



# KIWANIS CLUB OF GREEN VALLEY POLICIES & PROCEDURES

Adopted:

A member of Kiwanis International





## Club Information & Objectives of Kiwanis

This organization is the "Kiwanis Club of Green Valley, Henderson"  
The Club is recognized as K12798, which is a member of Kiwanis International and exists only by charter granted by Kiwanis International.  
(Charter date: August 10, 1989)

The primary purpose of this club is to improve the quality of life for children and families worldwide by adhering to the Objects of Kiwanis International.

### The Objects of Kiwanis International

The following principles have guided Kiwanians' work since 1924:

To give primacy to the human and spiritual rather than to the material values of life.

To encourage the daily living of the Golden Rule in all human relationships.

To promote the adoption and the application of higher social, business, and professional standards.

To develop, by precept and example, a more intelligent, aggressive, and serviceable citizenship.

To provide, through Kiwanis clubs, a practical means to form enduring friendships, to render altruistic service, and to build better communities.

To cooperate in creating and maintaining that sound public opinion and high idealism which make possible the increase of righteousness, justice, patriotism, and goodwill.

**We Build  
Bridges for Children to the  
Future**



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**PROCEDURE:****AUTHORITIES**

The Kiwanis Club of Green Valley bylaws and policies will comply with all applicable laws in its local jurisdiction.

**PROCEDURE:****AUTHORITIES**

For authority on all matters not covered by these policies, the following documents will apply in this order or priority:

- First – Kiwanis International bylaws
- Second – Kiwanis International policies and procedures
- Third – Federation bylaws (if any)
- Fourth – District Bylaws (if any)
- Fifth – Robert's Rules of Order Newly Revised (latest edition)

**POLICY:****MEMBERSHIP**

It is the policy of the Kiwanis Club of Green Valley to recognize all applications submitted for membership. Policy for membership is listed in the Standard Form for Club Bylaws adopted by the club. (See ATT #1)

**PROCEDURE:****MEMBERSHIP**

A Kiwanis International member application will be submitted for all individuals requesting membership or transfer into the club. Applicants may be admitted to membership by invitation or transfer from another club upon no less than a majority vote of the board of directors.

Membership interest received from Kiwanis International and the Cal Nev Ha District will be acknowledged by club secretary.

The club Secretary will present all new member applications/information to the Board for review and approval. A club member in good standing will act as sponsor for a new member. To be in good standing, members are obligated to pay the dues and fees designated by the board of directors, comply with criteria provided in club policy, perform an average of two service hours per month, or participate in one club project per month. Members in good standing are entitled to all rights and privileges of the club.

Members transferring into the club will require their previous club secretary to remove their name from their club roster. The Green Valley Club secretary will verify dues payment from the transferring club. Verification of dues payment will be made thru Kiwanis International. Once the transferring club has removed the name, the secretary of this club will add their membership to the club roster via the Secretary Dashboard provided by Kiwanis International. Dues payment from new members will be required before adding names to the roster. \*

Upon board approval of an application, new/transferring members will be installed at a club meeting. Each new member is given a welcome packet. Packets will be created by the secretary and contain information and items relating to membership and the club.

Any member resigning or has been removed from club membership forfeits all interest in any club funds or property and all rights to use any Kiwanis marks.

\*\*\*\*Membership is declined to applicants/members not adhering to the Objects of Kiwanis, causing concern to the standards of the club,

**POLICY:****OPERATIONS**

The administrative and fiscal year of this club is the same as Kiwanis International, which is October 1st – September 30<sup>th</sup>.

**PROCEDURE:****OPERATIONS**

Club officer terms of office and maintenance of club funds and records utilize the same designated fiscal year as the governing organization.

The Board of Directors will determine the frequency, day, time and place of board and regular club meetings. (No less than once each month.) Special club meetings may be called, and scheduled meetings may be cancelled or rescheduled, by a majority vote of the board members or by the club president. Participation constitutes attendance. Normal club meeting rules apply. If any votes taken verbally are unclear, they should be taken by roll call.

One meeting each year between January 1<sup>st</sup> and May 15<sup>th</sup> will be designated as the annual meeting for club elections. At least 30 days previous notice of the annual meeting must be given to members.

At least one-third (1/3) of the club members in good standing constitutes a quorum, and no less than a majority vote of the members present and voting is required to approve all business unless otherwise provided in the club bylaws or policy.

The club may host activities to inform club and community members about matters of public interest. However, this club will not express any opinion to take any action regarding any candidate, legislation, or other matters of a political nature.

No club member may enter into any contract binding this club to any financial responsibilities or obligations without the consent of the board of directors.

The club utilizes the Kiwanis International template for club bylaws and policies. These bylaws will be reviewed on an annual basis for any updates or changes. The club secretary will make any necessary changes voted on and approved to the bylaws thru the Kiwanis International Secretary's dashboard. (See Attachment 1 – Bylaws)

**POLICY:**

## **ELECTION PROCESS**

The Kiwanis Club of Green Valley will hold elections for officers and board members on a yearly basis. (With-in the time frame mandated by Kiwanis International.) The club secretary will certify the results to Kiwanis International and to the Cal Nev Ha District.

**PROCEDURE:**

## **ELECTION PROCESS**

Nominations may be made in advance, at a general meeting, or from the floor during the annual meeting, with the consent of those nominated. Nominees must be club members in good standing with Kiwanis International and this club.

A yearly annual meeting will be scheduled for the purpose of club elections. This meeting will be scheduled a minimum of two (2) weeks after nominations have been presented.

Ballots are only necessary when there are more nominees for an office than offices to be filled. If any ballot does not reflect a majority vote for one nominee, the nominee receiving the fewest votes will be dropped a new vote taken for the remaining nominees; the same process will be followed until one nominee receives a majority of the votes. If there are more nominees for directors than offices to be filled, those receiving the highest number of votes will be declared elected without additional voting.

Cumulative voting, absentee ballots, and proxy voting are not permitted.

The club secretary will certify the election results to Kiwanis International and Cal Nev Ha District of Kiwanis.

**POLICY:**

## **OFFICERS AND DIRECTORS (Board)**

The Kiwanis club officers will be a president, immediate past president, president-elect, treasurer, and secretary. This club will have a minimum of three (3) directors. No offices may be held by the same person, and no person shall simultaneously serve as an officer and a director. This club may also have such other offices as may be required by the laws of local jurisdiction.

The Club Board of Directors consists of the president, immediate past president, president-elect, treasurer, secretary, and all directors. The laws of local jurisdiction may require other positions.

**PROCEDURE:**

## **OFFICERS AND DIRECTORS (Board)**

Each officer and director (and nominees for same) must be a member in good standing with this club and Kiwanis International. Terms of office follow the Kiwanis International Administrative Year. (October 1<sup>st</sup> to September 30<sup>th</sup>) Each elected officer is required to attend the Club Leadership Education (CLE) workshop. Each elected officer and board member is required to sign a Conflict of Interest Policy/Disclosure Agreement upon taking office.

**President's Duties:** The president acts as the club's executive officer, presides at all meetings of the members and the board, and regularly reports to both groups.

**Secretary's Duties:** The secretary keeps the foundation and club's records, reports membership changes to Kiwanis International; keeps minutes of the club and board meetings, files required reports (if any) with local, national, and other government authorities; and regularly reports to the members and board.

**Treasurer's Duties:** The treasurer handles and accounts for all club and foundation funds on authority of the board; maintains club financial records; files required reports (if any) with local, national, and other government authorities, and regularly reports to the members and board.

**President-Elect and Immediate Past President:** Both positions have duties as usually pertaining to their office or as may be assigned by the president or board of directors.

**Director Duties:** Each member attends scheduled board meetings, provides general management of the club not otherwise delegated to the membership in these bylaws or club policy, assure the club complies with applicable governmental rules and regulations, and determine the good-standing status of members in accordance with club policy. Attendance at 2/3 of scheduled Board meetings is required to maintain a director's position. Elections or appointment of these positions are for one year.

A majority of the members of the entire board constitutes a quorum, and a majority vote of the board members present and voting is required for all business.

The board will meet regularly at a designated place and time. The board may hold special meetings at the call of the president or a majority vote of the board. The board may meet and conduct business by any method that allows all participants to simultaneously communicate with each other or as otherwise allowed by law. Participation constitutes attendance. Normal board meeting rules apply. If any votes taken verbally are unclear, they should be taken by roll call.

Vacancies will be filled as follows:

- President: by the president-elect, immediate past president, or vice president
- Immediate past president: by the most recent president willing and able to serve
- For all other officers and directors, new elections will be held within 60-day days, provided at least fourteen (14) days previous notice of the meeting and nominations(s) is given to the members.

If an officer or director is alleged by the president or a majority vote of the board to be failing to perform his/her duties, the board will investigate/review and discuss the situation with the individual. If the result mandates dismissal from the position, a vote of (2/3) two-third of the board is required and the position will be declared vacant.



**POLICY:****FUNDS AND ACCOUNTING**

It is the policy of the Kiwanis Club of Green Valley to maintain separate accounts for service funds and administrative funds.

**PROCEDURE:****FUNDS AND ACCOUNTING**

The club's financial records will be examined annually by either (a) qualified accounting firm: or (b) a standing financial review committee as agreed upon by the board of directors. The club's accounting records will be available for inspection by the accounting firm or the committee and, upon request by the president or board. A written report of the annual financial examination shall be submitted to the board. An annual examination should include, but not be limited to, bank reconciliations, income, disbursements, budgets, and any other financial records or reports of the club. All club members serving on a financial review committee must be a member in good standing.

Club membership dues, fees, and other assessments must be approved by two-thirds (2/3) vote of the Board of Directors. The club board will provide for the prompt payment of all dues, fees, and other obligations to Kiwanis International and to its district.

If this club ceases operations for any reason, the club board will provide for proper distribution of club funds or other assets, in accordance with applicable law. Funds or assets not otherwise designated will be transmitted to the district foundation.

**SERVICE ACCOUNTS:** Income received from fundraising projects in which the public participates and members' only fundraising projects that are designated by the board as service fundraising projects are deposited in Service Accounts. Funds in these accounts cover: club service activities, charitable donations, educational and religious activities of the club, expenses associated with sponsorship of a Kiwanis Service Leadership Program, and any or part of expenses associated with liability insurance.

**ADMINISTRATIVE ACCOUNTS:** Income received from dues, membership fees, meals and assessments are deposited in Administrative Accounts. Funds in these accounts help cover expenses for: Kiwanis International and district conventions, magazine subscriptions, meals, club newsletters, club programming expenses and all or part of expenses associated with liability insurance for the club and members. The club Secretary and Treasurer have board approval to purchase administrative supplies/services require for maintaining club operations up to the amount of \$200.

**POLICY:****BUDGET(S)**

It is the policy of the Kiwanis Club of Green Valley to develop and implement an annual budget for both the club operations and foundation.

**PROCEDURE:****BUDGET(S)**

The club's incoming president and treasurer will review and develop tentative budgets for each of the following accounts: Service, Administrative, Fund, and Foundation. This review will take place immediately after the start of the fiscal year.

The tentative budgets will be presented to the officers and board of directors at a regularly scheduled board meeting. The board will do a line-by-line review of each budget.

Each line item will be voted upon by consensus. Upon completion of the review, the board of directors in attendance will vote on and approve the agreed upon budgets. A two-thirds (2/3) majority vote is required for approval.

An approved copy of the budgets will be prepared by the club treasurer and presented at the next regularly scheduled board meeting.



**POLICY:****DUES (CLUB AND SLP)**

It is the policy of the Kiwanis Club of Green Valley to recognize the dues structure of Kiwanis International and Cal Nev Ha District on an annual basis. The club board of directors will annually determine the members' dues structure with portion of the billable amount to remain in the club treasury.

**PROCEDURE:****DUES (CLUB AND SLP)**

The club will pay their member dues to Kiwanis International and Cal Nev Ha District based on their October club membership. Any member not remaining in the club for the next administrative year must have their individual information removed from the club roster no later than September 30<sup>th</sup>. The club secretary will process this information on the Secretary's Dashboard.

