



Kiwanis®
EASTERN CANADA AND THE CARIBBEAN |
L'EST DU CANADA ET DES CARAÏBES

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

Revised as of April 1, 2025 -
As approved by the EC&C Kiwanis District Board

District Policies and Procedures of the Eastern Canada and the Caribbean (EC&C) Kiwanis District

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Table of Changes

The following is a summary of recent approved changes to this document
as of April 1, 2025:

REFERENCE (SECTION)	DESCRIPTION OF CHANGE	DISTRICT BOARD APPROVED (yyyy-mm-dd)
Table of Changes	Amend – Delete old entries prior to 2023, and Add new entries.	2024-03-21
1.5	Amend Table	2024-03-21
4.0.8	Amend Table	2024-03-21
6.3.5	Amend Wording	2024-03-21
7.5.1	Amend Wording	2024-03-21
7.5.2	Add	2024-03-21
7.7.1	Amend Wording	2024-03-21
7.7.2	Add	2024-03-21
8.7	Amend Wording	2024-03-21
Appendix A	Amend Wording	2024-03-21
Appendix B	Amend Table	2024-03-21
Appendix D	Amend Wording	2024-03-21
Appendix G	Amend Table	2024-03-21
Appendix K	Add Text	2024-03-21
Sign-off	Amend Dates	2024-03-21
Table of Changes	Amend – Delete remaining old entries prior to 2024. New entries added by District Bylaws, Policies & Procedures Committee.	2025-03-20
1.5	Amend - Rotation of Governor's Divisional Visits	2025-03-20
3.3	Add – New sub-section outlining 'Responsibilities' of the Immediate Past Governor.	2025-03-20
4.1.9	Add – New sub-section outlining procedure for Lieutenant Governor-Elect Election.	2025-03-20
7.0	Addition of 'Advertisement of and Term Limits for District Committee Positions'.	2025-03-20
7.3	Revised policy and procedures received from District Finance Committee.	2025-03-20
7.3.11.3	Removal of 'Financial Reports by Finance Committee Chair' sub-section.	2025-03-20
10.1, 10.2, 10.3, 10.4, 10.5	Add distinction between District Administrators and SLP Administrators, plus role of 'District SLP Manager'.	2025-03-20
Appendix A	Add – New sub-section outlining 'Campaign Ethics for Vice Governor Election Procedures'	2025-03-20
Appendix B	Updated list of EC&C Kiwanis Clubs, Divisions, and Regions as of March 2025.	2025-03-20
Appendix E	Add new District Award: "Lloyd W. Distant Snr. Award for SLP Development, Support, and Mentorship"	2025-03-20
Appendix I	Add – New sub-section (3.0) outlining Responsibilities of Lieutenant Governor-Elect	2025-03-20

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REFERENCE (SECTION)	DESCRIPTION OF CHANGE	DISTRICT BOARD APPROVED (yyyy-mm-dd)
Appendix J	Add to 'District Convention Expense Coverage' for EC&C SLP members elected to the International Board for Key Club International or Circle K International	2025-03-20
Sign-off	Amend Dates	2025-03-20

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Definitions

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

Aktion Club - An Aktion Club is a wholly and completely Kiwanis-sponsored service club for adults living with disabilities.

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 Procedure - An Administrative Procedure is the method or manner by which there shall be exercised the powers of the EC&C Kiwanis 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 District 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 when there are Kiwanis service hours involved or funds are spent.

Circle K Club - Circle K International 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 Lieutenant Governor (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 Kiwanis District.

EC&C - Abbreviated form for Eastern Canada and the Caribbean (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

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Caribbean (EC&C) District's boundaries are set out in the EC&C Kiwanis District Bylaws. In this document, refer to *Appendix B – Club Assignments by Divisions and Regions* and to *Appendix D – Countries in the EC&C Kiwanis District*.

EC&C Kiwanis District Executive – This is composed of the District Governor, Governor-Elect, Vice Governor and Immediate Past Governor.

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 International 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 weekend retreat 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 Kiwanis 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. It is also the official procedure or system of rules governing the affairs of Kiwanis occasions.

Region - For the purpose of, and to facilitate District administration, the District is divided into Regions, composed of one (1) or more Divisions, which are geographically located near one another. Each Region shall have an elected District Trustee who serves on the District Board. There are currently 10 Regions in the EC&C Kiwanis District.

Service Leadership Programs (SLPs) - Kiwanis Service Leadership Programs are leadership and character-building programs hosted in a school or community agency and often sponsored by a Kiwanis Club or another civic organization.

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.

Vulnerable Sector Check (Canada) - is a police information check plus a check to see if a person has a record suspension (pardon) for sexual offences.

District Policies and Procedures of the Eastern Canada and the Caribbean (EC&C) Kiwanis District

District Officers -0.0

Criminal Background Check -0.1

All Officers of the District are expected to undergo a criminal background check acceptable to the District and Kiwanis International (KI). No officer may continue to serve with a background check that is not 'clear'.

District Policies and Procedures of the Eastern Canada and the Caribbean (EC&C) Kiwanis District

District Governor -1.0

Executive Officers' Guidebook -1.1

An Executive Officers' Guidebook is available for use by the District Governor, Governor-Elect, Vice Governor and any Kiwanis member considering running for an executive office. 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, for approval, to the District Board of Trustees.

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

Travel -1.4

It is expected the Governor will visit at least one-third of the Divisions each year, by rotation, according to the table in the next sub-section. The Governor will be responsible for transportation to and from the Division, to be paid for through his/her District budget. 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 days 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.

Rotation of Governor's Divisional Visits -1.5

It is expected the Governor will make an official visit to five of the EC&C Kiwanis Regions each year, by rotation, according to the following table. The District will be responsible for transportation to and from the Region. The District Trustee and the Lieutenant Governors of the Region will be responsible for arranging the visit, accommodation, meals, and transportation for the Governor and his/her partner during the visit. Each Governor will provide input to the respective District Trustees and the Lieutenant Governors at the beginning of the administrative year as to his/her preferred activity and will sign off on the visit once it is planned.

Additionally, Regions, Divisions, or Clubs may invite the Governor to visit at their own cost. The Governor may also make virtual visits to any Region or Division not scheduled for an official visit.

Administrative Year	EC&C Kiwanis Regions	EC&C Kiwanis Divisions
2025-2026	A, C, E, F G	3, 4, 5, 6 2,11, 12 18, 20, 21 22 23E, 23W, 23C
2026-2027	B, D, H, I, J	8, 9 15, 16, 17 24, 25 26, 27 27A, 27C
2027-2028	A, C, E, F G	3, 4, 5, 6 2, 12 18, 20, 21 22 23E, 23W, 23C
2028-2029	B, D, H, I, J	8, 9 15, 16, 17 24, 25 26, 27 27A, 27C

*NOTE: The Governor's Region will not be eligible for an official visit. Also, the Governor may visit any Region, Division or Club as long as he/she does not exceed his/her budget.

District Policies and Procedures

of the Eastern Canada and the Caribbean (EC&C) Kiwanis District

District 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, for approval, to the Board of Trustees.

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.

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

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 each District Committee for the year during which he/she will be Governor and have the Board of Trustees approve the selected committee members.
 - a. Finance
 - b. Bylaws, Policies and Procedures
 - c. Leadership Development and Education
 - d. Image
 - e. Audit
 - f. Translation
 - g. District Convention
 - h. Policy Review (every 3 years)
 - i. Awards
 - j. Risk Manager
 - k. Youth Protection
 - l. Kiwanis Children's Fund
 - m. Membership and Engagement
4. To appoint the Chair of other committees as required for the year during which he/she will be Governor.
5. For any other portfolio that may be assigned by the Governor.

District Policies and Procedures of the Eastern Canada and the Caribbean (EC&C) Kiwanis District

District Vice Governor -2.5

Allowance -2.5.1

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, for approval, to the Board of Trustees.

Allowable Expenses -2.5.2

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

Expenses related to the following events will be handled as stated:

- EC&C Kiwanis 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.

Long-Range Planning Responsibilities -2.5.3

In addition to the duties as specified in the District Bylaws, the Vice Governor will assume the responsibility as Chair of the 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.

District Policies and Procedures of the Eastern Canada and the Caribbean (EC&C) Kiwanis District

District Immediate Past Governor -3.0

Allowance -3.1

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, for approval, to the Board of Trustees.

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.

Expenses related to the following events will be handled as stated:

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

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

Responsibilities -3.3

In addition to the duties as specified in the Kiwanis International Bylaws and the District Bylaws, the Immediate Past Governor, as an officer of the District, is responsible for:

- a) Mentoring the Governor and advising the officers of the District Board regarding past practices, general administration and other such matters, to assist in the effective ongoing operation of the District. In addition, he/she performs duties that may be assigned to him/her by the Governor or the District Board.
- b) Presenting awards to his/her Distinguished Lieutenant Governors, club leaders, and other such people that helped during his/her administrative year as Governor, typically at the annual District Convention.

District Policies and Procedures of the Eastern Canada and the Caribbean (EC&C) Kiwanis District

District Trustee and Designate -4.0

Responsibilities -4.0.1

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 District Bylaws stipulate the District 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 the Lieutenant Governors Designate (LGDs) Training. The Board may choose to meet for face-to-face meetings at any time during the year. According to District Policy compensation for attendees is only provided for one meeting each year.

The District Trustee should attend Regional meetings, called within their Region, and must attend if a District Trustee election is taking place. The current District Trustee is responsible for conducting the election for a new Trustee.

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

Training -4.0.2

It is the responsibility of the Governor Elect to ensure the training/orientation of the District Trustees Designate. The training/orientation may take place in conjunction with the face-to-face meeting or may be a series of webinars or on one of the virtual meeting platforms.

The training/orientation shall be conducted by faculty chosen by the Governor Elect.

Allowance -4.0.3

District Trustees will be reimbursed to attend one face-to-face meeting each year when meeting as a Board. Travel and up to three nights' accommodation will be paid at rate established periodically by the Board of Trustees.

Each District Trustee may claim up to the rate established periodically by the District 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

- 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 names 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.

District Policies and Procedures of the Eastern Canada and the Caribbean (EC&C) Kiwanis District

- 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's 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

Each candidate for District Trustee must complete a 'Statement of Intent' form and file it with the District Office at least 30 days prior to the election. This form will contain:

- Contact information
- Nominator & Seconder, each from different clubs in the region.

Voting by Secure Electronic Means -4.0.6

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 Email 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 2/3 of the clubs in the Region.
- Failure to achieve the above 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 Secretary-Treasurer (DST).
- 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.
- 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. **Refer to section 4.0.4.**
- 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 this election.
- Votes received outside of this timeframe will be disallowed.

District Policies and Procedures of the Eastern Canada and the Caribbean (EC&C) Kiwanis District

- 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 **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's Returning Officer.
- Voting representatives should refrain from indicating publicly how they voted.

Regional Returning Officer Job Description -4.0.7

- 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 30 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 Delegates from at least a majority of the clubs in the Region shall constitute a quorum.
 - 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

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 7 Kiwanis administrative years:

Election Year	Commence Term on	Term of Office 3 years	Regions with Elections
2023-24	October 1, 2024	2024-27	B, F, H
2024-25	October 1, 2025	2025-28	C, E, G
2025-26	October 1, 2026	2026-29	A, D, I, J
2026-27	October 1, 2027	2027-30	B, F, H
2027-28	October 1, 2028	2028-31	C, E, G
2028-29	October 1, 2029	2029-32	A, D, I, J
2029-30	October 1, 2030	2030-33	B, F, H

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.

District Policies and Procedures of the Eastern Canada and the Caribbean (EC&C) Kiwanis District

Lieutenant Governor and Designate -4.1

Lieutenant Governor's Guidebook -4.1.1

Kiwanis International produces a Leadership Guide detailing the responsibilities and duties of a Lieutenant Governor.

Training -4.1.2

Training for Lieutenant Governors-designate 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.

Allowance -4.1.3

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.**

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

All compensation will be paid in the currency 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 the Governor.

Club Visits -4.1.4

The Lieutenant Governor will be compensated by the District 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 kilometre distance, one way, from the Lieutenant Governor's 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.

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

Service Leadership -4.1.6

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 (SLP) Divisional Chair, by the next Kiwanis Administrative Year (October 1 – September 30) and make that individual a vital part of the Division Council.

New Club Building -4.1.7

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. One or more club coaches should be assigned to the new club by the Lieutenant Governor.

District Policies and Procedures

of the Eastern Canada and the Caribbean (EC&C) Kiwanis District

Lieutenant Governor Term -4.1.8

Each Lieutenant 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 Lieutenant Governor.

Lieutenant Governor-Elect Election -4.1.9

- The current Lieutenant Governor of each division shall hold an election, not earlier than the first week of the administrative year and not later than the 15th of May or the District Convention, whichever comes first. The election confirms the current Lieutenant Governor-Elect as the next Lieutenant Governor and elects the next Lieutenant Governor-Elect.
- Following the election, the confirmed Lieutenant Governor is referred to as Lieutenant Governor Designate and the newly elected Lieutenant Governor-Elect is referred to as Lieutenant Governor-Elect Designate until they assume office on October 1st.
- The election report must be filed with the EC&C Kiwanis District Office no later than twenty (20) days after the Election.
- As a result of the election, each Division will have a sitting Lieutenant Governor, a Lieutenant Governor Designate and a Lieutenant Governor-Elect Designate. Effective October 1st, the first day of the new administrative year, "Designate" is dropped from all titles.
- There are no changes in the responsibilities of the Lieutenant Governor-Elect position when the title changes to Lieutenant Governor Designate.

District Policies and Procedures of the Eastern Canada and the Caribbean (EC&C) Kiwanis District

District Secretary-Treasurer -5.0

Appointment -5.1

The Secretary-Treasurer of the District is appointed by the Governor to serve during their term. The qualifications found in section 5.2 should be used when considering a candidate for District Secretary-Treasurer (DST).

Qualifications -5.2

1. Must be an active member of a Kiwanis Club in the EC&C District.
2. Preference will be given when 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 not be limited to, human resources, contract preparation and negotiation. He/she will also 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.
4. The selected individual will have a good working knowledge of accounting principles, applications, and practices, including acceptable financial reporting capability.
5. 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.
6. 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

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 one (1) hour to prepare answers to pre-determined questions. The questions will include computer knowledge and skills, parliamentary procedures, 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.

Part E - 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.

District Policies and Procedures of the Eastern Canada and the Caribbean (EC&C) Kiwanis 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 District Board of Trustees, and the 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 Programs.
10. 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 Programs.
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.

Allowance -5.5

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

The position of District Secretary-Treasurer is expected to be one of an independent contractor, with compensation approved by the District Board of Trustees and 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 as shown in **Appendix C – Schedule of Payment Amounts**.

District Policies and Procedures

of the Eastern Canada and the Caribbean (EC&C) Kiwanis District

Succession -5.8

For succession planning purposes, 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 120 days prior to the expiry or cancellation of their contract.

