



# **Kiwaniis®**

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

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

**Revised for January 1, 2022**

# Policies and Procedures of the Eastern Canada & Caribbean District

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## Table of Changes

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The following is a summary of changes to this document  
Dated Dec 23, 2021

REFERENCE (SECTION)	DESCRIPTION OF CHANGE	Approved
7.3.9	Amend	2019-11-21
13.9	Amend	2019-11-21
Full Policy Review	Amend	2020-09-20
7.10	Add	2021-04-22
7.3.10.2.1	Add	2021-04-22
13.1	Amend	2021-06-17
13.3 becomes 13.2	Change - amend	2021-06-17
13.2.1	Add	2021-06-17
13.2 becomes 13.3	change	2021-06-17
Appendix B	Amend	2021-09-23
Appendix G	Amend	2021-08-19
Appendix I	Add	2021-08-19
Appendix C	Amend	2021-09-23
Appendix B	Amend	2021-12-23

# Policies and Procedures of the Eastern Canada & Caribbean District

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## Definitions

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

**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 District in directing, managing, supervising, and controlling the business, property and funds of the District. An administrative procedure shall remain in effect until such procedure is superseded or terminated by action of the Board of Trustees. The procedure must be consistent with the objects, objectives and policies of Kiwanis International.

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

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

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

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

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

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

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

**EC&C Executive** - is composed of the 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.



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

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

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

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

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

**Region** - For the purpose of, and to facilitate District administration, the District is divided into Regions, composed of 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 District.

**Service Leadership Programs (SLP)** - 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.

## Officers -0.0

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### Criminal Background Check -0.1

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

# Policies and Procedures of the Eastern Canada & Caribbean District

## Governor -1.0

### Executive Officers' Guidebook -1.1

An Executive Officers' Guidebook is available for use by the 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 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 one-third of the Divisions each year, by rotation, according to the following table. The Governor will be responsible for transportation to and from the Division. The Division will be responsible for accommodation, meals and transportation for the Governor and their partner during the visit. A typical visit will be three to four days including the day of arrival and departure. Visits may be extended as the Division and Governor agree. The Lieutenant Governor will perform the host duties during the Governor's visit to the Division.

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

For the 27 divisions in the EC&C District here is the 6-year rotational schedule for the Governor's divisional visits:

Visitation Year	Divisions to be Visited
2019-20	5, 6, 10, 13, 17, 21, 22, 25
2020-21	3, 8, 11, 15, 18, 23E, 23C, 23W, 26
2021-22	2, 4, 9, 12, 16, 20, 24, 27, 27A, 27C
2022-23	5, 6, 10, 13, 17, 21, 22, 25
2023-24	3, 8, 11, 15, 18, 23E, 23C, 23W, 26
2024-25	2, 4, 9, 12, 16, 20, 24, 27, 27A, 27C

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## Governor-Elect -2.0

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### Allowance -2.1

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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

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

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

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

KI Conventions - travel, accommodation, meals, and registration costs for this event will be covered by the District.

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

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

### Responsibilities -2.3

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

1. As the Service Leadership Program Coordinator.
2. To choose a Program Administrator(s) for each of the following Service Leadership Programs: K-Kids Club, Builders Club, Key Club, Circle K Club, Aktion Club and Key Leader Program for the year in which he/she will be Governor.
3. To appoint the Chair of 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 and Policies
  - 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.

Policies and Procedures  
of the Eastern Canada & Caribbean District

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## Vice Governor -2.5

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### Allowance -2.5.1

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

### Allowable Expenses -2.5.2

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

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

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

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

### Long-Range Planning Responsibilities -2.5.3

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

## Immediate Past Governor -3.0

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### Allowance -3.1

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

### Allowable Expenses -3.2

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

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

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

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

# Policies and Procedures of the Eastern Canada & Caribbean District

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## District Trustee and Designate -4.0

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### Responsibilities -4.0.1

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

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

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

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

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

### Allowance -4.0.3

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District Trustees will be reimbursed to attend one face-to-face meeting each year when meeting as a Board. Travel and up to three night's 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 Board of Trustees for out of pocket expenses for matters such as communication or meetings related to the performance of their duties as District Trustee.

**Refer to Appendix C - Schedule of Payment Amounts.**

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

### Regional Meeting for Election Purposes -4.0.4

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- Each club will be allowed three votes, each vote to be cast independently by the President, the President-designate, and another officer of the club as approved by motion of the Club Board. Should the Club decide that another representative will be substituted for either of the three mentioned above, the appropriate 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.

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

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- Each Region will develop an election plan and submit it to the District Office 30 days prior to the meeting
  - The plan must detail the voting method chosen, i.e. in person or by Secure Electronic Means
  - The date, place and time of the vote
  - The Region Returning Officer contact information
  - A list of the candidates declared
  - The chair of the meeting contact information
  - Total votes expected
    - Number of eligible clubs in Region (three votes per club)
    - Number of eligible Lieutenant Governors in the region

### **‘Statement of Intent’ Form for District Trustee Candidates -4.0.5**

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Each candidate for District Trustee must complete a ‘Statement of Intent’ form and file it with the District Office at least 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**

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

Voting by 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 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.

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

- 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 Region's Returning Officer.
- The name of the successful candidate is then reported to District Office, current District Trustee and all candidates, by the Region Returning Officer.
- Voting representatives should refrain from indicating publicly how they voted.

### Regional Returning Officer Job Description -4.0.7

- 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 6 years:

<b>Election year</b>	<b>Commence Term on</b>	<b>Term of Office 3 years</b>	<b>Regions with Elections</b>
2019-20	Oct. 1, 2020	2020-23	A, D, I, J
2020-21	Oct. 1, 2021	2021-24	B, F, H
2021-22	Oct. 1, 2022	2022-25	C, E, G
2022-23	Oct. 1, 2023	2023-26	A, D, I, J
2023-24	Oct. 1, 2024	2024-27	B, F, H
2024-25	Oct. 1, 2025	2025-28	C, E, G

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

Policies and Procedures  
of the Eastern Canada & Caribbean District

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## Lieutenant Governor and Designate -4.1

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### Lieutenant Governor's Guidebook -4.1.1

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

### Training -4.1.2

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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

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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) night's hotel accommodations will be paid at rate established periodically by the Board of Trustees.

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

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

### Club Visits -4.1.4

---

The Lieutenant Governor will be compensated 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 km 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

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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

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

### New Club Building -4.1.7

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The Lieutenant Governor of the Division in which a New Club is being formed, shall verify, to the District Governor, that the incoming executive of that New Club has received appropriate training prior to being chartered. One or more club coaches should be assigned to the new club by the Lieutenant Governor.



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

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### **Election Periods -4.1.8**

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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.

## **Secretary-Treasurer -5.0**

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### **Appointment -5.1**

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

### **Qualifications -5.2**

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1. Must be an active member of a Kiwanis Club in EC&C.
2. Preference will be given 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**

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

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

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

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

Part C - Each candidate, prior to the interview, will be given a half hour to prepare 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.

