financial accounts to the Kiwanis District Board at the fall meeting and the spring meeting, or on demand by the Board.
- e.** All accounts shall be audit-ready at all times.
- f.** Within 45 days of the end of the administrative year (March 31), the financial records shall be audited, reviewed, or compiled as appropriate; such results shall be sent to the District Secretary within ten days of completion; and the Administrator shall be responsible to report the findings at the next closest District Board meeting.

8.4.6 The Committee on District Conventions shall consist of the District Governor, the chair of the District Finance Committee, the Governor-elect, the

District Secretary, District Treasurer, a representative from the host committee, and such other members as the Governor may appoint. It shall formulate the official convention program (workshops, training, order of business) for approval by the District Board at the May board meeting.

8.4.7 The Committee on District Conferences shall be under the supervision of the District Secretary who shall be chair and shall comprise members appointed by the Governor.

8.4.8 The Committee on District Convention Sites shall be responsible for investigating potential convention sites and making recommendations to the District Board for future convention sites.

8.4.9 The Committee on District Structure shall consist of five members, the Immediate Past Governor, the two preceding Past Governors, and two members appointed by the Governor. The chair shall be a Past Governor. The committee shall investigate and report upon subjects assigned to it by the District Governor, the District Board, or both.

8.4.10 The Executive Committee shall consist of the Immediate Past Governor, the Governor, The Governor-elect, the District Secretary, the District Treasurer, and two Lieutenant Governors chosen by the Lieutenant Governors at the Organizational Meeting. The administrative authority of the District Board shall be delegated to the Executive Committee between meetings of the District Board, if the need arises, on all matters. The action of such committee shall have full force and effect. Any action by the Executive Committee, unless disapproved by the District Board, shall be formally ratified by such Board. This delegation of authority shall not include the right to waive or change policy.

8.4.11 The Committee on Finance shall prepare a budget of estimated income and expenditures for submission to the District Board at the Organizational Meeting immediately following the District Convention, and shall submit such other recommendations as may be requested by the District Board. The committee shall consist of the Governor, Governor-elect, Immediate Past Governor, District Secretary, District Treasurer, two current Lieutenant Governors appointed by the Governor, and the chair who shall be a past District officer. It shall be the practice of the committee to invite, as observers, all candidates for District office and the Chair-designate for the committee.

8.4.11.1 The Committee Chair shall request membership projections from the Membership Committee Chair as of April 1. These projections shall be provided to the Finance Committee Chair by April 15.

8.4.11.2 The Committee shall meet after April 15, but prior to the spring Board Meeting and will present a preliminary budget for discussion by incoming and current Board Members at the spring Board Meeting. Thereafter, the Committee will meet at times designated by the Chair to finalize the budget that will be presented at the Organizational Meeting of the Board following the District Convention.

8.4.12 The Committee on Membership shall coordinate efforts throughout the District to increase membership.

8.4.13 The Committee on Fund Raising shall recommend to clubs ideas for local fund-raising activities, and shall promote club-driven fundraisers, as opposed to professional fundraisers and telemarketing.

8.4.14 The Committee on Human and Spiritual Values shall encourage the clubs to cooperate on broad non-denominational lines with local religious leaders and groups in creating a greater public consciousness of the importance of human and spiritual values.

8.4.15 The Committee on International Conventions shall arrange for travel, arrange District functions (District Dinner, hospitality), and promote attendance.

8.4.16 The Committee on Key Clubs shall be under the supervision of the Key Club Administrator and shall 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 Clubs. The committee shall also be responsible for the proper carrying out of the Key Club District organization's administrative functions in accordance with the Kiwanis District Board's approval.

8.4.15.1 All proposed amendments of the bylaws or policies of the Key Club District shall be reviewed for comments by the Committee on Bylaws and Policies prior to presentation to the District Board for action.

8.4.15.2 In addition, the Committee shall be responsible for the following financial matters (See Appendix C):

a. There shall be a standard operating procedure (SOP) on finances, including record keeping procedures; overview and monitoring, check handling, account handling, filing of governmental documents, and auditing.

b. The SOP and any changes in it must be approved by the Kiwanis District Board.

c. Copies of the most current SOPs shall be an attachment to these Policies, and shall be an active, guiding document for the Committee on Key Club.

d. The Committee shall report the detailed status of all financial accounts to the Kiwanis District Board at the fall meeting and the spring meeting, or on demand by the Board.

e. All accounts shall be audit-ready at all times.

f. Within 45 days of the end of the administrative year (April 30), the financial records shall be audited, reviewed, or compiled as appropriate; such results shall be sent to the District Secretary within ten days of completion; and the Administrator shall be responsible to report the findings at the next closest District Board meeting.

8.4.17 The Committee on Key Leader will be under the supervision of the Key Leader Administrator who shall coordinate an annual weekend conference for teens aged 14-18 focused on developing service leadership.

8.4.18 The Committee on Education, at the direction of the Governor and the District Board, shall organize and provide training programs for District, Division, and Club officers, directors, committee chairs, and members. The committee will also focus on other educational activities such as the Midwinter Conference and the District Convention. The membership of the committee shall be comprised of the Kiwanis International-approved Leadership Development Coordinator and four members, one of whom shall be chair. The Governor-elect, who is responsible for the training of incoming officers, shall be an ex officio member of the Committee. A subcommittee shall be comprised of the Leadership Development Coordinator and all KI-Certified Instructors.

8.4.19 The Committee on Kiwanis Kids shall assist Kiwanis clubs and divisions in establishing K-Kids Clubs for students between the ages of 6 and 12 years to provide personal growth in its members through community service, leadership development, and leadership activities; and shall promote the concept of continuing and effective sponsorship upon the part of the sponsoring Kiwanis clubs. The committee will also assist clubs with the Terrific Kids and Bring Up Grades programs.

8.4.20 The Committee of Past District Governors shall consider and report to the District Board its conclusion on all matters referred to it. It shall initiate subjects for consideration and report to said Board its conclusions. A summary of its proceedings shall be provided to each member of the committee, and to the District Governor and District Secretary. The Committee shall be composed of Past District Governors of any Kiwanis District who are active members of clubs within the District, and the quorum of the committee shall be a majority thereof. The committee shall meet at the time of the District Convention and may hold other meetings at the call of the Chair upon notice to the District Governor, provided that such other meetings shall not be held less than thirty-days (30) prior to the annual convention. The Committee shall be responsible for a plan to select annually two of its members to serve on the District Board. A written copy of the current plan shall be on record at the District office.

8.4.21 The Committee of Past Lieutenant Governors shall consider and report to the District Board on all matters referred to the committee. Its purpose shall be solely for the development and strengthening of Kiwanis within the District. All Past Lieutenant Governors of Kiwanis International, which includes those who served in other districts, who are active members of a Kiwanis Club in the New Jersey District, shall be eligible for membership in this Committee. The Committee shall function in accordance with the bylaws adopted by the members of the Committee and approved by the District Board. The committee shall meet at the time of the District Convention and may hold other meetings at the call of the Chair upon notice to the District Governor. A summary of its proceedings shall be provided to the District Governor and District Secretary and as further prescribed by this Committee's bylaws.

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

8.4.23 The Committee on Resolutions shall consider resolutions submitted by the Board of Trustees of Kiwanis International, the District Board, or by a chartered club, when submitted to the Chair in writing. The Committee shall have as its members at least two past District officers, one of whom shall have served as District Governor. The committee shall also have the authority to originate resolutions and to modify, combine, and edit all resolutions submitted to it. (8/2023)

8.4.24 The Committee of Sergeants-at-Arms shall assist the Governor in maintaining order and decorum at the District Convention and, if required, at all District meetings and conferences to include Midwinter Conference and Candidates' Nights. The committee shall enforce all orders of the day including dress code and proper display of flags. It shall provide assistance in directing people to meetings and correct seating, and shall ensure at the District Convention, and, if required, at Candidates' Nights, that campaigning rules are followed in accord with these Policies. There shall be a minimum of five members on the committee, including the chair. The Committee shall meet with the District Secretary and/or the Committee on Bylaws and Policies at or prior to the District Convention to review campaigning rules and any special issues.

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

8.4.26 The Strategic Planning Committee shall review and study ways and means of strengthening the District and shall report to the District Board annually at the spring meeting. It shall consist of at least one Past Governor, one Past Lieutenant Governor, and one Lieutenant Governor.

8.4.27 The Committee on Technology and Website shall study, devise, and suggest methods of electronic communication. The committee shall be responsible for the operation and maintenance of the District website, and the District Webmaster shall be a member of this committee.

