

## **KIWANIS INTERNATIONAL - EUROPEAN FEDERATION POLICIES, PROCEDURES & GUIDELINES**

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As amended by the European Board **Prague, Feb. 16<sup>th</sup>. 2019**  
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### **ARTICLE I - DEFINITIONS**

#### Section 1 - Policy

A policy is a basic principle by which the European Board guides the affairs and organization of Kiwanis International-European Federation

#### Section 2 - Procedure

A procedure is an established method or manner by which the Bylaws, and Policies of Kiwanis International-European Federation are implemented.

#### Section 3 - Guideline

A guideline is a detailed job description by which European Federation and District committees fulfil and implement policies defined by the European Board.

### **CHAPTER I – EUROPEAN FEDERATION POLICIES**

#### **ARTICLE II - GEOGRAPHICAL LIMITS OF THE FEDERATION**

##### Section 1 – Authority of the KI and KIEF Board

A federation is an administrative unit that may be utilized by the International Board of Trustees to administer a group of districts and/or nations and areas. (06/07)

As specified in Article I, Sections 2 and 3, of the Federation bylaws the European Board has the authority, with the prior consent of the Board of Trustees of Kiwanis International, to establish the geographical limits of the Federation.

##### Section 2 - Countries

The following States, Nations and geographical areas are considered as a part of Europe:

Albania, Andorra, Azerbaijan, Armenia, **Austria**;

Belarus, **Belgium**, Bosnia-Herzegovina, Bulgaria;

Croatia, Cyprus, **Czech Republic**;

**Denmark** (including Greenland);

Estonia;

**Faeroes Islands**; Finland, **France** (excluding the Overseas Departments);

Georgia, **Germany**, Greece;

Hungary;

**Iceland**, Ireland, **Italy**;

Latvia, **Liechtenstein**, Lithuania, **Luxembourg**;

Macedonia, Malta, Moldova, **Monaco**, Montenegro;

**Netherlands**, **Norway**;

Poland, Portugal (including the Azores and Madeira);

Romania, Russia;

**San Marino**, Serbia, **Slovakia**, Slovenia, Spain (including the Balearic and Canary Islands), **Sweden**, **Switzerland**;

Turkey;

Ukraine, United Kingdom (including the Channel Islands and the Isle of Man);

Vatican City;

Note: **Bold** names indicate districted states, nations or geographical areas.

### Section 3 - Extension of Kiwanis

- a. New Nation or Area: No Kiwanis club shall be formed in any new European nation or area, unless such nation or area has first been approved by the KI Board of Trustees. (06/07)
- b. Non districted Area: For clubs formed in non districted areas, the KIEF President shall appoint the person authorized to present the club charter. Consideration will be given to financial costs, and generally the person designated will be the Kiwanis International Accredited Representative (KIAR). (06/07)

## **ARTICLE III – GOALS OF THE FEDERATION**

The goals of the European Federation shall be examined annually by the President and shall be subject to the approval of the European Board. These goals are not listed in order of priority.

1. - To support co-operation within Europe by introduction of Kiwanis work of individual Districts at the European Convention.
2. - To call attention to customs and the daily life of individual nations within Europe.
3. - To introduce to Europeans the work of Kiwanians in Europe and other parts of the world.
4. - To increase interclub relations within Europe.
- 5.- To encourage young people in Europe for Kiwanis.
- 6.- To preserve continuity in the management of the KI-EF (in the up-coming years) by means of the introduction and the constant renewal of a strategic plan

## **ARTICLE IV – KIEF MEETINGS AND CONVENTIONS DATES**

### Section 1 - Meetings

Dates of Kiwanis International events, such as International Board, Council and Convention, must be considered before planning any Federation or European District events.

### Section 2 – Date of District Convention

Not later than October 31, annually, the District Secretary shall inform the Executive Director of Kiwanis International and the Secretary of the Federation of the dates and location of the next annual District Convention.

### Section 3 – Date of Events for the coming year

Not later than October 31, annually, the Federation President-Elect shall inform the Executive Director of Kiwanis International and all members of the European Board of the dates and locations of the European Board meetings and the European Convention for his/her administrative year.

## **ARTICLE V – LANGUAGES OF THE FEDERATION**

### Section 1 - Official language

English is the official language of the Federation. The Federation officers should care for translation to those native languages spoken by more than 3000 members. This figure is determined by the certified paid membership of Kiwanis International.  
The Federation Secretary shall work with the District Secretaries in finding skilled benevolent translators.

### Section 2 - Interpreters

Upon request by Board members interpreters for simultaneous translation into or consecutive translation from their native language shall be provided during meetings on a benevolent basis, if practical and possible, with the approval of the President.

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### Section 3 – KIEF Officers

The candidate for the office of Vice President of the Federation, nominated in accordance with article IX, section 1, and before being accepted by the European Board (see article IX, section 3), shall be invited to personally present his/her candidacy before the European Board in the official language of the Federation.

Expenses of the candidate, including travel, hotel (one night) and meals shall be reimbursed as specified in article IX, section 2, 3, 4 and 5 of these policies. (10/07)

## **ARTICLE VI- DUTIES OF FEDERATION OFFICERS**

### Section 1 - Responsibilities of the President.

The President shall designate the secretary for his term in office as president.

The President shall be responsible for all publications by the Federation; he may direct, supervise and control the European committee on communication and marketing. (02/09)

The President is a member of the Kiwanis International Council and shall have the duty to attend any convention of Kiwanis International and all meetings of the Kiwanis International Council.

The President of the KI-EF will be the spokesman on behalf of the Federation to present a resolution at the International Convention.

The President, on behalf of the European Board, shall present to the House of Delegates at the convention a report on the activities of the Federation since the last convention.

The President, as sole official representative of the Federation to the outside world, can designate other Board members as the President's replacement.

### Section 2. Responsibilities of the President-Elect.

The President-Elect's primary responsibility is to prepare for the year of leadership as President.

The President-Elect shall:

- direct, supervise and control the European committee on education and training and promote the participation in its conferences; (02/09)
- provide information and orientation to the incoming Board members.
- establish the budgets and determine at the same time the goal for his administrative year ;
- establish a separate budget for the administrative year and for the Convention to be approved by the House of Delegates.

### Section 3 - Responsibilities of the Immediate Past President.

The Immediate Past President shall make a financial status report at the annual convention of the Federation and at such other times as the President and the European Board may require.

The Immediate Past President may direct, supervise and control the European committee on service projects and programs.

The Immediate past president shall be responsible for organizing and staffing a KI-EF information booth in the World Showcase at the Kiwanis International Convention (07/17).

### Section 4 - Responsibilities of the Vice-President.

The assignment of his/her (the Vice-President's) respective responsibilities shall be the prerogative of the President.

The Vice President may direct, supervise and control the European committee for growth. (02/09)

After his election as President-elect and the election of his/her successor during the European Convention, the parting Vice-President shall organize a meeting with the Executive Committee of his/her year formulate goals, policies and team building (10/15).

The Vice President shall organize the yearly KI-EF/ASPAC dinner and also support the Imm. Past President in organizing and staffing the KI-EF information booth in the World Showcase at the Kiwanis International Convention (07/17).

### Section 5 - Responsibilities of the Secretary.

The manual for the KIEF Secretary, as approved by the European Board, is an integral part of these policies and procedures.

The Secretary shall mail, as specified in the Bylaws, all invitations, letters and documents for European Board meetings and European Conventions.

The Secretary shall attend all meetings of the European Board of the Federation, shall attend all conventions of the Federation, and shall act as the Secretary thereof.

The Secretary shall execute all administrative reports as required by Kiwanis International and the Federation as prescribed by these Bylaws and have them countersigned by the President of the Federation.

The Secretary shall be the executive in charge of all administrative tasks of the Federation and shall be responsible for the selection of further assistance, subject to the direction, approval and control of the European Board. (10/08)

The Secretary shall direct, supervise and control the European Committee on operations. (02/09)

#### Section 6 – Responsibility of the Treasurer

The manual for the KIEF Treasurer, as approved by the European Board, is an integral part of these policies and procedures.

The Treasurer shall invoice and collect all dues and other income and control and pay all expenses, as specified in the Federation Bylaws and these Policies, and authorized by the European Board and Convention.

The Treasurer shall have the responsibility for the bookkeeping and bank accounts.(05/18)

The Treasurer shall attend all meetings of the European Board of the Federation, and shall attend all European conventions.

The Treasurer shall execute and present all financial reports as required by Kiwanis International and the Federation, as prescribed by these Bylaws or other agreements, and have them countersigned by the President of the Federation.

The Treasurer shall be the executive in charge of all financial tasks of the Federation and shall be responsible for the selection of further assistance, subject to the direction, approval and control of the European Board. (10/08)

The Treasurer shall be a member of the European Standing Committee on finance.

#### Section 7 – Correspondence

Federation officers must sign their Kiwanis correspondence by adding their name typed and indicating their function and status.

### **ARTICLE VII - EUROPEAN COMMITTEES**

#### Section 1 – European Standing Committees

The President, by and with the consent of the European Board, shall appoint the following standing committees; these committees may meet by any method allowed by law in the nation where the Federation is registered with the government. (10/12)

##### a) Executive committee

Beside the European Board, as defined in the Federation Bylaws, there shall be an Executive Committee.

The members of the Executive Committee shall be the President, the President-Elect, the Immediate Past President, the Vice-President, the Secretary, the Treasurer and a governor. This governor, preferably from a district not yet represented on the committee, shall be appointed by the president and formally approved by the European Board (01/15)

The duties of the Executive Committee shall be as follows:

- To prepare the business for the attention of the Board.
- To clarify and to obtain the reports for the attention of the Board.
- To submit KI-EF transactions to the Board.
- To initiate strategies and plans for the attention of the Board that relate to the implementation of the objectives of the Federation. (02/09)

##### b) Committee on Finance

There shall be a standing committee on Finance, which shall be composed of the President-Elect, acting as chairperson, the Immediate Past President, the Treasurer and a member, designated by the President, with special expertise in financial and accounting practices.

The duties of the Finance Committee shall be as follows:

- install and adapt the accounting chart for the federation, as specified by the federation bylaws;
- adopt and control accounting rules, that represent good business practice;
- adopt rules for structuring all budgets, especially KIEF Conventions as a part of federation policies and procedures;
- supervise and control expense coverage, as specified by the federation policies and procedures.

c) Committee of Past KIEF-Presidents (10/08)

There shall be a standing committee of Past KIEF Presidents, which shall be composed of all the Past KIEF Presidents and there shall be added thereto each year the retiring immediate Past KIEF President, who shall act as chairperson of this committee.

- the quorum of the committee shall be five (5);
- the committee shall consider and report to the European Board its conclusions on all matters referred to it. It may initiate subjects for consideration and report its conclusions to said Board;
- a summary of the Committee's proceedings shall be provided to each member of the committee and the KIEF president;
- the committee shall meet at the annual European convention, and may hold such other meetings as provided herein, provided that such other meetings shall not be held less than thirty (30) days prior to the convention.

d) Committee on Resolutions

There shall be a standing committee on resolutions, which shall consist of seven (7) members from clubs in full districts, at least one (1) of whom shall be a Past European President.

- a. The quorum of the Committee on Resolutions shall be four (4).
- b. The Committee on Resolutions shall consider and make recommendations of resolutions properly submitted as provided in these Bylaws for action at annual European conventions.
- c. The Committee shall also have the authority to originate resolutions and to modify, combine, edit, or not accept any resolution submitted to it.
- d. When the European Board proposes to the Resolutions Committee programs for the ensuing administrative year, the Committee on Resolutions shall embody such program or programs in an appropriate resolution or resolutions.
- e. Only the European Board may propose memorial resolutions for Kiwanians, who are not members of the European Board at time of death. (08/15)

Section 2 – European Program Committees (02/09)

The KIEF President, by and with the consent of the European Board, shall appoint for the duration of his/her term in office, such additional European Committees as may be deemed necessary for the planning and implementation of the objectives and goals of the Federation.

These committees are:

- a) The European Committee(s) for growth, responsible for planning and implementing the growth efforts, such as:
  - 1) membership recruitment, retention and diversity (women membership),
  - 2) new club and new district building for Kiwanis clubs; (see objective 3)
- b) The European Committee for education and training, responsible for planning and implementing the training programs for district leaders (district officers and committee chairs); (see objective 4)
- c) The European Committee for service projects and programs, responsible for planning, coordinating and/or implementing International and/or European service projects and programs (see objective 5)
- d) The European Committee for branding, communication and marketing, responsible for planning and implementing tools and systems for that purpose (website, flash messages, magazines); (see objective 2)
- e) The European Committee for operations, responsible for the management, the supervision and control of membership databases, and other assets of the federation. (see objective 6&8)

- f) The European Committee for operations, responsible for the management, the supervision and control of membership databases, bookkeeping, bank accounts and other assets of the federation. (see objective 6 & 8)

### Section 3 - Guidelines

The regulations regarding the duties and functions of the European Program committees are defined by their respective Guidelines, approved by the European Board and which are an integral part of these Policies, Procedures & Guidelines.

### Section 4 – European Special Committees

The KIEF President, by and with the consent of the European Board, may appoint additional special Committees for the duration of his/her term in office. (10/08)

## **ARTICLE VIII – KIEF AUTHORITY ON SIGNATURES AND COMMUNICATION**

### Section 1 – Signatures on contracts and agreements

The President of the Federation will sign the contracts and the agreements, which concern the Federation's operations and conventions. He is the sole signatory.  
The President and the Secretary will both sign all financial agreements.

### Section 2 – Signatures on bank operations (02/19)

Bank operations up to 5.000 (five thousand) Euro on all current accounts of the federation need the sole signature of the treasurer.

Bank operations over 5.000 (five thousand) Euro on all current accounts of the federation need the signature of the treasurer after he received a written approval of the president.

Bank operations on all saving accounts of the federation need the sole signature of the treasurer (*because from the saving account you can only transfer money to the current account of the Federation*).

The Executive Committee shall unanimously adopt a resolution regarding the signature regulation at its first preliminary meeting in June for the coming administrative year.

