

**Bylaws and
Policies of the
West Virginia
District of
Kiwanis
International**
(As amended 2010)





Bylaws of the West Virginia District of Kiwanis International (As amended 2010)

ARTICLE I. NAME AND TERRITORIAL LIMITS

Section 1. The name of this organization shall be the West Virginia District of Kiwanis International (hereinafter referred to as “the District”).

Section 2. The territorial limits of this District shall be confined to the state of West Virginia. Neither the District name nor territorial limits shall be changed unless permission shall first have been obtained from the International Board of Trustees.

ARTICLE II. OBJECTS

Section 1. The objects of this District shall be:

- a. To seek within the District and through the clubs of the District the attainment of the Objects of Kiwanis International as set forth in the International Bylaws.
- b. To increase the fellowship and cooperative effort of the clubs within the District.
- c. To cooperate with Kiwanis International in building new clubs and membership in existing clubs, educating club members, and strengthening club services within the District.
- d. To promote participation of clubs in the general objectives, programs, and policies of the District and of Kiwanis International.

ARTICLE III. DIVISIONS

Section 1. The territory of this District shall be divided into divisions by the Board of Trustees..

Section 2. The Board of Trustees has the power to change the boundaries of the divisions in the manner the Board consider advisable. However, before any

proposed division boundary change may become effective, each club of each division to be affected must be given at least thirty (30) days prior written notice of the Board of Trustees meeting at which boundary changes are to be adopted and be given an opportunity to present views to the Board about the boundary changes.

ARTICLE IV. MEMBERSHIP

Section 1. Every chartered Kiwanis club in this District shall be a member of this District.

Section 2. Any member club more than sixty (60) days in arrears for any indebtedness to Kiwanis International or to this District shall be considered not in good standing.

Section 3. To retain the privileges of District membership, a club must be "in good standing," as defined from time to time by the Kiwanis International Board of Trustees.

ARTICLE V. OFFICERS

Section 1. District Officers.

a. The officers of the District shall be the Governor, Governor-elect, Immediate Past Governor, Secretary, Treasurer, and a Lieutenant Governor for each division.

b. No offices other than those of Secretary and Treasurer may be combined in one person.

c. If in any year the Immediate Past Governor ceases to be an active, senior, or privileged member in a club of the District, the active, senior, or privileged member who served as Governor most recently prior to the Immediate Past Governor shall automatically become the Immediate Past Governor.

Section 2. Each District officer shall be an active, senior, or privileged member in good standing in a club of the District; and each Lieutenant Governor shall be an active, senior, or privileged member in good standing in a club in the division from which elected. Additional criteria may be established by the Board of Trustees in District Policy.

Section 3. The terms of all District officers shall begin on the first day of October of each year and continue for one (1) year, or until their successors shall be duly elected and qualified.

Section 4. Each District officer has the duty and responsibility to:

- a. Promote the Objects and objectives of Kiwanis International; and
- b. Promote the interests of the clubs within the District.

Section 5. The Governor has the further duties and responsibilities to:

- a. Be the chief executive officer of the District.
- b. Under the direction and supervision of the International Board of Trustees, further the Objects of Kiwanis International and promote the interests of the clubs within the District.
- c. Preside at all conventions and meetings of the District Board of Trustees.
- d. Attend all Conventions, Conferences, and Council Meetings of Kiwanis International.
- e. Be an ex-officio member of all standing and special committees.
- f. Perform such duties and responsibilities as are currently prescribed or as may be amended in the future in the Bylaws, the Kiwanis International Board Policies and Procedures, or the District bylaws.

Section 6. The Governor-elect has the further duties and responsibilities to:

- a. Attend the training conferences for governors-elect.

b. Be responsible for the training of District officers-designate.

c. Be responsible for the training of club officers and members at the District convention.

d. Perform such duties and responsibilities as are currently prescribed or as may be amended in the future in the International Bylaws, the Kiwanis International Board Policies and Procedures, the District Bylaws or the District Policies.

e. Carry out such other duties and responsibilities as are from time to time assigned by the District Board of Trustees.

f. Be responsible for review of the strategic plan for the coming year and make recommendations to the Board for updates, if needed, and approval.

Section 7. The Immediate Past Governor shall perform such duties and responsibilities as usually pertain to such office or as may be assigned by the District Board of Trustees.

Section 8. The District Secretary has the further duties and responsibilities:

a. Keep all records of the District.

b. Assist the Governor and the District Board of Trustees in conducting the business of the District.

c. Submit to the proper officers, committees, or persons, all communications received from Kiwanis International, and cooperate with the Governor in forwarding all reports required by Kiwanis International.

d. Attend and keep the minutes of the meetings of the District Board of Trustees and the District conventions.

e. If possible, attend all Conventions of Kiwanis International, and if invited, attend meetings of the International Council.

f. Keep the financial accounts and records and be responsible for proper internal control procedures, including the receipt, deposit, and disbursement, of District and sponsored organization funds in the manner authorized and prescribed by the District Board of Trustees.

g. At all times, make available for inspection by the Governor, the District Board of Trustees, or any authorized auditors, the financial accounts, records, and books of the District and its sponsored organizations.

h. Make a report to the District at its annual convention and such other reports as directed by the Governor or the District Board of Trustees.

i. Perform such other duties and responsibilities as usually pertain to such office or as may be assigned by the Governor or the District Board of Trustees.

j. Give bond for the faithful discharge of the duties of such office, in such amount and with such sureties as are required by the District Board of Trustees.

Section 9. The District Treasurer has the further duties and responsibilities:

a. Be a member of the Finance Committee.

b. Regularly review and advise the District Board of Trustees on the financial condition of the district and its sponsored organizations.

c. Make a report at the annual convention.

d. Perform such other duties and responsibilities as usually pertain to such office or as may be assigned by the Governor or District Board of Trustees.

e. Give bond for the faithful discharge of the duties of such office, in such amount and with such sureties as are required by the District Board of Trustees.

Section 10. The Lieutenant Governors have the further duties and responsibilities:

a. Assist the Governor in the work of the District.

b. Represent the Governor and, under the direction of the Governor, supervise the District executive work in their respective divisions.

c. Perform such other duties and responsibilities as usually pertain to such office or as may be assigned by the Governor or District Board of Trustees.

ARTICLE VI. BOARD OF TRUSTEES

Section 1. The District Board of Trustees shall consist of the Governor, Governor-elect, Immediate Past Governor, Secretary, Treasurer, and Lieutenant Governors of each division.

Section 2. The management and control of the affairs of the District not otherwise provided for in these bylaws shall be vested in the District Board of Trustees, subject to the supervision and control of the International Board of Trustees.

Section 3. The District Board of Trustees shall hold at least two (2) meetings during each year, one prior to October 31 at such time and place as designated by the Governor, and another in connection with the District convention at such time and place as shall be determined by the Board. If the first meeting is held prior to October 1, any action taken shall become effective on October 1.

Section 4. A special meeting of the District Board of Trustees may be called by the Governor, or two-thirds (2/3) of the members of the entire Board.

Section 5. The District Secretary shall notify each member of the District Board of Trustees and the Executive Director of Kiwanis International of the time, place, and date of any meeting at least three (3) weeks in advance of the date of such meeting.

Section 6. In the absence of the Governor (or Acting Governor) from a meeting, the District Board of Trustees shall designate one of its members to act as chairperson.