8.5 All meetings of District committees shall be on days and at times that are practical for all members of the committee and do not interfere with religious or business commitments, unless this rule is waived by the affected member(s) of the committee.

8.6 Committee Composition

8.6.1 All chairs of committees shall be nominated by the Governor-elect or Governor and presented to the District Board for approval.

8.6.2 All members of a committee other than the chair shall be directly appointed by the Governor-elect or Governor and such appointments shall be done in consultation with the committee chair prior to approval by the District Board.

8.6.3 All committee members serve at the pleasure of the Governor and may be removed in accord with the manner in which placed on the committee.

8.7. Whenever a vacancy exists in the chair of a functioning committee, the Governor may appoint an Acting Chair from the committee members until the Governor nominates a chair to the District Board and the nominee is approved, such action to be taken by the next scheduled meeting of the District Board or as extended by the Board.

9. Special Committees

Subject to the approval of the District Board, special committees may be appointed by the Governor and shall perform such duties as may be defined in their creation. All committee members and chairs of such committees shall be subject to removal by the Governor. These committees shall expire at the end of the Administrative year.

10. District Conferences

10.1 The District will hold a Midwinter Conference at a time and place determined by the Governor and approved by the District Board.

10.2 In a year of the International President's Official Visit, the Governor shall appoint a special committee to arrange for a District dinner in honor of the President.

11. Special Appointments

11.1 The Governor shall appoint the following positions with the approval of the District Board.

11.1.1 District Bulletin Editor.

11.1.2 Parliamentarian- to serve at all official meetings and conferences.

11.1.3 Kiwanis Children's Fund Coordinator- to promote support of the fund.

11.1.4 Youth Protection Manager- to advise and educate on youth protection guidelines (See Section **33**)

11.1.5 Risk Manager- to advise and educate on insurance matters.

11.1.6 Key Leader Administrator- to be appointed in January.

11.2 The Governor shall make the following appointments at the meeting of the District Board at the time of the October/ November/ December/ January meeting, subject to approval by the District Board. These appointments shall take effect in April or at the beginning of the next sponsored youth administrative year.(8/2024)

11.2.1 Circle K Administrator.

11.2.2 Key Club Administrator.

11.2.3 Builders Club Administrator.

11.2.4 Aktion Club Administrator.

11.2.5 K-Kids Administrator.

11.3 The Governor-elect shall announce the appointment of the District Secretary-designate at the meeting of the District Board at the time of the February/ March Board Meeting, subject to approval by the Board-designate at the Organizational Meeting. (8/2024)

12. District Convention

12.1 An invitation from any chartered club for holding an annual convention shall be delivered in writing to the District Secretary prior to the District Board's April/ May/ June meeting in the calendar year at least two (2) years previous to the year for which the invitation is given. (8/2024)

12.2 The selection of the convention city shall be made by the District Board at the April/ May/ June meeting at least two (2) years previous to the convention as aforesaid, provided that the District Board shall have power to substitute another city in case circumstances later make such action necessary or advisable. (8/2024)

12.3 The Committee on District Conventions appointed pursuant to the Policies hereof, together with the chair of the host committee, who shall be appointed by the President of the host club (or in the case a division hosts the convention, by the Lieutenant Governor) shall be responsible for the following: (a) For developing all plans, arrangements, and finances including a budget within the limitations of the Bylaws including speakers and entertainment; (b) Prepare the proposed program for presentation to the District Board at the April/ May/ June meeting prior to the proposed convention for its approval; (c) File a financial report of the convention with the District Treasurer and District Secretary with a copy to the General Office of Kiwanis International no later than ninety (90) days after the convention. (8/2024)

12.4 The host committee shall be composed of the necessary number of members of the host club or host division to handle the operational details of the convention.

12.5 It shall be the function of the host committee in cooperation with the District Office to handle the hospitality, registration, meal reservations, special activities for spouses and junior guests, and such other responsibilities as shall be assigned by the Committee on District Conventions. The chair shall be responsible to see that required statistical and financial local reports are submitted to the District Secretary and the Chair of the Committee on District Conventions. The host committee shall be responsible for the operation of a supplies booth.

12.6 A standing invitation to attend the District Convention shall be extended to non-resident past District officers who are members of a Kiwanis Club outside the District of New Jersey. Qualifying past District officers will have the status of a guest and will be furnished with special ribbons and nametags indicating that they are "honorary" guests. Such guests will attend the convention at their own expense, but the registration fee will be waived for the guest and spouse.

12.7 The Secretary shall notify each chartered club by direct mail and publication in the District Bulletin, if timely, and by mail to the Executive Director of Kiwanis International, of the official call to the annual convention at least sixty (60) days prior to the date of the convention, and an official call for any special convention at least thirty (30) days prior to the date of the same. The District Board shall have full supervision and management of all conventions.

12.8 At each duly called convention, or prior thereto, the Governor shall appoint a Committee on Credentials, and a Committee on Elections, each to consist of at least five (5) members. Three (3) members of each of the foregoing committees shall constitute a quorum.

- (1) The Committee on Credentials shall consist of three (3) members from the host committee, one of whom shall serve as chair, and all of whom are to be selected by the Governor, and one member per candidate for executive office selected by each candidate.
- (2) The Committee on Elections shall be delegates, consisting of a Chair, who shall be an Immediate Past Governor, and four (4) or more members, one being selected by each candidate for office. In the event there are less than four (4) candidates for District Office, the Governor shall select the additional members needed to bring the committee membership to five (5) persons, including the Chair. The committee may consist of more than five (5) members if there are more than four (4) candidates.

12.9 Any funds generated from activities in connection with the International Convention shall be deposited by the District in the Convention Reserve Account to be used for the promotion and operation of future conventions. Disbursements from the Convention Reserve Account shall be upon the authorization of the District Board to be applied to the payment of International Convention expenses and to all or part of the actual necessary expenses of all members of the District Board in attending the International Convention.

12.10 All resolutions submitted sixty (60) days prior to the date of the District Convention shall be referred to the Committee on Resolutions for its consideration and recommendation to the convention. No resolutions other than those so submitted shall be considered unless consideration thereof shall be recommended by two-thirds (2/3) vote of the District Board. Debate on such resolutions shall not be in order until they have been reported out by the Committee on Resolutions. (8/2023)

12.11 Reports of committees, communications to the convention, resolutions presented by the Committee on Resolutions, and all motions save such as are "undebatable" may be debated upon the floor of the convention, unless by a two-thirds (2/3) vote the convention decides to dispose of them without debate.

12.12 No speeches or presentations may be made at the District Convention by non-Kiwanians without the prior approval of the District Board, and shall not in any way support any candidate for office.

12.13 No literature or items of any kind may be handed out at the House of Delegates without the prior approval of the District Board.

13. Charter Presentations

13.1 Charter presentation meetings are primarily a Kiwanis International function, and all plans shall be approved by the District Governor for the Kiwanis year in which the club was organized and who represents the International Board in presenting the charter.

13.2 The Lieutenant Governor of the Division in which the new club is to be chartered shall, with the approval of the Governor, approve all arrangements including the cost of such meeting.

13.3 The Governor, Governor-elect, District Treasurer, District Secretary, and the Lieutenant Governor of the Division in which the club is chartered, and the Immediate Past Governor, if the club was organized during the term of the Immediate Past Governor, and their spouses shall be invited guests for the occasion.

13.4 The expense of such affairs should not exceed the income. In planning the affair, sufficient override to cover expenses should be imposed, but should be kept within reasonable limits so that the price of the tickets will be conducive to a large attendance.

13.5 When arrangements have been completed, the District office is to be advised. The District Secretary will send a notice to all members of the District Board, giving details. This notice should go out at least two weeks prior to the scheduled date. All District officers and Past Governors who make reservations, along with their spouses, are to be seated at reserved tables.

13.6 The Lieutenant Governor of the Division shall act as Master of Ceremonies. The charter presentation and principal address shall be made by the District Governor in office at the time of organization of the club, or someone designated by the Lieutenant Governor.

13.7 Clubs desiring to make presentations to a newly chartered club of such items as the gong and gavel, club banner, United States flag, flags of other nations, songbooks, etc. should do so by arranging for their purchase through the Chair of the Committee on New Club Building in cooperation with the Lieutenant Governor.

14. Election of District Officers

14.1 Governor-elect, and Treasurer

14.1.1 By January 15, the District Secretary shall mail to each chartered club in the District a request for the club to submit to the District office the name of any candidate it may have for the office of District Governor-elect and/or District Treasurer, together with a brief biographical sketch of the candidate. At least thirty (30) days prior to the convention, the District Secretary shall mail to each chartered club the biographical sketches of the candidates submitted to it. All candidates for the office of Governor-elect shall submit a signed agreement to Kiwanis International to fulfill their duties.