### Section 3 – Report of the Board members

During the Board meetings, the following officers will report on their activities: the President, President-Elect, the Governors and the KI-EF Committee Chairmen

### Section 4 – Report of the KI Trustees

The KI Trustees holding the seats for Europe inform the Board members on the KI activities with the exception of topics considered confidential by the KI Board of Trustees.

In the interest of the KI-EF, the Board can appoint them to submit requests and matters of concern to the KI Board of Trustees.

## **CHAPTER II – EUROPEAN FEDERATION PROCEDURES**

### **ARTICLE IX - WAIVING OF FEDERATION DUES**

#### Section 1 - European Board

The European Board shall have the authority to waive totally or partly the Federation dues and the Convention fees, as defined in article XII, section 2 of the Federation Bylaws.

## **ARTICLE X- EXPENSE COVERAGE FOR ATTENDING FEDERATION EVENTS (01/15)**

### Section 1 – General regulations

Federation officers, advisors, trainers, committee chairs and members, as well as district officers, leaders, coordinators, representatives and chairs, are reimbursed for their expenses when attending European Board meetings, the European Convention, and all other European meetings, provided they are officially invited to attend by the federation secretary.

### Section 2 – Reimbursable Expenses

The following expenses are reimbursable, if they are provided by the budget and correspond to the specifications of the following paragraphs.

#### **a) Transportation**

Transportation allowances shall cover all costs between the domicile of the attendee and the meeting place of the event.

- When travel is made by airplane all reservations shall be made and paid by the federation. In all other cases reimbursement shall be limited to the cheapest available round-trip airfare (economy or similarly class). Upgrades in fare class are allowed, but only made at the expense of the individual. In that case, reimbursement will only be on an economy+ fare base.
- When travel is made by train, reimbursement shall be limited to a first class train fare by the most direct route.
- When travel is made by automobile, a Euro 0.30 (thirty cents) rate per kilometer will be reimbursed. This cost shall not exceed the cost of the cheapest available airfare between the same points.
- When travel is made by taxi, reimbursement shall be limited to the maximum amount of Euro 25,00 (twenty five Euro), unless otherwise authorized by the president.

Expenses for the accompanying partner will not be reimbursed, unless provided in these policies (Section 3).

#### **b) Housing**

All hotel reservations shall be made and paid by the Federation.

Only on travel days and with the prior approval of the president, hotel allowances shall be reimbursed against hotel invoice on the basis of a standard single room rate of the assigned hotel (breakfast included).

#### **c) Meals**

All official meals shall be provided and paid by the Federation. Only on travel days and with the prior approval of the president a reimbursement - on the basis of receipt - can be paid up to a maximum of € 20 for luncheon and € 30 for dinner. When during meetings and events the Federation does not provide one or more meals the members have to take for that by their own; reimbursement of those expenses is not permitted.

The Gala dinner during the Convention is not considered as an official meal that is provided by the Federation; expenses for the Gala dinner cannot be reimbursed.

#### **d) Miscellaneous Expenses**

All other expenses required for carrying out Kiwanis work and with the prior approval of the President shall be reimbursed at actual cost against submission of the necessary justifications or of the Federation expense sheet per conditions stipulated in this article.

### Section 3 – Specific Expenses of Federation officers:

#### **a. Attending the Kiwanis International Convention:**

Travel of the Federation President and partner to the Kiwanis International Convention shall be on Economy+ airfare basis.

President-elect, Imm.Past President, VicePresident shall, - Secretary, Treasurer may – attend the International Convention.

The reimbursement will be for the above listed officers on the same basis as listed on Sec. 2. above not including the travel cost of the partner.

The reimbursement for housing for Secretary and Treasurer will be on the basis of single room rate for two (2) nights.

b. Attending the ASPAC Convention:

Travel of the Federation President and partner to the Kiwanis ASPAC Convention shall be on Economy + airfare basis.

c. Attending European District Conventions:

Federation officers may be assigned to attend events (including district conventions) on behalf of the President and are entitled to claim reimbursement of their expenses as stipulated in the Sec.2 to Sec.4 of this article.

d. Planning and organizing the European Convention:

The President-Elect is entitled to claim travel expenses incurred in the organization and the localization of the European Convention, which will be held during the President-Elect's administrative year as president.

e. Attending International Council:

If the European Board meeting is held in conjunction with the International Council, the Federation takes charge of transportation expenses, housing and meals of the Federation officers and advisors, except for the expenses of the President of the Federation which KI assumes for the same duration as for the European Governors.

Section 4 – Specific Expenses of District Officers and District Chairs:

Governors and governors elect attending European Board meetings shall be reimbursed on the following manner:

- a. The preliminary June meeting: transportation + housing 2 nights.
- b. The October meeting: transportation + housing 2 nights.
- c. The February meeting: transportation + housing 2 nights.
- d. The prior Convention meeting: transportation + housing 2 nights.

District leaders, coordinators and chairs, and European Kiwanis nations representatives, when invited to attend federation meetings shall be reimbursed at the same conditions as district governors.

Section 5 – Specific Expenses of KI EF Past Presidents:

Past KI EF Presidents are reimbursed for their expenses when attending the yearly Past KI EF Presidents at KI EF Convention meeting for their housing cost for one night at the rate of the convention hotel. No meals, nor transportation costs are reimbursed. If the meeting is held separately from the KI EF Convention the applicable rate will be the rate KI EF has discussed with the location. (07/17)

Section 6 – Specific Expenses of KI and KIF Officers:

Members of the Kiwanis International Board and the Kiwanis International Foundation Board can be invited to attend European Board meetings and shall be invited to attend the European Convention.

Shall be invited to all Board meetings and the Growth summit

- : The KI President, Executive Director and all KI trustees from Europe;
- : The KIF President and all KIF trustees from Europe;
- : The MSC Area Director.

Shall be invited to the Training Conferences;

- : The KI President-elect (only DOT);
- : The KIF President-elect (only DOT);
- : The MSC Area Director (all).

Additional persons can be invited, if so justified by specific agenda items of the meetings and accepted by both the Federation president and the Executive Director.

Their expenses shall be reimbursed at the same conditions as Federation officers, except for costs covered by KI or KIF policies.

## Section 7 – European and International Convention Registration and Expenses:(02/19)

All Federation officers, advisors and committee chairs, as well as district governors, leaders, coordinators and nation representatives, register at their own expense for the European Convention like all other participants.

They will be reimbursed for housing on the basis of a single room rate for two (2) nights.

Each year the Board shall approve at its second meeting in February, when accepting the details of the convention program, a list with the names of invited people and the reimbursable expenses.

## Section 8 - Special Kiwanis Events:

If the European Board meeting is held in conjunction with the International Council, the Federation takes charge of transportation expenses, housing and meals of the Federation Officers except for the expenses of the European Governors and except for the expenses of the President of the Federation which KI assumes for the same duration as for the European Governors.

## Section 9 – Submitting and payment of expense sheets:

Submitting of Federation expense sheets shall be made not later than thirty (30) days after conclusion of travel. The original and/or scanned documents of hotel and restaurant invoices, as well as airline and/or train and taxi tickets must accompany it.

All disbursements shall be made by bank payment order or checks, which shall show the date, payee, the type of service rendered or goods or property purchased, and the amount of payment.

## **ARTICLE XI- KIEF INSIGNIAS AND COLLARS**

### Section 1 - Collars

Officer's collars may be established in the Federation with Kiwanis medal as approved by the European Board.

- Garnet red ribbon the Federation Officers, Past Presidents of the Federation, KI Board members and past KI Board Members.
- Navy blue ribbon for Governors, Governors Elect and Past Governors
- Silver Grey ribbon for District Secretaries, Treasurers and Lieutenant Governors and past Lieutenant Governors.
- Black ribbon for Club Presidents, Vice-Presidents, Presidents-Elect, Secretary and Treasurer.

### Section 2 - Bars

Small bars engraved with the names of subsequent officers, including the one in office, can be fixed on the ribbon.

### Section 3

The above-mentioned articles are available from the Supplies Department of the BL district, the address of which can be supplied by the Federation office.

## **ARTICLE XII - EUROPEAN CONVENTION**

### Section 1. - Convention Agenda

The order of the day of all annual European Conventions contains the following points:

- First:                   determination of the existence of a quorum;  
                              announcement of the final order of the day;
- Second:                approval of the minutes of the last European Convention ;  
                              report by the President of the activities of the European Federation;  
                              report by a District Governor of the activities of the European Board  
                              report by the Immediate Past President on the financial situation of the Federation of  
                              the past administrative year;  
                              presentation of the written audit report;  
                              acceptance of these reports and discharge of the board;

- Third: report by Kiwanis International Board members from Europe;  
nomination and election of Kiwanis International Trustees for Europe, when needed;
- Fourth: voting of amendments and resolutions;
- Fifth: nomination and election of federation officers;  
presentation and approval of the budget for the next administrative year;  
nomination of the two auditors ;  
presentation of the Secretary;  
presentation of the country and place for the next European Convention.

### Section 2. - Standing Rules for the House of Delegates

The Standing Rules for the House of Delegates shall be published in the Convention Brochure and accepted by the House at the beginning of the business sessions.

**Rule 1 :** The official language of the Convention shall be English. Simultaneous interpretations shall be available in several languages, as specified in article XV section 2 of the KI-EF Bylaws.

**Rule 2 :** Only delegates with official delegate badges may be present or speak on motions and vote.

**Rule 3 :** Only delegates may be seated in the area designated for delegates.

**Rule 4 :** The House of Delegates shall not be closed.

**Rule 5 :** Any main motion or amendment shall be written in English, signed by the maker and seconder, and presented to the KIEF Secretary before it is moved.

**Rule 6 :** No delegate may speak more than three (3) minutes at a time, unless allowed to do so by the orders of the day or by a majority vote of the delegates.

**Rule 7 :** No delegate may address the assembly a second time on the same question until all delegates who desire to speak on the topic have spoken.

**Rule 8 :** The maker of a motion shall be entitled to speak first in support of such motion or may immediately yield the floor to another delegate.

**Rule 9 :** Debate shall alternate between those speaking for and those speaking against a motion.

**Rule 10 :** Microphones shall be designated by number. Speakers for the main motion shall use the odd-numbered microphone, and speakers against the main motion shall use the even-numbered microphone. The chair will recognize microphones in rotating order.

**Rule 11 :** A delegate shall not speak for or against a motion and move to close debate on the same recognition.

**Rule 12 :** Candidates for the office of International Trustee shall have a nomination speech not to exceed one (1) minute, and shall personally address the House of Delegates for no more than three (3) minutes.

**Rule 13 :** Candidates for the office of KI-EF President, President-elect and Vice-President shall have a nomination speech not to exceed one (1) minute, and shall be allowed a two (2) minutes acceptance speech.

**Rule 14 :** Candidates whose remarks require other than simultaneous interpretation shall be allowed no more than six (6) minutes for their remarks and interpretation combined. Candidates must provide their own interpreter.

**Rule 15 :** Any candidate who is unopposed for office may be elected by applause.

If there are two (2) or more candidates an anonymous and secret ballot shall be taken by electronic or written means.

**Rule 16 :** Nominating speeches for KI-EF officers and International Trustees may not be waived.

**Rule 17 :** Debate on any proposed resolution or amendment to the KI-EF Bylaws, including all amendments thereto, shall be limited to thirty (30) minutes.

**Rule 18 :** A motion to move the previous question will not be in order until fifteen (15) minutes of debate has taken place or all microphones are clear.

**Rule 19 :** Any of the above rules may be suspended by majority vote.

### Section 3 – European Board Responsibility:

The European Board shall have full supervision and management of the Convention.

In planning and organizing the annual Convention, the European Board shall observe economic principles, such as best offer and best price, in order to ensure the largest possible attendance. (In accordance with the provisions of the Convention Budget)

The European Board shall fix three (3) years in advance the date and location of the European Convention. As a rule the Federation Convention will be held in the District of the President in office.

### Section 4 - European Secretary Responsibilities:

The secretary shall have the responsibilities, as described in the Federation bylaws, and more specifically:

- the mailing of the official call, the convention brochure including the amendments to the Federation bylaws and the biographical sketches of the candidates;

- the mailing of the proceedings (minutes) of the convention;
- the mailing of the invitation for Federation Board meetings, preceding and following the Federation convention.

Section 5 - Responsibility of the KI Member Support Center, based on a yearly agreement between KI and the Federation:

Under the supervision of the European Board the KI Member Support Center Europe shall

- formulate, design, and print the Official Call, the election certificate, the reservation form and the convention brochure in the major European languages, as specified in the Bylaws.
- publish the election certificate, the reservation form and the convention program in the Kiwanis Magazine.
- be responsible for the registration of delegates and delegates at large, including last minute registration at the Convention site.
- The hotel reservation and hotel accommodations, directly or through the intermediary of the local tourist office;
- be responsible for the design and the printing of the voting documents (ballots and cards), and their inclusion in the convention hand out package.

Section 6 – Guidelines:

The regulations regarding the organization of the European Convention are defined by the Guidelines for European Board, MSC-Europe and Local Host Committee, approved by the European Board and which are an integral part of these Policies & Procedures.

Section 7 – Finances:

The convention dues shall cover all convention expenses, except those related to optional events (hotels, meals, entertainment and excursions).

The Federation Treasurer shall pay all invoices and expense sheets after their approval by the Federation president. Invoices and expense sheets received after a period of 60 days shall be considered as unacceptable by the European Board.

The bookkeeping and the balance sheet of the Convention accounts must be finished not later than 90 days after the end of the Convention.

**ARTICLE XIII - EUROPEAN DISTRICTS (02/12) – (See also KI Procedure 203)**

Section 1 – Creation of districts:

When deemed in the best interests of Kiwanis International and the Kiwanis clubs involved, a group of chartered clubs may be created in developing Kiwanis nations/areas having compatible geographic areas and customs. Such structured grouping of clubs shall be a district of Kiwanis International and the European Federation.

The creation of new districts by action of the International Board, upon a recommendation by the European Board, is subjected to the conditions and requirements as specified in section 2 of this article.