District Policies and Procedures of the Eastern Canada and the Caribbean (EC&C) Kiwanis District

District Board of Trustees -6.0

Composition -6.1

The District Board of Trustees shall consist of the District Governor, District Governor-Elect, District Vice Governor, District Immediate Past Governor, District Secretary-Treasurer (non-voting), District Trustees, and the Class Chair of the Lieutenant Governors.

Term and Appointment -6.2

The terms of all district officers, Governor, Governor-Elect, Vice Governor, Immediate Past Governor, Class Chair of Lieutenant Governors and DST, shall be one (1) year while District Trustees shall be three (3) years 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 1st.

Meetings -6.3

Face-to-Face Meeting -6.3.1

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 but no later than the last week of September and notice will be given prior to June 1st to the members of the Board of Trustees of the meeting date.

This meeting will be organized and chaired by the Governor Designate.

The meeting participants shall consist of the Executive, District Trustees and Class Chair of Lieutenant Governors who have been elected to serve or are continuing to serve for the Kiwanis year commencing October 1. Guests may be invited to attend to speak to an agenda item either in person or via electronic means, 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

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 Bylaws. (**District Bylaws Article 4, section 7**)

Special Meetings -6.3.3

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 -6.3.4

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, or electronically, of the time, place, and date of any meeting at least three (3) weeks in advance of the date of such meeting.

District Policies and Procedures

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Quorum -6.3.5

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 the **District Bylaws** (Article 4, Section 8).

Conduct of the Meeting -6.4

Agenda -6.4.1

The District Secretary-Treasurer 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 no later than one (1) week 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. At the meeting, a final agenda will be placed on the table for all Trustees and Officers. No verbal reports will be accepted on the agenda unless approved by the majority of the Board. Written reports, received after the deadline of 10 days in advance of the meeting, will only be included in the agenda if approved by the DST and Governor.

Meeting Rules -6.4.2

All meetings of the Board of Trustees will use "*Robert's Rules of Order*" [Abridged version] 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.

Reporting -6.5

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 District Board of Trustees and all District Committee Chairs who submitted reports. The minutes will provide a synopsis of the actions taken, and detail further actions required with the date and the person(s) responsible to take the action. The minutes will also identify changes to the District Bylaws and District Policies & Procedures. The minutes shall also be sent to the KI Chief Executive Officer and, if requested, to the member of any chartered club within the District.

Insurance -6.6

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 confirming that the Directors and Officers Liability Insurance and Errors and Omissions Insurance are in place for the new Board.

The District Secretary-Treasurer 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 Policies and Procedures of the Eastern Canada and the Caribbean (EC&C) Kiwanis District

District Standing Committees -7.0

District Standing Committees Required by Kiwanis International – 7.01

List of District Standing Committees required by Kiwanis International:

- a. Aktion Club
- b. Builders Club
- c. Bylaws, Policies and Procedures
- d. Circle K
- e. District Convention
- f. Finance
- g. Kiwanis International Convention
- h. Key Club
- i. Key Leader
- j. Kiwanis International Foundation / Kiwanis Children's Fund
- k. Kiwanis Kids
- l. Leadership Development and Education
- m. Resolutions (covered by Bylaws and Policies)
- n. Service (includes Children and Youth Services)

District Policies and Procedures of the Eastern Canada and the Caribbean (EC&C) Kiwanis District

Advertisement of and Term Limits for District Committee Positions – 7.02

This procedure outlines the steps for filling positions for the EC&C Kiwanis District Committees to ensure transparency and smooth running of district operations. It also covers term limits for these positions.

1. A description of the duties, responsibilities and qualifications required for each position shall be prepared.
2. Working with the District Office, the position must be advertised by March of each year, using the following mediums: emails to members, social media pages for the District, and the District Newsletter.
3. The position shall be advertised for a period of 5 weeks. Information circulated must include the deadline and other instructions for submission of applications.
4. Each District Committee shall have a Chairperson / Chair and a Deputy Chairperson (as part of knowledge transfer and succession planning).
 - a. The committee Chair for the next administrative year will be appointed by the District Governor-Elect. The current District Committee Chair reports to the Governor of the day; and the Chair-Designate reports to the Governor-Elect/Designate.
 - b. The District Governor may recommend the removal of a current District Chairperson if he/she is not fulfilling his/her duties.
5. Kiwanis Members applying for a District Committee position should have served for at least one year in a similar position in Kiwanis and/or have had at least one year of previous professional experience in the area.
6. A special committee selected by the Governor-Elect shall review the applications and references received for membership of District Committees and then make a recommendation to the Governor-Elect. The Governor-Elect and the appointed Chair will put forward the list of proposed members for each district committee to the District Board for approval.
7. The Governor-Elect shall appoint the members of all District Committees by the end of May, who will join the committee as observers in preparation to serve during the next Kiwanis administrative year which starts October 1st.
8. As of October 1, 2026, Members and the Chairpersons of District Committees shall serve no longer than three (3) consecutive years. Under this 3-year cycle, approximately one-third (1/3) of the individuals serving as committee members will be replaced each year. The person selected to be the committee's Deputy Chairperson must have at least one (1) more administrative year to serve on the committee at the point when he/she is expected to become the Chairperson.
9. If a Deputy Chairperson is not able or willing to chair the committee at the point when he/she is expected to assume the Chair position, then the current Chair may continue but his/her full term cannot exceed five consecutive years.
10. The composition of each District Committee should be balanced between Caribbean and Canadian members, as much as possible.
11. Each District Committee should have a maximum of nine (9) members.

Establishment and Purpose -7.1

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

Expenses -7.1.1

The Governor and Finance Committee shall prepare a request for expenses supported by the annual budget presented to the Board of Trustees for approval.

District Policies and Procedures

of the Eastern Canada and the Caribbean (EC&C) Kiwanis District

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. All submitted receipts and approvals must take place before the end of the fiscal year.

Secretarial Help -7.2

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

District Policies and Procedures of the Eastern Canada and the Caribbean (EC&C) Kiwanis District

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 Kiwanis District and its financial requirements.
- b. To prepare, with the assistance of the District Office, the annual budget and to present the budget to the District Board of Trustees for its approval before October 1st.
- c. To examine carefully and regularly the accounting system of the District Office.
- d. To examine and consider the reports of the financial operations for the District and its Service Leadership Program (SLP) organizations, and to make any recommendations concerning such reports to the District Board of Trustees.
- e. To determine the financial impact of matters considered by the District Board of Trustees.

Composition -7.3.2

The Finance Committee Chair is chosen by the Governor- Elect for the year they will be Governor. The District Finance Committee shall be composed of seven Kiwanis members: Finance Committee Chair, Governor, Governor-Elect, Vice Governor, District Secretary-Treasurer, and two members at large. The District Secretary-Treasurer is a non-voting member and may not move or second motions.

Qualifications of Chair and Members of the Finance Committee -7.3.5

The Chair of the Finance Committee should be a Professional Accountant with a qualification as a Chartered Professional Accountant (CPA), or equivalent. 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.

Since the EC&C Kiwanis District Office is based in Canada, and our organization is under the laws of the province of Ontario and the Canada Revenue Agency (CRA), it is recommended that member(s) of the Finance Committee has/have a working knowledge of Ontario laws and CRA regulations relevant to not-for-profit organizational finances.

Meetings -7.3.6

- a. The Finance Committee shall meet a minimum of once a quarter.
- b. Special meetings may be called by the Governor, the Chair, or by a majority of the committee.
- c. Advance notice shall be given for either regular or special committee meetings.
- d. A quorum of the Finance Committee shall consist of a majority of the members of such committee.
- e. The Committee shall provide written reports to the District Board of Trustees.

Financial Matters

Budgets -7.3.7

Preparation of Budget -7.3.7.1

The new Finance Committee shall meet to prepare the budget for the twelve-month period beginning October 1.

District Policies and Procedures of the Eastern Canada and the Caribbean (EC&C) Kiwanis District

By September 1st the budget shall be completed by the Finance Committee and be presented to the incoming District Board of Trustees.

Balanced Budget -7.3.7.2

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

Adoption of the Budget -7.3.7.3

Prior to October 1, a budget of estimated income and expenditures for the year will be approved and adopted by the District Board of Trustees.

Budget Changes -7.3.7.4

Once the budget has been approved it may not be changed. If additional funds are required, a request should be made to the Finance Committee. Any such request will be considered by the Finance Committee at its next meeting or a special meeting may be called.

The committee will present the request to the District Board for approval.

Budget Required Unrestricted Net Assets -7.3.7.6

The EC&C Kiwanis District shall maintain, on a perpetual basis, a minimum of Unrestricted Net Assets in cash and/or near cash securities to the equivalent of twenty-four (24) months of operating cost, based on the average of the last three years audited expenditure (not including district convention or SLP expenditure) as at the 30th of September. The amount of reserves is to be determined upon the completion of each audit. The District Board of Trustees determines how to treat any surplus more than the sum of the Unrestricted Net Assets and all other reserves.

The proposed budget, as submitted to the incoming District Board of Trustees, shall provide a detailed comparison between:

- Current income and expenses, incorporating projected income and expenses for the balance of the current year, as they compare to the budget of the current year.
- Estimated income and expenses for the upcoming year.

An accompanying document shall comment on material variances and any suggested changes or recommendations. The latest District financial reports should be included with this submission

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-Treasurer, and any of the Service Leadership Programs, always, shall be open for inspection by the Finance Committee, the Board of Trustees, or the Governor.

District Policies and Procedures of the Eastern Canada and the Caribbean (EC&C) Kiwanis District

Closing of Books and Records -7.3.8.4

By November 15, every effort shall be made by the District Secretary-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.

District Signing Officers -7.3.9

District Signing Officers can be any two of the following: District Secretary-Treasurer, Governor, Governor-Elect, Vice Governor, Immediate Past Governor, or other member of the District Board of Trustees agreed to have signing authority. All signing members shall, on a one-year basis, be approved by the District Board.

Signing Limit -7.3.9.1

The District Secretary-Treasurer is authorized as the single signing authority for cheques or electronic transfers up to a value as shown in the **Appendix C - Schedule of Payment Amounts**.

Two authorizations will be required to sign off on any invoice to be paid over the specified amount. This reflects that electronic transfers do not require a signature.

Revenue -7.3.10

Receipt of Funds -7.3.10.1

All funds received shall be deposited in regular commercial accounts, as set up by the District Office. 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. 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 may be reduced, guided by the surplus calculated using the audited statements of the previous 3 years, divided by the members who paid dues in the current year. Such a reduction will always result in the dues rounded to an even dollar amount.

New Member Dues -7.3.10.2.1

New Club Members: The prorated schedule for district dues for new members used by Kiwanis International and this District is currently as shown below. If this schedule is adjusted by Kiwanis International, the KI schedule will apply.

First Month of Membership	Prorated Amount
October	12/12ths
November	11/12ths
December	10/12ths
January	9/12ths
February	8/12ths
March	7/12ths

District Policies and Procedures of the Eastern Canada and the Caribbean (EC&C) Kiwanis District

First Month of Membership	Prorated Amount
April	6/12ths
May	5/12ths
June	4/12ths
July	3/12ths
August	2/12ths
September	1/12ths

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, the Governor will direct the Lieutenant Governors to follow-up on unpaid dues with the applicable Club Secretaries at thirty (30), sixty (60), and ninety (90)-day intervals past the due date. Any club that has not paid the dues invoiced at the end of ninety days shall be considered not in good standing.

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 expenditure 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. Approved Financial reports shall be presented at each regular meeting of the Board.

Financial Reports by District Treasurer -7.3.11.2

- a. The Financial Chair shall make a written financial report to the District Board of Trustees at each of its regular meetings from reports prepared by the District Secretary-Treasurer.
- 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. For the District Convention, the District Secretary-Treasurer shall prepare a condensed financial report for the previous administrative year, and the condensed budget for the current administrative year.

District Auditors -7.3.12

Appointment -7.3.12.1

At the first meeting of the District Board of Trustees, upon recommendation of the Audit Committee, the Auditor shall be appointed by the Board, and the auditor's report shall be provided to the current Board. The Auditor shall be an independent auditing firm.

Annual Audit -7.3.12.2

By March 30 of the following year, the annual audit shall be conducted in accordance with generally accepted auditing standards and the report shall contain an opinion and financial statements for the fiscal year ending September 30 and a note stating the results of the Net Asset Surplus as set out in 7.3.7.6.

District Policies and Procedures

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Distribution -7.3.12.3

By the last day of February, the draft audited statement shall be distributed to the current District Board of Trustees and the District Finance Committee. Following approval, the Final Audit will be sent to the Kiwanis International CEO and, upon request, any member of the District.

Audit Sub-Committee -7.3.13

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 four (4) other appointed members, one of whom shall be elected Chair.
2. Advance 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. The Committee shall provide written reports to the District Board of Trustees.
5. 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 within the statements.
 - b. discuss, with the Auditor, 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.
 - c. consider and recommend to the District Board, at their first meeting, the reappointment or appointment of the Auditor.
 - 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. Obtain assurance that DST has established and implemented the appropriate control environment that emphasizes accountability of staff for the management of funds.
 - e. confirm the existence of policies and procedures with respect to controlling and safeguarding assets, such as insurance coverage.
 - f. review the systems of internal control over financial reporting.
 - g. check 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.
 - h. assist the Board in ensuring the on-going financial viability of the District.
 - i. ensure the credibility and objectivity of the financial reports.
 - j. assume responsibility for any other matter that the Board believes is important to its mandate and chooses to delegate to the Audit Committee.
6. 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.
7. 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 a report shall be tabled for discussion at the next meeting at which meeting the Auditor may attend and be heard.
8. The DST shall send a copy of the minutes of such meeting of the Audit Committee to the Auditor.
9. The Audit Committee will meet at least twice per year.

District Investment Policy -7.3.14

- 1) The members of the Finance Committee shall assume responsibility for investing the surplus funds of the District. In investing the 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 sub-committee before October each year to review this policy and, if necessary, amend it and provide directions for the investments to be made, to the District Secretary-Treasurer.

District Policies and Procedures

of the Eastern Canada and the Caribbean (EC&C) Kiwanis District

When considering changes to the investment policy and the directions to be made to the District Secretary-Treasurer, 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.
 - h. The diversification of investments to the extent considered appropriate.
- 2) For the present, given the Committee's and Board's consideration of the foregoing, the decisions regarding appropriate investments are as follows:
- a. Hold cash (U.S. and Canadian) in high yield savings accounts that are liquid.
 - b. Hold temporary reserves not currently required in Canadian or U.S. Dollars:
 - i. in short term investments, not to exceed three-year terms.
 - ii. within a laddered GIC portfolio, desirably in increments which shall be determined by the Committee.
 - iii. with a bank or other financial institution approved by the Finance Committee, taking into consideration credit risk and the availability of Canada Deposit Insurance Corporation (CDIC) insurance.
- 3) If and when interest 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.