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

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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**

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1. Keep all records of the District.
2. Assist the Governor and the District Board of Trustees in conducting the business of the District.
3. Be an ex-officio member of the Board of Trustees, Finance and District Convention Committees.
4. Be the Executive in charge of the District Office and its departments and, subject to the direction and control of the District Board of Trustees, select and supervise the staff and be responsible for the selection and the supervision of any employees.
5. Submit to the proper officers, committees, or persons, all communications received from Kiwanis International, and cooperate with the Governor in forwarding all reports required by Kiwanis International.
6. Attend and keep the minutes of the meetings of the District Board of Trustees and the District Conventions.
7. Attend all Conventions of Kiwanis International, and if invited, attend meetings of the International Council.
8. Keep the financial accounts and records and be responsible for proper internal control procedures, including the receipt, deposit, and disbursement of District and Service Leadership organization funds in the manner authorized and prescribed by the District Board of Trustees.
9. Regularly review and advise the District Board of Trustees on the financial condition of the District and its Service Leadership 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**

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

### **Terms of Employment -5.6**

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

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

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### **Signing Limit -5.7**

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

### **Succession -5.8**

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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.

## **Board of Trustees -6.0**

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### **Composition -6.1**

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

### **Term and Appointment -6.2**

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The terms of all district officers, Governor, Governor-Elect, Vice Governor, Immediate Past Governor, 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 1<sup>st</sup>.

### **Meetings -6.3**

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

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The Board of Trustees of Eastern Canada & the Caribbean District will meet in person, once, prior to the commencement of each Kiwanis year. The Face-to-Face Trustee meeting is to be held in Toronto, Ontario, Canada no earlier than the last week of August 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.

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

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

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

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All other meetings are held via the teleconference call method and typically these meetings of the District Board of Trustees are held every 2 months. The Governor shall chair the meeting. In the absence of the Governor (or Acting Governor) from a meeting, the District Board of Trustees shall designate one of its members to act as chair as per the Bylaws. (**Bylaw Article IV, section 7.**)

### **Special Meetings -6.3.3**

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

### **Notice of Meeting -6.3.4**

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

### **Quorum -6.3.5**

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Fifty percent (50%) plus one (1) of the total members of the District Board of Trustees shall constitute a quorum, and a majority vote of those present shall decide any question, with the exception of those questions for which a greater proportion is specifically required in the Bylaws. (**Bylaws Article IV, section 8**)

## **Conduct of the Meeting -6.4**

### **Agenda -6.4.1**

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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 Roberts Rules of Order [ABRIDGED] as the final authority. Wherever possible, the business of the Board will be by consensus with votes being called to clarify the intention of the Board around the motion before them. A motion with a mover and seconder is not required to begin discussion of a topic. The meeting chair may request a motion, at any time, to focus the discussion. The object is to continue to give the Trustees their fair representation but with a working system which will enable the meeting to finish on time.

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

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### **Reporting -6.5**

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Within thirty (30) days after any special or regular meeting of the District Board of Trustees, the District Secretary-Treasurer shall provide minutes of the meeting and, after approval by the Governor, distribute it to each member of the Board of Trustees and all committee chairs who submitted reports.

The minutes will provide a synopsis of the actions taken, and detail further actions required with the date and the person(s) responsible to take the action. The minutes will also identify changes to the Bylaws and Policies. The minutes shall also be sent to the International CEO and, if requested, to the member of any chartered club within the District.

### **Insurance -6.6**

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The District Secretary-Treasurer will ensure that the District maintains adequate insurance. A report will be delivered at the first meeting of the Board of Trustees 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 Standing Committees -7.0**

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### **Establishment and Purpose -7.1**

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

### **Expenses -7.1.1**

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

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**

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

### **Finance Committee -7.3**

#### **Functions -7.3.1**

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The functions of the District Finance Committee are:

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

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- a. To know the operating plan and procedures of the EC&C District and its financial requirements.
- b. To prepare, with the assistance of the District Office, the annual budget and to present the budget to the Board of Trustees for its approval before Oct 1<sup>st</sup>.
- c. To examine carefully and regularly the accounting system of the District Office.
- d. To examine and consider the report of financial operations for the District and its Service Leadership organizations, and to make any recommendations concerning such reports to the Board of Trustees.
- e. To Determine the financial impact of matters considered by the Board of Trustees.
- f. Carry out the duties of the Investment Committee as detailed in **Appendix F**– District Investment Policy.

### **Composition -7.3.2**

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

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

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The Finance Committee shall be appointed by the Governor-Elect for a one-year term beginning October 1<sup>st</sup>.

### **Financing -7.3.4**

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

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

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

### **Meetings -7.3.6**

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

### **Budgets -7.3.7**

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

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

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

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By August 1, the budget shall be completed by the Finance Committee and given by the District Secretary-Treasurer to the incoming Board of Trustees.

### **Balanced Budget -7.3.7.2**

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

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

---

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

### **Budget Changes -7.3.7.4**

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Any request for change to the budget should be submitted, in writing, to the Finance Committee Chair and the reasons detailed.

The change shall be considered by the Finance Committee at its next meeting.

Any change to the budget must be approved by the Board of Trustees.

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

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

### **Budget Required Unrestricted Net Assets -7.3.7.6**

---

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

## **Books and Records -7.3.8**

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

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

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

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### **Fiscal Year -7.3.8.2**

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

### **Inspection -7.3.8.3**

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

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

---

By November 1, 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.

### **Signing Officers -7.3.9**

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

---

District Secretary-Treasurer, Governor, Governor-Elect, Vice Governor, Immediate Past Governor, a member of the Board of Trustees or a District Office staff member shall have signing authority. Any other Kiwanis member, on a one-year basis, must be approved by the 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 amount specified. 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 within three (3) workdays 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**

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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 reduction will always result in the dues rounded to an even dollar amount.

#### **New Member Dues -7.3.10.2.1**

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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 K.I. schedule will apply.



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

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First month of membership	Prorated amount
October	12/12ths
November	11/12ths
December	10/12ths
January	9/12ths
February	8/12ths
March	7/12ths
April	6/12ths
May	5/12ths
June	4/12ths
July	3/12ths
August	2/12ths
September	1/12ths

### Accounts Receivable -7.3.10.3

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The management of the Accounts Receivable is the responsibility of the District Office. Working from reports provided by Kiwanis International, 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.

### Financial Reports -7.3.11

#### Form of Financial Reports -7.3.11.1

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- All financial reports to the Board of Trustees shall reflect, in detail, income and expenditures for the current year to date, a comparison to the same period of the previous year, variations for the current year's budget, and comments if such variations are material.
- Quarterly operating statements and financial reports shall be sent to the Board of Trustees and be prepared in a form approved by the Finance Committee.
- The proposed budget, as submitted to the incoming 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.

#### Financial Reports by District Treasurer -7.3.11.2

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- The Financial Chair shall make a written financial report to the Board of Trustees at each of its regular meetings from reports prepared by the District Secretary-Treasurer.
- 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.

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

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- c. Quarterly operating statements will be prepared by the District Secretary-Treasurer and sent to members of the Finance Committee, Board of Trustees, no later than 20 business days after the quarter's end.
- d. For the District Convention, the District Secretary-Treasurer shall prepare a condensed financial report, for the previous administrative year, and the condensed budget for the current administrative year.