Kiwanis International must receive all club membership changes no later than October 1st. An invoice will appear on the Secretary Dashboard as of that date.

The club secretary will invoice members via email notifying members of the cost and due date for payment. Payments can be made to the club treasurer by cash, check or credit card. Receipts for payment will be provided.

New members will be billed at the new member rate. The club will not rebill transferring members who have paid their yearly dues.

The District dues and enrollment fees for club members under the age of 25 for their first two years of membership are waived. The District and Kiwanis International also waives dues and enrollment fees for former Service Leadership Program members regardless of age, for their first two years of membership. This club must still pay \$25 to Kiwanis International for the Magazine, liability insurance and D&O insurance fees for these new members.

For International life members, the club will be billed \$25 for the International magazine, liability insurance and D&O insurance fees. For each District Life Member, the club will be billed \$77 for the International dues and fees. For members who are both International and District life members, the club will be billed \$25 for the magazine, liability insurance and D&O insurance fees. (This information is subject to change by Kiwanis International and the Cal Nev Ha District of Kiwanis.)

The board of directors will designate the annual dues for this club based on costs submitted from Kiwanis International and the CNH District.

Dues for membership in Key Clubs and Circle K Clubs are the responsibility of those individual club members. Dues for members of sponsored Builders Clubs are paid annually by the Green Valley Club. The club will receive an annual invoice for Builders Clubs membership on the Secretary's Dashboard. The secretary will update advisor name and mailing address. Upon receiving payment, Kiwanis International will mail a membership packet to the Kiwanis Advisor containing applications, member pins and program information.

**PROCEDURE:**

**MEALS / REFRESHMENTS**

It is the policy of this club to hold meetings at a facility capable of providing/serving food and or meals for attendees.

**PROCEDURE:**

**MEALS / REFRESHMENTS**

Club members will pay for food and/or drinks ordered at all meetings. Members are responsible for their own expenses. Methods of payment to the club and meeting facility are by cash, check or credit/debit card.

The club will pay these expenses for any individual expressing interest in membership in the club and visiting for the first time.

The president and/or board of directors will determine special events held by the club. The type of event and board approval will determine the cost of meals or refreshments.

If applicable, the club will identify specific food items from the menu and prepare a club menu for ordering purposes. Items selected for the club menu will be in a designated price range. Charges for the meals will include the designated facility charges, tax and gratuity. (A club representative and facility manager negotiates charges.) The negotiated charges must be approved by the board.

This club will not enter into any contract for meeting purposes or agree to a guaranteed number of attendees. If a contract of any kind is required, the board of directors must approve the contract.

Any special designated events outside of the regular meeting location will be held to the same agreement regarding guarantee of attendees or required contracts.

Sponsored Leadership Clubs are invited to attend any Green Valley Kiwanis meeting. The board of directors will develop a process/schedule for those attending, providing guidelines for how and when the club will pay for the SLP member meals. Only three club member meals, per club, will be paid for by the Green Valley Club at one meeting during the SLP assigned attendance schedule. Additional members must pay for their own meals.

**POLICY:**

**MEMORIALS / GET WELL / APPRECIATION**

It is the policy of the Kiwanis Club of Green Valley to recognize club members (or their family members) for special occasions, memorials, illness, appreciation, and other events so voted on by the Board of Directors of the Club.

**PROCEDURE:**

**MEMORIALS / GET WELL / APPRECIATION**

The Club Secretary will identify the occasion, obtain details, and arrange for acknowledgments. Acknowledgments for club members are approved up to the amount of \$100. Family member acknowledgements are approved up to the amount of \$50. Method of payment is by club debit card, check or cash. The Club Treasurer utilizing all payment methods may place orders. The Club Secretary utilizing the club debit card may place orders. All purchases must be accompanied with a receipt and description of purchase. This policy and procedure was voted on and approved by the Club Board members on January 10, 2017. The club may also recognize members with awards at the discretion of the president or board of directors. The president may acknowledge awards up to \$100. Any award or recognition above that amount needs approval from the two-thirds (2/3) of the board of directors.

**POLICY:****SERVICE HOURS AND FUNDRAISING**

It is the policy of the Kiwanis Club of Green Valley, to honor and acknowledge all service hours performed by a club member in good standing, provided their hours have been consistent with the Objects and Objectives of Kiwanis International, and no compensation has been paid for those services. Service hours are defined by time spent by club members providing service to community organizations, Kiwanis International programs and club recognized projects and maintenance.

This club recognizes all service hours and fundraising efforts performed for the following: (but not limited to)

**SLP:** Terrific Kids, Builders Club, Key Club, Circle K (Kiwanis Family events) (RTC) (Fall Rally) (DCONs)

**Green Valley Kiwanis Club:** Board, Website, Social Media, Annual Poker Tournament, Club Foundation

**Kiwanis:** Division, District, International

**Projects and Fundraising:**

- American Cancer Society
- Autism Foundation
- Baby's Bounty
- Children's Miracle Network
- Churches
- Easter Seals
- Family Support Projects
- Gibson Elementary School
- Girl Scouts
- Giving Life Ministries
- Henderson (City of) Firefighters, Parks and Recreation, Police (recognized city departments)
- Little Miss Hanna Foundation
- LVMP (Las Vegas Metropolitan Police)
- Las Vegas Sports Committee (LVSC)
- Loving Hands (Includes: Knots of Love, mats)
- RTC (Regional Transportation Committee)
- Robert Taylor Elementary School
- Salvation Army
- Serving Our Kids Foundation
- Special Olympics
- Spread the Word Nevada
- St. Jude's Ranch for Children
- Three Square
- UMC (University Medical Center)
- USO (United Service Organization)

Presented to, voted upon, and approved by the Board of Directors November 6, 2016.

**PROCEDURE:****SERVICE HOURS AND FUNDRAISING**

All service hours performed by club members are to be reported to the club Secretary in the month they are performed, Hours are to be reported for each individual project worked. Methods available for reporting are email, monthly meeting report, texting, and club app. The Secretary will report the hours to Kiwanis International in the club monthly report.

The Board of Directors must approve all fundraising efforts. A proposal will be submitted for approval outlining the project, projected expenses, and liability possibilities. The treasurer will maintain individual records of each fundraising event, and provide a detailed report of finances to the board of directors.

**POLICY:****CLUB PROJECTS**

It is the policy of the Kiwanis Club of Green Valley to recognize all suggestions and ideas for club projects.

**PROCEDURE:****CLUB PROJECTS**

Information regarding suggested/planned projects must be in written form as a proposal and submitted to the club board of directors. The proposal must include:

1. A detailed description of the activity.
2. Identify the purpose, date, location.
3. A complete budget for the event.
4. An approximate number of individuals the project will benefit.
5. A method of evaluation of the project.

After a project proposal has been approved, any variances to the proposal must again be presented to the board for approval. Projects must be designated as a school year project or a fiscal year project. Club sponsored projects at schools will be based on the Clark County designated SCHOOL YEAR. Funds for these projects cannot be carried over to the next year club budget. All requests for supplies/materials must be presented to the board for approval. The board will designate how and where supplies/materials will be purchased. The board will not approve receipts submitted for reimbursement that were not preapproved purchases. Requests to carry over funds from a previous fiscal year must be presented for approval. Funds for a school year project cannot be carried over to the next year. Funds/checks cannot be issued unless a written request or proposal is approved by the board. Requests for fund/checks not submitted to the board will not be approved.

Once the proposal is submitted to the board, the board will identify any possible liability to the club for sponsorship of the project. Any questions regarding liability will be directed to the club secretary for submission to the Kiwanis designated insurance provider for approval or review.

If the project is ongoing and has not been designated as a permanent line item in the budget a new proposal must be submitted on a yearly basis for consideration. The new proposal must include all of the information submitted in the original proposal.

**POLICY:**

# **YOUTH PROTECTION**

It is the policy of the Kiwanis Club of Green Valley to sponsor Kiwanis Service Leadership Programs in our community schools. The number of programs supported is based on the budget and membership of the club. Support extended to these programs is financial and physical.

All club members are to be made aware of and trained in the Youth Protection Guidelines established by Kiwanis International on a yearly basis. Club members acting as program advisors are required to obtain background checks thru Kiwanis International every two years. This club also recognizes requirements for advisors/volunteers established by the Clark County School District.

The Kiwanis Club of Green Valley recognizes and supports all Policies and Procedures established by Kiwanis International regarding Service Leadership Programs.

**PROCEDURE:**

# **YOUTH PROTECTION**

The Kiwanis Club of Green Valley sponsors:

- **Builders Club** at Cannon Middle School
- **Circle K at the University of Nevada Las Vegas**
- **Key Clubs** at:
  - Basic High School
  - Coral Academy of Science
  - Coronado High School
  - Del Sol High School
  - Foothill High School
  - Green Valley High School
  - Liberty High School
  - Silverado High School

The club secretary will maintain an ongoing record of background check requirements required by Kiwanis International. Notice of dates for updating individual information will be made thru use of the Secretary's Dashboard (Kiwanis International) and notification of updates sent to individuals to maintain compliance. Individuals not in compliance with this policy will not be permitted to act as an advisor/volunteer/chaperone.

Individuals will submit their background check information to the company designated by Kiwanis International. Once information is submitted, the club will reimburse the member for the associated fee and requires documentation of completion and payment.

The Youth Protection Guidelines provided by Kiwanis International will be acknowledged and followed. Guidelines will be updated as needed. Information regarding Youth Protection training is available on the Green Valley Kiwanis website.

Consent and Release forms will be required by club members and Service Leadership Program members for utilizing any advertising/photos in printed materials or social media.

While attending any Kiwanis event that is produced primarily by or for the benefit of youth, adults are expected to refrain from consumption of alcoholic beverages and/or the use of tobacco products during any portion of the event. No alcoholic beverage will be given or sold to any member of a Sponsored Leadership Program or minor attending any club meetings, benefits, or programs.

The Kiwanis International Youth Guidelines, Policies, and Procedures for Circle K and Key Clubs is listed in this manual. (See ATTACHMENT #2 and ATTACHMENT #5.)

**POLICY:****FOUNDATION**

The Kiwanis Club of Green Valley Kiwanis Foundation (Foundation) is maintained and governed by the Kiwanis Club of Green Valley. The purpose of the Foundation is to assist students from the sponsored Key Clubs of the Kiwanis Club of Green Valley with grants and scholarships to higher educational institutions. The Foundation is governed by its own set of bylaws. (ATTACHMENT 3)

**PROCEDURE:****FOUNDATION****Operations:**

The annual meeting for the transaction of such business as may be necessary or advisable shall be held in September of each year. Notice of the time and place for holding such meeting shall be given to the members not less than one week prior to the holding of such meeting, in such manner as the board of directors may order.

The Board of Directors consists of the current Board of Directors for the Kiwanis Club of Green Valley.

Special meetings may be held at any time on the call of the president or by order of the board of directors, or on the written request of fifty percent (50%) of the members. Notice of the time, place, and object of such meetings shall be given to the members in such manner as the president or the board of directors may order.

A quorum for the holding of any meeting shall be required.

Any meeting may be adjourned from time to time until its business is completed; and the members present at any meeting or any adjourned meeting, if less than a quorum, may adjourn from time to time until a quorum is present.

The Foundation Bylaws will be reviewed on a yearly basis and updated with the approval of the Board of Directors. ATTACHMENT #3.

The foundation banking account is funded by donations and annual fundraising. This account is separate from any of the Kiwanis Club of Green Valley's accounts. Any expenses incurred by fundraising will be reviewed by the club board of directors and paid from this account by the foundation treasurer. This foundation is a 501 (C) 3 organization. The treasurer will issue receipts for any donations received and pay for any expenses required by the state / federal government. Records for the foundation will be reviewed annually.