District Policies and Procedures of the Eastern Canada and the Caribbean (EC&C) Kiwanis District

BYLAWS, POLICIES AND PROCEDURES COMMITTEE -7.4

Functions -7.4.1

The functions of the Committee are:

- a. To know the Bylaws, Policies and Procedures of the EC&C Kiwanis District, and to recommend any changes in such bylaws, policies and procedures to the District Board of Trustees.
- b. To review all proposals and resolutions to the District Board of Trustees to determine compliance with District Bylaws and District Policies and Procedures.
- c. To review any request for an amendment in the bylaws, policies and procedures, and to submit its recommendations concerning such amendments to the District Board of Trustees.
- d. To present all amendments to the EC&C Kiwanis District Bylaws to the House of Delegates at the annual District Convention for adoption.
- e. To publish the updated District Bylaws to the EC&C Kiwanis District website annually as of October 1st each year; and to publish the updated District Policies and Procedures document to the website semi-annually, as of October 1st and April 1st each year.

Composition -7.4.2

The Committee shall consist of five members, one of which will be a Past Governor. The members of the Committee shall be selected by the Chair and approved by the Governor-Elect and by the District Board of Trustees of the Governor-Elect's year as Governor.

Term and Appointment -7.4.3

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

Referrals -7.4.4

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

Proposed Changes to Policies or Procedures -7.4.5

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

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 composed of the Governor; Governor-Elect; Immediate Past Governor; the District Secretary-Treasurer; the Vice Governor; the Chair of the Past Governors Committee; the Chair of the Bylaws, Policies and Procedures 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.

District Policies and Procedures

of the Eastern Canada and the Caribbean (EC&C) Kiwanis District

Duties -7.4.7.2

The Committee will study and make recommendations for changes to the policies and procedures for the Eastern Canada and Caribbean District to the District Board of Trustees. Not more than three years shall elapse between reviews. 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 and to seek approval.

PAST GOVERNORS' COMMITTEE -7.5

Executive Officers' Guidebook Function -7.5.1

The Past Governors' Committee is responsible to maintain the Executive Officers' Guidebook for use by the Governor, Governor-Elect, Vice Governor, Immediate Past Governor, and any Kiwanis member considering running for the office of Governor.

Search and Encouragement Function -7.5.2

In accordance with Article 5, Section 2a of the EC&C Kiwanis District Bylaws, the Governor assigns to the Past Governors' Committee the responsibility of "Search and Encouragement" to find persons for the position of Vice Governor, by encouraging Past Lieutenant Governors to seek the position.

The Past Governors' Committee Chair must make a report to the District Board, regarding their strategy and activities related to this assignment, no later than December 31st. **Refer to Appendix G** below.

LONG-RANGE PLANNING COMMITTEE -7.6

Function -7.6.1

The District Long-Range Planning (LRP) 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 District Board of Trustees.

Composition -7.6.2

The Vice Governor will be chair of this Committee. The members of the Committee shall include the Governor-Elect and Immediate Past Governor as well as three members at large selected by the Chair from committees who will be affected by the current focus of the LRP committee. All members shall be approved by the Governor. The chair may add as many resource members as required.

Term -7.6.3

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

Financing -7.6.4

The District Board 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.

District Policies and Procedures

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Annual Tasks -7.6.5

The Executive Committee along with the Board shall assign projects or tasks to the Committee no later than December 30 of the administrative year. The committee may request projects or tasks from the Governor based on their vision or findings. All projects or tasks shall have a clear start and end date. The committee shall report quarterly to the Board.

PAST LIEUTENANT GOVERNORS' COMMITTEE -7.7

Authorization -7.7.1

The Past Lieutenant Governors' (PLG) Committee is recognized by the EC&C Kiwanis District as an advisory committee to the Governor and the District Board.

The Governor assigns the task of compiling the annual list of the 27 Division PLG Chairs to the Chair of the District PLG Committee.

A major role of the District PLG Committee is to support the Division PLG Committees, in their efforts, by providing whatever assistance is deemed useful.

Search and Encouragement Function -7.7.2

The District Board of Trustees recommends that every Division has a PLG Committee which also has the responsibility of "Search and Encouragement" to find persons for the position of their Division Lieutenant Governor-Elect by encouraging Past Club Presidents to seek the position.

TRANSLATIONS COMMITTEE -7.8

Function -7.8.1

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

Composition -7.8.2

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 selected by the Chair and approved by the Governor.

Term -7.8.3

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

The District Board 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.

District Policies and Procedures of the Eastern Canada and the Caribbean (EC&C) Kiwanis District

DISTRICT CONVENTION COMMITTEE -7.9

Function -7.9.1

The District Convention 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 District Board of Trustees for the selection of cities and sites for future conventions.

The District Convention 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 Convention 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 District Board of Trustees.

The District Convention Committee shall appoint one member to act as liaison to the current Host Committee. This individual will work closely with the Host Committee attending meetings and providing answers to ensure the District Convention is successful. The accommodation for this member, at District Convention, shall be covered by the Convention Host Committee.

Composition -7.9.2

The Chair of the District Convention 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 District Board 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 ultimate oversight 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 Guidebook -7.9.6

The District Convention Planners Guidebook 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 are available from the District Office and be made available to any Kiwanis Division at the request of the Lt. Governor.

Insurance -7.9.7

The Host Convention Committee must obtain insurance from Kiwanis International 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 coverage is two million dollars CDN.

District Policies and Procedures of the Eastern Canada and the Caribbean (EC&C) Kiwanis District

Provision of Office Space -7.9.8

The Convention Host 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 -7.9.9

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 -7.9.10

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 -7.9.11

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 -7.9.12

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 the District Office and a copy sent to the Chair of District Convention Committee.

District Election Procedures -7.9.13

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

Convention Promotion -7.9.14

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

VIP's at District Convention – 7.9.15

In the case of the Governor, Immediate Past Governor, Governor Elect, Vice Governor, International Counsellor/Trustee, District Convention Chair, District Secretary-Treasurer, District Administrative Assistant, and Service Leadership Programs (SLPs) Governors, their District Convention expenses, as specified in **Appendix J – VIP's at District Convention Expense Coverage**, shall be allocated and charged to the appropriate District Leader's annual budget.

No member is reimbursed for District Convention registration, accommodation, or meals other than those specified as Very Important Persons (VIP's) in the District Convention policy.

LEADERSHIP DEVELOPMENT AND EDUCATION COMMITTEE – 7.10

Function -7.10.1

The purpose of this committee is to provide support and guidance for the delivery of prescribed training to the membership of the District, thereby promoting leadership development and effective governance at the club and division levels.

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Composition -7.10.2

The Committee is to be Chaired by the District Leadership Development Coordinator who shall be appointed by the Governor of the year in which the committee will serve, with the consent of the Governor's District Board of Trustees. The members of the committee include the Governor-elect, Vice Governor, Lieutenant Governors Class Chair, and the Lieutenant Governor Training Coordinator

Term and Appointment -7.10.3

The appointment of the District Leadership Development Coordinator is by the Governor and is for a three-year period as defined by Kiwanis International.

District Policies and Procedures of the Eastern Canada and the Caribbean (EC&C) Kiwanis District

DISTRICT KEY POSITIONS – 8.0

Kiwanis International also requires and shall significantly support the following key positions in districts, which shall apply to all districts unless otherwise noted. Key Positions shall be selected by the district boards and approved by Kiwanis International.

Appointees should have previous experience in their subject area; are requested and strongly encouraged not to simultaneously hold other Kiwanis leadership positions above the club level; and are encouraged to serve multi-year commitments of three years unless otherwise noted.

Key positions may have a committee to assist them, if the district deems appropriate, appointed at the discretion of the District Board.

Other details regarding key positions shall be determined by Kiwanis International and stated in the respective position descriptions.

District Key Positions required by Kiwanis International in policies are as follows:

- a. Risk Manager
- b. Youth Protection Manager
- c. Membership Growth and Retention Coordinator
- d. Leadership Development Coordinator
- e. Partnership Coordinator
- f. Public Relations Coordinator
- g. Kiwanis Children's Fund Coordinator

Kiwanis Risk Manager -8.1

The Risk Manager will instruct clubs on how to avoid or minimize risk and communicate regularly with Kiwanis International. This person should have a background in property or casualty insurance.

Kiwanis Youth Protection Manager -8.2

The Youth Protection Manager will instruct clubs on how to help protect the youth served by Kiwanis clubs and their service leadership programs and communicate regularly with Kiwanis International. This person should have a background in youth training, education, or law enforcement.

Kiwanis Membership Growth and Engagement Coordinator -8.3

The Membership and Engagement Coordinator is responsible for providing direction and support for opening new clubs and encouraging membership engagement in existing clubs via guidelines established by Kiwanis International. This coordinator will work in collaboration with Area Coordinators appointed by the Kiwanis International President and with Kiwanis International Staff.

Kiwanis Leadership Development Coordinator -8.4

The Leadership Development Coordinator is responsible for implementation of the education, training, and leadership development of club presidents and secretaries in the district using programs established by Kiwanis International. This person may have a role, at the district's discretion, in educating or training other leaders such as Lieutenant Governors and Trustees.

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of the Eastern Canada and the Caribbean (EC&C) Kiwanis District

Kiwanis Partnership Coordinator -8.5

The Partnership Coordinator is responsible for connecting clubs with our District's and Kiwanis International's official partners and supporting clubs in developing and maintaining signature projects in their communities. The Partnership Coordinator may also help form new partnerships in selected regions, applicable to those areas.

Kiwanis-Staples Ontario Partnership Coordinator(s) -8.5.1

A subcommittee of the Kiwanis Partnership Coordinator dealing with the Staples – Kiwanis project throughout Ontario, Canada. The coordinator(s) is/are responsible for the operations, promotion and reporting, of the project during any given Campaign.

Kiwanis Public Relations Coordinator -8.6

The Public Relations Coordinator is responsible for guiding and assisting clubs with public relations via various media and ensuring adherence by clubs, Divisions and the District to the branding guidelines established by Kiwanis International.

Kiwanis Children's Fund -8.7

A District Chair for the Kiwanis Children's Fund shall be appointed by the Governor. The duties, term, selection process, and other details related to this position shall be determined by the Kiwanis International Children's Fund Board. The Chair acts as a liaison to the Kiwanis International Associate Director and has the focus to notify the EC&C Kiwanis Lieutenant Governors and thus the clubs of the grants available.

District Policies and Procedures

of the Eastern Canada and the Caribbean (EC&C) Kiwanis District

Administration -9.0

District Personnel Responsibilities -9.1

The District Secretary-Treasurer and staff shall operate under the supervision and direction of the District Governor and the Board of Trustees.

Human Resources & Staffing -9.2

Human Resources Manual -9.2.1

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 for maintaining this manual and ensure it meets the minimum requirements of the Provincial or Federal Employment Acts.

Terms of Employment -9.2.2

Wherever possible, the District should hire staff on an 'employment contract' clearly defining the period of employment, specific duties and remuneration.

District Office Administrator -9.3

Allowance -9.3.1

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.

District Policies and Procedures of the Eastern Canada and the Caribbean (EC&C) Kiwanis District

Service Leadership Programs -10.0

SLP District Administrators, SLP Administrators, and District SLP Manager -10.1

Each Circle K International (CKI) Club and Key Club belongs to a Service Leadership Programs (SLP) District, each of which has a **SLP District Administrator (DA)** who is selected by the Kiwanis District Governor to be the staff person responsible for seeing that each SLP District performs and adheres to the format Kiwanis International has set out. There are SLP member dues collected, and part of the dues is used to run the SLP District just the same as our Kiwanis District. In the EC&C Kiwanis District, we have four Key Club Districts and two CKI Districts.

K-Kids, Builders Club, and Aktion Club have Kiwanians selected by the Kiwanis Governor to oversee the programs for which they are responsible. However, their role is somewhat different from a District Administrator. They have no SLP District board to mentor and engage with and no dues portion to administer. Their role is to act as a resource for Kiwanis clubs that currently sponsor these SLPs and to assist those Kiwanis clubs wishing to form new SLP clubs of these types. These SLPs have no structure other than the individual clubs which are the direct responsibility of the sponsoring Kiwanis club. Therefore, to clarify the difference in role from a District Administrator, the Kiwanians appointed to oversee K-Kids, Builders Club, and Aktion Club at the EC&C Kiwanis District level will be called **SLP Administrators** (starting April 1, 2025).

Thus, we would have Key Club and CKI District Administrators; and Builders Club, K-Kids and Aktion Club SLP Administrators.

Each year the Governor is required to appoint a District Administrator or SLP Administrator for each of the following Service Leadership Programs: K-Kids Club, Builders Club, Key Club International, Circle K International (CKI) Club, Aktion Club, and Key Leader; 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 or SLP 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 District Administrator or SLP Administrator has been identified, and this individual shall serve as an Assistant District Administrator or Assistant SLP Administrator until assuming the District Administrator or SLP Administrator role, respectively.

Function -10.2

The **District Administrators** and **SLP Administrators**, reporting to the Governor-Elect, shall be responsible for the delivery of their respective programs.

The role of the **District SLP Manager** was formally created and approved by the EC&C Kiwanis District Board in March 2025 to act as manager of all the SLP organizations in the District. The Board has placed the SLPs for the District under the Governor-Elect. The District SLP Manager will assist the Governor-Elect to provide oversight and coordination of six SLP District Administrators and ten SLP Administrators, which includes ensuring that the required reporting for all the programs is completed on time and sent to the Governor-Elect accordingly.

Budget -10.3

Each Service Leadership Program District Administrator and SLP Administrator will provide to the District Secretary-Treasurer a clear submission outlining his/her total budget and funding request for the

District Policies and Procedures of the Eastern Canada and the Caribbean (EC&C) Kiwanis District

upcoming Kiwanis fiscal year. The budget must be received no later than August 1 and follow the expenses allowed as shown in 10.5.

Funding -10.4

Each District Administrator and SLP Administrator shall receive funding from the District as provided in the Budget.

Each Service Leadership Program District Administrator or SLP Administrator may request, on or before October 31 of each year, 25% of their budget allocation as approved by the current District Finance Committee and Board of Trustees.

A further 25% of their allocation will be made available 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 District Administrator or SLP Administrator must provide appropriate receipts for all funds received during the preceding Kiwanis fiscal year.

Those Service Leadership Program District Administrators or SLP 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 -10.5

District Administrator and SLP Administrator Expenses -10.5.1

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

- Attendance, for new District Administrators, at the annual Key Club or Circle K District Administrators' Training Meeting.
- Attendance at the Key Club or Circle K District Convention.
- Attendance at the Key Club or Circle K International Convention.
- Attendance at other international meetings for Administrators.
- Local travel for Service Leadership Program purposes.
- Approved normal budget items to provide administrative duties.

Refer to Appendix C - Schedule of Payment Amounts.

Service Leadership Program Expenses -10.5.2

Aside from the Service Leadership Program (SLP) District Administrator allowable expenses listed in Section 10.5.1, the following expenses are considered acceptable up to the value allowed in the budget for each SLP District sponsored by the EC&C Kiwanis District.