Section 7. One-half (1/2) of the total members of the District Board of Trustees shall constitute a quorum, and a majority vote of those present shall decide any question, with the exception of those questions for which a greater proportion is specifically required in these bylaws.

Section 8. Within thirty (30) days after any special or regular meeting of the District Board of Trustees, the District Secretary shall make a written report, as approved by the Governor, providing a synopsis of the actions taken and transmit the report to the Executive Director of Kiwanis International. A copy of the report shall either be sent to the secretary of each

chartered club within the District or be published in the next District bulletin.

Section 9. The District Board shall have a standing committee on Finance, which shall be composed of the Governor, Governor-elect, Secretary, and Treasurer, and such other members as determined by the Governor, upon approval of the District Board.

ARTICLE VII. COMMITTEES

Section 1. The titles, structure, and duties of District standing committees shall be those defined by the International Board of Trustees and set forth in appropriate documents of Kiwanis International.

Section 2. Each standing committee shall at all times cooperate with the appropriate Committee of Kiwanis International and promote programs suggested by the Committee among the clubs of the District.

Section 3. Subject to the approval of the District Board of Trustees, special committees may be appointed by the Governor and shall perform such duties as may be defined in their creation.

Section 4. All committee members shall be subject to removal by the Governor.

Section 5. Standing committees of the district shall include the following:

- a. Circle K Clubs
- b. Key Clubs
- c. Service Leadership Programs
- d. Membership Growth
- e. Training and Leadership Development
- f. Administration/Achievement
- g. District Meetings
- h. International Convention
- i. Past District Governors
- j. Past Lieutenant Governors

Section 6. The district shall also have separate administrators for K-Kids, Builders Club, and Aktion Club, though full committees may or may not be appointed.

Section 7. With the exception of the committees on Key Club and Circle K, each standing committee shall serve for a term of one (1) year, which shall begin October 1.

Section 8. The Committee of Past District Governors shall be composed of past District governors who are active, senior, or privileged members of clubs within the District and a quorum of the committee shall be a majority thereof. This committee shall determine the method of selecting its chairperson, who shall serve at the pleasure of the committee. The committee shall submit the name of the chairperson so selected to the governor-elect prior to October 1.

Section 9. The Committee of Past Lieutenant Governors shall be composed of past lieutenant governors who are active, senior, or privileged members of clubs within the District and a quorum of the committee shall be ten (10) active members. This committee shall determine the method of selecting its chairperson, who shall serve at the pleasure of the committee. The committee shall submit the name of the chairperson so selected to the governor-elect prior to October 1.

Section 10. The terms of office of the committees on Key Club and Circle K shall be one (1) year and shall begin at the conclusion of the respective sponsored programs District conventions and continue to the conclusion of the succeeding conventions or until their successors shall be duly selected and qualified.

The Committees on Key Clubs and Circle K Clubs shall be appointed by the Governor-elect prior to the sponsored programs conventions. Any action taken by these committees between the date of appointment and October 1 shall be subject to the approval of the District Governor and the District Board of Trustees. Should there be a vacancy in these committees between the date of appointment and October 1, such vacancy shall be filled by the Governor-elect. Between the period of October 1 and the succeeding sponsored programs conventions, these committees shall serve at the pleasure of the District Governor.

Section 11. The Aktion Club, Builders Club, K-Kids, Key Leader, and Kiwanis Junior committees shall be appointed by December 1 and shall assume responsibilities for these programs on April 1. Any action taken by these committees shall be subject to the review and authority of the current Kiwanis District board of trustees under the bylaws and policies of the District.

Section 12. The chairmen of the Committees on Aktion Club, Builders Club, Circle K, K-Kids, Key Club, and Kiwanis Junior will be known as the district

administrator for Aktion Club, Builders Club, Circle K, K-Kids, and Key Club, respectively. The chairman of the Committee on Key Leader, if applicable, shall be known as the district chairman.

Section 13. The Committee on Circle K Clubs shall support the District administrators and Circle K District Board and assist the Kiwanis District Board in interacting with Circle K clubs and members.

Section 14. The Committee on Key Clubs shall support the District administrators and Key Club District Board and assist the Kiwanis District Board in interacting with Key Clubs and members.

Section 15. The Administrators on K-Kids, Builders Club, and Aktion Club shall help establish and maintain their respective program in schools and communities throughout the district and assist the Kiwanis District Board in interacting with K-Kids, Builders, and Aktion clubs and members.

Section 16. The Committee on Service Leadership Programs (SLPs) shall promote the expansion of all SLPs and the sponsorship of new SLP clubs by more Kiwanis clubs. This group should work in close cooperation with the Administrators for the various SLPs programs.

Section 17. The Committee on Membership Growth shall promote the building of new clubs by identifying and working with prospective sponsoring club; and shall provide support to existing clubs to encourage and promote membership growth by reducing attrition, identifying and recruiting new members, and ensuring that clubs are integrated into Kiwanis by attending district functions, considering SLP sponsorship, and complying with reporting and training requirements.

Section 18. The Committee on Training and Leadership Development shall assist the district leadership in developing meaningful educational and training experiences for all Kiwanians at district conventions and conferences; organize and/or promote operations and leadership programs for incoming district and club officers; promote continuing Kiwanis education within each club; and work to identify candidates for future district leadership positions.

Section 19. The Committee on Administration and Achievement shall recommend programs and procedures providing for the effective administrative functioning of clubs.

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

Section 20. The Committee on District Meetings shall assist the District board in planning for and promoting attendance at all district-wide conventions, conferences, trainings, or other activities.

Section 21. The Committee on the International Convention shall promote attendance at the annual Kiwanis International Convention. This committee shall be chaired by the Immediate Past Governor.

Section 22. The Committee of Past District Governors shall consider and report to the District board its conclusion on all matters referred to it. It shall initiate subjects for consideration and report to said board its conclusions. A summary of its proceedings shall be provided to each member of the committee and to the District governor and District secretary. The committee shall meet at the time of the District convention and may hold other meetings at the call of the chairperson.

Section 23. The Committee of Past Lieutenant Governors shall consider and report to the District board of trustees its conclusion on all matters referred to it. It shall initiate subjects for consideration and report to said board its conclusions. A summary of its proceedings shall be provided to each member of the committee and to the District governor and District secretary. The committee shall meet at the time of the District convention and may hold other meetings at the call of the chairperson or according to its bylaws.

ARTICLE VIII. CONVENTIONS

Section 1. The annual convention of the District shall be held at such place and date, between March 15 and September 15, as shall be mutually agreed upon by the District Board of Trustees and the International Board of Trustees, except that no District convention shall be held within the period of thirty (30) days prior to, during, or thirty (30) days following the Convention of Kiwanis International. In determining the location of an annual convention, the District Board of Trustees may be guided and advised by the majority vote of the qualified delegates present and voting at an annual convention.

Section 2. An invitation from any chartered club in good standing for holding an annual convention in its city shall be delivered to the District Secretary.

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

Section 4. The District Secretary shall mail to each chartered club and to the Executive Director of Kiwanis International an official call to the annual convention at least sixty (60) days prior to the date of the convention, and an official call for any special convention at least thirty (30) days prior to the date of such convention. The District Board of Trustees shall have full supervision and management of all conventions.

Section 5. For each convention, the Governor shall appoint a Committee on Credentials and a Committee on Elections, each to consist of at least three (3) members. All members of the Committee on Elections shall be delegates or delegates-at-large.