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

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- a. At each of the regular meetings of the Board of Trustees, the Chair shall make a report covering the District's financial operations and the financial operations of the Service Leadership Programs.
- b. The proposed budget shall be presented by the Finance Committee Chair to the incoming Board of Trustees at its first meeting. Before such meeting, the proposed budget shall be reviewed in detail by the Board at its Face-to-Face meeting, for approval before October 1<sup>st</sup>.

### **District Auditors -7.3.12**

#### **Appointment -7.3.12.1**

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

#### **Annual Audit -7.3.12.2**

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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.

#### **Distribution -7.3.12.3**

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

### **Audit Committee -7.3.13**

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1. The Audit Committee shall consist of the Chair of the Finance Committee, who shall not be Chair of the Audit Committee, and not fewer than three (3) other elected 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 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

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

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- 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 the 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 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.

### **Bylaws and Policies Committee -7.4**

#### **Functions -7.4.1**

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The functions of the Committee are:

- a. To know the bylaws, policies and procedures of the EC&C District, and to recommend any changes in such bylaws, policies and procedures to the Board of Trustees.
- b. To review all proposals and resolutions to the Board of Trustees to determine compliance with District bylaws, policies and 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 Board of Trustees.
- d. To present all amendments to the EC&C District Bylaws to the House of Delegates at the annual District Convention for adoption.

#### **Composition -7.4.2**

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

#### **Term and Appointment -7.4.3**

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

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

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### **Referrals -7.4.4**

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

### **Proposed Changes to Policies or Procedures -7.4.5**

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

### **Review and Approval -7.4.6**

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

### **Policy Review Committee -7.4.7**

#### **Composition -7.4.7.1**

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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 and Policies Committee; the Chair of the Finance Committee, and others to reflect District-wide experience and representation. The Chairman of the Committee shall be appointed by the Governor-Elect for the term during which he/she shall be Governor.

#### **Duties -7.4.7.2**

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The Committee will study and make recommendations for changes to the policies and procedures for the Eastern Canada and Caribbean District to the 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**

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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. They will also have the responsibility of "Search and Encouragement" to find persons for the position of Vice-Governor. **Refer to Appendix G**

### **Long-Range Planning Committee -7.6**

#### **Function -7.6.1**

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The District Long-Range Planning Committee shall have the responsibility of reviewing and developing proposals and plans regarding the future of the district and to make the recommendations it deems appropriate and necessary to the Board of Trustees. This will and has included such things as reviewing Divisional and Regional alignments, roles and responsibilities of District Officers and Administrators.

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

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### **Composition -7.6.2**

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The Vice Governor will be chair of this Committee. The members of the Committee shall be selected by the Chair and approved by the Governor.

### **Term -7.6.3**

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

### **Financing -7.6.4**

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The 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.

## **Past Lieutenant Governors' Committee -7.7**

### **Authorization -7.7.1**

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

In accordance with Article V, 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 shall make a report to the Board regarding their strategy and activities related to this assignment, no later than December 31<sup>st</sup>

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

The District Board of Trustees recommends that every Division have a PLG Committee who will be the responsible body to act as a '*Search and Encouragement Committee*' to fill the position of their Division Lieutenant Governor-Elect. 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.

## **Translations Committee -7.8**

### **Function -7.8.1**

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

### **Composition -7.8.2**

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

### **Term -7.8.3**

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

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

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### **Financing -7.8.4**

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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.

### **Convention Committee -7.9**

#### **Function -7.9.1**

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

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

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

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 Host Convention 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**

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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**

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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**

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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.

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

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### **Insurance -7.9.7**

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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.

### **Provision of Office Space -7.9.8**

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

### **Administrative Assessment -7.9.9**

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

### **Financial Advance -7.9.10**

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

### **Division of Profits -7.9.11**

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

### **Provision for Loss -7.9.12**

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

### **District Election Procedures -7.9.13**

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

### **Convention Promotion -7.9.14**

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

## **Key Position**

### **Kiwanis Children's Fund -7.10**

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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 KI associate Director and has the focus to notify the EC&C LGs and thus the clubs of the grants available. Any funds being donated by EC&C District clubs to the Kiwanis Children's Fund should go through the EC&C Foundations, Canada and Jamaica, or if no foundations are available, directly to KI.

Policies and Procedures  
of the Eastern Canada & Caribbean District

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## **Administration -8.0**

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### **District Personnel Responsibilities -8.1**

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

### **Human Resources & Staffing -8.2**

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

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

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

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

### **District Office Administrator -8.3**

#### **Allowance -8.3.1**

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

## **Service Leadership -9.0**

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### **District Administrators -9.1**

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Each year the Governor is required to appoint a District Administrator (DA) for each of the Service Leadership Programs (SLP), K-Kids Club, Builders Club, Key Club, Circle K Club, Aktion Club and also for the Key Leader Program and advise Kiwanis International of the appointments no later than December 31. These administrators will serve a one-year term commencing April 1 and ending March 31.

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



# Policies and Procedures of the Eastern Canada & Caribbean District

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## Function -9.2

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

## Budget -9.3

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Each Service Leadership District Administrator will provide to the District Secretary-Treasurer a clear submission outlining their total budget and funding request for the upcoming Kiwanis fiscal year. The budget must be received no later than August 1 and follow the expenses allowed as shown in 9.5.

## Funding -9.4

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

A further 25% of their allocation will be 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 District Administrator must provide appropriate receipts for all funds received during the preceding Kiwanis fiscal year. Those Service Leadership District Administrators, who fail to forward these receipts by the specified date, will receive no further funding from the District until receipts are provided and approved.

## Expenses -9.5

### District Administrator -9.5.1

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

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

**Refer to Appendix C - Schedule of Payment Amounts.**

### Service Leadership Expenses -9.5.2

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The following expenses are considered acceptable up to the value allowed in the budget. The Service Leadership Governors' expenses are as follows:

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

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

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- District Board Meeting expenses
- Printing/photocopying/stationery expenses
- Postage and telephone/fax expenses

### **Financial Reporting -9.5.3**

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At the end of each quarter commencing October 1, each Service Leadership District 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 expenses, from Membership Dues, from other income sources).
2. How the funds were expended, with supporting allocation.

### **Key Leader Program -9.6**

#### **District Key Leader Committee -9.6.1**

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The District Key Leader Committee is recognized by the EC&C 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 Board of Trustees.

#### **District Key Leader Financial Guarantee -9.6.2.**

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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.

## **SLP Divisional Chairs -10.0**

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### **Function -10.1**

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The District Administrator is encouraged to work with the LG to ensure a Division Chair is appointed for each Service Leadership Program active in each Division.

The duties of the Divisional Chair are:

- to support the District Administrator
- to maintain an up-to-date Divisional record of Service Leadership Clubs, including their sponsoring Kiwanis Clubs and relevant contact persons, and to provide this record semi-annually to the appropriate District Administrator
- to work, as needed, with Sponsoring Kiwanis Clubs toward improvement and growth in the Division's Service Leadership Clubs
- to be a member of the Lieutenant Governor's Division Team
- to collect information on all Service Leadership 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 District Administrator

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

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- to receive needed information from the Service Leadership Program District 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 -10.2

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

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

## Honours and Awards -11.0

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### General Provisions -11.1

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

### District -11.2

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

### List of Current Awards -11.3

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

# Policies and Procedures of the Eastern Canada & Caribbean District

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## Official Publications -12.0

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### District Newsletter -12.1.1

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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 -12.1.2

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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 -12.2

### Procedure -12.2.1

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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 1<sup>st</sup> line of the Email but not in the address line.