**Scholarships:**

The awarding of Foundation Scholarships and grants will be held annually. Notification of the scholarships/grants will be conveyed to the members of all Kiwanis Club of Green Valley sponsored Key Clubs. The application is available on the club website. The club president will appoint a chairperson to oversee the scholarship process. The appointed chairperson will form a committee to collect, evaluate, vote on, and present financial awards to qualifiers. The club treasurer will issue awards by check upon receiving proper documentation from the winners' chosen institute of higher education. Grant awards will be issued by check directly to qualifying students. Students awarded a four (4) year scholarship are required to submit required school document for each year of the scholarship. Detailed information regarding the award process is outlined in ATTACHMENT #4. The scholarship application will be reviewed on an annual basis by the foundation board of directors for changes or updates. The treasurer will maintain a record of recipients for these funds.



# ATTACHMENTS AND FORMS

## ATTACHMENT 1:

## CLUB BYLAWS



# Kiwanis®

### Standard Form for Club Bylaws and Policies

As revised by Kiwanis International – October 2012

#### ARTICLE 1. NAME and OBJECTS

1.1. This organization is the “**Kiwanis Club of Green Valley, Henderson**” **K12798**, which is a member of Kiwanis International and exists only by charter granted by Kiwanis International.

1.2. The primary purpose of this club is to improve the quality of life for children and families worldwide by adhering to the Objects of Kiwanis International, which are:

- To give primacy to the human and spiritual, rather than to the material values of life.
- To encourage the daily living of the Golden Rule in all human relationships.
- To promote the adoption and application of higher social, business, and professional standards.
- To develop, by precept and example, a more intelligent, aggressive, and serviceable citizenship.
- To provide, through this club, a practical means to form enduring friendships, to render altruistic service, and to build a better community.
- To cooperate in creating and maintaining that sound public opinion and high idealism which make possible the increase of righteousness, justice, patriotism, and goodwill.

#### ARTICLE 2. MEMBERS

2.1. Adults of good character and good community standing may be admitted to membership in this club by invitation or by transfer from another Kiwanis club upon no less than a majority vote of the board.

2.2. Members in good standing are entitled to all rights and privileges of the club. To be in good standing, members are obligated to pay the dues and fees provided in club policy and comply with any other criteria provided in club policy.

2.3. Members not in good standing may be suspended or removed by no less than a majority vote of the board. At least fourteen (14) days previous notice of such pending action must be provided to the member. The member will have the right to appear to present his/her case to the board on or before the meeting at which action will be determined.

2.4. A member may resign by submitting written notice to the club. Any member who resigns or has been removed from club membership forfeits all interest in any club funds or property and all rights to use any Kiwanis marks.

#### ARTICLE 3. OPERATIONS

3.1. The administrative and fiscal year of this club is the same as Kiwanis International, which is October 1-September 30.

3.2. The board will determine the frequency, day, time, and place of regular club meetings, no less than once each month. Special club meetings may be called, and scheduled meetings may be cancelled or rescheduled, by a majority vote of the board or club members, provided at least 48 hours previous notice is given. Subject to laws of local jurisdiction, club members may meet and conduct business by any method that allows all participants to simultaneously communicate with each other or as otherwise allowed by law. Participation constitutes attendance. Normal club meeting rules apply. If any votes taken verbally are unclear, they should be taken by roll call.

3.3. One meeting each year between January 1 and May 15 will be designated as the annual meeting for club elections. At least 30 days previous notice of the annual meeting must be given to members.

3.4. This club may have standing committees as determined by a majority vote of the board and defined in club policy. The president may create and appoint additional committees as desired to conduct club goals and activities, subject to approval by the board, with their purpose, term, and duties defined upon creation.

3.5. At least one-third (1/3) of the club members in good standing constitutes a quorum, and no less than a majority vote of the members present and voting is required to approve all business unless otherwise provided in these bylaws or club policy. At least fourteen (14) days previous notice of any pending vote must be given to the members.

3.6. This club may host activities to inform club and community members about matters of public interest. However, this club will not express any opinion or take any action regarding any candidate, legislation, or other matters of a political nature.

#### ARTICLE 4. OFFICERS AND DIRECTORS

4.1. The officers will be a president, immediate past president, president-elect, treasurer, and secretary. The officers may also include one or more vice-president(s), if so defined in club policy. This club will also have a minimum of three (3) directors as stated in club policy. No offices may be held by the same person except those of secretary and treasurer, and no person shall simultaneously serve as an officer and a director. This club may also have such other offices as may be required by the laws of local jurisdiction. The names, terms, and duties of such offices, as well as the processes for elections and filling of vacancies, will be included in relevant provisions of the club's bylaws and/or policies.



4.2. Officers' duties are as defined below and as may be additionally provided in club policy:

- The president acts as the club's executive officer, presides at all meetings of the members and the board; and regularly reports to both groups.
- The secretary keeps the club's records; promptly reports membership changes to Kiwanis International; keeps minutes of club and board meetings; files required reports (if any) with local, national, and other government authorities; and regularly reports to the members and board.
- The treasurer handles and accounts for all club funds on authority of the board; maintains club financial records; and regularly reports to the members and board.
- The president-elect, immediate past president, and vice president (if any), have duties as usually pertain to the office or as may be assigned by the president or board.

4.3. Directors have such duties as usually pertain to the office or as may be assigned by the president or board

## ARTICLE 5. ELECTIONS AND VACANCIES

5.1. Each officer and director (and nominees for same) must be a member in good standing with this club. Any qualified, consenting member may be nominated either in advance or from the floor, according to club policy.

5.2. The immediate past president is the most recent president willing and able to serve. The secretary may be either appointed or elected, as provided in club policy. All other officers and directors, including the secretary unless he/she is appointed, will be elected at the club's annual meeting by a majority vote, following a process provided in club policy.

5.3. The president, immediate past president, president-elect, treasurer, secretary, and vice president(s), (if any) will serve one-year or two-year terms as provided in club policy, beginning October 1 of each year. Directors may serve up to three-year terms, as provided in club policy, with each term beginning October 1 after election.

5.4. Vacancies will be filled as follows:

- President: by the president-elect, immediate past president, or vice president (if any), as provided in club policy.
- Immediate past president: by the most recent president willing and able to serve.
- For all other officers and directors, new elections will be held within 60 days, provided at least fourteen (14) days previous notice of the meeting and nomination(s) is given to the members. However, if the secretary is appointed, the president will appoint someone to fill the vacancy, subject to approval by the board.

## ARTICLE 6. BOARD OF DIRECTORS

6.1. The club board of directors (referred to in these bylaws as "board") consists of the president, immediate past president, president-elect, treasurer, secretary, vice president(s), (if any), and all directors, and such other positions as may be required by the laws of local jurisdiction.

6.2. The board has the following responsibilities:

- Provide general management of the club not otherwise delegated to the membership in these bylaws or club policy.
- Assure the club complies with applicable governmental rules and regulations.
- Determine the good-standing status of members in accordance with club policy.
- Perform other duties as provided in these bylaws and club policy.

6.3. A majority of the members of the entire board constitutes a quorum, and a majority vote of the board members present and voting is required for all business unless otherwise provided in these bylaws or club policy.

6.4. The board will meet regularly at a designated place and time that it determines. The board may hold special meetings at the call of the president or a majority vote of the board, provided at least forty-eight (48) hours previous notice is given to board members of the date, time, place, and topic(s). Subject to laws of local jurisdiction, the board may meet and conduct business by any method that allows all participants to simultaneously communicate with each other or as otherwise allowed by law. Participation constitutes attendance. Normal board meeting rules apply. If any votes taken verbally are unclear, they should be taken by roll call.

6.5. The board may take no action in conflict with an action of the membership. Other than disciplinary measures, an action of the board may be rescinded or amended by two-thirds (2/3) vote of the club members present and voting, provided at least fourteen (14) days previous notice is given to the members.

## ARTICLE 7. DISCIPLINE

7.1. "Conduct unbecoming a member of the Kiwanis family" is defined in Kiwanis International Policy as any conduct that:

- is incompatible with the best interests of the public or of members of the Kiwanis family; or
- tends to harm the standing of Kiwanis in the local or global community.

7.2. If a written allegation of 'conduct unbecoming a member of the Kiwanis family' is made against a member of a Kiwanis club, the club president shall immediately request from Kiwanis International a copy of the detailed procedures to be followed by clubs and shall appoint a special investigator to investigate the matter (or, if the club president is accused, the immediate past president shall act).

- a. If the investigation concludes that there is a reasonable basis for the allegation, the president shall notify the accused member and refer the matter to the club board to conduct a hearing to decide the matter. The board shall then meet and report its decision, whether the member did or did not engage in 'conduct unbecoming' and, based on that decision, the appropriate disciplinary action, if any, as follows: informal counseling, a verbal reprimand, written reprimand, suspension from office or club membership, or removal from office or club membership. The determination of the discipline should be based on the seriousness of the unbecoming conduct. All disciplinary actions shall be documented in club records. If a member is removed from the club for 'conduct unbecoming', the club shall notify the district governor and district secretary as a matter of record.
- b. If either the accused member or the investigator believes that some part of the investigation or determination process was faulty or the

determination was incorrect, either party has the right to appeal in writing the board's decision(s) to the club membership. The appeal shall be heard at a special meeting of the club members in good standing. The decision of the club membership to uphold, reverse or change the board's decisions(s) shall be final.

- c. If, at any point during the 'conduct unbecoming' process, possible criminal wrongdoing is discovered, the matter shall be reported to the proper authorities.
- d. All materials, facts, and information related to the investigation, determination, and appeal (if any) shall be kept confidential at all times by any parties or persons involved in any part of the process.
- e. The club shall retain all official records on the matter (allegation report, investigation report, hearing record, board report, and appeal record if any) in a confidential file as long as required by applicable local law, and shall send a copy to the Executive Director of Kiwanis International, to be retained in a confidential file.

7.3. A club shall discipline any member whose conduct is determined by the club to be 'conduct unbecoming a member of the Kiwanis family,' or else the club shall be considered out of compliance with acceptable standards of Kiwanis International and may have its charter suspended or revoked as provided in the Kiwanis International Bylaws.

7.4. If an officer or director is alleged by the president or a majority vote of the board to be failing to perform his/her duties, the board will investigate the allegation and determine the matter at a special meeting in executive session held within forty-five (45) days after the investigation is complete or as soon as reasonably possible. Written notice of the allegation, investigation, and meeting must be given to the accused member at least thirty (30) days prior to the hearing. The accused member will be permitted to attend the hearing and present a defense. If the allegation(s) is sustained by no less than a two-third (2/3) vote of the entire board, the position will be declared vacant.

## **ARTICLE 8. FUNDS and ACCOUNTING**

8.1. Monies received for club service activities, regardless of source, may be used only for service activities. Separate accounting records must be maintained for service funds and administrative funds.

8.2. By October 15, the board will adopt separate budgets of estimated income and expenses for the administrative and service funds of the club.

8.3. The club's financial records will be examined annually by either (a) a qualified accounting firm; or b) a standing financial review committee, as provided in club policy. The club's accounting records will be available for inspection by the accounting firm or the committee and, upon request, by the president or board. A written report of the annual financial examination shall be submitted to the board.

8.4. The board determines the official depository/ies of club funds and designates the person(s) authorized to pay club charges.

8.5. Club membership dues, fees, and other assessments, as provided in club policy, must be approved by two-thirds (2/3) vote of the members present and voting, provided at least fourteen (14) days previous notice of the vote and proposed amount is given to the members.

8.6. The club board will provide for the prompt payment of all dues, fees, and other obligations to Kiwanis International and to its district and federation (if any).

8.7. If this club ceases operations for any reason, the club board will provide for proper distribution of club funds or other assets, in accordance with applicable law. Funds or assets not otherwise designated will be transmitted to the Kiwanis International Foundation or the district foundation.

## **ARTICLE 9. AUTHORITIES**

9.1. This club's bylaws and policies will comply with all applicable laws in its local jurisdiction.

9.2. For authority on all matters not covered by these bylaws, the following documents will apply, in this order of priority:

- First—Kiwanis International bylaws;
- Second—Kiwanis International policies and procedures;
- Third—Federation bylaws (if any)
- Fourth—District bylaws (if any)
- Fifth—Robert's Rules of Order Newly Revised (latest edition)

## **ARTICLE 10. BYLAWS and POLICIES**

10.1. This club will incorporate or register as required by law with the proper government authority(ies) within one (1) year from its charter date and maintain such incorporation or registration.