14.1.2 Candidates may be nominated by a club or division by petition (see Appendix A) no later than March 25 in order to participate in the election process, including Candidates' Nights, etc.

14.1.3 A handout of appropriate District Policies shall be provided to every candidate upon filing for candidacy. Candidates will meet with the District Secretary and Chair, Bylaws and Policies, to review District Policies, unless such meeting is canceled through mutual agreement of the District Secretary and the chair of Bylaws and Policies. (8/2023)

14.1.4 Not more than one Kiwanian from a Kiwanian's immediate family may serve as a District Executive Officer (Governor, Governor-elect, Immediate Past Governor, Treasurer, and Secretary) at the same time.

14.1.5 Candidates for Governor-elect, Acting Governor, or Governor shall be responsible for payment of charges for a criminal background check.

14.1.6 Biographical information and a photograph must be provided to the editor of the District bulletin no later than May 1st for publication in the convention issue.

14.1.7 Each candidate for Governor-elect and District Treasurer may circulate one brochure, which may be mailed to the Presidents and/or Secretaries of the clubs in the District with a covering letter during the period of sixty-days (60) prior to the convention. This brochure may also be distributed at Candidates' Nights and at the District Convention, but no campaign literature may be distributed within the House of Delegates. Two additional letters on behalf of any one candidate may be mailed within the same period.

14.1.8 Each candidate will be expected to participate in the Division Interclub designated as Candidates' Nights, scheduled between April 15th and June 30th inclusive, and personal appearances before groups of Kiwanians outside of the candidates' division shall be limited to the scheduled meetings beginning April 1st, except that candidates may attend International, District, or District Foundation functions; District-wide testimonial dinners; club or division programs throughout the District that are open to all Kiwanians and advertised to all candidates; sponsored youth activities, and functions in connection with their normal duties. There shall be no campaigning at these functions other than the Candidates' Nights and the District Convention, except as provided by the District Policies.

14.1.9 The District Secretary shall set the dates for Candidates' Nights subject to approval by the District Board at the February/ March Board Meeting.(8/2024)

14.1.10 Candidates will be asked to make a brief presentation at the opening session of the District Convention on Friday or Saturday.

14.1.11 There shall be at least three in-person regional and one virtual Candidates' Nights at which candidates for District offices shall present themselves.(2.2024)

14.1.12 Candidates Nights shall not be social events. Candidates' spouses, if in attendance, shall not be seated with the Candidates at the head table, but will be seated in the audience.

14.1.13 The cost of Candidates' Nights to individual Kiwanians should be kept at a reasonable level. The host club shall arrange to cover the costs of the Candidates' dinners.

14.1.14 Candidates' presentations shall be the only program, and there shall be no entertainment or club business conducted.

14.1.15 The agenda sent by the District office to the host Lieutenant Governor shall be the guide for the evening.

14.1.16 Time limits at Candidates Nights shall be ten (10) minutes for candidates for District Governor-elect, and five (5) minutes for candidates for District Treasurer, unless otherwise determined by the District Board at the Winter Board meeting.

14.1.17 Preference shall be given at Candidates' Nights meetings to questions asked by Kiwanians who are members of Kiwanis Clubs within the division or divisions for whom the Candidates' Night is being held.

14.1.18 Election campaigning at the convention shall be conducted on a high level in accordance with the following rules:

(1) Printed material at the convention shall be limited to one brochure.

(2) Each candidate shall be limited to six (6) signs, no larger than three

(3) feet by two (2) feet.

14.1.19 Candidates for District Office may distribute promotional items (token gifts) not to exceed a total of \$500.00 in value.

14.1.20 Each candidate may issue one policy statement and one rebuttal statement. Any Policy statement shall be submitted to the Chair of the Committee on Bylaws and Policies and the other candidate(s) at least three weeks before the District Convention, and any rebuttal statement at least one week before the District Convention.

14.1.21 The time limits for the nomination and seconding of nominees for District office at the House of Delegates shall be five (5) minutes for candidates for District Governor with two (2) minutes for seconding, and three (3) minutes for Treasurer with two (2) minutes for seconding, unless otherwise determined by the District Board at the spring Board meeting.

14.1.22 At the District Convention, no District officers, District employees, or any individuals seated on a dais, or any presenters and lecturers engaged in a scheduled workshop or forum may wear or display campaign materials or speak in support of any candidate.

14.1.23 At the April/ May/ June Board meeting, Candidates will report their option of either self nominating and/or being nominated by a Kiwanian. (8/2024)

14.1.24 The District Board members (as defined in the District bylaws) and the District Parliamentarian shall abstain from any participation in a campaign, including nominations, for the election of any candidate for District office in writing or otherwise. Moreover, Board members shall not nominate or second

the nomination for any office at the club level. Past Governors may participate in a campaign, but may not participate in the nomination process at the District level. This shall not preclude any of the above from running for District or club office. [12.09.17]

14.1.25 In the event of the absence of a candidate for the office of Governor-elect and/or Treasurer by March 15, the Governor shall, without delay, and with Board approval, which may take place by email vote, appoint a nominating committee comprised of the Executive Committee, two additional current Lieutenant Governors, two Past Governors nominated by the Committee of Past Governors, and two Past Lieutenant Governors nominated by the Committee of Past Lieutenant Governors. If by March 25, no petition for the office is received, and prior to March 31, the special committee shall propose to the District Board one or more names of qualified and willing current or past District officers to be considered as candidates. A single candidate shall be approved by majority vote of the District Board by April 10. (8/2024)

14.2 Lieutenant Governors and Lieutenant Governors-elect

14.2.1 All candidates, including incumbents, for the positions of Lieutenant Governor and Lieutenant Governor-elect, will be requested to declare their candidacy to the New Jersey District Secretary by February 1 in their respective Division, and the District Secretary shall formally notify each club in that division of the names of those candidates who have filed for the offices together with the names of their clubs by one (1) week in advance of said election. The deadline for the candidates to submit a petition (see Appendices B and C) to the District Office shall be the nearest business day to February 15. (8/2024)

14.2.2 Lieutenant Governors shall be elected at Divisional Election Conference to be held between February 1 and April 1. (8/2024)

14.2.3 At the November/ December/ January meeting of the District Board, the Lieutenant Governors shall submit for approval by the District Board the date and place of the Divisional Election Conference of the representatives of the chartered clubs in good standing in each division of the District for the purpose of electing a Lieutenant Governor and a Lieutenant Governor-elect. The Lieutenant Governor will be required to arrange for the meeting time and place after consultation with the Division Counselor in time for approval by the District Board at the Midwinter Board Meeting. Division Election Conference may take place, including, but not limited to at the Mid-Winter Conference, virtually, or in person at a division council meeting, granted a quorum is met for the Division and the Division Counselor can attend. (8/2024)

14.2.4 The District Secretary shall notify each club President, all Past Governors, and all Past Lieutenant Governors who are active members of a club in the division of the time and place of the Divisional Election Conference two (2) weeks in advance of said meeting. (8/2024).

14.2.5 The Governor shall appoint a Past Governor or a Past Lieutenant Governor from another division as counselor to preside at each of the divisional

conferences. A secretary for each conference shall be elected by the voting representatives present at such conference.

14.2.6 Candidates for Lieutenant Governor and Lieutenant Governor-elect shall be eligible to attend the beginning of the Election Conference for the opportunity and sole purpose to address the representatives, without debate. The Election Conference shall be held in a room separate and apart from the club meeting, if the conference is a division interclub or held in conjunction with a regular club meeting. The deliberative part of the conference shall be attended only by the authorized representatives and the Counselor. This shall not preclude the attendance of the candidates for Lieutenant Governor and Lieutenant Governor-elect, or any candidate for office at any Divisional Interclub or other Kiwanis meeting held in conjunction with the Divisional Election Conference. One third of the clubs in each division shall constitute a quorum. (8/2023)

14.2.7 Each club in the division is entitled to seat up to three (3) delegates, two (2) of whom should be the club president and president-designate, as well as nominate three alternates who may serve if any delegate is absent. All club delegates and alternates shall be active members. The personnel of the conference shall be the delegates of each club in the division, or their duly elected alternates, who shall be voting representatives; the Lieutenant Governor of the division; and all Past Governors and Past Lieutenant Governors of the division who are active members of a club in the division. Each club shall have one (1) vote for each representative present. The Lieutenant Governor and the Past Governors and Past Lieutenant Governors in attendance at the conference shall have the privilege of the floor without the right to vote, except in the event of a tie, in which case the Lieutenant Governor shall be entitled to vote. In the event that the current Lieutenant Governor is a candidate for division office, or is absent, the tiebreaker shall be the most recent Past Lieutenant Governor in attendance. (8/2023)

14.2.8 No person shall be submitted to the Divisional Election Conference as a candidate for the office of Lieutenant Governor or Lieutenant Governor-elect unless that person has or will have completed the full administrative year and served at least six months as President of a Kiwanis Club of the District before assuming either office.