Section 6. At any convention, each chartered club in good standing in the District shall be entitled to seat up to three (3) delegates. Two (2) of the delegates should be the club president and president-designate. To assure proper representation, each chartered club in good standing may choose up to three (3) alternate delegates. A chartered club in good standing may, in the event of having no member to serve as their delegate, select and certify one currently active Past Lieutenant Governor from another club within their division to serve as their delegate to the convention.

Section 7. Official delegates of a newly organized Kiwanis club shall be granted full privileges at District conventions after the charter has been approved by the Board of Trustees of Kiwanis International, even if it has not been formally presented to such club.

Section 8. The delegates and their alternates shall be active, senior, or privileged members in good standing of the chartered clubs they represent, and shall be elected by such clubs not less than thirty (30) days prior to the date of the annual convention or less than fifteen (15) days prior to the date of any special convention. Their election shall be evidenced by a certificate to the District Secretary duly authenticated by the president and secretary of the club. Should any

chartered club in good standing fail to so certify the election of its delegates and alternates, then the Committee on Credentials shall have the right to determine the seating of the delegates or alternates for such chartered club.

Section 9. All officers and Past Governors of the District who are active, senior, or privileged members of a Kiwanis club of the District shall be delegates-at-large to all District conventions.

Section 10. Each accredited delegate and delegate-at-large present shall be entitled to vote on each question submitted to any convention. There shall be no voting by proxy or absentee ballot. To be accredited, a delegate or delegate-at-large must be certified according to the provision of these bylaws and must have paid a convention registration fee, if such is required.

Section 11. The District Board of Trustees may establish uniform convention registration fees to be paid by all persons attending any convention of the District. The proceeds derived from such registration fee shall be expended solely upon approval of the Board.

Section 12. The convention may propose, discuss, and adopt resolutions and recommend matters or concerns to Kiwanis International. The convention shall also consider and act upon matters submitted to it by Kiwanis International.

Section 13. In the absence of the Governor (or Acting Governor) from any convention of the District, the District Board of Trustees shall designate the Governor-elect, Immediate Past Governor, or a Lieutenant Governor to act as chairperson.

Section 14. A quorum at any convention of the District shall comprise the official delegates present, and representing not less than one-third (1/3) of the total number of clubs within the District.

Section 15. Within thirty (30) days after any convention, the District Secretary shall make a written report, as approved by the Governor, providing a synopsis of the actions taken and shall transmit the report to the Executive Director of Kiwanis International. A copy of the report shall either be sent to the secretary of each chartered club within the District or be published in the next District bulletin.

Section 16. In the event that in any year the District Board of Trustees shall determine by resolution that there exists a condition of emergency in the District that compels cancellation of the annual District convention, the Board shall then establish procedures to transact any and all business that would normally be transacted by and at such convention. The preference will be to call a council meeting to be held during the period provided for District conventions. Such council shall be comprised of the Board and other persons having the status of delegates-at-large to all District conventions.

ARTICLE IX. CONVENTION PROCEDURE

Section 1. The official program of a convention as approved by the District Board of Trustees shall be the order of the day for all sessions. Changes in the program may be made from time to time by a majority vote of the delegates and delegates-at-large present and voting.

Section 2. Resolutions

a. Proposed resolutions may be submitted by majority vote of a club's board of directors to the District Secretary not less than thirty (30) days prior to the date of the District convention. Proposed resolutions may also be submitted by the District Board of Trustees or originated by the Committee on Resolutions.

b. All proposed resolutions shall be referred to the Committee on Resolutions for its consideration and recommendation to the convention. No resolutions other than those so submitted to or originated by the Committee on Resolutions shall be considered unless consideration thereof shall be recommended by two-thirds (2/3) vote of the District Board of Trustees. Debate on such resolutions shall not be in order until they have been reported out by the Committee on Resolutions or the Board.

Section 3. Reports of committees, communications to the convention, resolutions amendments, and all motions may be debated during the House of Delegates, except those "undebatable" under *Robert's Rules of Order Newly Revised*, or unless the convention, by a two-thirds (2/3) vote, dispenses with debate. No Kiwanian shall speak longer than five (5) minutes at one time, except as provided in the order of the day or by a majority vote. The members of the

Committee on Resolutions shall have the privilege of the floor during the time that the resolutions are being considered by the delegate body, but no member of the Resolutions Committee shall have the right to vote on the resolutions, unless said member is an accredited delegate.

ARTICLE X. NOMINATION AND ELECTION OF OFFICERS

Section 1. Election of Governor and Governor-elect

a. The election of officers, except the Lieutenant Governors, the Secretary, and the Treasurer, shall be held at the annual convention.

b. The official program of the annual convention shall indicate the time and place for the election of officers.

c. The nominating and election procedure for officers to be elected at the annual convention shall be as follows:

(1) The Governor-elect shall be the sole candidate for the office of Governor.

(2) All candidates for the offices of Governor and Governor-elect must submit written notice of candidacy to the District Secretary no later than the beginning of the first business session of the annual convention. At that session, the Secretary shall make a report of the candidates giving such notice. All candidates for the office of Governor-elect shall submit a signed agreement to Kiwanis International to fulfill their duties. (10/02)

(3) A majority of all valid votes cast for each position shall be necessary for the election of the Governor and Governor-elect. In the event that any ballot cast for Governor or Governor-elect does not show a majority for any nominee for the foregoing offices, the Governor shall designate a time and a place for further balloting for such office. Prior to the second ballot, the nominee having the lowest vote on the first ballot shall be dropped; and on each succeeding ballot, the same procedure shall be followed until a nominee shall have received a majority of all valid voted cast.

d. The voting shall be by ballot only where there are two (2) or more candidates for the same office. Only accredited delegates or delegates-at-large shall be allowed to vote. There shall be no voting by proxy or absentee ballot.

e. Nothing in this Article shall be construed as limiting the right to make further nominations from the floor of the convention.

f. Cumulative voting shall not be permitted.

Section 2. The Committee of Elections

a. Before the election, the District Secretary shall make available to the Committee a list of the delegates and delegates-at-large present and voting as shown by the report of the Committee on Credentials.

b. The Committee of Elections shall have general charge of the election and of distributing and counting the ballots.

c. The Committee on Elections shall report promptly to the convention the results of the balloting and the report shall be signed by a majority of the committee.

Section 3. Election of Lieutenant Governor and Lieutenant Governor-elect

a. The Lieutenant Governor of each division shall hold, not later than the second week in April, a conference for the purpose of electing a Lieutenant Governor and a Lieutenant Governor-elect. The time and place of this conference shall be designated by the Lieutenant Governor. Written notice shall be sent, not later than 10 days prior to the conference, to the president of each club in the division, and to all Past Governors and Past Lieutenant Governors of that division who are active, senior, or privileged members of a club in the division.

b. The personnel of the conference shall be the president and immediate past president of each club in the division, or their duly elected alternates, the Lieutenant Governor of the division, and all Past Governors and Past Lieutenant Governors of that division who are still active, senior, or privileged members of a club in the division.

c. The representatives present, representing not less than two-thirds (2/3) of the clubs of the division, shall constitute a quorum at the conference, and each club shall have one (1) vote for each representative present. The Lieutenant Governor and the Past Governors and Past Lieutenant Governors in attendance at the conference shall have the privilege of the floor without the right to vote, except in the event of a tie vote, in which case the Lieutenant Governor shall be entitled to vote.

