MOTION BY THE LAWS AND REGULATIONS CHAIR WITH EXECUTIVE COMMITTEE RECOMMENDED APPROVAL TO UPDATE POLICIES AND PROCEDURES SECTION 164 RELATING TO OBLIGATION OF OFFICE AND THE “CONSENT AND ASSURANCE FORMS.”

164. Obligation of Office

To clarify for each Kiwanis Officer the Governor-elect, Lieutenant Governor and District Chair his/her obligation to Kiwanis when he/she accepts the responsibility of office:

1. The District shall provide a “Consent and Assurance” form outlining the minimum obligations. See Section 7, Consent and Assurance Forms (Items 705, 710, & 715). (As amended 03/07/2009)

2. It shall be the duty of the outgoing officer Lieutenant Governor to present this form to his/her successor, and to obtain his/her signature to indicate that he/she is aware of his/her obligations.

3. The forms shall be provided for the offices of Governor-elect, Club Secretary, Lieutenant Governor, and District Chairs. Club President and Club Vice/President.

4. It is recommended that the club nominating committee follow a similar procedure for club officers, directors and committee chairs.

Logic: To amend section 164 making it consistent with changes previously adopted that eliminated any reference to “Consent and Assurance” forms for club officers.
167. Special Standing Committees

The District Governor shall appoint Kiwanians to fill all special standing committee Chairs subject to board approval (Adopted 04/06/2014)

All committees of the District are authorized to meet and conduct business by any method that allows all participants to simultaneously communicate with one another or as otherwise allowed by law. Participation by such methods shall constitute attendance. Normal committee meeting rules and processes apply unless otherwise determined by the committee. (02/15/2015)

1. The Committee on Youth Services shall study, devise and suggest methods and means to assist the boys and girls to adjust themselves to their environment and become adapted to the social, economic and moral demands which they may encounter, and shall develop ways and means of assisting in the guidance of youth in the selection of proper and suitable vocations, as well as other areas which the community may deem pertinent. It shall endeavor to inspire the clubs to an increasing participation in these activities, and shall make proposals to the clubs of means whereby such purposes may be accomplished. (04/06/2014)

2. The Committee on International Relations shall recommend methods of implementing objectives relating to the development of friendship between nations, and the increase in understanding by residents of one country of the way of life, problems and aspirations of the people of other nations. It shall make proposals to the clubs of approved means by which such purposes may be accomplished. (04/06/2014)

3. The Committee on Young Children: Priority One shall study, devise and suggest methods and means to the clubs to assist them in implementing the current Young Children: Priority One Program(s) of Kiwanis International. (As amended 04/06/2014)

4. The Finance and Fund Raising Committee shall prepare a budget of estimated income and expenditures for submission to the Board, and shall submit such other recommendations as may be requested by the Board. (04/06/2014)

5. The Fund Raising Projects Committee shall develop, implement, and promote District fund raising projects approved by the District Board; develop teams that will actively raise funds for the District; and provide reports on project activities to the Finance and Fund Raising Committee. (As amended 04/06/2014)

6. The Strategic Planning/Alignment Committee shall review planning aspirations and
resulting accomplishments; and study on an ongoing basis the boundary and size of each division and region of the PNW District and recommend to the Board any changes regarding new or realigned divisions or regions so as to conform to the Bylaws and Policies of the PNW District. This committee shall consist of the Governor, the Governor/Elect, the Immediate Past Governor, the Laws and Regulations Chair, the Lieutenant Governor Class President and up to three (3) additional members. (As amended 08/25/2016)

7. The District Executive Committee shall provide due and proper administration of the Pacific Northwest District corporation on behalf of the Board. This committee shall consider employment/employee issues and provide the most direct administrative support of District staff. This committee shall be comprised of the Governor, the Immediate Past Governor, the Secretary, the Treasurer, the Governor/Elect, the Finance and Fundraising Committee Chair, Laws and Regulations Committee Chair, and the President of the Class of Lieutenant Governors. The Governor or Governor’s designee shall chair the committee and provide regular reports to the Board. (As amended 08/20/2015)

8. The PNW Political Action Committee (PAC) shall be formed each year to serve Inter/District political interests within Kiwanis International. The committee will involve itself with resolutions and candidates intended for consideration of Kiwanis International. PAC Policies and Procedures are further described in Appendix B—PNW Political Action Committee (see the Table of Contents). (04/06/2014)

9. The Committee on the District Convention shall, in concert with the Governor and District Secretary, have overall management of the annual District Convention. The committee shall also be responsible for implementation of the site selection process and shall make a recommendation or recommendations to the District Board, who shall make the final site selection. (As amended 04/06/2014)