14.2.9 If the President or Immediate Past President of any chartered club is unable to attend any Divisional Election Conference, the President-elect or the Vice-President of such club shall attend and vote in the President's or Immediate Past President's stead. If the President, President-elect, or Vice-President is unable to attend, such club may delegate an active member to attend and vote at such conference.

14.2.10 The representatives present from one third (1/3) of the clubs in the division shall constitute a quorum. A majority of all votes cast shall be necessary for the election of each Lieutenant Governor and each Lieutenant Governor-elect. There shall be no voting by proxy. (8/2023)

14.2.11 When the number of names presented to the conference in either case is in excess of two, the persons receiving the fewest number of votes shall be eliminated after the first ballot, and this procedure shall be followed until one person receives a majority vote.

14.2.12 The District Secretary will provide the Division Counselor with a list of clubs in the division that are not in good standing and ineligible to vote at the Divisional Election Conference.

14.2.13 The Counselor shall submit a report on the form provided immediately following the Conference.

15. Lieutenant Governors

15.1 Prior to the District Convention, there shall be training provided for each division for the incoming President and Secretary of each club at such time and place as shall be scheduled by the Lieutenant Governor-designate of each division, which schedule must be approved by the Governor-elect at the training session for the Lieutenant-Governors-designate.

15.2 It is the prerogative of each Lieutenant Governor for the year in which the officers are to serve to preside over and conduct the ceremonies at the Installation of Officers Meeting of each club in the division. No other person shall be invited to conduct such ceremonies unless the Lieutenant Governor shall expressly approve such invitation in advance, and any such person must be a current or past District officer.

16. Lieutenant Governor-elect

The Lieutenant Governor-elect will assist the Lieutenant Governor, will perform those duties that shall be assigned by the Governor, the Governor-elect, the District Board, or the Lieutenant Governor, and will attend at least two District Board Meetings as Lieutenant Governor-elect, one of which shall be the April/ May/ June Board Meeting, and is urged to attend all Board Meetings.(8/2024)

17. Divisional Conferences and Meetings.

17.1 Divisional Conferences and Meetings come under the jurisdiction of the Lieutenant Governor of the Division. The Lieutenant Governor shall select a club to act as host, approve arrangements by them and the program shall be prepared by or be subject to the approval of the Lieutenant Governor. The Lieutenant Governor shall submit a report of such meeting to the Governor with copies to the Governor-elect and District Secretary.

17.2 Any divisional conferences shall be presided over by the Lieutenant Governor of the Division, or in the absence of the Lieutenant Governor, by someone designated by the Governor.

17.3 The Lieutenant Governor will be required to arrange for a Division-wide Inter-Club for the occasion of the Governor's Official Visit to the Division. The date and arrangements must be subject to the approval of the Governor.

17.4 On the occasion of the Governor's Official Visit to a Division, the Lieutenant Governor may preside or may designate another person to preside and conduct the ceremonies, but it is the Lieutenant Governor's prerogative to introduce the Governor. The Lieutenant Governor may put together a program that is appealing to the members of the division. The Governor shall approve the program for the event. (8/2024).

17.5 Lieutenant Governors shall receive partial reimbursement for expenses incurred in making official visits and the International Convention in accordance with the schedule recommended each year by the Finance Committee and approved by the District Board. Partial reimbursements for expenses incurred in making official club and divisional visits may not exceed the per club amount recommended by the Finance Committee. These expenditures may include mileage reimbursement, costs incurred attending official club visits and events, and assisting with costs for Divisional Council Meetings. Disbursement of the amount allocated to Lieutenant Governors for International Convention is contingent on the Governors review of duties and responsibilities of each Lieutenant Governor and the Governors approval for the scheduled amount to be disbursed. Any decision to deny such disbursements may be appealed to the District Executive Committee, whose decision shall be final. (8/2023)

17.6 The Lieutenant Governor shall participate in the training of club leadership (officers and committee chairs) of the division in accordance with the direction of the Governor. This may involve participation in each Club President's Training Conference or by making the Official Club Visit during the first two months of the administrative year a training session for the club membership.

18. Division Counselor

18.1 The Governor-elect at the time of appointing the District Chairs shall designate a Past Governor or Past Lieutenant Governor to serve as Counselor to a division other than his/her own.

18.2 The Counselor shall be available throughout the year to assist the Lieutenant Governor in the administration of the Lieutenant Governor's division in such areas as the training of club officers, assistance to clubs with problems, or in such other assignments as shall be made by the Governor or requested by the Lieutenant Governor.

18.3 As a part of the responsibility of the position, the Division Counselor will preside at the Division election Conference as provided in the bylaws.

19. Correspondence

It is essential that lines of communication be kept open and that correspondence be shared among the officers and with other parties who need to be informed. The following minimum requirements should be observed:

19.1 The Governor, Governor-elect, and Lieutenant Governor shall send copies to the District Secretary of any letter or communication concerning club reports, delinquencies, delegates to conventions, and such other matters that are mailed to or are a part of the District office records.

19.2 Copies of all communications of any District officer to other District officers or club presidents or secretaries shall be sent to the Governor.

19.3 Copies of all communications of District officers to or from District chairs shall be sent to the Governor, Governor-elect, and District Secretary.

19.4 The District Secretary will keep the Governor, Governor-elect, and the Lieutenant Governors concerned advised of all club delinquencies and forward copies of all correspondence with clubs to them.

19.5 General correspondence sent to the District Board shall also be sent to the Past Governors.

19.6 Any communications to all District clubs shall be approved in writing or by email by the District Governor. This shall not limit the members of the District Board or District Chairs in contacting clubs individually. (8/2024)

20. Protocol

20.1 For Division or club functions when District Officers are present, except as provided for Candidates' Nights, the following seating arrangement for dais guests should be observed. Starting at the left of the lectern, facing the audience and alternating from left to right: 1. Presiding Officer, 2. Speaker, 3. Governor, 4. Lieutenant Governor, 5. other District Officers, 6. Past District Officers, 7. Invocator.

20.2 When spouses are not seated at the head table(s), they shall be seated at special reserved tables directly in front of the head table(s), except as provided for Candidates' Nights.

20.3 The Lieutenant Governor is a District Officer and is to be seated at the head table whenever visiting any club when on official business.

20.4 All current and past District officers shall be recognized at official District, Division, and Club functions.

21. Candidates for International Office

21.1 When it appears to the District Board that the New Jersey District has a person qualified to serve as an international officer, the committee hereafter named shall explore the possibility of such service with the potential candidate; and if the potential candidate be willing to serve, nominate said person as a candidate to so represent the New Jersey District.

21.2 This committee shall be known as the Candidate for International Office Selection Committee and shall be a special committee consisting of three current Lieutenant Governors, three Past Lieutenant Governors, none of whom shall have served the District as Governor; and three Past Governors, none of whom is a possible candidate for International Office, each to be selected by their respective groups. The Governor shall call the meeting of this committee and shall preside over the meeting. The Governor is to be an ex officio member of the committee, but shall have no vote.

21.3 This nomination as referred to in Section 21.1 shall be submitted to the District Board, and if approved by the Board, the nomination shall then be presented to the House of Delegates at the next District Convention for approval by the delegates assembled.

21.4 If the House of Delegates approves this nomination, the Governor shall appoint a special committee of seven members at least three of whom shall be Past Governors, none of which shall be a candidate for International Office. It shall be the responsibility of this committee to recommend to the District Board the International Convention at which the nomination will be presented and develop plans for financing and promoting the candidacy, subject to the approval of the candidate so nominated and of the District Board.

21.5 The Candidate for International Office shall be the sole District candidate for Kiwanis International office for no more than three years after approval by the House of Delegates, or until the candidate terminates candidacy, whichever comes first. This does not preclude the candidate from seeking new approval from the House of Delegates. [6/2016]

22. Expressions of Appreciation

Suitable gifts of appreciation and esteem shall be procured for the persons designated herein within the financial limitations indicated. The Governor, three hundred dollars (\$300); the International Representative at the District Convention, two hundred dollars (\$200); and the President of Kiwanis International, three hundred dollars (\$300) on the occasion of the Official Visit to the District.

23. Youth Guests

Whenever a District or International officer of Key Club or Circle K is invited to a club, division, or District function, the expenses should be covered by the person or group extending the invitation.

