



# **Kiwaniis®**

**EASTERN CANADA AND THE CARIBBEAN DISTRICT**  
**L'EST DU CANADA ET DES CARAÏBES**

**POLICIES and PROCEDURES  
of the  
EASTERN CANADA and the  
CARIBBEAN DISTRICT (EC&C)  
of  
KIWANIS INTERNATIONAL**

**Revised September 20.2018**

# Policies And Procedures of the Eastern Canada & Caribbean District

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## Table of Changes

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# Policies And Procedures of the Eastern Canada & Caribbean District

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## Definitions

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**\$\$\$** - All references to money in this document are in Canadian dollars except where noted otherwise.

**Activity** - An Activity is a project performed by the members of a committee and/or the members of the Kiwanis club for the benefit of an individual, a group of individuals, the community, or the nation. The project must be consistent with the objects, objectives and policies of Kiwanis International.

**Administrative Action** - An Administrative action is an action taken by the EC&C District in the performance of a duty, responsibility, or program, and which has been concluded without necessitating further action or consideration. The action must be consistent with the objects, objectives and policies of Kiwanis International.

**Administrative Activity** - An Administrative Activity is a planned project performed by members of any of the administrative committees for the benefit of the Kiwanis Club or its members, or for the benefit of an individual, group of individuals, the community or the nation. The project must be consistent with the objects, objectives and policies of Kiwanis International.

**Administrative Procedure** - An Administrative Procedure is the method or manner by which there shall be exercised the powers of the EC&C District in directing, managing, supervising, and controlling the business, property and funds of the District. An administrative procedure shall remain in effect until such procedure is superseded or terminated by action of the Board of Trustees. The procedure must be consistent with the objects, objectives and policies of Kiwanis International.

**Bilingual** - Shall mean written and verbal proficiency in both English and French.

**Builders Club** - Builders Club is wholly and completely a Kiwanis-sponsored Elementary School organization, consisting of students, which has as its purpose service to the School and Community and the development of outstanding leadership.

**Bring-Up-Grades (BUG)** - Bring Up Grades or BUG is a program designed to provide recognition to students who raise their grades into an acceptable range and maintain or continue to raise them from one grading period to the next. Recognition includes being placed on the school's BUG Honor Roll; a pizza, ice cream or other food-themed party; and presentation of certificates and buttons.

**Continuing Activity** - A Continuing Activity is an activity, which continues for more than one calendar month. A continuing activity should be reported on the monthly report provided, during the month, there are Kiwanis service-hours involved or funds are spent.

**Circle K Club** - Circle K is a wholly and completely Kiwanis-sponsored University/College service organization, comprised of students, which has as its purpose service to the school and community and the development of outstanding leadership.

**Division** - For the purpose of and to facilitate District administration, the District has been divided into, Divisions each headed by a Lt. Governor. A Division is simply a convenient means of designating a general area and the clubs in which the Lt. Governor assists the Governor and carries out the work of the Division. There are currently 27 Divisions in the EC&C District.

**EC&C District** - For the purpose of and to facilitate Kiwanis International administration, Kiwanis International has been divided into Districts, each headed by a Governor. Eastern Canada and the Caribbean (EC&C) District's territorial limits are set out in the EC&C District Bylaws. In this document, refer to Appendix B – Club Assignments by Divisions and Regions and to Appendix D – Countries in the EC&C District.

**K-Kids Club** - K-Kids is a service club for elementary-age students, led by elementary students. It teaches the value of helping others by taking part in community service projects and club activities. A Kiwanis club sponsors the K-Kids club.

**Key Club** - Key Club is a wholly and completely Kiwanis-sponsored high school service organization, comprised of students, which has as its purpose service to their school and community and the development of outstanding leadership.

# Policies And Procedures of the Eastern Canada & Caribbean District

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**Key Leader** - Key Leader is a leadership experience for today's youth leaders. It focuses on service leadership as the first, most meaningful leadership development experience. A Key Leader learns the most important lesson of leadership—leadership comes from helping others succeed.

**Policy** - Subject to the Constitution, Bylaws and Policies of Kiwanis International, a policy in the District is a principle by which the District supervises and controls itself, chartered clubs, divisions, or other groups of chartered clubs. A Policy shall remain in effect until such Policy is modified, superseded or terminated by action of the EC&C District Board of Trustees.

**Protocol** - Protocol is the courtesy given to certain offices in Kiwanis recognizing that the person who holds a Club, Division, **Region**, District or International office, gives substantially of their time and personal resources to fill the position.

**Region** – For the purpose of and to facilitate District administration, the District has been divided into Regions which are composed of 1 or more Divisions which are geographically located near one another. Each Region is headed by a District Trustee who serves as an elected member of their Region on the **District Board**, to represent their interest in the proper governance and fiduciary duty to the EC&C District and to the Governor. There are currently 10 Regions in the EC&C District.

**Superseded or Terminated Policy or Administrative Procedure** - A Superseded or Terminated policy shall be a policy of the District or an Administrative Procedure used by the District; which will have been superseded, terminated or otherwise has become invalid or obsolete.

**Terrific Kids** -Terrific Kids is a student recognition program that promotes character development, self-esteem, and perseverance. Students work with their classroom teacher and establish goals to improve behavior, peer relationships, attendance, or schoolwork. Thoughtful, Enthusiastic, Respectful, Responsible, Inclusive, Friendly, Inquisitive, Capable. Recognition includes being pinned as a Terrific Kid; a pizza, ice cream or other food-themed party; and presentation of certificates and other giveaways.

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## Officers - 0.0

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### ***Criminal Background Check 0.1***

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All Officers of the District are expected to undergo a criminal background check acceptable to the District and Kiwanis International. No officer may continue to serve with a background check that is not 'clear'. A criminal history background check is considered "not clear" if it indicates: a felony or misdemeanor involving moral turpitude; a felony or conviction or registration of a violent and/or sexual nature, involving any type of abuse of a child, involving threatening or intimidating behavior, or otherwise of a physical nature; or a felony related to larceny or theft. Kiwanis International criteria outlined in Kiwanis International procedure 197 should be used to determine if a background check is "clear". Also refer to Appendix F for further information.

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## Governor-1.0

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### ***Governors Guidebook -1.1***

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The Past Governors Committee is responsible to maintain a Governors Guidebook for use by the Governor, Governor – Elect, Vice Governor and any Kiwanis member considering running for the office of Governor. Copies of the guidebook are available from District office upon request.



# Policies And Procedures of the Eastern Canada & Caribbean District

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## **Governor's Allowance -1.2**

The Governor Allowance is intended to financially assist the Governor with the expenses of carrying out the responsibilities of his/her office. The Governor and Finance Committee shall prepare a request for an allowance supported by the annual budget presented to the Board of Trustees at their first meeting for approval.

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## **Allowable Expenses -1.3**

Meals, entertainment, travel and miscellaneous expenses, while at recognized Kiwanis Conventions or events and when supported by receipts or invoices, may be submitted to the District for payment or reimbursement. Items charged on a District credit card shall be receipted and submitted to District office in a timely manner so that the charge card balance can be paid without incurring interest. All expenses of the Governor's travelling companion are considered personal expenses except as allowed for by the budget.

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## **Travel – 1.4**

Is expected the Governor will visit one-third of the Divisions each year, by rotation, according to the following table. The Governor will be responsible for transportation to and from the Division. The Division will be responsible for accommodation, meals and transportation for the Governor and their partner during the visit. A typical visit will be three to four days including the day of arrival and departure. Visits may be extended as the Division and Governor agree. The Lieutenant Governor will perform the host duties during the Governor's visit to the Division. District Trustees are not obligated to attend the visit unless a regional election is taking place during the visit. Other than any Division dues paid to the Trustee the Division has no financial responsibility for the Trustee at this visit. Ideally the visit will be viewed as a regional visit and other Divisions will be invited but it is not a requirement.

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## **Rotation of Governor's Divisional Visits -1.5**

For the 26 divisions in the EC&C District here is the 6 year rotational schedule for the Governor's divisional visits:

Visitation Year	Divisions to be Visited
2016-17	5, 6, 10, 13 17, 21, 22, 25, 28
2017-18	1, 3, 8, 11, 14, 18, 23E, 23W, 26
2018-19	2, 4,9,12,16, 20, 24, 27, 27C
2019-20	5, 6, 10, 13 17, 21, 22, 25
2020-21	1, 3, 8, 11, 14, 18, 23E, 23W, 26
2021-22	2, 4,9,12,16, 20, 24, 27, 27C

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## **Governor – Elect -2.0**

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### **Allowance- 2.1**

The Governor–Elect Allowance is intended to financially assist the Governor - Elect with the expenses of carrying out the responsibilities of his/her office. The Governor and Finance Committee shall prepare a request for an allowance supported by the annual budget presented to the Board of Trustees at their first meeting for approval.

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### **Allowable Expenses -2.2**

When supported by receipts or invoices, meals, entertainment and miscellaneous expenses, may be submitted to the District for payment or reimbursement.

## Policies And Procedures of the Eastern Canada & Caribbean District

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However, expenses related to the following events will be handled as stated:

Governor-Elect Training – accommodation, meals, and registration costs for this event will be covered by Kiwanis International while the cost of travel is covered by the District;

KI Conventions - travel, accommodation, meals, and registration costs for this event will be covered by the District; and EC&C District Conventions and Board Meetings - travel, accommodation, meals, and registration costs for this event will be covered by the District.

All expenses of the Governor-Elect's travelling companion are considered personal expenses except as allowed for by the budget.

### **Responsibilities -2.3**

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In addition to the duties as specified in the District Bylaws, the Governor-Elect will assume the responsibility:

1. As the Service Leadership Program Coordinator.
2. To choose a Program Administrator(s) for each of the following Service Leadership Programs: K-Kids Club, Builders Club, Key Club, Circle K Club, Aktion Club and Key Leader Program for the year in which he/she will be Governor.
3. To appoint the Chair of the following District Committees for the year during which he/she will be Governor and approve the membership of these committees:
  - a. Finance;
  - b. Bylaws and Policies;
  - c. Education;
  - d. Visibility;
  - e. Strategic and Long Range Planning (Chair is usually the Vice Governor);
  - f. Translation;
  - g. Convention; and
  - h. Policy Review.
4. To appoint the Chair of other committee as required for the year during which he/she will be Governor.
5. For any other portfolio that may be assigned by the Governor.

## **Vice Governor -2.5**

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### **Allowance -2.5.1**

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The Vice Governor's Allowance is intended to financially assist the Vice Governor with the expenses of carrying out the responsibilities of his/her office. The Governor and Finance Committee shall prepare a request for an allowance supported by the annual budget presented to the Board of Trustees at their first meeting for approval.

### **Allowable Expenses -2.5.2**

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When supported by receipts or invoices, meals, entertainment and miscellaneous expenses, may be submitted to the District for payment or reimbursement.

However, expenses related to the following events will be handled as stated:

EC&C District Conventions and Board Meetings - travel, accommodation, meals, and registration costs for this event will be covered by the District.

All expenses of the Vice Governor's travelling companion are considered personal expenses except as allowed for by the budget.

# Policies And Procedures of the Eastern Canada & Caribbean District

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## **Strategic and Long Range Planning Responsibilities -2.5.3**

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In addition to the duties as specified in the District Bylaws, the Vice Governor will assume the responsibility of the Strategic and Long Range Planning Committee at the discretion of the Governor and responsibility for any other portfolio as assigned by and on behalf of the Governor.

## **Immediate Past Governor -3.0**

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### **Allowance -3.1**

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The Immediate Past Governor's Allowance is intended to financially assist the Immediate Past Governor with the expenses of carrying out the responsibilities of his/her office. The Governor and Finance Committee shall prepare a request for an allowance supported by the annual budget presented to the Board of Trustees at their first meeting for approval.

### **Allowable Expenses -3.2**

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When supported by receipts or invoices, meals, entertainment and miscellaneous expenses, may be submitted to the District for payment or reimbursement.

All expenses of the Immediate Past Governor's travelling companion are considered personal expenses except as allowed for by the budget.

## **District Trustee and Designate – 4.0**

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### **Responsibilities – 4.0.1**

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The District Trustee will be dealing predominantly with policies, procedures, bylaws, finance, and general governance matters related to the District. The Trustee will have little interaction with the Divisions or clubs unless it involves these roles. The Trustee is accountable to the Governor.

The bylaws stipulate the Board of Trustees may conduct one face-to-face meeting each year. It is not required that this meeting takes place at District Convention. If the meeting is to take place at a District Convention it is expected the meeting will not interfere with the Convention or LGD Training. The Board may choose to meet for face-face meetings at any time during the year. According to District Policy compensation for attendees is only provided for one meeting each year.

Refer to **Appendix B** for a list of all Regions.

### **Training – 4.0.2**

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It is the responsibility of the Governor Elect to ensure the training/orientation of the District Trustee Designates. The training/orientation may take place immediately prior to a face-to-face meeting or may be a series of webinars. The training/orientation shall be conducted by faculty chosen by the Governor Elect. It is suggested that the training/orientation will be a range of two to four hours.

### **Allowance -4.0.3**

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District Trustees will be reimbursed to attend one face-to-face meeting each year with the Governor when meeting as a Board. Travel and three night's accommodation will be paid at rate established periodically by the Board of Trustees. Refer to Appendix C - Schedule of Payment Amounts.

## Policies And Procedures of the Eastern Canada & Caribbean District

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Each District Trustee may claim up to the rate established periodically by the Board of Trustees for out of pocket expenses for matters such as communication or meetings related to the performance of their duties as District Trustee. Refer to Appendix C - Schedule of Payment Amounts.

All expenses of the District Trustee's companion are considered personal expenses.

### ***Regional Meeting for Election Purposes -4.0.4***

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- Each club will be allowed three votes, each vote to be cast independently by the President, the President-designate, and another officer of the club as approved by motion of the Club Board. Should the Club decide that another representative will be substituted for either of the three mentioned above, the appropriate motion shall be forwarded to the Region's Returning Officer prior to the vote.
- The Lieutenant Governor of each division within the Region also has a vote.
- Each Region will develop an election plan and submit it to the District Office 30 days prior to the meeting
  - ◊ The plan must detail the voting method chosen i.e. in person or by Secure Electronic Means
    - The date, place and time of the vote
    - The Region Returning Officer contact information
    - A list of the candidates declared
    - The chair of the meeting contact information
    - Total votes expected
      - Number of eligible clubs in Region ( three votes per club)
      - Number of eligible Lieutenant Governors in the region

### ***'Statement of Intent' Form for District Trustee Candidates.-4.0.5***

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Each candidate for District Trustee must complete a 'Statement of Intent' form and file it with the District Office at least 20 days prior to the election. This form will contain:

- Contact information
- Nominator & Secorder (two clubs from region)

### ***Voting by Secure Electronic Means -4.0.6***

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A Region may choose to vote electronically. Detailed below are suggestions for voting by Secure Electronic Means. It is important that all clubs in the Region adopt the same guidelines and rules for voting electronically. This adoption should be in writing and provided to the person designated as the Region's Returning Officer each time a vote takes place.

Voting by e-mail or Fax is not permitted under KI Policy.

Guidelines and procedures

- A vote, to conduct the election of District Trustee by Secure Electronic Means, shall be passed by 100% of the clubs in the Region.
- Failure to achieve this vote will require an election at a face to face meeting.
- The Secure Electronic Means approved by the EC&C District is the **Election Buddy** service which can be found at <http://electionbuddy.com> .
- Other secure electronic voting services or methods besides the **Election Buddy** service may be used, but must be approved by the District before it is used.
- Cost for using secure electronic voting services is reimbursable by the District.
- A Returning Officer for the Region should be appointed by the current Trustee to have oversight and authority on the election process.

## Policies And Procedures of the Eastern Canada & Caribbean District

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- The **Election Buddy** service will issue the electronic ballots to all eligible voters, receive all completed electronic ballots, count them and determine the successful candidate.
- Each club will be allowed three votes by Secure Electronic Means, each vote to be cast independently by the President the President-designate and another officer of the club as approved by motion of the Club Board. Should the Club decide that another representative will be substituted for either of the three mentioned above, the appropriate motion shall be forwarded to the Region's Returning Officer prior to the vote.
- The Lieutenant Governor of each division within the Region also has a vote.
- A list of eligible voters, showing only their email address and their Identity Key should be provided by the Region's Returning Officer, to the **Election Buddy** service in order to conduct the election and for audit purposes.
- A specified start and end time for the election shall be provided by the Region's Returning Officer, to the **Election Buddy** service which in turn will inform all persons eligible to cast votes in the this election.
- Votes received outside of this timeframe will be disallowed.
- The successful candidate must receive a majority of the valid votes cast. The votes cast must represent two- thirds of the clubs eligible to vote. The vote must still be conducted and the candidates receive 50% of the votes.
- The **Election Buddy** service will be instructed to destroy the voting electronic ballots once the results have been received and accepted by the Region's Returning Officer.
- The name of the successful candidate is then reported to District Office, current District Trustee and all candidates by the Region Returning Officer.
- Voting representatives should refrain from indicating publicly how they voted.

### **Regional Returning Officer Job Description -4.0.7**

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- The Regional Returning Officer, who is responsible for the voting process, shall be appointed by the current Trustee.
- The responsibilities shall include:
  - Ensuring all candidates are eligible & have completed the required forms and filed same with the District Office 20 days in advance of the vote
  - Candidates are duly nominated & seconded
  - Preparation of the ballot, listing candidates alphabetically by last name
  - Ensuring a quorum exists for voting - a minimum of two thirds of the eligible clubs are present to vote. (three votes per club)
  - The election process continues until the successful candidate receives the majority of valid votes cast. The candidate receiving the lowest number of votes will be dropped from the ballot.
  - The counting is completed using candidate scrutinizers or a neutral third party
  - The ballots are destroyed
  - The successful candidate is reported to District Office

### **Election Periods -4.0.8**

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Each District Trustee shall serve for a term of three (3) years. No District Trustee may serve for more than one consecutive three year term.

The table of District Trustee elections below will be followed for the 10 Regions over the next 6 years:

## Policies And Procedures of the Eastern Canada & Caribbean District

<b>Election year</b>	<b>Commence Term on</b>	<b>Term of Office 3 years</b>	<b>Regions with Elections</b>
2016-17	Oct. 1, 2017	2017-20	A,D, I ,J
2017-18	Oct. 1, 2018	2018-21	B, F, H
2018-19	Oct. 1, 2019	2019-22	C,E,G
2019-20	Oct. 1, 2020	2020-23	A,D, I ,J
2020-21	Oct. 1, 2021	2021-24	B, F, H
2021-22	Oct. 1, 2022	2022-25	C,E,G

Under this 3 year election cycle approximately 1/3 of the individuals serving as District Trustees on the District Board will be replaced each year.

### Lieutenant Governor and Designate-4.1

#### **Lieutenant Governors Guidebook -4.1.1**

Kiwanis International produces a Leadership Guide detailing the responsibilities and Duties of a Lieutenant Governor. Copies are available from District Office upon request.

Refer to *Appendix B – Club Assignments by Divisions and Regions* for a list of all Divisions.

#### **Training -4.1.2**

Training for Lieutenant Governors-designates is conducted by the Governor-Elect and his/her faculty. This training may take place in conjunction with the District Convention and is considered mandatory. It is suggested that the training will be a range of twelve to sixteen hours. Refer to Appendix C - Schedule of Payment Amounts.

#### **Allowance -4.1.3**

Travel- Lieutenant Governors-designate – travel compensation to one Training Session will be based on actual travel cost, one way, from the nearest gateway airport or by automobile using rates set by the Board whichever is lower. Refer to Appendix C - Schedule of Payment Amounts.

Accommodation - Two (2) night's hotel accommodations will be paid at rate established periodically by the Board of Trustees.

All compensation will be paid in the currency as deemed appropriate to the country and to the nature of the expense by the District office.

Attendance at the Training Session is a pre-requisite to the Lieutenant Governor-designate being compensated unless absence to attend another meeting is specifically allowed by Governor.

#### **Club Visits -4.1.4**

The Lieutenant Governor will be compensated for one (1) visit to each of the clubs in their Division at a rate established periodically by the Board of Trustees. The compensation will be based on the Km distance, one way, from the Lieutenant Governors home club to the club being visited except in Divisions 22, 26, & 27 where the compensation will be based on airfare not Km. . Refer to Appendix C - Schedule of Payment Amounts.

#### **Allowable Expenses -4.1.5**

The Lieutenant Governor should present a budget to the Division for financial assistance for any other expenses incurred. The District will not cover any expenses of the Lieutenant Governor except as shown under Allowance above.

# Policies And Procedures of the Eastern Canada & Caribbean District

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All expenses of the Lieutenant Governor's companion are considered personal expenses.

## ***Service Leadership -4.1.6***

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The current Lieutenant Governor is requested to work with the Lieutenant-Governor-elect to find, within their respective divisions, a suitable candidate to fill the position of Service Leadership Program Divisional Chair by the next Kiwanis Administrative year and make that individual a vital part of the Division council.