### District Website -12.2.2

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

### Composition -12.2.3

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

## Privacy -12.3

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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.

Policies and Procedures  
of the Eastern Canada & Caribbean District

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## International Trustee Election Procedures -13.0

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### Procedure -13.1

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All Kiwanis International Trustees are officially elected, from the five International Regions, for three-year terms, at the Kiwanis International Convention. 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 -13.2

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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 VII)**.

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.

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

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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.

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-13.2.1**

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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 -13.3**

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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 -13.4**

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

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

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

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

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

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.

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

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### **Balloting -13.5**

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

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

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

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If, at any time during the term of office of the Trustee from the EC&C District on the Kiwanis International Board of Trustees, the Kiwanis International Trustee resigns from office for any reason and the Region determines that his or her replacement shall come from the 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 -13.7**

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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.

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

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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.

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

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

No candidate shall solicit or enlist the aid of Kiwanis Service Leadership members in their campaign. No significant gift, campaign give-away of a value over the dollar amount as set out in **Appendix C – Schedule of Payment Amounts** or any offer of reward shall be made to a convention attendee as a method of campaigning.

### **Promotional Opportunities -13.8**

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

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

Candidates shall be provided with a free promotional booth space in the area 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, that do not interfere with the timing of any convention function and are appropriate.

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

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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.



Policies and Procedures  
of the Eastern Canada & Caribbean District

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## Club Responsibilities -14.0

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### Promote Fellowship -14.1

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

### Interclub Meetings Policy -14.2

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An Interclub meeting is a meeting or activity 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 -14.2.1

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- Visiting clubs with 20 or fewer members need a minimum of two (2) members in attendance to constitute an inter-club meeting.
- Visiting clubs with 21-30 members need a minimum of three (3) members in attendance to constitute an inter-club meeting.
- Visiting clubs with 31 or more members need at least four (4) members in attendance to constitute an inter-club meeting.
- When applicable, visiting clubs shall be composed of a minimum of two Kiwanians plus members of the club's SLPs.
- The Lt. Governor from the same division as the visiting club can be included in the inter-club **OR** one Past Lt. Governor from the same division as the visiting club can be included in the inter-club.

#### Restrictions -14.2.2

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

### Club Growth -14.3

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All district leaders are encouraged to promote new club growth, including innovative ideas that challenge traditional club structure such as 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 -14.4

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

### Chartered Clubs -14.5

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

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

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### **Club Membership Deletions -14.6**

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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 -14.7**

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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.

## **Personal Confidential Information -15.0**

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### **Policy -15.1**

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

### **Procedures -15.2**

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To protect 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.

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

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- 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 -15.3**

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The District Secretary-Treasurer shall be the District Custodian of Personal Confidential Information which, if existing, shall be held in, and by, the district office. The District Custodian of Personal Confidential Information shall ensure the Policy and Procedures as described in 15.2 and 15.3 regarding PCI are carried out.

## **No Alcohol Reimbursement -16.0**

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### **Policy -16.1**

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

## **District Policy for Youth Protection -17.0**

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### **Criminal History Background Checks -17.1**

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

This resource is to support the development of a club policy, provide information on how to conduct “clear” Criminal History Background Checks, and strategies to manage information security. (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*):

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

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- ☒ **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.

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 designed 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

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

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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.

**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

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

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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 -17.2 (updated February 2020)**

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***All adults working with youth under the age of 18 at any Kiwanis event are expected to read/understand, agree to, and abide by these guidelines.***

Every Kiwanis Club is expected to educate its members on the Kiwanis Youth Protection Guidelines as found on the KI website, [www.Kiwanis.org/Youth-protection](http://www.Kiwanis.org/Youth-protection). By October 31<sup>st</sup> 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.

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

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

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

Policies and Procedures  
of the Eastern Canada & Caribbean District

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## District Policy for Broadcast Emails -18.0

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### Definitions -18.1

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

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

### Policy -18.2

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

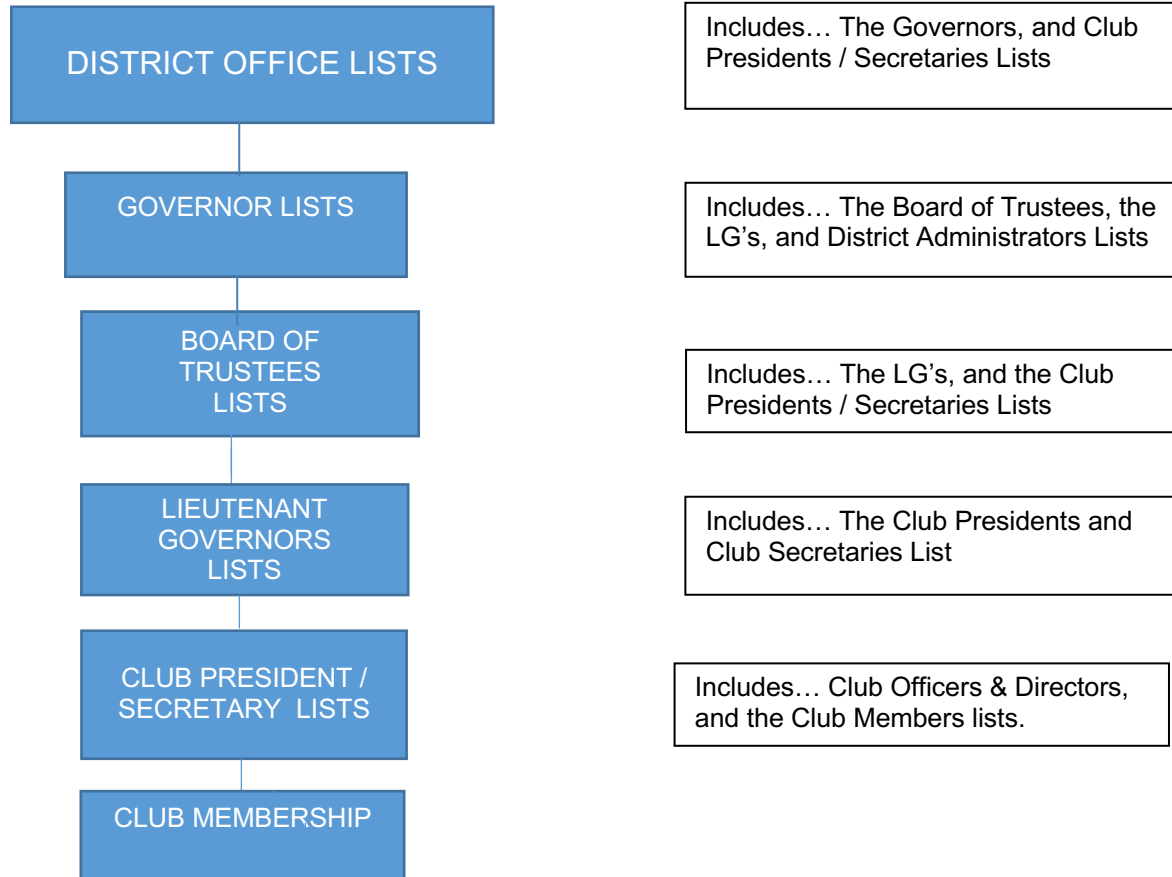
### Distribution Lists -18.3

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

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

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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 -18.4**

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The District Secretary-Treasurer (DST) will assemble, issue and maintain all significant contact information lists for the district. These include lists of the Board of Trustees, Lt. Governors, District Committee Chairs, District Administrators, other District Officers, Club Presidents and Club Secretaries, and all Kiwanis members in the district. These lists are held 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.