24. Awards

24.1 District awards to be given for an administrative year shall at the discretion of the Governor-designate and shall be announced by the Governor-designate at the

24.2 Possible awards include recognition of outstanding service, membership growth, support of Sponsored Leadership Programs, and such other awards as may be authorized by the District Board.

24.3 It shall be the policy of the District to present the Certificate of Administrative Excellence Award to club secretaries who qualify by filing all required reports on time.

24.4 No award or event shall be named after a deceased person by the District Board until at least six months after the death of the person and only on the recommendation of a special committee of at least five Past District officers who have been appointed by the Governor with the approval of the District Board. The Governor shall appoint the special committee upon receiving a proposal in writing for the naming of an award or event.

24.5 The DR. ANDREW BATSIIS OUTSTANDING KEY CLUB SPONSOR AWARD consisting of a banner patch shall be presented annually at the New Jersey Kiwanis District Convention to the Kiwanis Club that does the most outstanding job of sponsorship of and participation with their Key Club. The sponsoring club must be nominated in April by their Key Club on a form to be provided by the New Jersey Kiwanis District office and sent to the Key Club Administrator. Judging will be performed by a committee of Kiwanians not associated with the nominated Kiwanis Club. This award shall be presented jointly by the Key Club Administrator and the Key Club Governor.

25. District Bulletin

25.1 The District Governor, with the approval of the District Board, shall appoint a Bulletin Editor, to be responsible for issuing a District Bulletin.

25.2 The District Board, in cooperation with the Governor and Secretary, shall issue a bulletin that shall be sent at least to all secretaries or presidents of the member clubs at stated intervals of not more than ninety (90) days.

25.3 A bulletin shall be published in October, January, April, and July of each year.

25.4 Club secretaries will be encouraged to send the bulletin electronically to all club members with an E-mail address.

25.5 The content of the bulletin shall represent a cross section of activities throughout the District. In addition, appropriate issues will report on pending District activities, e.g., the January issue will promote the Midwinter Conference, the July issue will promote the District Convention.

25.6 The bulletin editor shall be compensated in accord with the budget upon completion of each issue.

25.7 Everyone in the District who has an e-mail address shall be notified by e-mail when a new issue of the bulletin is available on the District Website.

26. Auditor

26.1 Examiners to compile review, or audit, as appropriate, all books of account of the District shall be named by the District Board pursuant to the District Bylaws.

26.2 The Governor will take action at the time of or before the Midwinter Conference to arrange for the examination of the financial accounts of the Key Club and Circle K Districts by July 15. A written report of the examinations shall be submitted to the District Board by the November/ December/ January meeting. The financial records shall be examined based on prevailing law, currently as follows (8/2024):

- ◆ If gross receipts equal or exceed \$500,000.00, an independent certified accounting firm, selected from three acceptable bids, shall be approved at the winter board meeting to conduct an audit.
- ◆ If the gross receipts are between \$25,000.00 and \$500,000.00, the Governor shall appoint, with Board approval, a qualified committee to compile or review the financial records, as appropriate. The committee shall provide a financial report to the NJ District Board for approval, and the Governor shall certify the approved report. If deemed necessary, the NJ District Board may hire a qualified firm to conduct a review or compilation and to file all necessary governmental documents; the cost shall be borne by the program that is audited.

27. Salaries

Provision should be made pursuant to the Budget for payment of salaries and reimbursable expenses to District Officers and any paid employees.

28. Budgets

28.1 A budget for the District shall be prepared by the Committee on Finance for approval by the District Board.

28.2 No expenditure in excess of \$3000.00 may be made for any District sponsored function without a budget that has been approved by the District Board.

28.2.1 The person in charge of the committee running the function or otherwise directly in charge of the function shall be responsible for the preparation of the budget.

28.2.2 The expense accounts of the District officers are not considered District functions.

28.3 Directors and Officers Insurance shall be a line item in the District Budget.

28.4 Investments in Certificates of Deposit shall be made at the discretion of the District Treasurer with input from the Governor.

28.5 All requests for reimbursement shall be made by September 15. Tardy requests will not be honored.

28.6 The District budget is a plan for income and disbursement for the administrative operation of the District, and all budgeted items require consideration and approval by the Board before payment except as further explained in this policy.

28.6.1 No unbudgeted expense of any kind is permitted without prior Board approval and after proper reallocation of funds by the Board.

28.6.2 The District Board shall have a clear explanation of all expenses prior to approval.

28.6.3 District operational funds are for the exclusive use of administration and may not be expended on any of the following items without prior approval of the House of Delegates:

- Any service projects,
- Campaigns for District or International office including ILC (formerly PAC) activities,
- Unauthorized actions by any officer.

28.6.4 The District Secretary may, without Board approval, disburse funds in payment of bills within the limitations of the budget as follows:

- Ordinary bills related to the maintenance of the District office as identified in the District ledger under categories 10,000, 10,500, 20,000, 30,000,
- The District publication and SLP-related items,
- Officers expenses solely associated with the performance of the duties of the office related to club visitation expenses (it is understood that some, non-reimbursable, optional personal expenditures are also a part of the position as a volunteer).

28.6.5 Proper expenditures in an emergency as deemed by the Executive Committee in excess of the budgeted amount may be authorized by electronic vote by the Board, or if necessary, by the Executive Committee, but any such expenditure more than 3% of the total budget requires two-thirds Board approval. [12.09.17]

29. District Foundation

The Foundation of the New Jersey District of Kiwanis International Inc., a 501(c)(3) entity, shall be the fund-raising arm of the New Jersey District.

30. Title of Emeritus

30.1 The honorary title of *emeritus* may be bestowed upon an active member who has served the District with distinction for five years as District Secretary or twenty years in another appointment(s). Individuals so honored shall be entitled to the following considerations:

30.1.1 Receipt of District Directory

30.1.2 Notification of District Functions

30.1.3 Delegate-at-large status at District conventions

30.1.4 Introduced by title at all District functions, e.g., District Secretary *emeritus*.

30.2 Nominations for appointment to *emeritus* status must be made by the Kiwanis Club of the individual and be the result of action by the club board of directors. Such action shall be certified in writing.

30.3 Nominations for *emeritus* status must be approved first by two-thirds of the District Board, and then by two-thirds of the House of Delegates at the District Convention.

31. Electronic Communication

31.1 Website

31.1.1 The District website is intended for the exclusive communication of Kiwanis-related information.

31.1.2 The Committee on Technology and Website shall have overall control and authority for the day-to-day operation of the District website.

31.1.3 The District web page shall be maintained by a webmaster appointed by the District Governor with the approval of the District Board.

31.1.4 If the webmaster is a paid contractor, an annual contract must be submitted to the District Board for preliminary review at the April/ May/ June Board meeting and then at the Organizational meeting for final approval.

31.2 Electronic Mail

31.2.1 Electronic communications within the New Jersey Kiwanis family must conform to the following minimum standards:

(1) Electronic mail is to be used only for communication of Kiwanis-related information.

(2) E-mail addresses, phone numbers, and mailing addresses are not to be shared with anyone outside of the Kiwanis family.

(3) All users must be aware that the website is not encrypted; hence, there is a chance that electronic communications may be accessed by anyone. Moreover, electronic messages can be misconstrued in the absence of visual cues. Therefore, delicate or controversial subjects are best resolved in face-to-face meetings, and are not to be handled via electronic communication.

(4) Decorum shall be maintained at all times.

31.2.2 The Chair of the Committee on Technology and Website and the Administrators of the sponsored youth programs shall maintain protocols on electronic communication and shall submit any proposed changes in the protocols to the District Board for approval.

31.2.3 Access to Kiwanis or sponsored youth electronic communication is a revocable privilege by action of the Kiwanis Governor and subsequent approval by the District Board

31.2.4 Platforms such as Constant Contact® may be used to communicate information via E-mail delivery service to the District's Kiwanians subject to the following conditions:

- Information must be exclusively about Kiwanis, to include International, District, and District Foundation matters of general interest.
 - Messages may not be sent to other Kiwanis entities such as sponsored programs.
 - No commercial advertising of any kind is permitted.
 - No more than eight (8) messages may be sent during a given month.
 - Communications should be as concise as possible.
 - No campaigning for elective office or any controversial matter is permitted.
-
- All communications must have prior approval of the District Secretary or, in the absence of the Secretary, the Governor.
 - Special, time-sensitive announcements in excess of the number of announcements per month that are herein permitted require the approval of both the District Secretary and the District Governor.
 - Kiwanians may elect to not receive messages at any time.[12.09.17]

31.3 Electronic Voting

31.3.1 When a matter needs to be resolved before the next District Board

meeting, a vote may be taken by E-mail if so requested either by a majority of the Board members, or by the Governor. Polling by E-mail may be used by the entire Board or by the Executive Committee, as appropriate.