- SLP District Governor's attendance at SLP District Conventions
- SLP District Governor's attendance at Officers Training sessions
- SLP District Governor's attendance at SLP International Convention
- SLP District Governor's attendance at EC&C Kiwanis District Convention when invited by the Kiwanis District Governor
- SLP District Governor's attendance at approved international meetings
- SLP District Governor administrative expenses
- SLP District Secretary's administrative expenses
- SLP District Secretary's attendance at SLP District Conventions
- SLP District Bulletin Editor's administrative expenses
- SLP District Lieutenant Governors' administrative expenses

District Policies and Procedures of the Eastern Canada and the Caribbean (EC&C) Kiwanis District

- SLP District Board Meeting expenses
- SLP District Printing/photocopying/stationery expenses

Financial Reporting -10.5.3

At the end of each quarter commencing October 1, each Service Leadership Program District Administrator and SLP Administrator will submit his or her financial records for review by the District Secretary-Treasurer.

The submitted records should indicate:

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

Key Leader Program -10.6

District Key Leader Committee -10.6.1

The District Key Leader Committee is recognized by the EC&C Kiwanis District as an operational committee under the guidance of the Governor-Elect. The District Key Leader Guidebook will form the policy for District Key Leader Protocol and will be maintained by the District Key Leader Committee and be available from the Chair. Amendments will require the approval of the District Board of Trustees.

District Key Leader Financial Guarantee -10.6.2.

Kiwanis Clubs intending to sponsor students to a Key Leader event will sign an agreement indicating the number of students. The Clubs are expected to pay for that number regardless if the number attending is less.

District Policies and Procedures of the Eastern Canada and the Caribbean (EC&C) Kiwanis District

SLP Divisional Chairs -11.0

Function -11.1

Each Service Leadership Program (SLP) District Administrator or SLP Administrator is encouraged to work with each Kiwanis Lieutenant Governor to ensure a Division Chair is appointed for SLP clubs active in each Kiwanis Division.

The duties of the Divisional Chair are:

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

Training -11.2

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

SLP Divisional Chairs should target at least three Kiwanis Clubs in their division, to provide direct education leading to a renewed relationship with their SLP group, or the sponsorship of a new SLP club.

District Policies and Procedures of the Eastern Canada and the Caribbean (EC&C) Kiwanis District

Honours and Awards -12.0

General Provisions -12.1

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

District -12.2

- a. All awards shall be annual, coincide with the administrative year of the District, and be given for recognition of projects or accomplishments conducted within that 12-month period.
- b. All new awards, or sponsorship of old awards, must be approved by the District Board of Trustees. 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 District Board and listed in the EC&C Kiwanis District Policies and Procedures. This does not preclude a Division, or Club, from having their own awards.
- d. The District 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 -12.3

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

District Policies and Procedures

of the Eastern Canada and the Caribbean (EC&C) Kiwanis District

Official Publications -13.0

District Newsletter -13.1.1

The EC&C District Newsletter 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 Governor will select and appoint an editor for the Newsletter.

District K-Ray -13.1.2

The K-Ray will be a bulletin coming from the District Secretary-Treasurer's office to broadcast Kiwanis International and District updates, recommendations and news.

Electronic Distribution -13.2

Procedure -13.2.1

Wherever possible, the District Office 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 1st line of the Email but not in the address line.

District Website -13.2.2

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

Composition -13.2.3

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

Privacy -13.3

The District subscribes to the Personal Information Protection and Electronic Documents Act (PIPEDA) of Canada and as such prohibits the release of mailing lists of clubs for fund raising purposes.

District Policies and Procedures of the Eastern Canada and the Caribbean (EC&C) Kiwanis District

International Trustee Election Procedures -14.0

Procedure -14.1

All Kiwanis International Trustees are officially elected, from the five International Regions, for three-year terms, at the Kiwanis International Convention. Our Region II, EC&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.

Campaigning for endorsement within the district may be carried out through in-person interaction at Kiwanis meetings, events within the district, and via online platforms to club members within the district. Campaign materials may be distributed in-person, via postal mail, email, or social media to club members within the district.

These procedures shall be used and followed in campaigning in EC&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 a means to get personally acquainted with as many Kiwanians as possible.

Nomination Procedure -14.2

Kiwanis International Bylaws 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 and the Caribbean District shall be eligible to contest these elections in this District.

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

(Bylaws Article 7)

The District Secretary-Treasurer shall further 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 candidacy for Kiwanis International Trustee shall not be announced or publicized for said office until October 1 of the Kiwanis Administrative Year during which the Kiwanis International Trustee election for Region II will be held by the District.

Candidates for Kiwanis International Trustee shall not simultaneously serve as a Chair of any District committee or task force or serve in a Key Position.

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-Treasurer must be in receipt of the original written Club nomination of their candidate by the opening date of the District Convention.

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At regular intervals before the District Convention, each properly nominated and registered candidate shall be given the names and email addresses of registered delegates 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.

Neutrality-14.2.1

The Governor, Governor-Elect, Vice Governor, Immediate Past Governor, Trustees, Past Governors and District Secretary-Treasurer shall refrain from making any public endorsement or showing preference to any candidate for office, either explicitly or implicitly in a contested election.

Violation of Campaign Policy -14.3

All violations of campaign policy shall be reported to the District Secretary-Treasurer and presented to 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.

Election -14.4

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.

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

Only registered 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.

Virtual Elections -14.4.1

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

District Policies and Procedures of the Eastern Canada and the Caribbean (EC&C) Kiwanis District

Voting by email or Fax is not permitted under KI Policy.

Guidelines and procedures:

- A vote, to conduct the election of International Trustee by Secure Electronic Means, shall be passed by 2/3 of the clubs in the District.
- Failure to achieve the above will require an election at a face-to-face meeting.
- In the event that a face-to-face District Convention cannot take place, then the election of International Trustee will take place by Secure Electronic Means.
- 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 Secretary-Treasurer (DST).
- Cost for using secure electronic voting services is reimbursable by the District.
- A Returning Officer for the District should be appointed by the current Governor to have oversight and authority on the election process.
- 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.
- Only registered delegates and delegates-at-large shall be allowed to vote and there shall be no voting by proxy or by absentee ballot.
- A list of eligible voters, showing only their email address and their Identity Key should be provided by the District'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 District's Returning Officer, to the **Election Buddy** service which, in turn, will inform all persons eligible to cast votes in 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 **Election Buddy** service will be instructed to destroy the voting electronic ballots once the results have been received and accepted by the District's Returning Officer.
- The name of the successful candidate is then reported to all District Officers, all District clubs and all candidates, by the District Returning Officer.
- Voting representatives should refrain from indicating publicly how they voted.

Balloting -14.5

Before the election, the District Secretary-Treasurer 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 on Elections shall have general charge of the election and of distributing and counting the ballots.

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

Vacancy in Office -14.6

If, at any time during the term of office of the Trustee from the EC&C District on the Kiwanis International Board of Trustees, the Kiwanis International Trustee resigns from office for any reason and the Region

District Policies and Procedures of the Eastern Canada and the Caribbean (EC&C) Kiwanis District

determines that his or her replacement shall come from the EC&C 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 one 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 Delegates-at-Large by the District Office.

Ballots may be returned to the District Office by fax, email 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-Treasurer 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 a candidate to be elected. 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, proxy, absentee, or cumulative voting shall not be allowed.

Campaign Ethics -14.7

A Candidate's Campaign Chair will provide the District Secretary-Treasurer with a list 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 Sergeants-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.

District Policies and Procedures of the Eastern Canada and the Caribbean (EC&C) Kiwanis District

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 -14.8

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 with 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. Aggressive campaigning that interferes with Delegate movement will not be permitted.

Clubs or Divisions may hold promotional functions, for their candidates, away from the convention activities, which do not interfere with the timing of any convention function and are appropriate.

Candidate for other Kiwanis International Office -14.9

Should a member of EC&C District be approved by the district convention to seek an office other than International Trustee, the Board of Trustees may allocate an amount in the current budget to augment the candidate's campaign expenses. That amount will be up to, but not greater than, \$5000.00. An itemized budget must be presented in writing, 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 from the allocated amount.

District Policies and Procedures

of the Eastern Canada and the Caribbean (EC&C) Kiwanis District

Club Responsibilities -15.0

Promote Fellowship -15.1

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

Interclub Meetings Policy -15.2

An Interclub meeting is a meeting or activity involving 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 -15.2.1

- Visiting clubs with 20 or fewer members need a minimum of two (2) members in attendance to constitute an interclub meeting.
- Visiting clubs with 21-30 members need a minimum of three (3) members in attendance to constitute an interclub meeting.
- Visiting clubs with 31 or more members need at least four (4) members in attendance to constitute an interclub 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 -15.2.2

- 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 -15.3

All district leaders are encouraged to promote new club growth, including innovative ideas that challenge traditional club structure such as Internet clubs, 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 -15.4

Clubs are obligated to attend District Conventions and, if not, they may be required by the District Board to give an explanation.

Chartered Clubs -15.5

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

District Policies and Procedures of the Eastern Canada and the Caribbean (EC&C) Kiwanis District

Club Membership Deletions -15.6

There is a grace period for membership deletions. A club may make deletions to its official September 30 membership roster up to 10 days after the end of the administrative year. Deletions made by October 10 will be counted toward the previous administrative year's membership total.

Club Succession Planning -15.7

Each club must have a Nomination Committee in place for succession planning. This committee should have persons identified for the positions of President-Elect and Vice-President (as stipulated within your Club Bylaws) by March 31 of each year.

District Policies and Procedures of the Eastern Canada and the Caribbean (EC&C) Kiwanis District

Personal Confidential Information -16.0

Policy -16.1

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 -16.2

To protect personal confidential information (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 (7 years).
3. destroy the documents in a way that maintains confidentiality, such as shredding.

Further Guidelines:

- 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, 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, where 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 -16.3

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 sections 15.2 and 15.3 regarding PCI are carried out.

District Policies and Procedures of the Eastern Canada and the Caribbean (EC&C) Kiwanis District

No Alcohol Reimbursement -17.0

Policy -17.1

No one may make claims for the reimbursement of the cost of alcoholic beverages from District funds.

District Policy for Youth Protection -18.0

Criminal History Background Checks -18.1

Pursuant to requirements set forth by the Kiwanis International Board in the Youth Protection Guidelines (Kiwanis International Policies and Procedures #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. (In Canada they are referred to as Vulnerable Sector Background Checks.)

Kiwanis International strongly encourages clubs to develop a policy before the club proceeds with conducting Criminal History Background Checks.

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*):

- ☒ **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 or by their local Canadian police service within the past two years because he or she attends Key Club District Conventions, 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 which applies*):

- ☐ Local Canadian Police Service
- ☐ Safe Hiring Solutions, Kiwanis International
- ☐ Non-American Equivalences- For all countries outside of the USA, then their country's equivalent terms shall be used in place of the American legal terms used above.

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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 performed by either the local Police Service (inside Canada) or by Safe Hiring Solutions at Kiwanis International (outside Canada). The person being checked (if inside Canada) or Kiwanis International (if outside Canada) will provide the results to the Club Secretary, or other designated Club Officer, who will review and evaluate them. If the results indicate a “clear check” then no action is required. However, if the results indicate “not clear check” then the Club Secretary must give notification.

Notification: The person being checked, and the Club President, shall be advised by the Club Secretary if a background check indicates a problem or concern that requires further investigation or is reported as “not clear”. An appeal may also follow.

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

Copy: Outside of Canada, 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 or request it from KI directly. In Canada, an individual may receive a copy of his/her Vulnerable Sector Check results by requesting it in writing from his/her Club Secretary.

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.

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.

District Policies and Procedures of the Eastern Canada and the Caribbean (EC&C) Kiwanis District

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.

Youth Protection Guidelines -18.2 (updated April 1, 2023)

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.

Every Kiwanis Club is expected to educate its members on the Kiwanis Youth Protection Guidelines as found on the Kiwanis International website here → <https://www.kiwanis.org/who-we-are/youth-protection/>. By October 31st of 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.

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Every member should attend a training annually, whether offered by the Club or District, or via the online tool.

Kiwanis Youth Protection Week -18.3

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.

District Policy for Broadcast Emails -19.0

Definitions -19.1

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 -19.2

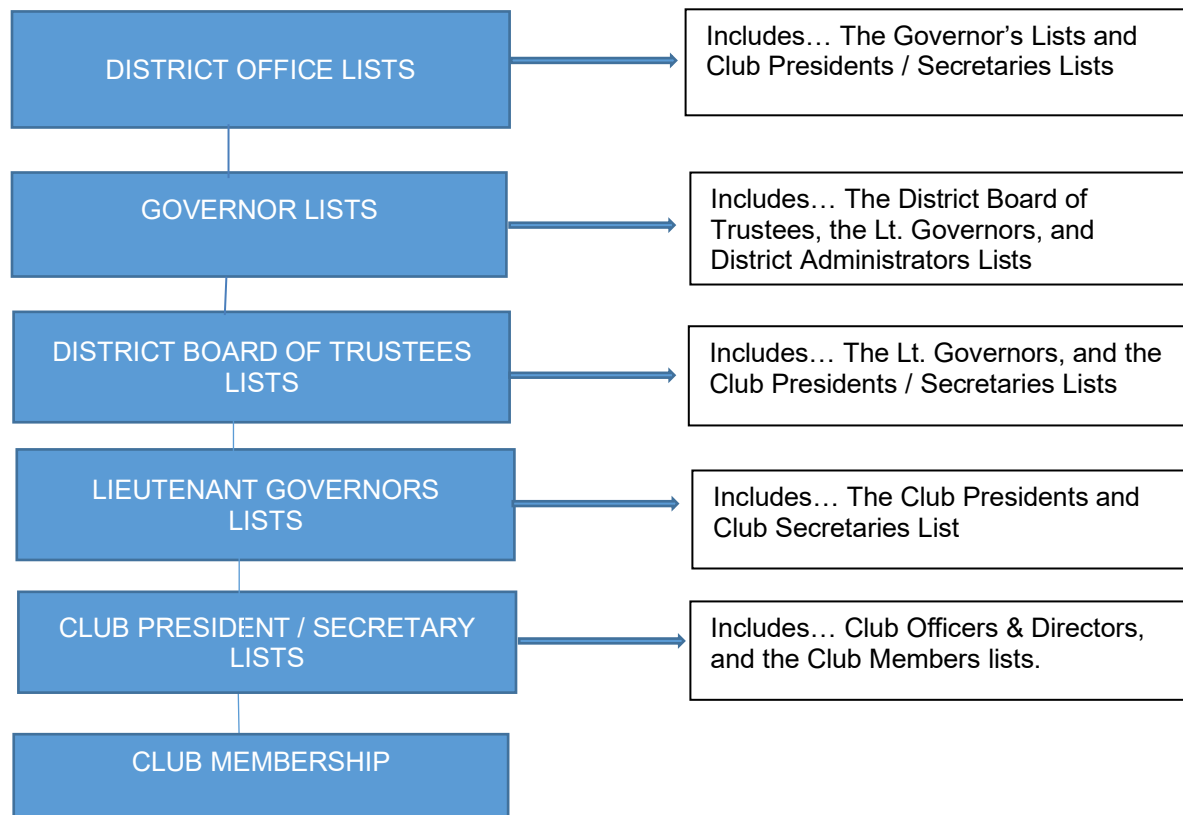
- a. Only designated Officers are allowed to send out broadcast emails.
- b. To protect recipients' email addresses, place them only in the blind copy (Bcc) distribution area of each email.
- c. The first line of each email should specify to whom the email is being sent. For example, "This email is being 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 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.