## ***New Club Building -4.1.7***

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The Lieutenant Governor of the Division in which a New Club is being formed, shall verify to the District Governor that the incoming executive of that New Club has received appropriate training prior to being chartered.

## ***Election Periods -4.1.8***

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Each Lt. Governor shall serve for a term of either one (1) or two (2) years as determined by each division. No person shall serve more four (4) consecutive years as a Lt. Governor.

# **Secretary- Treasurer -5.0**

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## ***Appointment -5.1***

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The Secretary – Treasurer of the District is appointed by the Governor to serve during their term. The following guidelines should be used when considering a candidate for Secretary- Treasurer

## ***Qualifications -5.2***

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1. Must be an active member of a Kiwanis Club in EC&C
2. Preference will be given where a candidate is a Past Lieutenant Governor and all other factors are considered equal.
3. The selected individual will have demonstrated experience in office administration; this shall include, but need not be limited to human resources, contract preparation and negotiation where these factors are equal.
4. The selected individual will have a sufficient background in the use of information technology; this shall include a good working knowledge of word-processing and data collection and interpretation.
5. The selected individual will have a good working knowledge of accounting principles, applications and practices, including acceptable financial reporting capability.
6. The selected individual will have a good working knowledge of parliamentary procedures and the ability to implement these procedures in a clear, fair and orderly fashion.
7. Where all other capabilities are equal, preference will be given to candidates who have written and verbal proficiency in both English and French.

## ***Selection Committee -5.3***

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The Governor will form a selection committee where at least one member shall be a fluently bilingual Kiwanian.

The evaluation of the candidates for the DST position will be a multi-part process.

Part A - The selection committee members will evaluate the resume of each candidate and score each using a common score sheet.



## Policies And Procedures of the Eastern Canada & Caribbean District

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Part B - Each candidate will be given two questions to answer in writing prior to the interview, one of which will address salary expectations and travel arrangements.

Part C - Each candidate, prior to the interview, will be given a half hour to prepare for three assigned questions. The questions will include computer knowledge and skills, parliamentary procedures, and translation of a document from French into English, and of another document from English into French.

Part D - The Selection Committee will interview each candidate on the answers to Part C, followed by additional questions covering knowledge of duties of the DST, communications skills and relationships of the DST with staff, Clubs, the Governor and other Officers of the District.

Following the interview process, each member of the selection committee will indicate his or her choice based on a common scoring system. When a decision is reached, the selection committee will make its recommendation to the Governor.

### ***Duties: -5.4***

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1. Keep all records of the district.
2. Assist the Governor and the District Board of Trustees in conducting the business of the District.
3. Be an ex-officio member of the Board of Trustees, Finance and District Convention Committees.
4. Be the Executive in charge of the District Office and its departments and, subject to the direction and control of the District Board of Trustees, select and supervise the staff and be responsible for the selection and the supervision of any employees.
5. 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.
6. Attend and keep the minutes of the meetings of the District Board of Trustees and the District Conventions.
7. Attend all Conventions of Kiwanis International, and if invited, attend meetings of the International Council.
8. Keep the financial accounts and records and be responsible for proper internal control procedures, including the receipt, deposit, and disbursement of district and Service Leadership organization funds in the manner authorized and prescribed by the District Board of Trustees.
9. Regularly review and advise the District Board of Trustees on the financial condition of the District and its Service Leadership organizations.
10. 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 Service Leadership youth organizations.
11. 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.
12. Carry out 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.



# Policies And Procedures of the Eastern Canada & Caribbean District

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## **Allowance -5.5**

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The District Secretary-Treasurer shall include in the budget the full costs of compensation for the District Secretary-Treasurer and the District Office or as set out in the service contract between the District Secretary-Treasurer and the District.

## **Terms of Employment -5.6**

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The position of District Secretary-Treasurer is expected to be one of an independent contractor with compensation limited to invoices provided by the contractor. There is no employer /employee relationship with the district implied.

## **Signing Limit -5.7**

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The District Secretary-Treasurer is authorized as the single signing authority for cheques up to a value set by the Board of Trustees from time to time and shown in the Schedule of Payments amounts.

## **Succession -5.8**

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As part of the process of succession planning the current contractor shall maintain all electronic transactions on a shared computer drive devoted specifically to the business of the District.

All passwords and other identifiers should be in a single file that is updated weekly. The designated file shall be accessible by the current Governor, Governor Elect and Vice Governor. The computer drive, or the portion containing all this information, shall be surrendered to the District Governor upon the vote of the Board of Trustees.

All other property of the District shall be surrendered in the same manner. In the interest of clarity all input and output documents, printed material, backup electronic media, and hardware identified as purchased by the District shall be considered the property of the District.

The current contractor shall to the best of their ability provide guidance to any successor for a period not to exceed 90 days prior to the expiry or cancellation of their contract.

# **Board of Trustees -6.0**

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## **Composition -6.1**

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The District Board of Trustees shall consist of the Governor, Governor-Elect, Vice Governor, Immediate Past Governor, Secretary- Treasurer, District Trustees and the Class President of the Lieutenant Governors.

## **Term and Appointment -6.2**

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The terms of all district officers, Governor, Governor-Elect, Vice Governor, Immediate Past Governor and DST, shall be one (1) year while District Trustees shall be three (3) years (except two-year terms for both Regions D and J District Trustees for 2015-17), and shall begin on the first day of October of each year and continue for the term described above, or until their successors shall be duly elected and qualified. If the first meeting of the District Board of Trustees is held prior to October 1st, any action taken shall become effective on October 1<sup>st</sup>.

## **Meetings -6.3**

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### **Face to Face Meeting -6.3.1**

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The Board of Trustees of Eastern Canada & the Caribbean District will meet in person, once, prior to the commencement of each Kiwanis year. The Face to Face Trustee meeting is to be held in Toronto, Ontario, Canada no earlier than the last week of August 2019 but no later than the last week of September 2019 and notice will be given prior to June 1st to the members of the Board of Trustees of the meeting date.

## Policies And Procedures of the Eastern Canada & Caribbean District

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This meeting will be organized and chaired by the Governor Designate. The meeting participants shall consist of the Executive and District Trustees who have been elected to serve or are continuing to serve for the Kiwanis year commencing October 1, following the meeting. Guests may be invited to attend to speak to an agenda item in person or via GoToMeeting, wherever practical.

Travel will be reimbursed on shortest route or lowest Airfare based on the prices determined three months in advance of the meeting. Attendees are responsible for any pre, or post meeting travel and meal costs.

### **Teleconference Call Meetings -6.3.2**

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All other meetings are held via the teleconference call method and typically these meetings of the District Board of Trustees are held every 2 months. The Governor shall chair the meeting. 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 chair as per the by-laws.

### **Special Meetings -6.4**

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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.

### **Notice of Meeting -6.5**

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The District Secretary-Treasurer, or if he/she is unable to do so, the person designated by the Governor, shall notify each member of the District Board of Trustees and the International Executive Director in writing of the time, place, and date of any meeting at least three (3) weeks in advance of the date of such meeting.

### **Quorum -6.6**

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Fifty percent (50%) plus one (1) 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.

## **CONDUCT OF THE MEETING -6.7**

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### **Agenda -6.7.1**

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The District Secretary-Treasurer, at least three (3) weeks in advance of the date of the meeting, shall prepare a draft agenda from the written reports submitted by the Committee Chairs, and after approval by the Governor send the package to the Board of Trustees and District Committee Chairs no later than two (2) weeks in advance of the date of the meeting. All material related to the Agenda will also be sent at that time or as soon as it becomes available. Wherever possible the contents should be prepared and sent as a package and not sent piecemeal. At the meeting a final agenda will be placed on the table for all Trustees and Officers and made available for any viewer requesting a copy. No verbal reports will be accepted on the agenda unless approved by the majority of the Board. Written reports received after the deadline will be assessed by the DST and Governor and if in their opinion the report requires the Trustees to review significant material, is not time sensitive or requires the Board to consider a motion not pre-distributed the report will be placed on the agenda for the next meeting.

### **Meeting Rules -6.7.2**

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All meetings of the Board of Trustees will use Roberts Rules of Order [ABRIDGED] as the final authority. Wherever possible, the business of the Board will be by consensus with votes being called to clarify the intention of the Board around the motion before them. A motion with a mover and seconder is not required to begin discussion of a topic. The meeting chair may request a motion at any time to focus the discussion. The object is to continue to give the Trustees their fair representation but with a working system which will enable the meeting to finish on time. ***Call to Order (Second Edition), Meeting Rules Procedure and Advice for Non-Profit Organizations by Herb Perry, is recommended as the preferred guide to the conduct of BOT meetings.***

# Policies And Procedures of the Eastern Canada & Caribbean District

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## **Reporting - 6.8**

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Within thirty (30) days after any special or regular meeting of the District Board of Trustees, the District Secretary-Treasurer shall provide minutes of the meeting and after approval by the Governor distribute it to each member of the Board of Trustees and all committee chairs who submitted reports. The minutes will provide a synopsis of the actions taken, and detail future actions required with the date and the person(s) responsible to take the action. The minutes will also identify changes to the By-Laws and Policy. The minutes, shall also be sent to the International CEO and, if requested, to the member of any chartered club within the District.

## **Insurance - 6.9**

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The District Secretary-Treasurer will ensure that the District maintains adequate insurance. A report will be delivered at the first meeting of the Board of Trustees demonstrating the Directors and Officers Liability Insurance and Errors and Omissions Insurance are in place for the new Board.

The District Secretary-Treasurer in consultation with the Finance Committee and District Risk Management Chair shall ensure that the District maintains adequate insurance for fire, theft, liability, non-owned automobile and any other protection deemed advisable for the nature of the business conducted by the District.

Members of the Board of Trustees are encouraged to obtain appropriate insurance to cover out of Country travel. The District does not provide this or any type of travel insurance.

## **District Standing Committees -7.0**

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### **ESTABLISHMENT AND PURPOSE -7.1**

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The District Standing Committees and chairs are established by the incoming Governor, according to the E.C. & C. Bylaws and Policies & Procedures, and will be confirmed by the Governor's Board of Trustees at their first Board Meeting. The purpose of these committees' chairs is to assist the District Governor, District Trustees, Lt. Governors and Kiwanis clubs in achieving their objectives.

#### **Expenses -7.1.0**

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The Governor and Finance Committee shall prepare a request for expenses supported by the annual budget presented to the Board of Trustees for approval at their first meeting. Only budgeted expenses will be allowed. No funds will be distributed for these budgeted amounts without appropriate receipts or approvals provided to the District Secretary Treasurer by the Board of Trustees. All receipts and approvals must take place before the end of the fiscal year.

#### **Secretarial Help -7.1.1**

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The District Office will not provide secretarial assistance to committee chairs or members unless specifically authorized by the Governor.

### **FINANCE COMMITTEE -7.3**

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#### **Functions – 7.3.1**

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The functions of the District *Finance Committee* are:

## Policies And Procedures of the Eastern Canada & Caribbean District

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- a. To know the operating plan and procedures of the EC&C District and its financial requirements.
- b. To prepare, with the assistance of the District Office staff, the annual budget and to present the budget to the Board of Trustees for its approval.
- c. To examine carefully and regularly the accounting system of the District Office.
- d. To examine and consider the report of financial operations for the District and its Service Leadership organizations, and to make any recommendations concerning such reports to the Board of Trustees.
- e. To Determine the financial effect of matters considered by the Board of Trustees
- f. Carry out the duties of the Investment Committee as detailed in Appendix G – District Investment Policy.

### **Composition -7.3.2**

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The *Finance Committee* shall be composed of seven members: the Governor, Governor-elect, Vice Governor, District Secretary –Treasurer, a member of the current Board, a member of the immediate Past Board and the Finance Committee Chair chosen by the Governor. The District Secretary-Treasurer is a non-voting member and therefore may not move or second motions.

### **Term and Appointment -7.3.3**

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The *Finance Committee* shall be appointed by the Governor-elect for a one-year term beginning the following October 1,

### **Financing -7.3.4**

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The Finance Committee shall ensure that the District Budget allows the Committee to meet- via Teleconference Calls as required.

### **Qualifications of Chairperson of Finance Committee -7.3.5**

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The Chair of the *Finance Committee* should be a Professional Accountant with a designation as a Chartered Professional Accountant (CPA). . If a qualified person cannot be secured, the Governor-Elect should seek out an individual with a professional background that includes familiarity with standard accounting procedures. Members of the committee would also benefit from having a similar background.

### **Meetings -7.3.6**

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- a. The *Finance Committee* shall function during the entire year and shall meet at such time and place as the chair of the committee may designate.
- b. In addition to the budget meetings which are held before October 1, the *Finance Committee* shall meet at least twice during the administrative year, generally in August and in January.
- c. Special meetings may be called by the Governor, the chair or by a majority of the committee.
- d. At least two weeks written notice shall be given for either regular or special committee meetings.
- e. A quorum of the *Finance Committee* shall consist of a majority of the members of such committee.
- f. All minutes of the Committee shall be sent to the Board of Trustees.

## **BUDGETS -7.3.7**

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### **Preparation of Budget -7.3.7.1**

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The new *Finance Committee*, appointed by the Governor-elect, shall meet before June 1 to prepare the budget for the twelve-month period beginning October 1.  
By June 1 the budget shall be completed by the *Finance Committee* and given by the District Secretary to the incoming Board of Trustees.

### **Balanced Budget -7.3.7.2**

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## Policies And Procedures of the Eastern Canada & Caribbean District

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In the budget, as adopted by the *Finance Committee*, total expenditures for District operations (exclusive of convention budgets) shall not exceed the estimated income.

### **Adoption of the Budget -7.3.7.3**

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At the first meeting of the Board of Trustees, a budget of estimated income and expenditures for the year will be approved and adopted by the Board.

### **Budget Changes and Modifications -7.3.7.4**

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Any request for change or modification of the budget should be submitted in writing to the *Finance Committee Chair*, and should set forth the reasons for the changes or modification.  
The request for change or modification of the budget shall be considered by the *Finance Committee* at its next meeting. Any change or modification of the budget must be approved by the Board of Trustees.

### **Requests for Funds not Budgeted -7.3.7.5**

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- a. Any request for funds not budgeted should be in writing to the *Finance Committee Chair*, and such request should be handled as a request for budget change or modification. Such request shall be considered on the basis of need and the financial status of the District at the time the request is made as approved by the Board of Trustees.
- b. Expenditures authorized or obligations incurred by District Officers, Committee members or any persons for non-budgeted items shall be the personal responsibility of the person authorizing the expenditure or obligation.
- c. Any request for purchases of non-budgeted items by District Officers or District Committee Chair shall be requested in writing to the District Office, and all purchases shall be authorized by and signed by the District Secretary-Treasurer.
- d. No funds within the budget may be transferred or used for any purpose other than the stated budget items without approval of the *Finance Committee* and the Board of Trustees.

## **BOOKS AND RECORDS -7.3.8**

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### **Generally Accepted Accounting Principles -7.3.8.1**

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The District books and records shall be maintained in accordance with generally accepted accounting principles and with proper internal controls.

### **Fiscal Year -7.3.8.2**

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The fiscal year of the District begins on October 1 and ends on September 30.

### **Inspection -7.3.8.3**

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The books and records of the District Secretary and/or the Treasurer, and any of the Service Leadership organizations, at all times, shall be open for inspection by the *Finance Committee*, the Finance Committee Chair, the Board of Trustees, or the Governor.

### **Closing of Books and Records -7.3.8.4**

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## Policies And Procedures of the Eastern Canada & Caribbean District

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By November 15, every effort shall be made by the District Secretary and Treasurer to account for all of the prior year's receipts and expenses to permit the closing of the books and records, and to process any excess funds (or deficits) increasing (or decreasing) the general fund.

### ***SIGNING OFFICERS -7.3.9***

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#### ***District Signing Officers be any two of the following:***

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District Secretary-Treasurer, Governor, Governor-elect, Vice Governor, Immediate Past Governor, a member of the Board of Trustees or a District Office staff member or any other member of the Board of Trustees approved by the Board.

#### ***Signing Limit -7.3.9.1***

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The District Secretary-Treasurer is authorized as the single signing authority for cheques up to a value set by the Board of Trustees from time to time and shown in the Appendix C - Schedule of Payment Amounts.

### ***REVENUE -7.3.10***

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#### ***Receipt of Funds -7.3.10.1***

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All funds received shall be deposited within three (3) workdays in regular commercial accounts by the District Administrator, who shall turn over promptly to the District Secretary-Treasurer, a duplicate deposit receipt and transmittal details. Funds shall not be deposited in any special commercial accounts except as approved by the *Finance Committee*,

#### ***Dues -7.3.10.2***

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Dues are collected by Kiwanis International on behalf of the District under an agreement that is reviewed by the Board of Trustees periodically. All Canadian clubs will pay their dues in Canadian dollars. All other clubs will pay dues in US dollars.

Each year upon a vote of the Board the District Dues of \$36 Canadian be reduced, guided by the surplus identified in the audited statement two years prior divided by the members who paid dues in that year. Such reduction will always result in the dues even dollar amount.

#### ***Accounts Receivable -7.3.10.3***

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The management of the Accounts Receivable is the responsibility of the District Office. Working from reports provided by Kiwanis International, District office will follow-up unpaid dues with the applicable Club Secretary at thirty (30) , sixty (60) and ninety (90) day intervals past the due date.

### ***FINANCIAL REPORTS -7.3.11***

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#### ***Form of Financial Reports -7.3.11.1***

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## Policies And Procedures of the Eastern Canada & Caribbean District

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- a. All financial reports to the Board of Trustees shall reflect in detail, income and expenditures for the current year to date, a comparison to the same period of the previous year, variations for the current year's budget, and comments if such variations are material.
- b. Quarterly operating statements and financial reports shall be sent to the members and to the Board of Trustees and be prepared in a form approved by the *Finance Committee*.
- c. The proposed budget as submitted to the incoming Board of Trustees shall reflect in detail estimated income and expenses for the year, a comparison to the budget for the current year, if available, a comparison to the current year's operations considering an estimate of income and expenses to be incurred for the balance of the year, appropriate comments concerning materials' variations, and any suggested policy changes or recommendations. In addition, the latest District financial reports should accompany the budget.

### **Financial Reports by District Treasurer -7.3.11.2**

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- a. The District Secretary-Treasurer shall make a financial report to the Board of Trustees at each of its regular meetings.
- b. Monthly operating statements will be prepared by the District Secretary-Treasurer and be sent to the Finance Committee no later than 10 business days after the month end.
- c. Quarterly operating statements will be prepared by the District Secretary-Treasurer and sent to members of the *Finance Committee*, Board of Trustees, Past Governors and selected District Chairpersons no later than 20 business days after the quarter's end.
- d. For the District Convention, the District Secretary-Treasurer shall prepare a condensed financial report, including an estimate of income and expenditures for the balance of the administrative year and the condensed budget for the next administrative year.

### **Financial Reports by Finance Committee Chair -7.3.11.3**

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- a. At each of the regular meetings of the Board of Trustees, the *Finance Committee Chair* shall make a report covering the District's financial operations and the financial operations of the Service Leadership organizations.
- b. The proposed budget shall be presented by the *Finance Committee Chair* to the incoming Board of Trustees at its first meeting. Before such meeting, the proposed budget shall be reviewed in detail by the Board at its training conference, or, if it was not available at that time, the budget should be reviewed prior to the Board Meeting, at a separate meeting during the District Convention.

## ***DISTRICT AUDITORS -7.3.12***

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### **Appointment -7.3.12.1**

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At the first meeting of the Board of Trustees, upon recommendation of the *Audit Committee*, the Auditor shall be appointed by the Board, and the auditor's report shall be rendered to such Board. The Auditor shall be an independent auditing firm. (*Bylaws, Article XVII, Section 4*).

### **Annual Audit -7.3.12.2**

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The annual audit shall be conducted in accordance with generally accepted auditing standards, and the report shall contain an opinion and financial statements, prepared in accordance with generally accepted accounting principles for the fiscal year ending September 30 and be completed by February 1 of the following year.

### **Distribution -7.3.12.3**

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## Policies And Procedures of the Eastern Canada & Caribbean District

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The audited statement shall be distributed by the last day of March to the current Board of Trustees, previous Board of Trustees, current Finance Committee, previous Finance Committee, International CEO and upon request any member of the District.