31.3.2 E-mail shall be the preferred means of electronic communication, but, if a District Board member does not have E-mail capability, the Secretary shall contact the member by telephone or FAX and shall include such vote in the poll.

31.3.3 At the direction of the Governor, the District Secretary shall notify all members of the Board (or Executive Committee) of the proposed action to be considered, and request their vote within five (5) business days.

31.3.4 Members shall cast their vote by replying to the entire District Board, but may change their vote within the 5-day period. Votes sent after the 5-day period will not be counted.

31.3.5 The District Secretary shall report the results of the poll to the District Board by E-mail, and shall memorialize the results in the minutes of the next meeting of the Board.

31.3.6 The following conditions must be met for the vote to be considered valid:

- (1)** Sufficient members of the Board (or Executive Committee) must vote so as to constitute a quorum of the body.
- (2)** The affirmative votes required to approve a proposed action shall be the same as prescribed by the District Bylaws or District Policies.
- (3)** If the proposed action does not pass, it will be deferred to the next scheduled meeting of the body.
- (4)** No motion shall be decided by an electronic vote if any member objects to an electronic vote and so notifies the entire Board. In such an instance, the Secretary shall poll the Board for permission to proceed with the electronic vote, which the Board may approve or deny by a 3/4 (75%) vote.

32. Personal Confidential Information (PCI)

32.1 All documents bearing personal information including, but not limited to, registration forms; medical information forms; and background check authorization forms and reports, will be treated as confidential.

32.2 To protect PCI, the District will: (1) minimize the number of people who have access to any PCI documents; (2) store the documents in a secure location for a finite period of time; and (3) destroy the documents in a way that maintains confidentiality, such as shredding. Specifically:

32.2.1 If there are paper documents with PCI, they will be kept in a locked, fireproof cabinet in a secure location, e.g., a location with electronic access, video security, commercial entrance, etc.

32.2.2 If an all-electronic process is used, (no hard copy records, no hard copy faxing, etc.), or if PCI is stored on user workstations or mobile devices, including but not limited to notebooks, computers, USB drives, Smartphones, etc., PCI should be encrypted.

32.2.3 An employee or contractor will not physically take PCI from the office or storage location (file, laptop, etc.).

32.2.4 If PCI needs to be sent by fax, PCI documents will not sit on a printer where unauthorized persons or contractors may have access to the information. When faxing information, a secure fax line will be used.

32.2.5 For each access or usage, access to PCI will be limited to only those individuals authorized to handle it. A paper or electronic trail will be created, including verification that the information reached its intended destination.

32.2.6 The number of persons that see PCI will be limited to one if possible or else as few as possible.

32.2.7 The disposal and destruction of all PCI will conform to applicable laws and regulations. Unless otherwise required by law: (1) PCI records will be maintained for at least seven years; and (2) youth medical records will be kept until the youth reaches the age of majority plus three years.

32.2.8 Only those who need to know shall have access to PCI; this includes SLP Administrators. All information, when no longer needed, shall be destroyed.

32.2.9 When possible, the District Secretary shall be solely in charge and responsible for maintaining PCI.

33. Youth Protection Guidelines

33.1 Education:

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

33.1.2 Every Kiwanis club is expected to educate its members on the Kiwanis Youth Protection Guidelines. Each year, a club should provide members with a copy of the Guidelines with educational training—informing them of the highest standards of conduct and awareness.

33.1.3 In addition, every Kiwanis district is expected to help inform and educate. During every district-produced convention and conference, the district is expected to provide an educational forum or workshop regarding the Guidelines and best practices for adults who work with youth. Districts should use materials provided by Kiwanis International.

33.1.4 Every member should attend a training annually—whether offered by the club or district, or via the online tool.

33.1.5 The Youth Protection Manager has the following responsibilities:

1. To communicate the basics of the Youth Protection Guidelines within the District.

2. To help clubs understand their responsibilities in youth protection.
3. To be a connection between Kiwanis International and the Kiwanis Clubs in the District on matters of youth protection.

33.2 Chaperone:

A chaperone is defined as a Kiwanis member, faculty member, parent, legal guardian, or person who is in loco parentis (in the place of a parent), 21 years of age or older, who has been approved by the school or agency and registered with the school or agency to accompany the youth members at the specific event.

33.3 Criminal History Background Checks:

Kiwanis clubs are required to have a clear criminal history background check—conducted and verified by Kiwanis International—of any member serving as a Kiwanis advisor to any Service Leadership Program club (Aktion Club, Circle K, Key Club, Builders Club and K-Kids). Kiwanis International's criteria shall be followed to determine whether the background check is considered "clear." Background checks shall be valid for no more than two years. SLP clubs that petition to charter will only be approved once the appointed Kiwanis advisor has a clear criminal history background check conducted by Kiwanis International. Clubs are strongly encouraged to ensure confidential background checks for all adults who will work directly with youth outside of the school and/or who may not have undergone a background check. The criminal history background check should conform to applicable local and state/provincial laws and requirements.

Kiwanis International requires clear criminal history background checks conducted by its provider for all adults working with youth at all Kiwanis International-sponsored events. These include the Key Club International Convention, the Key Club Governor and Administrator training conference, the Key Club International Leadership Conference, and any Key Leader weekend.

All district chairpersons and committee members for all Service Leadership Programs are required to have a clear criminal history background check conducted by Kiwanis International. A district may also require criminal history background checks for other adults working with youth as part of

district programs or events. (See Kiwanis International Policy B and Procedure 197 for complete information regarding criminal history background checks.)

SUMMARY OF REQUIRED CLEAR CRIMINAL HISTORY BACKGROUND CHECKS¹

(Effective October 1, 2016)

KIWANIS ENTITY	BACKGROUND CHECK BY KI ²	BACKGROUND CHECK BY OTHER PROVIDER ³
Clubs	Designated Kiwanis Advisor ⁴ to SLP	Other club members working with SLP ⁵
District	1. Governor-elect 2. SLP Administrators 3. SLP committee members 4. Risk Manager 5. Youth Protection Manager	Adults at district youth events
International	1. Governor 2. Candidates for KI office 3. Adults at KI youth events ⁶	

¹Must be done every two years.

²Conducted by Kiwanis International's authorized provider of criminal background checks and approved by Kiwanis International.

³ Strongly recommended by KI, and may be conducted by any provider acting in conformity with local laws.

⁴The individual in a club (or individuals if club sponsors more than one SLP) who is identified as Kiwanis Advisor to an SLP club, even if the advisor has a background check associated with employment, such as a school teacher.

⁵Aktion Club members are exempt from criminal history background checks, but their chairpersons/caregivers are not exempt.

⁶Events organized by KI such as Key Club International Convention, the Key Club Governor and Administrator Training Conference, Key Club Leadership Conference, and Key Leader Program. This applies to all adults including non-Kiwanians who directly interact with youth under the age of 18.

33.4 Overnight Stays:

While attending a Kiwanis event that requires overnight stay in a hotel or camp/conference setting, adult chaperoning must include no fewer than one adult male for each 10 or part of 10 youth males, and one adult female for each 10 or part of 10 youth females. Except for a parent sharing a sleeping room or other sleeping quarter (e.g., tent) with his/her own child, no adult should share a hotel or dormitory sleeping room or other sleeping quarter with a youth. In the event that sleeping quarters consist of multiple beds, such as a bunkhouse or camp cabin, adults may share the sleeping quarters with youth members of the same gender, provided that two or more adults are present.

33.5 Transportation:

When transporting youth, the best practice is having three people in the car at all times with documented approval from the parent or guardian for the transportation arrangements. When both of these conditions cannot be met, one of them should be. All transportation decisions should be made in accordance with local laws and school policies.

33.6 Use of Alcoholic Beverages, Tobacco, Marijuana, and Other Substances

While attending any Kiwanis event that is produced primarily by or for the benefit of youth, adults are expected to refrain from using or being under the influence of alcoholic beverages, tobacco, and/or marijuana products, even if prescribed for medicinal use. In addition, the use and/or possession of illegal drugs or the improper/illegal use of legal drugs is prohibited.

33.7 Medications:

The possession of prescription and nonprescription (over-the-counter) medications by youth at a Kiwanis event should be permitted only with the written permission of the parent/guardian.