d. The Immediate Past Lieutenant Governor shall be chairperson of the conference or, if absent, the immediate predecessor, and so on. In the absence of a Past Lieutenant Governor, the conference shall elect one of its members as chairperson. The conference shall elect one of its members as secretary, and such tellers as may be necessary.

e. Upon completion of organization as above outlined, the conference shall proceed to elect a Lieutenant Governor and a Lieutenant Governor-elect. The Lieutenant Governor-elect shall be the sole candidate for the office of Lieutenant Governor. However, nothing shall preclude additional nominations from the floor. Voting shall be by ballot only where there are two (2) or more candidates for the same office. A majority of all valid votes cast for each office shall be necessary for elections. In the event that no candidate receives a majority of valid votes cast, a new election shall take place immediately, and the person receiving the fewest number of votes shall be eliminated. This procedure shall be followed until one person receives a majority vote. No person shall be submitted to the conference as a candidate for Lieutenant Governor or Lieutenant Governor-elect without the consent of said person first being obtained. Each candidate for Lieutenant Governor shall give assurances of a willingness and ability to carry out the duties and responsibilities of the office of Lieutenant Governor, to attend the leadership education conferences and to officially visit the clubs of the division.

f. A Lieutenant Governor-elect is not a District officer.

g. The division conference shall be guided by the principles, traditions, and precedents of Kiwanis International in its election of officers, and particularly consider the ability, the service, and experience in Kiwanis of a proposed candidate.

h. The Lieutenant Governor shall certify the results of the election to the District Secretary and Kiwanis International immediately following the conference.

Section 4. The District Secretary and District Treasurer shall be appointed by the Governor-designate, with the approval of the District Board of Trustees assuming office with the Governor-designate.

ARTICLE XI. VACANCIES IN OFFICE

Section 1. In the event of a vacancy in the office of Governor, during an administrative year, by a two-thirds (2/3) vote of the entire District Board of Trustees, the Board shall elect a Past Governor, Lieutenant Governor, or Past Lieutenant Governor who is an active, senior, or privileged member of a Kiwanis club in the District to become Governor for the unexpired term.

Section 2. In the event of a vacancy in the office of Governor-elect during an administrative year, the vacancy for the unexpired term shall be filled by the District Board of Trustees, by a two-thirds (2/3) vote of the entire District Board, from the Lieutenant Governors or Past Lieutenant Governors who are active, senior, or privileged members of Kiwanis clubs in the District.

Section 3. In the event of a vacancy in the office of Secretary or Treasurer during the administrative year, the Governor shall appoint a qualified member of a chartered club in good standing of the District to fill that office for the unexpired term. This appointment shall be subject to the approval of the District Board of Trustees at its next meeting.

Section 4. In the event of a vacancy in the office of Lieutenant Governor during an administrative year, the Governor shall notify the presidents of the affected division that a replacement Lieutenant Governor may be elected by a conference of the division within thirty (30) days from the date of such vacancy. In the absence of a replacement being elected by a division conference, the Governor shall appoint a qualified member of a chartered club in good standing in the same division to fill the office for the unexpired term, which appointment shall be subject to the approval of the District Board of Trustees at its next meeting.

Section 5. In the event after election and before October 1 of disability or inability of a District officer

to serve for the year for which elected, the District Board of Trustees-designate for said year shall proceed forthwith to appoint or elect the successor in the manner provided for filling vacancies in office during the administrative year. The Governor-designate shall give reasonable notice of the time and place of such election and, if absent or disabled, the Governor of the District shall act.

Section 6. In the event that the Governor is temporarily incapacitated and is unable to discharge the duties of the office, the District Board of Trustees shall elect, by a two-thirds (2/3) vote of the entire District Board, a Past Governor, Lieutenant Governor, or Past Lieutenant Governor who is an active, senior, or privileged member of a Kiwanis club in the District to become Acting Governor until the Governor is able to resume the duties of the office. While the Governor is incapacitated, the Acting Governor shall be the executive officer of the District and shall have all the duties, responsibilities, and authority given to the Governor by these bylaws and the Bylaws of Kiwanis International. If, after a period of sixty (60) days, it appears to the Board that the Governor continues to be incapacitated and is not able to resume the duties and responsibilities of office, the Board may declare the office of Governor vacant and the vacancy shall be filled in accordance with the provisions for filling vacancies in such office as contained in these bylaws.

ARTICLE XII. REMOVAL OF OFFICERS

Section 1. Whenever it shall appear to the Governor or majority of the District Board of Trustees that an officer may be engaging in conduct unbecoming a Kiwanian or is failing to perform the duties of that office, the District Board shall give written notice of the alleged facts to the officer within thirty (30) days.

Section 2. A special meeting of the Board to consider the alleged facts shall be held within thirty-five (35) days thereafter, with at least twenty-one (21) clear days written notice being given to all members of the Board of such meeting. Service of such notice shall be deemed effective five (5) days after such notice is mailed. The member of the Board so accused shall have the right to attend such meeting, be presented with the alleged facts, and be given the opportunity to provide a defense to such charges.

Section 3. In the event that the Board, by two-thirds (2/3) vote of the entire Board, finds the officer has

engaged in conduct unbecoming a Kiwanian or is not performing the duties of such office and declares such office vacant, a new officer to fill such vacancy shall be elected or appointed forthwith as provided in these Bylaws.

Section 4. Conduct unbecoming a District board member is defined as any conduct that: (1) is incompatible with the best interests of the public or of members of Kiwanis, and/or (2) tends to harm the standing of Kiwanis in the local or global community, as further defined in District policy.

ARTICLE XIII. PUBLIC ACTIVITIES

Section 1. The District may, from time to time, express by proper means its attitude on questions of public importance and any proposed legislation affecting communities within the territory of the District, provided that no Kiwanis clubs outside the District are affected by the same.

Section 2. When Kiwanis clubs outside the District are affected by any such public question or proposed legislation, before expressing an opinion, the District shall refer the matter, with its recommendation, to the International Board of Trustees. Upon approval of the recommendation by the International Board, the District may publicly express its opinion through legal and proper means

Section 3. The District shall not be used in any way for political purposes, nor shall it as a District actively participate in the political candidacy of any person.

Section 4. Notwithstanding Sections 1, 2, and 3 above, no substantial part of the activities of the District shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the District shall not participate in or intervene in (including publication or distribution of statements), any political campaign on behalf of or in opposition to any candidate for public office.

ARTICLE XIV. REVENUE

Section 1. Each member club shall pay to the District for each of its members, with the exception of its honorary members, the sum of \$22.00 per annum as dues. The total amount shall be due annually on October 1, payable not later than sixty (60) days

thereafter, and is to be based upon the annual membership report of the respective clubs to Kiwanis International as of September 30. The total amount shall include all District charges other than *the new member enrollment fee and registration fees* for District conventions or conferences.

PROVISO: Between October 1, 2010, and October 1, 2012:

- For clubs organized between September 1 and December 31:
 - For the year 2010-11, payment shall be based on the club roster as of September 30, 2010, and shall be due October 1, 2010, and payable no later than November 30, 2010.
- For clubs organized between January 1 and April 30:
 - For the year 2010-11, payment shall be based on the club roster as of Sept. 30, 2010, and shall be due December 1, 2010, and payable no later than January 31, 2011;
 - For the year 2011-12, payment shall be based on the club roster as of September 30, 2011, and shall be due October 1, 2011, and payable no later than November 30, 2011.
- For clubs organized between May 1 and August 31:
 - For the year 2010-11, payment shall be based on the club roster as of Sept. 30, 2010, and shall be due February 1, 2011, and payable no later than March 31, 2011;
 - For the year 2011-12, payment shall be based on the club roster as of Sept. 30, 2011, and shall be due December 1, 2011, and payable no later than January 31, 2012;
 - For the year 2012-13, payment shall be based on the club roster as of September 30, 2012, and shall be due October 1, 2012, and payable no later than November 30, 2012.