### **AUDIT COMMITTEE – 7.3.13**

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1. The Audit Committee shall consist of:  
The Chair of the Finance Committee, who shall not be chair of the Audit Committee; and not fewer than three (3) other elected Directors one of whom shall be elected chair.
2. At least two weeks written notice shall be given for either regular or special committee meetings.
3. A quorum of the *Audit Committee* shall consist of a majority of the members of such committee.
4. All minutes of the Committee shall be sent to the Board of Trustees.
5. Employees of the District or members of the Board of Trustees shall not be voting or ex-officio members of the Audit Committee, but may be invited as guests of the Audit Committee from time to time.
6. The Audit Committee shall:
  - a. review with the District Secretary Treasurer (DST) and the auditor the annual audited financial statements including the auditor's judgment about the quality, not just acceptability, of accounting principles, the reasonableness of significant judgments, and the clarity of the disclosures in the financial statements;
  - b. discuss the results of the annual audit and any other matters required to be communicated to the committee by the auditor under generally accepted auditing standards with the auditor (in the absence of those noted in paragraph (b) above);
  - c. consider and recommend to the Board the reappointment or appointment of the auditor, to be recommended to the Board at the first meeting of the District Board;
  - d. review and approve internal audit plans, including the nature and scope of specific internal audit projects to be carried out, and receive the reports and recommendations arising from such internal audit projects;
  - e. obtain assurance that the DST has established the appropriate control environment that emphasizes accountability of employees for the management of funds, and has implemented appropriate:
  - f. policies and procedures with respect to controlling and safeguarding assets, such as insurance coverage;
  - g. review the systems of internal control over financial reporting;
  - h. policies and procedures to ensure compliance with legal, regulatory, ethical and environmental requirements; and disaster recovery procedures with respect to the District's computer systems;
  - i. assist the Board in ensuring the on-going financial viability of the District;
  - j. ensure the credibility and objectivity of the financial reports; and
  - k. assume responsibility for any other matter that the Board believes is important to its mandate and chooses to delegate to the Audit Committee
7. The Board shall strive to ensure that at least two (2) members of the Audit Committee are financially literate and at least one (1) member has accounting or related financial expertise.
8. The auditor may submit to the Audit Committee, for any one of its meetings, a report in writing, without any requirement for personal attendance, and such report shall be tabled for discussion at the next meeting at which meeting the auditor may attend and be heard.
9. The DST shall send a copy of the minutes of such meeting of the Audit Committee to the auditor.
10. The Audit Committee will meet at least twice per year.



# Policies And Procedures of the Eastern Canada & Caribbean District

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## Bylaws and Policies Committee -7.4

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### Functions -7.4.1

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The functions of the Committee are:

- a. To know the bylaws, policies and administrative procedures of the EC&C District, and to recommend any changes in such bylaws, policies or administrative procedures to the Board of Trustees.
- b. To review all proposals and resolutions to the Board of Trustees to determine compliance with District bylaws, policies and administrative procedures.
- c. To review any request for a change, amendment or revocation in the bylaws, of a policy or administrative procedure, and to submit its recommendations concerning such changes, amendment or revocation to the Board of Trustees.
- d. To present all amendments to the EC&C District Bylaws to the House of Delegates at the annual District Convention for adoption.

### Composition -7.4.2

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The Committee shall consist of five members, one of which one will be a Past-Governor. All five members are appointed by the Governor-Elect and approved by the Board of Trustees of the Governor-Elect's year.

### Term and Appointment -7.4.3

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All other appointments shall be for a one year term beginning on October 1st of the Governor's Year.

### Action of Referrals -7.4.4

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Any and all matters pertaining to any policy item must be reviewed by the Committee and recommendations made to the Board of Trustees at the next regularly scheduled meeting of the Board, unless the Board authorizes an extension of time for such report.

### Changes of Policies or Procedures - Proposals -7.4.5

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Any changes proposed to the Board of Trustees will have a copy of the existing policy or procedure attached.

### Review and Approval -7.4.6

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No statement of policy or administrative procedure shall become effective until it has been submitted to and reviewed by the Committee and the policy or procedure has been approved by the District Board of Trustees, except that the Committee may make typographical and grammatical corrections.

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## Policy Review Committee -7.4.7

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### Composition 7.4.7.1

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The Committee shall be less than ten (10) members and be composed of the Governor; Governor-Elect; Immediate Past Governor; the District Secretary-Treasurer; the Chair of the Long Range Planning Committee; the Chair of the Past Governors Committee; the Chair of the Bylaws and Policies Committee; the Chair of the Finance Committee, and others to reflect District-wide experience and representation. The Chairman of the Committee shall be appointed by the Governor-Elect for the term during which he/she shall be Governor.

### Duties -7.4.7.2

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The Committee will study and make recommendations for changes and updating the Policy Statements for the Eastern Canada and Caribbean District as suggested by the Governor, as well as other areas they feel need attention. Not more than three years shall elapse between these called meetings. The Governor should make

## Policies And Procedures of the Eastern Canada & Caribbean District

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sufficient time available at the next meeting of the Kiwanis District Board of Trustees to explain the nature of the changes/additions and to seek approval.

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### Past Governors Committee -7.5

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#### ***Governors Guidebook -7.5.1***

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The Past Governors Committee is responsible to maintain a **Governors Guidebook** for use by the Governor, Governor – Elect, Vice Governor and any Kiwanis member considering running for the office of Governor.

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### Strategic and Long Range Planning Committee –7.6

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#### ***Function -7.6.1***

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The District Strategic and Long Range Planning Committee shall have the responsibility of reviewing and developing proposals and plans regarding the future of the district and to make the recommendations it deems appropriate and necessary to the Board of Trustees. This will and has included such things as reviewing Divisional and Regional alignments; District Conventions status; roles and responsibilities of District Officers and Administrators; District Strategic Plan; and development of plans for a promotional video of District Conventions.

#### ***Composition -7.6.2***

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The Chair of the District Strategic and Long Range Planning Committee shall be appointed by the Governor of the year in which the committee will serve, with the consent of the Governor's Board of Trustees. It has been the recent practice to appoint the Vice Governor as chair of this Committee. The members of the Committee shall be nominated by the Chair and approved by the Governor.

#### ***Term -7.6.3***

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The District Strategic and Long Range Planning Committee will serve for one year commencing on October 1st and ending September 30th of the next year.

#### ***Financing -7.6.4***

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The Governor shall ensure that the District Budget allows the Committee sufficient funds to complete its responsibilities. The Committee shall not spend more than the amount budgeted without approval of the Governor.

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### Past Lieutenant Governors Committee -7.7

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#### ***Authorization -7.7.1***

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The Past Lieutenant Governors Committee is recognized by the EC&C District as an advisory committee to the Governor and the District. The Committee shall be governed by its by-laws which is available as a separate document.

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### Translations Committee -7.8

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#### ***Function -7.8.1***

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The District Translation Committee shall have the responsibility of translating all District written material from English into French.

## Policies And Procedures of the Eastern Canada & Caribbean District

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### **Composition -7.8.2**

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The Chair of the District Translation Committee shall be appointed by the Governor of the year in which the committee will serve, with the consent of the Governor's Board of Trustees. The members of the Committee shall be nominated by the Chair and approved by the Governor.

### **Term -7.8.3**

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The District Translation Committee will serve for one year commencing on October 1st and ending September 30th of the next year.

### **Financing -7.8.4**

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The Governor shall ensure that the District Budget allows the Committee sufficient funds to complete its responsibilities. The Committee shall not spend more than the amount budgeted without approval of the Governor.

## **Convention Committee -7.9**

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### **Function -7.9.1**

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The District Conventions Committee shall have the responsibility of receiving, reviewing and recommending for approval, applications to host District Conventions and to ensure that all necessary documentation has been received. The Committee shall meet with the various delegations and make necessary recommendations to the Board of Trustees for the selection of cities and sites for future conventions.

The District Conventions Committee shall be responsible for the preparation of basic criteria which will need to be met before a club can apply to host a District Convention.

The District Conventions Committee shall have the responsibility for examining the format, structure and programming of District Conventions and to make the recommendations it deems appropriate and necessary to the Board of Trustees.

### **Composition -7.9.2**

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The Chair of the District Conventions Committee shall be appointed by the Governor of the year in which the committee will serve, with the consent of the Governor's Board of Trustees. The members of the Committee shall be nominated by the Chair and approved by the Governor.

### **Term -7.9.3**

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The District Convention Committee will serve for one year commencing on October 1st and ending September 30th of the next year.

### **Financing -7.9.4**

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The Governor shall ensure that the District Budget allows the Committee sufficient funds to complete its responsibilities. The Committee shall not spend more than the amount budgeted without approval of the Governor.

### **Authority -7.9.5**

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The District Board of Trustees shall have full supervision and management of all conventions. However, it is agreed that all matters regarding District Conventions will be referred to the District Convention Committee and District Secretary-Treasurer and appropriate decisions made by them.

## **DISTRICT CONVENTION PLANNERS GUIDE BOOK -7.9.6**

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## Policies And Procedures of the Eastern Canada & Caribbean District

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The District Convention Planners Guide Book will form the policy for District Convention Protocol and will be maintained and updated by the District Convention Committee. Amendments will require the approval of the Board of Trustees. Copies of this Guidebook should be stored by the District Office and be made available to any Kiwanis Division at the request of the Lt. Governor. Notwithstanding the above the following sections of the Guide Book are considered to be policy.

### ***Insurance 7.9.6.1***

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The Host Convention Committee must obtain insurance for the event and provide the District office with a copy of the cover page no later than 30 days prior to the convention. Minimum liability cover age is two million dollars CDN.

### ***Provision of Office Space 7.9.6.2***

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The Host Convention Committee must arrange for a lockable room that can be used as the District Office during the convention and for the three days preceding convention.

### ***Administrative Assessment 7.9.6.3***

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The Host Committee for a District Convention shall include a \$12,000 assessment fee in their budget for the Administrative Expenses incurred by the District Office for providing administrative services.

### ***Financial Advance 7.9.6.4***

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The Host Committee may apply to the District Secretary Treasurer for startup funding up to \$5,000. That must be repaid to the District and receipts submitted for the expenses.

### ***Division of Profits 7.9.6.6***

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After the final reports are received from the Host Committee and approved by the Board of Trustees, fifty percent (50%) of the profits provided from a District Convention shall belong to the club(s) hosting the Convention. Fifty percent (50%) of the profits provided will be paid to the District.

### ***Provision for Loss -7.9.6.7***

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In the event that the revenue does not cover all expenses causing a loss, the first \$1,000 is the responsibility of the Host Committee and the balance by the EC&C District. Therefore, all contracts need to be reviewed by District Office and a copy sent to the Chair of District Convention Committee. District Policy

### ***District Election Procedures -7.9.6.8***

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The District Election Procedures set out as Appendix A shall not be changed without the approval of the Board of Trustees

### ***Convention Promotion -7.9.6.9***

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The budget can include all promotional expenses from the date of Board approval of the Convention site but cannot exceed five percent of the overall convention budget. (5%).

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## **Administration -8.0**

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### ***DISTRICT PERSONNEL RESPONSIBILITIES -8.1***

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The District Secretary-Treasurer and staff shall operate under the supervision and direction of the District Governor and the Board of Trustees. Personnel responsibilities are covered in the manual *"The Personnel"*

# Policies And Procedures of the Eastern Canada & Caribbean District

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*Policies and Practices Manual*” established to administrate and govern employee responsibilities, employee benefits as well as staff policies and procedures, as approved by The Board of Trustees.

## ***HUMAN RESOURCES & STAFFING -8.2***

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### ***Human Resources Manual -8.2.1***

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The District has developed a Human Resources manual to provide guidance for the employment of individuals by the District. The District Secretary-Treasurer is responsible to maintain this manual and ensure it meets the minimum requirements of the Provincial or Federal Employment Acts.

### ***Terms of Employment -8.2.2***

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Wherever possible the District prefers to hire staff on an ‘employment contract’ clearly defining the period of employment, specific duties and remuneration.

## ***DISTRICT OFFICE ADMINISTRATOR -8.3***

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### ***Allowance -8.3.1***

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The District Secretary–Treasurer shall include in the budget the full costs of compensation for the District Office Administrator including travel, accommodation and meals while attending Board of Trustees meetings and other District business as authorized by the DST or Governor. The accommodation of the District Office Administrator at District Convention shall be covered by the Convention Committee.

## **Service Leadership -9.0**

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### ***PROGRAM AND DISTRICT ADMINISTRATORS -9.1***

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The Governor – Elect shall choose a Program Administrator(s) for each of the following Service Leadership Programs: K-Kids Club, Builders Club, Key Club, Circle K Club, Aktion Club and also for the Key Leader Program for the year in which they are Governor.

Each year the Governor is required to appoint a District Administrator (DA) for each of the Service Leadership Programs (SLP) provided by EC&C and advise Kiwanis International of the appointments no later than December 31.

These administrators will serve a one-year term commencing April 1, and ending March 31.

A District Administrator can be reappointed annually but may not serve more than five consecutive terms. In the year prior to the end of the District Administrator’s term the Governor Elect will ensure a replacement DA has been identified and this individual shall serve as an Assistant DA until assuming the DA role.

# Policies And Procedures of the Eastern Canada & Caribbean District

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## **Function -9.2**

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The Program Administrators, reporting to the Governor – Elect, and with the assistance of the Divisional Chairs shall be responsible for the delivery of their respective programs.

## **Budget -9.3**

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Each Service Leadership Program Administrator will provide to the District Secretary Treasurer a clear submission outlining their total budget and funding request for the upcoming Kiwanis fiscal year. The budget must be received no later than June 1 and follow the expenses allowed as shown in **Expenses** below.

## **Funding -9.4**

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The Program Administrator shall receive funding from the District as provided in the Budget. Each Service Leadership Program Administrator will receive, on or before October 31 of each year, 25% of their budget allocation as approved by the current Finance Committee and Board of Trustees.

A further 25% of their allocation will be provided upon appropriate receipts being provided to the District Secretary Treasurer to cover the first allocation. Subsequent allocations will be provided only after the appropriate receipts have been provided and approved for the previous allocation. On or before November 15th of each Kiwanis fiscal year, the Service Leadership Program Administrator must provide appropriate receipts for all funds received during the preceding Kiwanis fiscal year.

Those Service Leadership Program Administrators who fail to forward these receipts by the specified date will receive no further funding from the District until receipts are provided and approved.

## **Expenses -9.5**

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### **Program Administrator -9.5.1**

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The following expenses are considered acceptable up to the value allowed in the budget:

- attendance, for new Program Administrators at the annual Key Club or Circle K Administrators Training Meeting
  - attendance at the Builders Club, Key Club or Circle K District Convention
  - attendance at a Builders Club, Key Club or Circle K International Convention
  - attendance at other International meetings for Administrators
  - local travel for Service Leadership purposes
  - approved normal budget items to provide administrative duties
- Refer to Appendix C - Schedule of Payment Amounts.

### **Service Leadership Members -9.5.2**

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The following expenses are considered acceptable up to the value allowed in the budget:

Service Leadership Governor's attendance at any of the following:

- Service Leadership / District Conventions
- Service Leadership Officers Training sessions
- Service Leadership International Convention
- EC&C Kiwanis District Convention when invited by the Governor
- Service Leadership approved international meetings

Service Leadership Governor's administrative expenses

Service Leadership District Secretary's administrative expenses

Service Leadership District Secretary's attendance at Service Leadership District Conventions

Service Leadership District Bulletin Editor's administrative expenses

Service Leadership Lieutenant Governors' administrative expenses

Service Leadership District Board Meeting expenses

Printing/photocopying/stationery expenses

Postage and telephone/fax expenses

# Policies And Procedures of the Eastern Canada & Caribbean District

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## **Financial Reporting -9.5.3**

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At the end of each Service Leadership/Administrative Year, each Service Leadership/Administrator will submit his or her Service Leadership/District financial records for review by the EC&C Kiwanis District Finance Committee. The submitted records should indicate:

1. The sources and amounts of funds received from all sources (e.g. for Youth Services, for Administrator expenses, from Membership Dues, from other income sources);
2. How the funds were expended, with supporting documentation.

## **Key Leader Financial Guarantee – 9.6**

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1. 'Should the attendance at any Key Leader Program, sponsored by the District, be less than sixty Student Participants, the Eastern Canada & Caribbean District agrees to pay Kiwanis International 100% of the registration rate, for the specified event, for the difference between the actual enrolment and the sixty Student Participants required, as calculated and billed by Kiwanis International.'

## **Divisional Chairs -10.0**

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### **FUNCTION -10.1**

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The District program Administrator is encouraged to ensure a Division Chair is appointed for each Service Leadership Program.

The duties of the Divisional Chair are:

- to support the District Program Administrator
- to maintain an up-to-date Divisional record of Service Leadership Clubs, including their sponsoring Kiwanis Clubs and relevant contact persons; and to provide this record semi-annually to the appropriate District Program Administrator
- to work as needed, with Sponsoring Kiwanis Clubs, toward improvement and growth in the Division's Service Leadership Clubs
- to be a member of the Lieutenant Governor's Division Team
- to collect information on all Service Leadership activities in the Division (e.g. Key, Circle K, Builders, K-Kids, Aktion) including receipt of copies of Service Leadership Club monthly reports
- to report to the Kiwanis Division Lieutenant Governor and to the Service Leadership District Program Administrator
- to receive needed information from the Service Leadership District Program Administrator on Club status (e.g. dues overdue, reports still pending, etc.)
- to visit Service Leadership Clubs, especially those whose reports indicate the need for extra assistance or support

### **Training -10.2**

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The Service Leadership Program Divisional Chairs be encouraged to attend one of the annual training programs provided by Service Leadership District Program Administrator.

Service Leadership Program Divisional Chairs target at least three Kiwanis clubs in their division, to provide direct education leading to a renewed relationship with their Service Leadership group, or the sponsorship of a new Service Leadership organization.

# Policies And Procedures of the Eastern Canada & Caribbean District

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## Honours and Awards -11.0

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### ***GENERAL PROVISIONS -11.1***

In recognition of exceptional achievement the District, Division and Clubs are encouraged to bestow honours and awards.

### ***DISTRICT -11.2***

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- a. All awards shall be annual, coincide with the Administrative Year of the District, and be given for recognition of projects or accomplishment conducted within that 12 month period, and not previously reported or honoured.
  - b. All new awards or sponsorship of old awards must be approved by the District Board. The Board shall also have the authority to maintain and finance any of the District Awards that are not sponsored by a Kiwanis Club.
  - c. There shall be no awards presented as District Awards other than those approved by the Board of Directors and listed in District Policy. This does not preclude a Division from having awards for clubs within that Division.
  - d. Clubs shall not be eligible to receive the same award more than once out of each three (3) years for the same or any major part of the same project unless otherwise indicated.
  - e. The Achievements and Awards Committee is responsible to determine the winners of the various approved awards. They may call upon any award sponsor or member of the District to assist them with the selection of the winner.

### ***List of Current Awards -11.3***

A list of current EC&C District Awards is attached as Appendix E.

### ***Name badge: Recognition of Past Governors and Lieutenant Governors -11.4***

The District Office will supply, upon request, a name badge for Past Governors and Lieutenant Governors identifying their position and Year of Service.

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## Official Publications -12.0

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### ***District Newsletter -12.1***

The official publication of the District shall be known as the EC&C District Newsletter. The publication shall be the responsibility of the Newsletter committee with distribution by the District Office. Appropriate advertising is allowed to defray publication cost. The Newsletter will be distributed electronically and posted on the District Website. The 'editor' is authorized to seek legal opinion if it is felt an article may contain litigious issues. The Governor will select and appoint an editor for the Newsletter.



## Policies And Procedures of the Eastern Canada & Caribbean District

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### ***ELECTRONIC DISTRIBUTION -12.2***

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#### **Procedure -12.2.1**

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Where ever possible the District Office and its Officers will distribute agendas, meeting information packages, minutes, notice of meetings and any other documentation by electronic means. The following courtesies will be observed to provide privacy and continuity to all electronic documents.

- Email will be delivered by using BCC to protect the addresses of other recipients.
- Attachments will be in PDF format. Word or Excel documents may be exchanged if prior arrangements are made between the sender and recipient.
- All group mailings should clearly identify the groups targeted in the body of the Email but not in the address line.

#### **District Website -12.2.2**

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The District shall operate a website under the management of the District Website Management Committee.

#### **Composition -12.2.3**

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The District Website Management Committee shall consist of the Governor, Governor- Elect, District Secretary – Treasurer and Webmaster.

#### **Privacy -12.3**

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The District subscribes to PIPEDA and as such prohibits the release of mailing lists of clubs for fund raising purposes.

## **International Trustee Election Procedures -13.0**

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#### **Procedure -13.1**

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All Kiwanis International Trustees are officially elected from the five international Regions for three-year terms at the Kiwanis International Convention. However, our Region II, E.C. & C. and Western Canada Districts, alternate in recommending a single name, after election at a District Convention, and that sole name is presented to the International Convention for official election.

These procedures shall be used and followed in campaigning in E.C. & C. District for the Trustee for Region II of Kiwanis International. They are established to give equal opportunity to function within good practice and to provide means to get personally acquainted with as many Kiwanians as possible.

The Governor, Governor-Elect, Vice Governor, Immediate Past Governor, and District Secretary-Treasurer shall refrain from making any public endorsement in a contested election.