10.2. These bylaws will only be amended to comply with the Standard Form for Club Bylaws, as approved now or in the future by Kiwanis International. Amendments may be adopted by two-thirds (2/3) vote of the club members present and voting, provided at least fourteen (14) days previous notice is given to the members. These club bylaws and any amendments thereto are not effective unless approved by Kiwanis International.

10.3. If any provision of these bylaws is determined to be invalid, all other provisions still remain in effect.

10.4. The club membership shall consider and adopt the mandatory club policies required by Kiwanis International, which complete provisions stated in the bylaws. Adoption shall be by two-thirds (2/3) vote of the club members present and voting, provided at least fourteen (14) days previous notice is given to the club members.

10.5. The club board may adopt other club policies that are not in contravention of the applicable laws, club bylaws, Kiwanis International bylaws, and district and federation bylaws (if any), by at least a majority vote of the club board members present and voting, provided at least fourteen (14) days previous notice is given to the board members. (*Note: Optional Policies K and L have special requirements for adoption.*)

# CLUB POLICIES

"Kiwanis Club of Green Valley, Henderson" K12798

## Mandatory Club Policies

As stated in the club bylaws (Sec. 10.4): The club membership shall consider and adopt the mandatory club policies required by Kiwanis International, which complete provisions stated in the bylaws. Adoption shall be by two-thirds (2/3) vote of the club members present and voting, provided at least fourteen (14) days previous notice is given to the club members. Policies A- G must be considered, completed, and adopted by the club and submitted to Kiwanis International for approval with the club's initial bylaws or whenever club bylaw or policy changes are made, as they are part of the complete bylaws package.

### A. CLUBS DUES AND FEES

*Notes: Use this policy to state the current amount of dues and other fees (if any) for your club. (a) The dues and new member enrollment fee amounts should include the current Kiwanis International dues and fees and district/federation dues and fees. (b) If new members are alumni of service leadership programs, clubs should not charge them for Kiwanis International dues for two years after joining the club.*

*Members will pay the following financial obligations to the club:*

#### A. Currency:

USD

1. Annual dues amount: 125
2. New member enrollment fee amount: Graduated monthly, from \$87 to \$125
3. Other amount, if any:

### B. MEMBERS IN GOOD STANDING

*A member is not considered in good standing with the club if he/she:*

1. Is more than: 12 months or USD (amount) in arrears on dues or fees owed by that member.
2. Optional: Other requirement(s):

### C. OFFICERS AND DIRECTORS

1. This club has: 1 offices of vice-president.
2. This club has: 3 directors.
3. A vacancy in the office of president shall be filled by
  - ☐ president-elect
  - ☐ immediate past president
  - ☒ the vice president\*

*\*Note: If your club has more than one vice president, this shall be assumed to be the first vice president.*

### D. OFFICERS AND DIRECTORS TERMS

*Officers and directors terms are as follows:*

1. President, president-elect, immediate past president:
  - ☒ 1 year
  - ☐ 2 years
2. Secretary:
  - ☒ 1 year
  - ☐ 2 years

*Note: If appointed by the president, the secretary should have the same length of term as the president.*
3. Treasurer:
  - ☒ 1 year
  - ☐ 2 years
4. Vice-president(s) (if any):
  - ☒ 1 year
  - ☐ 2 years
  - ☐ No Vice-President
5. All directors: :
  - ☒ 1 year
  - ☐ 2 years
  - ☐ 3 years

*Note: If either 2- or 3-year terms are chosen, the directors will be elected so that only one-half or one-third of the terms are elected each year.*

## E. OFFICERS AND DIRECTORS ELECTION PROCESS

The election process for this club is as follows

1. The club secretary will be:
  - ☐ appointed by the president and approved by the board
  - ☒ elected by the membershipIf the club secretary is not elected, he/she will be appointed within one (1) week after elections are held. Note: If the secretary and treasurer position are combined, the position should be elected, not appointed.
2. Volunteers will be appointed to prepare the ballot, count the votes, and certify the results.
3. Nominations may be made in advance or from the floor during the annual meeting, with the consent of those nominated.
4. Cumulative voting is not allowed.

### **Absentee ballots**

- ☐ are
- ☒ are not allowed

### **Proxy ballots**

- ☐ are
- ☒ are not allowed

5. Ballots are only necessary when there are more nominees for an office than offices to be filled. If any ballot does not reflect a majority vote for one nominee, the nominee receiving the fewest votes will be dropped and a new vote taken for the remaining nominees; the same process will be followed until one nominee receives a majority of the votes. If there are more nominees for directors than offices to be filled, those receiving the highest number of votes will be declared elected without additional voting.
6. Electronic balloting is permitted for club elections. Secure website balloting is recommended to ensure privacy and accuracy. Use the KiwanisOne Club Management System or consult Kiwanis International for guidelines.
7. The club secretary will certify the election results to Kiwanis International (and to the district and federation, if any).
8. Incoming officers and directors are referred to as “-designate” (examples: president-elect-designate, secretary-designate, etc).
9. Additional requirements (if any) used by this club are:

## F. ANNUAL FINANCIAL REVIEW

To perform its annual financial examination, this club:

1. ☒ Hires a qualified accounting firm\*; or
2. ☒ Has a standing financial review committee composed of two or more qualified\*\* club members, excluding any board members.

Selection of the members will be determined by vote of the

- ☒ club board or
- ☐ club membership.

Committee members' terms shall be for one year each, October 1 – September 30. It is recommended that no person serve more than three (3) consecutive terms.

Note: An annual examination of financial records should include, but not be limited to, bank reconciliations, income, disbursements, budgets, balance sheets and income and expense statements for both the administrative and service accounts, budgets, and any other financial records or reports of the club.

\*If the accounting firm is affiliated with a club member, a conflict of interest form should be completed. Contact Kiwanis International for a sample form.

\*\*Qualified club members are those in good standing with the club who have financial or accounting experience.

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## Optional Club Policies

As stated in the club bylaws (Sec. 10.5): “The club board may adopt other club policies that are not in contravention of the applicable laws, club bylaws, Kiwanis International bylaws, and district and federation bylaws (if any), by at least a majority vote of the club board members present and voting, provided at least fourteen (14) days previous notice is given to the board members.”

The policies listed below are for consideration by the club because they may assist in club operations. However, they are not mandatory and may or may not be adopted, at the club's discretion. Optional policies do not require approval by Kiwanis International.

## G. OPTIONAL POLICY: CLUB MEETING INFORMATION

- ☒ Check here if the club wishes to have this policy.
- ☐ Check here if the club does not wish to use this policy.

Note: Each club is required to meet no less than once per month. The club board determines the frequency, day, time, and place of regular club meetings. The club may use this policy to list club meeting information. However, this is not a reporting mechanism; if your club's meeting information changes, please report it separately to Kiwanis International.

1. This club meets:
  - ☐ weekly
  - ☒ twice per month
  - ☐ monthlyas follows:  
1st Saturday at 8:00 am and 3rd Tuesday at 6:30 pm
2. Club satellite meeting (if any):

#### **H. OPTIONAL POLICY: ADDITIONAL DUTIES (if any) OF OFFICERS and DIRECTORS**

☐ Check here if the club wishes to have this policy.

☐ Check here if the club does not wish to use this policy.

#### **I. OPTIONAL POLICY: STANDING COMMITTEES (if any)**

☐ Check here if the club wishes to have this policy.

☐ Check here if the club does not wish to use this policy.

#### **J. OPTIONAL POLICY: OTHER CLUB POSITIONS (if any)**

☐ Check here if the club wishes to have this policy.

☐ Check here if the club does not wish to use this policy.

#### **K. OPTIONAL POLICY: SPECIAL VOTE REQUIREMENTS (if any)**

☐ Check here if the club wishes to have this policy.

☐ Check here if the club does not wish to use this policy.

#### **L. OPTIONAL POLICY: SPECIAL MEMBERSHIP TYPES (if any)**

☐ Check here if the club wishes to have this policy.

☐ Check here if the club does not wish to use this policy.

#### **M. OPTIONAL POLICY:**

☐ Check here if the club wishes to have this policy.

☐ Check here if the club does not wish to use this policy.

*Note: A club policy on an additional topic(s): (1) may not be in contravention of other Kiwanis governing documents or applicable local laws; (2) should assist club operations in a strategic way; (3) should be long-term, lasting multiple years, until or unless changed or rescinded; (4) must be properly adopted as stated in Section 10.5 of the Standard Form for Club Bylaws.*

### **ADOPTION AND APPROVAL of Club Bylaws, Mandatory Policies, and Optional Policies**

#### **CLUB ADOPTION**

#### **KIWANIS INTERNATIONAL APPROVAL**

Date Adopted: 8/4/2014 Date Approved: Club Secretary: Natalie Vaughn Signed:

## KIWANIS INTERNATIONAL YOUTH GUIDELINES

# YOUTH PROTECTION GUIDELINES (effective October 2016)

*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.*

**Education:** *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.*

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

**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.

**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.)

**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

*These policies can be found in Kiwanis International Policies and Procedures as Procedure 432.*

# **YOUTH PROTECTION GUIDELINES (effective October 2016)**

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.

**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.

## **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.

**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.

**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.

**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.

**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.)

**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.

**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.

**Kiwanis International Youth Protection Guidelines**  
**Training guide and member resource**



# Kiwanis International / Kiwanis Club of Green Valley

## CONSENT AND RELEASE



For voice, video and photography

Participant: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name of Parent/Guardian (if Participant is under the age of 21): \_\_\_\_\_

Kiwanis Club: \_\_\_\_\_

In return for being permitted to participate in events sponsored by or connected to Kiwanis International, Inc. ("Kiwanis"), I agree to allow Kiwanis to use the following for any purpose whatsoever, and in any media throughout the world, including, but not limited to, publication in newspapers, magazines and other print and electronic media (including Kiwanis-affiliated websites):

- \_\_\_ my first name \_\_\_ my last name \_\_\_ my voice \_\_\_ my photograph and/or film footage that includes me
- \_\_\_ the photographs, film footage, artwork or other works created by me and described on Exhibit A (the "Works")
- \_\_\_ the following biographical material related to me (please specify - age, school, state of residence, etc.)

The information marked above, including the Works, shall be collectively referred to herein as "My Information."

I release, discharge and hold harmless Kiwanis and its respective affiliates, directors, officers, licensees, sublicensees, and agents from and against any and all claims and liabilities based on or arising out of the use, reproduction, transmission, display, publication, print or dissemination of My Information as authorized by this Consent and Release, including, but not limited to, any and all claims of copyright infringement, libel, defamation, invasion of the right of privacy or infringement of the right of publicity.

I waive any right to inspect or approve any publication or medium in which My Information may be used pursuant to this Consent and Release.

I represent and warrant that I am the owner and creator of the Works, and that the Works do not and will not, in whole or in part, infringe upon the intellectual property rights of any third party or misappropriate the trade secret or violate the privacy or publicity rights of any third party.

This Consent and Release is effective from the date set forth below in perpetuity and shall be binding upon my heirs, successors, assigns and legal representatives, and shall inure to the benefit of the legal representatives, licensees, successors and assigns of Kiwanis.

This Consent and Release: (i) shall be construed in accordance with and shall be governed by the laws of the State of Indiana; (ii) may not be amended except in writing signed by both parties; and (iii) constitutes the entire agreement of the parties hereto with respect to the subject matter hereof.

I warrant I am over the age of twenty one (21), that I have read this Consent and Release, and that I understand and agree with its terms.

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Street Address City State Zip

### **CONSENT OF PARENT OR LEGAL GUARDIAN**

I am the parent and/or guardian of the above-named Participant, who is aged \_\_\_\_\_. I have the legal right to consent to and do consent and agree to the terms and provisions of this Consent and Release.

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Street Address City State Zip

# FOUNDATION BYLAWS

## BYLAWS of the KIWANIS CLUB OF GREEN VALLEY KIWANIS FOUNDATION

### ARTICLE I

#### *MEMBERS*

The membership in this foundation shall be limited to, and shall consist of, all the active, privileged, and senior members in good standing of the Kiwanis Club of Green Valley, in the State of Nevada.

