



Kiwaniis[®]
EUROPE

KIWANIS INTERNATIONAL – EUROPE

POLICIES, PROCEDURES & GUIDELINES–



Kiwaniis[®]
EUROPE

PROPOSAL

Version 1.1 (29.11.2024)

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Proposal to the Board – Jan 2025

PREAMBLE

KI-E adopted new Bylaws at the a. o. Convention in Luxembourg on 12.10.2024.

The new Bylaws are in force on 13.10.2024.

The provisions of the new Bylaws are to be interpreted in accordance with the following PP & G and must also be applied in accordance with these provisions.

This PP & G establishes the fundamental rules for the Organization. Under the democratic oversight of the House of Delegates matters not covered in the Articles of Association

The following PP & G are adopted by the Board on 13.05.2025 and published at the annual Convention 2025 in Akureyri (Iceland).

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ART. 1 — DEFINITIONS

SEC. 1 — POLICY

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

SEC. 2 — PROCEDURE

A procedure is an established method or manner by which the Articles of Association(=Bylaws) and Policies of Kiwanis International-Europe are implemented.

SEC. 3 — GUIDELINE

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

CHAPTER I — KI-E POLICIES

ART. 2 - GEOGRAPHICAL LIMITS OF KI-E

SEC. 1 — AUTHORITY OF THE KI-E BOARD

KI-E is an independent legal entity and so an administrative unit that may be utilized by the International Board of Trustees to administer a group of districts and/or nations and areas.

SEC. 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.

SEC. 3 - EXTENSION OF KIWANIS

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.

Non districted Area

For clubs formed in non districted areas, the KI-E 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 nominated by Kiwanis International

ART. 3 — GOALS ~~OBJECTS~~ OF THE ORGANIZATION

1. The ~~goals~~ **Objects** of KI-E are determined in the Bylaws in Art. 2.
2. The Motto of the Organization is “Serving the children of the world”.
3. The ~~goals~~ **Objects** of KI-E shall be examined annually by the President and shall be subject to the approval of the European Board.

These additional **Objects** ~~goals~~ are not listed in order of priority.

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

ART. 4 — LANGUAGES OF THE ORGANIZATION:

SEC. 1 — OFFICIAL LANGUAGE

English is the official language of KI-E.

KI-E officers ~~should~~ **may** 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 Secretary of KI-E shall work with the District Secretaries in finding skilled benevolent translators.

SEC. 2 — INTERPRETERS

Upon request by Board members certified 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.

ART. 5 -EUROPEAN DISTRICTS

SEC. 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 KI and KI-E.

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.

SEC. 2 – MINIMUM REQUIREMENTS FOR EACH STATUS

2.1 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-information carries the title of “District Leader”.

2.2 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.~~

~~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”.~~

At the organizational convention of a provisional district, the delegate body shall adopt District Bylaws according to the national law, 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.

2.3 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 KI-E bylaws.

2.4 DISTRICT STATUS REVIEW

2.4.1 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.

2.4.2 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.~~

2.4.3 Decline

~~A Kiwanis Nation, 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.~~

The Executive Director of Kiwanis International, or designee, shall contact any district whose membership falls below 1,000 to offer support and/or resources to assist the district with growth in alignment with the following conditions: If a district’s membership is 1,000 or below, the district will be advised it may be in danger of losing district status.

- A. When membership of a district falls below 1,000, notification shall be sent of “automatic” relegation to “Provisional District Status” if membership falls below 750.
 - B. Where membership of a district has fallen below 750 members.
 - 1. That district has two (2) years to grow to 750 members or shall be reclassified to Provisional District Status after such two-year period.
 - C. Where a Provisional District membership has fallen below 200.
 - 1. That district has one (1) year to grow to 200 members or shall be reclassified to Kiwanis Nation.
- Additionally, the Executive Director shall notify affected districts by approximately July 31 and then provide a status update by approximately October 31. A copy of this procedure shall be included with notification.

SEC. 3 – SERVICES BY KI AND KI-E

3.1 DEVELOPING KIWANIS NATIONS/AREAS:

Will be invited to send representatives attending training sessions and growth summits, or other meetings provided by the European Organization KI-E;

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;

3.2 KIWANIS NATION

In addition to the above, leaders and governors of provisional district of Kiwanis Nations:

- 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 KI-E;
- will be invited to attend all International Council meeting(s) (if any are held) as a non-voting member.

3.3 PROVISIONAL DISTRICT

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

3.4 DISTRICT

In addition to the above, district 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 KI.

SEC. 4 – RESTRICTIONS PRIOR TO DISTRICTS STATUS

4.1 DELEGATES STATUS

Except as provided under SECTION 3, 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 KI-E 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 KI-E Convention;

4.2 AMENDMENTS

A Kiwanis Nation or provisional district by their district board or convention may not propose amendments to the KI-E Bylaws or submit resolutions for consideration by the European Convention;

SEC. 5 – NOTIFICATION:

The Executive Director on behalf of the International Board shall notify each nation/area, provisional

district, 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 KI-E president.

ART. 6 - MEMBERSHIP; ADMISSION

~~6.1 — The Organization cannot have less than three (3) members.~~

~~6.2 — All organized and chartered Kiwanis clubs within Europe shall be members of the organization KI-E. The members remain as long as their status as Kiwanis Club has not been revoked by KI.~~

6.1 A Member List, which lists their names and their domicile and, where legal and public entities are concerned, also lists their legal form and place of business, is kept at the registered office of KI-E and is published once a year in the Luxembourg Business Register.

6.2 The board or its designee enters changes to membership in the Member List in accordance with the regulation of the charter without delay and amends the file of KI-E, to comply with the legal requirements.

LIABILITY OF MEMBERS

~~— The financial liability to KI-E of each of its members is limited to the current annual dues. They are not liable for the liabilities of KI-E itself.~~

ART. 7 - KI-E INSIGNIAS AND COLLARS

SEC. 1 - COLLARS

Officer's collars may be established in KI-E 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.

SEC. 2 – BARS

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

the ribbon.

SEC. 3

The above-mentioned articles **insignias and collars** are available from the Supplies Department of the BL district, the address of which can be supplied by the KI-E Member Support Center.

CHAPTER II —

EUROPEAN ORGANIZATION PROCEDURES

PART 1:

INTERNAL ORGANIZATION OF KI-E

Organization and Decisions for the Organization and for members of KI-E are generally made in:

- Management Board (Art. 9)
- House of Delegates (Art. 15 Convention)

ART. 8 — KI-E MEETINGS AND CONVENTIONS DATES:

SEC. 1- MEETINGS

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

SEC. 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 KI-E of the dates and location of the next annual District Convention.

SEC. 3 - DATE OF EVENTS FOR THE COMING YEAR

Not later than October 31, annually, KI-E 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.

ART. 9 — KI-E MANAGEMENT BOARD (ART.9 ARTICLE OF ASSOCIATION)

The KI-E Management Board consists of elected officers.

The elected officers of KI-E shall be the President, President-Elect, Immediate Past President, Vice President.

The appointed officers of KI-E shall be the Secretary and the Treasurer.

The additional officers shall be the District Governors of the full-Districts of KI in the territories as defined in the Articles of Association.

The President, President-Elect, Immediate Past President, Vice President, Treasurer and Secretary and the spokesman of the Governors (~~indicated~~ appointed by the KIE President and ~~ratified~~ approved by the Board) create the KI-E Executive Committee. The duties and responsibility of the Executive Committee is to prepare decisions for the Board-Meetings and for the Conventions.

The officers terms shall begin on October first of each year and end on September 30th of the following year.

All officers shall perform the duties provided in these KI-E Policies and Procedures.