Section 2. A fee for each new member of no more than the amount of District dues (including bulletin subscription fee, if any) shall be paid to the District on a graduated scale determined by the District board.

Section 3. Registration fees for District conventions and conferences, as established by the District Board of Trustees, shall also be paid to the District.

Section 4. No financial obligation other than the revenues provided in this Article shall be placed upon the clubs by the District, except:

a. by a two-thirds (2/3) vote of the delegates at a convention; or

b. by a two-thirds (2/3) vote upon a referendum submitted to all clubs of the District, and with the approval of the International Board of Trustees.

Section 5. A club shall be relieved of any obligation to pay District dues for any club member for a period of two (2) years from the date of joining that club, provided such member was a former member of a Kiwanis International sponsored program. The financial obligations to said member's local club, the subscription to the official publication, and the premium payable to defray the cost of insurance prescribed in these bylaws shall remain payable.

ARTICLE XV. FINANCE

Section 1. The fiscal year of the District shall begin on October 1 and terminate on the following September 30.

Section 2. Not later than October 15, the District Board of Trustees shall approve a budget of estimated revenues and expenses, including capital expenditures, for the year.

Section 3. The books of account of the district shall be examined at least once each administrative year by a qualified individual or company selected by the District Board of Trustees. The individual(s) should be qualified to perform such work in their respective jurisdiction. A copy of the financial report shall be sent to the CEO of Kiwanis International by March 31 and to members of the appropriate district leadership or as stated in the district bylaws.

Section 4. The District Board of Trustees shall determine the official depository or depositories and shall designate those persons who shall sign checks.

Section 5. The necessary traveling expenses of all District officers when engaged in the business of the District may be paid by the District in accordance with the provisions of the budget.

Section 6. The necessary expenses of the Governor incurred in attending the Convention, Council, and any conference of Kiwanis International may be paid by the District.

ARTICLE XVI. CONDUCTING BUSINESS WITHOUT MEETING

Section 1. The Board of Trustees, district committees, or other official district bodies may conduct business without physically meeting together by any method that allows all participants to simultaneously communicate with one another. Participation in such meeting constitutes attendance. Normal meeting rules and processes apply. Any voice votes not clearly reflecting the necessary number must be taken individually; however, only adoption or failure must be included in the minutes. If written votes are desired, they may be made by e-mail, fax, or postal mail within a designated period of time following the meeting, as determined by the board, committee, or other meeting body.

ARTICLE XVII. OTHER AUTHORITIES

Section 1. For authority on all matters not specifically covered by these bylaws, the following documents, current or as amended in the future, shall be consulted in order of priority to determine such matters:

First--Kiwanis International Bylaws

Second--Kiwanis International Policies and Procedures

ARTICLE XVIII. PARLIAMENTARY AUTHORITY

Section 1. "Robert's Rules of Order Newly Revised" shall be the parliamentary authority for all matters of substance or procedure not specifically covered in these bylaws.

ARTICLE XIX. AMENDMENTS

Section 1. Amendments to these bylaws, if in conformity with the Bylaws of Kiwanis International, may be adopted by a two-thirds (2/3) vote of the delegates and delegates-at-large voting at any convention. Proposed amendments, which shall be submitted only by a club in good standing or by the District Board of Trustees, shall be received by the District Secretary at least sixty (60) days prior to the date of the convention. The Secretary shall send a copy of all proposed amendments to the secretary of each chartered club not less than thirty (30) days prior to the date of the convention.

Section 2. If these bylaws are in conflict with the Kiwanis International Bylaws, current or as amended in the future, this District shall amend these bylaws to bring them into conformity with the Kiwanis International Bylaws.

LAST AMENDED: August 2010

Bernard W. Knott, Ed. D.
West Virginia District Secretary

ARTICLE XX. SEVERABILITY

Section 1. In the event that any provision of these bylaws is held invalid, all other provisions shall remain in effect.

ARTICLE XXI. APPROVAL OF KIWANIS INTERNATIONAL

Section 1. These bylaws and all amendments or additions, including any districting, redistricting, or grouping of clubs, shall not be effective unless approved by the International Board of Trustees.

(Continued on next page)

**Adopted by the West Virginia District of
Kiwanis International on:**

8/8/10

(date)

Christie M. Leach

District Governor's Signature

Bernard Wayne Knott

District Secretary's Signature

APPROVED BY KIWANIS INTERNATIONAL:

10/5/10

(date)

BY: *Diana O'Brien*

Kiwanis International

Note--Two (2) copies of these bylaws and/or any amendments shall be forwarded to Kiwanis International and one copy will be returned to the District with the noted approval.



Policies of the West Virginia District of Kiwanis International (As amended 2010)

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PREFACE

The policies of the West Virginia Kiwanis District are a guide to administrative procedures for all Kiwanis Clubs, District Officers, Committees, Delegates to Conventions and Conferences, and the relationship to the International Representative, District Counselor, Key Clubs, and Circle K Clubs. These policies shall remain in effect until amended or voided by the District Board of Trustees. The District Bylaws shall supersede the policy statements where there is a conflict. A copy of the District Policies shall be delivered to each club president and to each new District Officer.

POLICY 1. SUGGESTED AGENDA FOR FIRST MEETING OF THE NEW BOARD

(Governor Designate presiding)

1. Call to order by the Governor Designate.
2. Invocation.
3. Introduction of International Representative.
4. Introduction of Governor-elect Designate.
5. Introduction of Lt. Governors Designate.
6. Election of District Secretary.
7. Election of District Treasurer.
8. Approval of minutes from last Board Meeting.
9. Unfinished business from previous board.
10. Budget report and adoption of budget.
11. Approval of Governors appointments (Committee Chairpersons, etc.).
12. Approval of official depository.
13. Approval of District Goals.
14. Approval of District Monthly Grading Policy and Activity Report.
15. Approval of District Convention site (if applicable).
16. Approval of plans for International President's visit (if applicable).
17. Approval of Mid-Year Conference site (if applicable).
18. Approval of plans for District Convention.
19. Approval of future District Board Meetings.
20. Approval of plans for Audit of District Records.
21. Approval of signatures for District checks.
22. Approval of Key Club District Budget and Convention site.
23. Approval of Circle K District Budget and Convention site.
24. Approval of Bond for District Officers (if applicable).
25. Review of reporting procedures.
26. Approval of District Awards program.
27. Remarks by International Representative.
28. Closing remarks by Governor Designate.
29. Adjournment.

POLICY 2. ALCOHOLIC BEVERAGES

The District and Club Bylaws prohibit the indulgence in alcoholic beverages at any duly constituted Kiwanis meeting or official Kiwanis function. For the sake of clarity, the Board of Trustees confirms that such indulgence is contrary not only to the Bylaws, but also to the spirit of Kiwanis. A duly constituted meeting is defined as that period of time after the meeting is called to order and until official adjournment. Observance is requested by all to maintain the Kiwanis image.