# Policies and Procedures of the Eastern Canada & Caribbean District

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## Appendix A

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### EC&C District Election Procedures

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#### GENERAL

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

The Governor appoints 5 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 chairs the Election.

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

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

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

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

##### Office of Governor

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

The Immediate Past Governor will then ask:

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

After five seconds, 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.

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

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

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

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

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### **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.

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 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 for to a decision 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.

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

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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)

- 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.

# Policies and Procedures of the Eastern Canada & Caribbean District

## Appendix B

### Club Assignments by Division and Region (as of Oct 1, 2021)

#### Regions:

Each **District Trustee** shall serve for a term of three (3) years. No person shall serve more than three (3) consecutive yrs. as a District Trustee in a Region.

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

#### Divisions:

Each **Lt. Governor** shall serve for a term of either one (1) or two (2) years.

No person shall serve more four (4) consecutive years as a Lt. Governor, in a Division. There are **27** Divisions in the EC&C District.

<i>Region</i>	<i>Division</i>	<i>Club #</i>	<i>Chartered Club Name</i>	<i>Prov./Country</i>
A	3 St. Clair Bluewater	K01949	Chatham-Kent	ON / Canada
A	3 St. Clair Bluewater	K04628	Forest	ON / Canada
A	3 St. Clair Bluewater	K04423	Leamington	ON / Canada
A	3 St. Clair Bluewater	K20446	Petrolia and Area	ON/ Canada
A	3 St. Clair Bluewater	K13016	Sarnia-Lambton Golden K	ON / Canada
A	3 St. Clair Bluewater	K05173	Seaway (The), Sarnia	ON / Canada
A	3 St. Clair Bluewater	K00132	Windsor	ON / Canada
A	4 Colonel Talbot	K00350	Forest City – London	ON / Canada
A	4 Colonel Talbot	K00471	Ingersoll	ON / Canada
A	4 Colonel Talbot	K07574	Middlesex, London	ON / Canada
A	4 Colonel Talbot	K20474	Port Stanley	ON / Canada
A	4 Colonel Talbot	K03030	Ridgetown	ON / Canada
A	4 Colonel Talbot	K03478	Rodney	ON / Canada
A	4 Colonel Talbot	K12294	St. Thomas Golden K	ON / Canada
A	4 Colonel Talbot	K03552	West Lorne	ON / Canada
A	5 Black Walnut	K00016	Brantford	ON / Canada
A	5 Black Walnut	K00310	Cambridge	ON / Canada
A	5 Black Walnut	K11187	Cameron Heights, Kitchener	ON / Canada
A	5 Black Walnut	K07630	Elmira	ON / Canada
A	5 Black Walnut	K00600	Guelph	ON / Canada
A	5 Black Walnut	K00425	Kitchener-Waterloo	ON / Canada
A	5 Black Walnut	K16148	Paris-Brant	ON / Canada
A	5 Black Walnut	K03070	Stratford	ON / Canada
A	6 Golden Horseshoe	K00047	Hamilton	ON / Canada
A	6 Golden Horseshoe	K02354	Hamilton East	ON / Canada
A	6 Golden Horseshoe	K02044	St. Catharines	ON / Canada

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

<b>A</b>	6 Golden Horseshoe	K05130	Stamford	ON / Canada
<b>A</b>	6 Golden Horseshoe	K05063	Welland	ON / Canada
<b>A</b>	6 Golden Horseshoe	K19501	West Lincoln	ON/Canada
<b>B</b>	8 Huronia	K00829	Barrie	ON / Canada
<b>B</b>	8 Huronia	K19311	Huntsville/Muskoka	ON/Canada
<b>B</b>	8 Huronia	K01194	Orillia	ON / Canada
<b>B</b>	8 Huronia	K01382	Owen Sound	ON / Canada
<b>B</b>	8 Huronia	K20200	South Georgian Bay	ON / Canada
<b>B</b>	8 Huronia	K20659	South Simcoe	ON/Canada
<b>B</b>	9 Maple Leaf	K04817	Brampton	ON / Canada
<b>B</b>	9 Maple Leaf	K00555	Casa Loma, Toronto	ON / Canada
<b>B</b>	9 Maple Leaf	K02499	East York	ON / Canada
<b>B</b>	9 Maple Leaf	K17847	Filipino Metro, Toronto	ON / Canada
<b>B</b>	9 Maple Leaf	K06078	Flower City (The), Brampton	ON / Canada
<b>B</b>	9 Maple Leaf	K09128	Georgetown	ON / Canada
<b>B</b>	9 Maple Leaf	K02963	Kingsway Humber	ON / Canada
<b>B</b>	9 Maple Leaf	K04202	Mississauga South	ON / Canada
<b>B</b>	9 Maple Leaf	K00817	Riverdale, Toronto	ON / Canada
<b>B</b>	9 Maple Leaf	K00122	Toronto	ON / Canada
<b>B</b>	9 Maple Leaf	K19689	Toronto Caribbean	ON/Canada
<b>B</b>	10 Pine Ridge	K01801	Oshawa-Durham A.M.	ON / Canada
<b>B</b>	10 Pine Ridge	K00611	Peterborough	ON / Canada
<b>B</b>	10 Pine Ridge	K07667	Scott's Plains, Peterborough	ON / Canada
<b>B</b>	10 Pine Ridge	K07438	Sydenham, Oshawa	ON / Canada
<b>C</b>	2 Cambrian	K05459	Lakeshore, Sault Ste. Marie	ON / Canada
<b>C</b>	2 Cambrian	K07301	Nipissing	ON / Canada
<b>C</b>	2 Cambrian	K20251	North Eastern Ontario	ON / Canada
<b>C</b>	2 Cambrian	K01556	Sault Ste. Marie	ON / Canada
<b>C</b>	2 Cambrian	K01136	Timmins	ON/Canada
<b>C</b>	11 Loyalist	K00980	Belleville	ON / Canada
<b>C</b>	11 Loyalist	K12043	Kente, Trenton	ON / Canada
<b>C</b>	11 Loyalist	K00368	Kingston	ON / Canada
<b>C</b>	11 Loyalist	K03213	Madoc	ON / Canada
<b>C</b>	11 Loyalist	K03994	Picton	ON / Canada
<b>C</b>	11 Loyalist	K03624	Trenton	ON / Canada