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- h. Do not forward broadcast emails unless the email message specifically asks you to do so.
Otherwise, 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.

Distribution Lists -19.3

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.

Administration of Contact Information Lists -19.4

The District Secretary-Treasurer (DST) will assemble, issue and maintain all significant contact information lists for the district. These include lists of the District 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 in the relevant folders by Kiwanis year in Dropbox.

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



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Human and Spiritual Policy – 20.0

Preparing Invocations and Prayers Considering Diverse Faith Groups – 20.1

The District Board of Trustees encourages those preparing invocations or prayers for Club, Division, Region or District events to be mindful of the diverse faith groups and traditions represented within the Eastern Canada and the Caribbean District of Kiwanis International.

District Policies and Procedures

of the Eastern Canada and the Caribbean (EC&C) Kiwanis District

Appendix A

EC&C KIWANIS DISTRICT ELECTION PROCEDURES

General

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

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

The Governor appoints the Committee on Credentials of at least three (3) members who will look after the registration process. Historically the Past Lt. Governors' Committee has agreed to this role, but it is the Credentials Committee who is responsible.

The Immediate Past Governor (IPG) chairs the Election.

A current copy of the most updated approved version of the EC&C Kiwanis District Bylaws and the EC&C Kiwanis District Policies and Procedures should be on hand.

AT THE FIRST PLENARY SESSION (GENERAL MEETING)

- The Immediate Past Governor will introduce the declared candidates for the three offices and in alphabetical order for each: 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.
- Only the current Governor-Elect may run as a candidate for the office of Governor unless the current Governor-Elect cannot or no longer wishes to do so. In which case, the Immediate Past Governor will then ask if there are any candidates preparing to run for the office of Governor, and have filed the proper Election Papers with the District Secretary-Treasurer and the Kiwanis International Office, as applicable.
- Only the current Vice Governor may run as a candidate for the office of Governor-Elect unless the current Vice Governor cannot or no longer wishes to do so. In which case, the Immediate Past Governor will then ask if there are any candidates preparing to run for the office of Governor-Elect, and have filed the proper Election Papers with the District Secretary-Treasurer and the Kiwanis International Office, as applicable.
- The Immediate Past Governor will then ask if there are any further candidates preparing to run for the office of Vice Governor, and have filed the proper Election Papers with the District Secretary-Treasurer and the Kiwanis International Office, as applicable.
- In the case of a contested election, a Sergeant-of-Arms will ensure that only the candidate addressing the delegates will be allowed in the room.

AT THE SECOND PLENARY SESSION (HOUSE OF DELEGATES)

Office of Governor

One Candidate

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

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- Since 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.
- The Immediate Past Governor will ask the elected candidate to say a few words [no longer than two (2) minutes].

More Than One Candidate

- In the event that the current Governor-Elect cannot or no longer wishes to run as a candidate for the office of Governor, then 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, this call for nominations will be repeated twice more.
- The IPG will then follow with:

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

- The IPG will then ask for a seconder to be followed by the vote to close the nominations.

Office of Governor-Elect

The election for Governor-Elect will follow the same procedure as above for Governor.

Office of Vice Governor

The election for Vice Governor will follow the same procedure as above for Governor.

NOTE 1: Each nominator will have three (3) minutes, and each seconder, one (1) minute. A timekeeper, selected by the IPG, will strictly control the time used by each speaker.

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, unless all 3 candidates have been elected by acclamation, the Immediate Past Governor will ask for the Ballot Boxes to be passed among the Delegates.

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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 assigned to be in charge of the counting, retire to the designated counting room.

Each Counter will remove the ballots from the boxes and separate them into piles 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. Any spoiled or questionable marking on ballots will be reviewed with the candidates' scrutineers to decide as to whether the ballot should be counted.

The Past Lieutenant Governor in charge will record on a Master Sheet the results to 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

No names of candidates shall be disclosed.

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

There is a possibility of three (3) or more candidates for the office of Vice Governor. 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 will be dropped from the ballot. A new ballot will be called by the Immediate Past Governor after naming the candidates to contest a second ballot.

The same procedure will be followed 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 he/she has an official result showing at least 50% plus one (1) of all legitimate ballots cast being in favour of one candidate.

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 the ballot boxes and selection of counters (other than from the Divisions or the Clubs of the candidates).

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)

District Policies and Procedures of the Eastern Canada and the Caribbean (EC&C) Kiwanis District

- Special Ballots (minimum of 6 - see note about numbering the coupons)

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 book and will be able to pick one 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.

Virtual Elections

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

Voting by email or Fax is not permitted under KI Policy.

Guidelines and procedures:

- A vote, to conduct the election of Governor, Governor Elect and Vice Governor by Secure Electronic Means, shall be passed by 2/3 of the clubs in the District.
- Failure to achieve the above will require an election at a face-to-face meeting.
- In the event that a face-to-face District Convention cannot take place, then the election of Governor, Governor Elect and Vice Governor will take place by Secure Electronic Means.
- 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 Secretary-Treasurer (DST).
- Cost for using secure electronic voting services is reimbursable by the District.
- A Returning Officer for the District should be appointed by the current Governor to have oversight and authority on the election process.
- 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.
- Only registered delegates and delegates-at-large shall be allowed to vote and there shall be no voting by proxy or by absentee ballot.
- A list of eligible voters, showing only their email address and their Identity Key should be provided by the District'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 District's Returning Officer, to the **Election Buddy** service which, in turn, will inform all persons eligible to cast votes in this election.

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- 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 **Election Buddy** service will be instructed to destroy the voting electronic ballots once the results have been received and accepted by the District's Returning Officer.
- The names of the successful candidates are then reported to all District Officers, all District clubs and all candidates, by the District Returning Officer.
- Voting representatives should refrain from indicating publicly how they voted.

Campaign Ethics for Vice Governor Election Procedures

During their campaign, the candidate(s) for Vice Governor must adhere to the following Campaign Ethics guidelines:

1. All candidates shall be responsible for the decorum and actions of their campaign committee and shall accept full responsibility for their campaign.
2. Candidates and their committees shall confine all remarks only to the promotion of their own candidate.
3. Nothing should be said or inferred against any candidate by another candidate or his/her campaign committee.
4. 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 House of Delegates meeting: Information Desk, Registration, Credentials, Ushers, and Election Staff such as ballot collectors and Sergeants-at-Arms.
5. All campaign material, campaign buttons or candidate promotional clothing are prohibited on stage during any convention session and/or House of Delegates meeting.
6. No distribution of campaign materials is permitted in any session, forum, or function which is part of the official District Convention program.
7. No promotional activity shall disrupt or interfere with the conduct of any official function.
8. No campaign materials, buttons or promotional clothing shall be allowed at the Official Opening Session.
9. Clubs or Divisions may hold promotional functions for their candidates, away from the convention activities, which do not interfere with the timing of any convention function and which are appropriate.
10. No candidate shall solicit or enlist the aid of Kiwanis Service Leadership Program (SLP) members in their campaign.
11. 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.

District Policies and Procedures

of the Eastern Canada and the Caribbean (EC&C) Kiwanis District

12. The District Governor, Governor-Elect, Vice Governor, Immediate Past Governor, Trustees, Past Governors and Secretary-Treasurer shall refrain from making any public endorsement or showing preference to any candidate for office, either explicitly or implicitly in a contested election.

Failure to adhere to any of the Campaign Ethics listed above may be considered a violation of Campaign Policy which shall be reported to the Immediate Past Governor and presented to the Elections Committee. If, after considering the complaint and seeking an explanation from the candidate involved, it is determined by a majority vote of the Election Committee that there has been an intentional violation of campaign policy, the Immediate Past Governor will announce that fact to the House of Delegates before they vote.

District Policies and Procedures of the Eastern Canada and the Caribbean (EC&C) Kiwanis District

Appendix B

EC&C Kiwanis Club Assignments by Division and Region (as of March 30, 2025)

Regions:

Each District Trustee shall serve for a term of three (3) years. No person shall serve more than three (3) consecutive years as a District Trustee in a Region. There are 10 Regions in the EC&C Kiwanis District.

Divisions:

Each Lieutenant Governor shall serve for a term of either one (1) or two (2) years. No person shall serve more than four (4) consecutive years as a Lt. Governor, in a Division. There are currently 26 Divisions and 274 Clubs in the EC&C Kiwanis District.

EC&C REGION	DIVISION of EC&C Kiwanis District	Division Key Number	KIWANIS CLUB NAME	Club Key Number	Province	Country
A	3 St. Clair Bluewater	K2104	Chatham-Kent	K01949	Ontario	Canada
A	3 St. Clair Bluewater	K2104	Forest	K04628	Ontario	Canada
A	3 St. Clair Bluewater	K2104	Leamington	K04423	Ontario	Canada
A	3 St. Clair Bluewater	K2104	Petrolia and Area	K20446	Ontario	Canada
A	3 St. Clair Bluewater	K2104	Sarnia-Lambton Golden K	K13016	Ontario	Canada
A	3 St. Clair Bluewater	K2104	Seaway (The), Sarnia	K05173	Ontario	Canada
A	3 St. Clair Bluewater	K2104	Windsor	K00132	Ontario	Canada
A	4 Colonel Talbot	K2105	Forest City-London	K00350	Ontario	Canada
A	4 Colonel Talbot	K2105	Ingersoll	K00471	Ontario	Canada
A	4 Colonel Talbot	K2105	Middlesex, London	K07574	Ontario	Canada
A	4 Colonel Talbot	K2105	Port Stanley	K20474	Ontario	Canada
A	4 Colonel Talbot	K2105	Ridgetown	K03030	Ontario	Canada
A	4 Colonel Talbot	K2105	Rodney	K03478	Ontario	Canada
A	4 Colonel Talbot	K2105	St. Thomas Golden K	K12294	Ontario	Canada
A	4 Colonel Talbot	K2105	West Lorne	K03552	Ontario	Canada
A	5 Black Walnut	K2106	Brantford	K00016	Ontario	Canada
A	5 Black Walnut	K2106	Cambridge	K00310	Ontario	Canada
A	5 Black Walnut	K2106	Elmira	K07630	Ontario	Canada
A	5 Black Walnut	K2106	Guelph	K00600	Ontario	Canada
A	5 Black Walnut	K2106	Kitchener-Waterloo	K00425	Ontario	Canada
A	5 Black Walnut	K2106	North Dumfries	K21044	Ontario	Canada
A	5 Black Walnut	K2106	Paris-Brant	K16148	Ontario	Canada
A	5 Black Walnut	K2106	Stratford	K03070	Ontario	Canada
A	6 Golden Horseshoe	K2108	Hamilton	K00047	Ontario	Canada
A	6 Golden Horseshoe	K2108	Hamilton East	K02354	Ontario	Canada
A	6 Golden Horseshoe	K2108	Oakville	K03621	Ontario	Canada
A	6 Golden Horseshoe	K2108	St. Catharines	K02044	Ontario	Canada
A	6 Golden Horseshoe	K2108	Stamford	K05130	Ontario	Canada

District Policies and Procedures of the Eastern Canada and the Caribbean (EC&C) Kiwanis District

EC&C REGION	DIVISION of EC&C Kiwanis District	Division Key Number	KIWANIS CLUB NAME	Club Key Number	Province	Country
A	6 Golden Horseshoe	K2108	Welland	K05063	Ontario	Canada
A	6 Golden Horseshoe	K2108	West Lincoln	K19501	Ontario	Canada
B	8 Huronia	K2110	Barrie	K00829	Ontario	Canada
B	8 Huronia	K2110	Huntsville Muskoka	K19311	Ontario	Canada
B	8 Huronia	K2110	Orillia	K01194	Ontario	Canada
B	8 Huronia	K2110	Owen Sound	K01382	Ontario	Canada
B	8 Huronia	K2110	South Georgian Bay	K20200	Ontario	Canada
B	8 Huronia	K2110	South Simcoe	K20659	Ontario	Canada
B	9 Maple Leaf	K2111	Brampton	K04817	Ontario	Canada
B	9 Maple Leaf	K2111	Casa Loma, Toronto	K00555	Ontario	Canada
B	9 Maple Leaf	K2111	East York	K02499	Ontario	Canada
B	9 Maple Leaf	K2111	Filipino Metro, Toronto	K17847	Ontario	Canada
B	9 Maple Leaf	K2111	Flower City (The), Brampton	K06078	Ontario	Canada
B	9 Maple Leaf	K2111	Georgetown	K09128	Ontario	Canada
B	9 Maple Leaf	K2111	Kingsway Humber	K02963	Ontario	Canada
B	9 Maple Leaf	K2111	Mississauga South	K04202	Ontario	Canada
B	9 Maple Leaf	K2111	Riverdale, Toronto	K00817	Ontario	Canada
B	9 Maple Leaf	K2111	Scarborough	K21020	Ontario	Canada
B	9 Maple Leaf	K2111	Toronto	K00122	Ontario	Canada
B	9 Maple Leaf	K2111	Toronto Caribbean	K19689	Ontario	Canada
C	2 Cambrian	K2102	Lakeshore, Sault Ste. Marie	K05459	Ontario	Canada
C	2 Cambrian	K2102	Nipissing	K07301	Ontario	Canada
C	2 Cambrian	K2102	North Eastern Ontario	K20251	Ontario	Canada
C	2 Cambrian	K2102	Sault Ste. Marie	K01556	Ontario	Canada
C	2 Cambrian	K2102	Timmins	K01136	Ontario	Canada
C	11 Loyalist	K2113	Belleville	K00980	Ontario	Canada
C	11 Loyalist	K2113	Kingston	K00368	Ontario	Canada
C	11 Loyalist	K2113	Madoc	K03213	Ontario	Canada
C	11 Loyalist	K2113	Oshawa-Durham A.M.	K01801	Ontario	Canada
C	11 Loyalist	K2113	Peterborough	K00611	Ontario	Canada
C	11 Loyalist	K2113	Picton	K03994	Ontario	Canada
C	11 Loyalist	K2113	Scott'S Plains, Peterborough	K07667	Ontario	Canada
C	11 Loyalist	K2113	Trenton	K03624	Ontario	Canada
C	11 Loyalist	K2113	Tweed	K03879	Ontario	Canada
C	12 Golden Triangle	K2114	Bytown	K16342	Ontario	Canada