### ARTICLE II

#### *MEETINGS*

**Section 1.** The annual meeting for the transaction of such business as may be necessary or advisable shall be held on the second (2<sup>nd</sup>) Monday in September of each year. Notice of the time and place for holding such meeting shall be given the members not less than one week prior to the holding of such meeting, in such manner as the board of directors may order.

**Section 2.** Special meetings may be held at any time on the call of the president or by order of the board of directors, or on the written request of fifty percent (50%) of the members. Notice of the time, place, and object of such meetings shall be given to the members in such manner as the president or the board of directors may order.

**Section 3.** A quorum for the holding of any meeting shall be six (6) members of the board of directors.

**Section 4.** Any meeting may be adjourned from time to time until its business is completed; and the members present at any meeting or any adjourned meeting, if less than a quorum, may adjourn from time to time until a quorum is present.

### ARTICLE III

#### *OFFICERS*

The officers shall consist of three permanent members (Connie Hoffmans, Larry Barnson and Natalie Vaughn), the sister club (Kiwanis Club of Green Valley) president, immediate past president, president-elect, vice-president, secretary, and treasurer of the Kiwanis Club of Green Valley, and such other officers as the board of directors may establish from time to time.

### ARTICLE IV

#### *DUTIES OF OFFICERS*

**Section 1.** The president shall preside over all meetings of this corporation and the board of directors.

**Section 2.** The president-elect, in the absence of the president, shall preside at all meetings of this corporation and the board of directors. In the absence of the president and the president-elect, the vice-president shall preside at the meetings of this corporation and the board of directors. The president-elect and the vice president shall also perform such other duties as usually pertain to those officers or as may be assigned them by the president or the board of directors.

**Section 3.** The treasurer shall have charge of all funds of this corporation and shall disburse the same under the direction of the board of directors. The treasurer shall sign all checks, drafts, contracts, notes and all instruments in writing for and in behalf of this corporation. The secretary shall keep a record of all meetings of this corporation and the board of directors and shall have custody of all corporate records. In the absence or incapacity of the secretary and/or treasurer, the duties of this office are to be delegated to such officer as shall be so authorized by the board of directors.

### ARTICLE V

#### *BOARD OF DIRECTORS*

**Section 1.** The board of directors shall consist of the officers as defined in Article III, and the five (5) directors of the Kiwanis Club of Green Valley.

**Section 2.** The board of directors shall have full authority to supervise the affairs and conduct the business of this corporation subject only to such restrictions and limitation as may be fixed by law, by these bylaws, or from time to time by vote of the membership.

**Section 3.** The board of directors shall meet regularly (at least once a month) and at the call of the president, or by call of a majority of the board of directors. A quorum of the board of directors shall be a majority.

**Section 4.** The board may authorize such committees to carry on the functions and to achieve the purposes of the foundation as it may desire, and may provide for their appointment, functions and duties.

### **ARTICLE VI**

#### *ELECTION OF OFFICERS AND DIRECTORS*

Since the officers and directors of this corporation are the officers and directors of the Kiwanis Club of Green Valley, said officers and directors shall be elected in the manner prescribed in the bylaws of the Kiwanis Club of Green Valley.

### **ARTICLE VII**

#### *AMENDMENTS*

These bylaws may be amended by a two-thirds (2/3) vote of those members present at any regular meeting, or at any special meeting called for that purpose, provided written notice of such a meeting shall have been given the members at least two (2) weeks prior to the meeting. There shall be no voting by proxy or absentee ballot.

Neither these bylaws nor any amendments thereto shall become effective until approved by Kiwanis International.

### **ARTICLE VIII**

#### *POLICIES OF KIWANIS INTERNATIONAL*

**Section 1.** The corporation and its members will at all times abide and be governed and controlled by the Bylaws and Policies of Kiwanis International now in force or hereafter from time to time adopted, insofar as any provision of such bylaws may be applicable.

**Section 2.** The corporation will comply with all such conditions and requirements as Kiwanis International may prescribe.

**Section 3.** Whenever requested by the Board of Trustees of Kiwanis International, the corporation shall dissolve or change its form of organization, as may from time to time be requested by said Board.

**BYLAWS** adopted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
(President)

\_\_\_\_\_  
(Secretary)

# FOUNDATION SCHOLARSHIP APPLICATION AND GUIDELINES

## Kiwanis Club of Green Valley Kiwanis Foundation



Email: [choffmans@cox.net](mailto:choffmans@cox.net), Phone: 702-617-1979, [www.greenvalleykiwanis.com](http://www.greenvalleykiwanis.com)

1693 Black Fox Canyon Rd. Henderson, NV 89052

### Scholarship Application Instruction Page

Deadline Date: \_\_\_\_\_

*Note: Applications received after this date will NOT be considered by the judging committee.*

Must be returned by mail to: Kiwanis Club of Green Valley/Kiwanis Foundation  
1693 Black Fox Canyon Rd., Henderson, NV 89052

This application will be used as the initial application for:

- **Kiwanis Club of Green Valley/Kiwanis Foundation Scholarship.** Total value of \$4,000.00 (\$1,000 per year).
- **Achievement of Service Scholarship.** An Achievement of Service Award is a one-time monetary award (scholarship) from the Kiwanis Club of Green Valley/Foundation.
- Applications are 80% of your selection process worth 400 out of 500 total points. An interview worth 100 points will be conducted for all qualified applicants.

### Instructions for both applications:

1. Please read all instructions before beginning the application process!
2. This application **MUST** be completed on the GV Kiwanis website. **DO NOT HAND WRITE THIS APPLICATION.**
2. The application is divided into the following parts:
  - a. Service as a Key Club member and with your Kiwanis Family—70% of your score
  - b. Service to your School —15% of your score
  - c. Service to your Community—15% of your score

*NOTE: Duplication of activities in more than one section will not be considered by the judges.*
3. Applicant must be a high school senior who plans to enroll full time in an accredited college, university, or institution of higher education the next school year.
4. Applicant's name must appear on both District and International dues forms from the current year.
5. Tips for completing the application:
  - a. Limited to this pdf-fillable form only. Any modification or change to this form will invalidate your application. You are limited to the number of spaces provided.
  - b. Entire application must be completed on the Green Valley Kiwanis website [www.greenvalleykiwanis.com](http://www.greenvalleykiwanis.com). Print the application. *Make 2 copies (one for self and one to be returned to the Kiwanis Club of Green Valley Foundation). The application will not be saved on the website.*
  - c. Only attach Transcripts with a non-weighted GPA and SAT (CR+M) or ACT (composite) scores!
6. **Provide sufficient information so the judges understand the nature of the project and your involvement in the project.**

### Additional Qualifications for Scholarship Applicants Only:

1. Applicant must be a Key Club member in "good standing" with a minimum of two years' service.
2. Applicant must have performed a minimum of 400 total service hours over your Key Club career.
3. Applicants must have a minimum total SAT (CR+M) score of **1130** or a minimum (composite) ACT score of **25**.
4. Applicant must be an eligible graduate with a minimum non-weighted GPA of 3.0.

- *Applicants not meeting the above criteria will still be considered for a, one-time, Achievement of Service Scholarship. An Achievement of Service Scholarship is a monetary award from the Kiwanis Club of Green Valley/Foundation.*

### **Qualifications for Continued College Financial Support (4 year scholarship only):**

1. Applicant must attend continuously an accredited two or four year institution.
2. Applicants will continue to be eligible when they transfer from a two-year school to a four-year school or from a four year institution to another four year institution in consecutive years.
3. To receive continued support students must maintain a minimum of 30 credit hours per year and a GPA of 3.0.
  - *Applicant is required to submit evidence of enrollment to an accredited institution to the Green Valley Kiwanis Foundation by August 15<sup>th</sup>. Information must be sent to 1693 Black Fox Canyon Rd., Henderson, NV 89052.*



# Kiwanis Foundation

Email: [choffmans@cox.net](mailto:choffmans@cox.net), Phone: 702-617-1979, [www.greenvalleykiwanis.com](http://www.greenvalleykiwanis.com)

1693 Black Fox Canyon Rd. Henderson, NV 89052

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## Cover Page

### Kiwanis Club of Green Valley Kiwanis Foundation Scholarship and Achievement of Service Award Application

**Deadline Date:** \_\_\_\_\_

*Note: Applications received after this date will NOT be considered by the judging committee.*

#### PERSONAL INFORMATION:

APPLICANT NAME \_\_\_\_\_  
Last Name First Name Middle Initial

Address \_\_\_\_\_  
Street City State Zip

Home Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Key Club member ID # \_\_\_\_\_ Region \_\_\_\_\_ Division \_\_\_\_\_

School \_\_\_\_\_ Sponsoring Kiwanis Club \_\_\_\_\_

#### ACADEMIC STATUS/YOU MUST ATTACH A COPY OF:

- HIGH SCHOOL TRANSCRIPT WITH NON-WEIGHTED GPA (*Through 1<sup>st</sup> Semester of Sr. Year*)
- SAT (CR+M) and/or ACT (Composite) SCORES. Indicate with N/A if you did not take one of the tests.
- Record your scores below and attach a copy of your school transcript, including your non-weighted GPA and SAT or ACT scores.

GPA (non-weighted)	
SAT (CR + M)	
ACT (composite)	

#### EMPLOYMENT:

Did you hold a job during high school? (yes/no) \_\_\_\_\_ Average # of hours worked per week? \_\_\_\_\_

Where did you work? \_\_\_\_\_

#### KEY CLUB ADVISOR:

I verify that \_\_\_\_\_ is a Key Club member in good standing at \_\_\_\_\_ HS.  
Students Name School Name

\_\_\_\_\_  
Typed Name of Key Club Advisor

\_\_\_\_\_  
Signature of Key Club Advisor

\_\_\_\_\_  
Date

#### APPLICANT SIGNATURE:

I verify that all information contained herein is correct.

\_\_\_\_\_  
Typed Name of Applicant

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

*Serving the Children of the World One Child and One Community at a Time*

Page 2 of 3

**Note:** Duplication of activities in more than one section will not be considered by the judges.

*Check the criteria for each category before completing each section. Provide sufficient information so the judges understand the nature of the project and your involvement in the project/event.*

### Key Club and/or Kiwanis Family Service

**140 pts**

*List the top 20 projects and events you completed as a Key Club member or with your Kiwanis Family. Fewer than 20 projects or events may reduce your score.*

*In the space provided indicate your role by checking one of the following as:*

- **Chairperson** (you were in charge of the event)
- **Assisted** (you helped to organize it, but you were not the chair)
- **Attended** (you participated but you were not involved in the planning or organizing of the event)

[illegible]

**Key Club Participation** (The number of hours filed by the Key Club Secretary each year) **80 pts**

	Freshman	Sophomore	Junior	Senior	Grand Total
# of hours each year					

*Did you participate in any of the other following Kiwanis organizations*

	Dates of Participation	Total # of years
K-Kids		
Builders Club		

### Key Club Leadership and/or Honors Received

Page 3 of 3

**60 pts**



List your top 6 offices or positions held. Also list any honors received as a Key Club member.  
Indicate whether the office position was elected or appointed.

Office Position or Honors Received	Date/Grade	Elected or Appointed?
<i>Example:</i> Secretary of Key Club	11 <sup>th</sup> Grade	Elected

## School Service other than Key Club

**60**

**pts**

List your top 6 offices held and/or participation in other school organizations and projects.  
(Do not include Key Club activities or athletics)

Name of Project/Event	Date/Grade	Role (check one only per project)	Approx. # of hours
<i>Example:</i> Senior Prom	12 <sup>th</sup> Grade	Chairperson <input type="checkbox"/> Assisted <input type="checkbox"/> Attended <input type="checkbox"/>	20 hours
		Chairperson <input type="checkbox"/> Assisted <input type="checkbox"/> Attended <input type="checkbox"/>	
		Chairperson <input type="checkbox"/> Assisted <input type="checkbox"/> Attended <input type="checkbox"/>	
		Chairperson <input type="checkbox"/> Assisted <input type="checkbox"/> Attended <input type="checkbox"/>	
		Chairperson <input type="checkbox"/> Assisted <input type="checkbox"/> Attended <input type="checkbox"/>	
		Chairperson <input type="checkbox"/> Assisted <input type="checkbox"/> Attended <input type="checkbox"/>	
		Chairperson <input type="checkbox"/> Assisted <input type="checkbox"/> Attended <input type="checkbox"/>	

## Community Service

**60 pts**

List the top 6 activities you participation in through your religious institution or other community service groups not affiliated with Kiwanis or your school, and any activities accomplished on your own.