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

<b>C</b>	11 Loyalist	K03879	Tweed	ON / Canada
<b>C</b>	12 Golden Triangle	K16342	Bytown	ON / Canada
<b>C</b>	12 Golden Triangle	K01665	Cornwall	ON / Canada
<b>C</b>	12 Golden Triangle	K19397	Kanata-Stittsville	ON/Canada
<b>C</b>	12 Golden Triangle	K12317	Orleans	ON / Canada
<b>C</b>	12 Golden Triangle	K00090	Ottawa	ON / Canada
<b>C</b>	12 Golden Triangle	K04527	Rideau, Ottawa	ON / Canada
<b>C</b>	13 Ottawa Valley	K05322	Manotick	ON / Canada
<b>C</b>	13 Ottawa Valley	K04294	Nepean	ON / Canada
<b>C</b>	13 Ottawa Valley	K12358	Ottawa West	ON / Canada
<b>C</b>	13 Ottawa Valley	K00756	Pembroke	ON / Canada
<b>D</b>	15 Boreal	K04956	Lakeshore, Montreal	QC/Canada
<b>D</b>	15 Boreal	K14700	Lemieux De Val D'Or	QC/ Canada
<b>D</b>	15 Boreal	K01786	Noranda	QC/ Canada
<b>D</b>	15 Boreal	K06426	St. Eustache	QC/ Canada
<b>D</b>	15 Boreal	K02987	Val D'Or	QC/Canada
<b>D</b>	16 Alouette	K06418	Drummondville	QC/ Canada
<b>D</b>	16 Alouette	K11800	La Jacques-Cartier	QC/ Canada
<b>D</b>	16 Alouette	K00539	Quebec	QC/ Canada
<b>D</b>	16 Alouette	K06951	Ste Marie-De-Beauce	QC/ Canada
<b>D</b>	16 Alouette	K17541	St-Georges-de-Beauce	QC/ Canada
<b>D</b>	16 Alouette	K03401	Thetford Mines	QC/ Canada
<b>D</b>	16 Alouette	K03086	Trois Rivières	QC/ Canada
<b>D</b>	17 Laurentides	K06535	Alma	QC/ Canada
<b>D</b>	17 Laurentides	K04660	Chibougamau	QC/ Canada
<b>D</b>	17 Laurentides	K04848	Chicoutimi	QC/ Canada
<b>D</b>	17 Laurentides	K04204	Jonquiere	QC/ Canada
<b>D</b>	17 Laurentides	K06261	La Baie des Ha! Ha!	QC / Canada
<b>D</b>	17 Laurentides	K19272	Lac St-Jean Est	QC/Canada
<b>D</b>	17 Laurentides	K06438	Roberval	QC/ Canada
<b>E</b>	18 Fundy	K02561	Fredericton	NB/ Canada
<b>E</b>	18 Fundy	K02736	Hillsborough	NB / Canada
<b>E</b>	18 Fundy	K02364	Moncton	NB/ Canada
<b>E</b>	18 Fundy	K03120	Petitcodiac	NB/ Canada
<b>E</b>	18 Fundy	K02060	Saint Andrews	NB/ Canada

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

E	18 Fundy	K01626	Saint John	NB/ Canada
E	18 Fundy	K01945	St. Stephen	NB/ Canada
E	18 Fundy	K02644	Sussex	NB/ Canada
E	18 Fundy	K12902	Sussex Vale Golden K	NB/ Canada
E	18 Fundy	K10766	Western Kings, Grand Bay	NB/ Canada
E	20 Bluenose	K11215	Cape Breton Golden K	NS/ Canada
E	20 Bluenose	K12417	Ceilidh-Sydney Mines/N. Sydney Golden K	NS/ Canada
E	20 Bluenose	K03020	Charlottetown	PE/ Canada
E	20 Bluenose	K09571	Cole Harbour-Westphal	NS/ Canada
E	20 Bluenose	K02503	Dartmouth	NS/ Canada
E	20 Bluenose	K01948	Liverpool	NS/ Canada
E	20 Bluenose	K01132	Sydney	NS/ Canada
E	21 Caribou	K03569	Bell Island	NL Canada
E	21 Caribou	K03780	Carbonear	NL Canada
E	21 Caribou	K08747	Gander	NL Canada
E	21 Caribou	K06185	Grand Falls-Windsor	NL Canada
E	21 Caribou	K04725	Kelligrews	NL Canada
E	21 Caribou	K03555	St. John's	NL Canada
F	22 Sunshine	K19053	Berry Islands, The	Bahamas
F	22 Sunshine	K06355	Cable Beach, Nassau	Bahamas
F	22 Sunshine	K18674	Central Abaco	Bahamas
F	22 Sunshine	K07385	Eight Mile Rock, Grand Bahamas	Bahamas
F	22 Sunshine	K19391	Exuma	Bahamas
F	22 Sunshine	K05860	Fort Montagu, Nassau	Bahamas
F	22 Sunshine	K18734	Fox Hill, East Nassau	Bahamas
F	22 Sunshine	K06026	Freeport, Grand Bahama	Bahamas
F	22 Sunshine	K20620	Harbour Island	Bahamas
F	22 Sunshine	K20246	Lucaya, Grand Bahama	Bahamas
F	22 Sunshine	K05698	Nassau	Bahamas
F	22 Sunshine	K10276	Nassau A.M.	Bahamas
F	22 Sunshine	K13426	New Providence, Nassau	Bahamas
F	22 Sunshine	K08122	Over-The-Hill, Nassau	Bahamas
F	22 Sunshine	K19719	Pinewood	Bahamas
F	22 Sunshine	K06710	South Eleuthera	Bahamas
G	23 West Middlesex South	K18814	23 West Jamaica Online	Jamaica
G	23 West Middlesex South		Blackstonedged	Jamaica
G	23 West Middlesex South	K14952	Central Portmore	Jamaica

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

G	23 West Middlesex South	K19700	Cool City Christiana	Jamaica
G	23 West Middlesex South	K20091	Diverse Professionals Portmore Pines	Jamaica
G	23 West Middlesex South	K20633	Dynamic Young Leaders JA Online	Jamaica
G	23 West Middlesex South	K20411	Ewarton Premier Builders	Jamaica
G	23 West Middlesex South	K15707	First City (The), St. Catherine	Jamaica
G	23 West Middlesex South	K16610	Greater Portmore, St. Catherine	Jamaica
G	23 West Middlesex South	K18845	Guys Hill	Jamaica
G	23 West Middlesex South	K10059	Linstead	Jamaica
G	23 West Middlesex South	K17610	Longville Park SE Clarendon	Jamaica
G	23 West Middlesex South	K06531	Mandeville	Jamaica
G	23 West Middlesex South	K07256	May Pen	Jamaica
G	23 West Middlesex South	K20353	North Spanish Town	Jamaica
G	23 West Middlesex South	K16080	Old Harbour	Jamaica
G	23 West Middlesex South	K07223	Portmore, St. Catherine	Jamaica
G	23 West Middlesex South	K20457	Royal Luidas Vale	Jamaica
G	23 West Middlesex South	K13017	South St. Catherine	Jamaica
G	23 West Middlesex South	K16666	Spalding-Christiana	Jamaica
G	23 West Middlesex South	K07412	Spanish Town	Jamaica
G	23 West Middlesex South	K19098	Sunshine City - Portmore	Jamaica
G	23 West Middlesex South	K15676	Upper Clarendon	Jamaica
G	23 West Middlesex South	K20350	Young Professionals St Catherine	Jamaica
G	23 East-Surry South	K20348	23 East Online Jamaica	Jamaica
G	23 East-Surry South	K20591	23 East Professionals St. Andrew Online	Jamaica
G	23 East-Surry South	K18342	CyberConnect Jamaica	Jamaica
G	23 East-Surry South	K06530	Downtown Kingston	Jamaica
G	23 East-Surry South	K06822	Eastern Kingston, Port Royal	Jamaica
G	23 East-Surry South	K14630	Eastern St. Andrew	Jamaica
G	23 East-Surry South	K20584	Eastern St. Andrew Professionals	Jamaica
G	23 East-Surry South	K19539	JFB Kingston	Jamaica
G	23 East-Surry South	K11203	Liguanea-St Andrew	Jamaica
G	23 East-Surry South	K16609	Meadowvale	Jamaica
G	23 East-Surry South	K20293	Mona, St. Andrew	Jamaica
G	23 East-Surry South	K12849	New Kingston	Jamaica
G	23 East-Surry South	K20092	Old Hope Road Kingston	Jamaica
G	23 East-Surry South	K18963	South St. Andrew	Jamaica
G	23 East-Surry South	K11825	St. Andrew	Jamaica
G	23 East-Surry South	K18224	Trafalgar	Jamaica
G	23 East-Surry South	K20266	U-Tech, St. Andrew, Jamaica	Jamaica
G	23 East-Surry South	K20132	Worthington, Kingston	Jamaica