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EC&C REGION	DIVISION of EC&C Kiwanis District	Division Key Number	KIWANIS CLUB NAME	Club Key Number	Province	Country
C	12 Golden Triangle	K2114	Cornwall	K01665	Ontario	Canada
C	12 Golden Triangle	K2114	Eastern Ottawa Est	K12317	Ontario	Canada
C	12 Golden Triangle	K2114	Kanata-Stittsville	K19397	Ontario	Canada
C	12 Golden Triangle	K2114	Ottawa	K00090	Ontario	Canada
C	13 Ottawa Valley	K2115	Manotick	K05322	Ontario	Canada
C	13 Ottawa Valley	K2115	Nepean	K04294	Ontario	Canada
C	13 Ottawa Valley	K2115	Ottawa West	K12358	Ontario	Canada
C	13 Ottawa Valley	K2115	Pembroke	K00756	Ontario	Canada
D	15 Boreal	K2134	Lakeshore, Montreal	K04956	Quebec	Canada
D	15 Boreal	K2134	Lemieux De Val D'Or	K14700	Quebec	Canada
D	15 Boreal	K2134	Noranda	K01786	Quebec	Canada
D	15 Boreal	K2134	St. Eustache	K06426	Quebec	Canada
D	15 Boreal	K2134	Val D'Or	K02987	Quebec	Canada
D	16 Alouette	K2118	Drummondville	K06418	Quebec	Canada
D	16 Alouette	K2118	La Jacques-Cartier	K11800	Quebec	Canada
D	16 Alouette	K2118	Quebec	K00539	Quebec	Canada
D	16 Alouette	K2118	Ste Marie-De-Beauce	K06951	Quebec	Canada
D	16 Alouette	K2118	St-Georges-de-Beauce	K17541	Quebec	Canada
D	16 Alouette	K2118	Thetford Mines	K03401	Quebec	Canada
D	16 Alouette	K2118	Trois Rivières	K03086	Quebec	Canada
D	17 Laurentides	K2119	Alma	K06535	Quebec	Canada
D	17 Laurentides	K2119	Chibougamau	K04660	Quebec	Canada
D	17 Laurentides	K2119	Chicoutimi	K04848	Quebec	Canada
D	17 Laurentides	K2119	Jonquière	K04204	Quebec	Canada
D	17 Laurentides	K2119	La Baie des Ha! Ha!	K06261	Quebec	Canada
D	17 Laurentides	K2119	Lac St-Jean Est	K19272	Quebec	Canada
D	17 Laurentides	K2119	Maria-Chapdelaine	K21492	Quebec	Canada
D	17 Laurentides	K2119	Roberval	K06438	Quebec	Canada
E	18 Fundy	K2120	Fredericton	K02561	New Brunswick	Canada
E	18 Fundy	K2120	Hillsborough	K02736	New Brunswick	Canada
E	18 Fundy	K2120	Moncton	K02364	New Brunswick	Canada
E	18 Fundy	K2120	Petitcodiac	K03120	New Brunswick	Canada
E	18 Fundy	K2120	Saint Andrews	K02060	New Brunswick	Canada

District Policies and Procedures of the Eastern Canada and the Caribbean (EC&C) Kiwanis District

EC&C REGION	DIVISION of EC&C Kiwanis District	Division Key Number	KIWANIS CLUB NAME	Club Key Number	Province	Country
E	18 Fundy	K2120	Saint John	K01626	New Brunswick	Canada
E	18 Fundy	K2120	St. Stephen	K01945	New Brunswick	Canada
E	18 Fundy	K2120	Sussex	K02644	New Brunswick	Canada
E	18 Fundy	K2120	Western Kings, Grand Bay	K10766	New Brunswick	Canada
E	20 Bluenose	K2122	Cape Breton Golden K	K11215	Nova Scotia	Canada
E	20 Bluenose	K2122	Ceilidh-Sydney Mines and North Sydney Golden K	K12417	Nova Scotia	Canada
E	20 Bluenose	K2122	Charlottetown	K03020	Prince Edward Island	Canada
E	20 Bluenose	K2122	Cole Harbour-Westphal	K09571	Nova Scotia	Canada
E	20 Bluenose	K2122	Dartmouth	K02503	Nova Scotia	Canada
E	20 Bluenose	K2122	Liverpool	K01948	Nova Scotia	Canada
E	20 Bluenose	K2122	Sydney	K01132	Nova Scotia	Canada
E	21 Caribou	K2123	Carbonear	K03780	Newfoundland and Labrador	Canada
E	21 Caribou	K2123	Gander	K08747	Newfoundland and Labrador	Canada
E	21 Caribou	K2123	Kelligrews	K04725	Newfoundland and Labrador	Canada
E	21 Caribou	K2123	St. John's	K03555	Newfoundland and Labrador	Canada
F	22 Sunshine	K2124	Berry Islands, The	K19053		Bahamas
F	22 Sunshine	K2124	Cable Beach, Nassau	K06355		Bahamas
F	22 Sunshine	K2124	Central Abaco	K18674		Bahamas
F	22 Sunshine	K2124	Central Eleuthera	K21122		Bahamas
F	22 Sunshine	K2124	East Nassau	K21196		Bahamas
F	22 Sunshine	K2124	Eight Mile Rock, Grand Bahama	K07385		Bahamas
F	22 Sunshine	K2124	Elite Young Professionals	K20936		Bahamas
F	22 Sunshine	K2124	Exuma	K19391		Bahamas
F	22 Sunshine	K2124	Flamingo Gardens	K21249		Bahamas
F	22 Sunshine	K2124	Fort Montagu, Nassau	K05860		Bahamas
F	22 Sunshine	K2124	Freeport, Grand Bahama	K06026		Bahamas
F	22 Sunshine	K2124	Lucaya, Grand Bahama	K20246		Bahamas
F	22 Sunshine	K2124	Mangrove Cay, Andros	K20743		Bahamas

District Policies and Procedures of the Eastern Canada and the Caribbean (EC&C) Kiwanis District

EC&C REGION	DIVISION of EC&C Kiwanis District	Division Key Number	KIWANIS CLUB NAME	Club Key Number	Province	Country
F	22 Sunshine	K2124	Nassau	K05698		Bahamas
F	22 Sunshine	K2124	Nassau A.M.	K10276		Bahamas
F	22 Sunshine	K2124	New Providence, Nassau	K13426		Bahamas
F	22 Sunshine	K2124	North Abaco	K21285		Bahamas
F	22 Sunshine	K2124	North Andros	K20819		Bahamas
F	22 Sunshine	K2124	North Eleuthera	K21224		Bahamas
F	22 Sunshine	K2124	Over-The-Hill, Nassau	K08122		Bahamas
F	22 Sunshine	K2124	Pinewood	K19719		Bahamas
F	22 Sunshine	K2124	San Salvador	K20873		Bahamas
F	22 Sunshine	K2124	South Eleuthera	K06710		Bahamas
F	22 Sunshine	K2124	Southwest New Providence	K20727		Bahamas
F	22 Sunshine	K2124	The Rising Sun	K21068		Bahamas
G	23 East Surry South	K2125	23 East Online Jamaica	K20348		Jamaica
G	23 East Surry South	K2125	23 East Professionals St. Andrew Online	K20591		Jamaica
G	23 East Surry South	K2125	CyberConnect Jamaica	K18342		Jamaica
G	23 East Surry South	K2125	Downtown Kingston	K06530		Jamaica
G	23 East Surry South	K2125	Eastern Kingston, Port Royal	K06822		Jamaica
G	23 East Surry South	K2125	Eastern St. Andrew	K14630		Jamaica
G	23 East Surry South	K2125	Eastern St. Andrew Professionals	K20584		Jamaica
G	23 East Surry South	K2125	JFB Kingston	K19539		Jamaica
G	23 East Surry South	K2125	Liguanea-St Andrew	K11203		Jamaica
G	23 East Surry South	K2125	Meadowvale	K16609		Jamaica
G	23 East Surry South	K2125	Mona, St. Andrew	K20293		Jamaica
G	23 East Surry South	K2125	New Kingston	K12849		Jamaica
G	23 East Surry South	K2125	Papine	K20266		Jamaica
G	23 East Surry South	K2125	South St. Andrew	K18963		Jamaica
G	23 East Surry South	K2125	St Andrew	K11825		Jamaica
G	23 East Surry South	K2125	St. Andrew Southern Professionals Online	K20733		Jamaica
G	23 East Surry South	K2125	Trafalgar	K18224		Jamaica
G	23 East Surry South	K2125	Trailblazers Kingston Online (The)	K21054		Jamaica
G	23 East Surry South	K2125	Worthington, Kingston	K20132		Jamaica
G	23 East Surry South	K2125	Young Pioneers Jamaica Online	K20521		Jamaica

District Policies and Procedures of the Eastern Canada and the Caribbean (EC&C) Kiwanis District

EC&C REGION	DIVISION of EC&C Kiwanis District	Division Key Number	KIWANIS CLUB NAME	Club Key Number	Province	Country
G	23 West Middlesex South	K2131	Central Portmore	K14952		Jamaica
G	23 West Middlesex South	K2131	Diverse Professionals Portmore Pines	K20091		Jamaica
G	23 West Middlesex South	K2131	First City (The), St. Catherine	K15707		Jamaica
G	23 West Middlesex South	K2131	Greater Portmore, St. Catherine	K16610		Jamaica
G	23 West Middlesex South	K2131	Guy's Hill	K18848		Jamaica
G	23 West Middlesex South	K2131	Helping Hands Without Borders Jamaica (online)	K20862		Jamaica
G	23 West Middlesex South	K2131	Linstead	K10059		Jamaica
G	23 West Middlesex South	K2131	Longville Park SE Clarendon	K17610		Jamaica
G	23 West Middlesex South	K2131	Mandeville	K06531		Jamaica
G	23 West Middlesex South	K2131	May Pen	K07256		Jamaica
G	23 West Middlesex South	K2131	North Spanish Town	K20353		Jamaica
G	23 West Middlesex South	K2131	Old Harbour	K16080		Jamaica
G	23 West Middlesex South	K2131	Portmore, St. Catherine	K07223		Jamaica
G	23 West Middlesex South	K2131	South St. Catherine	K13017		Jamaica
G	23 West Middlesex South	K2131	Spalding-Christiana	K16666		Jamaica
G	23 West Middlesex South	K2131	Spanish Town	K07412		Jamaica
G	23 West Middlesex South	K2131	Sunshine City-Portmore	K19098		Jamaica
G	23 West Middlesex South	K2131	Upper Clarendon	K15676		Jamaica
G	23 West Middlesex South	K2131	Whitewater St Catherine	K20682		Jamaica
G	23 West Middlesex South	K2131	Young Professionals St Catherine	K20350		Jamaica
G	23C Jamaica Central	K2135	23 Central Surrey Online	K20349		Jamaica
G	23C Jamaica Central	K2135	Barbican	K18757		Jamaica
G	23C Jamaica Central	K2135	Capital City Kingston (The)	K18606		Jamaica
G	23C Jamaica Central	K2135	Caribbean Emerging Leaders Jamaica	K20491		Jamaica
G	23C Jamaica Central	K2135	Constant Spring, Kingston	K15937		Jamaica
G	23C Jamaica Central	K2135	Friends Across Borders Jamaica	K19329		Jamaica
G	23C Jamaica Central	K2135	Global Alliance	K21477		Jamaica
G	23C Jamaica Central	K2135	JTS St. Andrew, Jamaica	K19455		Jamaica
G	23C Jamaica Central	K2135	Kingston	K05880		Jamaica
G	23C Jamaica Central	K2135	Nation Builders, Kingston	K20785		Jamaica
G	23C Jamaica Central	K2135	North St. Andrew	K07404		Jamaica

District Policies and Procedures of the Eastern Canada and the Caribbean (EC&C) Kiwanis District

EC&C REGION	DIVISION of EC&C Kiwanis District	Division Key Number	KIWANIS CLUB NAME	Club Key Number	Province	Country
G	23C Jamaica Central	K2135	St. Thomas	K07039		Jamaica
G	23C Jamaica Central	K2135	Stony Hill	K12326		Jamaica
G	23C Jamaica Central	K2135	West St. Andrew	K09625		Jamaica
G	23C Jamaica Central	K2135	Young Professionals Kingston, Jamaica	K18815		Jamaica
G	23C Jamaica Central	K2135	Young Professionals St. Andrew	K19969		Jamaica
H	24 Jamaica	K2126	Annotto Bay	K20107		Jamaica
H	24 Jamaica	K2126	Armadale	K20090		Jamaica
H	24 Jamaica	K2126	Brown's Town, St Ann	K14919		Jamaica
H	24 Jamaica	K2126	Charlton-Alexandria	K15683		Jamaica
H	24 Jamaica	K2126	Discovery Bay	K07067		Jamaica
H	24 Jamaica	K2126	Eight Rivers Ocho Rios	K19885		Jamaica
H	24 Jamaica	K2126	Garden Parish (The), Ocho Rios	K13153		Jamaica
H	24 Jamaica	K2126	Moneague St Ann	K16740		Jamaica
H	24 Jamaica	K2126	Ocho Rios	K06176		Jamaica
H	24 Jamaica	K2126	Port Antonio	K13112		Jamaica
H	24 Jamaica	K2126	St Ann's Bay	K20042		Jamaica
H	24 Jamaica	K2126	St. Georges-Buff Bay	K13179		Jamaica
H	24 Jamaica	K2126	St. Mary	K06842		Jamaica
H	25 Cornwall	K2127	Anchovy-Cambridge	K09214		Jamaica
H	25 Cornwall	K2127	Bethel Town	K19901		Jamaica
H	25 Cornwall	K2127	Coastal Trelawny	K20043		Jamaica
H	25 Cornwall	K2127	Cornwall Court Porto Bello Jamaica	K20588		Jamaica
H	25 Cornwall	K2127	Division 25 Online Jamaica	K20394		Jamaica
H	25 Cornwall	K2127	Hopewell	K15754		Jamaica
H	25 Cornwall	K2127	Montego Bay	K06173		Jamaica
H	25 Cornwall	K2127	MONTEGO CENTRAL	K20329		Jamaica
H	25 Cornwall	K2127	Montego Freeport	K11681		Jamaica
H	25 Cornwall	K2127	Montego West Village	K20511		Jamaica
H	25 Cornwall	K2127	Negril Point	K18787		Jamaica
H	25 Cornwall	K2127	Outameni Western Jamaica	K20395		Jamaica
H	25 Cornwall	K2127	Providence-Montego Bay	K13192		Jamaica
H	25 Cornwall	K2127	Ramble Hanover	K18997		Jamaica
H	25 Cornwall	K2127	Rose Hall, Montego Bay	K19823		Jamaica

District Policies and Procedures of the Eastern Canada and the Caribbean (EC&C) Kiwanis District