ART. 10 — HOUSE OF DELEGATES (KI-E CONVENTION)

The House of Delegates decides on:

- - Determination of the proper convening of the General Assembly and its agenda (Art. 16),
- - ~~Admissibility of voting on~~ ~~of amendments and resolutions.~~ Adoption of amendments and resolutions
- - Amendments and resolutions tabled (Art. 19),
- - Questions and approval of the budget and the annual financial statement (Art. 20),
- - Nomination and election of KI E officers (Art. 18),
- - Questions regarding membership, admissions (Art. 6),
- - Questions regarding membership fees (Art. 11),
- - Significant questions regarding expense coverage (Art. 23),
- - Nomination of the Guaranteed Trustee seat on KI International Board,
- - Questions of casual vacancy (Art. 21),
- - Any other questions of significant importance to the Organization of KI E itself.

PART 2: INTERNAL PROCEDURES

ART. 11 - MEMBERSHIP FEES

- 11.1 Each club shall pay dues to KI-E for each active club member in an amount determined by a two-thirds (2/3) vote of the delegates at a general assembly, provided that the amount shall not be more than 10.00 € (Euros).
- 11.2 Dues shall be based on each club's annual membership report to Kiwanis International as of September 30th of each year and shall be due annually on October 1 and payable by November 30th.
- 11.3 Prorated KI-E dues shall be charged for each member of a newly-organized club on the same prorated schedule used by Kiwanis International.
- 11.4 No financial obligation other than the annual dues shall be placed upon the clubs by KI-E, and no voluntary contribution for any KI-E activity shall be requested from all clubs by KI-E, except with the approval of the KI-E Board and the Kiwanis International Board and by a two-thirds (2/3) vote of either the delegates at a general assembly or in response to a referendum submitted to all clubs in Europe. **This rule does not apply to assessed fee by KI Board.**
- 11.5 A club whose charter has been revoked by Kiwanis International or who otherwise is not a member of KI-E shall have no right to any funds of KI-E nor to reimbursement of any dues paid.

ART. 12 – KI-E MANAGEMENT BOARD RESPONSIBILITY

The KI-E Board (determined in Chapter II, Art. 9) shall have full supervision and management throughout its administrative year and of the Convention.

In planning and organizing the Board Meetings and 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 KI-E Board shall fix three (3) years in advance the date and location of the European Convention. As a rule KI-E Convention will be held in the District of the President in office.

The KI-E Board shall have the authority to waive totally or partly the KI-E annual member dues and the Convention fees.

ART. 13 - DUTIES OF KI-E OFFICERS

SEC. 1 – RESPONSIBILITIES OF THE PRESIDENT

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

The President shall ~~designate~~ **appoint** the Treasurer and Secretary for his term in office as president.
subject to approval by the Board

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 will be the spokesman on behalf of KI-E to present a resolution at the International Convention.

The President, on behalf of KI-E Board, shall present to the House of Delegates at the convention a report on the activities of the Organization since the last convention.

The President shall be responsible for all publications by KI-E; he may direct, supervise and control the European committee on Branding, Marketing and Communication (BMC).

SEC. 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 on its conferences.
- 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.

SEC. 3 – RESPONSIBILITIES OF THE IMMEDIATE PAST PRESIDENT

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

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

SEC. 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 Chair "European Coordinator for membership and growth".

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.

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

SEC. 5 – RESPONSIBILITIES OF THE SECRETARY

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

The Secretary shall attend all meetings of the European Board of KI-E, shall attend all conventions of the Organization, and shall act as the Secretary thereof.

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

He shall have the specifically responsibility for:

- the mailing of the official call,
- the convention brochure including the amendments to the KI-E Bylaws and PP & G and the biographical sketches of the candidates;
- the mailing of the proceedings (minutes) of the convention;
- the mailing of the invitation for KI-E Board meetings, preceding and following the KI-E convention.

The Secretary shall execute all administrative reports as required by Kiwanis International and KI-E as prescribed by these Regulations and have them countersigned by the President of KI-E.

The Secretary shall be the executive in charge of all administrative tasks of the Organization and shall be responsible for the selection of further assistance, subject to the direction, approval and control of the European Board.

The Secretary shall direct, supervise and control the European Committee on operations.

SEC. 6 – RESPONSIBILITY OF THE TREASURER

The manual for the KI-E 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 KI-E Bylaws and these Policies, and authorized by the KI-E Board and Convention.

The Treasurer shall have the responsibility for the bookkeeping and bank accounts.

The Treasurer shall attend all meetings of the European Board of KI-E, and shall attend all European conventions.

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

The Treasurer shall be the executive in charge of all financial tasks of the Organization and shall be responsible for the selection of further assistance, subject to the direction, approval and control of the European Board.

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

SEC. 7 – CORRESPONDENCE

KI-E officers must sign their Kiwanis correspondence by adding their name typed and indicating their function and status.

ART. 14 – KI-E AUTHORITY ON SIGNATURES AND COMMUNICATION

SEC. 1 – SIGNATURES ON CONTRACTS AND AGREEMENTS

The President of the Organization will sign the contracts and the agreements, which concern the Organization's operations and conventions.

He is the sole signatory.

The President and the Treasurer will both sign all financial agreements.

SEC. 2 – SIGNATURES ON BANK OPERATIONS

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

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

Bank operations on all saving accounts of KI-E need the sole signature of the Treasurer.

SEC. 3 – EXECUTIVE COMMITTEE ADOPTS THE SIGNATURE

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

ART. 15 - EUROPEAN COMMITTEES

SEC. 1 – EUROPEAN STANDING COMMITTEES

The President, by and with the consent of the European Board, shall appoint the following standing committees.

1.1 EXECUTIVE COMMITTEE

Beside the European Board, as defined in the KI-E Bylaws, there shall be in addition 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.

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-E transactions to the Board.
- To initiate strategies and plans for the attention of the Board that relate to the implementation of the objectives of KI-E.

1.2 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 Organization, as said by the KI-E Bylaws;
- adopt and control accounting rules, that represent good business practice;
- adopt rules for structuring all budgets, especially KI-E Conventions as a part of KI-E PP & G.
- supervise and control expense coverage, as specified by KI-E and PP & G

1.3 COMMITTEE OF PAST KI-E AND KI-E-PAST PRESIDENTS

There shall be a standing committee of Past KI-E and KI-E Past Presidents, which shall be composed

of all the Past KI-E~~F~~, Past KI-E Presidents. There shall be added thereto each year the retiring immediate Past KI-E 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 KI-E 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.

1.4 COMMITTEE ON RESOLUTIONS

There shall be a standing Committee on Resolutions, which shall consist of five (5) members from clubs in full districts, at least one (1) of whom shall be a Past European President and the Bylaws Advisor.

- The quorum of the Committee shall be five (5)
- The Committee shall consider and make recommendations of resolutions properly submitted as provided in these Bylaws for action at annual European conventions.
- The Committee shall also have the authority to originate resolutions and to modify, combine, edit, or not accept any resolution submitted to it.
- When the European Board proposes to the Resolutions Committee programs for the ensuing administrative year, the Committee shall embody such program or programs in an appropriate resolution or resolutions.
- Only the European Board may propose memorial resolutions for Kiwanians, who are not members of the European Board at time of death.

SEC. 2 – EUROPEAN PROGRAM COMMITTEES

The KI-E 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 Organization.

These committees are:

2.1. Chair for Bylaws an PP & G

Chair for Bylaws (Bylaws Advisor) is responsible for compliance with and adherence to the Bylaws and the PP & G by the institution and the individual members. The Bylaws Advisor is to assist the institutions in an advisory capacity.