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

<b>G</b>	23 East-Surry South	K20521	Young Pioneers Jamaica Online	Jamaica
<b>G</b>	23C Jamaica Central	K20349	23 Central Surrey Online	Jamaica
G	23C Jamaica Central	K18757	Barbican	Jamaica
G	23C Jamaica Central	K18606	Capital City, Kingston (The)	Jamaica
<b>G</b>	23C Jamaica Central	K20491	Caribbean Emerging Leaders Jamaica	Jamaica
G	23C Jamaica Central	K15937	Constant Spring, Kingston	Jamaica
G	23C Jamaica Central	K19329	Friends Across Borders Jamaica	Jamaica
G	23C Jamaica Central	K19455	JTS St. Andrew, Jamaica	Jamaica
G	23C Jamaica Central	K05880	Kingston	Jamaica
G	23C Jamaica Central	K07404	North St. Andrew	Jamaica
G	23C Jamaica Central	K07039	St. Thomas	Jamaica
G	23C Jamaica Central	K12326	Stony Hill	Jamaica
G	23C Jamaica Central	K09625	West St. Andrew	Jamaica
G	23C Jamaica Central	K18815	Young Professionals, Kingston, Jamaica	Jamaica
G	23C Jamaica Central	K19969	Young Professionals St. Andrew	Jamaica
<b>H</b>	24 Jamaica	K20107	Annotto Bay	Jamaica
H	24 Jamaica	K20090	Armadaale	Jamaica
H	24 Jamaica	K14919	Brown's Town, St. Ann	Jamaica
H	24 Jamaica	K15683	Charlton-Alexandria	Jamaica
H	24 Jamaica	K07067	Discovery Bay	Jamaica
<b>H</b>	24 Jamaica	K20615	Diverse Professionals St Ann	Jamaica
H	24 Jamaica	K19885	Eight River Ocho Rios	Jamaica
H	24 Jamaica	K13153	Garden Parish (The), Ocho Rios	Jamaica
H	24 Jamaica	K16740	Moneague St Ann	Jamaica
H	24 Jamaica	K06176	Ocho Rios	Jamaica
H	24 Jamaica	K13112	Port Antonio	Jamaica
H	24 Jamaica	K14560	Port Maria	Jamaica
H	24 Jamaica	K20042	St. Ann's Bay	Jamaica
H	24 Jamaica	K13179	St. Georges-Buff Bay	Jamaica
H	24 Jamaica	K06842	St. Mary	Jamaica
<b>H</b>	25 Cornwall	K09214	Anchovy-Cambridge	Jamaica
<b>H</b>	25 Cornwall	K19901	Bethel Town	Jamaica
H	25 Cornwall	K20043	Coastal Trelawny	Jamaica
<b>H</b>	25 Cornwall	K20588	Cornwall Court Porto Bello Jamaica	Jamaica
<b>H</b>	25 Cornwall	K20385	Darliston Supreme	Jamaica
<b>H</b>	25 Cornwall	K20394	Division 25 Online Jamaica	Jamaica
H	25 Cornwall	K15754	Hopewell	Jamaica
H	25 Cornwall	K18869	Junction South	Jamaica

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

H	25 Cornwall	K06173	Montego Bay	Jamaica
H	25 Cornwall	K20329	Montego Central	Jamaica
H	25 Cornwall	K11681	Montego Freeport	Jamaica
H	25 Cornwall	K20511	Montego West Village	Jamaica
H	25 Cornwall	K18787	Negril Point	Jamaica
H	25 Cornwall	K18373	New Falmouth	Jamaica
H	25 Cornwall	K20395	Outameni Western Jamaica	Jamaica
H	25 Cornwall	K13192	Providence-Montego Bay	Jamaica
H	25 Cornwall	K18997	Ramble Hanover	Jamaica
H	25 Cornwall	K19823	Rose Hall Montego Bay	Jamaica
H	25 Cornwall	K07550	Santa Cruz	Jamaica
H	25 Cornwall	K18642	St. Bess	Jamaica
H	25 Cornwall	K19557	Vista Montego Bay	Jamaica
H	25 Cornwall	K17156	Westmoreland Capital	Jamaica
H	25 Cornwall	K18637	Young Professionals, Western Jamaica	Jamaica
<b><i>English Speaking Clubs (Region I)</i></b>				
I	26 Trade Winds	K05964	Aruba	Aruba
I	26 Trade Winds	K05935	Curacao	Curacao
I	26 Trade Winds	K20463	Esteem Builders Trinidad	Trinidad & Tobago
I	26 Trade Winds	K19722	Kralendijk, Bonaire	Bonaire
I	26 Trade Winds	K11224	Palm Beach Aruba	Aruba
I	26 Trade Winds	K12498	Paramaribo Central	Suriname
I	26 Trade Winds	K11494	Piscadera, Curacao	Curacao
I	26 Trade Winds	K20247	San Nicolas	Aruba
I	26 Trade Winds	K16375	Scarborough	Trinidad & Tobago
I	26 Trade Winds	K07771	St. Augustine	Trinidad & Tobago
I	26 Trade Winds	K16765	St. Helena	Trinidad & Tobago
I	26 Trade Winds	K10715	Tourtonne, Paramaribo	Suriname
I	26 Trade Winds	K18137	Young Professionals Aruba	Aruba
I	26 Trade Winds	K20413	Young Professionals Curacao	Curacao
I	26 Trade Winds	K20440	Young Professionals Tobago	Trinidad & Tobago
I	27 Caribbean	K20666	Antigua AR Fusion	Antigua
I	27 Caribbean	K20419	Antigua TTO	Antigua
I	27 Caribbean	K13531	Barbados-Central	Barbados
I	27 Caribbean	K20570	Barbados-in Action	Barbados
I	27 Caribbean	K11811	Barbados North, Speightstown	Barbados
I	27 Caribbean	K12890	Barbados South	Barbados
I	27 Caribbean	K20412	Barbados Benevolence	Barbados
I	27 Caribbean	K20349	Barbados West	Barbados