#### **Violation of Campaign Policy -13.2**

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All violations of campaign policy shall be reported to the District Secretary-Treasurer and shall be considered by the District Board of Trustees. If after considering the complaint and seeking an explanation from the candidate involved, it is determined by a majority vote of the Board of Trustees that there has been an intentional violation of campaign policy, the District Governor will announce that fact to the convention delegates before they vote.

## Policies And Procedures of the Eastern Canada & Caribbean District

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### ***Nomination Procedure: -13.3***

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Kiwanis International by-laws stipulate that only Past Governors of a District may be elected to the Kiwanis International Board. Therefore, only those Kiwanians who have served as Governor of the Eastern Canada & Caribbean District shall be eligible to contest these elections in this District.

Whenever there is a vacancy on the International Board of Trustees to be filled by a member of the Eastern Canada & Caribbean District, the Secretary of the Past Governors Committee shall distribute a call for nominations to all eligible Past Governors and they shall indicate their intention to contest the election, in writing, to the District Secretary by December 31 of the year prior to the district convention at which the election shall occur. The District Secretary shall advise the District Governor, as soon as possible after the start of the New Year, the names of the candidates seeking this office.

As soon as possible after receiving this information, the District Secretary shall advise the clubs of the District the names of these candidates.

Nothing in this policy shall prohibit qualified candidates from being nominated from the floor at the convention

A candidate for Kiwanis International Trustee shall not be announced or publicized for said office until October 1 of the Kiwanis Administrative year of the said election.

Candidates must be nominated by their Club and supported by a vote of their Division Council. A Division can propose only one candidate.

Each candidate must sign the Kiwanis International Agreement of Trustee Service before the election.

The District Secretary must be in receipt of the original written Club nomination of a candidate by the opening date of the District Convention.

At regular intervals before the District Convention each properly nominated and registered candidate shall be given the name and address of each registered delegate by the District Office.

During the Kiwanis year in which the election takes place, all candidates registered with the District Office shall be invited to attend all District Board Meetings and be given an opportunity to make a brief presentation to the Board at one of those meetings

### ***Election: -13.4***

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The Immediate Past Governor is chair of the Election unless he/she is running for the position of Trustee for Region II of Kiwanis International. If this should be the case, then the Governor will ask any Past Governor, not running for this office, to chair the Election.

The election of the Region II Representative shall take place at an annual district convention held prior to the International Convention at which the successful candidate would be introduced and the candidate would assume office.

The official program of the annual convention shall indicate the time and place of this election.

A majority of all valid votes cast for the position shall be necessary for election. In the event that any ballot cast does not show a majority for any nominee there shall be an additional ballot (or ballots) cast until one candidate has received a majority.

Prior to the second ballot the nominee receiving the lowest vote on the first ballot shall be dropped. On each subsequent ballot the nominee receiving the lowest number of votes shall be dropped until a nominee shall have received a majority of all valid votes cast

## Policies And Procedures of the Eastern Canada & Caribbean District

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The voting shall be by ballot only where there are two (2) or more candidates for this position.

Only accredited delegates and delegates-at-large shall be allowed to vote and there shall be no voting by proxy or by absentee ballot.

Cumulative voting shall not be permitted.

### **Balloting: -13.5**

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

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

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

### **Vacancy in Office: -13.6**

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If, at any time during the term of office of the Trustee from the Eastern Canada & Caribbean District on the Kiwanis International Board of Trustees, the Kiwanis International Trustee resigns from office for any reason and the Region determines that his or her replacement shall come from the Eastern Canada & Caribbean District, the following shall be the method of such replacement.

The District Board of Trustees shall convene in any method allowed by Bylaws or Jurisdiction to determine the date for such election to be held.

Each Kiwanis Club in Good Standing in the District shall be allowed to cast one vote for any of the declared candidates.

Each Past Governor and each member of the District Board of Trustees shall have one vote. In the event that there are Past Governors serving on the Board of Trustees at the time of the election, they shall have only one vote, either as a Past Governor or as a Board member.

Ballots shall be circulated to the District's clubs in Good Standing and to the At Large Delegates by the District office.

Ballots may be returned to the District Office by fax, e-mail or Canada post as long as they are received by the District Office prior to the designated cut-off date and time.

The ballots shall be counted by the District Secretary and at least one other member of the District Board; or someone designated by the Board.

A majority of all valid votes cast shall be necessary for election. In the event that no nominee receives a majority of valid votes cast, a new election shall take place immediately, with the nominee receiving the fewest number of votes eliminated from the ballot. This procedure shall be followed until one nominee receives a majority vote.

Preferential, absentee, or cumulative voting shall not be allowed.

### **Campaign Ethics: -13.7**

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A Candidate's Campaign Chair will provide the District Secretary with a list of all of their campaign committee members.

All candidates shall be responsible for the decorum and actions of their committee and shall accept full responsibility for their campaign.

## Policies And Procedures of the Eastern Canada & Caribbean District

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Candidates and their committees shall confine all remarks only to the promotion of their own candidate.

Nothing should be said or inferred against any candidate by another candidate or their campaign committee.

There will be no wearing of campaign buttons and candidates promotional clothing or distributing of campaign literature when on duty for the following committees during the District Convention: Information Desk, Registration, Credentials, Ushers, and Election Staff such as ballot collectors and Sergeant-at-Arms.

All campaign material, campaign buttons or candidate promotional clothing are prohibited on stage during any convention session.

No candidate promotion or distribution of campaign materials is permitted in any session, forum, or meal and convention function rooms.

No promotional activity shall disrupt or interfere with the conduct of any official function.

No campaign materials, buttons or promotional clothing shall be allowed at the Official Opening Session.

No candidate shall solicit or enlist the aid of Kiwanis Service Leadership members in their campaign.

No significant gift, campaign give-away of a value over the dollar amount as set out in Appendix C – Schedule of Payment Amounts or any offer of reward shall be made to a convention attendee as a method of campaigning.

### ***Promotional Opportunities: -13.8***

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Candidates are encouraged to inform all Clubs and delegates of their candidacy by any communication method before the convention.

A short article by each candidate will be published in the District Newsletter if submitted by a specified date.

Candidates shall be provided with a free promotional booth space in the area of the other convention booths and shall be staffed within that space only.

During the Convention, Kiwanis International Trustee candidates shall be nominated and speak from the podium on the same days as designated for the election of the District Governor and using the same speech time designations.

Each Convention site will vary in its configuration and perhaps campaigning can be allowed in various areas outside the meeting rooms rather than only outside the building. However, convention attendees are becoming more concerned about overly aggressive campaign promotions such as “running a gauntlet” of campaigners prior to official sessions. Candidates are asked to designate a limited number of persons for this purpose. (e.g., 4 per building entrance door)

Clubs or Divisions may hold promotional functions that are in good taste for their candidates away from the convention activities and that do not interfere with the timing of any convention function.

### ***Candidate for other Kiwanis International Office – 13.9***

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Should a member of EC&C District seek an office other than International Trustee the Board of Trustees may allocate an amount per member from the current budget to augment the candidate’s campaign expenses. An itemized budget must be presented by the candidate and approved by the Governor. Payment will be made by the DST upon presentation of receipts. Any contributions to a candidate’s election fund from other sources shall be used before applying to the District for assistance. All campaign material, publicity and communication expenses seeking support from other Districts will be fully funded by the District.

# Policies And Procedures of the Eastern Canada & Caribbean District

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## Club Responsibilities -14.0

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### **Promote Fellowship -14-1**

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Promote fellowship among clubs as this is important to EC&C and the development of Kiwanis.

### **Interclub Meetings Policy -14.2**

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An Interclub meeting is a meeting or activity staged by two or more Kiwanis family clubs including K-Kids Club, Builders Club, Key Club, Circle K Club, Kiwanis Club and Aktion Club. The definition of an interclub was expanded from simply attending another Kiwanis club meeting to include attending the projects, activities and social events of another K-Family club. The broadened definition promotes more opportunities for fellowship, education and encourages greater interaction between Kiwanis clubs and our Service Leadership Programs (SLPs). The intention is to have as many members as possible from visiting clubs attend a host club event or meeting.

### **Requirements -14.2.1**

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- Visiting clubs with 20 or fewer members need a minimum of two members in attendance to constitute an inter-club meeting.
- Visiting clubs with 21-30 members need a minimum of three members in attendance to constitute an inter-club meeting.
- Visiting clubs with 31 or more members need at least four members in attendance to constitute an inter-club meeting.
- When applicable, visiting clubs shall be composed of a minimum of two Kiwanians plus members of the club's SLPs.
- The Lt. Governor from the same division as the visiting club can be included in the inter-club **OR** one Past Lt. Governor from the same division as the visiting club can be included in the inter-club.

### **Restrictions -14.2.2**

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- Neither the Lt. Governor nor a Past Lt. Governor can be used to make up the numbers for more than one visiting club.
- Neither the Lt. Governor nor a Past Lt. Governor can be included in the interclub if either is from the host club.

### **Club Growth --14.3**

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All district leaders are encouraged to promote new club growth, including innovative ideas that challenge traditional club structure such as Family Clubs (with joint partner membership); Clubs focused on service activities rather than traditional meetings; and Clubs with flexible meeting times and styles specifically designed to encourage the participation of all family members in Club activity.

### **Club Attendance at District Conventions -14.4**

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There is an obligation on clubs to attend District Conventions and if not they may be required by the District Board to give an account

### **Chartered Clubs -14.5**

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Refer to **Appendix B** for a list of all chartered clubs in the District.

# Policies And Procedures of the Eastern Canada & Caribbean District

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## Personal Confidential Information -15.0

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### **Policy -15.1**

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This district shall adhere to the following policy on personal confidential information (PCI) of members and non-members.

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

### **Procedures -15.2**

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To protect PCI, the district will:

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

Specifically:

- a. If there are paper documents with PCI, they will be kept in a locked fireproof cabinet in a secure location (i.e., a location with electronic access, video security, commercial entry, etc.).
- b. If an all-electronic process is used (i.e., no hard copy records, no hard copy faxing, etc.) or if PCI is stored on user workstations or mobile devices, including but not limited to notebooks computers, USB drives, Smartphones, etc., PCI should be encrypted.
- c. An employee or contractor will not physically take PCI from the office or storage location (i.e., file, laptop, etc.), unless authorized in writing by the District Custodian of Personal Confidential Information.
- d. If PCI needs to be sent by fax, PCI documents will not sit on a printer where unauthorized persons or contractors may have access to the information. When faxing information, a secure fax line will be used.
- e. For each access or usage, access to PCI will be limited to only those individuals authorized to handle it. A paper or electronic trail will be created, including verification that the information reached its intended destination.
- f. The number of persons that see PCI will be limited to one if possible or else as few as possible.
- g. The disposal and destruction of all PCI will conform to applicable laws and regulations. Unless otherwise required by law:
  - (1) PCI records will be maintained for at least seven years; and
  - (2) youth medical records will be kept until the youth reaches the age of majority plus 3 years.

### **District Custodian of Personal Confidential Information -15.3**

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The District Secretary Treasurer shall be the District Custodian of Personal Confidential Information which, if existing, shall be held in and by the district office. The District Custodian of Personal Confidential Information shall ensure the Policy and Procedures as described in 15. 2 and 15.3 regarding PCI are carried out.

# Policies And Procedures of the Eastern Canada & Caribbean District

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## No Alcohol Reimbursement -16.0

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### **Policy -16.1**

No one can make claims for the reimbursement of the cost of alcoholic beverages from District funds. However, this does not apply for alcoholic beverages, for the First Timers Reception at District conventions, which are paid for out of the District PLG's Committee funds.

## District Policy for Youth Protection - 17.0

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### **Part A - Sample Policy and Procedure for Clubs Criminal History Background Checks -17.1**

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Pursuant to requirements set forth by the Kiwanis International Board in the Youth Protection Guidelines (Kiwanis International Policies and Procedure #432), the Eastern Canada and Caribbean District of Kiwanis International is developing the following policy on Criminal History Background Checks.

This resource is to support the development of a club policy, provide information on how to conduct "clear" Criminal History Background Checks and strategies to manage information security.

Kiwanis International strongly encourages clubs to develop a POLICY BEFORE the club proceeds with conducting CRIMINAL HISTORY BACKGROUND CHECKS. The policy DOES NOT REQUIRE THE APPROVAL of the Eastern Canada and Caribbean District of Kiwanis International or Kiwanis International.

### **Sample Policy and Procedures – 17.1.1**

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**Applicability:** To ensure the highest standards of leadership and that adults working with youth are of the utmost moral fiber, the Kiwanis Club of \_\_\_\_\_ requires a clear criminal history background check for (*select those that apply to your club, unless required*):

- ☒ **Required:** any member serving as advisor to any Service Leadership Program club, program or activity.
- ☐ **Encouraged:** all club members who will be working with youth or who may not have undergone a background check.
- ☐ **Not Required:** A check shall not be required if the individual has had a check by Safe Hiring Solutions within the past two years because he or she attends **Key Club International Conventions or Key Leader events**.

#### **Options**

- ☐ All officers and Directors as criteria for holding office.
- ☐ All persons making a new application for membership.

**Clear Check:** Successful completion of the background check (a "clear check") is based on verification that the member does not have any of the convictions as stated in Kiwanis International Procedure 197. A club cannot add or subtract from this list.

#### **Service Provider:**

This club shall use the following options for their criminal history background check service provider (*check all that*



## Policies And Procedures of the Eastern Canada & Caribbean District

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apply):

- ☐ local and state/provincial laws
- ☐ Safe Hiring Solutions, Kiwanis International

An exception to the above will be for those Service Leadership Program advisors that are employed by a school system or club members who, by virtue of their employment, have had a current (not older than ten years) criminal background check completed. These individuals will be required to provide the Club Secretary proof that they have a "clear check".

**Criteria:** All background checks shall be reviewed and evaluated by the Club Secretary, or other designed Club Officer, and determined to be clear or not clear, based on the criteria established by Kiwanis International and the District of Eastern Canada and the Caribbean.

**Notification:** The person being checked and the Club President shall be advised by the Club Secretary if a check indicates a problem or concern that requires further investigation or is determined to be not clear.

**Validity:** Background checks are valid for a period of two years (*Best Practices recommendation*) and for no more than ten years.

**Copy:** An individual may receive a copy of his/her Kiwanis International background check by requesting it in writing from Kiwanis International. This needs to be submitted to the club secretary who will indicate this on the Secretary's dashboard.

**Responsibility for Costs:** (select the appropriate option)

- ☐ The Club shall be responsible to pay the charges. Checks shall be conducted as inexpensively as reasonably possible to assure accurate results.
- ☐ Each individual member responsible for a background check will be responsible to pay the cost. Checks shall be conducted as inexpensively as reasonably possible to assure accurate results.
- ☐ Each applicant for membership will be responsible to pay the cost. Checks shall be conducted as inexpensively as reasonably possible to assure accurate results.

**Convictions that Cause Ineligibility:** A criminal history background check is considered "not clear" if it indicates: a felony or misdemeanor involving moral turpitude; a felony or conviction or sex offender registration of a violent and/or sexual nature, involving any type of abuse of a child, involving threatening or intimidating behavior, or otherwise of a physical nature; or a felony related to larceny or theft. The club shall refer to the representative examples of such convictions found in Kiwanis International Procedure 197

(see Appendix F – Criminal History Background Check Criteria). Other types of felony convictions will be reviewed on a case-by-case basis by the Club Secretary.

Any conviction legally reversed or overturned by the proper authorities shall not be considered when evaluating the background check.

**Discipline:** A check that is not clear causes automatic denial of the right to participate in the event in question or to hold the office or position in question or to be a candidate for such office or position.



## Policies And Procedures of the Eastern Canada & Caribbean District

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**Appeal:** Anyone subject to action as a result of a background check shall have the right to appeal such action. However, they will not have a right to appeal or retry the original conviction.

### 1. **Appeal Committee**

The Secretary and President of the Club will constitute the Appeal Committee.

### 2. **Appeal Process**

The action resulting from a conviction shown on a background check may be appealed by the following process:

- A. The appeal must be submitted in writing to the Club Secretary within thirty (30) days from notification, stating the grounds of the appeal. The appeal may only come from the person who has been checked.
- B. The Club Secretary shall refer the matter to the Club President within fifteen (15) days of receipt.
- C. The Club President shall consider the merits of the appeal within ten (10) days to determine if a hearing is warranted.
- D. If a hearing is warranted, the Club President and Secretary shall meet within thirty (30) days to consider the grounds of the appeal and the alleged facts. The person making the appeal shall be given twenty (20) days' notice of meeting and shall have the right to attend at his/her own expense.
- E. The appellant shall have the option to have legal counsel present, at his/her own expense. If the appellant has legal counsel present, the club may also wish to have legal counsel present and/or seek the guidance of the District Risk Manager.
- F. The Appeals Committee shall hear testimony and consider the evidence presented. All parties shall be allowed to ask questions of witnesses. The hearing shall be recorded.
- G. The Appeals Committee shall report its findings to the appellant within fifteen (15) days after meeting.
- H. If the Appeals Committee cannot come to a consensus, the Club's Board of Directors shall have final authority on these matters.

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### **Part B - Youth Protection Guidelines (updated October 2016) – 17.2**

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*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.

## Policies And Procedures of the Eastern Canada & Caribbean District

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**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 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

## Policies And Procedures of the Eastern Canada & Caribbean District

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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.

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

### ***Kiwanis Youth Protection Week -17.3***

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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.

For 2016, September 11–17, 2016 has been designated Kiwanis Youth Protection Week.

*This policy can be found in Kiwanis International Policies and Procedures as Procedure 433.*

# Policies And Procedures of the Eastern Canada & Caribbean District

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## District Policy for Broadcast Emails - 18.0

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### **Definitions - 18.1**

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**BROADCAST EMAIL** – Email sent by an individual to a number of recipients usually via distribution lists.

**DISTRIBUTION LISTS** – These are groupings of email addresses which are composed to target a certain audience.

### **Policy – 18.2**

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- a. Only Designated Officers are allowed to send out broadcast emails.
- b. To protect recipients' email addresses, place them only in the blind copy (Bcc) distribution area of each email.
- c. The first line of each email should specify to whom the email is being sent. For example... ***“This email is being distributed to all District Trustees; Lt. Governors; District Administrators; and John Doe, Manager KI Widgets.”***
- d. Use “REPLY” only – You should be careful when replying to the broadcast email. This will prevent someone accidentally selecting 'Reply All' which will cause excessive flooding of emails. Should there be any questions or comments, the sender should email separately to whomever they want to address the issue.
- e. ATTACHMENTS – should be in a secure format such as PDF and should be scanned (checked) for any viruses before it is attached.
- f. Ensure that the email is dealing only with Kiwanis business, and its subject and content matches or agrees.
- g. SENSITIVE DATA – Sensitive data MUST not be sent via broadcast email message. It should be sent by person to person email and the attachments should be password protected or encrypted.
- h. Do not forward broadcast emails message. If you want to share information, you should put it in a new email message with only the address you want to send it to.

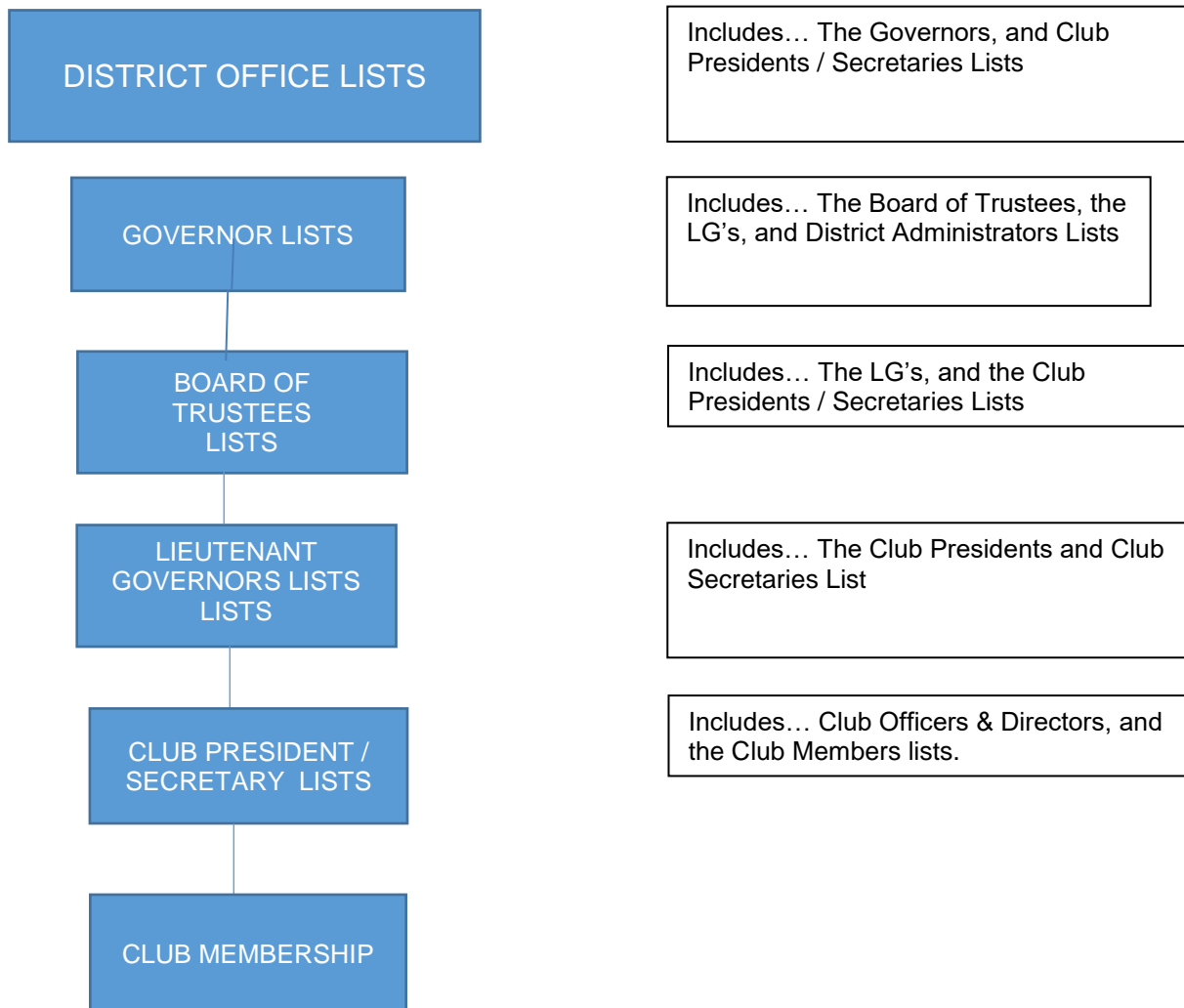
## Policies And Procedures of the Eastern Canada & Caribbean District

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### ***Distribution Lists -18.3***

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The following hierarchy is a guide to be used for determining the distribution lists needed for sending broadcast emails:



Other distribution lists may be assembled as required by the various District, Divisional and Club officers, the above only represents a portion needed.