2.2. The Chair European Coordinator for membership and growth (Chapter III, Art. 20)

Responsible for planning and implementing the growth efforts, such as:

- membership recruitment, retention and diversity (women membership),
- new club and new district building for Kiwanis clubs;

2.3. The European Committee for education and training

Responsible for planning and implementing the training programs for district leaders (district officers and committee chairs) and Young Kiwanians;

2.4. The European Committee for service projects and programs

Responsible for planning, coordinating and/or implementing International and/or European service projects and programs;

2.5. The European Committee for branding, communication and marketing (BMC)

Responsible for planning and implementing tools and systems for that purpose (website, Newsletters, social medias, magazines);

2.6. The European Committee for operations

Responsible for the management, the supervision and control of membership databases, and other assets of the federation.

SEC. 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 (Chapter III).

SEC. 4 – EUROPEAN SPECIAL COMMITTEES

The KI-E President, by and with the consent of the European Board, may appoint additional special Committees for the duration of his/her term in office.

SEC. 5

KI-E Board has the authority to discuss members of a committee and to replace them by others in case they do not perform accordingly.

ART. 16 — KI-E CONVENTION (ART. 6 FF BYLAWS)

SEC. 1 - House of Delegates = KI-E Convention (=General Assembly)

- 1.1 The annual General Assembly of the organization (KI-E Convention) shall be held between March 15th and September 15th, and if possible, shall take place between June 1st and 15th.
- 1.2 KI-E shall not schedule its convention within the period of twenty (20) days prior to, during or

twenty (20) days following the annual Kiwanis International Convention, unless such Convention is held within the territorial boundaries of KI-E or unless approved by the Kiwanis International Board.

- 1.3 The annual KI-E Convention shall not be held in the same European district or nation two years in a row and shall rotate as much as feasible, as determined by the Board, among different European districts and nations.
- 1.4 The annual KI-E convention may also be held as a presence and hybrid event or as an online event only, if the Board expressly decides to hold such an event (presence or virtual) by $\frac{3}{4}$ majority of the members of the Board.

In this case, the Secretary shall convene the meeting in a timely manner in accordance with Chapter III, Art.6. of the ARTICLES OF ASSOCIATION (KI-E Bylaws), including the announcement of the possibility to participate in the meeting from any place from which real-time communication is made possible by means of an acoustic and optical two-way connection. In addition, the organizational and technical requirements for this must be ensured, as well as the identification of the participants.

- 1.5 Special conventions shall be called by the President upon the request of one-fifth (1/5) of the chartered clubs in good standing or upon the request of three fourths (3/4) of the members of the Board.
- 1.6 In the event the KI-E Board shall determine by resolution that there exists a condition of emergency that compels cancellation of the annual KI-E convention, the Board shall notify Kiwanis International and European clubs immediately and shall determine one of the following methods to transact any and all business that was to be transacted at the annual convention, as soon as practical. The preference will be to reschedule the convention, if possible, or, alternatively, to call a meeting of all persons having the status of delegates-at-large at KI-E conventions, a quorum of which shall be a majority.
- 1.7 The Secretary shall send to all KI-E officers, district governors, district secretaries, all representatives of the nations, each organized club and chartered club, and the Executive Director of Kiwanis International, an official call to the Convention with the Agenda no less than ninety (90) days prior to the date of the annual convention, and no less than thirty (30) days prior to the date of a special convention.
- 1.8 The Board shall have full supervision and management of all KI-E conventions.
- 1.9 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.
- 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, and upon request to the Elections Committee and the KI-E Secretary.

- 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 Elections Committee's duties also apply to the election of Guaranteed Trustees for the European seat in the Kiwanis International Board. (Art 22 of the PP & G)

- 1.10 For any convention, each club in good standing as defined by Kiwanis International 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.
- 1.11 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 duly authenticated by the president and the secretary of the club.
- 1.12 Official delegates of a newly organized club shall be granted full privileges at the KI-E convention after the charter has been approved by the Board of Trustees of Kiwanis International, and is thus chartered, even if the charter has not been formally presented to such club.
- 1.13 KI-E officers, past European Presidents, district governors and past district governors of districts in Europe who are members of a Kiwanis club in Europe, shall be delegates-at-large to all KI-E Conventions.
- 1.14 Cumulative, absentee or proxy voting shall not be permitted.
- 1.15 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.

- 1.16 The convention may propose, discuss and adopt resolutions, and recommend matters or concern to Kiwanis International.

The convention shall also consider and act upon matters submitted to it by Kiwanis International.

- 1.17 In the absence of the President from the convention, the KI-E Board shall designate the

Immediate Past President, or, in his absence, any officer to act as the chairman.

- 1.18 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.
- 1.19 No less than a majority vote of the delegates present and voting is required to approve all business unless otherwise provided in these bylaws.
- 1.20 Within thirty (30) days after the close of any convention, the KI-E Secretary shall send a report to the KI-E officers, the district governors, the district secretaries, the presidents of clubs within KI-E, and the Executive Director of Kiwanis International and to the Homepage of KI-E.
- 1.21 The report shall summarize the proceedings of the convention, provide a synopsis of all actions taken, and include copies of all KI-E bylaw amendments, resolutions and official recommendations adopted at the convention.

SEC. 2 – CONVENTION PROCEDURE (Procedure for the House of Delegates)

- 2.1. The official program, as approved by the KI-E Board, shall be the order of the day for the Convention.
- 2.2. The agenda (order of the day) of the Annual General Assembly shall at least contain:
 - Determination the quorum
 - Accepting Standing Rules for the House of Delegates
 - Approval of the minutes of the last General Assembly
 - Report of the President;
 - Report of the Board members esp. of the Treasurer;
 - Report of the auditors;
 - Report of the committees;
 - Approval and possible resolution on the discharge of the Management Board esp. of the Treasurer;
 - Election of board members and auditors
 - Approval of the Budget for the upcoming year;
 - Amendments and resolutions
 - Report by Kiwanis International Board members from Europe;
 - Presentation of the Secretary;
 - Presentation of the country and place for the next European Convention;
 - Any other business.
- 2.3. Changes in the agenda may be made at any time by a majority vote of the delegates and delegatesat large present and voting.
- 2.4. The nomination and election of the President, the President-Elect, the Vice- President and the Treasurer shall be held at the annual Convention, and the official program of the Convention shall indicate the time and place which shall be subject to change only in accordance with the rules of Conventionprocedure.

- 2.5. Proposed resolutions may be submitted by the KI-E Board, the Kiwanis International Board, the board of a European district or a European club in good standing by a majority vote of club members. All proposals must be submitted to the Secretary by December 31st. Within ninety (90) days thereafter, the KI-E Board shall meet to support or oppose such proposed resolutions before submitting them to the General Assembly.
- 2.6. The Secretary shall send a copy of all resolutions, other than memorial and appreciation resolutions, to the secretary of each club within KI-E and to the Executive Director of Kiwanis International no less than sixty (60) days prior to the date of the annual Convention. No resolutions other than those so sent shall be considered by the Convention unless recommended by the KI-E Board by a two-thirds (2/3) vote.
- 2.7. Debate on any resolution shall not be in order until it has been reported out by the KI-E Board. At any time prior to the voting thereon by the delegate body, the KI-E Board shall be authorized to make editorial changes in any resolution provided the import of the resolution is not changed thereby.
- 2.8. Reports of Committees, communications to the Convention, resolutions and all motions may be debated during the House of Delegates, except those that are known in parliamentary practice as "undebatable," or if the Convention, by a two-thirds (2/3) vote, decides to dispose of them without debate. No delegate shall speak in Convention longer than five (5) minutes at one time, except as provided in the order of the day or by a majority vote.
- 2.9. 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-E Committee Chairmen
- 2.10. 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-E, the Board can appoint them to submit requests and matters of concern to the KI Board of Trustees.