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

I	27 Caribbean	K18834	Barbados Young Professionals	Barbados
I	27 Caribbean	K07581	Bridgetown	Barbados
I	27 Caribbean	K19134	Bridgetown Young Professionals	Barbados
I	27 Caribbean	K20512	Kingstown, SGV	St Vincent/Grenada
I	27 Caribbean	K17718	Pride of Barbados	Barbados
I	27 Caribbean	K15281	Saint John's Antigua	Antigua
I	27 Caribbean	K19291	St. Andrew	Grenada
I	27 Caribbean	K20589	St. Vincent and the Grenadines	SVG
I	27 Caribbean	K18547	Wadadli Young Professionals	Antigua

<b><u>French Speaking Clubs (Region J)</u></b>				
J	27A Creole Caribbean Amazonie	K17828	Amazona	St. Lucia
J	27A Creole Caribbean Amazonie	K18972	Arc En Ciel	Martinique
J	27A Creole Caribbean Amazonie	K10814	Castries	St. Lucia
J	27A Creole Caribbean Amazonie	K09295	Cayenne	French Guiana
J	27A Creole Caribbean Amazonie	K14865	Coeur de Creole	Martinique
J	27A Creole Caribbean Amazonie	K18298	Fleur de Cannelle Sud Martinique	Martinique
J	27A Creole Caribbean Amazonie	K06865	Fort-De-France	Martinique
J	27A Creole Caribbean Amazonie	K16272	Le Flamboyant	Martinique
J	27A Creole Caribbean Amazonie	K17877	Le Genipa	Martinique
J	27A Creole Caribbean Amazonie	K15812	Remire-Montjoly	French Guiana
J	27A Creole Caribbean Amazonie	K11131	Schoelcher, Martinique	Martinique
J	27A Creole Caribbean Amazonie	K16044	Soleil, Fort-De-France	Martinique
J	27A Creole Caribbean Amazonie	K20464	Sud De La Martinique	Martinique
J	27C Guadeloupe	K19043	Baie-Mahault	Guadeloupe
J	27C Guadeloupe	K10009	Basse-Terre	Guadeloupe
J	27C Guadeloupe	K18101	Fougères	Guadeloupe
J	27C Guadeloupe	K17613	Kahouane, Sud-Est Grande-Terre	Guadeloupe
J	27C Guadeloupe	K16488	Kaladja	Guadeloupe
J	27C Guadeloupe	K19670	Nord Basse-Terre	Guadeloupe
J	27C Guadeloupe	K08254	Doyen of Pointe-A-Pitre	Guadeloupe
J	27C Guadeloupe	K17697	Ponm Kannel, Nord Grande-Terre	Guadeloupe

Policies and Procedures  
of the Eastern Canada & Caribbean 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 -	\$3,000	Jan 2004	Oct. 1, 2020
13.7	Campaign Ethics – Giveaways	Up to \$10.00 per item	Jan 2002	Oct. 1, 2020
4.0.3	District Trustee	\$500 Plus, Travel to Face-to-Face and up to 3 nights	2011	Oct. 1, 2020
4.1.3	Allowance hotel LGD	Actual Cost for 2 nights	Jan 2006	Oct. 1, 2020
4.1.3	Allowance travel LGD	\$0.40 per km	Aug 2018	Oct. 1, 2021
4.1.3	Allowance travel LGD Nfld/Lbr & Caribbean	\$0.425 per km	Aug 2019	Oct. 1, 2021
4.1.4	Club Visits LG	\$0.40 per km	Aug 2018	Oct. 1, 2021
9.5.1	District Administrator	Actual Costs as set out in budget and submitted receipts	Feb 2007	Oct. 1, 2020

Policies and Procedures  
of the Eastern Canada & Caribbean District

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## Appendix D

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### Countries in the EC&C District

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There are **19** countries in the **EC&C District** of which **16** currently have active clubs:

**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 - (*no clubs currently*)  
Trinidad and Tobago

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

Bahamas

**South America (3):**

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

Policies and Procedures  
of the Eastern Canada & Caribbean District

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## Appendix E

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### Eastern Canada and the Caribbean District Awards

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#### Awarded by the District Awards Committee

**Ralph S. Taylor Memorial Gong (Club Bulletin - weekly/biweekly)**

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 Award (Club Bulletin - monthly/quarterly)**

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 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.

**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.

### The following Awards are judged and presented by the IP 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.

**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.

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

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### **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 PLG 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 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.

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

Policies and Procedures  
of the Eastern Canada & Caribbean District

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## Appendix F

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### District Investment Policy

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- 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:
- a. Hold cash (US and CDN) in high yield savings accounts that are liquid
  - b. Hold temporary reserves not currently required in Canadian Dollars
    - i. in short term investments, not to exceed three-year terms
    - ii. within a laddered GIC portfolio, desirably in increments of \$60,000.00 face amounts, or in increments of \$30,000.00 when cash is tighter
    - iii. diversified into 6-month, one year, 18-month, 2-year, 2.5 year and 3-year terms
    - 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.



# Policies and Procedures of the Eastern Canada & Caribbean District

## 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 <b>Article V, Section 2a</b> 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 <sup>st</sup> .	Dec 31 <sup>st</sup>
Lieutenant Governors-elect	Past Lieutenant Governors Committees of the Divisions	The District Board of Trustees recommends that every Division have a PLG Committee and that the Division PLG Committee be the responsible body to act as a "Search and Encouragement Committee" for the positions of LGE. The major role of the District PLG Committee be 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.	Dec 31 <sup>st</sup>
	District Board of Trustees	The 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 <sup>st</sup> 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	Jan – May
	LG Training	LG Training is to include the review of District Bylaw <b>Article VII section 5b</b> and appropriate supports to assist the LGs to keep their Division in compliance with Succession Planning.	May
Presidents-elect or Vice President per Club Bylaws	Nomination Committee of the Club as identified in the Club's policy manual	Refer to <b>Policy 14. Club Responsibilities section 14.7</b>  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.	Oct

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## Appendix H

### Club Leadership Education

**Club Leadership Education Trainers.** Divisions are required to have 1 or more, if geography requires, Certified CLE Trainers. The chart below will indicate the number of Certified Trainers required for each Division. The Lieutenant Governor-Elect acts as the Certified CLE Trainer's Partner at CLE Sessions.

**Terms** – Kiwanis International Certified Trainers will be approved for terms of 3 years.

**Purpose** – To educate club leaders, Presidents and Presidents-Elect, in the commitment and operation of their positions.

#### Required Number of CLE Trainers per Division

Divisions with unique and or large geography require two or more Certified CLE Trainers, to reduce travel and support attendance.

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

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## Appendix I – Job Descriptions

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### 1.0 District Trustee

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**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.

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

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### **Invests time and resources in**

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

# Policies and Procedures of the Eastern Canada & Caribbean District

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## 2.0 Lieutenant Governor

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**Role:** Lieutenant Governor

**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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## Sign-off

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Approved at the Board of Trustees meeting of August 19, 2021 to be effective October 1,.2021.

Signed:

A handwritten signature in black ink that reads "J Steele". The "J" is large and stylized, and "Steele" is written in a cursive script.

DST Jim Steele