33.8 Reporting:

If a Kiwanian observes troubling behavior involving a youth at a Kiwanis event or becomes aware of a situation that is illegal or potentially unsafe for a young person at a Kiwanis event, he or she must immediately contact the appropriate personnel at the event and provide notification to law enforcement personnel as appropriate. If the Kiwanian becomes aware of the troubling behavior after the event, he/she must contact leaders of the event and provide notification to law enforcement personnel as appropriate. All local, state, provincial and federal laws regarding reporting must be followed.

33.9 Personal Information:

All documents bearing personal information of any youth attending a Kiwanis event, including registration forms, medical information forms, permission-to-treat forms, etc. should be treated as confidential. Processes that protect this information must be created, including minimizing the number of people who have access to any such documents. The documents shall be maintained for a minimum of three years or longer as may be required by applicable state/provincial laws and regulations. After the maintenance period has

expired, the documents shall be destroyed in a way that maintains confidentiality, such as shredding. The disposal and destruction of all confidential information shall conform to applicable state/provincial laws and regulations.

33.10 Youth and Social Media:

For any social networking site that involves requesting a connection (such as inviting someone to be a friend on Facebook), adults should never initiate such connections with youth. If a youth requests such a connection from a Kiwanian, he/she should use their best judgment in responding. Adults should treat their interaction with youth on social networking sites as though the interaction were occurring in public, in front of other adults and young people.

In other words, if it would not be appropriate to say something to a young person in public, it should not be said as a comment on a social networking site either. Kiwanians should refrain from interactions that can be seen as excessive (such as constantly “liking” or commenting on a person’s posts on Facebook). Prior to posting any media online, such as photographs, obtain permission from any and all individuals (or parents for minors) who appear in those media; it could be illegal to do otherwise. (See Kiwanis International Policy B for complete social media guidelines.)

33.11 Behavioral or Health Issues:

Kiwanians are often seen by a young person as an adult to trust with personal and/or sensitive information. Kiwanians should refrain from counseling youth and should instead find, or assist the young person in finding, appropriate expert assistance.

33.12 Conflicts with Other Rules:

Whenever these guidelines conflict with local school policies or rules, or local state/provincial, or national laws or regulations, the highest applicable standards for conduct shall prevail.

34. Amendment of Policies

34.1 These Policies may be amended by the District Board upon two (2) weeks' notice to the Board and with a 2/3 approval by the Board at a scheduled meeting. Amendments shall become effective upon adoption, unless otherwise specified.

34.2 Any portion of these Policies may be suspended by a motion receiving 3/4 approval of the entire District Board.

34.3 Notification of any amendments shall be given by publication in the District bulletin.

Adopted August 21, 2015
Revised August 19, 2016
Revised June 3, 2017
Revised December 9, 2017
Revised August 24, 2018
Revised August 25, 2023
Revised February 10, 2024
Revised August 13, 2024



Kiwanis®

APPENDIX A

NOMINATION PETITION FOR THE OFFICE OF

☐ GOVERNOR-ELECT

☐ DISTRICT TREASURER

PERSONAL AND CONTACT INFORMATION

Name: _____

Preferred Mailing Address:

Street: _____

City: _____ State: _____ Zip: _____

Home Telephone No. _____

Cell Phone No. _____

Business Phone No. _____

E-mail Address: _____

FAX No. _____

Birthdate (mo/day/year): _____

KIWANIS MEMBERSHIP INFORMATION

Kiwanis Club Name: _____

Division Number: _____

Club Key Number: _____ Member ID Number: _____

Number of Years of Membership: _____

Awards: _____

KIWANIS QUALIFICATIONS

Club Offices held and year: _____

District Offices held and year: _____

OTHER QUALIFICATIONS

Field of Work: _____

Position/Title: _____

Positions in Other Organizations: _____

Languages (Specify Speak, Read, Write): _____

Biographical Data for Publication in the District Bulletin (200 words or less)

(Brief outline of personal information, Kiwanis background, qualifications, interests, community activities, affiliations, etc.)

☐ Biographical data attached.

SPOUSAL/PARTNER INFORMATION

Spouse/Partner Name: _____

Is this individual a Kiwanian: ☐ NO ☐ YES ☐ CLUB

AGREEMENT

By signing this Nomination Petition, the Candidate attests to the information given and agrees to:

1. Serve, if elected.
2. Participate in Division Candidates Nights held in May.
3. Attend appropriate training sessions for District officers, if elected.
4. Attend District Convention.
5. If elected, attend the Organizational Meeting of the District Board immediately following the District Convention.
6. Abide by the Bylaws, Policies, and Code of Ethics and Conduct of the District.

(Signature of Candidate)

(Signature of Club President)

(Date)

(Date)

PLEASE NOTE: Some of the information you provide will appear in International and District directories. This information also may be listed in an electronic format on Kiwanis Web sites. Initial here to indicate you have read this note: _____



Kiwanis®

APPENDIX B

NOMINATION PETITION FOR THE OFFICE OF

☐ LIEUTENANT GOVERNOR ☐ LIEUTENANT GOVERNOR-ELECT

PERSONAL AND CONTACT INFORMATION

Name: _____

Preferred Mailing Address:

Street: _____

City: _____ State: _____ Zip: _____

Home Telephone No. _____

Cell Phone No. _____

Business Phone No. _____

E-mail Address: _____

FAX No. _____

Birthdate (mo/day/year): _____

KIWANIS INFORMATION

Kiwanis Club Name: _____

Division Number: _____

Club Key Number: _____ Member ID Number: _____

Number of Years of Membership: _____

KIWANIS QUALIFICATIONS

Club President: Club _____ Date _____

Club Offices held and year: _____

District Offices held and year: _____

OTHER QUALIFICATIONS

Field of Work: _____

Position/Title: _____

Positions in Other Organizations: _____

Languages (Specify Speak, Read, Write): _____

SPOUSAL/PARTNER INFORMATION

Spouse/Partner Name: _____

Is this individual a Kiwanian: ☐ NO ☐ YES ☐ Club

CLUB STATEMENTS

The Candidate attends: ☐ Club Meetings ☐ District Conferences

☐ District Conventions ☐ International Conventions

AGREEMENT

By signing this Nomination Petition, the Candidate for Lt. Governor attests to the information given and agrees to:

7. Serve, if elected.
8. Attend club and District meetings, as appropriate.
9. Attend the Governor-elect's training session for District officers held around May.
10. Attend District Conventions and Conferences.
11. Attend training sessions for club officers at the District Convention.
12. If elected, attend the Organizational Meeting of the District Board immediately following the District Convention.
13. Attend at least one Key Club and one Circle K function.
14. Abide by The Bylaws, Policies, and Code of Ethics and Conduct of the District.

The Candidate for Lt. Governor-elect agrees to numbers 1, 2, 3, 4, 5, 8, and:

1. Attend at least one meeting of every club in the division prior to March 31.
2. Attend at least one District Board meeting

(Signature of Candidate)

(Signature of Club President)

(Date)

(Date)

PLEASE NOTE: Some of the information you provide will appear in International and District directories. This information also may be listed in an electronic format on Kiwanis Web sites.

Initial here to indicate you have read this note: _____

APPENDIX C

STANDARD OPERATION PROCEDURE FOR KEY CLUB AND CIRCLE K CLUB DISTRICTS FINANCIAL PROCEDURES [4/2013]

1. The Administrator shall have overall responsibility for the proper functioning and supervision of the Sponsored Leadership Programs (SLP), and shall be accountable on all matters, including financial, to the Kiwanis District Board.
2. The Financial Counselor shall report to the Administrator, is accountable to the Kiwanis District Board and shall supervise all financial matters, including:
 - All funds shall be sent to the District office with adequate description of the sources and purpose of the funds
 - All requests for payment of bills shall be e-mailed to the District office and shall include copies of receipts, vouchers approved by the Financial Counselor, and category of expense
 - Inform the District of all governmental filings and any related issues
 - Keep the District up to date on all financial matters

Financial Counselors may keep unofficial records for their own needs and by any means suitable, but the official records shall reside in the District office.