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### ***Administration of Contact Information Lists -18.4***

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The District Secretary Treasurer (DST) will assemble issue and maintain all significant contact information lists for the district. These include lists of the Board of Trustees, Lt. Governors, District Committee Chairs, District Administrators, Other District officers, Club Presidents and Club Secretaries, and all Kiwanis members in the district. These lists are held on the relevant folders by Kiwanis year in Dropbox.

Individuals will have their own distribution lists for email purposes as needed and refer to the contact information lists issued by the DST for creating and maintaining their own distribution lists with current contact information.

# Policies And Procedures of the Eastern Canada & Caribbean District

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## Appendix A

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### ***E.C. & C. DISTRICT ELECTION PROCEDURES***

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#### **GENERAL**

The District Elections for Governor, Governor Elect and Vice Governor held at the Annual Convention, will be handled in the following manner:

The Governor appoints 5 individuals to the Elections Committee, chaired by the Immediate Past Governor.

The Governor appoints the Committee on Credentials who will look after the registrations' process. Historically the Past Lt. Governors' Committee has agreed to this role but it is the Committee who is responsible.

The Immediate Past Governor is chair of the Election.

\*A current copy of the District Bylaws and District Policies and Procedures should be on hand.

#### **AT THE FIRST PLENARY SESSION (GENERAL MEETING)**

- The Immediate Past Governor will introduce the candidates for the three offices and in alphabetical order: Governor, Governor Elect and Vice-Governor.
- Each Candidate will have five (5) minutes to outline his/her proposed program for the benefit of Kiwanis and its members.
- The Immediate Past Governor will then ask if there are any further candidates preparing to run for the office of Governor, Governor Elect or Vice-Governor, and the status of the proper filing of Election Papers with the District Secretary Treasurer & the Kiwanis International Office, as applicable.

#### **AT THE SECOND PLENARY SESSION (HOUSE OF DELEGATES)**

##### **Office of Governor**

The Immediate Past Governor will identify each candidate that is running for the office of Governor, and will ask his/her respective nominator and seconder to speak.

The Immediate Past Governor will then ask:

**"Is there any other nomination from the floor?"**

After five seconds, s/he follows:

**"Hearing none, I ask a motion to close the nominations for the Office of Governor"**

Ask for the vote to close the nominations.

As usually there is only one candidate, the candidate is elected by acclamation.

The District Secretary Treasurer will then be asked to cast one ballot for the election of the Governor.

##### **Office of Governor Elect**

The Immediate Past Governor will then identify the candidates for the office of Governor Elect up for election, and the nominator and seconder representing each Governor Elect candidate. The Immediate Past Governor will ask his/her respective nominator and seconder to speak.

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The Immediate Past Governor will then ask:

**“Is there any other nomination from the floor?”**

After five seconds, he/she follows:

**“Hearing none, I ask for a motion to close the nominations for the Office of Governor Elect”.**

Ask for the vote to close the nominations.

As usually there is only one candidate, the candidate is elected by acclamation.

The District Secretary Treasurer will then be asked to cast one ballot for the election of the Governor.

### **Office of Vice Governor**

The Immediate Past Governor will then identify the candidates for the office of Vice Governor up for election, and the nominator and seconder representing each Vice Governor candidate. The Immediate Past Governor will ask his/her respective nominator and seconder to speak.

The Immediate Past Governor will then ask:

**“Is there any other nomination from the floor?”**

After five seconds, he/she follows:

**“Hearing none, I ask for a motion to close the nominations for the Office of Vice Governor”.**

Ask for the vote to close the nominations.

If there is only one candidate, the candidate is elected by acclamation.

The District Secretary Treasurer will then be asked to cast one ballot for the election of the Governor.

**NOTE 1:** Each nominator will have three (3) minutes, and each seconder, one (1) minute. There is strict control on the time used by each Speaker with timekeeper selected by the Immediate Past Governor.

**NOTE 2:** If there is more than one (1) candidate for the office of Governor or for the office of Governor Elect, the procedure described for more than one (1) candidate will apply before the election of the Vice Governor.

### **Voting Procedures**

The Immediate Past Governor should make sure that each Candidate has a scrutineer for every Ballot Counter (3) being used.

When all candidates for the office of Governor/Governor Elect/Vice Governor have been moved and seconded, the Immediate Past Governor will ask for the Ballot Boxes to be passed among the Delegates, unless all 3 candidates have been elected by acclamation.

When the collection of ballots is complete, the Immediate Past Governor will ask that each candidate's nominator, scrutineers, ballot counters, and the Past Lieutenant Governor in charge of the counting, retire to the designated counting room where the count will take place.

The counting procedure will be for each counter to put the ballots from the boxes, the counter handling a separate pile for each candidate. At the end of sorting all the ballots, the counter will total the individual piles and hand a report to the Past Lieutenant Governor in charge of the counting. Any spoiled or questionable marking on ballots will be handed in, and these ballots will be reviewed with the candidates' scrutineer for to a decision reached as to whether the ballot should be counted or not.

The Past Lieutenant Governor in charge of counting will then total all counters' slips and record a Master Sheet of total for each candidate, showing the total of all legitimate ballots counted and the number of spoiled ballots. No name of candidates involved shall be disclosed.

## Policies And Procedures of the Eastern Canada & Caribbean District

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The result will show:

- Total of legitimate ballots cast for each candidate
- Number of ballots spoiled and not credited to each candidate
- The complete total of all ballots cast, legitimate or spoiled that were deposited in the ballot boxes.

The winning Candidate must have at least 50% plus one (1) of all legitimate ballots cast.

As there is a possibility of three (3) or more candidates for the office of Vice Governor, the winner of each ballot cast taken must show at least 50% plus one (1) of all legitimate ballots cast.

If the first count shows a split of less than 50% plus one (1) of all legitimate ballots cast for any candidate, the candidate with the lowest total of legitimate ballots cast in his/her name will be set aside. A new ballot will be called by the Immediate Past Governor after naming the candidates to contest a second ballot.

The same counting procedure will be carried out on this ballot cast by the delegates until one person, on any ballot count, has at least 50% plus one (1) of the total of legitimate ballots cast in any one ballot counting. If there is still no winner in this counting of the ballots, the candidate with the lowest total of all legitimate ballots cast will be dropped, and another ballot will be asked until a winner is declared.

The candidates' nominators, scrutineers, counters, and any person involved in the counting must be sworn to secrecy by the Past Lieutenant Governor in charge of counting.

The announcement of the results will be done by the Immediate Past Governor when s/he has an official result showing at least 50% plus one (1) of all legitimate ballots cast being in favour of one candidate involved in that specific counting.

The Immediate Past Governor will ask all the final candidates for the office of Governor, Governor Elect and Vice Governor to say a few words [no longer than two (2) minutes each] immediately after the confirmation of election for each office.

All candidates must then be asked if they will permit all of the ballots cast to be destroyed and then, if approved, the House of Delegates must agree. This is done in the event someone wants a recount. The ballot count is never disclosed.

The election procedure is then closed and the Program is returned to the person in charge of the Plenary Session (Master of Ceremonies or Governor).

The Host Convention Committee is responsible for: ballot boxes, counters (other than from the Divisions or the Clubs of the candidates).

The Past Lieutenant Governor in charge of counting will direct everyone involved in ballot counting process to a separate room where the counting will take place.

### **Ballot Booklets**

Each ballot booklet will be numbered and will contain the following pages in five different colours:

- Instructions for the Delegates (see District Office)
- Pass-out Ticket
- Standing House Rules
- Vice Governor, Governor-Elect and Governor ballot
- Proposed Amendments (if more than one coupon # 1 should be at the bottom, # 2 in the middle, and # 3 on top)
- Maximum of 2 pages according to the number of amendments submitted
- Resolutions (same procedure as for the amendments)
- Special Ballots (minimum of 6- see note about numbering the coupons).



## Policies And Procedures of the Eastern Canada & Caribbean District

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### **The House of Delegates**

Only delegates and delegates-at-large may enter the House of Delegates.

There shall be only one door to enter the House with one ballot book handed to each delegate by a Sergeant-at-Arms

There shall be two to four (2 - 4) microphones on the floor of the House with one Sergeant-at-Arms per microphone.

Delegates finding it necessary to leave the House will be required to turn in the ballot and will **be** able to pick it back up on return to the House

There shall be three to four Sergeant-at-Arms behind the House if place for visitors is provided

# Policies And Procedures of the Eastern Canada & Caribbean District

## Appendix B

### **CLUB ASSIGNMENTS BY DIVISION AND REGION (AS OF OCT 1, 2018)**

Each District Trustee shall serve for a term of three (3) years. No person shall serve more than three (3) consecutive yrs. as a District Trustee. Transition from 2 yr. terms to 3 yr. terms will take until 2016-17.

Each Lt. Governor shall serve for a term of either one (1) or two (2) years. No person shall serve more four (4) consecutive years as a Lt. Governor.

There are **10** Regions in the EC&C District.

There are **26** Divisions in the EC&C District.

<i>Region</i>	<i>Division</i>	<i>Club #</i>	<i>Chartered Club Name</i>	<i>Prov./Country</i>
A	3 St. Clair Bluewater	K01949	Chatham-Kent	ON / Canada
A	3 St. Clair Bluewater	K04628	Forest	ON / Canada
A	3 St. Clair Bluewater	K04423	Leamington	ON / Canada
A	3 St. Clair Bluewater	K13016	Sarnia-Lambton Golden K	ON / Canada
A	3 St. Clair Bluewater	K05173	Seaway (The), Sarnia	ON / Canada
A	3 St. Clair Bluewater	K00132	Windsor	ON / Canada
A	3 St. Clair Bluewater	K11459	Windsor Roseland Golden K	ON / Canada
A	4 Colonel Talbot	K00350	Forest City - London	ON / Canada
A	4 Colonel Talbot	K00471	Ingersoll	ON / Canada
A	4 Colonel Talbot	K07574	Middlesex, London	ON / Canada
A	4 Colonel Talbot	K04474	North London	ON / Canada
A	4 Colonel Talbot	K03030	Ridgetown	ON / Canada
A	4 Colonel Talbot	K03478	Rodney	ON / Canada
A	4 Colonel Talbot	K12294	St. Thomas Golden K	ON / Canada
A	4 Colonel Talbot	K03552	West Lorne	ON / Canada
A	5 Black Walnut	K00016	Brantford	ON / Canada
A	5 Black Walnut	K00310	Cambridge	ON / Canada
A	5 Black Walnut	K11187	Cameron Heights, Kitchener	ON / Canada
A	5 Black Walnut	K07630	Elmira	ON / Canada
A	5 Black Walnut	K08344	Festival City, Stratford	ON / Canada
A	5 Black Walnut	K07828	Grand River, Brantford	ON / Canada
A	5 Black Walnut	K00600	Guelph	ON / Canada
A	5 Black Walnut	K00425	Kitchener-Waterloo	ON / Canada
A	5 Black Walnut	K16148	Paris-Brant	ON / Canada
A	5 Black Walnut	K03070	Stratford	ON / Canada
A	6 Niagara Peninsula	K00047	Hamilton	ON / Canada
A	6 Niagara Peninsula	K02354	Hamilton East	ON / Canada
A	6 Niagara Peninsula	K03621	Oakville	ON / Canada
A	6 Niagara Peninsula	K02044	St. Catharines	ON / Canada
A	6 Niagara Peninsula	K05130	Stamford	ON / Canada

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<b>A</b>	6 Niagara Peninsula	K05063	Welland	ON / Canada
<b>B</b>	8 Huronia	K00829	Barrie	ON / Canada
<b>B</b>	8 Huronia	K11093	Barrie Golden K	ON / Canada
<b>B</b>	8 Huronia	K07196	Meaford	ON / Canada
<b>B</b>	8 Huronia	K01194	Orillia	ON / Canada
<b>B</b>	8 Huronia	K01382	Owen Sound	ON / Canada
<b>B</b>	9 Maple Leaf	K04817	Brampton	ON / Canada
<b>B</b>	9 Maple Leaf	K00555	Casa Loma, Toronto	ON / Canada
<b>B</b>	9 Maple Leaf	K14199	Don Mills Golden K	ON / Canada
<b>B</b>	9 Maple Leaf	K02499	East York	ON / Canada
<b>B</b>	9 Maple Leaf	K17847	Filipino Metro, Toronto	ON / Canada
<b>B</b>	9 Maple Leaf	K06078	Flower City (The), Brampton	ON / Canada
<b>B</b>	9 Maple Leaf	K09128	Georgetown	ON / Canada
<b>B</b>	9 Maple Leaf	K02963	Kingsway Humber	ON / Canada
<b>B</b>	9 Maple Leaf	K04202	Mississauga South	ON / Canada
<b>B</b>	9 Maple Leaf	K00817	Riverdale, Toronto	ON / Canada
<b>B</b>	9 Maple Leaf	K03405	Scarborough	ON / Canada
<b>B</b>	9 Maple Leaf	K00122	Toronto	ON / Canada
<b>B</b>	10 Pine Ridge	K01801	Oshawa-Durham A.M.	ON / Canada
<b>B</b>	10 Pine Ridge	K00611	Peterborough	ON / Canada
<b>B</b>	10 Pine Ridge	K07667	Scott's Plains, Peterborough	ON / Canada
<b>B</b>	10 Pine Ridge	K07438	Sydenham, Oshawa	ON / Canada
<b>B</b>	10 Pine Ridge	K05019	Westmount, Oshawa	ON / Canada
<b>C</b>	2 Cambrian	K01136	Timmins	ON / Canada
<b>C</b>	2 Cambrian	K05459	Lakeshore, Sault Ste. Marie	ON / Canada
<b>C</b>	2 Cambrian	K07301	Nipissing	ON / Canada
<b>C</b>	2 Cambrian	K01556	Sault Ste. Marie	ON / Canada
<b>C</b>	2 Cambrian	K02500	Sudbury	ON / Canada
<b>C</b>	11 Loyalist	K00980	Belleville	ON / Canada
<b>C</b>	11 Loyalist	K12043	Kente, Trenton	ON / Canada
<b>C</b>	11 Loyalist	K00368	Kingston	ON / Canada
<b>C</b>	11 Loyalist	K03213	Madoc	ON / Canada
<b>C</b>	11 Loyalist	K03994	Picton	ON / Canada
<b>C</b>	11 Loyalist	K03624	Trenton	ON / Canada
<b>C</b>	11 Loyalist	K03879	Tweed	ON / Canada
<b>C</b>	12 Golden Triangle	K16342	Bytown	ON / Canada
<b>C</b>	12 Golden Triangle	K01665	Cornwall	ON / Canada
<b>C</b>	12 Golden Triangle	K12317	Orleans	ON / Canada
<b>C</b>	12 Golden Triangle	K00090	Ottawa	ON / Canada
<b>C</b>	12 Golden Triangle	K04527	Rideau, Ottawa	ON / Canada
<b>C</b>	12 Golden Triangle	K10927	Riverside of Ottawa	ON / Canada
<b>C</b>	13 Ottawa Valley	K18615	Barrhaven / Riverside South	ON / Canada

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C	13 Ottawa Valley	K08693	Goulbourn	ON / Canada
C	13 Ottawa Valley	K05322	Manotick	ON / Canada
C	13 Ottawa Valley	K04294	Nepean	ON / Canada
C	13 Ottawa Valley	K12358	Ottawa West	ON / Canada
C	13 Ottawa Valley	K00756	Pembroke	ON / Canada
C	13 Ottawa Valley	K07645	Perth-On-Tay	ON / Canada
C	13 Ottawa Valley	K08086	Sage of Ottawa	ON / Canada
D	15 Boreal	K14700	Lemieux De Val D'Or	QC/ Canada
D	15 Boreal	K01786	Noranda	QC/ Canada
D	15 Boreal	K02987	Val D'Or	QC/ Canada
D	15 Boreal	K02266	Granby	QC/ Canada
D	15 Boreal	K04956	Lakeshore, Montreal	QC/ Canada
D	15 Boreal	K06426	St. Eustache	QC/ Canada
D	16 Alouette	K06418	Drummondville	QC/ Canada
D	16 Alouette	K11800	La Jacques-Cartier	QC/ Canada
D	16 Alouette	K00539	Quebec	QC/ Canada
D	16 Alouette	K03204	Sillery-Ste-Foy-Cap-Rouge, Quebec	QC/ Canada
D	16 Alouette	K06951	Ste Marie-De-Beauce	QC/ Canada
D	16 Alouette	K17541	St-Georges-de-Beauce	QC/ Canada
D	16 Alouette	K03401	Thetford Mines	QC/ Canada
D	16 Alouette	K03086	Trois Rivières	QC/ Canada
D	17 Laurentides	K06535	Alma	QC/ Canada
D	17 Laurentides	K04660	Chibougamau	QC/ Canada
D	17 Laurentides	K04848	Chicoutimi	QC/ Canada
D	17 Laurentides	K04204	Jonquiere	QC/ Canada
D	17 Laurentides	K06261	La Baie des Ha Ha	QC / Canada
D	17 Laurentides	K06438	Roberval	QC/ Canada
E	18 Fundy	K02561	Fredericton	NB/ Canada
E	18 Fundy	K02736	Hillsborough	NB / Canada
E	18 Fundy	K03364	Lancaster	NB/ Canada
E	18 Fundy	K02364	Moncton	NB/ Canada
E	18 Fundy	K03120	Petitcodiac	NB/ Canada
E	18 Fundy	K02060	Saint Andrews	NB/ Canada
E	18 Fundy	K01626	Saint John	NB/ Canada
E	18 Fundy	K01945	St. Stephen	NB/ Canada
E	18 Fundy	K02644	Sussex	NB/ Canada
E	18 Fundy	K12902	Sussex Vale Golden K	NB/ Canada
E	18 Fundy	K10766	Western Kings, Grand Bay	NB/ Canada
E	20 Bluenose	K12885	Bluenose Golden K	NS/ Canada
E	20 Bluenose	K11215	Cape Breton Golden K	NS/ Canada
E	20 Bluenose	K12417	Ceilidh-Sydney Mines & N. Sydney Golden K	NS/ Canada
E	20 Bluenose	K03020	Charlottetown	PE/ Canada