EC&C REGION	DIVISION of EC&C Kiwanis District	Division Key Number	KIWANIS CLUB NAME	Club Key Number	Province	Country
H	25 Cornwall	K2127	Santa Cruz	K07550		Jamaica
H	25 Cornwall	K2127	St. Bess	K18642		Jamaica
H	25 Cornwall	K2127	Westmoreland Capital	K17156		Jamaica
H	25 Cornwall	K2127	Young Professionals, Western Jamaica	K18637		Jamaica
I	26 Trade Winds	K2128	Aruba	K05964		Aruba
I	26 Trade Winds	K2128	Curacao	K05935		Curaçao
I	26 Trade Winds	K2128	Kralendijk, Bonaire	K19722		Bonaire
I	26 Trade Winds	K2128	Palm Beach Aruba	K11224		Aruba
I	26 Trade Winds	K2128	Paramaribo Central	K12498		Suriname
I	26 Trade Winds	K2128	Piscadera, Curacao	K11494		Curaçao
I	26 Trade Winds	K2128	San Nicolas	K20247		Aruba
I	26 Trade Winds	K2128	Scarborough	K16375		Trinidad & Tobago
I	26 Trade Winds	K2128	St Helena	K16765		Trinidad & Tobago
I	26 Trade Winds	K2128	St. Augustine	K07771		Trinidad & Tobago
I	26 Trade Winds	K2128	Tourtonne, Paramaribo	K10715		Suriname
I	26 Trade Winds	K2128	Trade Leaders Aruba	K18137		Aruba
I	27 Caribbean	K2129	Antigua AR Fusion	K20666		Antigua and Barbuda
I	27 Caribbean	K2129	Antigua TTO	K20419		Antigua and Barbuda
I	27 Caribbean	K2129	Barbados All Stars	K21138		Barbados
I	27 Caribbean	K2129	Barbados Benevolence	K20412		Barbados
I	27 Caribbean	K2129	Barbados North, Speightstown	K11811		Barbados
I	27 Caribbean	K2129	Barbados South	K12890		Barbados
I	27 Caribbean	K2129	Barbados-Central	K13531		Barbados
I	27 Caribbean	K2129	Barbados-In Action	K20570		Barbados
I	27 Caribbean	K2129	Bridgetown	K07581		Barbados
I	27 Caribbean	K2129	Hawksbill Young Professionals	K20700		Antigua and Barbuda
I	27 Caribbean	K2129	Kingstown, SVG	K20512		Saint Vincent and the Grenadines
I	27 Caribbean	K2129	Literacy Barbados	K20946		Barbados
I	27 Caribbean	K2129	Pride of Barbados	K17718		Barbados

District Policies and Procedures of the Eastern Canada and the Caribbean (EC&C) Kiwanis District

EC&C REGION	DIVISION of EC&C Kiwanis District	Division Key Number	KIWANIS CLUB NAME	Club Key Number	Province	Country
I	27 Caribbean	K2129	Saint John's Antigua	K15281		Antigua and Barbuda
I	27 Caribbean	K2129	St. Andrew Grenada	K19291		Grenada
I	27 Caribbean	K2129	St. Vincent and the Grenadines	K20589		Saint Vincent and the Grenadines
I	27 Caribbean	K2129	Wadadli Young Professionals	K18547		Antigua and Barbuda
J	27A Creole Caribbean Amazonie	K2136	Arc En Ciel	K18972		Martinique
J	27A Creole Caribbean Amazonie	K2136	Castries	K10814		Saint Lucia
J	27A Creole Caribbean Amazonie	K2136	Cayenne	K09295		French Guiana
J	27A Creole Caribbean Amazonie	K2136	Coeur De Creole	K14865		Martinique
J	27A Creole Caribbean Amazonie	K2136	Fleur De Cannelle Sud Martinique	K18298		Martinique
J	27A Creole Caribbean Amazonie	K2136	Fort-De-France	K06865		Martinique
J	27A Creole Caribbean Amazonie	K2136	Le Flamboyant	K16272		Martinique
J	27A Creole Caribbean Amazonie	K2136	Le Genipa	K17877		Martinique
J	27A Creole Caribbean Amazonie	K2136	Nature Island	K21006		Dominica
J	27A Creole Caribbean Amazonie	K2136	Remire-Montjoly	K15812		French Guiana
J	27A Creole Caribbean Amazonie	K2136	Schoelcher, Martinique	K11131		Martinique
J	27A Creole Caribbean Amazonie	K2136	Soleil, Fort-De-France	K16044		Martinique
J	27A Creole Caribbean Amazonie	K2136	Sud De La Martinique	K20464		Martinique
J	27c Guadeloupe	K2133	Baie-Mahault	K19043		Guadeloupe
J	27c Guadeloupe	K2133	Basse-Terre	K10009		Guadeloupe
J	27c Guadeloupe	K2133	Doyen of Pointe-a-Pitre	K08254		Guadeloupe
J	27c Guadeloupe	K2133	Fougeres	K18101		Guadeloupe
J	27c Guadeloupe	K2133	Kahouane Sud-Est Grande-Terre	K17613		Guadeloupe
J	27c Guadeloupe	K2133	Kaladja	K16488		Guadeloupe
J	27c Guadeloupe	K2133	Nord Basse-Terre	K19670		Guadeloupe

District Policies and Procedures of the Eastern Canada and the Caribbean (EC&C) Kiwanis District

EC&C REGION	DIVISION of EC&C Kiwanis District	Division Key Number	KIWANIS CLUB NAME	Club Key Number	Province	Country
J	27c Guadeloupe	K2133	Ponm Kannel	K17697		Guadeloupe

District Policies and Procedures of the Eastern Canada and the Caribbean (EC&C) Kiwanis District

Appendix C

Schedule of Payment Amounts

The following rates have been approved for the Administrative Year:

Reference	Description	Amount	Original Date Set	Reviewed to be Effective
7.3.9.1	Signing Limit -	\$5,,000	January 2004	October 1, 2024
14.7	Campaign Ethics – Giveaways	Up to \$10.00 per item	January 2002	October 1, 2020
4.0.3	District Trustee	\$500, plus travel to face-to-face meeting and up to 3 nights' accommodation	2011	October 1, 2020
4.1.3	Allowance hotel LGD	Actual Cost for 2 nights	January 2006	October 1, 2020
4.1.3	Allowance travel LGD	\$0.44 per km	August 2018	October 1, 2024
4.1.3	Allowance travel LGD Nfld/Lbr & Caribbean	\$0.465 per km	August 2019	October 1, 2024
4.1.4	Club Visits LG	\$0.44 per km	August 2018	October 1, 2024
10.5.1	SLP District Administrator	Actual Costs as set out in budget and submitted receipts	February 2007	October 1, 2020

District Policies and Procedures of the Eastern Canada and the Caribbean (EC&C) Kiwanis District

Appendix D

Countries in the EC&C District of Kiwanis International

There are 19 countries in the Eastern Canada and the Caribbean (EC&C) Kiwanis District of which 17 currently have active clubs [as of March 30, 2025]:

NORTH AMERICA (16):

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 (14):

- Antigua and Barbuda
- Aruba
- Barbados
- Bonaire
- Curacao
- Dominica
- Grenada
- Guadeloupe
- Haiti - *no clubs currently*
- Jamaica
- Martinique
- Saint Lucia
- Saint Vincent and the Grenadines
- Trinidad and Tobago

The Commonwealth of The Bahamas (1):

- Bahamas

SOUTH AMERICA (3):

- Guyana - *no clubs currently*
- Guyane française (French Guiana)
- Suriname

District Policies and Procedures of the Eastern Canada and the Caribbean (EC&C) Kiwanis District

Appendix E

Eastern Canada and the Caribbean Kiwanis District Awards

Awarded by the District Awards Committee

Ralph S. Taylor Memorial Club Weekly/Biweekly Bulletin Award

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.

Laurent Girouard Club Monthly/Quarterly Bulletin Award

Established by Past Governor Laurent Girouard (1968), Kiwanis Club of St. Laurent de Montreal, and is presented to the Club that issued the best monthly/quarterly Bulletin in electronic or paper media.

Fred G. McAllister Service 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.

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.

Club Secretary 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).

Interclub Award

This award is based on the interclub activity during the year as reported via the Club's monthly report - number of unique interclubs, distance travelled and members attending will be assessed.

Lloyd W. Distant Snr. Award for SLP Development, Support, and Mentorship

This award was established by Governor Pam Rodney-White and approved by the District Board during the 2024-2025 administrative year to recognize a Kiwanian who the District considers as epitomizing outstanding leadership in the growth, support, and sustainability for EC&C's Service Leadership Programs (SLPs).

The following Awards are judged and presented by the Immediate Past Governor

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.

"Coup De Chapeau" Award

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

District Policies and Procedures

of the Eastern Canada and the Caribbean (EC&C) Kiwanis 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.

Distinguished Citations

Presented by the Immediate Past Governor to members, Clubs and Divisions that had earned Distinguished status based upon the annual criteria established.

Awarded by the Host Committee

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 honour them for Outstanding Community Service.

Awarded by the District Past Lt. Governors' Committee

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 Kiwanis 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, Division and District activities for at least 5 years.

District Policies and Procedures of the Eastern Canada and the Caribbean (EC&C) Kiwanis District

Appendix F

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 and, 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, 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.
 - 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:
 - c. Hold cash (US and CDN) in high yield savings accounts that are liquid
 - d. 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
 - 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 interest 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.

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Appendix G Succession Planning

ACTION/WORK PLAN

Nomination of:	Responsible Body	Action Items	Date To Be Actioned by:
Vice Governor	Past Governors Committee	In accordance with Article 5, Section 2a of the District Bylaws, the Governor assigns, to the Past Governors Committee, the responsibility of acting as the "Search and Encouragement Committee" for the position of Vice Governor, by encouraging Past Lieutenant Governors to seek the position. The Past Governors Committee Chair must make a report to the Board, regarding their strategy and activities related to this assignment, no later than December 31 st .	December 31 st
Lieutenant Governors-Elect	Past Lieutenant Governors Committees of the Divisions	The District Board of Trustees recommends that every Division have a Past Lt. Governors (PLG) Committee and that the Division PLG Committee be the responsible body to act as a "Search and Encouragement Committee" for the position of Lt. Governor Elect (LGE). The major role of the District PLG Committee is to support the Division PLG Committees in carrying out their duties as the "Search and Encouragement Committee" for LGE for their Divisions – personal contacts, tips, DCM presentations, etc. The Governor assigns the task of compiling the annual list of the 27 Division PLG Chairs to the Chair of the District PLG Committee .	December 31 st
	District Board of Trustees	The District Trustees are to support and act as a resource for the Divisions in their Region, regarding the LGE nominating process, as part of their governance duties.	
	Vice-Governor	From January 1 st to the District Convention, the Vice-Governor is to provide a status report to the Board regarding the election of the LGEs for the following administrative year. The Vice Governor will be responsible for presenting Succession Planning as an agenda item at the annual LG Training Conference	January – May
	LG Training	LG Training is to include the review of District Bylaws Article 7 section 5b and appropriate supports to assist the LGs to keep their Division in compliance with Succession Planning.	May
President-Elect or Vice President per Club Bylaws	Nomination Committee of the Club as identified in the Club's policy manual	Refer to Section 15 - Club Responsibilities, sub-section 15.7 of the District Policies and Procedures document. Messaging from the Governor that every club is expected to have a Nomination Committee for the position of President-Elect or Vice President, depending on the Club Bylaws.	October

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Appendix H

LEADERSHIP DEVELOPMENT AND EDUCATION – ROLE DESCRIPTIONS

Role of District Leadership Development Coordinator

The Leadership Development Coordinator position reports jointly to Kiwanis International and to the District Governor. The duties of the position are to manage and implement “Train the Trainer” certification sessions for Club Leadership Education (CLE) Trainers and ensure the delivery of CLE Training to the Leadership Teams of every club in the District. Upon appointment, the three-year term commences October 1st thereafter. Interested candidates for the position must follow the application process outlined in the Volunteer Opportunity Posting for the position. The posting is to be sent to every Division of the District for distribution to the clubs.

The Volunteer Opportunity Posting for the position outlines the term, duties, responsibilities, and qualification requirements for the position.

Volunteer Opportunity Posting – District Leadership Development Coordinator

Kiwanis International VOLUNTEER OPPORTUNITY POSTING District Leadership Development Coordinator

NOTE: This is a Kiwanis International posting for a **three-year term** for the position of District Leadership Development Coordinator effective **October 1, __**, preceded by a preparation “job shadowing” training period commencing **February 1, __**. The successful candidate will be trained by the current Leadership Development Coordinator and observe the Club Leadership Education (CLE) Training planning and procedures in the current administrative year.

The District Leadership Development Coordinator is a volunteer position.

This is an interesting, rewarding opportunity to support the leadership development of the future leaders of the Eastern Canada and the Caribbean District.

Position Duties

- Participating as a Member of the Kiwanis International team of Leadership Development Coordinators.
- Attending regularly scheduled meetings with the Kiwanis International team of Leadership Development Coordinators lead by KI staff (approximately 8 meetings per year).
- Planning and delivering the annual virtual “Train the Trainer” sessions for Certified CLE Trainers, in accordance with District Policy.
- Managing and supporting the District Team of Certified CLE Trainers, including vacancy management in accordance with District Policy.
- Monitoring the annual District CLE Training Delivery Schedule.

Responsibilities

- To work closely with the Governor-elect to ensure the CLE Training is delivered in every Division of the District.
- To work closely with the Lieutenant Governor Training Coordinator regarding the training items to be delivered by the Lieutenant Governors at their Division's CLE Training session.
- To ensure the delivery of the CLE curriculum approved by Kiwanis International.

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- To advise Kiwanis International regarding the communication and training material needs of the French-speaking Certified CLE Trainers of the District.
- To be a positive, enthusiastic facilitator.

Qualification Requirements

- A minimum of three years' experience within the past six years as a Kiwanis Certified Club Leadership Education Trainer.

Experience Requirements

- Previous adult training and facilitation experience.
- Team Leadership experience.
- Experience engaging adults in an interactive learning environment.

Skills Requirement – proficiency utilising the following:

- E-mail and the Internet
- Microsoft Office Suite products including PowerPoint
- Virtual meeting platforms
- Virtual training methods
- Written and oral communication

How to Apply:

Referencing your qualifications, experience, and skills as listed above, submit a letter of application to the District Governor at district@kiwanisecc.org.

Your letter should include the reasons you are interested in the opportunity to serve as the District Leadership Development Coordinator for the Eastern Canada and the Caribbean District.

Application letters must be received by midnight on _____.

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Role of Certified Club Leadership Education (CLE) Trainers

The Certified Leadership Education Trainers report to the District Leadership Development Coordinator. Candidates for the three-year position must apply in response to a vacancy posting for the Volunteer Opportunity. The duties of the position include the delivery of Club Leadership Education Training to the incoming Leadership Teams of every club in their assigned Division.

The Volunteer Opportunity Posting for the position outlines the term, duties, responsibilities, and qualification for the position.

Volunteer Opportunity Posting – Certified Club Leadership Education Trainer

Kiwanis International VOLUNTEER OPPORTUNITY POSTING Certified Club Leadership Education Trainer

Kiwanis International is seeking qualified members from Division ____ of the Eastern Canada and Caribbean District, for the volunteer position of Certified Club Leadership Education Trainer to serve for a period of three years.

Responsibilities

- Attending the District “Train the Trainer” session using virtual technology.
- Planning and organizing the logistics of CLE training for your Division with your Incoming Lieutenant Governor.
- Using the materials provided by Kiwanis International to deliver CLE Training to the Incoming Leadership Teams of the Clubs in your Division.
- Assisting the Lieutenant Governor deliver ongoing Education Training items to the clubs of the Division.

NOTE: CLE Training must be delivered no earlier than May 31st and not later than August 31st each year.

To be considered for the position, applicants must have served one complete term as a Kiwanis Club President.