Section 2 - Minimum Requirements for Each Status:

A. **Provisional Districts:** a Kiwanis nation/area attains provisional district status upon achieving a minimum of ten (10) Kiwanis clubs "in good standing" with a minimum of 200 paid members. A provisional District must obtain the status of Kiwanis district within five (5) years.

The elected leader of a provisional district carries the title of "District Coordinator".

At the organizational convention of a provisional district, the delegate body shall adopt the Standard Form for District Bylaws, modified only as approved by the International Board, and the officers shall be elected in accordance with these bylaws. The presiding officer and acting secretary of the organizational convention shall be appointed by the International president, upon a recommendation by the European Board

B. **Kiwanis nations:** A Kiwanis nation attains provisional district status upon achieving a minimum of fifteen (15) Kiwanis clubs "in good standing" with a minimum of 500 paid members. Kiwanis nation must obtain the status of district within five (5) years.

The elected leader of the district-in-formation carries the title of "District Leader".

When the provisional district achieves a minimum of 750 paid members based on the annual membership reports by clubs to Kiwanis International, the elected leader shall have the title of "Governor of provisional district".

**C. District:** A provisional district becomes a district upon achieving a minimum of twenty-five (25) Kiwanis clubs "in good standing" with a minimum of 1.000 paid members. This status will be confirmed by Kiwanis International when the following year's dues are paid not later than 90 days after the due date.

The elected leader of a district carries the title of "District Governor", and will be entitled to all rights and privileges of his office, as stipulated in the KI and KIEF bylaws.

#### **D. District Status review:**

- Definition: Kiwanis clubs "in good standing" must each maintain a minimum of **15** members, based on the annual membership reports by clubs to Kiwanis International, with all dues paid not later than ninety (90) days after the due date.
- Status Change: any provisional district or Kiwanis nation that does not achieve the next status level within five (5) years shall automatically revert to the appropriate status, without appeal.
- Decline: a provisional district, a Kiwanis nation, or a district that fails to maintain its status for two (2) consecutive years after achieving it, based on the annual membership reports by clubs to Kiwanis International, will automatically revert to the appropriate status, with corresponding obligations and privileges, without appeal.

### Section 3 – Services by KI and KIEF

#### A. Developing Kiwanis Nations/Areas:

- Will be invited to send representatives attending training sessions and growth summits, or other meetings provided by the European Federation;
- May be provided with special services (such as local recruitment and training sessions) to determine the potential for creating a district-in-pre-formation, as more clubs are developed;

#### B. Provisional district:

- Will receive assistance from federation officers and committees in planning and implementing membership development activities;
- Will receive assistance with training for lieutenant governors and club officers.

#### C. Kiwanis nation: in addition to the above, leaders and governors of provisional district:

- Will be invited to attend all meetings of the European Board as a non-voting member (district leaders) or as a voting member (governors of provisional district);
- will be invited to the governors-elect meeting(s) required by Kiwanis International, as well as designated meetings for growth and training provided by the European Federation;
- Will be invited to attend all International Council meeting(s) (if any are held) as a non-voting member.

#### D. Districts: in addition to the above, districts will receive:

- Delegate-at-large status at the International Convention for the current governor and three (3) most recent past District Leaders or Governors of District-in-Formation (prior to district status);
- A visit from the International President in rotation with other districts;
- Assignment of an International Board Counselor;
- Invitation to the District Governor to International Council meetings (if any are held) as a voting member (in accordance with the International Bylaws);
- Such other rights and privileges as may be specified in the Bylaws, Policies, and Procedures of Kiwanis International.

### Section 4 – Restrictions prior to Districts Status

#### A. Amendments

- The provisional district or Kiwanis nation by their district board or convention may not propose

- amendments to the KI Bylaws or submit resolutions for consideration by Kiwanis International;
- The provisional district or Kiwanis nation by their district board or convention may not propose amendments to the KIEF Bylaws or submit resolutions for consideration by the European Convention;

#### B. Delegates Status

- Except as provided under section 3,D above, current or past elected or appointed leaders or officers of provisional district or Kiwanis nation, by any title, may not have delegate-at-large status at an International or Federation Convention;
- Current or past lieutenant governors of provisional district or Kiwanis nation, by any title, may not represent a club other than his/her own club at an International or Federation Convention;

#### Section 5 – Notification:

The Executive Director on behalf of the International Board shall notify each nation/area, provisional district, Kiwanis nation, or district when it attains each major goal toward a new status as defined in this procedure. A copy of all such notifications shall be forwarded to the federation president.

### **ARTICLE XIV: SPONSORING NON DISTRICTED NATIONS (10/12)**

#### Section 1: Purpose of the sponsor agreement

1. With the intent to develop Kiwanis International in all European nations, as listed in KIEF Policies, Procedures and Guidelines, Article 1, section 2, the full European districts offer their knowledge and expertise to assist recognized Kiwanis nations in their efforts to build new clubs and create new districts. This commitment shall be the subject of an agreement between equal partners.
2. The partners to this agreement shall be Kiwanis International-European Federation, referred to as KI-EF, the sponsoring district, referred to as "sponsor district", and the sponsored district (in preformation or formation) or Kiwanis nation, referred to as "new district or nation".

#### Section 2: Choice of the "sponsor district"

1. As soon as a Kiwanis nation is accepted by the KI Board of Trustees for Kiwanis development (building of new clubs), the European Board shall ask the existing European districts to apply for sponsorship of the new Kiwanis nation.
2. This application, once approved by the European Board, shall be considered as final, when an agreement is signed by all parties.
3. The new district or nation by a majority vote of its chartered clubs "in good standing" can request the European Board to consider other candidates as sponsor districts.

#### Section 3: Duties & Responsibilities of the "sponsor district"

1. Sponsorship of a new Kiwanis district or nation by the sponsor district shall be accepted by a majority vote of the district board or convention. Each year the governor of the sponsor district shall designate the committee chairperson and members responsible for all matters related to the duties and responsibilities of the "sponsor district".
2. Sponsorship shall end when the new Kiwanis district or nation achieves "full district status", as determined by KI and KI-EF policies and procedures.
3. The sponsor district shall:
  - Promote the creation and sponsorship of "new clubs" in the new Kiwanis district or nation by chartered clubs in the sponsor district;
  - Support service projects by "new clubs" in the new Kiwanis district or nation by chartered clubs in the sponsor district;
  - Visits or exchange programs between clubs of the sponsor district and clubs in the new district or nation.
  - Install a "sponsor committee" of at least three members, of which one holding good relationship with the sponsored nations, one experienced in training and education and one experienced in new club building;

- Promote the installation of the required Kiwanis organization in the new district or nation;
  - Assure good communication between all partners to the agreement.
4. The sponsor district shall accept:
- full responsibility for the training of club and district officers in the new Kiwanis district or nation; this responsibility includes the availability of training materials and personal;
  - to delegate qualified members of the sponsor district (past district officers) to attend district board meetings and conventions of the new district or nation; these delegates shall act as advisors and shall report after each visit to the sponsor district board.

#### Section 4: Duties and Responsibilities of sponsored "new district or nation".

1. The new district or nation shall:
- Accept the implementation of an appropriate Kiwanis organization in compliance with its status and in accordance with KI and KIEF procedures on district status;
  - Enable good communication to the sponsor district and KI-EF by nominating at least two representatives, able to perform and execute this obligation
  - Designate and delegate qualified representatives at all meetings of KIEF for which they receive invitations.

#### Section 5: Financial Contributions and Implications

1. Each year the sponsor district shall establish and include an expense line in the annual district budget, covering all costs related to its obligations as a sponsor district. It is expected that the sponsor district contributes from own resources.
2. The sponsor district shall submit this budget expense line for approval by the European board; consequently the European Board may subsidize partly or totally the financial costs of the sponsor district.
3. The financial support from KIEF is fixed by the annual federation budget. This allocated annual subsidy shall be confirmed in writing to the sponsor district before October 1 of each administrative year. This letter shall be signed by the responsible officers of KI-EF.
4. The sponsor district shall bear full responsibility for the adequate use of the available funds.
5. At the end of each administrative year, and not later than October 15, a report shall be sent to the European Board containing:
  - the growth situation in the new district or nation at the beginning and the end of the year;
  - the detailed list of expenses, paid within the framework of this agreement and the related budget line.
6. Failing to submit in time the in section 5 above mentioned documents may result in a refusal by the European Board to pay partly or totally the exposed expenses by the sponsor district.
7. The sponsor district, in the event of unexpected and not budgeted expenses occurring in the course of an administrative year, may apply in writing with the European Board for additional funding by the European Federation.

### **ARTICLE XV – KIWANIS EUROPEAN YOUTH CAMP(S)**

#### Section1:

Youth Camps are part of the Kiwanis Leadership Programs (SLP). Through SLP Kiwanis enables its youth and adult leaders to serve their community, opening doors to change the world.

The objectives of these Youth Camps are to teach, train and practice leadership, meet youngster from other countries and understand the cultural differences in order to establish friendship and build networks. The task is also to develop program promotion and service in order to inspire the youth to join Kiwanis (10/15)

The European Kiwanis districts and also the European nations may organize such Youth camps in a close coordination and cooperation with KI EF.

The responsibility and liability for the whole organization and implementation for such Youth camps bear only(!) the organizing district or the representative of the organizing nation.

If organization and implementation (especially responsibility and liability) of such Youth camps be carried out according the Kiwanis Youth Camp Rules Ki EF may grant it and make a contribution for such a Youth Camp according the annual budget of KI EF.

Each district or nation is intending to organize and implement such a Youth Camp has to accept by District Board decision the Kiwanis Youth Camp Rules.

Also the nation has to accept by a decision through their responsible voting body. (10/17)

### Section 2: Youth Camp Rules:

1. Every child and every young person has to be accompanied by a chaperone. A chaperone is defined as a Kiwanis member, parent, or legal guardian, twenty-six (26) years of age or older. A chaperone can bear responsibility over a group of max. 5 participants.
2. The camps are lead by a camp management consisting of the camp leader, appointed and approved by KI-EF and the chaperons. The camp management is in charge of the camp life and the program. All participants are obliged to follow their instructions and decisions. Participants are obliged to participate actively in all activities and to contribute to success.
3. Adults giving youths a lift in a vehicle should do so with a second adult in the vehicle. If a second adult is not available the "rule of threes" is recommended: at least three people in the car at all times. All transportation decisions should be made by the camp management in accordance with local laws.
4. Inside and outside all camps the consumption of alcohol, drugs and smoking are strictly forbidden for every participant and chaperone - regardless of age - during any portion of the event. Exception is made for the presence of medication prescribed for the attendee. Participants are expected to obtain from any activity of sexual nature.
5. The sleeping rooms for female and male participants are strictly separated, if possible in different floors. The sleeping rooms are private areas and not open for visiting each other. No activity will happen between 00 am and 6 am unless otherwise specified by the camp management so participants are to be in their private sleeping rooms.
6. Except for a parent sharing a sleeping room or another sleeping quarter (e.g. tent) with his/her own child, no adult should share a dormitory with a youngster.
7. The camp management and those people authorized shall be entitled to check compliance with the rules at any time. This applies particularly to the rules mentioned in point 3 and 4. This includes the right of inspection of the premises and the personal belongings of the participants with reasonable suspicion.
8. It should be noted that KI-EF does not pay for bodily injury due to accidents. It is highly recommended to participants and chaperones to provide for a corresponding foreign health and casualty insurance.
9. Damaged or lost items will be charged to the district of the initiator and can be requested from the initiator.
10. In the case of a participant violating the rules – regardless of his/her age – the camp management is entitled to exclude this person from further participation and to send him/her home at their own expense.

### Section 3 – Organizing guidelines:

To facilitate the organization of these camps, the following guidelines shall apply: (08/15)

1. With the approval of the European Board, the districts and/or the nations fixes the location(s) of these camps at least 15 (fifteen) months prior to the date of the event, based on proposals of candidacy from districts, containing a detailed plan and budget for the camp. (10/17)
2. The organizing district and/or nation is sole responsible for the organization of these camps in

close cooperation KI EF for practical issues.(10/17)

3. The organizing district and/or nation sends an invitation to all participants and parents with the camp information and rules, asking them to sign these rules as a personal commitment together with an indemnification statement in order to protect the escorts, the camp leader and the organizing district and/ or nation and even KI EF from recourse. (10/17)
4. KI-EF supports yearly no more than two camps. The duration of a camp is at maximum 6 (six) days and 5 (five) nights. The programs for both camps shall be similar.
5. The maximum number of young participants is 50 (fifty). The age of the participants is 16 to 20 years by preference, to 23 years at maximum. No person can participate more than 2 (two) times at these camps. Priority should be given to participants not linked to a Kiwanis family and participants who cannot afford to take part in other camps.
6. Participants from outside Europe are only accepted after agreement of the organizing district and/or nation and the KI-EF Board. (10/17).
7. The average number of accompanying adults is fixed at a maximum of 1 (one) person per group of 5 (five) young participants. Also admitted are a total of 5 (five) camp leaders and trainers, provided by KI-EF and the organizing district and/or nation in reconciliation with KI EF (10/17)
8. KI-EF financially may supports financially the youth camps through an annual budgetline, which may include an insurance contract covering personal liability issues of camp leaders and trainers. (10/17).
9. The European Board, on a proposal made by the SLP Committee, fixes the maximum amount of personal contribution for young participants and accompanying adults.
10. The organizing district is responsible for requesting a grant from the European Union (EU) and from the Kiwanis Children`s Fund (KCF). The coordination of these requests is the responsibility of KI-EF.(10/17)
11. The organizing district also supports the camps through their own contribution or by third party sponsoring (municipality, local industries, etc.).
12. The organizing district is in charge of local travelling (from the airport to the camp site, travelling for activities during the camp, ...) and supports the costs in the district budget.
13. The young and adult participants are in charge of the travel costs from their home country to the organizing district. Their local district/club can support these costs.
14. A background check is absolutely necessary for all the persons older than 18 years. Districts are responsible for this background check for young participants older than the marked age. Such background check shall be also required for all adults (Kiwanis certified trainers) working with youth.  
The background check should conform to applicable local and state laws and requirements (10/17).
15. The Guidelines for Youth Protection of KI applies to all the persons older than 18 years.