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E	20 Bluenose	K09571	Cole Harbour-Westphal	NS/ Canada
E	20 Bluenose	K02503	Dartmouth	NS/ Canada
E	20 Bluenose	K01948	Liverpool	NS/ Canada
E	20 Bluenose	K01132	Sydney	NS/ Canada
E	20 Bluenose	K11440	Woodlawn Golden K, Dartmouth, Nova Scotia	NS/ Canada
E	21 Caribou	K03569	Bell Island	NL Canada
E	21 Caribou	K03780	Carbonear	NL Canada
E	21 Caribou	K11849	Clareville	NL Canada
E	21 Caribou	K08747	Gander	NL Canada
E	21 Caribou	K06185	Grand Falls-Windsor	NL Canada
E	21 Caribou	K04725	Kelligrews	NL Canada
E	21 Caribou	K03555	St. John's	NL Canada
F	22 Sunshine	K19053	Berry Islands, The	Bahamas
F	22 Sunshine	K06355	Cable Beach, Nassau	Bahamas
F	22 Sunshine	K18674	Central Abaco	Bahamas
F	22 Sunshine	K07385	Eight Mile Rock, Grand Bahamas	Bahamas
F	22 Sunshine	K05860	Fort Montagu, Nassau	Bahamas
F	22 Sunshine	K18734	Fox Hill, East Nassau	Bahamas
F	22 Sunshine	K06026	Freeport, Grand Bahama	Bahamas
F	22 Sunshine	K05698	Nassau	Bahamas
F	22 Sunshine	K10276	Nassau A.M.	Bahamas
F	22 Sunshine	K13426	New Providence, Nassau	Bahamas
F	22 Sunshine	K08122	Over-The-Hill, Nassau	Bahamas
F	22 Sunshine	K06710	South Eleuthera	Bahamas
G	23 West Middlesex South	K16670	Caymanas Business District	Jamaica
G	23 West Middlesex South	K14952	Central Portmore	Jamaica
G	23 West Middlesex South	K15707	First City (The), St. Catherine	Jamaica
G	23 West Middlesex South	K16610	Greater Portmore, St. Catherine	Jamaica
G	23 West Middlesex South	K18845	Guys Hill	Jamaica
G	23 West Middlesex South	K10059	Linstead	Jamaica
G	23 West Middlesex South	K17610	Longville Park SE Clarendon	Jamaica
G	23 West Middlesex South	K06531	Mandeville	Jamaica
G	23 West Middlesex South	K07256	May Pen	Jamaica
G	23 West Middlesex South	K16080	Old Harbour	Jamaica
G	23 West Middlesex South	K07223	Portmore, St. Catherine	Jamaica
G	23 West Middlesex South	K13017	South St. Catherine	Jamaica
G	23 West Middlesex South	K16666	Spalding-Christiana	Jamaica
G	23 West Middlesex South	K07412	Spanish Town	Jamaica
G	23 West Middlesex South	K18646	St. Catherine Estates	Jamaica
G	23 West Middlesex South	K19098	Sunshine City - Portmore	Jamaica
G	23 West Middlesex South	K15676	Upper Clarendon	Jamaica
G	23 West Middlesex South	K18814	23 West Jamaica Online	Jamaica

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G	23 East-Surry South	K18757	Barbican	Jamaica
G	23 East-Surry South	K18606	Capital City Kingston	Jamaica
G	23 East-Surry South	K15937	Constant Spring, Kingston	Jamaica
G	23 East-Surry South	K18342	CyberConnect Jamaica	Jamaica
G	23 East-Surry South	K06530	Downtown Kingston	Jamaica
G	23 East-Surry South	K06822	Eastern Kingston, Port Royal	Jamaica
G	23 East-Surry South	K14630	Eastern St. Andrew	Jamaica
G	23 East-Surry South	K05880	Kingston	Jamaica
G	23 East-Surry South	K11203	Liguanea-St Andrew	Jamaica
G	23 East-Surry South	K16609	Meadowvale	Jamaica
G	23 East-Surry South	K12849	New Kingston	Jamaica
G	23 East-Surry South	K07404	North St. Andrew	Jamaica
G	23 East-Surry South	K18963	South St. Andrew	Jamaica
G	23 East-Surry South	K11825	St Andrew	Jamaica
G	23 East-Surry South	K07039	St. Thomas	Jamaica
G	23 East-Surry South	K12326	Stony Hill	Jamaica
G	23 East-Surry South	K18224	Trafalgar	Jamaica
G	23 East-Surry South	K09625	West St. Andrew	Jamaica
G	23 East-Surry South	K18815	Young Professionals, Kingston, Jamaica	Jamaica
H	24 Jamaica North-East	K14919	Brown's Town, St. Ann	Jamaica
H	24 Jamaica North-East	K15683	<i>Charlton-Alexandria</i>	Jamaica
H	24 Jamaica North-East	K07067	<i>Discovery Bay</i>	Jamaica
H	24 Jamaica North-East	K13153	Garden Parish (The), Ocho Rios	Jamaica
H	24 Jamaica North-East	K16740	Moneague St Ann	Jamaica
H	24 Jamaica North-East	K06176	Ocho Rios	Jamaica
H	24 Jamaica North-East	K13112	Port Antonio	Jamaica
H	24 Jamaica North-East	K14560	Port Maria	Jamaica
H	24 Jamaica North-East	K13179	St. Georges-Buff Bay	Jamaica
H	24 Jamaica North-East	K06842	St. Mary	Jamaica
H	25 Cornwall	K18423	Albert Town	Jamaica
H	25 Cornwall	K09214	Anchovy-Cambridge	Jamaica
H	25 Cornwall	K07406	Hanover, Lucea	Jamaica
H	25 Cornwall	K15754	Hopewell	Jamaica
H	25 Cornwall	K18869	Junction South	Jamaica
H	25 Cornwall	K06173	Montego Bay	Jamaica
H	25 Cornwall	K11681	Montego Freeport	Jamaica
H	25 Cornwall	K18787	Negril Point	Jamaica
H	25 Cornwall	K18373	New Falmouth	Jamaica
H	25 Cornwall	K13192	Providence-Montego Bay	Jamaica
H	25 Cornwall	K18997	Ramble Hanover	Jamaica
H	25 Cornwall	K07550	Santa Cruz	Jamaica
H	25 Cornwall	K18642	St. Bess	Jamaica

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<b>H</b>	25 Cornwall	K17156	Westmoreland Capital	Jamaica
<b>H</b>	25 Cornwall	K18637	Young Professionals, Western Jamaica	Jamaica
<b><i>English Speaking Clubs (Region I)</i></b>				
<b>I</b>	26 Trade Winds	K05964	Aruba	Aruba
<b>I</b>	26 Trade Winds	K05935	Curacao	Curacao
<b>I</b>	26 Trade Winds	K11224	Palm Beach Aruba	Aruba
<b>I</b>	26 Trade Winds	K12498	Paramaribo Central	Suriname
<b>I</b>	26 Trade Winds	K11494	Piscadera, Curacao	Curacao
<b>I</b>	26 Trade Winds	K16617	Santa Cruz-San Juan	Trinidad & Tobago
<b>I</b>	26 Trade Winds	K16375	Scarborough	Trinidad & Tobago
<b>I</b>	26 Trade Winds	K07771	St. Augustine	Trinidad & Tobago
<b>I</b>	26 Trade Winds	K16765	St Helena	Trinidad & Tobago
<b>I</b>	26 Trade Winds	K10715	Tourtonne, Paramaribo	Suriname
<b>I</b>	26 Trade Winds	K18137	Young Professionals Aruba	Aruba
<b>I</b>	27 Division -Caribbean	K17828	Amazona	St. Lucia
<b>I</b>	27 Division -Caribbean	K11811	Barbados North, Speightstown	Barbados
<b>I</b>	27 Division -Caribbean	K12890	Barbados South	Barbados
<b>I</b>	27 Division -Caribbean	K18834	Barbados Young Professionals	Barbados
<b>I</b>	27 Division -Caribbean	K13531	Barbados-Central	Barbados
<b>I</b>	27 Division -Caribbean	K07581	Bridgetown	Barbados
<b>I</b>	27 Division -Caribbean	K19134	Bridgetown Young Professionals	Barbados
<b>I</b>	27 Division -Caribbean	K10814	Castries	St. Lucia
<b>I</b>	27 Division -Caribbean	K18694	Cyber Connect Barbados	Barbados
<b>I</b>	27 Division -Caribbean	K17718	Pride of Barbados	Barbados
<b>I</b>	27 Division -Caribbean	K18837	Pride Online Barbados	Barbados
<b>I</b>	27 Division -Caribbean	K15281	Saint John's Antigua	Antigua
<b>I</b>	27 Division -Caribbean	K18547	Wadadli Young Professionals	Antigua
<b><i>French Speaking Clubs (Region J)</i></b>				
<b>J</b>	26 Trade Winds	K09295	Cayenne	French Guiana
<b>J</b>	26 Trade Winds	K15812	Remire-Montjoly	French Guiana
<b>J</b>	26 Trade Winds	K11131	Schoelcher, Martinique	Martinique
<b>J</b>	27 Division -Caribbean	K18972	Arc En Ciel	Martinique
<b>J</b>	27 Division -Caribbean	K14865	Coeur de Creole	Martinique
<b>J</b>	27 Division -Caribbean	K18298	Fleur de Cannelle Sud Martinique	Martinique
<b>J</b>	27 Division -Caribbean	K06865	Fort-De-France	Martinique
<b>J</b>	27 Division -Caribbean	K16272	Le Flamboyant	Martinique
<b>J</b>	27 Division -Caribbean	K17877	Le Genipa	Martinique
<b>J</b>	27 Division -Caribbean	K13350	Roseau	Dominica
<b>J</b>	27 Division -Caribbean	K16044	Soleil, Fort-De-France	Martinique
<b>J</b>	27C Division -Guadeloupe	K19043	Acacia, Le Moule	Guadeloupe

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J	27C Division -Guadeloupe	K19043	Baie-Mahault	Guadeloupe
J	27C Division -Guadeloupe	K10009	Basse-Terre	Guadeloupe
J	27C Division -Guadeloupe	K18101	Fougères	Guadeloupe
J	27C Division -Guadeloupe	K17613	Kahouane, Sud-Est Grande-Terre	Guadeloupe
J	27C Division -Guadeloupe	K16488	Kaladja	Guadeloupe
J	27C Division -Guadeloupe	K08254	Pointe-A-Pitre	Guadeloupe
J	27C Division -Guadeloupe	K17697	Ponm Kannel, Nord Grande-Terre	Guadeloupe

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Policies And Procedures  
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## Appendix C

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### ***SCHEDULE OF PAYMENT AMOUNTS***

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The following rates have been approved for the  
2018-19 Administrative Year

<b>Reference</b>	<b>Description</b>	<b>Amount</b>	<b>Original Date Set</b>	<b>Reviewed, to be Effective</b>
7.3.9.1	Signing Limit -	\$2,000	Jan 2004	Oct. 1, 2015
13.7	Campaign Ethics – Giveaways	Up to \$10.00 per item	Jan 2002	Oct. 1, 2016
4.0.3	Annual District Trustee Expense Allowance	\$500	2011	Oct. 1, 2015
4.1.3	Allowance hotel LGD	Actual Cost for 2 nights	Jan 2006	Oct. 1, 2015
4.1.3	Allowance travel LGD	\$0.37 per km	Aug 2018	Oct. 1, 2018
4.1.3	Allowance travel LGD Nfld/Lbr & Caribbean	\$0.395 per km	Aug 2018	Oct. 1, 2018
4.1.4	Club Visits LG	\$0.37 per km	Aug 2018	Oct. 1, 2018
9.5.1	Program Administrator	Actual Costs as set out in budget and submitted receipts	Feb 2007	Oct. 1, 2015

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## Appendix D

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### ***COUNTRIES IN THE EC&C DISTRICT***

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There are currently **18** countries in the **EC&C District**:

**North America (15):**

**Eastern Canada (1):**

Includes the Provinces of Newfoundland and Labrador, Nova Scotia, Prince Edward Island, New Brunswick, Québec and Ontario (east of the 85th Meridian);

**Caribbean (13):**

Antigua and Barbuda  
Aruba  
Barbados  
Curacao  
Dominica  
Grenada  
Guadeloupe  
Haiti  
Jamaica  
Martinique  
Saint Lucia  
Saint Vincent and the Grenadines  
Trinidad and Tobago

**The Commonwealth of The Bahamas (1):**

Bahamas

**South America (3):**

Guyana  
Guyane française (French Guiana)  
Suriname

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## Appendix E

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### ***EASTERN CANADA AND CARIBBEAN DISTRICT AWARDS***

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#### **Ralph S. Taylor Memorial Gong (Club Bulletin-winner)**

Established in memory of an inspiring leader in Northern Ontario, a charter member of the Kiwanis Club of Cobalt and later a member of the Kiwanis Club of New Liskeard, this award is presented to the club that issued the **best** weekly/biweekly Bulletin in electronic or paper media. The bulletin must be published at least once each month during the Kiwanis year and must be submitted in electronic form.

#### **Laurent Girouard Award (Club Bulletin – runner up)**

Established by Past Governor Laurent Girouard (1968), Kiwanis Club of St. Laurent de Montreal, and is presented to the club that issued the **runner up** weekly/biweekly Bulletin in electronic or paper media. The bulletin must be published at least once each month during the Kiwanis year and must be submitted in electronic form.

#### **Fred G. McAllister Award**

This award was established by Past Governor Fred G. McAllister (1935), Kiwanis Club of London, and is presented to an individual who has performed the most outstanding service to their local community through Kiwanis during the Kiwanis year. Recommendations complete with reason and/or supporting documents should be submitted in electronic format.

#### **Godfrey Dyer Kiwanis Marketing Award**

This award was established by Past Governor Godfrey Dyer (1995-96), Kiwanis Club of Montego Bay, to recognize club contributions to Marketing, Publicity and the Promotion of Kiwanis to the community. Clubs should submit a full description of the marketing/publicity campaign, copies of sample media materials and their assessment of the overall results. Judging will be based solely on submission.

#### **Award of Merit**

This award was established by Past Governor Hedley G. Ivany (1973-74), Kiwanis Club of Armdale-Halifax, for the club secretary who has been judged to be outstanding (UNsung HERO). The club should submit recommendations for this award detailing the reasons why the individual is deserving of the award.

#### **Frank W. Summerhayes Award**

This award was established by Past International Vice President and Past Governor Frank W. Summerhayes (1962), Kiwanis Club of Brantford, and is presented to the Lieutenant Governor who, in the opinion of the Immediate Past Governor and the Achievement Committee has produced the best Lt. Governor Bulletin. The winner receives an engraved personal plaque.

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### **Interclub Award**

This award is based on the interclub activity during the year as reported via the club's monthly report. Number of unique interclub, distance travelled and members attending will be assessed. Please submit a report outlining your interclub as per the criteria above.

### **Kiwanis Foundation of Canada "Citizen of the Year" Award**

This award is presented by the Kiwanis Foundation of Canada to a recipient recommended by Host Club of the District Convention to a Kiwanian or a Non-Kiwanian, to honor them for Outstanding Community Service.

### **"Coup De Chapeau" Award**

This award was established by Past International Trustee Pierre Laliberté, Past Governor (1990-91), Kiwanis Club of Sillery-Ste Foy. Selected by the IP Governor, this award is presented to a District Committee Chairperson based on their outstanding work and contribution to the district.

### **Spirit of Service Award**

Past Governor Don Loiselle (1972-73), Kiwanis Club of Lakeshore Montreal, established the "Spirit of Service" award to recognize a Kiwanian for enthusiastic dedication and outstanding service to the District. Selected by the IP Governor, the winner receives an engraved plaque.

### **Ray Allen Memorial Award.**

This award was established in honour of International Vice President Ray Allen (1985-86), EC&C Governor (1969 -1970) and 4 years as International Trustee. Ray cofounded the Kiwanis Foundation of Canada and was instrumental in moving the International office to Indianapolis from Chicago in 1982. Past Governor Ray was from the Kiwanis Club of Owen Sound. This award is to recognize a Past Lieutenant Governor who continues to contribute and participate in club and division activities. Presented by the District PLG Committee.

### **Distinguished Citations**

Presented by the Governor to Clubs and to Lt. Governors who have earned Distinguished status.

**Please note:** Clubs shall not be eligible to receive the same award more than once out of each three (3) years for the same or any major part of the same project unless otherwise indicated.

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## Appendix F

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### **CRIMINAL HISTORY BACKGROUND CHECK CRITERIA**

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**NOTE: All references to money in this appendix are in American dollars.**

As you may know, over the last several years, Kiwanis has expanded its requirements for a clear criminal history background check, which first applied only to adults attending Key Leader events but now apply to several positions at various levels of the organization. Background checks conducted by Kiwanis International vs. those conducted by districts and clubs currently vary regarding: (1) who checks are required for; (2) who they may be performed by; (3) what scope of background is covered by the provider; and (4) what screening criteria is used to determine a “clear” check. These variations cause confusion in administration and expose Kiwanis International, districts, clubs, members, and the youth we serve to unnecessary risk.

In order to reduce confusion and risk at all levels, the Kiwanis International Board adopted a new motion that **requires** all **districts** conducting background checks to follow the screening criteria stated in Kiwanis International Procedure 197 - Criminal History Background Checks when determining if the checks are ‘clear.’ The Board also strongly **encourages** all **clubs** to do the same.

#### **Background Check Criteria from Procedure 197:**

A criminal history background check is considered “not clear” if it indicates: a felony or misdemeanor involving moral turpitude; a felony or conviction or registration of a violent and/or sexual nature, involving any type of abuse of a child, involving threatening or intimidating behavior, or otherwise of a physical nature; or a felony related to larceny or theft. Following are examples of these types of convictions; however, this list does not constitute the full breadth of convictions: (4/10) (1/11)

#### **A. Felonies or registrations of a physical nature**

- Abuse, aggravated abuse, or neglect of an elderly person or disabled adult
- Adult abuse, neglect, or exploitation of aged persons or disabled adults
- Aggravated assault
- Aggravated battery
- Carjacking
- Child abuse, aggravated child abuse, or neglect of a child
- Contributing to the delinquency or dependency of a child
- Exploitation of an elderly person or disabled adult
- False imprisonment
- Home-invasion robbery
- Incest
- Kidnapping

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- Leading, taking, enticing or removing a minor beyond the state limits or concealing the location of a minor with criminal intent pending dependency proceedings or proceedings concerning alleged abuse or neglect of a minor
- Lewdness and indecent exposure
- Luring or enticing a child
- Manslaughter, aggravated manslaughter of an elderly person or disabled adult, or aggravated manslaughter of a child
- Homicide
- Obscenity
- Possessing an electric weapon or device, destructive device, or other weapon at a school-sponsored event or on school property
- Prostitution or solicitation of a prostitute
- Resisting arrest with violence
- Robbery
- Sexual activity with or solicitation of a child by a person in familial or custodial authority
- Sexual battery
- Sexual misconduct
- Unlawful sexual activity with minors
- Voyeurism
- Disorderly conduct
- Domestic violence (4/10) (10/10)

**B. Felonies related to larceny, theft, or moral turpitude (“contrary to community standards of justice, honesty, or good morals”)**

- Coordinating the commission of theft in excess of \$3,000
- Dealing in stolen property
- Larceny and grand larceny
- Identity theft
- Arson
- Arrest without violence – three (3) or more incidents
- Contraband
- Driving while intoxicated – three (3) or more incidents
- Extortion
- Forgery
- Petit theft (as larceny)
- Exhibiting weapons or firearms at school events, on school property, or within 1,000 feet of a school
- Trespassing – three (3) or more incidents
- Vehicular homicide
- Welfare and unemployment fraud (4/10) (1/11)

**C. Misdemeanors**

- Battery, if the victim of the offense was a minor

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- Luring or enticing a child
- Drugs or paraphernalia
- Concealed weapon
- Petit theft (as a misdemeanor) – three (3) or more incidents (4/10) (1/11)

**D. Other Types of Convictions**

Other types of felony convictions will be reviewed on a case-by-case basis by the Executive Director or designee. (4/10) (1/11)

**E. Legally Reversed or Overturned Convictions**

Any conviction legally reversed or overturned by the proper authorities shall not be considered when evaluating the background check. (4/10) (1/11)

# Policies And Procedures of the Eastern Canada & Caribbean District

## Appendix G

### ***DISTRICT INVESTMENT POLICY***

- 1) The members of the Finance Committee, acting as the Investment Committee, shall assume responsibility for investing the surplus funds of the District. In investing surplus funds they must exercise the care, skill, diligence and judgment that a prudent investor would exercise in making investments. They shall meet as the Investment Committee before October each year to review this policy, if necessary amend it, and provide direction for the investments to be made to the District Secretary Treasurer (DST).

When considering changes to the investment policy and the directions to be made to the District Secretary Treasurer (DST), the Finance Committee should consider in addition to any other factors that are relevant in the circumstances the following:

- a. General economic/ investment market conditions;
  - b. The possible effect of inflation or deflation;
  - c. The expected tax consequences of investment decisions or strategies;
  - d. The role that each investment or course of action plays within the overall portfolio;
  - e. The expected total return from income and the appreciation of capital;
  - f. Needs for liquidity, regularity of income and preservation or appreciation of capital;
  - g. An asset's special relationship or designation to a particular activity or activity conducted as agent for others and the potential need to segregate such assets; and
  - h. The diversification of investments to the extent considered appropriate.
- 2) For the present, given the Committees and Boards consideration of the foregoing the decisions regarding appropriate investments are as follows:
    - a. Hold cash (US and CDN) in high yield savings accounts and are liquid; and
    - b. Hold temporary reserves not currently required in Canadian Dollars
      - i. in short term investments, not to exceed three-year terms;
      - ii. within a laddered GIC portfolio desirably in increments of \$60,000.00 face amounts or in increments of \$30,000.00, when cash is tighter;
      - iii. diversified into 6-month, one year, 18-month, 2-year, 2.5 year and 3-year terms; and
      - iv. with a bank or other financial institution approved by the Finance Committee taking into consideration credit risk and the availability of CDIC insurance.
  - 3) If and when rates rise the Investment Committee may consider longer term investments.
  - 4) A meeting of the Finance Committee, acting as the Investment Committee may be called by the Governor, the chair or by a majority of the committee.