SEC. 3 – STANDING RULES FOR THE HOUSE OF DELEGATES (Parliamentary Authority)

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 the 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 KI-E 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-E 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-E officers and International Trustees may not be waived.
- Rule 17: Debate on any proposed resolution or amendment to the KI-E 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.

SEC. 4 – GUIDELINES

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

SEC. 5 – FINANCES

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

The KI-E Treasurer shall pay all invoices and expense sheets after their approval by KI-E 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.

ART.17. - E – VOTING

SEC.1

- 1.1. As defined in Art 6 of the Bylaws Members may participate by videoconference or any other means of telecommunication. So they are able to exercise their voting rights too.
- 1.2. The exercise of voting rights by e-voting (elections and votes) requires that the (voting) delegates and delegates at large registers online within a specified period via a registration system provided by the KI-E Board.

 The deadline for registration ~~starts at and ends at before the respective~~ will be communicated to delegates no less than 30 days before the start of the respective General Assembly.
- 1.3. The delegates and delegates at large entitled to vote shall receive the access data for the registration system with the invitation to the General Assembly.
- 1.4. The registration for the participation for the e-voting is only valid for the respective next general Assembly.

SEC. 2— AUTHENTICATION DATA FOR E-VOTING

- 2.1 After successful registration, the member entitled to vote shall receive his/her personal authentication data for e-voting at the e-mail address provided during registration.
- 2.2 The authentication data must be treated confidentially and may only be used personally by the member; they may not be passed on to third parties.

 Any violation of this prohibition shall render the vote cast invalid and may result in measures under this Bylaws.
- 2.3. Voting shall be by secret ballot using an electronic ballot paper.

 The electronic ballot paper must be filled in electronically and sent off in with the instructions contained in the e-voting system.

 Upon notification of successful voting, the vote shall be deemed to have been cast and shall be irrevocable.

 Once the vote has been cast, the member loses the option of exercising his or her vote at the General Meeting by voting in person or by proxy.

SEC. 3— ONE DELEGATE – ONE VOTE

- 3.1. Members who are represented at the General Assembly or who attend the General Assembly as a proxy for another member may not exercise their voting rights by e-voting.
- 3.2. The exercise of voting rights by e-voting is not transferable.

SEC. 4— VOTING DEADLINE

- 4.1 The deadline for voting by e-voting ~~shall begin at.....and shall end at.....~~ will be communicated to delegates no less than 30 minutes before the end of the e-voting
- 4.2 The election and voting results of the voting by e-voting ("e-voting- results") shall be stored in secret on a specially secured external server.
- 4.3 The overall result of the elections and votes shall be determined, displayed and established in the General Assembly, taking into account the e-voting results.

SEC. 5— LIVE STREAM

- 5.1. For participation in the live stream, the member will also receive the necessary access data with the invitation to the Convention (General Assembly).

This access data may only be used by the delegates and delegates at large personally.

The registration data may not be passed on to third parties.

A violation of this prohibition may result in measures under these Bylaws.
- 5.2. Registration for participation in the live stream is only valid for the respective next general meeting.

SEC. 6— PROCEDURE for E-VOTING

6.1 PROCEDURE

- 6.1.1 In January of each year the information campaign begins to attract members to attend the European Convention, ~~which typically takes place in May somewhere in Europe.~~

As part of this campaign clubs are invited to complete the Delegate Certification form.

Any completed form will be stored on the website.

Systematically and following KI-E Bylaws Art. 6. KI-E will certify voting members and send multiple reminders to club officers about missing information.

In worst case, i.a. when a club doesn't respond, the District Leadership is also put in copy of messages and asked for support.
- 6.1.2 The KI-E Elections Committee oversees and verifies as needed the lists of certified delegates. It also provides the questions and possible answers for voting.
- 6.1.3 2 weeks before the House of Delegates takes place the voting system is populated with the questions and the electors.

At the same time MESSAGING is loaded with the e-mail lists of the electors.

- Once the majority of electors are known an information campaign will begin consisting of

two parallel activities.

The campaign is conducted in the 5 formal KI-E languages (English, Dutch, French, German and Italian).

- First a personalised email will be sent from messaging to each elector warning the elector that he should expect a separate email with personal voting credentials (an elector ID and a password).

This email also contains a link to voting instructions.

- Then the voting credentials are sent for voting.
- Updates are done as needed.

- 6.1.4 The previous 4 steps are repeated as needed to ensure that the maximum number of electors receive their credentials.

Both on messaging and on voting the office can track who has received the email.

On messaging it is seen if an elector has opened the email.

On voting it is seen, once the voting is open who voted, obviously not what the elector voted.

Any elector who either doesn't receive the voting or messaging email will be contacted by KE to try and fix the problem. If the elector can't be reached the club leadership will be informed.

- 6.1.5 At the beginning of the House of Delegates an explanation is given about the voting and from when and for how long the voting will be open.

Also it will be established whether a quorum exists to have a valid meeting/voting.

He will be announced to the committee of delegates

- 6.1.6 The voting is opened and closed upon instruction of the European President and ~~should~~ **may** at least be open for 30 minutes.

Once voting opens each set of voting credentials can be used once.

Once voting closes any elector who hasn't voted will no longer be able to vote.

After closing of voting the results are reviewed by KI-E Elections Committee.

Once certified the results will be presented by the KI-E President to the house of delegates.

6.2 VOTING

The voting system can be configured per question whether a vote is mandatory or not and whether abstain is a permitted choice.

For more details see the documentation of the voting system see KI-E Member Support Center.

ART.18 — NOMINATION AND ELECTION OF KI-E OFFICERS

1. No person shall be considered as a qualified candidate for any elected KI-E office until or unless the following requirements have been met:
 - Shall be an active member in good standing of a club in good standing;
 - Shall have given written consent to be a candidate;
 - Shall have given written assurance that said person, if elected, will full fill the responsibilities of office;
 - Shall have completed a full term as a district governor prior to announcing his/her candidacy;
 - Shall have secured prior endorsement from his/her district house of delegates. If extenuating circumstances make it impossible for the district house of delegates to endorse a candidate, he/ she may be endorsed instead by the district board in authority during the administrative year in which the election will take place.

Additionally, each candidate shall not hold any other officer position with Kiwanis International and no candidates other than the Vice-President and President-elect may hold any other officer position with KI-E.

2. No less than ninety (90) days prior to the date of the annual Convention, the secretary of the district shall submit in writing to the President the name of any qualified candidate from their district for the offices of President, President-Elect, Vice- President, or Treasurer, including documentation of district endorsement.
3. No new district shall nominate a candidate unless it has maintained full district status for three (3) consecutive years.

The district hosting the KI-E Convention may not nominate a candidate.

4. The President-Elect shall be the sole candidate for the office of President. The Vice-President shall be the sole candidate for the office of President-Elect. However, if the person holding the office of President-Elect or Vice-President at the time of nominations was placed in such office to fill a previous vacancy, then that person shall not be the sole candidate.
5. Nothing in this section shall be construed as limiting the right to make further nominations of qualified candidates from the floor of the Convention.
6. No less than sixty (60) days prior to the date of the annual Convention, the Secretary shall send to all district governors, district secretaries, and the secretaries of all clubs in Europe, the names of the candidates for the office of President, President-Elect, Vice-President, and Treasurer. A copy shall be sent to the Executive Director of Kiwanis International.
7. When nominations and elections become the order of business at the annual Convention, the President of KI-E shall inform the General Assembly of the nominees for each office and, if there are two (2) or more candidates for any office, an anonymous ballot shall be taken for such office.