Name of Project/Event	Date/Grade	Role (check one only per project)	Approx. # of hours
<i>Example:</i> Camp Rainbow (Counselor)	07/2012	Chairperson <input type="checkbox"/> Assisted <input type="checkbox"/> Attended <input type="checkbox"/>	60 hours
		Chairperson <input type="checkbox"/> Assisted <input type="checkbox"/> Attended <input type="checkbox"/>	
		Chairperson <input type="checkbox"/> Assisted <input type="checkbox"/> Attended <input type="checkbox"/>	
		Chairperson <input type="checkbox"/> Assisted <input type="checkbox"/> Attended <input type="checkbox"/>	
		Chairperson <input type="checkbox"/> Assisted <input type="checkbox"/> Attended <input type="checkbox"/>	
		Chairperson <input type="checkbox"/> Assisted <input type="checkbox"/> Attended <input type="checkbox"/>	
		Chairperson <input type="checkbox"/> Assisted <input type="checkbox"/> Attended <input type="checkbox"/>	

Applications are 80% of your selection process worth 400 out of 500 total points. An interview worth 100 points will be conducted for all qualified applicants.

## KIWANIS INTERNATIONAL POLICIES AND PROCEDURES FOR CIRCLE K AND KEY CLUBS

# Policies and Procedures

As revised by the Kiwanis International Board

April 2016

### SPONSORED PROGRAMS

(ALSO, SEE SEPARATE SECTIONS ON CIRCLE K AND KEY CLUB.)

#### 430 - DISTRICT SPONSORSHIP AND SUPPORT OF A SPONSORED PROGRAM

##### 430.1 – Sponsorship and Support

Prior to introducing a sponsored program for sponsorship by Kiwanis clubs, a district or district-in-information should agree to provide the following support for the program: (10/01)

- A. Appointment of a district administrator, and committee as appropriate; (10/01)
- B. Adequate support for the administrator and committee to facilitate communication, promotion, education, and travel; (10/01)
- C. Adequate promotion and education through district communications and training resources; and (10/01)
- D. Assistance in new club building efforts. (10/01)

##### 430.2 – Registration of Marks

Whenever the Kiwanis International Board shall give approval to the establishment of district sponsorship of a youth organization other than Circle K and Key Club, the Kiwanis International Board shall secure the registration of the name and insignia of said organization. (1980) (10/01)

##### 430.3 – Circle K or Key Club District Organization (1/13)

A Kiwanis district may organize a sponsored district organization for Circle K and/or Key Club in accordance with the following requirements: (1/02) Kiwanis International Procedures: Service

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A. For districts in the regions of U.S. and Pacific Canada and Canada and Caribbean, petition and approval for the formation of a Circle K or Key Club district must be consistent with the requirements set forth in the Circle K International Bylaws and these Policies and Procedures (see Section 500) for Circle K, and the Key Club International Bylaws and these Policies and Procedures (see Section 600) for Key Club. (1/02)

B. For districts in other areas, petition and approval for the formation of a Circle K or Key Club district shall include the following: (1/02)

1. Petition of organization from the Kiwanis district board of trustees to the Kiwanis International Board shall include the proposed Circle K or Key Club district bylaws, dues and fees, and any changes to Kiwanis district board policies; (1/02)
2. Approval by the Kiwanis International Board. (1/02) Operations for activities of the sponsored district shall be governed by the Kiwanis district board of trustees, and the sponsored district bylaws. The maintenance of all district records and finances shall be under the supervision of the Kiwanis district board of trustees. (1/02)

**431 – Vacant (1/13)**

#### **432 – YOUTH PROTECTION GUIDELINES (1/13)**

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. (1/07) (1/13)

##### **432.1 – Chaperone**

A chaperone is defined as a Kiwanis member, faculty member, parent, legal guardian, or person who is *in loco parentis*, twenty-one (21) year 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. (1/07) (1/13)

##### **432.2 – Use of Alcoholic Beverages and Tobacco**

While attending any Kiwanis event that is produced primarily by or for the benefit of youth, adults are expected to refrain from consumption of alcoholic beverages and/or the use of tobacco products during any portion of the event. (1/07) (1/13)

***Proviso: Effective June 1, 2016, Procedure 432.2 will read as follows:***

##### ***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 consumption of alcoholic beverages and/or the use of tobacco, marijuana products, and narcotic drugs or psychotropic substances during any portion of the event, even if prescribed for medicinal use. (1/07) (4/16)*

##### **432.3 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/she must immediately contact the appropriate personnel at the event as well as provide notification to law enforcement personnel as appropriate. All local, state, provisional, and federal laws regarding reporting must be followed. 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. (1/13) (4/14) Kiwanis International Procedures: Service

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##### **432.4 - Overnight Stays**

While attending a Kiwanis event that requires overnight stay in a hotel or camp/conference setting, adequate adult chaperoning is expected and must include no fewer than one adult male for each ten or part of ten youth males, and one adult female for each ten or part of ten youth females. Except for a parent sharing a sleeping room or other sleep quarters (e.g., tent) with his/her own child, no adult should share a hotel or dormitory sleeping room or other sleeping quarters 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 quarter with youth members of the same gender, provided that two or more adults are present. (1/07) (1/13)

**432.5 – Transportation** Adults transporting youth in a vehicle should do so with a second adult in the vehicle, or in hardship cases, the “rule of threes,” being at least three people in the vehicle at all times, is recommended. All transportation decisions should be made in accordance with local laws and school policies. (1/07) (1/13)

***Proviso: Effective June 1, 2016, Procedure 432.5 will read as follows:***

*When transporting youth, the best practice is the “rule of threes,” with at least three people in the vehicle at all times along with documented approval from a 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. (1/07) (4/16)*

#### **432.6 – Medications**

The possession of prescription and non-prescription medications by youth at a Kiwanis event should be permitted only by the written permission of the parent/guardian. (1/07) (1/13)

#### **432.7 – Criminal History Background Checks**

Criminal history background checks shall be required and conducted as stated in Kiwanis International policies. (4/12) (4/15)

#### **432.8 - 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. (1/07) (1/13)

#### **432.9 - 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 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. (1/07) (1/13)

#### **432.10 - 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 Kiwanis International Procedures: Service Page 135 (04/16) 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) that appear in that media; it could be illegal to do otherwise. (4/12) (1/13)

See Kiwanis International Policy B for complete social media guidelines. (4/12)

#### **432.11 – 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. (4/12) (1/13)

#### **432.12 – Education**

Every Kiwanis club is expected to inform and educate its members on these guidelines, best practices, and what individuals must do when aware of youth in potentially harmful situations. This education must occur annually, including providing a copy of these guidelines to each club member. (1/07) (1/13)

Every Kiwanis district is expected to provide an educational forum or workshop at every district-produced convention and conference on guidelines and best practices for adults working with youth, using materials provided by Kiwanis International. (1/13)

#### **433 – KIWANIS YOUTH PROTECTION WEEK (1/13)**

Kiwanis International designates a week each year to be Kiwanis Youth Protection Week, with a twofold purpose: (1) Encouraging clubs to use the club meeting that week (or the next scheduled meeting) to educate all club members on Kiwanis Youth Protection Guidelines, best practices, and individual responsibilities; and (2) Building public awareness of Kiwanis's commitment to youth protection. Educational materials will be provided by Kiwanis International for use by clubs when participating in this observance. (1/13)

#### **434 – CIRCLE K**

Circle K is a service club for university students. The program's purpose is to provide personal growth in its members through community service, leadership development, and fellowship activities. Each Circle K club shall adopt and adhere to the approved form for club bylaws for Circle K, and shall elect officers, hold regular meetings, and adhere to a club committee structure. Membership in a Circle K club shall cease at any time the member shall become a member of a Kiwanis club. (10/01) (4/04)

Each Circle K club outside of the regions of U.S. and Pacific Canada and Canada and Caribbean shall be chartered in accordance with guidelines set at the time of approval of district sponsorship and support. Kiwanis International collects charter fees for these clubs and provides charter supplies and initial member materials. Districts in these regions are responsible for any further dues assessment as well as providing continued club support and membership materials. (1/02) (1/13)

Each Circle K club outside of the regions of U.S. and Pacific Canada and Canada and Caribbean that is not a member of a district or region organization shall be an affiliate of Circle K International and as such shall have the right to use the name, logo, emblem, and other trademarks of Circle K International as long as it shall abide by the policies and procedures of Kiwanis International. (1/02) Kiwanis International Procedures: Service

Page 136 (04/16)

See Procedure 15) Page 140 (04/16)

## **SECTION 500: CIRCLE K INTERNATIONAL**

(This section revised per K.I. Board action as of October 2013)

**Note:** These procedures have been adopted by the Kiwanis International Board for the governance of Circle K. However, please be aware that Circle K International has adopted additional Policy Codes, under the approval of the Kiwanis International Board, which provide further governance of Circle K. These are available (as well as the Circle K International Bylaws) upon request from the Circle K Department at the International Office.

#### **CIRCLE K INTERNATIONAL**

**Note:** Kiwanis International Board Policies generally covering Circle K can be found in Policy Section E.1 - Sponsored Organizations, Circle K. (5/93)

**500 - Vacant**

## **501 - RESPONSIBILITIES OF KIWANIS INTERNATIONAL**

The Kiwanis International Board is responsible for Circle K International and shall exercise final authority over all Circle K International, district, and club activities. The Kiwanis International Executive Director has administrative and management responsibilities and accountability for Circle K, similar to the responsibilities and accountability for Kiwanis. (5/93) (1/13)

## **502 - CIRCLE K AND SPONSORED PROGRAMS DEPARTMENTS OF THE INTERNATIONAL OFFICE (1/13)**

The Circle K and Sponsored Organizations and Programs Departments of the Kiwanis International Office will be responsible to: (5/93)

**A.** Promote and coordinate the activities of Circle K International in compliance with its Constitution and with the Bylaws, Policies, and Procedures of Kiwanis International; (5/93)

**B.** Produce educational materials on membership in and activities of Circle K for Kiwanians and Circle K members; (5/93)

**C.** Distribute new club and other Circle K information to all interested Kiwanis and Circle K members; (5/93)

**D.** Charter new Circle K clubs; (5/93)

**E.** Collect and process International club fees and district dues from Circle K clubs for all members, other than honorary; (5/93) (1/13)

Kiwanis International Procedures: Circle K

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**F.** Issue Circle K International membership cards to all members reported to the International Office; (5/93)

**G.** Establish and maintain Circle K International records; (5/93)

**H.** Produce, edit, and publish the official magazine for Circle K members; (5/93)

**I.** Prepare for and supervise the Circle K International Board meetings and training conferences; (5/93)

**J.** Prepare and supervise the annual Circle K International Convention; (5/93)

**K.** Train the Circle K International President, International Board members, and district governors; (5/93)

**L.** Develop increased cooperation among Kiwanis and the entire Kiwanis family concerning activities of mutual interest. (5/93) (1/13)

## **503 - KIWANIS INTERNATIONAL COUNSELOR TO CIRCLE K INTERNATIONAL BOARD**

See Procedure 105 - Counselors to the Key Club and Circle K International Boards for complete information regarding appointment, term, and responsibilities.