# Policies And Procedures of the Eastern Canada & Caribbean District

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## Appendix H

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### ***PAST LIEUTENANT GOVERNORS COMMITTEE POLICY***

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**Preamble:** The Past Lieutenant Governors' Committee (also referred to as the PLG Committee) was requested to be formed in order to put to use the expertise and experience of Past Lieutenant Governors. Formation of this committee began in 1980. Original Policies passed by the District Board of Trustees on August 15, 1984. The Policies were amended at the August, 1998 Annual Meeting of the PLG Committee, held in conjunction with the EC&C District Convention in Trois-Rivières.

#### **A - NAME:**

This organization shall be known as the "Past Lieutenant Governors' Committee, Eastern Canada and the Caribbean District, of Kiwanis International". It shall also be referred to as the PLG Committee.

#### **B- Vision and Mission Statements:**

**VISION STATEMENT:** As an engaged group of Kiwanis leaders within our diverse and unique District of Eastern Canada the Caribbean, the PLG Committee is committed to building a strong and viable District. The PLG Committee works closely with all District governing bodies, and particularly Club leaders, in developing and implementing innovative ways to ensure the District maintains its role as the premier service organization delivering needed services to the children of our District.

**MISSION STATEMENT:** The District PLG Committee, through Regional and Divisional sub-committees, will ensure all PLGs will be able to participate in the future of our District. We the PLG Committee; Will actively participate, along with the Executive, and Board of Trustees in the development of District Bylaws and Policy and Procedures. Will play an active role in District activities including District Conventions and Regional meetings. Will work closely with Club leaders to effect positive changes in membership growth and service. Are committed to a sustainable District through positive involvement of all PLGs.

#### **C – PURPOSE:**

The Purposes of this Committee shall be:

1. To consider and report to the District Governor and the District Board of Trustees on all matters referred to it by the Governor or the District Board of Trustees:
  - a. To aid and assist in District Conferences, Regional Conferences, and Division Conferences, as requested by the Governor, District Trustees or Lieutenant Governors.
  - b. To assist the Credentials Committee at District Conventions by setting-up and running the Delegate Credentials Desk. (Refer to Appendix C - Role of the PLG Committee at District Conventions from the EC&C Policy and Procedures document for a full list of duties.)
2. To host and finance a first timers' reception at each District Convention.
3. To promote the adoption of Past Lieutenant Governors' Councils or Associations in every Region, to promote the adoption of Division Past Lieutenant Governors Councils or Associations in every Division and thereby to help strengthen and maintain service provided by Kiwanis Clubs in their respective Divisions and Regions. Each Region and Division Past Lieutenant Governors' Councils or Associations shall assist in recruiting District Trustees for their respective Region and Lieutenant Governors for their respective Divisions
4. To provide assistance to Lieutenant Governors and District Trustees.
5. Work to aid in maintaining harmony and unity in the Divisions and Regions.

## Policies And Procedures of the Eastern Canada & Caribbean District

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6. To assist and promote new Club Development in all organizations of the Kiwanis Family throughout the District.
7. To promote and support all Service Leadership Programs (SLPs) within the District.
8. To promote participation by all clubs in both District and Kiwanis International fundraising and service projects.
9. To promote and support the translation of Kiwanis material from English into French in order to realize the formation of new French speaking Clubs in all organizations of the Kiwanis Family in both Eastern Canada and the Caribbean.
10. To promote the Kiwanis Foundations.
11. To provide an opportunity for fellowship among Past Lieutenant Governors.
12. To promote continuing interest and participation of Past Lieutenant Governors in District affairs.

### **D- MEMBERSHIP:**

- 1 -All Past Lieutenant Governors who are still members of Clubs within the District are eligible for membership in this Committee.
- 2 -Current membership in the Past Lieutenant Governors' Committee will be maintained by the payment of annual dues.

### **E- OFFICERS**

- 1 -Members of the Executive of the Past Lieutenant Governors' Committee shall be elected at the Committee's Annual Meeting, held in conjunction with the District Convention and be recommended to the District Governor in accordance with District Bylaws.
- 2 -The Executive of the Past Lieutenant Governors' Committee shall be the Chair, the Vice-Chair, the Secretary, the Treasurer and the Immediate Past Chair, whose duties shall be those generally pertaining to such offices. These officers shall enter upon their official duties on the first day of October of each year and shall serve for a term of one (1) year. Consecutive one-year terms may be permitted to a maximum of three terms.

### **F - COMMITTEES**

- 1 -There should be a member of the Past Lieutenant Governors' Committee in each Region who will act as "Contact". The role of this Contact will be to act as liaison between the Past Lieutenant Governors' Committee Executive and the Past Lieutenant Governors' Committee members in each Region. Under these circumstances, the Contact will be appointed by the Chair of the District Past Lieutenant Governors' Committee where a Past Lieutenant Governors' Council or Association is in place, a member of that association council will be appointed by the Chair of the PLG Council to serve as the Contact.
- 2 -There should be a member of the Past Lieutenant Governors' Committee in each Division who will act as "Divisional Contact". The role of this Divisional Contact will be to act as liaison between the Past Lieutenant Governors' Committee Executive and the Past Lieutenant Governors' Committee members in each Division. Where a Division Past Lieutenant Governors' Council or Association is in place, a member of that association council will be appointed by the Chair of the Division PLG Committee to serve as Divisional Contact.
- 3 -The Chair of the District Past Lieutenant Governors' Committee shall recommend, through the Executive of the District Past Lieutenant Governors' Committee, all other committees necessary to ensure proper functioning of the District Past Lieutenant Governors' Committee, and may appoint the Chairs for those committees.

# Policies And Procedures of the Eastern Canada & Caribbean District

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## **G – MEETINGS:**

- 1 -The Annual Meeting of the Past Lieutenant Governors' Committee shall be at the time and location of the annual District Convention.
- 2 -Special meetings shall be held on call of the Chairman and approval of the District Governor, provided that such meetings shall not be held less than thirty (30) days prior to the annual District Convention.
- 3 -The members present at any duly called meeting shall constitute a quorum, provided at least twenty (20) current members are present.
- 4 -Notification to the current membership of any special meeting shall be made in writing by the Chair or Secretary at least thirty (30) days in advance to both the Regional and the Divisional Contacts, and, when possible, in the District Newsletter, and on the District PLG Committee Website.

## **H - NOMINATION AND ELECTION OF OFFICERS**

- 1 -The election of Officers shall be held at the Annual Meeting held in conjunction with the annual District Convention.
- 2 -Nomination and Election shall be held for the four positions of Chair, Vice-Chair, Secretary and Treasurer. The incumbent Chair will automatically become Immediate Past Chair, when a new Chair is selected.
- 3 -Voting will be by a show of hands or by ballot at the discretion of the Chair. There shall be no voting by proxy.
- 4 -The Chair shall appoint a committee to be known as the Nominating Committee. This committee shall consist of three (3) current members of the Past Lieutenant Governors' Committee. The Chair shall designate the chair of this committee. The duties of this committee shall be to make nominations, with the consent of those nominated, and to prepare a ballot of said officers.
- 5 -Further nominations from the floor may be made, provided consent has been given by the nominee.

## **I - MINUTES OF MEETINGS:**

The Secretary shall keep written minutes of each meeting and shall disseminate these Minutes to the Executive and Divisional Contacts within thirty (30) days of such meeting. As well, information on key decisions or activities will be forwarded posted to District Newsletter, and on the District PLG Committee Website.

## **J – ACTIVITIES:**

The Past Lieutenant Governors' Committee shall seek, by fair discussion at its Annual Meeting, through liaison with appropriate District committees, and in other ways, to develop and implement plans and activities to fulfill the purposes of the Committee, as contained in **B** of these Policies.

## **K – REVENUE:**

- 1 -Annual Membership dues shall be set for the following year at the Annual Meeting. The current annual membership dues are set at \$10.00.
- 2 -The Treasurer shall receive all dues, donations and gifts from the Past Lieutenant Governors and other sources maintain an accurate accounting of all funds and be prepared to give an accounting of receipts and disbursements at the Annual Meeting or any other time he or she is called upon, through the Executive, to do so.

## **L - FINANCE**

- 1 -The fiscal year of the Past Lieutenant Governors' Committee shall begin on the first day of October each year.

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2 -The Treasurer shall submit a financial report to the Past Lieutenant Governors' Committee at the end of the fiscal year or any other time he or she is called upon, through the Executive, to do so.

3 - The Official depository for the Past Lieutenant Governors' Committee funds shall be the ECC District. The District may maintain a separate bank account for the PLG Committee but should at all times appropriately show on its balance sheet the financial position of the PLG Committee with the District Office.

4 -All funds shall be deposited in the name of the Past Lieutenant Governors' Committee. The signature of all the duly elected Officers of this Committee shall be placed on file with the depository. All disbursements from the accounts of the PLG Committee by the EC&C District office [District Secretary Treasurer - DST] shall be approved in writing by the Treasurer and one other member of the Executive of the PLG committee. Where applicable, cheques drawn on the Past Lieutenant Governors' Committee account shall be signed by the EC&C DST in accordance with the signing authority of the EC&C District.

### **M - APPROVAL AND AMENDMENTS/CHANGES:**

1 -Any amendment/changes to these Policies may be adopted by affirmative vote of two-thirds (2/3) of the current members present at any regular meeting where there is a quorum present and notice has been given at least thirty (30) days prior to the meeting through the Executive and/or Regional and/or Divisional Contacts.

2 -All amendments/changes to these Policies shall be forwarded, through the District Secretary Treasurer, to the Board of Trustees of the Eastern Canada and the Caribbean District of Kiwanis International for ratification.

### **N – THE KIWANIS MOTTO:**

1 - PLG Committee promotes the use of the Kiwanis Motto: "Serving the Children of the World".

## Appendix I

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### ***KEY LEADER DISTRICT POLICIES AND PROCEDURES***

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## **EC&C District of Kiwanis International**

# **District Key Leader Policies and Procedures**

***September 20, 2018***

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## **1.0 Marketing**

### **1.1 Determine Catch Basin for a Key Leader Event**

Focus on communities within a 3-hour drive to Key Leader facility for which Kiwanis clubs will select deserving students to attend this Key Leader event.

### **1.2 Promotion of Key Leader Events**

At individual Kiwanis Club meetings and Divisional Caucus meetings, promote this Key Leader event to Kiwanis Clubs within the event's catch basin area.

### **1.3 Commitments from sponsoring Kiwanis Clubs**

Those Kiwanis clubs indicating a willingness to sponsor students to a Key Leader event will sign an agreement stating that they will sponsor a specific number of students and should less than the specified number be sponsored, then the Kiwanis club will nevertheless pay for the original commitment of sponsored students.

*See blank agreement at **Appendix C - Key Leader Camp Sponsorship Agreement**.*

### **1.4 Promotion and Linkages with Websites**

Each camp committee will promote their event at all relevant Key Leader, Key Club and Kiwanis websites, Facebook pages, and on other social media services. For each camp, a URL linkage or a reference to the site coordinator's email address should reside on the Key Leader website.

The **Key Leader website** is at [www.key-leader.org](http://www.key-leader.org). The Kiwanis EC&C District Website ([www.kiwanisecc.org/](http://www.kiwanisecc.org/)) will contain District Key Leader pages with information on the Key Leader program and who to contact to register for each camp.

## **2.0 Event Planning**

### **2.1 Goal of each Event**

The goal is to run each event with 60 students, 8-10 student facilitators and 10 adult chaperones, with a mix of Key Club and non-Key Club students.

### **2.2 Event Committee**

Each Key Leader event will have an event committee headed up by the Site Coordinator and with several members including... Registrar, Treasurer, Quartermaster and others as required.

### **2.3 New Event - Site selection**

Visit several local summer camps to determine the most central location within 3-hour drive from all communities in the catch basin you plan to use. Look for a camp which will provide clean and adequate accommodation, adequate dining

## Policies And Procedures of the Eastern Canada & Caribbean District

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room size, full kitchen services, teaching room facilities for 80 attendees. Look for a facility with reasonable rates.

For a list of 2018 Key Leader events, see ***Appendix A – Schedule of Key Leader Events***

### **2.4 Produce an Annual Budget**

Every year each event committee will produce an event budget which will include a section on Revenues, one on Expenses, and one on Carryover. Note no loss should occur. A Carryover is necessary to pay for up-front costs in the next Kiwanis year. The annual budget for each event must be sent to the District Office for review and approval by the District Board.

See ***Appendix B - Sample Event Budget***.

### **2.5 Contract Management**

Every year each event committee will negotiate and sign a contract at a facility such as a summer camp or an educational institution to provide the necessary facilities to house, feed, and provide class room space for a Key Leader event.

Typically, a deposit is sent to the facility at time of contract signing and a deposit is also sent to the Key Leader Office of Kiwanis International as part of the payment for course supplies and the provision of a Lead Facilitator. In addition, a certificate of insurance for each event must be applied for from Kiwanis International and a copy forwarded to the facility providing the Key Leader event.

Included in the Event Site contract are such details as:

- Space for main group presentation with comfortable chairs
- Space for all the neighbourhoods (breakaway groups) to meet around tables
- A functioning LCD projector with large screen
- A functioning sound system with microphones
- Appropriate meals and meal times respecting food allergies
- Sleeping rooms and accommodation with provision for chaperones
- Private sleeping and bathroom space for Lead Facilitator away from students
- Challenge/team-building activities for Saturday afternoon from 1:30-5:30pm by site staff.
- Access to an AED Defibrillator machine.
- On site adult with First Aid Course Certification.

### **2.6 Recruitment of Adult Chaperones and Students**

#### **2.6.1 Recruitment of Adult Chaperones**

No later than 2 months before an event the site coordinator should invite up to 8 adults to volunteer as chaperones for this event. The ratio is 1 adult chaperone for every 10 students with a mix of both male and female adult chaperones. It is



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typical that more female students attend a Key Leader event and so there should be more female adult chaperones attending. Try to select both experienced as well as “new to Key Leader” adults for your group of chaperones, this will help to spread the word and support for the Key Leader program. Pick adults who will work well with youth.

Once the adult chaperone has agreed to attend, request that he or she apply for a background check.

Each prospective adult chaperone should approach the president of their Kiwanis Club to provide a letter stating that this person is a volunteer and member in good standing of their Kiwanis Club. This letter with the club letterhead should be signed by the club president. When applying for a background check be sure to provide this letter to the police. By doing so, the police will either wave the cost for the background check or charge a reduced fee.

In Canada, that means applying at their local police station for a Vulnerable Sector Check to be conducted. In other countries, follow the rules of each country or apply to Kiwanis International for a background check to be conducted by “*Safe Hiring Solutions*”.

Whatever the case, each adult volunteer will inform the site coordinator of the results. Only adult volunteers with a completed and clear background check will be allowed to attend the Key Leader event and sleep overnight.

### **2.6.2 Recruitment of Students**

Start recruiting students ages 14-18 to attend the Key Leader event as far out as possible but certainly no later than 2 months out from the event. Each sponsoring Kiwanis Club should approach their Key Club(s) for potential participants. For those sponsoring Kiwanis Clubs without a Key Club consider contacting the Principal of the local high school requesting he or she select students with leadership potential to attend. Other youth organizations can also be approached such as church youth groups, Boy’s and Girl’s clubs, army cadets, etc.

## **2.7 Background Check for all Adults**

### **2.7.1 In Canada**

All adult volunteers who will stay overnight at a key leader event must have a Vulnerable Sector Check (background check), good for 2 years, completed and can only attend a Key Leader event with a clear background check result. Those adult volunteers acting as drivers and those attending a Key Leader event in the daytime only are not required to have a background check carried out.

Upon the submission of a completed form, a Vulnerable Sector Police check is performed by **local police services** in all Canadian provinces and territories and includes a search on the CPIC (RCMP) data base. If accompanied by a letter, from the local Kiwanis Club President attesting to the fact this adult volunteer is a

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member in good standing with the club, usually the processing fee is either waived or the fee reduced by the local police service.

Once the police check is completed, the results will be made known to the individual who in turn should send a copy of their results to their site coordinator. These results are to be stored and kept in strict confidence.

However, a copy of each Vulnerable Sector Check results report is also to be sent to Kiwanis International by mail no later than a week before the applicable camp starts. On the copy of each Vulnerable Sector Check results report the Site Coordinator must sign and date it directly under this wording:

**“I certify this to be a true copy of the original form”**

**(signature:)**

**(date:)**

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**(print name:)**

This shows that the site coordinator has done their due diligence to ensure that the chaperones have a clear background check and the document is a true copy.

The Vulnerable sector check results for that individual will be sent by their Key Leader camp Site Coordinator by mail directly to:

Kiwanis International  
ATTN: Human Resources/Risk Services Department  
3636 Woodview Trace  
Indianapolis IN 46268  
USA

When the Vulnerable sector check results report is received and it is then processed by the appropriate staff at the Human Resources/Risk Services Department of Kiwanis International which will then provide a report of cleared individuals to the Key Leader Office at Kiwanis international in a timely matter for their records.

### **2.7.2 In Other Countries**

All adult volunteers who will stay overnight at a Key Leader event must have a background check, good for 2 years, completed and can only attend a Key Leader event with a clear background check result. Those adult volunteers acting as drivers and those attending a Key Leader event in the daytime only are not required to have a background check carried out.

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Adult volunteers must submit a request to Kiwanis International for a background check to be performed by “Safe Hiring Solutions”, an organization used by Kiwanis International.

After the background check is performed by “Safe Hiring Solutions”, then Kiwanis International will have the results directly and should inform the Key Leader Office by way of a summary report of those cleared.

### **2.8 Job Descriptions**

#### **2.8.1 District Chair and Vice Chair**

Refer to the **Key Leader – Marketing and Logistics** document for further information.

#### **2.8.2 Site Coordinator**

##### **Principal Tasks**

Plan the logistics of the Key Leader event. This position focuses approximately 70% on administrative work and approximately 30% working directly with teens.

Recruiting and training a team of approximately 10 volunteers who can chaperone the event, as well as run the logistics during the program. This team also supports the district chair whose primary responsibility it is to market Key Leader. All volunteers must have a cleared a background check.

##### **Time Commitment**

This position requires about 1-2 hours per week during the full calendar year to assist the district chair in marketing the program and recruiting volunteers. During the three weeks before the event, this position can require up to 8 hours per week. It is mandatory for all site coordinators to arrive at their Key Leader event no later than 12 pm on opening day for the event and stay throughout the entire event.

##### **Requirements**

Experience working with teens, working knowledge of technology including e-mail, Power Point, Word, Excel, video (DVD or Internet), CD player, LCD projector, microphone, and a digital camera. Ability to work with a timeline of logistics. Must be able to access e-mail and the web on a daily basis, especially during the 3 weeks prior to the event. Ability to assist the district chair with the annual marketing plan for the program. Ability to assist the district chair with research on camp locations and dates to recommend sites that could serve the program well. With the District Chair, build a team of core volunteers who can chaperone district Key Leader programs and who can help carry-out the logistical responsibilities, as well as assist in marketing. With the District Chair, work to ensure all overnight volunteers have submitted a background check from three weeks prior to the event.

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### **Appointment**

While the governor of the district appoints the district chair each year, the district chair will then appoint one person for each Key Leader event to be the site coordinator. The site coordinators and the district chair and district vice chair make up the district leadership for Key Leader. Each team will also appoint 10 committee members who will help with marketing of the event and chaperone the event.

### **Budget**

A budget for each event is produced each year covering all aspects of revenues and expenses to ensure a successful camp can be carried out financially. Donations from local businesses can really help to defer costs.

Also refer to the **Key Leader – Marketing and Logistics** document for further information.

### **2.8.3 Registrar**

#### **Principal Tasks**

Input all registrations and maintains the registration data collected. Print registration reports as required. Performs the check-in process at the event. Assist the site coordinators in assembling all the completed forms and surveys along with the final check in list to be sent to the Key Leader Office at Kiwanis International.

#### **Time Commitment**

This position requires about 1-2 hours per week during the 3<sup>rd</sup> and 4<sup>th</sup> months before the event and then requires up to 8 hours per week during 2 months before the event. It is desirable that registrars arrive at their Key Leader event no later than 1 pm on opening day for the event and stay throughout the entire event.