#### Section 4 - Kiwanis Youth Exchange Program:

3. Kiwanis International-European Federation, in coordination with the Kiwanis districts and nations, may install a Kiwanis Youth Exchange Program for individuals and organized groups for a period not to exceed one (1) year.  
Purpose of such an exchange program is to educate Junior members on cultural differences, Kiwanis International life and promotion of the Kiwanis Junior program.
4. A sponsor Kiwanis Club applies for a host Kiwanis Club in a foreign District/Nation. All exchange program participants are entitled to be sponsored by a Sponsor Club and hosted by a Kiwanis Club in foreign District/Nation.

## **CHAPTER III – EUROPEAN FEDERATION GUIDELINES**

### **ARTICLE XVI - GUIDELINES FOR FEDERATION CONVENTION COMMITTEES**

#### 1) INSTRUCTIONS FOR THE CONVENTION COMMITTEE ON CREDENTIALS

This leaflet stipulates the role and duties of the "committee on credentials"; This committee, installed by the President and approved by the European Board, has a chairperson and at least four (4) members. Additional members can be selected among the delegates present at the convention.

##### Section 1 - General Duty

###### *KIEF Bylaws – Article VII – European Convention Section 7:*

*For each annual or special convention, the President shall appoint a Committee on Credentials and a Committee on Elections, each to consist of at least five (5) members. All members of the Committee on Elections must be delegates or delegates at large. Three (3) members of each of the foregoing committees shall constitute a quorum.*

- a. The Credentials Committee shall determine whether the clubs of the delegates present are in good standing. Should any club fail to certify the election of its delegates and alternates as provided in these Bylaws, the Credentials Committee shall determine the seating of the delegates or alternates for such club. The Credentials Committee shall report the number of delegates and delegates-at-large to the House of Delegates, the Elections Committee and the Federation Secretary, upon request.*

###### *Section 13*

*No delegates shall be accredited and entitled to vote in a European convention unless and until the club has paid the Federation Convention fee for each member, as provided elsewhere in these Bylaws.*

The Credentials Committee shall determine whether the delegates present are in good standing.

**Remark:** the delegates present are "in good standing" when they are a member of a club that as fulfilled all obligations (financial + administrative) towards KI, KI-EF and their district. This is controlled during the registration process of the delegates by staff members of the MSC (have they send in the "Election Certificate for delegates" form and paid all invoices to KI + KI-EF?).

Any dispute here off shall be settled by the Credentials Committee. This means that the committee must be present during the "on site" registration process at the convention.

##### Section 2 - Qualifications of Delegates

###### *KIEF Bylaws – Article VII – European Convention Section 8:*

*For any convention, each club in good standing with Kiwanis International, its district, and the Federation, shall be entitled to elect three (3) delegates, one (1) of whom should be the president, and three (3) alternates designated as alternates one, two and three. If any delegate is absent from the convention, the alternates will serve in the numerical order certified.*

**Remark:** all clubs can have three (3) delegates; absent delegates may be replaced by their alternates.

###### *KIEF Bylaws – Article VII – European Convention Section 11:*

*Official delegates of a newly organized Kiwanis club recognized by the International Board shall be granted full privileges at a convention, even if the charter has not been formally presented to such club.*

**Remark:** organized clubs, even if the charter has not yet been presented, have the right to designate delegates as in section 8 above.

###### *KIEF Bylaws – Article VII – European Convention Section 9:*

*Each delegate or alternate shall be a member of the club represented, and shall be elected by such club no less than thirty (30) days prior to the date of the annual convention or no less than fifteen (15) days prior to any special convention. Their election shall be evidenced by a certificate to the Secretary of the Federation, duly authenticated by the president and the secretary of the club.*

**Remark:**

- 1) clubs "in good standing" that have NOT send in their "Election Certificate of delegates" may not enter the House of Delegates, unless the "committee on credentials" accepts a last minute certificate on site, signed by at least one delegate.
- 2) Should there be any doubt as to the validity of one person's credentials, then the district governor or the division lieutenant governor must be asked to validate that person's credentials.

KIEF Bylaws – Article VII – European Convention Section 10:

Elected Federation officers, past Federation Presidents, District Governors and past District Governors of districts within the Federation, who are members of a Kiwanis club within the Federation, shall be delegates at large to all Federation conventions.

**Remark:** besides club delegates, there exists a category of delegates called "delegates at large".

Section 3 - Report to the House of Delegates

KIEF Bylaws – Article VII – European Convention Section 17:

*A quorum shall consist of no less than one hundred and fifty (150) delegates and delegates at large for any annual convention and no less than fifty (50) delegates and delegates at large for any special or emergency convention.*

**Remark:**

The chairperson of the "committee on credentials" must report to the House of Delegates as follows:

**Report of the Committee on Credentials:**

The role of the committee on credentials is determined by Article VII, sections 7 through 11 of the KIEF Bylaws. These Bylaws stipulate that each club in good standing is entitled to designate three delegates for this convention. Federation officers, Past Presidents of the Federation and Past Governors of European districts are delegates at large.

As of 9.00 o'clock this morning we have registered for this convention

\_\_\_\_\_ **Clubs**

\_\_\_\_\_ **Delegates**

\_\_\_\_\_ **Delegates at large**

\_\_\_\_\_ **Total number of voting delegates all in good standing**

The quorum at any convention of the Federation shall consist of not less than 150 delegates and delegates at large. We have reached that quorum.

This concludes the report of the committee on credentials. May I ask for the acceptance of this report.

Section 4 - Access to the House of Delegates:

**Rule 2**

*Only delegates with official delegate badges may be present or speak on motions and vote.*

**Rule 3**

*Only delegates may be seated in the area designated for delegates.*

**Rule 4**

*The House of Delegates shall not be closed.*

**Rule 6**

*No delegate may speak more than three (3) minutes at a time, unless allowed to do so by the orders of the day or by a majority vote of the delegates.*

**Rule 7**

*No delegate may address the assembly a second time on the same question until all delegates who desire to speak on the topic have spoken.*

**Rule 8**

*The maker of a motion shall be entitled to speak first in support of such motion or may immediately yield the floor to another delegate.*

**Rule 9**

*Debate shall alternate between those speaking for and those speaking against a motion.*

**Rule 10**

*Microphones shall be designated by number. Speakers for the main motion shall use the odd-numbered microphone, and speakers against the main motion shall use the even-numbered microphone. The chair will recognize microphones in rotating order.*

The Committee on Credentials is also responsible for the application of the "standing rules for the House of Delegates" and more specifically rules 2, 3, 4, 6, 7, 8, 9 and 10.

This means:

- access must be denied to all those that have no delegate badge;
- delegates, leaving the House of Delegates during deliberations, must leave their ballot booklets with members of the "credential committee";
- members of the credentials committee must be present at all floor microphones; they must assure that observations or instructions from the President are respected.

## 2) INSTRUCTIONS FOR THE CONVENTION COMMITTEE ON ELECTIONS:

This leaflet stipulates the role and duties of the "committee on elections". This committee, installed by the President and approved by the European Board, has a chairperson and at least four members, who must all be delegates or delegates at large. If more members are necessary, because of the number of delegates and votes to be counted, the chairperson can designate any delegate present at the House, and such persons shall help collecting or counting votes.

### Section 1 - General duty

#### *KIEF Bylaws – Article VII – European Convention Section 7:*

*For each annual or special convention, the President shall appoint a Committee on Credentials and a Committee on Elections, each to consist of at least five (5) members. All members of the Committee on Elections must be delegates or delegates at large. Three (3) members of each of the foregoing committees shall constitute a quorum.*

- b. The Elections Committee shall have general charge of all elections, including the distribution and tabulation of the ballots, and shall report promptly to the convention the results of the balloting, with such report to be signed by a majority of the committee. After the committee has so reported, the chairman shall deliver all ballots to the Secretary to be kept for a period of ninety (90) days after the convention, after which the ballots shall be destroyed.

The Election Committee shall have the general charge of the elections (distributing, collecting and counting the ballots).

#### **Remark:**

- the **distributing** of the voting documents is generally done by staff members of the RSC at the registration desk; the responsibility for determining "who" receives these voting documents lies with the "committee on credentials". It is important to note that voting documents consists of
  - a) green, red and white cards (for hand voting - rising of the cards)
  - b) numbered voting tickets (for written ballots - when more than one candidate).
- the **collecting** of the ballots is done in boxes (made available by the RSC), suited for that purpose, and each member of the committee is responsible for one of the boxes; the chairperson must know the number of available boxes;
- once **all** the ballots are collected, **all** the boxes are gathered in the counting room, designated for that purpose, opened and emptied on the table;
- the **counting** of the ballots follows the order as stipulated in Section 3. 2) - (first determine the total number of votes - then separate valid and invalid votes - then determine the required majority - then count the votes for each candidate) and finally the report is written and signed.
- the **counting** of the votes also includes hand voting by colored cards, but only at the request of the President, when the outcome is uncertain; the House shall be divided into sections and each committee member is responsible for one section; the chairperson makes the total of all votes (first green, then red en finally white).

### Section 2 - One Delegate = One vote

#### *KIEF Bylaws – Article VII – European Convention Section 12:*

*Cumulativ, absentee or proxy voting shall not be permitted.*

**Remark** : this means that no delegate can have more than one vote; delegates, leaving the House before or during the voting process, must deliver their ballot booklets (name written on the back of the booklet) to a member of the "credentials committee", posted at the entrance of the room. Upon return to the House, they can repossess their ballot booklet.

### Section 3 - Report to the House of Delegates:

There are two kinds of reports to be made:

1- The preliminary report, which could be worded as follows:

REPORT OF THE COMMITTEE ON ELECTIONS.

*The role of the committee is determined by Article VII, sections 12, 13 and 14 of the KI-EF Bylaws. We are responsible for the distributing, the collecting, the counting of the ballots and the reporting of the results of the elections.*

*May I remind you that each delegate and delegate at large at this Convention has received one numbered ballot booklet, containing three ballot cards (green, red and white) and 2 ballot tickets, numbered 1 and 2. Please do not detach these tickets from the booklet, unless asked so by the President. If you use the wrong ticket your vote will be invalidated. Thank you.*

2- The reports on the election results

KIEF Bylaws – Art VII European Convention – Section 7:

*For each annual or special convention, the President shall appoint a Committee on Credentials and a Committee on Elections, each to consist of at least five (5) members. All members of the Committee on Elections must be delegates or delegates at large. Three (3) members of each of the foregoing committees shall constitute a quorum.*

- b. The Elections Committee shall have general charge of all elections, including the distribution and tabulation of the ballots, and shall report promptly to the convention the results of the balloting, with such report to be signed by a majority of the committee. After the committee has so reported, the chairman shall deliver all ballots to the Secretary to be kept for a period of ninety (90) days after the convention, after which the ballots shall be destroyed.*

KIEF Bylaws – Art VII European Convention - Section 9.

*The Committee on Elections shall report promptly to the convention the results of balloting, and the majority of the committee shall sign the report. After the committee has so reported, the chairman shall deliver all ballots to the Secretary to be kept for a period of ninety (90) days after the close of the convention when the ballots shall be destroyed.*

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

**Remark:** this report must be in writing and signed (min. 3 signatures), handed to the President, and include the following data:

- the total number of ballot tickets, found in the boxes;
- the total number of invalid tickets, found in the boxes (including blanks -abstention tickets - and tickets that did not observe the instructions given by the President);
- the total number of valid tickets and consequently the required majority (simple = half of the valid votes + one; qualified = 2/3 of all valid votes)
- the number of valid votes obtained by each candidate or amendment

This report + all ballots shall finally be given to the Secretary.

**IMPORTANT :** please prepare a document for this purpose, which can be used as a written report.

### Section 4 - Validity of the expressed votes:

KIEF Bylaws – Article VII – European Convention Section 14:

*Each accredited delegate and delegate at large present shall be entitled to vote on each question submitted in any convention. On all matters put to a vote, an accredited delegate or delegate at large may abstain from voting; the outcome of any vote shall be determined by the actual valid votes cast, and abstentions, if any, shall be excluded.*

**Remark:** this article stipulates that abstentions are permitted, but do not influence the outcome of any vote, or in other words, they do NOT count for the calculation of the majority vote.

KIEF Bylaws – Art. VII European Convention Section 6:

*When nominations and elections become the order of business at the annual convention, the Secretary of the Federation shall inform the house of delegates of the nominees for each office and, if there are two (2) or more candidates for any office, a written ballot shall be taken for such office.*

**Remark:** this article determines when a written ballot must be taken

Election of federation officers and International trustees:

KIEF Bylaws – Article IX – Election of Federation officers Section 7:

*A majority of all valid votes cast shall be necessary for election. In the event that any ballot cast does not show a majority for any nominee, the President shall designate a time and place for further balloting. Prior to the second ballot, the nominee having the lowest vote on the first*

*ballot shall be dropped; and on each succeeding ballot, the same procedure shall be followed until one nominee shall have received a majority of all valid votes cast. There shall be no voting by proxy or absentee ballots. In case of a tie vote, a new ballot shall be taken until one candidate receives a majority vote.*

KIEF Bylaws – Article XI – Election of International Trustees Section 8:

*A majority of all valid votes cast shall be necessary for the election of the candidate. In the event that any ballot cast does not show a majority for any nominee, the President shall designate a time and place for further balloting. Prior to the second ballot, the nominee having the lowest vote on the first ballot shall be dropped; and on each succeeding ballot, the same procedure shall be followed until some nominee shall have received a majority of all valid votes cast.*

*There shall be no voting by proxy or absentee ballots. In case of a tie vote, the members of the European Board shall determine the nominee by written ballot between the final two (2) candidates.*

**Remarks:**

- a) to be elected any candidate must have a majority of all valid votes;
- b) in case, in the first ballot, NO candidate has a majority, then a second ballot shall be taken;
- c) prior to that second ballot, the candidate having the lowest vote on the first ballot shall be dropped;
- d) this procedure shall be followed till only two candidates are left; or one candidate has the majority of all valid votes;
- e) in case of a tie vote (equal number of votes), then the European Board shall hold a written ballot between the final two candidates.