504-505 - Vacant

## **506 - POLITICAL INFLUENCE BY NONMEMBERS OF CIRCLE K FORBIDDEN**

Any attempt to exercise political influence over the selection of officers of Circle K by nonmembers of Circle K International present at any election at any level is forbidden. (5/93) (1/13)

## **507 - CIRCLE K INTERNATIONAL BOARD OF TRUSTEES AND OFFICERS**

### **507.1 - Responsibilities of Circle K International Officers**

Subject to control and regulation by the Kiwanis International Board, Circle K International officers have the duties and responsibilities as defined in the Circle K International Bylaws, including conducting the business of the organization; initiating, developing, and coordinating programs for implementation at various levels of the organization; and suggesting methods and procedures for building and strengthening Circle K International, districts, and clubs. (5/93)

## **507.2 - Meetings of Circle K International Board**

The Circle K International Board shall meet at least three times annually. With the approval of the Board and the Director of Circle K International, the Board shall hold one or two such meetings during the International Convention and/or the Board Training Conference. (5/93)

508-509 - Vacant

## **510 - CODE OF CONDUCT AT CIRCLE K INTERNATIONAL ACTIVITIES**

### **510.1 - Application of Code of Conduct**

The Circle K International Board shall adopt and enforce a Code of Conduct for all International conventions, conferences, meetings, and other events, which shall be a part of Kiwanis International Procedures: Circle K Page 142 (04/15) the Circle K International Policy Code. (5/93)

### **510.2 - Persons Responsible**

**A. International Conventions and Events:** For Circle K International conventions and events, except the International Experiential Leadership Institute, the Circle K district administrators shall have authority over the persons in attendance from their respective district. In the event a club or district has been the source of Code of Conduct or other discipline violations at previous district or International conventions, the International Administrator may also require a minimum ratio of chaperones to accompany Circle K members in attendance from that club or district. A chaperone for Circle K shall be defined as a Kiwanis member or school faculty or staff member who has been approved by the overseeing college or university activities administrator and Kiwanis district governor to accompany members to the convention or event and ensure their compliance to the Code of Conduct and convention rules. (5/93) (9/99)

**B. Experiential Leadership Institute:** For the Circle K International Experiential Leadership Institute, the Circle K International Director shall be responsible for the persons in attendance. (5/92) (10/96)

**C. International Board Meetings or Events:** For Circle K International Board meetings or events, the Circle K International Director or designee shall be responsible for the conduct of all Board members. (5/93)

## **511 - CIRCLE K MEMBERSHIP RECORDS**

The Circle K Department shall cause to be maintained a database of member records to include name, address, and other pertinent membership information. The list of members, in whole or in part, may not be released, transferred, sold, rented, or otherwise distributed in any manner to any other party for any use other than the management of membership records for Kiwanis International or Circle K International, or the offering of member benefit programs under guidelines approved in advance by the Boards of Trustees of Kiwanis International and Circle K International. (4/99)

## **512 - KIWANIS FINANCE PROCEDURES APPLICABLE TO CIRCLE K**

See Procedures 770-779 for Kiwanis International Board Procedures on Finance that apply to Circle K. (5/93)

## **513 - ALTERNATE FUNDING (1/13)**

Circle K may, upon following the approved procedures, raise additional funds to be deposited with the Kiwanis International Foundation. All fund-raising efforts must comply with these procedures, and no member club, district, or person may initiate an alternate fund-raising effort on behalf of Circle K International. The purpose of raising alternate funds for Circle K International is to raise monies for leadership development training and scholarships. These funds shall be considered designated funds for Circle K International grants from the Foundation. (5/89)

### **513.1 - The Tomorrow Fund**

An account for designated funds for Circle K International may be created by the Kiwanis International Foundation for individual and/or corporate gifts. (5/89) Kiwanis International Procedures: Circle K Page 143 (04/15)



## **513.2 - Fund-Raising Guidelines**

The following guidelines shall be met in order to conduct alternate fund-raising efforts:

**A. Coordination:** All fund-raising efforts will be coordinated by the Kiwanis International Executive Director who may consult with the Executive Director of the Kiwanis International Foundation. (1980)

**B. Conformity:** All fund-raising campaigns shall follow the Policies and Procedures of Kiwanis International, the Kiwanis International Foundation, and Circle K International. (1980)

**C. Expenditures:** Expenditures from this account will follow Kiwanis International Procedures on Finance. (5/93)

**D. Primary Support:** Funds raised from corporations shall be in addition to funds received from the Kiwanis International Foundation and Kiwanis International. In all cases, Kiwanis International and the Kiwanis International Foundation shall be viewed as the primary support of Circle K International. No contribution from any corporation shall infringe upon the relationship between Circle K and Kiwanis International. (5/93)

**E. Good Name of Kiwanis:** Funds shall not be sought from corporations or foundations whose products, services, or activities may in any way cast a shadow of suspicion upon or impugn the good name of Kiwanis or Circle K. (5/93)

**F. Solicitation:** Funds shall not be solicited or accepted from the alcohol or tobacco industries. (1980)

**G. Purpose:** Funds sought must be for the development and implementation of scholarships or leadership development programs or projects and cannot be used for administrative purposes, including staff personnel. (5/93)

**H. Alternate Fund-Raising:** No member club, district, or person may initiate an alternate fund-raising campaign on behalf of Circle K International. Contacts must be made by the staff of Kiwanis International and/or the Kiwanis International Foundation. (5/89) (5/93)

**I. Contracts:** All contracts must be signed by the Kiwanis Executive Director or designee. (5/93)

## **514 - SOLICITATION OF FUNDS BY CIRCLE K INTERNATIONAL BOARD MEMBERS**

Members of the Circle K International Board shall not solicit funds from any Kiwanis/Circle K district or Kiwanis/Circle K club to assist in the execution of their duties. (5/93) (10/93)

## **515 - TRAVEL BY CIRCLE K INTERNATIONAL BOARD MEMBERS (1/13)**

### **515.1 – Definition and Purpose of Travel**

Official travel by members of the Circle K International Board is defined as travel as part of conducting the business of Circle K International and/or for the purpose of promoting the work and betterment of Circle K International. (4/03)  
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### **515.2 - Expenses Reimbursed**

Within the limits of the approved budget, Circle K International will pay the necessary travel expenses of members of the Circle K International Board at approved Board meetings and the Circle K International Convention and other authorized travel expenses. All travel expenses or requests for reimbursement must be approved by the Director of Circle K International. (5/84) (4/03)

### **515.3 – Rules for Travel**

In all cases, the Circle K International Board member shall abide by a the Circle K International Code of Conduct. All travel must be approved in advance by the Director of Circle K International. (4/03)

### **515.4 - Travel by Circle K International President**

**A. Customary Travel:** Customary travel by the Circle K International President includes: (5/92) (4/03)

1. Regularly prescribed meetings of the Circle K International Board and Board Training Conference; (5/93) (10/93)
2. Circle K International Convention; (5/93)
3. Key Club International Convention; (5/84) (5/93)
4. Kiwanis International Convention and International Council (if any); (5/93)
5. Selected Circle K district functions. (4/03)

**B. Other Travel:** To avoid excessive Presidential travel, except for customary travel per Procedure 515.5.A, advance approval is required from the Director of Circle K International. The request for approval shall detail the need, purpose, and financial arrangements for the travel. (5/92) (4/03)

**C. Submission and Approval of Travel Expenses:** Approved travel by the President shall be paid by Circle K International, with the exception that travel listed in Procedure 515.5.A.4, above, shall be paid by Kiwanis International. Appropriate expense reports shall be submitted to the Director of Circle K International for approval. (5/92) (4/03)

**D. Suspension of Travel Privileges:** Failure by the Circle K International President to perform the duties of office as outlined in the Circle K International Officer Service Agreement, to adhere to travel procedures, or to meet proper academic standards, at the discretion of the Director of Circle K International, may result in the suspension of travel privileges. (5/92) (4/03)

#### **515.5 - Travel by Circle K International Vice-President and Trustees**

**A. Customary Travel:** Customary travel by the Circle K International Vice-President and Trustees includes: (4/03)

1. Regularly prescribed meetings of the Circle K International Board and Board Training Conference; (5/93) (10/93)
2. Circle K International Convention; and (5/93)
3. Visits to each of the districts counseled by that International Board member.

(5/92) (4/03) Kiwanis International Procedures: Circle K Page 145 (04/15)

**B. Other Travel:** To avoid excessive International Board member travel, except for customary travel per Procedure 515.5.A, advance approval is required from the Director of Circle K International. The request for approval shall detail the need, purpose, and financial arrangements for the travel. (5/92) (4/03)

**C. Submission and Approval of Travel Expenses:** Approved travel by the Vice-President and Trustees shall be paid by Circle K International. Appropriate expense reports shall be submitted to the Director of Circle K International for approval. (5/92) (4/03)

**D. Suspension of Travel Privileges:** Failure by Circle K International Board members to perform the duties of office, as outlined in the Circle K International Officer Service Agreement, to adhere to travel procedures, or to meet proper academic standards, at the discretion of the Director of Circle K International, may result in the suspension of travel privileges. (5/92) (4/03)

**516-526 - Vacant**

### **527 - ATTENDANCE OF KIWANIS INTERNATIONAL OFFICERS AT THE CIRCLE K INTERNATIONAL CONVENTION**

#### **527.1 - Kiwanis International President-designate**

The Kiwanis International President-elect or President-designate shall attend the annual convention of Circle K International at the expense of Kiwanis International. (5/93) (1/13)

## **527.2 - Kiwanis International Board Counselor**

The member of the Kiwanis International Board appointed by the International President, at the expense of Kiwanis International, shall be the official Kiwanis International Board representative at the annual convention of Circle K International. (5/93)

528-529 - Vacant

## **CIRCLE K DISTRICTS**

### **530 - DISTRICT ADMINISTRATION**

#### **530.1 - Operations**

Operations for Circle K activities on the district level shall be governed by the Kiwanis district board of trustees, the Bylaws of Circle K International, and the Circle K district bylaws. The maintenance of all Circle K district records and finances shall be under the supervision of the Kiwanis district board of trustees. (5/93) (10/93)

#### **530.2 - District Administrator**

The Circle K district administrator, appointed by the governor-elect (subject to approval by the Kiwanis district board of trustees), shall be directly responsible to the Kiwanis district board for the proper conduct and direction of administrative functioning within the Circle K district, and the coordination of Circle K clubs with sponsoring Kiwanis clubs. The district administrator or an approved representative of the Kiwanis district board shall give guidance to all meetings of the Circle K district board of officers, the annual Circle K district convention, and all other authorized district functions. (5/93) (10/93)  
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#### **530.3 - Obligations to Circle K International**

The Circle K district's obligations to Circle K International shall be the responsibility of the Circle K district board and a concern of its sponsoring Kiwanis district board of trustees and the district Circle K administrator. (5/93)

#### **530.4 - Circle K Division**

The Circle K division is an administrative unit of the Circle K district. Each division shall be administered by a Circle K lieutenant governor who, by virtue of such office, shall be a Circle K district officer. Districts not using divisions as administrative units may employ a council of presidents. (5/93) (1/13)

#### **530.5 - Minimum Standards for District Financial Operations (1/13)**

**A. Financial Counselor:** The Kiwanis district board of trustees shall appoint a Kiwanian to serve as the financial counselor to the Circle K district. The financial counselor shall be an official representative of, and shall be responsible to, the Kiwanis district board. The Circle K district administrator may also serve as financial counselor. (5/93)

**B. Budget:** Each Circle K district shall work within an established budget of revenues and expenses for operations, conventions, and conferences, which must be approved by the Circle K and Kiwanis district boards. Such budgets shall be prepared with the guidance of the Circle K district administrator and/or financial counselor. Approval by the district boards shall be prior to the administrative year for operations and not less than ninety (90) days prior to the date of any conference or convention. (5/93)

**C. Collections and Disbursements:** Kiwanis International shall collect district dues and distribute them to the district. The disbursement of district funds shall be the responsibility of the Circle K district board and shall be supervised by the Kiwanis district board of trustees through the Circle K district administrator and/or financial counselor. Two signatures – an approved Circle K district officer and the district administrator or financial counselor -- shall be required for Circle K disbursements. (5/93) (1/13)

**D. Accounting:** On a continuing basis, a complete and standardized system of financial and accounting records shall be maintained for the Circle K district by the Kiwanis district board of trustees. The financial counselor and/or Circle K district administrator shall submit periodic financial reports of the Circle K district to the Kiwanis district board. (5/93)