POLICY 3. AMENDMENTS

See District Bylaws, Article XIX.
See International Bylaws.

POLICY 4. BOARD OF TRUSTEES

See District Bylaws, Article VI.

POLICY 5. CANDIDATES FOR DISTRICT OFFICE

See District Bylaws, Article X.

Any club (or division) of the West Virginia District desiring to offer, propose, or nominate a candidate for the office of District Governor and/or District Governor-elect for the ensuing administrative year shall file a written statement of such intent as soon as possible after the District Convention, but not later than the opening date of the International Convention in the year the names are to be presented. The statement shall be limited to one side of an 8.5” x 11” sheet of paper, and shall contain a biographical sketch with the qualifications of the candidate. (See Policy 6.)

The candidate should be prepared to announce his/her choice, or a commitment for service, of the individuals who will serve as the District Secretary and District Treasurer during his/her term as Governor. The candidate must also file a “Role Summary” form with Kiwanis International, which indicates the duties and responsibilities of an office.

All candidates shall be responsible for the decorum of their workers and shall accept full responsibility for

their campaign finances and appearances. Signs, posters, and pictures may be displayed in the convention hotel. Campaign material should be limited to brochures, badges, or other inexpensive items.

Upon receipt of the Statement of Intent from a Club, the District Secretary will cause to be printed in the next issue of the Mountaineer Bulletin, the name of the candidate and the office desired. A black and white glossy photograph may be included if it is desired to be included in the Mountaineer Bulletin. It will be the responsibility of the club president proposing the candidate to further publicize the candidate to District clubs, if so desired.

No part of this procedure shall negate the privilege outlined in Article X, Section 1, Paragraph (f) of the Bylaws permitting nomination from the floor of the convention, providing all other proscribed conditions are met.

POLICY 6. QUALIFICATIONS & GUIDELINES FOR SELECTION OF DISTRICT & DIVISION OFFICERS

Lieutenant Governor and Lieutenant Governor-elect

1. The nominee shall be, or have been a president and/or a secretary of a Kiwanis Club.
2. a. The nominee shall be active in the affairs of his/her club.
- b. The nominee shall agree to attend and conduct leadership education conferences, board meetings, International and District Conventions, visit clubs as required, prepare reports, attend the Mid-Year Conference, and the visit of the International President to our District (when applicable), and make other visits as necessary or as requested.

District Secretary and/or Treasurer

The nominee(s), selected by the Governor, subject to the approval of the Board of Trustees, shall be (a) Kiwanian(s) with adequate knowledge of Kiwanis and the functioning of the District, and have the necessary time for the performance of her/her (their) duties.

Governor-elect

1. The nominee shall be, or have been, a Lt. Governor of the District.
2. The nominee shall have at least six years of Kiwanis membership.
3. The nominee must agree to accept all the requirements for the office of District Governor. The nominee must agree to the following:
 - a. Attend International Convention;
 - b. Attend District Convention;
 - c. Schedule and conduct a proper Leadership Education Conference preparing his/her team for the proper administration of the year in which he/she is Governor; and
 - d. Attend at least one planning session of the District Meetings Committee for both the Mid-Year Conference and District Convention.

District Governor

1. The nominee must have met all the requirements for the office of Governor-elect.
2. The nominee must commit himself/herself to fulfill the requirements of Bylaw Article V Section 5.
3. The nominee must agree to the following:
 - a. Attend the International Council when meetings are called;
 - b. Attend International Convention;
 - c. Attend District Convention;
 - d. Attend all Board of Trustees meetings;
 - e. Attend Mid-Year Conference;
 - f. Make an official visit to each Division;
 - g. Attend the Official Visit of the International President (if applicable); and
 - h. Attend all other functions as may be necessary for the proper management of the District.
4. It shall be the duty of the Governor to request the resignation of a Lt. Governor who fails to perform in a satisfactory manner as provided by the Bylaws and these policies. If the Lt. Governor refuses to resign, the Governor shall declare the office vacant, notify the Division Council (Presidents and Immediate Past Presidents of all clubs in the applicable division), and after consultation, select a replacement Lt. Governor.

POLICY 7. EXECUTIVE COMMITTEE OF THE BOARD OF TRUSTEES

This committee shall consist of the District Governor, Immediate Past Governor, Governor-elect, District Secretary, District Treasurer, and the Lt. Governor from the home division of the District Governor. This committee is authorized to handle items requiring immediate attention and/or assist the Governor as needed.

POLICY 8. BUDGET

See District Bylaws Article XV.

The Governor-elect and the District Treasurer shall see that a budget for the succeeding year is prepared by July 10 of each year. The District Board of Trustees shall adopt its budget based upon the estimated income using April 1 membership figures, investment income and any known miscellaneous income. The budget shall be presented for approval at the first Board Meeting for the new year. Expenses for meals, rooms, travel, postage, telephone, etc. are included in the officers' budget allowances. District officers will be allowed expenses as provided in the budget. All payments require a standard Reimbursement Request voucher signed by the officer entitled to the payment and approved by the District Treasurer. All purchases of equipment, materials and supplies that involve District funds, provided that purpose is included in the budget, should be processed through the office of the District Treasurer.

POLICY 9. FUND RAISING

All members of Kiwanis are considered to be fund raisers to varying degrees, since one of the inherent purposes for the existence of Kiwanis is the raising of money to carry out its service in the community. Therefore, the contracting of a professional fund raiser to perform this function for the club can only be considered as an abandonment of this responsibility. If there is a justifiable and valid reason to contract for the services of a professional fund raiser, then the action should be approved by the Club Board of Directors and then by the entire membership of the club. Games of Chance and Lotteries are not permitted except where authorized by state law and approved on an individual basis by the District Board of Trustees.

POLICY 10. INTERNATIONAL REPRESENTATIVE AND COUNSELOR

The Kiwanis International President-designate will assign an International Representative/Counselor to the District for the next administrative year. The expectations of the International Representative/Counselor to the District during that time are:

1. To suggest administrative techniques in relationship to the immediate and continuing needs of the District;
2. To assist the Governor and his/her District Board in developing the District into an effective and cohesive team which can best serve the interests of the clubs in the District;
3. To share in the successes of the District in meeting its established goals and to feel equally distressed when evidence of weakness develops in both administrative techniques and in program implementation;
4. To be the voice of the international President in the District when the President cannot be present;
5. To assist the International Office in maintaining the necessary close working relationship with the District which ensures strong and effective District administration; and
6. To work with the District Governor to the end that he/she may reach the distinction of being a Distinguished Governor.

The responsibilities of the District to the International Representative and International President should be to waive all fees and meal costs at official functions within the District. The District Governor shall keep the International Representative fully informed as to the dates and times he/she should be in attendance at conventions, including type of dress, etc. The District Governor shall handle all details of the International President's visit to the District, including correspondence to inform him/her and his/her spouse or significant other of plans for the visitation, including dress codes, accommodations, who will meet them, what they might expect in regards to weather, etc., the dignitaries they will meet and any special affairs they will attend, including media interviews. The International President and Representative/Counselor should be welcomed and treated as one would treat a special guest in his/her home while they are in the District.

POLICY 11. RESOLUTIONS

Clubs or individuals may prepare resolutions to be presented to the House of Delegates at the District Convention. Resolutions shall relate to broad matters of policy and not to administrative matters.