8. 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.
9. 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.

ART. 19. - AMENDMENTS

- 19.1 Amendments to the Bylaws consistent with the Bylaws of Kiwanis International, ~~or to these PP & G,~~ may be proposed by the European Board, the Kiwanis International Board, a European district (in Good Standing) house of delegates, or a European club (in Good Standing) and may be considered at any KI-E delegate assembly Board Meeting at which at least two-third (2/3) of the clubs are represented.
- 19.2 If at least two thirds (2/3) of the members are not present or represented at that assembly, a second assembly regarding the question of the amendments is convened which may consider and adopt amendments, provided that at least thirty (30) days (not only 15 days) advance notice has been given and at least one hundred and fifty (150) delegates and delegates-at-large are present for the second assembly.
- 19.3 Any such decision to the Bylaws ~~or to the PP & G~~ taken by the assembly must be approved by KI and by the Luxembourg Court as required by Luxembourg law.
- 19.4 Proposed amendments to the Bylaws ~~or to the PP & G~~ shall be received by the Secretary no less than ninety (90) days prior to the date of the start of the Convention, except those initiated by the European Board. Amendments must be in the official language of KI-E.
- 19.5 No less than sixty (60) days prior to the date of the start of the Convention, the Secretary shall send a copy of all proposed amendments to the secretary of each European club, officers of KI-E, district governors, district secretaries, and the Executive Director of Kiwanis International.
- 19.6 Amendments to the Bylaws, if in conformity with the Bylaws of Kiwanis International, or to the PP & G, may be adopted by a two thirds (2/3) vote of the delegates and the delegates-at-large at the KI-E Convention.
- 19.7 Any amendment to the Bylaws shall become effective only upon approval thereof by the Kiwanis International Board.
- 19.8 If the Bylaws are in conflict at any time with the Kiwanis International Bylaws, KI-E shall amend these bylaws to bring them into conformity with said documents.
- 19.9 Amendments to the ~~PP & G~~ Bylaws, when approved by KI, shall become effective on the date the assembly has determined.

- 19.10 Amendments to the PP&G consistent with the Bylaws of Kiwanis International, or to these PP & G, may be proposed by the European Board, the Kiwanis International Board, a European district house of delegates, or a European club and may be considered at any KI-E Board Meeting at which at least two-third (2/3) of the Board members.
- 19.11 Proposed amendments to the the PP & G shall be received by the Secretary no less than ninety (90) days prior to the date of the Board meeting, except those initiated by the European Board. Amendments must be in the official language of KI-E .
- 19.12 If the PP&G are in conflict at any time with the Kiwanis International Bylaws, KI-E shall amend these to bring them into conformity with said documents.
- 19.13 Amendments to the PP & G shall become effective on the date the KIE Board has determined.

ART. 20 - FINANCE

- 20.1. The administrative and financial year of KI-E starts October 1st of each year and ends September 30th of the following year.
- 20.2. Each year the financial report for the preceding financial year and a budget for the coming year are to be compiled by the board before the annual general assembly and submitted to that meeting for approval. A copy of the annual budget shall be sent to the Executive Director of Kiwanis International prior to the annual general assembly.
- 20.3. The financial records of KI-E shall be audited at the end of each fiscal year in accordance with international auditing standards by an independent certified public accountant selected by the KI-E Board. The accountant ~~should~~ **may** be qualified to perform such work. A copy of the auditor's report shall be sent to KI-E Board and the Executive Director of Kiwanis International by March 31 and shall be made available, upon request, to clubs and members in the districts.
- 20.4. KI-E will comply with all governmental reporting requirements for finances, taxation, employment and any other areas of operation.
- 20.5. KI-E shall report its financial status annually to clubs and to the Kiwanis International Board and at such other times and including such information as requested by the Kiwanis International Board.

ART. 21 – CASUAL VACANCY

- 21.1 In the event of a vacancy in the office of President during the administrative year, the unexpired term shall be filled by the Immediate Past President.
- 21.2 In the event of a vacancy in the office of Immediate Past President the unexpired term shall be filled by the last outgoing Past President who is willing and able to assume the office.

21.3 In the event of a vacancy in the office of President-Elect during the administrative year, the unexpired term shall be filled by the Vice-President.

21.4 In the event of a vacancy in the office of Vice-President during the administrative year, the unexpired term shall be filled by the last outgoing Past President who is willing and able to assume the office.

21.5 In the event the President is temporarily incapacitated and unable to discharge the duties of the office, the Immediate Past President shall become Acting President until the President is able to resume those duties.

While the President is incapacitated, the Acting President shall be the chief executive officer of KI-E and shall have all the duties, responsibilities, and authority given to the President by these Articles.

If, after a period of sixty (60) days, it shall appear to the Board that the President continues to be incapacitated and is not able to resume the duties and responsibilities of the office, the Board may declare the office of President vacant, and the vacancy shall be filled as prescribed in these Articles.

21.6 Whenever it shall appear to the President or a majority of the Board that any KI-E officer is failing to perform the duties of the office, the President shall give such member written notice of the facts within 30 days.

At the next regularly scheduled or special meeting of the Board, consideration shall be given to such facts and reasons why the office should be declared vacant.

The officer accused shall have the right to attend and provide a defense.

In the event that the Board, by a two-thirds (2/3) vote of the entire Board, finds the officer is not performing the duties of office and declares such office vacant, the vacancy shall then be filled as prescribed in these Articles.

21.7 In the event of a vacancy, between the election and October 1, in any office(s) of the Board designate, the Board designate shall proceed to appoint a successor for such office(s) for the administrative year in accordance with the provisions for filling vacancies in office as provided in this article.

ART. 22 — GUARANTEED TRUSTEES ON THE KIWANIS INTERNATIONAL BOARD

22.1 One year before the administrative year starts in which one of the Trustee offices on the Kiwanis International Board guaranteed to the Europe region will or may become available, the

actual President in office shall inform the district governors and district secretaries that nomination of a candidate for said office will be held at the next annual KI-E convention, to provide for filling the office in the event that it becomes vacant at the next Kiwanis International Convention.

Each candidate for Kiwanis International Trustee must comply with the criteria for office and for candidacy as required by Kiwanis International. Additionally, each candidate for International Trustee shall not simultaneously hold a KI-E office.

No additional criteria shall be required of candidates for International Trustee by KI-E or any district of KI-E.

22.2 Any eligible district must submit the name of any qualified candidate to the Executive Director of Kiwanis International and the KI-E President no less than ninety (90) days prior to the date of the annual KI-E convention.

22.3 No less than sixty (60) days prior to the date of the annual KI-E convention, the secretary shall send to the secretary of clubs within KI-E the names of the candidates for the guaranteed office of International Trustee.

22.4 When the election of the candidate for International Trustee becomes the order of business at the annual convention, the President shall inform the general assembly of the nominees and, if there are two (2) or more candidates, an anonymous ballot shall be taken.

22.5 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, a new ballot shall be taken until one candidate receives a majority vote.

ART. 23- EXPENSE COVERAGE FOR ATTENDING KI-E EVENTS

SEC. 1 – GENERAL REGULATIONS

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 KI-E secretary.

SEC. 2 – REIMBURSABLE EXPENSES

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

2.1 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 KI-E.
- 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 0.41 (fourty one cents) rate per kilometer will be reimbursed.
- The rate will be adopted according the ~~Belgian~~ **Luxembourg** regulation each year on the beginning of July
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 50,00 (fifty Euro), unless otherwise authorized by the president.

Expenses for the accompanying partner will not be reimbursed, unless provided in these policies

2.2 Housing

All hotel reservations shall be made and paid by KI-E.

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).