**IMPORTANT REMARK**

It is up to the President to announce to the House of Delegates the results of any vote, and especially the name of the elected candidate.

**ARTICLE XVII – GUIDELINES FOR THE EUROPEAN GROWTH COMMITTEE(S) (07/13)**

**SECTION 1 – AUTHORITY & DEFINITION**

KI will delegate to KI-EF the responsibility for growth and expansion of Kiwanis in Europe. KI will:

1. Maintain the duties of the organization defined in the Bylaws, Policies and Procedures, including club chartering, status management, suspension and revocation;
2. Make information on reported club membership totals, status, and suspension and revocation available on a monthly basis.
3. Share any and all materials, best practices, and information with KI-EF.
4. Open its growth education and training meetings and/or summits to KI-EF officers and chairman as appropriate, to attend at their expense.

KI-EF will:

1. Appoint and oversee growth and membership committee(s).
2. Conduct growth training via various conferences, summits, district training and other meetings and events.
3. Support the building and opening of new Kiwanis clubs.
4. Support the growth and strengthening of existing Kiwanis clubs.
5. Support the creation and development of new Kiwanis districts.
6. Effectively oversee and manage district growth plans and their execution.
7. Ensure all non-districted clubs be placed under the sponsorship of or attached to an existing Kiwanis district.
8. Achieve annual and multi-year growth metrics for Kiwanis in Europe.

## SECTION 2 – EUROPEAN GROWTH COMMITTEES

The European Board, on proposals made by the president-elect, shall appoint the following growth and membership committees:

- 1) Club Membership Committee: this committee shall support the growth and strengthening of existing Kiwanis clubs and develop policies and tools, which will introduce and promote membership recruitment and retention programs in districts and clubs in Europe.
- 2) New Club Building Committee: this committee shall support the building and organizing of new Kiwanis clubs and develop policies and tools, which will motivate and help all districts and clubs to build new clubs in their respective districts and sponsored nations.
- 3) New District Building Committee: this committee shall support the creation and development of new Kiwanis districts, and ensure that all non-districted clubs are placed under the sponsorship of or attached to an existing Kiwanis district.

The European Board may designate the vice-president of the federation to direct, supervise and control the functioning of the growth and membership committees.

The European Board should encourage all European districts to install corresponding committees at the district level.

## SECTION 3. CLUB MEMBERSHIP COMMITTEE:

### **1. Chairperson & Members**

The chairperson shall be appointed by the European Board on a proposal made by the president-elect; if at all possible, this person shall be chosen from a list of past district governors and remain in office for a minimum term of two consecutive years.

The other members of the committee shall be the respective district committee chairs.

### **2. Federation Policy on club membership**

The European strategic plan for club strength implies that every club should have a long term policy for membership recruitment (new members) and membership retention (existing members); we call this policy; "Open the front door ... and close the back door". The European strategic goal is for every club to have an average of at least 35 members, with a minimum of 15 members in the smaller communities.

If possible, each club should make sure that all age groups are represented in its membership and have at least 15 members under the age of 50.

#### **1. MEMBER RECRUITMENT POLICY = "OPEN THE FRONT DOOR "**

##### STEP ONE = APPOINT A **COMMITTEE**

- COMPOSITION: THREE WISE AND EXPERIENCED MEMBERS (SUCH AS PAST CLUB PRESIDENTS OR FORMER BOARD MEMBERS)
- ROLE: ENCOURAGE MEMBERS TO CONTINUALLY RECRUIT NEW MEMBERS
- REPORT: SUBMIT A PROGRESS REPORT TO FELLOW CLUB MEMBERS ON A QUARTERLY BASIS

##### STEP TWO = ELIMINATE **OBSTACLES**

- ADMISSION PROCEDURE: SHOULD BE SWIFT AND SHORT AND OUTLINED IN THE CLUB'S POLICIES AND PROCEDURES HANDBOOK
- OBJECTIONS SHOULD BE IN WRITING AND EXPLICIT WITH NO RIGHT TO VETO
- PROBATION PERIOD SHOULD BE SHORT-TERM

##### STEP THREE = DEFINE **TACTICS**

ENCOURAGE ALL CLUB MEMBERS TO ACCEPT THE PRINCIPLE OF RECRUITING AT LEAST TWO NEW MEMBERS EVERY YEAR AND ENCOURAGE EACH INDIVIDUAL MEMBER TO SPONSOR A NEW MEMBER EVERY FIVE YEARS

SEEK HIGH-QUALITY INDIVIDUALS AND FOCUS SPECIAL ATTENTION ON

- THE KIWANIS PROFILE OF THE CANDIDATE: WILLINGNESS TO SERVE THE COMMUNITY, TO RESPECT THE OPINIONS OF OTHERS AND TO PUT COMMON INTERESTS BEFORE PERSONAL INTERESTS
- GOOD REPRESENTATION OF ALL AGE GROUPS AND PROFESSIONS PRESENT IN THE COMMUNITY

- DIVERSITY: PRIORITY IN LOOKING FOR FEMALE AND YOUNG MEMBERS

MAINTAIN GOOD PUBLIC RELATIONS WITH LOCAL AUTHORITIES, AND ORGANIZE "SPECIAL EVENTS TO BOOST AWARENESS OF KIWANIS AND ITS PURPOSE

STIMULATE "PRIDE OF MEMBERSHIP" THROUGH PARTICIPATION IN LOCAL, REGIONAL AND INTERNATIONAL SERVICE PROJECTS

PLAN CLUB MEETINGS THAT ARE WORTHWHILE AND MEANINGFUL FOR MEMBERS AND VISITORS  
EMPHASIZE COMMUNICATION ABOUT KIWANIS ESPECIALLY BETWEEN NEW MEMBERS AND THEIR SPONSORS

## 2. MEMBER RETENTION POLICY = "CLOSE THE BACKDOOR"

STEP ONE = APPOINT A **COMMITTEE**

- COMPOSITION: CAN BE IDENTICAL, CERTAINLY IN SMALLER CLUBS
- THE ROLE OF THE COMMITTEE IS TO MEDIATE IMMEDIATELY IF RELATIONSHIPS BETWEEN TWO OR MORE MEMBERS DETERIORATE
- THE GOAL IS TO RESOLVE ANY ISSUES IN THE CLUB THAT MIGHT INFLUENCE MEMBERS TO LEAVE THE CLUB

STEP TWO = ESTABLISH GOOD **HABITS & TOOLS**

- INDUCTION CEREMONY: IT IS ESSENTIAL TO WELCOME NEW MEMBERS IN STYLE AND MAKE THIS THE MOST IMPORTANT EVENT OF THE MEETING
- ACCEPTANCE: NEW MEMBERS SHOULD FEEL ACCEPTED BY ALL OTHER MEMBERS AND BE GIVEN A COMMITTEE ASSIGNMENT AND A FUNCTION WITHIN THE CLUB WITHIN A SHORT TIME AFTER THEIR INDUCTION
- ENCOURAGE NEW MEMBERS TO EXPRESS NEW IDEAS, SUGGEST PROJECTS, PURSUE LEADERSHIP POSITIONS, AND VISIT OTHER NEIGHBOURING CLUBS

STEP THREE = AVOID **DEMOTIVATION**

CREATE A FRIENDLY ATMOSPHERE AND WHEN CULTURALLY RELEVANT:

- IF A MEMBER MISSES THREE MEETINGS => GIVE A PHONE CALL TO MAINTAIN COMMUNICATION AND TO RESOLVE POTENTIAL PROBLEMS
- IF A MEMBER IS ILL => VISIT OR CALL, UPDATE OTHER CLUB MEMBERS ABOUT THEIR FELLOW KIWANIAN'S CONDITION
- IF A MEMBER IS IN HOSPITALIZED => SEND FLOWERS, GIFTS, AND TAKE THE TIME TO VISIT REGULARLY
- BE ATTENTIVE REGARDING SPECIAL FAMILY EVENTS, SUCH AS WEDDINGS, BIRTHS, BIRTHDAYS AND ANNIVERSARIES
- SHOW SYMPATHY AND COMPASSION WHEN A FELLOW MEMBER IS MOURNING THE DEATH OF A RELATIVE OR CLOSE FRIEND

ESTABLISH GOOD LEADERSHIP:

- PARTICIPATE IN LEADERSHIP TRAINING SESSIONS
- ASSURE GOOD UNDERSTANDING BETWEEN BOARD AND OTHER CLUB MEMBERS, KEEP ALL COMMUNICATION CHANNELS OPEN, FROM MEMBER TO DISTRICT AND VICE VERSA
- SHOW TOLERANCE AND RESPECT FOR OTHERS AND THEIR OPINIONS

ENSURE GOOD QUALITY MEETINGS:

- CONSTANTLY EMPHASIZE THE IMPORTANCE OF KIWANIS FELLOWSHIP AND CONDUCT MEETINGS IN A FRIENDLY ATMOSPHERE
- DEFINE THE ROLE OF THE ACTIVITY COMMITTEE CHAIRMAN (PROTOCOL) AND CLARIFY HOW OFTEN EXTERNAL SPEAKERS SHOULD BE SCHEDULED
- USE CLUB BULLETIN (KIWANIGRAM) OR OTHER COMMUNICATION TOOLS TO PROMOTE BETTER UNDERSTANDING OF THE CLUB, DISTRICT, FEDERATION AND KIWANIS INTERNATIONAL

## 3. Kiwanis International Bylaws Article VIII – Club Members

*The KI bylaws (version Jan 2013) contain a very important chapter on "club members"; for that reason we include these sections in the KI-EF guidelines and underline the passages that need the special attention of federation and district membership committee chairs.*

**Section 1.**

*The members of a club should represent the diversity in the community in which the club is located. Membership in a club is open to adults of good character and good community standing who are willing to maintain good standing with the club by payment of all relevant dues and fees and adherence to other standards (if any) stated in club policy. Members in good standing with a club shall be entitled to all privileges of membership in that club.*

**Section 2.**

Kiwanis International shall consider all members in a club to be active (regular) members. A club may designate additional membership types in its policies with privileges and obligations defined therein; however, Kiwanis International recognizes only active (regular) members.

**Section 3.**

Any club member in good standing shall be entitled to wear the emblem and/or other insignia of Kiwanis.

**Section 4. Members Who Belong to More Than One Club**

- a. A person may hold membership in more than one (1) club.
- b. Members who belong to more than one (1) club:
  - (1) Shall pay all mandatory dues and fees to each club (and to each district and federation, if applicable) and to Kiwanis International and shall be eligible for life member status in only one (1) club.
  - (2) Shall designate which club is their primary club. Life member status eligibility and subscription to official publications shall be based on the member's primary club.
  - (3) May hold any type of membership offered by the respective clubs.
  - (4) May represent only one club for voting purposes at district or International functions.

**Section 5. Interim Status**

- a. Interim status may be granted to members in transition who have left membership in one (1) club without any outstanding obligations and anticipate joining a new club.
- b. Any member in good standing who resigns from a club may apply to Kiwanis International for interim status, for a period not to exceed one (1) year.
- c. The fee for interim status shall be the amount of annual International dues (and fees, if applicable), payable upon application.
- d. During interim status, the individual shall not have the privilege of representing a club at any club, district, or International functions.
- e. At the time such individual joins another club or if such individual does not join a club within the one-year period, interim status shall be terminated.

**Section 6. Life Member Status**

- a. Any Kiwanian holding membership may be granted life member status on a one-time payment of a fee of fifteen (15) times the annual International dues as prescribed herein.
- b. Upon a Kiwanian's attaining the status of life member, the member's club is thereby relieved of any further dues obligation to Kiwanis International for that member. The financial obligations to said member's local club and district, subscription to official publications, and the premium payable to defray the cost of insurance prescribed herein shall remain payable.
- c. Life member status shall be in force only during the time the member also is a member of an affiliated club.
- d. The quota of life memberships available in any administrative year shall be determined by the Board of Trustees of Kiwanis International.

**Section 7. Election of Members**

- a. Qualified prospective active members shall be considered for election to membership only by invitation or by transfer from an active club, by a majority vote of the club board or membership:
- b. The election of senior and honorary members in any club shall be as provided in club policy.

**Section 8. Discipline of Members of the Kiwanis Family**

- a. The general discipline of members in any club shall be as provided in the Standard Form for Club Bylaws.
- b. The definition of "conduct unbecoming a member of the Kiwanis family" and the process to be followed for an allegation of conduct unbecoming shall be as defined by the Kiwanis International Board.
- c. A member of the Kiwanis family, in cases of conduct unbecoming, is defined as members of Kiwanis clubs, Aktion Clubs, Circle K clubs, and Key Clubs.
- d. A club shall discipline any member whose conduct is determined to be conduct unbecoming a

member of the Kiwanis family, or else the club shall be considered out of compliance with accepted standards for Kiwanis clubs and may have its charter suspended or revoked as provided in these Bylaws.

#### SECTION 4. NEW CLUB BUILDING COMMITTEE.

##### **1. Chairperson & Members**

The chairperson shall be appointed by the European Board on a proposal made by the president-elect; if at all possible, this person shall be chosen from a list of past district governors and remain in office for a minimum term of two consecutive years. The other members of the committee shall be the respective district committee chairs.

##### **2. Federation Policy on new clubbuilding**

The federation policy for new club building shall focus on the following principles:

- Clubs shall be built in communities that provide acceptable conditions for the future stability of the club with a membership of no less than 15 members. The total population of the community shall be the key factor; the rule is that for each member there should be a total population count of circa 1000 persons.
- The recommended method consists in determining the existence of "white spots" in divisions and districts by using the "Kiwanis maps" (a computer program that determines potential communities or areas for building new clubs – this program can be made available to all districts and nations in Europe).

The federation policy encourages all European districts and nations to focus its efforts on membership diversity by:

- building Kiwanis clubs for "Young Professionals";
- building Kiwanis clubs for "Women";
- building Kiwanis clubs for "Persons from different cultural backgrounds".