POLICY 12. SPONSORED YOUTH – KEY CLUB AND/OR CIRCLE K DISTRICT

1. Any reference to the Key Club and/or Circle K Board of Trustees or the Kiwanis District Board of Trustees shall assume that in all instances these boards are located in the West Virginia Kiwanis District.
2. The responsibility and control of the Key Club and/or Circle K District shall rest with the Kiwanis District Board of Trustees.
3. The Kiwanis District Board of Trustees and the District Governor shall be responsible for the counsel, advice, and final authority for the functioning of the Key Club and/or Circle K Districts.
4. The Key Club and/or Circle K Administrator shall be responsible for the proper procedures of the Key Club and/or Circle K District organization's administrative functions in accordance with the Kiwanis District Boards' directives.
5. The Key Club and/or Circle K District Administrator and the Key Club and/or Circle K District Governor shall approve all plans necessary for the Key Club and/or Circle K District Convention. This includes all financial, organizational, program, and any other necessary controls.
6. The oversight of collection of Key Club and/or Circle K dues and disbursement of funds shall be the responsibility of the Key Club and/or Circle K District Administrator.
7. All Key Club and/or Circle K disbursements shall require the signature of the Key Club and/or Circle K District Administrator.
8. The District Key Club and/or Circle K Administrator prepare and administer the Key Club and/or Circle K District Budget and shall be

responsible for checking expenditures in relation to the budget not less than quarterly during the year.

9. The annual Key Club and/or Circle K Budget shall be approved by the Kiwanis District Board of Trustees. Therefore, a copy of the budget shall be sent to the Kiwanis District Governor-elect, or the Kiwanis District Secretary by the Key Club and/or Circle K District Administrator not later than the Kiwanis District Convention for review and approval at the first meeting of the new Kiwanis Board of Trustees. If time will permit, the Kiwanis District Secretary shall send copies of the budget to the Kiwanis District Board of Trustees for review prior to the meeting. If the budget is not submitted for consideration at the first meeting of the new Kiwanis Board, then the Key Club and/or Circle K District Administrator will mail copies of the budget to each member of the Kiwanis District Board of Trustees, requesting approval.
10. Should a situation arise at any time that the Kiwanis Board cannot conveniently meet to grant approval, the Kiwanis District Governor and the Key Club and/or Circle K District Administrator may collaborate to render a decision. Such decision shall be confirmed by the Kiwanis Board at its next regular meeting.
11. The books and records of the Key Club and/or Circle K Districts shall be made available upon request for review by the Kiwanis District Board.
12. A Key Club and/or Circle K District Convention shall be held annually, subject to the approval of the Kiwanis District Board of Trustees. (Consideration of such approval shall be on the agenda for the first meeting of the new Kiwanis Board of Trustees, along with the Budget, during the Kiwanis District Convention.) The Key Club and/or Circle K District Convention budget shall be approved by the Key Club and/or Circle K District Administrator. These events should be scheduled at the discretion of the Key Club and/or Circle K District Administrators, to be held in the spring of each year, and so as not to conflict with the Kiwanis District Mid-Year Conference, unless approved by the Kiwanis District Governor to be held concurrently.
13. Travel of the Key Club District Governor, District Treasurer, District Secretary, and Trustees shall be approved by the individual High School Principal (where applicable), parents, and the Key Club District Administrator. Travel of the Circle K Governor, District Secretary, District Treasurer, and Trustees shall be approved by the Circle K District Administrator.
14. The Key Club and/or Circle K District Board shall hold at least three meetings annually, one at the time of its District Convention, one during the summer, and one at a time appropriate to plan for its succeeding District Convention.
15. Correspondence should be the prime means of communication and, personal travel should be limited to as great a degree as possible so as not to create unnecessary demands on the students' time and resources, and to limit liability issues associated with travel.
16. Except in the case of special circumstances approved in advance by the Kiwanis District Board, Kiwanis District funds shall not be available for expenses incurred in sponsoring Key Clubs and/or Circle K Clubs, or furnishing supplies and equipment. This obligation remains with sponsoring Kiwanis Clubs, who can use service funds.
17. All Key Club members from the West Virginia Key Club District planning to attend the Key Club International Convention in any given year, must register for and attend the Key Club International Convention as part of the official West Virginia Key Club District Tour. The official West Virginia Key Club District Tour is that which is sponsored by the West Virginia District and approved by the Kiwanis Key Club District Administrator. Exceptions from this policy must be obtained in writing from the Kiwanis Key Club District Administrator.
18. The procedure for the administration of the Kiwanis International Foundation matching scholarship program shall be as follows:
 - a. The Kiwanis District Board of Trustees will inform the Key Club and/or Circle K District Administrators how many matching scholarships are available for each organization no later than February 1 of each year.

- b. The Key Club and/or Circle K District Administrator shall submit, no later than May 31 of each year, the District Matching Scholarship Reporting Form to the Kiwanis International Foundation, reporting those members who have been selected as scholarship recipients.
- c. It is the responsibility of the Key Club and/or Circle K District Administrators to ensure that the matching funds in the amount of \$500 have been secured for each reported recipient of the award, the total of which cannot exceed the number of awards granted by the Kiwanis District Board of Trustees for any given year.
- d. Upon distribution of the matching funds by the Kiwanis International Foundation to the Key Club and/or Circle K District Administrators, it is the responsibility of the Key Club and/or Circle K District Administrators to disburse the combined funds directly to each awardee's college or university.

POLICY 13. CONVENTION AND/OR CONFERENCE: GUIDELINES AND SITE CRITERIA

- 1. See District Bylaws, Articles VIII and IX.
- 2. The District Meetings Committee is charged with the preparation of the official program including the selection of speakers, entertainment, meals, and the Governors Banquet, subject to the approval of the District Governor. The District Meetings Committee shall determine the method of handling reservations and registration. Lists of delegates, alternates and delegates-at-large shall not be available to any group or individual before or during the convention for any purpose other than required by the Bylaws or as necessary for conducting a District Meeting.
- 3. At the written request of the District Governor or the District Meetings Committee Chairman for the next District Meeting, the District Treasurer will advance the sum of \$500 to cover preliminary meeting expenses. The remaining budgeted convention expenses will be advanced as needed at the convention or settlement will be made shortly thereafter. The District Meetings Committee is responsible for preparing a convention budget that will keep all expenditures

under control and not exceed the income from all sources. A local Host Club may be engaged to assist in the planning and preparation for the event. It is generally the responsibility of the Host Club to secure workers for the Kiwanis Store, to take a lead in securing local advertising for the Convention program, and to incur expenses for items such as door prizes. If the Convention is profitable, the Host Club can request reimbursement for these expenses, to be paid at the discretion of the District Treasurer. Each Lt. Governor Designate will be paid \$50 from the District Convention Fund for attendance at the District Convention and first Board Meeting.