Kiwanis International recommends that applicants possess the following:

- Experience facilitating in an adult education or training environment.
- Computer skills to utilize PowerPoint, Word, virtual meeting platforms (e.g., Zoom), and to access the Club Leadership Education tracking system on the Kiwanis International website.
- Organizational Skills.
- Planning Skills.
- Enthusiasm.
- A “Spirit of Fun” to make the training experience enjoyable for the attendees.

Interested, qualified candidates are required to complete the Certified Club Leadership Education Application Form on the District website. Applications must be submitted no later than ____.

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Certified Club Leadership Trainers per Division

To reduce barriers that could negatively impact physical attendance at Club Leadership Education Training sessions, the number of Certified Club Leadership Education Trainers for each Division is to be determined annually. Factors to be considered are the geography of the Division, the number of clubs in the Division, and their proximity to each other. In September, the District Leadership Development Coordinator will make recommendations for approval to the District Board of Trustees regarding the number of CLE Trainers required in each Division for the following administrative year.

In Divisions with more than one Trainer, the Trainers are required to work together to set a training and location schedule that minimizes travel and offers training date options. If there is more than one CLE Training session to be held in the Division, then they are not to be held on the same date.

Delivery of Club Leadership Education

CLE Training in the Eastern Canada and the Caribbean District is to be delivered at 'in person' classroom sessions, unless there are extenuating circumstances warranting the delivery of virtual CLE Training. Extenuating circumstances include the geographic barriers that would impact attendance at CLE sessions. In such cases, the Lieutenant Governor-elect will put a request in writing to the Governor-elect that CLE Training be delivered virtually to those clubs, outlining the reasons for the request. The request must be approved in writing by the Governor-elect.

CLE Training must be delivered no earlier than May 31st and no later than August 31st each year.

Required Number of CLE Trainers per Division:

Division	Required Number of CLE Trainers		Division	Required Number of CLE Trainers
2	2		18	1
3	1		20	1
4	1		21	1
5	1		22	2
6	1		23E	2
8	1		23W	2
9	1		23C	2
10	1		24	1
11	1		25	2
12	1		26	6
13	1		27	2
15	1		27A	3
16	1		27C	1
17	1			

An administrative year-end review of the number of CLE Trainers per Division is to be conducted by the District Leadership Development Coordinator and the Certified Club Leadership Education Trainer(s) for each Division. If it is determined that a change is warranted to increase or decrease the number of assigned CLE Trainers to a Division, a written recommendation accompanied by an explanation is to be submitted to the District Board of Trustees for consideration and approval.

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Role of the District Lieutenant Governors Training Coordinator

The Lieutenant Governors Training Coordinator is appointed to the position by the Governor-elect. The duties include the coordination of the agenda and the delivery plan for the annual Lieutenant Governors Training Conference as directed by the Governor-elect. The LGs Training Coordinator also acts as a support and resource to the Governor-elect on matters related to Lieutenant Governor training items throughout the year.

The Lieutenant Governors Training Coordinator must have served one full term as a Lieutenant Governor and have experience as a coordinator, facilitator, and trainer in adult education.

Due to the workload volume of the District Leadership Development Coordinator of the Eastern Canada and the Caribbean District, the positions of District Leadership Development Coordinator and the Lieutenant Governors Training Coordinator are not to be combined.

The Eastern Canada and the Caribbean District's Lieutenant Governors Training Conference is a two-day session held annually prior to the annual District Convention in the same city location.

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Appendix I

JOB DESCRIPTIONS – DISTRICT TRUSTEE, LIEUTENANT GOVERNOR, and LIEUTENANT GOVERNOR-ELECT

1.0 District Trustee

Role: District Trustee

Supported by: District Secretary Treasurer & Kiwanis District Governor.

Role Summary: 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.

Qualifications: **A proven leader with the ability to:**

- Understand management & governance procedures
- Develop long-term plans
- Develop and monitor annual budgets and spending
- Develop and manage appropriate bylaws, policies & procedures
- Provide long term guidance for growth and fiscal balance
- Monitor and report on all District initiatives
- Facilitate change in the District
- Understand the importance of communication

Responsibilities:

Supports the Goals of the District

- Articulate at Regional and at Divisional meetings District goals of the Governor and the District Board.
- Ensures that appropriate resources are available for the Lieutenant Governors and other club leaders for membership growth in the District budget.
- Ensure that resources are budgeted and available for SLP's and their administrators.
- Effectively communicate the District's position on matters pertaining to changes to the rules by the District Board.
- Promote and conduct the election for a new District Trustee for their Region, every 3 years.

Serves as a leader in the District

- By communicating the vision/messages of Kiwanis International and the District, on behalf of the Governor, to Division Leaders and clubs.
- Encourages membership growth by allocating funding for recruitment efforts through the District budget.
- Develops and monitors By-laws, Policies & Procedures to allow the District to prosper and grow through good governance practices.
- Ensures that Kiwanis International's by-laws and policies are adopted by the EC&C District.
- Should attend Regional meetings, called within their Region, and must attend if a District Trustee election is taking place.
- Supports succession planning by ensuring a seamless transition among preceding, current and succeeding administrations through education and funding.
- Serve on or chairs committee(s) of the District Board.

Invests time and resources in

- Long range planning to achieve growth and development at the Division and Club level.

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- Frequent monitoring of financial strength and risk management for the District.
- Attends and/or Reports to Divisional Caucus Meetings within his/her Region as requested.
- Attends Regional meetings.
- Attends District Conventions.

Financial Support

- District provides \$500 to cover out-of-pocket expenses which may include Regional Meetings, (see Appendix C).
- District covers the cost to attend the annual face-to-face Board of Trustees Meeting, (see Appendix C).

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2.0 Lieutenant Governor

Role: Lieutenant Governor (Lt. Governor / LG)

Supported by: Kiwanis District Board and Kiwanis District Governor

Role Summary: Serves as an elected leader of their division in the district by expanding Kiwanis' reach through the opening of new Kiwanis clubs and helping clubs improve the value of the club experience.

Qualifications: **A proven leader with the ability to:**

- Motivate and inspire volunteers
- Develop and manage Budgets
- Build relationships with club and community leaders
- Encourage, support, coach and counsel club presidents
- Focus energy on the objectives and Lead by example
- Be a Servant Leader and Motivator
- Utilize Time Management strategies
- Demonstrate Hands-On Club leadership experience
- Apply knowledge and skills in use of latest technology and productivity tools

Responsibilities:

Supports the goals of the District.

- Is accountable for meeting the membership growth goals for the division. Drives membership growth in the district specifically by focusing on the opening of new Kiwanis clubs and assisting current clubs in recruitment and retention efforts.
- Ensures that the club experience is at a level that is attractive to new and existing members. Coordinates assistance by communicating with the Membership Team, District Board, and Kiwanis International.

Serves as a leader in the District

- By communicating the vision/messages of Kiwanis International and the District to the clubs and motivating the members to action.
- Attend and participate in Club Leadership Education sessions.
- Speaks on behalf of the District and prepared messages are positive, personal and passionate.
- Communicates regularly with club presidents and secretaries. Provides opportunities to meet face to face by scheduling productive Division Council meetings.
- Supports succession planning by ensuring a seamless transition among preceding, current and succeeding administrations.

Invests time and resources

- In those clubs with the potential for the greatest return.
- Evaluates, coaches, supports and provides positive reinforcement to Kiwanis clubs in the division.

Financial Support

- All clubs in each division provide their LG with an annual stipend.
- District covers the costs to attend the annual face-to-face LG training session before the District convention (see Appendix C).
- District provides travel expense for the LG to visit each club annually (see Appendix C).

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3.0 Lieutenant Governor-Elect

The Lieutenant Governor-elect plays a major role on the current Lieutenant Governor's team while preparing the Division Plans for his/her upcoming administrative year as Lieutenant Governor.

The responsibilities of the Lieutenant Governor Elect include the following:

- Actively supporting the current Lieutenant Governor as a member of his/her Divisional Team.
- Working with the current Lieutenant Governor to implement the Division Plans for the year – Divisional Council Meetings, Governor's visit if scheduled, special events, club visits, division projects, etc.
- As agreed in the Division Plans, manage the task(s) assigned to them, including interfacing with Service Leadership Programs (SLPs) Administrators and promoting SLPs in the division.
- Participating in the training session "Role of the Lieutenant Governor-Elect in Club Leadership Education" held in the upcoming second quarter. This session, delivered by District Leadership Development Coordinator and the Lieutenant Governor Training Coordinator, is intended to prepare the Lieutenant Governor-Elect for his/her role in Club Leadership Education (CLE) Training in the Division.
- As a co-presenter with the Division's Certified Club Leadership Education (CLE) Trainer, the Lieutenant Governor-Elect is responsible for delivering assigned topics on behalf of the Governor-Elect, including the District Goals for the coming year and the Distinguished Program.
NOTE – This training is to be held no earlier than May 31st and no later than August 31st.
- Promoting the importance of Club Leadership Education Training.
- Inviting the incoming Leadership Team members - President, President-Elect, Secretary, Treasurer and Membership Chair of every club in the Division - to attend Club Leadership Education Training and confirming attendance.
- Assisting the Division's Certified Club Leadership Education (CLE) Trainer with the Club Leadership Education Training logistics – date, time, meeting space, training materials, food, set-up, etc. The training should be held before August 31st.
- Attending the 2-day Lieutenant Governor Training Conference held annually prior to the District Convention.
- Fully reviewing all training materials received in advance of the Lieutenant Governor Training Conference in preparation for the sessions.
- Fully reviewing all materials received at the Lieutenant Governor Training Conference plus the post training "recaps" and taking the appropriate actions required in a timely manner to be prepared effective October 1st. This includes the development of the Lieutenant Governor's Support Team for the upcoming administrative year and reviewing the educational materials on the Kiwanis International and EC&C Kiwanis District websites to keep abreast of information and latest projects.
- Acting on behalf of the Lieutenant Governor when requested to do so.
- Accepting continual mentoring from the Lieutenant Governor and seeking it if not offered.
- Volunteer to sit on one Divisional Committee.

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Appendix J

VIP's at District Convention Expense Coverage

The motion to approve future District Convention accommodation expenses specified in Appendix A of the District Convention manual to become the responsibility of the District and be charged to the appropriate District Leader's annual budget was passed by the EC&C Kiwanis District Board on December 8, 2022; and approved by them on March 21, 2023 for addition to the EC&C Kiwanis District Policies and Procedures document.

The intention is to have the District pay for these expenses as part of the annual District budget. Each of the EC&C Kiwanis District positions listed below has annual budgeted allowable expenses. In the case of the District Convention Chair, SLP District Governors, Kiwanis International Counsellor, DST and Administrative Assistant, a specific procedure should be created and the expenses allocated to the District Office budget. This policy is effective starting October 1, 2023.

A motion to allow the Kiwanis Governor to invite members of EC&C SLP Districts who have been elected to the International Board for Key Club International (KCI) or Circle K International (CKI) to attend the EC&C Kiwanis District Convention was passed by the EC&C Kiwanis District Board on March 20, 2025.

#	Position	Free Room	Maximum Nights	Free Registration	Comments
1	Governor	Yes (suite)	6 nights	Yes	All extra costs (including additional nights and incidental charges) to be paid by Governor. Governor's partner receives free partner registration*.
2	Immediate Past Governor	Yes	6 nights	Yes	All extra costs (including additional nights and incidental charges) to be paid by Immediate Past Governor. Partner receives free partner registration*.
3	Governor Elect	Yes (suite)	7 nights	Yes	All extra costs (including additional nights and incidental charges) to be paid by Governor Elect. Partner receives free partner registration*.
4	Vice Governor	Yes (suite)	7 nights	Yes	All extra costs (including additional nights and incidental charges) to be paid by Vice Governor. Partner receives free partner registration*.
5	International Counsellor / Trustee	Yes	4 nights	Yes	All extra costs (including additional nights and incidental charges) to be paid by International Counsellor/Trustee. Partner receives free partner registration*.
6	District Convention Chair	Yes	6 nights	Yes	All extra costs (including additional nights and incidental charges) to be paid by the District Convention Chair.

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#	Position	Free Room	Maximum Nights	Free Registration	Comments
7	District Secretary-Treasurer (DST)	Yes	7 nights	Yes	All extra costs (including additional nights and incidental charges) to be paid by the DST.
8	District Administrative Assistant	Yes	7 nights	No	All extra costs (including additional nights and incidental charges) to be paid by the District Administrative Assistant.
9	EC&C Service Leadership Program (SLP) District Governors	Yes	3 nights	Yes	<p>All extra costs (including additional nights and incidental charges) to be paid by attendee(s). Invitation at the discretion of the Kiwanis District Governor.</p> <ul style="list-style-type: none"> If an attendee is under the age of majority and a chaperone is required, the SLP District Administrator (DA) shall make the appropriate arrangements for travel and accommodation for the chaperone. The costs will be allocated to their DA's budget.

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#	Position	Free Room	Maximum Nights	Free Registration	Comments
10	EC&C Service Leadership Program (SLP) International Board Members	Yes	3 nights	Yes	<p>Whenever a member of an EC&C SLP District has been elected to the International Board for Key Club International (KCI) or Circle K International (CKI), an invitation to attend the EC&C Kiwanis District Convention will be sent by the Kiwanis District Governor. The Kiwanis District will cover the cost of registration, transportation, and accommodation based on the criteria listed below:</p> <ul style="list-style-type: none"> • SLP member must be a current member of a SLP International Board. • Only one member for KCI and one member for CKI can be invited to the Kiwanis District Convention in any one Kiwanis year. If more than one member of KCI or CKI has an International position the member with the most senior position will be invited. • If an attendee is under the age of majority and a chaperone is required, the SLP District Administrator (DA) shall make the appropriate arrangements for travel and accommodation for the chaperone. The costs will be allocated to their DA's budget. • The complementary registration will be for all scheduled convention events. Host night or other special events are the responsibility of the attendee or the SLP District Administrator.

**Partners who wish to attend as a delegate will purchase a full delegate registration.*

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Appendix K

A Brief History of the EC&C District of Kiwanis International

Our district was formed in 1918 as the **Ontario-Quebec (OQ) District** with only four clubs. In Ontario, there was the Kiwanis Club of Hamilton (first club in Canada), Kiwanis Club of Toronto, and the Kiwanis Club of Ottawa. In Quebec, there was the Kiwanis Club of Montreal.

In 1927, the district changed its name to the **Ontario-Quebec-Maritime (OQM) District** after it expanded into Atlantic Canada.

As clubs in the Caribbean area came under the administration of the OQM District, the name was changed again to the **Eastern Canada and the Caribbean (EC&C) District** at the 1971 District Convention.

Sources: - *"The Men Who Wear the K - The Story of Kiwanis"* by L.A. (Larry) Hapgood, 1981.
- *Governors-Story 1977-2016*



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Sign-off

Approved at the EC&C Kiwanis District Board of Trustees meeting on March 20, 2025, for revised version to be published as of April 1, 2025.

Signed:

A handwritten signature in cursive script that reads "J Steele".

Jim Steele
District Secretary-Treasurer
Eastern Canada and the Caribbean District
Kiwanis International

EC&C Kiwanis District Office
30 Brant Avenue,
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<https://www.kiwanisecc.org/>