2.3 Meals

All official meals shall be provided and paid by KI-E.

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 Organization 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 KI-E; Expenses for the Gala dinner cannot be reimbursed.

2.4 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 Organization expense sheet per conditions stipulated in this article.

SEC. 3 – SPECIFIC EXPENSES OF KI-E OFFICERS:

3.1 Attending the Kiwanis International Convention

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

- President-elect, Imm. Past President, Vice President 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.

3.2 Attending the ASPAC Convention

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

Attending European District Conventions:

KI-E 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.

3.3 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.

3.4 Attending International Council

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

SEC. 4 – SPECIFIC EXPENSES OF DISTRICT OFFICERS AND DISTRICT CHAIRS

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

- The preliminary meeting: transportation + housing 2 nights.
- The October meeting: transportation + housing 2 nights.

- The February meeting: transportation + housing 2 nights.
- The prior Convention meeting: transportation + housing 2 nights.

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

SEC. 5 – SPECIFIC EXPENSES OF KI-EF/KI-E PAST PRESIDENTS

Past KI-EF and KI-E Past Presidents and KI-E Presidents are reimbursed for their expenses when attending the yearly Past KI-EF and Past KI-E Presidents at KI-E 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-E Convention the applicable rate will be the rate KI-E has discussed with the location.

SEC. 6 – SPECIFIC EXPENSES OF KI and KI CF OFFICERS

- 6.1 Members of the Kiwanis International Board and the Kiwanis International Children Funds 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 other Meetings:
 - KI President, Executive Director and all KI trustees from Europe;
 - KIF President and all KIF trustees from Europe;
 - MSC Area Director
- 6.2 Shall be invited to the Training Conferences;
 - KI President-elect (only DOT);
 - KIF President-elect (only DOT);
 - MSC Area Director (all).
- 6.3 Additional persons can be invited, if so justified by specific agenda items of the meetings and accepted by both KI-E president and the Executive Director.
- 6.4 Their expenses shall be reimbursed at the same conditions as KI-E officers, except for costs covered by KI or KI-CF policies.

SEC. 7 – EUROPEAN AND INTERNATIONAL CONVENTION REGISTRATION AND EXPENSES

- 7.1 All KI-E 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.
- 7.2 They will be reimbursed for housing on the basis of a single room rate for two (2) nights.

- 7.3 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.

SEC. 8 – SPECIAL KIWANIS EVENTS

If the European Board meeting is held in conjunction with the International Council, KI-E takes charge of transportation expenses, housing and meals of the KI-E 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.

SEC. 9 – SUBMITTING AND PAYMENT OF EXPENSE SHEETS

- 9.1 Submitting of KI-E expense sheets shall be made not later than thirty (30) days after conclusion of travel.
- 9.2 The original and/or scanned documents of hotel and restaurant invoices, as well as airline and/or train and taxi tickets must accompany it.
- 9.3 All disbursements shall be made by bank payment order.

SEC. 10 – CANDIDATE FOR VICE PRESIDENT

The candidate for the office of Vice President of KI-E, shall be invited to personally present his/her candidacy before the European Board in the official language of KI-E.

Expenses of the candidate, including travel, hotel (one night) and meals shall be reimbursed as specified in article XV, SECTION 2, 3, and 4 of these policies.

ART. 24 – RESPONSIBILITY OF THE KI MEMBER SUPPORT CENTER; BASED ON A YEARLY AGREEMENT BETWEEN KI AND KI-E

Under the supervision of the KI-E Board the KI-E 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 and in the PP & G.
- 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.

ART. 25. - ARBITRATION

- 25.1 If an allegation is made against a Kiwanis International Europe officer of conduct unbecoming a member of the Kiwanis family, the President (or Immediate Past President, if the President is accused) shall **contact Kiwanis International for a copy of the procedures for Conduct Unbecoming** ~~consult the procedures to be followed for investigating such allegation and shall appoint a special investigator to investigate the matter.~~

If the investigation determines that there is a reasonable basis for the allegation, the President shall notify the accused and shall refer the matter to the Management Board to conduct a hearing to decide the matter.

The Management Board shall produce a report setting forth its decision whether the accused did or did not engage in conduct unbecoming and, based on that decision, whether they shall be disciplined.

- 25.2 If either the accused or the Investigator believes some part of the investigation process was faulty or the determination was incorrect, either party has the right to request in writing reconsideration by the Management Board.

The Management Board's decision on the matter shall be final.

- 25.3 If, at any point during the 'conduct unbecoming' process, possible criminal wrongdoing is discovered, the matter shall be reported to the proper authorities.
- 25.4 All materials, facts, and information related to the investigation, determination, and reconsideration (if any) shall be kept confidential at all times by any parties or persons involved in any part of the process.
- 25.5 Kiwanis International Europe shall retain all official records on the matter (Allegation Report, Investigation Report, Hearing Record, Board Report, and Reconsideration Record if any) in a confidential file as long as required by applicable law. **Kiwanis International will be notified of the outcome and provided information on proceedings as allowed by applicable law**

CHAPTER III —

KI-E ORGANISATION GUIDELINES

ART. 26 - GUIDELINES FOR KI-E CONVENTION COMMITTEES

The Convention committee are

- Committee on Credential
- Committee on Elections

INSTRUCTIONS FOR THE 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.

SEC 1 — GENERAL DUTY

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

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-E).

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.

SEC 2 — QUALIFICATIONS OF DELEGATES

Organized clubs, even if the charter has not yet been presented, have the right to designate delegates as above.

- 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.

- 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.

Besides "Club Delegates", there exists a category of delegates called "Delegates at Large".

SEC 3 – REPORT TO THE HOUSE OF DELEGATES

The chairperson of the "Committee on Credentials" must report to the House of Delegates as follows:

3.1 ACCESS TO THE HOUSE OF DELEGATES

- Rule 1: Only delegates with official delegate badges may be present or speak on motions and vote.
- Rule 2: Only delegates may be seated in the area designated for delegates.
- Rule 3: The House of Delegates shall not be closed.
- Rule 4: 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 5: 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 6: 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 7: Debate shall alternate between those speaking for and those speaking against a motion.
- Rule 8: 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".

This means in particular:

- Access to the reserved area for delegates 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.

3.2 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 KI-E Board, has a chairperson and at least four (4) 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.

SEC. 1 – GENERAL DUTY

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).

SEC. 2 – VOTING DOCUMENT

- 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 consist of
 - green, red and white cards (for hand voting - rising of the cards)
 - numbered voting tickets (for written ballots - when more than one candidate).
- 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;
- Counting of the ballots follows the order.
 - (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.
- 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 and finally white).

SEC. 3 – ONE DELEGATE = ONE VOTE

This means that no delegate can have more than one vote;

SEC. 4 – REPORT TO THE HOUSE OF DELEGATES

There are two kinds of reports to be made:

The preliminary report, which could be worded as follows:

REPORT OF THE COMMITTEE ON ELECTIONS.

The role of the committee is determining by (Sec. 2 of the PP & G). This committee is responsible for the distributing, the collecting, the counting of the ballots and the reporting of the results of the elections.

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

FULL REPORT

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.

Prepare a document for this purpose, which can be used as a written report.

The number of E Votes as determined above.

SEC. 5 – VALIDITY OF THE EXPRESSED VOTES

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.
Even the E votes.

Procedure

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

ART. 27 – GUIDELINES FOR THE EUROPEAN GROWTH COMMITTEE(S)

SEC. 1 – AUTHORITY & DEFINITION

KI will delegate to KI-E the responsibility for growth and expansion of Kiwanis in Europe.
 KI-E installs for this purpose a Chair and “European coordinator for membership and growth”.