- 4. MEETING SITE CRITERIA. Any Kiwanis Club wishing to extend an invitation to host a District Meeting must consider the following items and provide answers with the invitation for the District Board of Trustees' consideration: Adequate housing for at least 200 persons, adequate auditoriums for conducting meetings and workshops, space for ten (10) caucuses held concurrently (not necessarily in separate rooms), facilities for serving luncheons, and to seat at least 200 persons at the Governors Banquet. An adequate edifice or room in which to conduct a memorial service is also required. As customary, a definite agreement shall be concluded with the motel/hotel on the number of complimentary sleeping rooms allocated in relation to the total number of rooms sold (if applicable). Complimentary rooms are to be assigned in the following order: International President/Counselor; District Governor (Suite preferred); Key Club and Circle K Governors. Any others are at the discretion of the District Meetings Committee. If the complimentary rooms are not provided, these rooms become an expense of the Meeting. When blocking rooms, advise the motel/hotel of the approximate numbers anticipated for each night, and when they can cancel the blocked rooms for Kiwanis. Adequate space for registration is required, and area should be available for displays of District Committee Chairmen, or others approved by the District Board of Trustees. The District Governor, the District Secretary and/or the District Treasurer shall make an inspection of the facilities.
- 5. The Convention Fund, as reflected in the District Budget, supports both the District Convention and Mid-Year Conference. The convention program

in its final draft form shall be reviewed by the District Secretary prior to being sent to the printer. The District Meetings Committee shall file a financial statement of receipts and disbursements of the Convention operation within three weeks following the Convention. During the Convention, the committee shall report the number of men and women registered, the number of clubs represented, and the number of delegates registered. Copies of all bills will be furnished to the District Treasurer.

6. The Annual District Convention shall be held in August, with the second full weekend being the first choice, and the first weekend as second choice. The District board shall endeavor to keep the District Convention scheduled at least three (3) years in advance by encouraging club invitations to host.
7. The Registration fee may be reimbursed for new Kiwanians attending their first (and only their first) District Meeting attended during the Kiwanian's first (and only the first) year of membership. The Kiwanian must submit a written request to the District Treasurer who will validate the request and reimburse the funds, as appropriate. The registration fee must be paid and any validated reimbursement will occur after the member attends the District Meeting.

POLICY 14. THE GOVERNOR ELECT

He/she shall serve as an advisor to the District Meetings Committee, along with the District Treasurer. He/she will assist the Governor when requested and spend his/her year in office observing and analyzing the training and administrative techniques in use on the District and Club levels. He/she will observe the performance of individual Kiwanians having in mind potential talent for service in the District, attend the International and District Conventions, attend all scheduled training sessions in the District and by Kiwanis International, and conduct a training session for Lt. Governors-designate and District Chairperson appointees prior to, or at the same time of the District Convention. The Governor-elect will be responsive to the wishes of the District Governor as these relate to the promotion of District goals and programs. The Governor-elect has no authority over incumbent Lt. Governors, District Chairpersons or committee members, and he/she shall

respect the functions, privileges and obligations of the District Governor. The Governor-elect will endeavor to strengthen weak clubs throughout the District to make them better working clubs during his/her year as Governor. It is suggested that this work be done with direct contact by visiting weak clubs (or by direct correspondence) to help them plan and execute membership drives and project planning.

POLICY 15. THE DISTRICT GOVERNOR VISITATIONS

Each Lt. Governor shall schedule one Division meeting which requires the attendance of the District Governor. Lt. Governors must consult with the District Governor for date and time. The Lt. Governor should also consult with the District Secretary if he/she has questions about details of these visitations. The District Governor will also endeavor to be available to present charters to newly organized Kiwanis Clubs, Circle K Clubs, Key Clubs, Builders Clubs, K-Kids Clubs, and action Clubs. Should the District Governor be unable to attend these special functions, the District Governor's appointed representative will represent the District. The District Governor may be available for other Kiwanis Club special occasions with expenses for the District Governor paid by the host group.

POLICY 16. DISTRICT SECRETARY

See District Bylaws, Article V, Section 8.

POLICY 17. DISTRICT TREASURER

See District Bylaws, Article V, Section 9.

POLICY 18. MONTHLY REPORT EVALUATION PLAN

The Kiwanis International Monthly Report is an instrument which can, among other things, be used for judging the administrative and community service activities of the Kiwanis Clubs in the District. The Kiwanis International Monthly Reports as submitted by each club shall be retrieved and compiled by the District Secretary, who shall objectively evaluate such activities as reported. The District Secretary shall also encourage each club to regularly file monthly reports

and shall contact clubs which have not filed reports in order to encourage them to do so, and to ensure that they have a thorough understanding of the method of completing and submitting the report. In order to achieve a reasonable basis for comparison, each District Governor shall establish a grading policy with a point system, in cooperation with the District Secretary. This policy will be approved by the District Board of Trustees at its first Board Meeting each year. The results of the evaluation of club activities shall be published in the Mountaineer Bulletin, and awards, in the form of the Ron Thomas Award for Outstanding Service, shall be awarded for the activities of each administrative year at the succeeding Mid-Year Conference.

POLICY 19. THE DIVISION COUNCIL

The Division Council meets at the call of the incumbent Lt. Governor as he/she sees the need for such meetings. The Immediate Past Lt. Governor of the division shall be the chairperson. The voting representatives of the Division Council shall consist of the President and the Immediate Past President of each club. In the event of the inability of either, or both to attend, the club must elect one or two alternative representatives. Each club is entitled to two votes. Privilege of the floor at Division Council meetings must be granted to club Presidents and Immediate Past Presidents (or their alternates), Past Lt. Governors of the division, Past Governors of the District who are currently members of clubs in the division and the current Lt. Governor. The purpose of a Division Council shall be:

1. to exchange ideas on club administration and functions;
2. to coordinate common projects;
3. to exchange information about club programs;
4. to elect the Lt. Governor and the Lt. Governor-elect;
5. to encourage cooperation among all division clubs within the district and with Kiwanis International; and
6. to honor the Governor at the time of his/her official visit to the division.

No assessment of dues in support of a Division Council shall be imposed upon the membership of any club.

POLICY 20. CONDUCT UNBECOMING A KIWANIAN AND REMOVAL FROM OFFICE

“Conduct unbecoming a District Board member” in addition to the definition provided in Article XII, Section 4 of the District Bylaws, is further defined as any of the following offenses committed while serving in office:

1. Engaging in offensive action, language, profanity or derogatory statements of racial, ethnic, or sexist nature;
2. Engaging in unwanted touching at any time;
3. Creating a hostile atmosphere;
4. Relating off-color jokes, ethnic jokes, and any derogatory statements or actions that are offensive on account of race, color, creed, economic status, religion, or national origin; and/or
5. Being convicted of a felony or being convicted of a misdemeanor involving moral turpitude.

Violation of the policy defining “Conduct Unbecoming a District Board member” may result in disciplinary action against the offending member. Disciplinary action may result in a private reprimand, a public reprimand, or dismissal from the organization. A private reprimand is communicated to the individual violating the “conduct policy” as a warning. A public reprimand requires notification of the club board or club President of the individual violating the “conduct policy.” Dismissal means removal from District office. Any individual receiving written notice as provided in Article XII, Section 2 shall be permitted to hear all evidence presented against him or her and be afforded the opportunity to provide evidence in his or her defense. The West Virginia District Board shall hear the evidence and determine what sanction, if any, shall be imposed. The decision of the District Board shall be final.

POLICY 21. DUES WAIVER FOR NEW CLUBS

Pursuant to Kiwanis International policy, District dues and fees (including those for the District publication and insurance premiums), shall be waived for new clubs based on the following schedule:

1. Clubs officially organized and recognized by Kiwanis International between April 1 and September 30, 2010; and
2. Clubs officially organized and recognized by Kiwanis International between January 1 and September 30 of all years following 2010.

This waiver shall be in effect only for the first full administrative year following the applicable club's organization. After that, all District dues and fees are applicable.

LAST REVISED: May 22, 2010

Christine M. Larch
West Virginia District Governor – 2009-10