#### **Requirements**

Experience working with teens. Working knowledge of technology including e-mail, Word, Excel, accessing the internet and the registration system. Ability to work with a timeline of logistics. Must be able to access e-mail and the web on a daily basis, especially during the 3 weeks prior to the event. Ability to assist the site coordinator with the annual marketing plan for the program.

### **Appointment**

The Site Coordinator for each Key Leader event will appoint one person to be the Registrar.

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### 2.8.4 Treasurer

#### **Principal Tasks**

Accounts Receivable - collects all cheques, debit card and credit card payments and either forwards them to the district office for deposit in the district's bank account OR deposits them into the district's bank account directly via a local branch of the same institution. Invoices all clubs and others for payments due.

Accounts Payable – Instructs the District Office via a requisition to pay all amounts due by cheque out of the District's bank account. Maintains a record of all payments and receipts. Assists the Site Coordinator in preparing an annual budget for the event. Prepares a financial statement once a year and as required. The Final report will show income, expenses and amount to be designated to cover future camps.

Works closely with the District Secretary Treasurer to maintain financial records and resolve any financial issues.

#### **Time Commitment**

This position requires about 1-2 hours per week during the 3<sup>rd</sup> and 4<sup>th</sup> months before the event and then requires up to 8 hours per week during 2 months before and after the event. It is desirable that treasurers arrive at their Key Leader event no later than 1 pm on opening day for the event and stay throughout the entire event.

#### **Requirements**

Experience working with teens. Working knowledge of both basic accounting and technology including e-mail, Word, Excel, accessing the internet and the registration system. Ability to work with a timeline of logistics. Must be able to access e-mail and the web on a daily basis, for the two months before the event and for the next two months after the event. Assist the site coordinator with the preparation of an annual budget, an annual financial statement and other financial report as requested.

#### **Appointment**

The Site Coordinator for each Key Leader event will appoint one person to be the Treasurer.

### 2.8.5 Quartermaster

#### **Principal Tasks**

Responsible for all Kiwanis and district supplies and maintains a storage area for these supplies between events. Ensures all Kiwanis and event supplies are brought to the event and returned to storage afterwards. Assists Site coordinator in replenishing event supplies and purchasing snacks for each event.

## Policies And Procedures of the Eastern Canada & Caribbean District

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### **Time Commitment**

This position requires up to 2 hours per week for the month before and after the event. It is desirable that Quartermaster arrive at their Key Leader event no later than 1 pm on opening day for the event and stay throughout the entire event.

### **Requirements**

Experience working with teens. Working knowledge technology including e-mail, Word, Excel, and accessing the internet. Ability to work with a timeline of logistics. Must be able to access e-mail and the web on a daily basis, especially for the 3 weeks before the event. Assist the site coordinator with the purchase of additional district and camp supplies as required each year. Maintains the district supplies including the first aid kit and stores all district supplies when not in use at a Key Leader event.

### **Appointment**

The Site Coordinator for each Key Leader event will appoint one person to be the Quartermaster.

## **2.8.6 Other Positions**

The site coordinator may require additional adults if and when required to support the efforts of the event committee.

## **2.8.7 Training**

Once a year the Key Leader Office at Kiwanis International holds a training session primarily for adult volunteers wishing to become site coordinators. The cost of attending is shared between KI and the District.

## **2.9 Menu Selection, Dietary Restrictions and Allergies**

When doing the annual camp inspection about a week out from the event, this is a good time to discuss the menu and dietary restrictions and allergies of the participants with the staff of the campsite location.

Ensure alternative foods and drinks are offered for those with food restrictions and food allergies at each meal and snack time. Food restrictions and allergies include no pork, no shellfish, vegetarian, vegan, lactose intolerance, no peanuts, etc.

For each weekend event, the 5 meals are as follows....

Dinner on Friday and Saturday

Lunch on Saturday

Breakfast on Saturday and Sunday

For each weekend event, the 4 snacks are as follows....

Friday evening

Saturday afternoon

Saturday night camp fire (typically s'mores)

Sunday departure

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### **2.10 Annual Site Inspection**

About 1-2 weeks ahead of the event the site coordinator should go to the event site for a visible inspection of all the facilities. It is important to ensure the environment is clean, safe and adequate for the needs of all at the event. As discussed above, the menu, dietary restrictions and allergies should be discussed and dealt with during the inspection. Provide a list to the camp staff of those items you want remedied and be sure to follow up.

### **2.11 Creation of Housing and Neighbourhood Lists**

**Housing** - Ask for a diagram or write down how many beds are available in each space.

Double check adequate space for gender split. Also, remember, Kiwanis International requires at least 2 adults per cabin. Create a list of students by cabin assignment.

Determine a separate location for the lead facilitator to stay, preferably away from the main group of participants.

**Neighbourhoods (Groups)** - Divide the number of student participants into equal size groups mixing in female and male participants from different schools and different Key Clubs.

Each neighbourhood will be led by a student facilitator. Create a list of the neighbourhoods, showing all attendees, to be given to each Student Facilitator.

### **2.12 Maintenance of District Supplies**

The quartermaster will secure a location to keep the district supplies between each Key Leader event and will ensure the district supplies are transported to the event and returned afterwards. The quartermaster will also ensure all the district supplies are setup or distributed prior to the event and taken down and collected up afterwards.

### **2.13 Acquisition of all Event Supplies**

The quartermaster will assist the site coordinator in the purchasing of depleted district supplies and snacks as required.

### **2.14 Communications with Key Leader Office at KI Pre-Event**

The site coordinator will provide the date and location of his/her event to the Key Leader Office at KI as early as possible in the New Year.

Before supplies are shipped from KI, the site coordinator will provide the anticipated number of attendees for his/her event to the Key Leader Office at KI. In return, the Key Leader Office at KI will provide each site coordinator with the name and bio of the Lead Facilitator for his/her event.



## Policies And Procedures of the Eastern Canada & Caribbean District

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The Key Leader Office at KI will also provide the following expendable student supplies that will be sent to the individual designated by the local event committee approximately 3 weeks before an event:

Curriculum Books, Pre and post Surveys, Student Facilitator Manuals, Letters to Self plus Envelopes, Key Leader Gram pads and Mailboxes, Autograph banners, meet your Neighbor Cards, Building Community activity sheets, Certificates of completion for students and student facilitators, and Thank You Notecards.

### **Post-Event follow-up**

Within one week of the event, all event paperwork including pre- and post-surveys, letters to self, roster of all attendees, and group picture must be returned to KI.

## **3.0 Registration**

### **3.1 Registration Rates**

As each Key Leader event is managed separately with a different budget, the rates for students will vary from camp to camp. However, adult volunteers pay no fees.

### **3.2 Registration System**

#### **3.2.1 Registration Forms**

The following forms are used in the registration process and can be found on Google Drive by camp under Key Leader Forms:

- Registration form
- Medical Release form
- Community Values
- Student Facilitator Questionnaire
- Transportation Release form
- Weekend Packing List
- T-shirt order form

#### **3.2.2 Registration Activities**

For information on carrying out the following activities refer to section

3.2.3 Guides and Documentation:

- How to register Adult chaperones
- How to register Students
- How to cancel or transfer registrations
- Printing reports, etc.
- Maintenance of the registration system.

\*NOTE – be sure to instruct each Kiwanis Club registrar to send confirmation to each student that they have been registered for camp.



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### 3.2.3 Guides and Documentation

The Registration process uses the **Google Drive service**.

Refer to the following Guides and Documentation for the registration process and they can be found on Google Drive by camp under Key Leader Registration Info.

- Google Drive Access
- Guide to Registration and Spreadsheets
- Information on Key Leader Registration and Google Account
- How to Amend the Registration Form
- Cabin Assignments Template
- Neighbourhood List Template
- Certificate Template
- Key Leader Invoice Template.

### 3.2.4 Student Facilitator Selection

Each Site Coordinator will review each applicant wishing to be a Student Facilitator and determine who will or will not be selected. To facilitate this task, a completed Student Facilitator Questionnaire will be sent to the Site Coordinator via email.

### 3.3 Check in at camp

The registrar will welcome all attendees to the event at a reception area and check off all those present and make notation of all on site registrations, last minute cancellations, and no shows.

The registrar should also collect up and retain all of these forms: community values, medical/event authorization, and transportation authorization. All attendees will be advised of their sleeping accommodations upon check in.

## 4.0 Transportation

### Authorization

Each student travelling to and from camp via another person's vehicle or on a bus/coach must have a Transportation Authorization form filled out and signed by his/her parent.

### Personal Vehicles

Each club is to organize (and pay if necessary) for transportation of their sponsored students to and from **camp**. Many clubs have members volunteer to drive the students. In private vehicles, remember the **minimum rule of 3... 2** students and one adult **OR** 1 student and 2 adults.

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### **Bus/Coach**

Where numbers warrant, some clubs hire a bus/coach to take students from the city to the event on Friday and return on Sunday. It is recommended two adult chaperones accompany the students on the bus.

### **5.0 Supplies**

#### **5.1 New Event**

For each new event, be sure to order the district supplies directly from the Key Leader Office at KI. These district supplies supplied by KI include: Key Leader banners, various posters, signs, stands, student facilitator bags, and a first aid kit.

#### **5.2 Course Material**

The **Key Leader Office** at KI will provide the following supplies for each event - Curriculum Books,

Pre and post Surveys, Student Facilitator Manuals, Letters to Self plus Envelopes, Key Leader Gram pads and Mailboxes, Autograph banners, Meet your Neighbor Cards, Building Community activity sheets, Certificates of completion for students and student facilitators, and Thank You Notecards.

The **event committee** will provide the following supplies for each event—Markers, tape and scissors for the student facilitator bags, nametags and holders, ink pens, pencils, flipchart paper, t-shirts (Official Key Leader art will be provided by KI), and snacks.

### **6.0 Finances**

#### **6.1 Banking Arrangements**

Each event committee will use the District bank chequing account; typically the event treasurer will make deposits to the District bank account and send requisitions for payment to Darren Creamer (email [darren@dogwoodsiding.com](mailto:darren@dogwoodsiding.com)) for **Atlantic Canada and Bahamas** and to Glenn Pushman (email [glenn.pushman@rogers.com](mailto:glenn.pushman@rogers.com)) for **Ontario**.

**Once approved then all requisitions** are sent to district office for payment. The event treasurer will maintain a copy of all financial records.

All deposits in Canada can be done locally at any CIBC branch by writing on the back of the cheque: "For Deposit Only to Account **07772-1706519 EC&C District of Kiwanis International**"

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## 6.2 Accounts Receivable

### **Payee (Made out to...)**

All payments should be made out to “*EC&C District of Kiwanis International*” and indicate in the memo area for which camp (e.g. *Key Leader Arden Camp*).

### **Registration Payment methods**

Registration payments from individuals and sponsors can be by cheque, debit card or credit card. (note 3% fee). All payments are to be deposited in the designated district chequing account and recorded by the event treasurer.

### **Donations**

Donations from individuals and sponsors can be by cheque, debit card or credit card (note 3% fee). All donations are to be deposited in the designated district chequing account and recorded by the event treasurer.

### **Sponsorships**

#### **Eastern Canada**

Each year after the event has taken place the treasurer should request the \$50 scholarship from the Kiwanis Foundation of Canada (KFC) for each Canadian student attending this Key Leader event held in Canada. The cheque from the KFC should be deposited in the designated district chequing account and recorded by the event treasurer.

#### **Caribbean**

Where applicable, each year after the event has taken place the treasurer should request the scholarship from the applicable foundation for each student attending this Key Leader event held in a Caribbean country. The cheque from the applicable foundation should be deposited in the designated district chequing account and recorded by the event treasurer.

## 6.3 Accounts Payable

Send all requisitions for payment to the Darren Creamer (email at [darren@dogwoodsiding.com](mailto:darren@dogwoodsiding.com)) for **Atlantic Canada** and Glenn Pushman (email at [glenn.pushman@rogers.com](mailto:glenn.pushman@rogers.com)) for **Ontario Canada and Bahamas** who in turn will approve the expenditures and submit them to the District office for payment.

For expense items to be paid by the EC&C District Office, be sure each requisition includes receipts and clearly identifying on whose behalf this payment is being paid (e.g. Key Leader Arden Camp) and to whom each payment is to be sent and their full address.

Typical payments include... payments to KI for the Lead Facilitator and course material, payments to the event campsite, refunds for registration cancellations,

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payments for snacks, payment for vehicle travel claims, payment for district supplies, and requests for petty cash.

### **6.4 Reporting Invoices**

An invoice will be issued to the designated sponsor for each student at the time of their registration. Payment will be due within 30 days.

### **Financial Report**

After an event is completed and all financial transaction are completed the event treasurer will send a Final report showing income, expenses and carryover (amount to be designated to cover future events) to the District Office and applicable Site Coordinator.

Each event treasurer can be requested for a financial statement at any time by the District Office or applicable Site Coordinator.

### **7.0 Related Documents**

The following documents should also be referenced for additional information and clarification:

- 2018 District Partnership Model-DPM-Guide
- Key Leader – Marketing and Logistics
- Youth Protection Guidelines
- EC&C District Risk Management Plan

**Key Leader website** is at [www.key-leader.org](http://www.key-leader.org)

### **8.0 Key Leader Contacts**

#### **8.1 Key Leader Office Contacts at Kiwanis International**

The staff at the International Office is always at your service and encourages you to write or call with questions or concerns.

Dial **1-800-KIWANIS** for immediate assistance. Office hours are Monday through Friday, 8:30 a.m. to 4:45 p.m., Eastern Standard Time.

**Contact staff** at [keyleader@kiwanis.org](mailto:keyleader@kiwanis.org)

**Staff List:** Dick Peterson  
Lori Martin

**Key Leader website** is at [www.key-leader.org](http://www.key-leader.org)

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**Mail address:** Kiwanis International  
ATTN: Key Leader Office  
3636 Woodview Trace  
Indianapolis IN 46268  
USA

## 8.2 Key Leader Contacts at

### EC&C District of Kiwanis International

**CHAIR - District Key Leader Committee – Glenn Pushman**  
[glenn.pushman@rogers.com](mailto:glenn.pushman@rogers.com) 613-737-3069 mobile 613-282-4550

**EC&C District Office - DST Jim Steele**  
[district@kiwanisecc.org](mailto:district@kiwanisecc.org)  
1-519-304-2768 (English) 1-514-505-4131 (French)  
30 Brant Ave. , Brantford. ON N3T 3G6

#### **Eastern Canada**

**ASSISTANT - Eastern Canada - Atlantic Canada - Darren Creamer**  
[darren@dogwoodsiding.com](mailto:darren@dogwoodsiding.com) 902-894-4099 mobile 902-940-1702

#### **Atlantic Canada**

**Site Coordinator – Camp Argonaut – Gagetown, NB - Peter Curtis**  
[peter.curtis57@gmail.com](mailto:peter.curtis57@gmail.com) 506-459-4828

**Site Coordinator - Scotian Glen Camp, Thorburn, NS - John Ryan**  
[johncryan50@msn.com](mailto:johncryan50@msn.com) 902-567-1706

**Site Coordinator – Bayside Youth Camp, Sambro, NS - Kevin Ripley**  
[kevin.r@ns.sympatico.ca](mailto:kevin.r@ns.sympatico.ca) 902-462-2221

#### **Ontario**

**ASSISTANT - Ontario Canada – Glenn Pushman**  
[glenn.pushman@rogers.com](mailto:glenn.pushman@rogers.com) 613-737-3069 mobile 613-282-4550

**Site Coordinator - ICSR-Big Clear Lake Camp, Arden, ON – Firma French**  
[hffrench@rogers.com](mailto:hffrench@rogers.com) 613-837-4078 mobile 613-859-4078

**Site Coordinator – ICSR-Grand River Camp - Brantford, ON – Sheila Donald**  
[s.donald@cogeco.ca](mailto:s.donald@cogeco.ca) 519-332-0073

#### **Caribbean**

**ASSISTANT – Caribbean - Leza Basden** [keyleaderbahamas@gmail.com](mailto:keyleaderbahamas@gmail.com)

**Site Coordinator – Camp Bahamas, Rock Sound, Eleuthera, Bahamas**  
– Leza Basden [keyleaderbahamas@gmail.com](mailto:keyleaderbahamas@gmail.com)

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**Appendix A – Schedule of Key Leader Events in the EC&C District**

**Bahamas**

Key Leader Camp Bahamas, Rock Sound, Eleuthera, Bahamas - **Postponed**

**Eastern Canada**

**Atlantic Canada**

Key Leader Argonaut Camp, Gagetown, NB – Sep 28-30, 2018

Key Leader Scotian Glen Camp, Thorburn, NS – Oct 12 -14, 2018

Key Leader Bayside Youth Camp - Sambro, NS – Oct 26-28, 2018

**Ontario**

Key Leader ICSR Big Clear Lake Camp, Arden, ON - Nov 2-4, 2018

Key Leader ICSR Grand River Camp, Brantford, ON - Nov 2-4, 2018

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**Appendix B – Sample Event Budget**

Key Leader Arden - DPM /Pilot Camp  
Estimated 2018 Budget (CAD)

Revised: Mar 8, 2018

**Revenue**

Student registrations	(\$ 230 x 70 )	\$16,100.00
Kiwanis Foundation of Canada scholarships (\$50 x 70)		\$3,500.00
Donations and commercial sponsorships?	<i>(Would reduce registration fees)</i>	<u>\$0.00</u>
<b>Total Revenue</b>		<b>\$19,600.00</b>

**Expenses**

KI - Key Leader Charges - Lead Facilitator & course material (\$5000 USD x 1.25))		\$6,250.00
Camp charges - food, accommodations and facilities with HST (\$ 144.08 x 80)		\$11,526.40
Food = 5 meals + 2 snacks		
Dinner and		
Brunch	\$10 x 3	\$30.00
Breakfast	\$8 x 1	\$8.00
Lunch	\$9 x 1	\$9.00
Snack	\$2.75 x 2	\$5.50
Accommodations	<u>\$37.50 x 2</u>	<u>\$75.00</u>
<b>S/Total</b>		<b>\$127.50</b>
<u>HST (13%)</u>		<u>\$16.58</u>
<b>Total</b>		<b>\$144.08</b>
High Ropes activity (\$10 x 40 participants)		\$400.00
Additional Snacks and Kilometrage for site coordinator		\$175.00
Course supplies - pads, pens, pencils, name tags, markers, etc.		\$250.00
T-shirts ( \$8.40 x 80)		\$672.00
Banking charges		\$70.00
Shipping costs - Return forms to KI		<u>\$30.00</u>
<b>Total Expenses</b>		<b>\$19,373.40</b>

**Surplus / (Loss)**

**\$226.60**

**Note:** - Anticipated attendance....

62 student participants	
8 student facilitators	
8 Adult Chaperones	No registration fee charged
1 Site Coordinator	No registration fee charged
<u>1 Lead Facilitator</u>	No registration fee charged
<b>80 Total Attendance</b>	

- **Camp charges** for meal, snack and accommodation items are estimates.

- **Transportation Costs** not included, paid for by individual clubs

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**Appendix C- Key Leader Camp Sponsorship Agreement**

**Key Leader Camp Sponsorship Agreement**

We, the Kiwanis Club of \_\_\_\_\_,  
\_\_\_\_\_ Ontario will sponsor \_\_\_\_\_ Students to attend the Kiwanis Key  
Leader Camp scheduled for Nov. 2-4<sup>th</sup>, 2018 at

\_\_\_\_\_. (Intervarsity Circle  
Square Ranch - Big Clear Lake; Arden, Ontario **OR** Intervarsity Circle Square Ranch - Grand  
River, Brantford, Ontario)

We do so with the understanding that if we are unable to provide our stated number of  
attendees, we will still pay for the number that we have agreed to sponsor listed above.

We confirm that we understand that Kiwanis International have switched responsibility for  
holding Key Leader camps onto each District and will no longer provide services including camp  
site contract management, registration, background checks for adults and T-shirts for the camp  
as in previous years.

We also acknowledge that to continue with the camp in 2019, we must ensure that we budget  
so that the District can pay the camp site a deposit upfront for reserving a Key Leader event  
and also pay Kiwanis International up front for the costs of providing a Lead Facilitator,  
workbooks, Key Leadergrams, envelopes, pre and post event evaluations and any other  
material they will continue to provide when the agreement is signed with the camp and Kiwanis  
International.

Dated \_\_\_\_\_ at \_\_\_\_\_

\_\_\_\_\_  
Club President

\_\_\_\_\_  
Club Vice-President

**Rev 4 – April 11, 2018**

**Please forward your completed form to  
your Camp Site Coordinator –  
Arden – Firma French  
[hffrench@rogers.com](mailto:hffrench@rogers.com)  
Brantford – Sheila Donald  
[s.donald@cogeco.ca](mailto:s.donald@cogeco.ca)**



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**Sign-off**

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Approved at the Board of Trustees meetings of **Sept 20, 2018** to be effective **September 20, 2018**.

Signed:

A handwritten signature in black ink, appearing to read "J Steele". The signature is written in a cursive style with a large, looped initial "J".

DST Jim Steele