##### **3. Kiwanis International Bylaws Article IV & V.**

The KI bylaws contain very important chapters on "Kiwanis clubs", as members of KI and on the procedures for organizing and chartering of clubs. For that reason we include these sections in the KI-EF guidelines and underline the passages that need the special attention of federation and district new club building committee chairs.

#### **ARTICLE IV. MEMBERSHIP OF CLUBS IN KIWANIS INTERNATIONAL (KI Bylaws)**

**Section 1.** *Kiwanis International shall consist of Kiwanis clubs which have been accepted by the Board of Trustees and chartered in the manner provided in these Bylaws.*

**Section 2.** *Any club may resign from Kiwanis International upon a resolution of resignation being approved by a three-fourths (3/4) vote of the active and senior membership of said club, provided that all financial and other obligations of said club to Kiwanis International shall have been fulfilled, that all annual dues to any district thereof shall have been paid, and that, if incorporated, the corporation shall have been duly dissolved. Said resolution shall be certified by the club's secretary and sent to Kiwanis International. Such resignation shall become effective when accepted by the Board of Trustees. The Board of Trustees may, upon written application of said club, reinstate the club to membership in Kiwanis International.*

#### **ARTICLE V. ORGANIZING AND CHARTERING OF CLUBS**

**Section 1.** *Kiwanis clubs may be built in communities that provide acceptable conditions, and as prescribed in these Bylaws.*

**Section 2.** *A club may be organized and chartered in a community, which will ensure the standards of membership prescribed by Kiwanis International for clubs, and has the potential of additional membership resources to ensure the future stability of the club.*

**Section 3.** *A charter shall be granted to each prospective club that meets all requirements and obligations, provided, however, that by the acceptance of such charter, the club agrees to be bound by the Bylaws of Kiwanis International as adopted or amended.*

**Section 4.** *The minimum number of members to organize and charter a prospective club shall be determined by the House of Delegates, but shall not be less than fifteen (15) active members.*

**Section 5.** *The organization of a new club shall be approved by Kiwanis International and the district and completed as instructed by Kiwanis International.*

**Section 6.** *Upon the approval of a petition for a new club by the Board of Trustees, the Board*

shall direct through its accredited representative and in cooperation with the district governor the completion of the organization of said club.

**Section 7.** Each new Kiwanis club, before receiving its charter, shall pay to Kiwanis International a fee per new club charter member at an amount determined by the Board of Trustees, but not to exceed the annual amount of dues, subscriptions fees for official publications, and liability insurance fees.

**Section 8.** Upon the organization of a club under the direction of the accredited representative, and upon approval of the Board of Trustees, there shall be issued to said club a charter from Kiwanis International signed by the President and the Executive Director of Kiwanis International. Upon organization, said club must have complied with the following conditions:

- a. Complied with all applicable laws and regulations of local jurisdiction.
- b. Adopted the Standard Form for Club Bylaws, modified only as approved by the Board of Trustees.
- c. Secured and maintained a charter membership of the required number of active members as established by the Board of Trustees.
- d. Elected officers, appointed committees, and completed club organization as required by the club bylaws.
- e. Certified to the Executive Director of Kiwanis International that the accredited representative has instructed the officers, committees, and members regarding their obligations.
- f. Complied with the applicable provisions of its district bylaws.
- g. Maintained all standard practices and principles for clubs as determined by the Board of Trustees.

**Section 9.** A club, after receiving its charter, may incorporate subject to the approval of the Board of Trustees, but only by the name designated in its charter, such as Kiwanis Club of. . . , and said club shall agree, as a condition precedent to incorporation, that it will, as an incorporated body, abide by the Bylaws of Kiwanis International.

## SECTION 5. NEW DISTRICT BUILDING COMMITTEE.

### **1. Chairperson & Members**

The chairperson shall be appointed by the European Board on a proposal made by the president-elect; if at all possible, this person shall be chosen from a list of past district governors and remain in office for a minimum term of two consecutive years.

The other members of the committee shall be the respective district committee chairs.

### **2. Geographical Area for new district building**

The following principles apply:

No Kiwanis club shall be formed in any new European nation or area, unless such nation or area has first been approved by the KI Board of Trustees.

The following States, Nations and geographical areas have been approved and are considered as a part of Europe:

Albania, Andorra, Azerbaijan, Armenia, **Austria**;  
Belarus, **Belgium**, Bosnia-Herzegovina, Bulgaria;  
Croatia, Cyprus, **Czech Republic**;  
**Denmark** (including Greenland); Estonia;  
**Faeroes Islands**; Finland, **France** (excluding the Overseas Departments);  
Georgia, **Germany**, Greece;  
Hungary;  
**Iceland**, Ireland, **Italy**;  
Latvia, **Liechtenstein**, Lithuania, **Luxembourg**;  
Macedonia, Malta, Moldova, **Monaco**, Montenegro;  
**Netherlands, Norway**;  
Poland, Portugal (including the Azores and Madeira);  
**Romania**, Russia;  
**San Marino**, Serbia, **Slovakia**, Slovenia, Spain (including the Balearic and Canary Islands),  
**Sweden, Switzerland**;  
Turkey;  
Ukraine, United Kingdom (including the Channel Islands and the Isle of Man);  
Vatican City;

The **bold** names indicate states, nations or geographical areas that are considered as part of a Kiwanis district; this definition also includes districts-in-preformation and district-in-formation.

### **3. Kiwanis International-European Federation Policy.**

#### **A BUILDING OF NEW EUROPEAN DISTRICTS – (see also KI Procedure 203)**

##### Section 1 – Creation of districts

When deemed in the best interests of Kiwanis International and the Kiwanis clubs involved, a group of chartered clubs may be created in developing Kiwanis nations/areas having compatible geographic areas and customs. Such structured grouping of clubs shall be a district of Kiwanis International and the European Federation.

The creation of new districts by action of the International Board, upon a recommendation by the European Board, is subjected to the conditions and requirements as specified in section 2 of this article.

##### Section 2 - Minimum Requirements for Each Status

#### **A. Provisional District:**

A Kiwanis nation/area attains district-in-pre-formation status upon achieving a minimum of ten (10) Kiwanis clubs "in good standing" with a minimum of 200 paid members.

A provisional district must obtain the status of Kiwanis nation within five (5) years.

The elected leader of a district in pre-formation carries the title of "District Coordinator". At the organizational convention of a district-in-pre-formation, the delegate body shall adopt the Standard Form for District Bylaws, modified only as approved by the International Board, and the officers shall be elected in accordance with these bylaws. The presiding officer and acting secretary of the organizational convention shall be appointed by the International president, upon a recommendation by the European Board.

#### **B. Kiwanis nation:**

A district-in-pre-formation attains district-in-formation status upon achieving a minimum of fifteen (15) Kiwanis clubs "in good standing" with a minimum of 500 paid members.

A district-in-formation must obtain the status of district within five (5) years.

The elected leader of the district nation carries the title of "District Leader".

When the provisional district achieves a minimum of 750 paid members based on the annual membership reports by clubs to Kiwanis International, the elected leader shall have the title of "Governor of provisional district".

#### **C. District:**

A district-in-formation becomes a district upon achieving a minimum of twenty-five (25) Kiwanis clubs "in good standing" with a minimum of 1,000 paid members. This status will be confirmed by Kiwanis International when the following year's dues are paid not later than 90 days after the due date.

The elected leader of a district carries the title of "District Governor", and will be entitled to all rights and privileges of his office, as stipulated in the KI and KI-EF bylaws.

#### **D. District Status review:**

- Definition: Kiwanis clubs "in good standing" must each maintain a minimum of 15 members, based on the annual membership reports by clubs to Kiwanis International, with all dues paid not later than ninety (90) days after the due date.
- Status Change: any district-in-pre-formation or district-in-formation that does not achieve the next status level within five (5) years shall automatically revert to the appropriate status, without appeal.
- Decline: a district-in-pre-formation, a district-in-formation, or a district that fails to maintain its status for three (3) consecutive years after achieving it, based on the annual membership reports by clubs to Kiwanis International, will revert to the appropriate status, unless otherwise directed by the Board with corresponding obligations and privileges of such status. The district shall be so notified by the Executive director.

## Section 4 – Services by Kiwanis International and KI European Federation

### **A. Developing Kiwanis Nations/Areas:**

- Will be invited to send representatives attending training sessions and growth summits, or other meetings provided by the European Federation;
- May be provided with special services (such as local recruitment and training sessions) to determine the potential for creating a district-in-pre-formation, as more clubs are developed;

### **B. Provisional district:**

- Will receive assistance from federation officers and committees in planning and implementing membership development activities;
- Will receive assistance with training for lieutenant governors and club officers.

### **C. Kiwanis nation:**

In addition to the above, leaders and governors of Kiwanis nation:

- Will be invited to attend all meetings of the European Board as a non-voting member (district leaders) or as a voting member (governors of Kiwanis nation)
- will be invited to the governors-elect meeting(s) required by Kiwanis International, as well as designated meetings for growth and training provided by the European Federation;
- Will be invited to attend all International Council meeting(s) (if any are held) as a non- voting member.

### **D. Districts:**

in addition to the above, districts will receive:

- Delegate-at-large status at the International Convention for the current governor and three (3) most recent past District Leaders or Governors of District-in-Formation (prior to district status);
- A visit from the International President in rotation with other districts;
- Assignment of an International Board Counselor;
- Invitation to the District Governor to International Council meetings (if any are held) as a voting member (in accordance with the International Bylaws);
- Such other rights and privileges as may be specified in the Bylaws, Policies, and Procedures of Kiwanis International.

## Section 4 – Restrictions prior to Districts Status

### **A. Amendments**

- The provisional district or Kiwanis nation by their district board or convention may not propose amendments to the KI Bylaws or submit resolutions for consideration by Kiwanis International;
- The provisional district or Kiwanis nation by their district board or convention may not propose amendments to the KI-EF Bylaws or submit resolutions for consideration by the European Convention;

### **B. Delegates Status**

- Except as provided under section 3,D above, current or past elected or appointed leaders or officers of district-in-pre-formation or district-in-formation, by any title, may not have delegate-at-large status at an International or Federation Convention;
- Current or past lieutenant governors of districts-in-pre-formation or districts-in-formation, by any title, may not represent a club other than his/her own club at an International or Federation Convention;

## Section 5 – Notification

The Executive Director on behalf of the International Board shall notify each nation/area, district –in-pre-formation, district-in-formation, or district when it attains each major goal toward a new status or when it is in danger of reverting to a lower status, as well as when it actually reaches a new status as defined in this procedure. A copy of all such notifications shall be forwarded to the federation president.

## **B. GUIDELINES FOR SPONSORING NON DISTRICTED NATIONS.**

### Article 1: Purpose of the sponsor agreement

Section 1: With the intent to develop Kiwanis International in all European nations, as listed in KI-EF Policies & Procedures, Article 1, section 2, the full European districts offer their knowledge and expertise to assist recognized Kiwanis nations in their efforts to build new clubs and create new districts. This commitment shall be the subject of an agreement between equal partners.

Section 2: The partners to this agreement shall be Kiwanis International-European Federation, referred to as KI-EF, the sponsoring district, referred to as "sponsor district", and the sponsored district (in pre-formation or formation) or Kiwanis nation, referred to as "new district or nation".

### Article 2: Choice of the "sponsor district"

Section 1: As soon as a Kiwanis nation is accepted by the KI Board of Trustees for Kiwanis development (building of new clubs), the European Board shall ask the existing European districts to apply for sponsorship of the new Kiwanis nation.

Section 2: This application, once approved by the European Board, shall be considered as final, when an agreement is signed by all parties.

Section 3: The new district or nation by a majority vote of its chartered clubs "in good standing" can request the European Board to consider other candidates as sponsor districts.

### Article 3: Duties & Responsibilities of the "sponsor district"

Section 1: Sponsorship of a new Kiwanis district or nation by the sponsor district shall be accepted by a majority vote of the district board or convention. Each year the governor of the sponsor district shall designate the committee chairperson and members responsible for all matters related to the duties and responsibilities of the "sponsor district".

Section 2: Sponsorship shall end when the new Kiwanis district or nation achieves "full district status", as determined by KI and KI-EF policies and procedures.

Section 3: The sponsor district shall:

- Promote the creation and sponsorship of "new clubs" in the new Kiwanis district or nation by chartered clubs in the sponsor district;
- Support service projects by "new clubs" in the new Kiwanis district or nation by chartered clubs in the sponsor district;
- Visits or exchange programs between clubs of the sponsor district and clubs in the new district or nation.
- Install a "sponsor committee" of at least three members, of which one holding good relationship with the sponsored nations, one experienced in training and education and one experienced in new club building;
- Promote the installation of the required Kiwanis organization in the new district or nation;
- Assure good communication between all partners to the agreement.

Section 4: The sponsor district shall accept:

- full responsibility for the training of club and district officers in the new Kiwanis district or nation; this responsibility includes the availability of training materials and personal;
- to delegate qualified members of the sponsor district (past district officers) to attend district board meetings and conventions of the new district or nation; these delegates shall act as advisors and shall report after each visit to the sponsor district board.

### Article 4: Duties and Responsibilities of sponsored "new district or nation".

Section 1. The new district or nation shall:

- Accept the implementation of an appropriate Kiwanis organization in compliance with its status and in accordance with KI and KI-EF procedures on district status;
- Enable good communication to the sponsor district and KI-EF by nominating at least two representatives, able to perform and execute this obligation
- Designate and delegate qualified representatives at all meetings of KI-EF for which they receive invitations.

### Article 5: Financial Contributions and Implications

Section 1: Each year the sponsor district shall establish and include an expense line in the annual district budget, covering all costs related to its obligations as a sponsor district. It is expected that the sponsor district contributes from own resources.

Section 2: The sponsor district shall submit this budget expense line for approval by the European board; consequently the European Board may subsidize partly or totally the financial costs of the sponsor district.

Section 3: The financial support from KI-EF is fixed by the annual federation budget. This allocated annual subsidy shall be confirmed in writing to the sponsor district before October 1 of each administrative year. This letter shall be signed by the responsible officers of KI-EF.