**E. District Convention:** In order to assist the Circle K district administrator and/or financial counselor, the Kiwanis district board may appoint a Kiwanian in the host city of the Circle K district convention to act as a financial counselor to the Circle K district convention. Such financial counselor shall be responsible to: (5/93)

1. Supervise the deposit, disbursement, and recording of convention receipts and expenses; (5/93) (10/93)
2. Supervise the preparation of timely financial reports and submit them to the Kiwanis district board of trustees within sixty (60) days after the close of said convention; and (5/93)
3. Report immediately to the Kiwanis district board of trustees and the Circle K district administrator the knowledge or belief that expenditures will exceed or receipts will be less than the amounts budgeted. (5/93)

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**G. Annual Review:** A minimum of an annual financial review of the books of accounts of the Circle K district shall be made by an independent accountant selected by the Kiwanis district board of trustees. (5/93) (10/96)

**531 - Vacant**

## **532 - CIRCLE K DISTRICT BOARD OF TRUSTEES**

### **532.1 - Responsibilities**

Under the supervision of the Kiwanis district board of trustees, the Circle K district board shall be responsible for the administration of the Circle K district. The board also shall study and suggest methods to build and strengthen the district administration and its Circle K clubs and to secure active participation in sponsorship by Kiwanis clubs and members. Worthwhile local Circle K club activity and administrative suggestions should be disseminated in written form to all Circle K clubs and sponsoring Kiwanis clubs in the district. The development, distribution, and control of a Circle K district directory, if one is produced, shall be the responsibility of the Circle K district board, and should be economically produced. (5/93)

### **532.2 - Meetings**

The Circle K district board shall hold no more than three (3) meetings annually (excluding meetings held in conjunction with the district convention). Such meetings shall be approved by the district administrator. Any additional meetings must be approved by the district administrator and Kiwanis district board of trustees. (5/93) (4/03)

### **532.3 - Travel and Other Expenses**

**A. Definition and Purpose of Travel:** Official travel by Circle K district officers is defined as travel as part of conducting the business of the Circle K district and/or for the purpose of promoting the work and betterment of Circle K International. (4/03)

All official travel by a member of the Circle K district officers to a destination outside the boundaries of his/her home division is directed by these policies. Travel should be planned in order to minimize the number of academic days missed due to travel. (4/03)

**B. Budgeted Expenses:** Within the limits of the approved Circle K district budget, travel and other expenses may be paid to district officers to carry out their office responsibilities; to attend district board meetings, conventions, and training conferences; and to visit counseled clubs. All requests for the payment of travel and other expenses shall be approved by the Circle K district administrator. (5/93)

**C. Customary Travel for District Governor:** Within the limits of the approved district budget, and upon approval of the district administrator, customary travel for the district governor should be limited to and not exceed: (4/03)

1. Circle K district board meetings and training conferences; (5/93)
2. Circle K district convention; (5/93)

**3. Circle K International Convention;** (5/93)

**4. If invited:**

☐ Clubs within the governor's district; (5/93)

☐ Kiwanis district convention; (5/93)

☐ Key Club district convention; and (5/93)

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**D. Customary Travel for the District Secretary, Treasurer, and Lieutenant Governors:** Within the limits of the approved district budget, and upon approval of the district administrator, customary travel for the district secretary, treasurer, and lieutenant governors should be limited to and not exceed: (4/03)

**1.** Circle K district board meetings and training conferences; (5/93)

**2.** Circle K district convention; (5/93)

**3.** Circle K International Convention; and (5/93)

**4.** Visits to regular meetings and to board of directors meetings of clubs in their Circle K division (lieutenant governors only). (5/93) (10/93)

**E. Additional Travel:** Excessive travel by district officers must be limited. Except for customary travel authorized by this Procedure, additional travel by district officers requires advance approval by the district administrator. (5/93) (4/03)

**F. Suspension of Travel Privileges:** Failure by Circle K district board members to adhere to travel procedures or to meet proper academic standards, at the discretion of the district Circle K administrator, may result in the suspension of travel privileges. (5/93)

**533-534** - Vacant

## **535 - CIRCLE K DISTRICT ACTIVITIES**

### **535.1 - Code of Conduct at Circle K District Activities**

Each Circle K district shall adopt a code of conduct for their conventions and events consistent with the Circle K International Code of Conduct. Districts without a code of conduct shall be bound by the Circle K International Code of Conduct. Additionally, each Circle K district shall be bound by the Circle K International Alcohol Policy for their conventions and events. (5/92) (5/93)

### **535.2 - Circle K Club Officers Training Conference**

A Circle K club officers training conference may be scheduled on a weekend or during a vacation period. Prior approval of the Kiwanis district board or the Circle K district administrator shall be obtained before scheduling such conference. (5/93)

**536-539** – Vacant

## **CIRCLE K CLUBS**

### **540 - ORGANIZATION OF CIRCLE K CLUBS**

#### **540.1 - Limited to Collegiate Educational Institutions**

Circle K clubs shall be organized only at standard degree- granting colleges, universities, and junior colleges, and vocational technical schools that have been certified by the appropriate national, state, or provincial board of education. A

Circle K club may be established and maintained in such school, provided a Kiwanis club agrees to sponsor the club and it has the support of the school administration. (5/93)

#### **540.2 - Petition for Charter**

A petition for charter shall be made on a standard form provided by the Director of Circle K International. Upon acceptance of a Petition for Charter and charter fee, the Circle K club shall receive the charter certificate, a sponsoring insignia, and club membership materials for the number of members listed on the Petition for Charter. The charter fee shall be set  
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Page 149 (04/15) annually according to Region by the Kiwanis International Board. No membership fees, Circle K International fees or dues or district dues shall be required of members for the administrative year in which the club is chartered. (5/93) (1/13)

#### **540.3 - Date of Charter**

In order for a new Circle K club to be considered chartered during a specific Kiwanis administrative year, the charter application, dues, and sponsorship fee payment must be mailed to the International Office, postmarked no later than midnight, September 30, of that year. (5/91) (5/93)

#### **540.4 - Number of Sponsoring Clubs**

A Circle K club may be officially sponsored by no more than two (2) Kiwanis clubs.

Note: The Kiwanis International Board further resolved, effective October 1, 1994, that this procedure be waived for existing Circle K clubs that currently have more than two (2) sponsors, according to the International Office records, until such time as natural attrition or change in sponsorship brings them into compliance with this procedure. (10/94)

### **541 - RESPONSIBILITIES OF CIRCLE K CLUB AND SPONSORING KIWANIS CLUB**

#### **541.1 - Primary Responsibilities of a Circle K Club**

**A. Club Obligations:** The Circle K club's obligations to its district and International organization shall be as outlined in the Circle K International Bylaws and shall be the responsibility of the Circle K club officers and a concern of its sponsoring Kiwanis club. (10/93)

**B. Club Operations:** The administration, club program, and activities of the Circle K club are the responsibility of the Circle K club officers, functioning under the regulations and policies the school has established for student organizations, and under the counsel of the sponsoring Kiwanis club. (5/93)

**C. List of Circle K Club Members:** A complete list of Circle K club members, including name, address, and other pertinent membership information, shall accompany the payment of the Circle K International club fee and district dues. (5/93) (1/13)

#### **541.2 - PRIMARY RESPONSIBILITIES OF A SPONSORING KIWANIS CLUB**

**A. Requirements of Sponsorship:** The Kiwanis club must comply with the following "Requirements of Sponsorship" and a statement providing evidence of such should be approved by the Kiwanis club's board of directors and signed by the Kiwanis club president at the time of petitioning for charter or at any time when a Kiwanis club assumes partial or full sponsorship of a Circle K club: (1/00)

1. Appoint a Kiwanis Advisor to the Circle K club and ensure he/she receives adequate orientation/training. The Advisor(s) must have a clear criminal history background check; see Kiwanis International policies for more information. (1/00) (4/15)
2. Ensure Kiwanis members attend every meeting; (1/00)
3. Maintain an expense line item in the Kiwanis club's service account to support the activities of the Circle K club; (1/00)
4. Work with the college/university administration to secure a faculty advisor for the club; (1/00)

5. Ensure that all Circle K members pay annual dues, and that an active membership of at least 20 members is maintained; (1/00)
6. Ensure that Circle K club officers receive proper training following election; (1/00)
7. Hold a planning session involving the leadership of both clubs; (1/00)
- 8. Host or participate in two joint activities (one service project and one social activity) involving the membership of both clubs; (4/02)**
9. Invite Circle K members to attend every regular Kiwanis meeting; and (1/00)
10. Ensure that Circle K members attend conventions and conferences. (1/00)

**B. Club Counseling:** A member of the sponsoring Kiwanis club should be present at every Circle K club and board meeting. Within school administration-approved policies, the counseling of each Circle K club shall be the responsibility of the sponsoring Kiwanis club's board of directors, usually directed through the Kiwanis club's committee on Circle K. (5/93)

**C. Advisor:** A member of the school's faculty or administration should be appointed by the administration of the school to work as the advisor to the Circle K club and to act as the school's official representative with both the Circle K club and its sponsoring Kiwanis club. (5/93)

**D. Discontinued Sponsorship:** A Kiwanis club must communicate with the Circle K International Department and the district governor when it plans to discontinue or has discontinued sponsorship of a Circle K club. (5/93) (4/97)

**542 - Vacant**

## **CONDUCT AT CIRCLE K CLUB ACTIVITIES**

The Code of Conduct for attendees at Circle K club meetings and events shall be as set forth in Procedure 510 - Conduct of Attendees at Circle K International Activities, or as adopted by the district under Procedure 535.1 - Code of Conduct. Written notice shall be given to school authorities, the Kiwanis district governor, district Circle K administrator, and the sponsoring Kiwanis club president for any violations of the Code of Conduct and the action(s) taken. (5/93)

### **544 - TRAVEL OF CIRCLE K CLUB MEMBERS**

#### **544.1 - Permitted Travel**

The travel of Circle K club members to district and International meetings shall be limited to those approved by the faculty advisor and the chairman of the committee on Circle K clubs of the sponsoring Kiwanis club. Only one club officer training conference or workshop, one district convention, and one International Convention are recommended annually for club members. (1980)

#### **544.2 - Sponsoring Club's Assistance in Travel Costs**

Costs for a Circle K member to attend training conferences, workshops, and conventions may be shared by the Circle K member, Circle K club, and the sponsoring Kiwanis club. (5/93)

**545 - Vacant** Kiwanis International Procedures: Circle K

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### **546 - CLUB ADMINISTRATIVE EXPENSES**

Costs of Circle K club administrative expenses shall be paid only from club membership dues collected from members, specific administrative fund-raising activities, and support from the sponsoring Kiwanis club. Funds raised for community service projects shall not be used to pay for club administrative expenses. (5/93)

**547 - Vacant** (1/13)

### **548 - CLUB FUND-RAISING ACTIVITIES**

### **548.1 - Circle K Club Responsibilities**

Although a Circle K club often receives financial support from its sponsoring Kiwanis club, the Circle K club has the responsibility to raise the funds necessary to implement its service activities. The following guidelines apply to fund-raising activities: (5/93)

**A. Value:** Circle K clubs may not solicit financial assistance from individuals, businesses, or organizations by the sale of products, goods, or services without giving something of real economic value in return. (5/93) (1/99)

**B. Involvement:** The activity should normally involve personal Circle K club member participation. (5/93)

**C. Practices:** Fund-raising practices require a public announcement of the purpose of the fund-raising activity to enhance support and assure good public relations. (5/93)

**D. Cooperation:** Normal cooperative Kiwanis sponsorship relationships should be maintained, avoiding any possible indication which might be construed as Kiwanians contributing under undue pressure. (5/93)

### **548.2 - Lotteries, Raffles, Drawings, or Other Games of Chance**

Where legally permitted and when approved by the Kiwanis and Circle K district boards, funds may be raised by a Circle K club by a lottery, raffle, drawing, or other games of chance. Approval by the Kiwanis district board and Circle K district board of such games of chance does not constitute official endorsement of such activity by Kiwanis International and/or Circle K International. (5/93)