The KI-E Board may designate the vice-president of the Organization and the Chair to direct, supervise
 and control the functioning of the committee.

The KI-E Board ~~should~~ may encourage all European districts to install corresponding committees or
 chairs at the district level.

The chairperson shall be appointed by the KI-E Board on a proposal made by the vice president;

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 three consecutive years.

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

KI will:

- Maintain the duties of the organization defined in the Int. Bylaws, Int. Policies and
 Procedures, including club chartering, status management, suspension and revocation;
- Make information on reported club membership totals, status, and suspension and
 revocation available on a quarterly basis.
- Share any and all materials, best practices, and information with KI-E.
- Open its growth education and training meetings and/or summits to KI officers and chairman
 as appropriate, to attend on invitation by the KI-E Board.

KI-E will:

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

SEC. 2 – EUROPEAN GROWTH COMMITTEE

The European Board, on proposals made by the ~~president-elect~~ the Vice President and the Chair “European coordinator for membership and growth”, shall appoint together with the District governors the Nations chair.

- 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, nations, provisional districts and clubs in Europe.
- 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.
- 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.

SEC. 3. – CLUB MEMBERSHIP COMMITTEE

3.1 Organization 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.

The member recruitment policy is coordinated under the chair “European Coordinator for Membership and Growth”.

SEC. 4 – SERVICES BY KIWANIS INTERNATIONAL AND KI-E

4.1 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~~ KI-E.

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.

The guidelines in Chapter III, ~~Art. 5 has to~~ **shall** be observed in this connection.

4.1.1 DEVELOPING KIWANIS NATIONS/AREAS

- ~~Will~~ Shall be invited to send representatives attending training sessions and growth summits, or other meetings provided by KI-E;
- 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;

4.1.2 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~~ Leader 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 KI-E;
- Will be invited to attend all International Council meeting(s) (if any are held) as a non-voting member.

4.1.3 PROVISIONAL DISTRICT

- In addition to the above the Governor of provisional district will receive assistance from KI-E officers and committees in planning and implementing membership development activities;
- Will receive assistance with training for lieutenant governors and club officers.

4.1.3 DISTRICT

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);
- 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.

SEC. 5 – RESTRICTIONS PRIOR TO DISTRICT'S STATUS

5.1 Delegates Status

- Current or past, elected or appointed leaders or officers of a provisional district-in-pre-formation or district-in-formation, by any title, may not have delegate-at-large status at KI-E 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 KI-E

5.2 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-E Bylaws or submit resolutions for consideration by the European Convention;

SEC. 6 – NOTIFICATION

The Executive Director on behalf of the International Board shall notify each nation/area, provisional 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 KI-E president.

ART. 28 - GUIDELINES FOR TRAINING PROGRAMS & CONFERENCES

SEC. 1 – AUTHORITY & DEFINITION

KI will delegate to KI-E 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-E president-elect and others as deemed necessary to support and participate in the annual education of governors-elect.
4. Make its educators and trainers available for use by KI-E at other conferences and conventions as available and deemed appropriate, with any expenses to be borne by KI-E.
5. Open its various educating and training meetings to KI-E officers and chairman, as appropriate, to attend at their expense.

KI-E 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 Bylaws and KI Policies & Procedures:

SEC. 2 – EUROPEAN TRAINING COMMITTEES

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

2.1 GOVERNOR-ELECT CONFERENCE

The Governor-Elect Conference is a yearly organization of KI in Indianapolis or in other places and under KI's total authority.

On invitation KI-E 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-E 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.~~

2.2. KI-E TRAINING PROGRAM

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

2.3 TRAINING CONFERENCES IN EUROPE

Based on the different topics KI-E 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-E 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-E 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-E 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 to a necessity in order to inform Districts correctly and hold a number of dates free for this.

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

The proposals of training conferences will contain

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

The training conferences should take place in ~~common~~ places which will be decided by the Management Board.

Although a training workshop on basic items at the KI-E Convention could be an attractive item. Just

as the workshops at the International Convention are already now.

2.4 TYPES OF TRAINING CONFERENCES

2.4.1 TRAINING FOR GOVERNORS ELECT AS KI-E BOARD MEMBERS

An essential point in the preparation of a Governor Elect is instructing him/her on his/her function in KI-E.

By being assigned as a Governor in a District, he/she is automatically member of the Board of the KI-E with the beginning of his /her year in office.

The KI-E Policies 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 year program and year goals from the KI-E president
- a year calendar
- explanation of board meeting procedures
- appointments towards and for districts
- KI-E Committees
- financial agreements (budgets, grants, ...)
- should form the basics of an initial education meeting.

As this group is only definitely known by end of September of the year before 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 sessions should be led by the incoming KI-E officers together with the assistance of the necessary officers/advisors.

2.4.2. DISTRICT OFFICERS TRAINING (DOT)

In continuity of the former part comes the District Officers Training.

It is the meeting where all KI-E officers from all over Europe are gathered to set up the working of the Organization and Districts.

Full Districts, as well as Provisional districts shall send the governor elect, its district secretary and district treasurer (3 persons).(....Chapter I, Art. 5).

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-E;
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:

- Specific & functional information, such as:
 - for district secretaries (see Manual for DistrictSecretaries);
 - for district treasurers, such as budgets, bookkeeping, reporting financial statements & balances, collecting dues & fees (see Manual for DistrictTreasurers).
 - for other functions such as chairs
- 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-E 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 a one and half day (1/1/2) sessions (Friday afternoon and Saturday the whole day).

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

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-E and District Committee Chairs

2.4.3. TRAIN THE TRAINERS CONVERENCE (orTtT)

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 and provisional districts.

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.

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 online. The online part will be a prerequisite to the TtT conference.

The Committee on Training sets the topics of the training, under approval of the KI-E 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 multiple sessions.

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

2.5 DISRICT TRAINING PILOT PROGRAMS (PILOT PROGRAMS ORDTPP)

General conditions for each District/Nation

A district can apply for only one Training support during one and the same administrative year.

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 Organization is needed. All applications for support shall be sent within the 2 weeks following the annual DOT Conference.

The Organization 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 Organization 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-E 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-E delegates.

For this costs KI-E will give a grant of 500 €/delegate to the hosting District for transportation and hosting.

Other specific conditions

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

2.6 BASIC TRAINING-ONLINE TRAINING

KI-E on line training will be delivered by KI-E - Academy.

Online 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 basically in English (Districts may hold trainings in their own language, if they prefer).

2.7 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.

KI-E 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.

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.

ART. 29 - GUIDELINES FOR COMMUNICATION IN EUROPE

SEC. 1 – AUTHORITY & DEFINITION

KI will delegate to KI-E 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:

- Maintain responsibility and oversight for proper, authorized use of the Kiwanis name and logo, as defined in Bylaws, Policies, Procedures.
- Maintain and provide standards for brand identity, graphics, and organizational marketing for Kiwanis International.

- On a “best efforts” basis, provide copies of all communications to clubs and districts to the officers of KI-E

KI-E will:

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

SEC. 2 – EUROPEAN COMMUNICATION COMMITTEES

The European Board, on proposals made by the president-elect, shall appoint the following European committees for BMC (Branding, Marketing and Communication), responsible for planning and implementing tools and systems for that purpose (website, Newsletters, Social Medias etc.);

2.1 COMMUNICATION COMMITTEE

The communication committee is responsible for:

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

2.2 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.

SEC 3. - 3.1KIWANIS EUROPEAN GUIDELINES FOR WEBSITES & SOCIAL NETWORKS

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

3.1 LINKS

KI-E will not establish a link to any commercial organization except as part of an advertising contract or in the context of an official KI-E relationship, unless as provided for below. KI-E has the right to delete a link for any reason.