Section 4: The sponsor district shall bear full responsibility for the adequate use of the available funds. Section 5. At the end of each administrative year, and not later than October 15, a report shall be sent to the European Board containing:

- the growth situation in the new district or nation at the beginning and the end of the year;
- the detailed list of expenses, paid within the framework of this agreement and the related budget line.

Section 6. Failing to submit in time the in section 5 above mentioned documents may result in a refusal by the European Board to pay partly or totally the exposed expenses by the sponsor district.

Section 7: The sponsor district, in the event of unexpected and not budgeted expenses occurring in the course of an administrative year, may apply in writing with the European Board for additional funding by the European Federation.

## **ARTICLE XVIII. GUIDELINES FOR TRAINING PROGRAMS & CONFERENCES (10/14)**

### **SECTION 1 – AUTHORITY & DEFINITION**

KI will delegate to KI-EF the responsibility to assist Kiwanis International in the education and training for district officer and committee positions and club officer and committee positions in Europe.

KI will:

1. Maintain responsibility for educating all Kiwanis International officers as defined in the Kiwanis International Bylaws.
2. Share all educational curricula and materials for district and club officers and committees.
3. Invite KI-EF president-elect and others as deemed necessary to support and participate in the annual education of governors-elect.
5. Make its educators and trainers available for use by KI-EF at other conferences and conventions as available and deemed appropriate, with any expenses to be borne by KI- EF.
6. Open its various educating and training meetings to KI-EF officers and chairman, as appropriate, to attend at their expense.

KI-EF will:

1. Appoint and oversee education committee(s).
2. Conduct education and training of European district officers, trainers, and club officers via various meetings and events.
3. Effectively oversee and manage education and training plans and delivery in Europe.
4. Effectively oversee and coordinate train-the-trainer education and preparation.
5. Ensure all non-districted clubs receive necessary club officer education.
6. Achieve annual and multi-year education metrics for Kiwanis in Europe.
7. Make its educators and trainers available for use by KI at other conferences and conventions, with any expenses to be borne by KI.

These responsibilities are implemented in KI-EF Bylaws and KI-EF Policies & Procedures:

- According art II section 3 of KI-EF bylaws the Federation is responsible to manage all education and training sessions for club and district officers.
- KI-EF Policies, Procedures & Guidelines for European Board on article V, section 2 says: KI-EF President-elect assumes full responsibility and shall direct, supervise and control the European committee on education and training.
- The same KI-EF policies on article VI section 2 says: The KI-EF President, by and with the consent of the European Board, shall appoint for the duration of his/her term in office, such additional European Committees as may be deemed necessary for the planning and implementation of the objectives and goals of the Federation.

## SECTION 2 – EUROPEAN TRAINING COMMITTEES

The European Board, on proposals made by the president-elect, shall appoint the following training and education committees:

### **1. Governor-Elect Conference.**

The Governor-Elect Conference is a yearly organization of KI in Indianapolis and under KI's total authority. On invitation KI-EF is represented by its President-Elect and by the Chair of the Committee on Training, accompanying the invited governors and leaders of the different European Districts and districts in formation.

The present KI-EF representatives will take use of the offered time to have separate meetings with only European participants and in which a number of common items can be put on the agenda in preparation of upcoming tasks and meetings, such as personal acquaintances, the European Federation, the annual calendar, and others.

### **2. KI-EF Training program**

According to the M.O.U governing the collaboration of KI and KI-EF, KI gives full responsibility for training to districts within KI-EF for all concerned functions.

Essentially the main interest must be directed towards the leaders of the Districts involved in KI-EF. As District leaders we consider the District officers and also the Chairmen of the

Different Committees for which KI-EF has got the entire responsibility from KI, i.e. on today training, growth, communication and SLP.

As up to today no initiative has been taken on different levels for training people that bear responsibility in parts such as communication and SLP. On Growth, we notify since years the existence of a yearly Growth Summit in the beginning of the Kiwanis year, normally coupled with a number of meetings or workshops during the KI-EF Convention. It is up to the leaders of KI-EF to decide if this system is sufficient for the goals the movement wants to reach and if a similar approach can be built up for the parts of communication and SLP.

Redirected to the other remaining parts we still have to solve the problem of training District Officers and District Trainers, which means at least four to five trainees for each nation/district, or totally between 80 and 100 people, which is in organization a not so evident number to manage.

In this it is a fact that it always works better by giving to one group one message in one time than to divide different messages at different times to different people.

Additional problem in Europe is that, counted on number of Districts/Nations, average 75% of these have a consistent knowledge of Kiwanis (far from being complete and up-to-date) while 25% have very poor knowledge of Kiwanis life as it is generally lived in the so called developed Kiwanis world. Holding the same level for each type of country leads to lots of wasted energy.

Based on these considerations we can give some options in order to have the most complete possibilities for training anyone at any time in the best way probably to be done:

- a. KI-EF Governors should be trained to become Board members of the Federation
- b. KI-EF officers should be trained to lead their own District in a way that is conforming to KI and KI-EF Bylaws and Procedures. <sup>(1)</sup>
- c. Technical training should be given to people having quite technical functions, such as database managers, secretaries, treasurers
- d. Technical training should be given about training contents and techniques to District trainers
- e. Basic training tools should be developed for people and leaders with poor knowledge in order to be able to give them in a quite short time a warm-up brainwash in this. <sup>2</sup>
- f. This list is not limitative and can at any time be renewed

### **3. Training Conferences in Europe**

Based on the different topics described above KI-EF can decide to hold some training conferences preparing a Kiwanis year, besides the possibilities offered by KI. The proposals of these will be done in due time by the KI-EF officer entitled with the governance of training. He will consider this with the Chair on Training, who can rely on his committee members. The due officer will inform in correct time the KI-EF President-elect and his Designate Treasurer so that the necessary lines can be provided in the budget of the upcoming training year. The cost of training in a year is a cost related to the exercise of the year in which the training is held and cannot be deferred to the year in which the trained officers serve.

In this way it seems logical that all these decisions are proposed to the KI-EF EC and Board no later than on the so called Board Meeting during winter/spring before the year of training and in this way 18 months before the officers take charge. Which is in planning too a necessity in order to inform Districts correctly and hold a number of dates free for this.

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<sup>1</sup> Should trainers assist to such type of training in order to build up content for their lower level trainings or should this part be the result of a meeting on district level ? Perhaps the presence of the Govs Elect at the Train the Trainers conference could be an alternative solution in this.

<sup>2</sup> Due to tons of training materials and basic information, which are provided in the download area at the KI Homepage, I think there is no need to develop or invent any new tools, but to establish kind of "Handbook for Beginners".

Besides the financial decisions this includes decisions on level of nominations in this period too.

The proposals of training conferences will contain

1. The type of training
2. The people to attend the meeting as target group
3. The logistic organization (place, time, ...)
4. The content of the training
5. The input of trainers and officers and their number
6. This list is not limitative and can at any time be renewed

The training conferences should take place in common places that are easily reachable by any District as well by air as by motorway in principle in a half day trip. The resort of the conference should be a hotel with adapted accommodation for such conferences: enough and comfortable guests rooms, good and easy connection to airport, enough and spacious meeting rooms, adapted technical equipments, possibility of meals, all at average prices.

Linked to the general Kiwanis calendar it seems rational to block following weekends for holding training conferences at KI-EF level

1. Fourth full weekend of November, from Friday afternoon till Sunday morning. This weekend is generally in USA Thanksgiving weekend.
2. Fourth full weekend of January, from Friday afternoon till Sunday morning.

No other dates are fixed for training issues. Although a training workshop on basic items at the KI-EF Convention could be an attractive item. Just as the workshops at the International Convention are already now.<sup>3</sup>

### **4. Types of Training Conferences**

#### **4.1 Training for Governors Elect as KI-EF Board Members**

An essential point in the preparation of a Governor Elect is instructing him on his function in KI-EF. By being assigned as a Governor in a District, he is automatically member of the Board of the KI-EF.

The KI-EF Bylaws and Procedures stipulate clearly in their different paragraphs the rights and duties of the Board Members. But it needs a recommendation to go further than reading this article in order to make a good functioning.

These points coupled to

- a. a year program and year goals from the KI-EF president
  - b. a year calendar
  - c. explanation of board meeting procedures
  - d. appointments towards and for districts
  - e. KI-EF Committees
  - f. financial agreements (budgets, grants, ...)
  - g. ....
- should form the basics of an initial education meeting.

As this group is only definitely known by end of September, it seems quite logic to couple this meeting to the Governor Elect Conference organized by KI in Indianapolis.

A back up on this can be given as part of a separate session in the DOT Conference, which follows these meetings. No other possibilities are offered unless one is created as a last

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<sup>3</sup> It would be gorgeous to offer "Open Classes" to the attendees of the KI-EF Conventions. Any topic to improve basic knowledge is welcome, but due the experiences in the past I doubt that there will be reasonable number of attendees. Most participants of Conventions (National, European and even International) are experienced and long serving Kiwanians: consequently poor attendance in general and also no experience which topics are attractive and useful at the same time update on the evening of the KI-EF Convention, or by inviting the Governors Elect to the last KI-EF Board Meeting prior to this Convention.

These sessions should be lead by the incoming KI-EF officers together with the assistance of the necessary officers/advisors.

#### 4.2. District Officers Training (DOT)

In continuity of the former part comes the District Officers Training. It is the meeting where all KI-EF officers from all over Europe are gathered to set up the working of the Federation and Districts.

Full Districts, as well as Districts-in-formation and Districts-in-pre-formation shall send the governor elect, its district secretary and district treasurer (3 persons). Sponsored Kiwanis nations shall delegate 2 persons; other persons may be invited to attend under the conditions of the sponsor contract on invitation of the sponsoring nation. Non sponsored Kiwanis nations may attend, if invited by KI-EF; the representative must be a member of a Kiwanis club in good standing. Complementary guests are welcome by pay the costs.

The basic of this training consists of

- a. For all participants: basis information, such as:
  - What is Kiwanis = philosophy and objects;
  - Kiwanis Governance structure = the role and functioning of KI and KI-EF;
  - Kiwanis history;
- b. Specific & functional information, such as:
  - for district secretaries (see Manual for District Secretaries);
  - for district treasurers, such as budgets, bookkeeping, reporting financial statements & balances, collecting dues & fees (see Manual for District Treasurers).
  - for other functions such as chairs
- c. Leadership training; one of the goals of this session is to strengthen the team spirit in the District Team, spirit which will lead them for doing same with their own teams

The Committee on Training sets the topics, under approval of the KI-EF EC and/or Board.

All participants shall receive in advance instructions on different topics, preparing themselves for this meeting in order to achieve the most efficient results.

The training will have 3 half day sessions.

The training team shall consist of the KI-EF Training committee chair, max.6 trainers, as well as the members/advisors of the KI-EF EC (Executive Committee).

In this conference it should be possible to hold half day workshops for specific functions such as indicated underneath. More specific items to develop could be

- District Treasurer's Training
- District Secretary's Training
- Training for KI-EF and District Committee Chairs
- Training for incoming officers of low leveled Kiwanis Nations

#### 4.3. Train the Trainers Conference (or TtT)

A more technical related training should yearly be given to the responsible persons for Training in the Districts.

Basically we should invite the chief trainer(s) of all European full Districts, Districts-in-formation and Districts-in-pre-formation. Trainers of Kiwanis nations under sponsoring contracts could be invited if the sponsoring nation provides this as part of the program (and as such within the conditions of the sponsoring contracts). Complementary guests (fi. more than one/nation) could be invited at cost price.

It could be evaluated to invite the Governor Elect too to this Conference (see footnote <sup>2</sup> on page 3 of this document).

The basic of this training consists of

- Techniques for training
  - Helping tools for training
  - Group facilitation
  - Public speaking
  - Motivation
  - Workshop
  - Trainer duties and responsibilities
- Training conference will be targeted on skills and practices. The education part about the skills and techniques will be delivered on line.. The on line part will be a prerequisite to the TtT conference and will determine who will or will not attend this part .

In this enumeration maximal interest should go to the paragraphs c and e. The Committee on Training sets the topics of the training, under approval of the KI-EF EC and/or Board.

All participants shall receive in advance instructions on different topics, preparing themselves for this meeting in order to achieve the most effective results.

The training will have 3 half day sessions.

The training team shall consist of the KI-EF Training committee (~~chair~~), max.6 trainers, as well as the members/advisors of the KI-EF EC (Executive Committee).

#### 4.4. District Training Pilot Programs (pilot programs or DTPP)

During recent years the Federation gave training support to a lot of districts in order to help them in various ways. This could go from basic knowledge training to more specialized training, where the tasks of the Federation were explained or where input was given to incoming Lieutenant Governors about their upcoming duties.

##### *General conditions for each District/Nation*

A district can apply for only one Training support during one and the same administrative year. This support can be spread over 1 weekend so that it remains possible to hold meetings in 2 different places.

The district must explicitly apply for this support with a well-defined motivation. They shall define clearly which will be the main items for which the help of the Federation is needed. All applications for support shall be sent within the 2 weeks following the annual DOT Conference.

The Federation will ask the advice of the Chair of Committee on Training who will make a proposal to the Board for the February/March meeting of the European Board, which will decide about it.

This decision leaves the possibility open for Sponsoring Districts to help their Sponsored District or Nation within the terms and conditions of their sponsor agreement, where the rules are defined.

#### *Purpose of the support*

The Federation will delegate maximally 2 delegates to a Training Session. The number will be defined in the proposal to the Board. For each of these delegates KI-EF will pay the international transport cost and the hotel facilities. The hosting district will support the local transport cost as well as the different meals for the KI-EF delegates. For this cost KI-EF will give a grant of 500 €/delegate to the hosting District.

#### *Other specific conditions*

KI-EF Board can accept clearly specified conditions for specific items.

#### 4.5. Basic training Online training

KIEF on line training will be delivered by KIEF-ECAMPUS. On line there will be basically training at district level (governor elect, district secretary and treasurer, district training chair, district growth chair) and further training for LGT, and club officers. All the training will be in English. District will take care of interpreting if they wish and this under the supervision of KIEF training committee.

