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Table of Changes

The following is a summary of changes to this document from version 1.1.1 dated May 8, 2008 and 1.1.2 July 3, 2008

REFERENCE (SECTION)	DESCRIPTION OF CHANGE	Approved
6.3	Wording revised to remove reference to Caribbean	
7.4.2	Re-written to correctly describe composition of committee	
7.4.7	Added to describe Policy Review Committee	
7.3.10.1	Wording changed to clarify action of District Administrator	
General	Reformatted Document	
2.2	Reference to training and duplication of a word removed.	
Version 1.1.3 All sections	Approved by BOT August 8, 2008	August 8, 2008

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Definitions

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 An administrative procedure shall remain in effect until such procedure is superseded or terminated by action of the Board of Trustees.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.

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.

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 - 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.

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.

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, District or International office, gives substantially of their time and personal resources to fill the position.

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.

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Officers

Governor-1.0

Governors Guidebook -1.1

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

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.

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.

Hospitality Suite -1.4

Should the governor wish to use the suite provided by Kiwanis International as a District Hospitality Suite the Governor must appeal to the Board of Trustees for approval. If accepted that the suite shall be used as a District Hospitality Suite, the refreshments are to be funded by the District Lieutenant Governor's donations to the District Hospitality fund. The amount will be set by the Board of Trustees as an amount per Division and would be deducted from the Lieutenant Governor's Travel and Accommodation Subsidy.

Governor – Elect -2.0

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.

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. Since Kiwanis International pays for the Governor-Elect training and the Host Convention committee covers the cost of accommodation at the District Convention and the District compensates the Governor-Elect for travel to District Convention and Board meetings expenses of this type will not be allowed. All expenses of the Governor-Elect's travelling companion are considered personal expenses except as allowed for by the budget.

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Service Leadership Coordinator -2.3

The Governor-Elect will assume the responsibility of the Service Leadership Program Coordinator on behalf of the Governor.

Immediate Past Governor -3.0

Allowance -3.1

The Immediate Past Governor 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

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

Compensation for attendance at District Board meetings shall be the same as the Lieutenant Governors.

Travel- travel to District Board meetings will be based on travel from the geographic location of the Immediate Past Governor's home club to the geographic site of the Board Meetings and shall be calculated on the great circle distance between the two locations at a rate per kilometer established periodically by the Board of Trustees. The established rate will be increased by 10% for Trustees from Newfoundland and the Caribbean islands
Accommodation - Two (2) night's hotel accommodations will be paid at rate established periodically by the Board of Trustees.

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

Lieutenant Governor -4.0

Lieutenant Governors Guidebook -4.1

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

Training -4.2

Training for Lieutenant Governors is conducted by the Governor –Elect and his/her faculty. This training takes place in conjunction with the District Convention and is considered mandatory.

Allowance -4.3

Travel- travel to District Board meetings will be based on travel from the geographic location of the Lieutenant Governor's home club to the geographic site of the Board Meetings and shall be calculated on the great circle distance between the two locations at a rate per kilometer established periodically by the Board of Trustees. The established rate will be increased by 10% for Trustees from Newfoundland and the Caribbean islands.
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 Canadian funds.

Attendance at the Board Meeting is a pre-requisite to the Lieutenant Governor being compensated unless absence to attend another meeting at the Convention is specifically allowed by Governor.

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Club Visits -4.4

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.

Allowable Expenses -4.5

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.

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

Service Leadership -4.6

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 -4.7

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.

Secretary- Treasurer -5.0

Appointment -5.1

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

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, preference will be given to a candidate who also has a working knowledge of fundraising.
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 bilingual candidates.

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Selection Committee -5.3

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.

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

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 a member of the Executive, 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 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
7. Conventions
8. attend all Conventions of Kiwanis International, and if invited, attend meetings of the
9. International Council
10. 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
11. regularly review and advise the District Board of Trustees on the financial condition of the District and its Service Leadership organizations
12. 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

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13. 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
14. 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
15. give bond for the faithful discharge of the duties of such office, in such amount and with such sureties as are required by the District Board of Trustees

Allowance -5.5

The District Secretary-Treasurer shall include in the budget the full costs of compensation for the District Secretary-Treasurer including travel, accommodation and meals while attending Board of Trustees meetings and other all other District business as authorized by the Governor or as set out in the service contract between the District Secretary-Treasurer and the District.

Terms of Employment -5.6

Since the District wishes to avoid the overhead and administration of an employer and since the District does not provide benefits 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

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.