3.2 PAGE DESIGN AND CONTENT

KI 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 Kiwanis family Web sites and/or social networks groups/pages.

KI-E reserves the right to edit, rewrite, and delete content at its discretion.

KI-E 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-E 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-E web site ~~has to~~ shall be approved by Committee BMC.

Layout, graphics, contents, documents posted in official KI-E social networks are under the responsibility of the BMC Committee.

President or Communication chair, after informing KI-E president, can ask to remove contents not appropriate with KI or KI-E policy.

The official language of KI-E web site is English-

3.3 PRIVACY

Addresses and phone numbers of Kiwanians ~~listed in the Kiwanis International and/or districts/nations directory~~ shall not be posted on KI-E Web sites or in any social networks without approval of the KI-E Board.

KI-E will maintain such privacy policies and safeguards for its Web sites and subsidiary Webservices 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-E Web sites are solely responsible for their use of those services and shall indemnify KI-E 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.

3.4 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.

3.5 POLITICAL ACTIVITY WITHIN KIWANIS

A candidate for a position on the KI Board of Trustees or KI-E vice-president or KI- E Trustee may

establish a Web site or a social network group/page. Upon official request by the candidate, ~~KI-E president~~ the BMC Committee 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.

3.6 SUBMITTING REQUESTS FOR LINKS

The request of a link from KI-E Web site, must submit officially to the BMC Committee and KI-E 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.

3.7 MEMBERSHIP DEVELOPMENT

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

Special events

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

Hosting, implementation and technical control:

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

Social network

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

Official language for social networks groups/page is English.

New KI-E groups on social network pages cannot be open without approval of KI-E BMC Committee and are under technical control of KI-E and of related chairs for contents and administration.

Districts/nations duties

Every district/nation web site should have a link to KI-E 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-E communications~~ the BMC committee.

ART. 30 - GUIDELINES FOR SPONSORING NON DISTRICTED NATIONS

SEC. 1- PURPOSE OF THE SPONSOR AGREEMENT

- 1.1 With the intent to develop Kiwanis International in all European nations, as listed in KI-E Policies & Procedures, 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.
- 1.2 The partners to this agreement shall be Kiwanis International-Europe referred to as KI-E, 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”.

SEC. 2 - CHOICE OF THE “SPONSOR DISTRICT”

- 2.1 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.
- 2.2 This application, once approved by the European Board, shall be considered as final, when an agreement is signed by all parties.
- 2.3 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.

SEC. 3 - DUTIES & RESPONSIBILITIES OF THE “SPONSOR DISTRICT”

- 3.1 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”.
- 3.2 Sponsorship shall end when the new Kiwanis district or nation achieves “full district status”, as determined by KI and KI-E policies and procedures.
- 3.3 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;
 - Visit 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.

3.5.4 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.

SEC. 4 - DUTIES AND RESPONSIBILITIES OF SPONSORED “NEW DISTRICT OR NATION”

The new district or nation shall:

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

SEC. 5 - FINANCIAL CONTRIBUTIONS AND IMPLICATIONS

- 5.1 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.
- 5.2 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.
- 5.3 The financial support from KI-E is fixed by the annual budget. This allocated annual subsidy shall be confirmed in writing to the sponsor district before October 1st of each administrative year.

This letter shall be signed by the responsible officers of KI-E.
- 5.4 The sponsor district shall bear full responsibility for the adequate use of the available funds.
- 5.5 At the end of each administrative year, and not later than October 15th, 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.
- 5.6 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.
- 5.7 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 KI-E.

ART. 31 - GUIDELINES FOR SERVICE LEADERSHIP PROGRAMS (SLP) IN EUROPE

SEC. 1 – AUTHORITY & DEFINITION

1.1 COMMUNITY SERVICE PROGRAMS

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

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

KI will

- provide program content, curricula, electronic artwork of any and all printed materials. For more detailed informations [see also KYP bylaws and policies](#) ~~see also KI Procedures SECTIONS and section 600, Bylaws of Kiwanis Youth Programs and Kiwanis Youth Program Policies.~~
- 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-E will:

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

borne by KI-E.

1.2 GLOBAL SERVICE INITIATIVE

KI will

- include KI-E in the planning and coordination **in any ongoing global campaign for children** ~~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-E will

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

SEC. 2 – EUROPEAN SERVICE COMMITTEES

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

2.1 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.

2.2 GLOBAL SERVICE COMMITTEE

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

~~2.3~~ KIWANIS SLP EVENTS

~~2.4~~ 2.3 AKTION CLUBS

Aktion Club is a service club for adults who live with a disability. The program's purpose is to assimilate club members into the mainstream of society through community service, leadership development, and fellowship activities. Each Aktion Club shall adopt and adhere to the standard form for club bylaws for Aktion Clubs, and shall elect officers and hold regular meetings. A co-sponsoring community agency or other organization, which serves the needs of adults with disabilities should be identified to provide necessary expertise to support the Aktion Club.

ART. 32 – KIWANIS EUROPEAN YOUTH CAMP(S)

SEC. 1- GENERAL

The goals of these Youth Camps are to teach, train and practice leadership, meet young people from other countries and understand the cultural differences in order to establish friendship and build networks.

The goal is also to develop program promotion and service in order to inspire the youth to join Kiwanis.

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

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-E may grant it and make a contribution for such a Youth Camp according the annual budget of KI-E.

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

Also the nation ~~has to~~ **shall** accept by a decision through their responsible voting body.

SEC. 2- YOUTH CAMP RULES

2.1 Every child and every young person ~~has to~~ **shall** 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.

2.2 The camps are led by a camp management consisting of the camp leader, appointed and approved by KI-E 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.

2.3 Adults giving youths a lift in a vehicle ~~should~~ **must** 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~~ **shall** be made by the camp management in accordance with local laws.

2.4 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 abstain from any activity of sexual nature.

- 2.5 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.

- 2.6 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.
- 2.7 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.

- 2.8 ~~It should be noted that~~ KI-E 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.

- 2.9 Damaged or lost items will be charged to the district of the initiator and can be requested from the initiator.
- 2.10 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.

SEC. 3 – ORGANIZATION GUIDELINES

To facilitate the organization of these camps, the following guidelines shall apply:

- 3.1 With the approval of the European Board, the districts and/or the nations fix 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.
- 3.2 The organizing district and/or nation is sole responsible for the organization of these camps in close cooperation KI-E for practical issues.
- 3.3 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-E from recourse.
- 3.4 KI-E 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.

- 3.5 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.
- 3.6 Participants from outside Europe are only accepted after agreement of the organizing district and/or nation-
- 3.7 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-E and the organizing district and/or nation in reconciliation with KI-E.
- 3.8 KI-E financially may support financially the youth camps through an annual budgetline, which may include an insurance contract covering personal liability issues of camp leaders and trainers.
- 3.9 The European Board, fixes the maximum amount of personal contribution for young participants and accompanying adults.
- 3.10 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-E.
- 3.11 The organizing district also supports the camps through their own contribution or by third party sponsoring (municipality, local industries, etc.).
- 3.12 The organizing district is in charge of local travelling (from the airport or train station to the camp site, travelling for activities during the camp, ...) and supports the costs in the district budget.
- 3.13 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.
- 3.14 An official criminal record information is absolutely necessary for all the persons older than 18 years. Districts are responsible for this for young participants older than the marked age. Such special criminal record information shall be also required for all adults (Kiwaniis Certified Trainers) working with youth.
- The criminal record information should conform to applicable local and state laws and requirements.
- 3.15 The Guidelines for Youth Protection of KI applies to all the persons older than 18 years.

(Date)

Board of KI-E