3. The Kiwanis District office, under the supervision of the District Secretary, shall act as the "accounting office" for the Sponsored Leadership Programs and this shall be the sole and exclusive role of the office. The office is responsible for:
 - Maintaining Financial Records
 - Promptly issuing checks upon proper request
 - Providing read-only access to account information
 - Providing, on demand, e-mail reports to the SLP officers and Kiwanis Committee members on any matter involving finances
 - Be responsible for maintaining appropriate credit cards, copies of which shall be in the possession of the Administrators and Financial Counselors, if needed
 - Arranging for any training needed to facilitate financial procedures
4. Two signatures shall be required on all checks, and the authorized signatures shall be the Kiwanis District Governor, the Kiwanis District Secretary, the SLP Administrator, and the SLP Financial Counselor.
5. All bank account numbers and locations of deposits shall be provided to the District Secretary prior to the fall meeting of the Kiwanis District Board. The District Secretary shall affirm receipt of the account numbers to the Board, but all account numbers shall be kept confidential.
6. A financial report listing all bank account balances, e.g., savings accounts, checking accounts, certificates of deposit, shall be presented to the Kiwanis District Board at the fall meeting and at the spring meeting.
7. At the first official Kiwanis Board meeting following the start of the Key Club and Circle K fiscal year, the Administrator shall be responsible to present the list of authorized signatures for all accounts. If new accounts are created during the course of the year, or any changes are needed for existing accounts, it shall be reported at the next Kiwanis Board meeting. All checking accounts shall require two signatures. No person shall be the signatory on a check that is made payable to them, or for them, in payment of a bill.
8. In accord with Kiwanis District Policies any expenditure in excess of \$3000.00 for any District sponsored program shall require a budget approved by the Kiwanis District Board. In addition, no later than six (6) weeks following the conclusion of major events such as District Conventions, Key Club Fall Rally, and

Circle K Insight, a financial account of the event shall be sent to the District Secretary and shall be reported at the next meeting of the District Board.

9. The Administrators shall be responsible for the negotiation of contracts, but any contract in excess of \$5,000 liability to the Circle K or Key Club District, which also extends liability to the Kiwanis District, shall be approved by the Kiwanis Board and signed by both the Administrator and District Governor. A copy of the contract shall be provided to the Kiwanis District Secretary within three weeks of being fully executed, and shall be kept on file at the Kiwanis District Office.
10. A copy of all IRS 990 forms and any other types of federal or state tax forms filed by the Key Club or Circle K District shall be sent to the Kiwanis District Office within three weeks of filing. The District Secretary shall be notified immediately of any deficiency notices received from any governmental agency.
11. For the purpose of registration for any major event, e.g., conventions and conferences, all registration materials and payments shall be sent to the Administrator or Financial Counselor, who shall be responsible to deposit funds in the appropriate account and inform the Kiwanis District office within 72 hours by electronic communication to include copies of deposit slips and deposited checks. A spreadsheet showing source of funds, amount, check number, and date paid shall also be provided to the District office. The sponsored programs shall have the option of using the Kiwanis District office as the mailing address for registration and/or payment.
12. QuickBooks shall be the bookkeeping program used by the District office for Key Club and Circle K.
13. Within forty-five (45) days of the end of the Key Club and Circle K administrative years, the financial records shall be audited, reviewed, or compiled, as appropriate, and such results shall be sent to the Kiwanis District Secretary within ten (10) days of completion; the Administrator shall be responsible to report the findings at the next closest meeting of the Kiwanis District Board.
14. A copy of this Appendix shall be provided by the District office to the SLP Administrators and Financial Counselors at the beginning of each SLP administrative year.



APPENDIX D

CERTIFICATION OF AGREEMENT

KIWANIS INTERNATIONAL CODE OF ETHICS AND CONDUCT

To ensure the confidence of clubs and members and the reputation of the District and Kiwanis International among the public and to fulfill the District Board's role of stewardship and leadership to the organization, the District expects all members of the District Board to conduct themselves according to the highest ethical, professional, and moral principles. Each District Board member, and candidate for any District Board office, shall annually acknowledge, by signature, that he/she has read, understands, and accepts personal responsibility to adhere to the standards of conduct stated in this policy. These acknowledgments shall be maintained by the District secretary.

Each District Board member shall to his/her utmost ability:

- Personally comply with all applicable laws and regulations;
- Personally comply with the Bylaws, Policies, and Procedures of the District and of Kiwanis International;
- Never knowingly allow the District to violate any applicable laws and regulations;
- Act with integrity, honesty, and trustworthiness and not engage in unethical practices, deceive others, or misrepresent the District in any business dealings;
- Treat others equitably, fairly, and with respect and not engage in any form of discrimination or harassment;
- Be loyal to the District and its purpose, above any loyalty to a particular individual or group of individuals;
- Demonstrate care for clubs and club members and the communities they serve, including the highest regard for the safety, health, and welfare of the public;
- Make responsible decisions for the future of the District, ensuring Kiwanis resources are prudently managed and expended;
- Practice transparency and accountability to clubs, members, and the public;
- Not use the name of Kiwanis or their Board position for personal benefit or advantage;
- Help create a cooperative and productive working environment at Board meetings and other District functions;
- Respect and protect any privileged or confidential information, including the private information of members and donors, and support the final decisions of the Board;
- Fulfill the duties of office to which they are elected and not attempt to exercise individual authority outside the purview of his/her office;
- Interact with staff in a professional and respectful manner, following agreed channels of communication and authority;
- Not engage in any conduct that would tarnish the good reputation of Kiwanis or undermine the public's trust.
- Not nominate or second the nomination of any candidate for a contested election at the District or club level.

Alleged violations of these standards of conduct shall be investigated in accord with District Policies in the same manner as violations of conduct unbecoming, including the right of the individual to defend him/herself, as defined in the District bylaws. After the process is completed, any Board member found to have violated these standards of conduct shall be subject to disciplinary action as determined by the Board, up to and including suspension of duties or removal from office.

Name of New Jersey District Board Member (Print):

Signature of Board Member:

Date:

APPENDIX E GUIDELINES

FOR ADMINISTRATORS OF SERVICE LEADERSHIP PROGRAMS

The chairs of the Service Leadership Programs (SLPs) have a special position in Kiwanis, and therefore have a special title, viz., Administrator. With this title comes the need for a clear understanding of important requirements and duties.

Service Leadership Programs

The District Service Leadership Programs are sponsored Kiwanis initiatives to provide SLP members with learning and growth through the mentoring relationships with Kiwanis advisors.

New Jersey Kiwanis District Board

The operation and functioning of all SLPs are under the authority and responsibility of the New Jersey Kiwanis District Board (KDB). The KDB is the ultimate arbiter of all matters that cannot or should not be handled by an SLP committee.

Administrators:

Authority: The KDB delegates to the Administrators the authority to manage the SLP program on all matters, in accord with and on behalf of the New Jersey District including discipline as further defined in this Guideline.

Accountability: The Administrators are accountable to the KDB and shall keep the Board informed on all matters, especially matters that may have a financial or legal consequence or in any way can impugn the good name of Kiwanis.

Responsibility: The Administrators are responsible for the following duties:

- Abide by all SLP-related Bylaws and Policies of the Kiwanis District of New Jersey with special focus on Appendix C, the Youth Protection Guidelines, and this Guideline (Appendix E) in District Policies.
- Represent in all activities a positive image of Kiwanis.
- Oversee the program keeping in mind the best interests of the Kiwanis District and the SLP members.
- Guide, train, and assist the participants in the SLP to have a positive, enriching, and learning experience within the purpose and goals of the SLP, and help participants to grow as responsible people to include the acquisition of skills related to responsible citizenship, e.g., leadership, organization, communication, courtesy, responsibility, commitment, and tolerance.
- Protect the dignity and self-esteem of all participants, and take immediate corrective action against any SLP member involved in bullying, insulting,

harassing, demeaning, belittling, or destructively criticizing any person, and take corrective action against any Kiwanian who is either involved in or condones the above infractions through indifference.

- Counsel against, and correct the use of, foul language.
- Exercise judicious management of discipline:
 - ❖ It is recognized that people learn throughout life, and young people are on the steep side of the learning curve, hence are prone to take more risks and may not always use good judgement.
 - ❖ Young people must learn that there are consequences when rules are broken, but they should also learn that justice must be fair, and that the degree of discipline should be measured in relation to the degree of an infraction.
 - ❖ Discipline must be treated as both a teaching opportunity and a learning experience, and should not scar a student.
 - ❖ Any SLP member breaking agreements of behavior such as at conventions may be suspended with counseling from participating in activities, or in severe cases, removed from the activity.
 - ❖ When an SLP member is removed from an activity and is sent home, arrangements must be made for the safe passage of the member, and such action must be reported to the KDB at the next meeting of the KDB.
 - ❖ Any infraction that is serious enough to warrant removal from an appointed or elected position must be handled by the SLP Board after thorough investigation: if the SLP Board votes to remove an individual, the individual may be suspended from participation pending review by the Kiwanis SLP committee.
 - ❖ Expulsion from an SLP program requires action by the Kiwanis Board.
 - ❖ Discipline that belongs with other parties such as legal matters, school rules, or parental responsibilities are not to be handled by Kiwanis.
- Lead the associated Kiwanis committee regarding these Guidelines and exercise full management of the committee.
- Provide training on these Guidelines to all SLP Kiwanis advisors at the District and club levels.

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