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Board of Trustees -6.0

Composition -6.1

The District Board of Trustees shall consist of the Governor, Governor-elect, Immediate Past Governor, Secretary-Treasurer, and Lieutenant Governors of all Divisions. A class President and Vice-President shall be chosen by the Lieutenant Governors.

Term and Appointment -6.2

The terms of all district officers and trustees shall begin on the first day of October of each year and continue for one (1) year, or until their successors shall be duly elected and qualified. If the first meeting of the District Board of Trustees is held prior to October 1st, any action taken shall become effective on October 1st

Meetings -6.3

The District Board of Trustees shall hold at least two (2) meetings during each year, one at the District Convention and another at such time and place as shall be determined by the District Board of Trustees who shall in an attempt to move the Mid-Winter Convention around consider locations throughout the District. If the first meeting of the District Board of Trustees is held prior to October 1st, any action taken shall become effective on October 1st. 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

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

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

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

Agenda -6.7

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

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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 -6.8

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 anytime 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.***

Reporting -6.9

Within thirty (30) days after any special or regular meeting of the District Board of Trustees, the District Secretary-Treasurer shall make a written report of the meeting and after approval by the Governor distribute it to each member of the Board of Trustees. The report 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 report will also identify changes to the By-Laws and Policy. All attachments to the agenda or items tabled at the meeting shall accompany this report including the last two (2) quarterly membership reports. The report, without the attachments, shall also be sent to the International CEO, Lieutenant Governor Designates, District Committee Chairs referenced on the agenda or heard at the meeting, others as designated on a distribution list and, if requested, to the secretary of any chartered club within the District.

Insurance -6.10

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 is 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.

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Standing Committees -7.0

District Committees -7.1

The 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, Lt. Governors and Kiwanis clubs in achieving their objectives.

Expenses -7.1.0

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

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

Executive Committee -7.2

Function -7.2.1

This section left intentionally blank

Finance Committee -7.3

Functions – 7.3.1

The functions of the District *Finance Committee* are:

- 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 and the annual reports of the auditors 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

Composition -7.3.2

The *Finance Committee* shall be composed of six members: the Governor, Governor-elect, 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.

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Term and Appointment -7.3.3

The *Finance Committee* shall be appointed by the Governor-elect for a one year term beginning the following October 1, but the committee will meet before June 1 to prepare the budget for the twelve-month period beginning October 1.

Financing -7.3.4

The Finance Committee shall ensure that the District Budget allows the Committee to meet at least three times during the year not including the meetings to be held at Mid-Winter, International and District Conventions.

Qualifications of Chairperson of Finance Committee -7.3.5

The Chair of the *Finance Committee* should be a Professional Accountant such as Chartered Accountant or Certified General Accountant. 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

- 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

Preparation of Budget -7.3.7.1

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 thirty (30) days prior to the Lt. Governors Training Conference.

Balanced Budget -7.3.7.2

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

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

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

Generally Accepted Accounting Principles -7.3.8.1

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

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

Inspection -7.3.8.3

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

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

District Signing Officers be any two of the following:

District Secretary-Treasurer, Governor, Governor-elect, Immediate Past Governor, a member of the Board of Trustees or a District Office staff member.

Signing Limit -7.3.9.1

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.

Revenue -7.3.10

Receipt of Funds -7.3.10.1

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

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transmittal details. Funds shall not be deposited in any special commercial accounts except as approved by the *Finance Committee*,

Dues -7.3.10.2

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.

Accounts Receivable -7.3.10.3

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

Form of Financial Reports -7.3.11.1

- 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

- 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

- 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

At the first meeting of the Board of Trustees, upon recommendation of the *Finance Committee*, the Auditor shall be appointed by the Board, and the 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

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

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.

Laws, Regulations and Resolutions Committee -7.4

Functions -7.4.1

The functions of the Committee are:

- a. To know the policies and administrative procedures of the EC&C District, and to recommend any changes in such policies or administrative procedures to the Board of Trustees.
- b. To review all proposals to the Board of Trustees to determine compliance with District policies and administrative procedures.
- c. To review any request for a change, amendment or revocation of a policy or administrative procedure, and to submit its recommendations concerning such changes, amendment or revocation to the Board of Trustees.

Composition -7.4.2

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

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

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

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

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Review and Approval -7.4.6

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.

Policy review Committee -7.4.7

Composition 7.4.7.1

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 on Laws and Regulations; 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

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 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.

Past Governors Committee -7.5

Governors Guidebook -7.5.1

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

Strategic and Long Range Planning Committee -7.6

This section left intentionally blank

Past Lieutenant Governors Committee -7.7

Authorization -7.7.1

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 are appended to this document.