### 5. **Certification of Kiwanis Trainers**

At KI level a system has been installed with Master Instructors and Certified Instructors at District level. It means that people involved in training require a permanent education, in this case with a three year certification.

KIEF will install a Certification at District level for those who will have attended successfully the TtT course (both on line and training conference). It means that people involved in training require a permanent education, in this case with a three year certification. The final target is to have at least ONE Kiwanis certified trainer in each region.

Districts can request a special conference session in order to have more certificated trainers at their cost.

We could consider that the Train the Trainers Conference could be managed as a conference with certification for Masters Instructors, i.e. the Chief District Trainers.

Expanding this conference to more District Trainers could only be possible if more funds could be available. It is not realistic to think that Districts would invest even a couple of thousand euros/year in educating their trainers. Grants from KI could be helpful in this.

Another possibility would be extending the DTPP to certification sessions for district & division trainers in a half day session. Doing this would involve we can have an overall handbook accepted by any District, or a basic online training followed prior to the certification meeting.

We work further on this item so to find a solution to get to higher involvement in training on each level. Further versions of these guidelines will surely clarify these topics.

## **ARTICLE XIX. GUIDELINES FOR COMMUNICATION IN EUROPE (07/13)**

### **SECTION 1 – AUTHORITY & DEFINITION**

KI will delegate to KI-EF the responsibility for marketing, public relations and internal/external communications to clubs and members for all Kiwanis family clubs and members in Europe.

KI will:

1. Maintain responsibility and oversight for proper, authorized use of the Kiwanis name and logo, as defined in Bylaws, Policies, Procedures.
2. Maintain and provide standards for brand identity, graphics, and organizational marketing for Kiwanis International.
3. On a "best efforts" basis, provide copies of all communications to clubs and districts to the officers of KI-EF.
4. Invite appropriate KI-EF officers and chairs to marketing and public relations education and other meetings, to attend at their own expense.

KI-EF will:

1. Appoint and oversee communication, marketing and public relations committee(s), as deemed appropriate.
2. Adhere to all standards for brand identity, graphics, and organizational marketing for Kiwanis International.
3. Educate clubs and districts on brand, graphics and marketing standards, including proper name and logo usage.

These responsibilities are implemented in KI-EF Bylaws and KI-EF Policies & Procedures:

- According art II section 3 of KI-EF bylaws the Federation is responsible to adhere to all Kiwanis standards for brand identity, graphics and marketing, and appoint and oversee committees for communication, marketing and public relations.
- KI-EF Policies, Procedures & Guidelines for European Board on article V says: KI-EF President is the responsible for all publications by the Federation; he may direct, supervise and control the European committee on communication and marketing. (02/09).
- The same KI-EF policies on article VI section 2 says: The KI-EF President, by and with the consent of the European Board, shall appoint for the duration of his/her term in office, such additional European Committees as may be deemed necessary for the planning and implementation of the objectives and goals of the Federation.

## SECTION 2 – EUROPEAN COMMUNICATION COMMITTEES

The European Board, on proposals made by the president-elect, shall appoint the following European committees for communication and marketing, responsible for planning and implementing tools and systems for that purpose (website, flash messages, magazines); (see objective 2)

### 1) Communication Committee:

The communication committee is responsible for:

- The European Website and all related and linked district- and club website;  
The KI-EF website guidelines are intended to illuminate policies governing the operation of the KI-EF websites, KI-EF social networks and all Websites linked to or from those sites. The Guidelines also provide specific rules governing KI-EF districts/nations clubs Websites and/or social networks. KI-EF maintains the official KI-EF Websites as a service to KI-EF family, clubs and interested guests.
- The European News Bulletin.  
The guidelines regarding the KI-EF bulletin are intended to illuminate policies governing the operation of the KI-EF official bulletin.

### 2) Marketing & Public Relations Committee:

The marketing and public relations committee is responsible for:

- Adherence of all clubs and districts to all standards for brand identity, graphics, and organizational marketing for Kiwanis International.
- Education of clubs and districts on brand, graphics and marketing standards, including proper name and logo usage.

## SECTION 3. KIWANIS EUROPEAN GUIDELINES FOR WEBSITES & SOCIAL NETWORKS

These guidelines are instituted by the European Board to be maintained and updated by the European Communication committee.

### 1) Links:

KI-EF will maintain links to any organizations officially approved by the KI board and/or KI-EF board. KI-EF will not establish a link to any commercial organization except as part of an advertising contract or in the context of an official KI-EF relationship, unless as provided for below. KI-EF has the right to delete a link for any reason.

- 2) Page design and content:  
KI-EF assumes no responsibility for any sites linked to/from its Kiwanis-family Web sites or its official social network groups/pages. Further, it assumes no obligation to edit submissions (e.g., message board posts, photo uploads, etc.) to be posted on the Kiwanisfamily Web sites and/or social networks groups/pages. KI-EF reserves the right to edit, rewrite, and delete content at its discretion.  
KI-EF is not responsible for informing anyone of any Kiwanis-family Web site or social networks groups/pages changes, such as change of addresses for literature items or forms. KI-EF assumes no responsibility for the content of sites linked to/from the official Web sites and/or social networks groups/pages.  
Layout, graphics, contents, documents posted in KI-EF web site has to be approved by KI-EF president. Layout, graphics, contents, documents posted in official KI-EF social networks are under the responsibility of social network administrator. President or Communication chair, after informing KI-EF president, can ask to remove contents not appropriate with KI or KI-EF policy. The official language of KI-EF web site is English but Communications committee will be provide when possible to have translation in Dutch, French, German and Italian.
- 3) Privacy:  
Addresses and phone numbers of Kiwanians listed in the Kiwanis International and/or districts/nations directory shall not be posted on KI-EF Web sites or in any social networks without approval of the KI-EF Board.  
KI-EF will maintain such privacy policies and safeguards for its Web sites and subsidiary Web services and social network as are necessary to protect members and guests from unsolicited commercial e-mail, telemarketing, harassment, obscenity, libel, slander, etc. Registered users of member-only services within the KI-EF Web sites are solely responsible for their use of those services and shall indemnify KI-EF from legal actions arising from such use. Acceptance of a privacy policy and terms of use at time of registration will serve as acceptance by the member of this responsibility and the more specific requirements therein.
- 4) Political Activity Outside Kiwanis:  
Although a Kiwanis-family Web site or a social network can provide balanced information on all candidates running for a given office as a public service, it shall not endorse a political candidate.  
Political Activity within Kiwanis:  
A candidate for a position on the KI Board of Trustees or KI-EF vice-president or KI- EF Trustee may establish a Web site or a social network group/page. Upon official request by the candidate, KI-EF president will provide a link or reference to the candidate's campaign Web site and/or social network /group/page within posted biographies or listings of candidates.
- 5) Submitting requests for Links:  
The request of a link from KI-EF Web site, must submit officially to KI-EF president. Other methods of submitting will not be accepted. Web site and/or social network link requests if in compliance will be approved for immediate linking. If the site link request is rejected, the reasons will be explained.
- 6) Membership Development:  
KI-EF shall not solicit new members through its Web site and/or social networks pages/groups, but it may invite persons interested in learning more about Kiwanis to attend a meeting or to receive more information about the organization.

Official Kiwanis documents, emblems, and trademarks:

KI and/or KI-EF documents listed on KI-EF web site cannot be copied or distributed without express permission of KI-EF board and are copyright protected.

Special events:

Special Kiwanis events can be linked to KI-EF web site and/or social network group/page after official request to KI-EF president for approval.

Hosting, implementation and technical control:

The web site hosting company could not change without previous approval of KI-EF board.

Social network:

KI-EF social networks groups/pages have the scopes to inform, share, promote and discuss in real time topics and information about KI-EF life otherwise not possible by other communication tools. Actually the official social networks groups/pages are: KI-EF

facegroup, KI-EF youth facegroup, LinkedIn training group. Official language for social networks groups/page is English.  
New KI-EF groups on social network pages cannot be open without approval of KI-EF president and are under technical control of KI-EF communication committee and of related chairs for contents and administration.

Districts/nations duties:

Every district/nation web site should have a link to KI-EF official web site and have to promote it among its members. For this scope every district/nation will appoint a communication chair that will collaborate with KI-EF communications committee.

#### SECTION 4. EUROPEAN BULLETIN

Design and content:

KI-EF Update is the official KI-EF bulletin. It is an electronic magazine published every month. Its purpose is mainly to inform KI-EF members about the activities of KI-EF and KI-EF districts/nations. Layout, graphics, contents, documents posted in KI-EF Update should be approved by KI-EF president.

Links:

KI-EF Update is mainly hosted on KI-EF web site and linked or hosted in every KI-EF district/nation web site. KI-EF Update will not establish a link to any commercial organization except as part of an advertising contract or in the context of an official KI-EF relationship, unless as provided for below. KI-EF has the right to delete a link for any reason.

Distribution:

KI-EF Update will be mailed every month to all KI-EF board members as well KI board members. KI or KI-EF members can subscribe a form hosted on KI-EF web site to receive by email KI-EF Update. Every KI-EF district/nation should host the bulletin or its link in the district/nation web site and should distribute and promote it to all its district/nation members.

Privacy:

Addresses and phone numbers of Kiwanians shall not be posted in the KI-EF bulletin without request.

KI-EF will maintain such privacy policies and safeguards for its publications as are necessary to protect members and guests from unsolicited commercial e-mail, telemarketing, harassment, obscenity, libel, slander, etc.

Political Activity outside Kiwanis:

KI-EF bulletin cannot provide balanced information on candidates running for a given office as a public service.

Political Activity within Kiwanis:

A candidate for a position on the KI Board of Trustees or KI-EF vice-president or KI-EF Trustee may be published on the bulletin. Upon official request by the candidate, KI-EF president will provide information or reference to the candidate posting biographies or listings of candidates.

Submitting requests for Links:

The request of a link from not KI-EF or KI Web site and or social network groups/pages, to be published on bulletin must submit officially to KI-EF president. Other methods of submitting will not be accepted. Web site link requests if in compliance will be approved for immediate linking. If the site link request is rejected, the reasons will be explained.

Membership Development:

KI-EF can solicit new membership through its bulletin and may invite persons interested in learning more about Kiwanis to attend a meeting or to receive more information about the organization.

Official Kiwanis documents, emblems, and trademarks:

Official KI and/or KI-EF documents will not be published on KI-EF bulletin without the approval of KI-EF president.

Special events:

Special Kiwanis events can be published in to KI-EF bulletin after official request to KI-EF president for approval.

Official languages:

Even if the KI-EF official language is English, KI-EF communications chair will provide when possible bulletin editions in French, Dutch, German and Italian.

Districts/nations duties:

Every KI-EF district/nation beyond hosting the bulletin or its link in the district/nation web site and distribute and promote it to all its district/nation members will collaborate to KI-EF communications committee to provide information and news about service district/nation projects and if necessary will help for the texts translations.

Chair committees:

Chair committees will send news and update about their activities to be publish on the bulletin.

## **ARTICLE XX. GUIDELINES FOR SERVICE LEADERSHIP PROGRAMS (SLP) IN EUROPE: (02/19)**

### **SECTION 1 – AUTHORITY & DEFINITION**

#### **A. Community Service Programs**

KI will

delegate to KI-EF the responsibility for managing and delivering all Kiwanis-branded service programs, as appropriate for Europe Kiwanis clubs, to include Kiwanis Youth Program developed in support of Kiwanis International` s objects, such as:

- Key Club International
- Builders Club
- K-Kids
- Key Leaders
- Bring Up Grades
- Terrific Kids

KI will

1. provide program content, curricula, electronic artwork of any and all printed materials. For more detailed information see also KI Procedures sections and 600, Bylaws of Kiwanis Youth Programs and Kiwanis Youth Program Policies.
2. Maintain the duties of the organization defined in the various Kiwanis-family organizational bylaws, policies and procedures, including club chartering, status management, suspension and revocation.

KI-EF will:

1. Develop and support program committees based upon program demand and growth in Europe.
2. Establish, collect and report a fee structure for the programs in Europe.
3. Ensure program integrity for all specified programs with regard to program content and curriculum, and brand and graphics standards.
4. Make its program-specific educators and trainers available for use by KI-EF at other conferences and conventions as available and deemed appropriate, with any expenses to be borne by KI-EF.

#### **B. Global Service Initiative:**

The Eliminate Project and associated campaign

KI will

include KI-EF in the planning and coordination of The Eliminate Project, and the associated Global Campaign for Children. This undertaking is fully defined as of the date of this document, and it is understood these initiatives will require collaboration, prioritization and support by all entities within Kiwanis International.

KI-EF will

pledge to support the planning, development, fundraising, and implementation of the project and associated campaign.

SECTION 2 – EUROPEAN SERVICE COMMITTEES:

The European Board, on proposals made by the president-elect, shall appoint the following European committees for youth leadership and service, responsible for planning and implementing tools and systems for that purpose

A. Service Leadership Programs Committee:

It is the responsibility of the committee to promote and deliver all Kiwanis branded youth leadership service programs to districts and clubs in Europe.

B. Global Service Committee:

It is the duty of the committee to assist the KI campaign team in the fundraising activities of districts and clubs.

SECTION 3 – KIWANIS SLP EVENTS:

A. Kiwanis Youth Exchange Program:

Kiwanis International-European Federation, in coordination with the Kiwanis districts and nations, may install a Kiwanis Youth Exchange Program for individuals and organized groups for a period not to exceed one (1) year.

Purpose of such an exchange program is to educate Junior members on cultural differences, Kiwanis International life.

A sponsor Kiwanis Club applies for a host Kiwanis Club in a foreign District/Nation. All exchange program participants are entitled to be sponsored by a Sponsor Club and hosted by a Kiwanis Club in foreign District/Nation.

B. Kiwanis Youth Camps:

Kiwanis Districts may organize camps for young people in order to develop leadership skills and promote Kiwanis values and service. These Camps shall be open to any participant outside of the organizing district. The organizer will bear full responsibility for all the facts of this organization.

**Prague, February, 16<sup>th</sup>. 2019**

**KI EF Board**