Translations Committee -7.8

This section left intentionally blank

Convention Committee -7.9

Function -7.9.1

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

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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

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

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

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

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

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.

Club Delegates (Pooled Fare Rebate) -7.9.7

Allowance 7.9.7.1

Clubs with delegates attending District Conventions are eligible for a credit to offset the cost of travel. Compensation will be based on a pool of money set periodically by the Board of Trustees. The credit amount will be determined by calculating the distance from the site of the convention to the club's geographical location and paid based on a per Km rate. Credits earned by the club will be retained by the District until the total exceeds \$50 at which time a cheque will be issued and sent to the Club. If the credits for two consecutive conventions do not exceed \$50 the credits will be added back to the pool for re-distribution.

Eligibility 7.9.7.2

To be eligible a club must have one of its own members registered as a delegate.

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Additional Committees

Administration -8.0

District Personnel Responsibilities -8.1

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 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

Human Resources Manual -82.1

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

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

Allowance -8.36.1

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

Program Administrators -9.1

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

Function -9.2

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.

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Budget -9.3

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

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, Executive 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 September 30 of each Kiwanis fiscal year, the Service Leadership Program Administrator must provide appropriate receipts for all funds received during the 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

Program Administrator -9.5.1

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

- attendance 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 the E. C. & C. Kiwanis District Convention
- attendance at other International meetings for Administrators
- local travel for Service Leadership purposes
- approved normal budget items to provide administrative duties

NOTE: Acceptable expenses for attendance at a District or International Convention should follow the policy set for the current Lieutenant Governor. (see [Lieutenant Governor](#) Allowance and contact District Office for current rates allowed)

Service Leadership Members -9.5.2

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

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.

Divisional Chairs -10.0

Function -10.1

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

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.

Honours and Awards -11.0

General Provisions -11.1

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

District -11.2

- 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.

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- 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. 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.
- d. 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 awards is attached as an Appendix.

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.

Official Publications -12.0

K-RAY -12.1

The official publication of the District shall be known as the K-RAY. The publication shall be the responsibility of the District Office. Appropriate advertising is allowed to defray publication cost. The K-Ray 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. Unless otherwise stated by the Governor the Editor is the DST.

Electronic Distribution -12.2

Procedure -12.2.1

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

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

Composition -12.2.3

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

Procedure -13.1

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 District, 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, Immediate Past Governor, District Secretary (and if it applies District Treasurer) shall refrain from making any public endorsement in a contested election.

Violation of Campaign Policy -13.2

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

Nomination Procedure: -13.3

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.

Nominations are always in order up to the time of voting; however it is a matter of courtesy and information that the District Secretary should receive all nominations 15 days before the Mid-Winter District Board Meeting which precedes the District Convention where the election of the Trustee shall take place.

The District Secretary shall inform all registered candidates of these policies by forwarding a copy and requesting acknowledgement of their receipt.

At regular intervals up to one month before the District Convention each properly nominated and registered candidate shall be given the name and address of each registered delegate by either the Convention Registration Committee or other designated person or group.

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.

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Campaign Ethics: -13.4

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.

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 \$5.00 or any offer of reward shall be made to a convention attendee as a method of campaigning.

Promotional Opportunities: -13.4

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 spring issue of the K-Ray 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, 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.

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Candidate for other Kiwanis International Office - 13.5

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.

New Club Growth -14.0

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.

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Schedule of Payment Amounts

The following rates have been approved for the 2007-08 Administrative Year

P&P Reference	Description	Amount	Original Date Set	Reviewed to be Effective
7.3.9.1	Signing Limit -	\$1,000	Jan -04	Oct-2007
13.4	Campaign Ethics	\$5.00	Jan -02	Oct -2007
1.4	Hospitality Suite	\$50		Oct -2007
4.3	Allowance hotel LG	\$100 per night	Jan 2006	Oct 2007
4.3	Allowance travel LG	\$0.275 per km	Jan 2006	Oct 2007
4.3	Allowance travel LG Nfld & Caribbean	\$0.30 per km	Jan 2006	Oct 2007
4.4	Club Visits LG	\$0.17 per km	Jan 2006	Oct 2007
7.9.7.1	Pooled Fare Rebate	\$0.0819 per km		Oct 2007
9.5.1	Program Administrator	\$100 per night	Feb 2007	Oct 2007
9.5.1	Program Administrator	\$0.275 per km	Feb 2007	Oct 2007

Passed as part of the 2007 -2008 Budget
Board of Trustees meeting August 2007 to be effective October 1, 2007

Signed:

_____ DST

Date