10. The District Youth Protection Committee shall consist of the Governor, the District Risk Management Chair, the Key Club Administrator, the CKI Administrator and the Youth Protection Manager who will serve as Chair of the committee. The committee is responsible to communicate the international youth protection guidelines within the District, to help clubs understand their responsibilities in youth protection and to serve as the connection between Kiwanis International and the District Service Leadership Programs on matters of youth protection. See Appendix E for a detailed Position Description for the District Youth Protection Manager and Appendix G for the District’s guidelines for Youth Protection. (04/06/2014)

11. The Building Committee shall consist of the Chair, Governor, Immediate Past Governor, Governor/Elect, District Secretary, Finance Chair or Vice Chair, and 4 appointed members. The appointed members will serve two year terms and be appointed by the Governor. The committee is responsible for oversight of the operations of the District office complex. (As amended 08/22/2019)
167. Special Standing Committees

The District Governor shall appoint Kiwanians to fill all special standing committee Chairs subject to board approval ( Adopted 04/06/2014)

A standing committee may be composed solely of a chairperson.

All committees of the District are authorized to meet and conduct business by any method that allows all participants to simultaneously communicate with one another or as otherwise allowed by law. Participation by such methods shall constitute attendance. Normal committee meeting rules and processes apply unless otherwise determined by the committee.

Each standing committee shall serve for a term of one (1) year, but may serve multiple consecutive terms. All Committees, with the exception of the service leadership programs committees shall begin their terms of office on the first day of October. The terms of office of the Committee on Key Club and the Committee on Circle K shall begin at the conclusion of the respective sponsored programs district conventions and continue to the conclusion of the succeeding conventions or until their successors shall be duly selected and qualified.

Service Leadership Programs Committees: The Circle K, AKtion Club, Builders Club, Kiwanis Kids, and Key Club Committees shall be appointed by December 1 and shall assume responsibilities for these programs on April 1. Any action taken by these committees shall be subject to review and the authority of the current Kiwanis district board of trustees under the bylaws and policies of the district. For greater continuity and efficiency, the chairman of the Committees on AKtion Club, Builders Club, Circle K, Kiwanis Kids, and Key Club, and Key Leader are encouraged to serve consecutive terms, for such length of time as determined by the district. The chairmen of the Committees on AKtion Club, Builders Club, Circle K, Kiwanis Kids, and Key Club will be known as the district administrator for AKtion Club, Builders Club, Circle K, Kiwanis Kids, and Key Club, respectively.

The following committees are required by Kiwanis International policy:

1. **AKtion Club** The committee shall assist Kiwanis clubs and divisions in establishing AKtion Clubs in conjunction with community agencies or organizations that serve the needs of people with disabilities and shall promote the concept of continuing and effective sponsorship upon the part of the sponsoring Kiwanis club(s).

2. **Builders Club** The committee shall assist Kiwanis clubs in establishing Builders Clubs in junior high/middle schools and shall promote the concept of continuing and effective sponsorship upon the part of the sponsoring Kiwanis club.
3. **Circle K (CKI)** The committee shall be responsible for the proper carrying out of the Circle K District organization’s functions in accordance with the Kiwanis District Board’s approval.

4. **District Convention** The committee shall assist the District Board in implementing the official program and order of business for the convention and Mid-Winter conference of the District. They shall in conjunction with the Governor and District Secretary have overall management responsibility of the events. They shall also implement the site selection process and make recommendation or recommendations to the District Board, who shall make the final selection. See section 505 for additional details.

5. **Finance** The committee shall prepare a budget of estimated income and expenditures for submission to the District Board; receive and review the annual audit; periodically review any financial reports prepared by the Treasurer; and perform such other duties as may be requested by the District Board. See section 305 for additional details.

6. **Human and Spiritual Values** The committee shall encourage clubs to cooperate on broad nondenominational lines to create a greater public consciousness of the importance of human and spiritual values.

7. **Kiwanis International Convention** The committee shall assist in promoting attendance and participation in the annual Kiwanis International Convention.

8. **Key Club** The committee shall be responsible for the proper carrying out of the Key Club organization’s administrative functions in accordance with the Kiwanis District Board’s approval.

9. **Kiwanis Kids** The committee shall assist Kiwanis clubs in establishing K-Kids clubs in primary/elementary schools and shall promote the concept of continuing and effective sponsorship upon the part of the sponsoring Kiwanis club(s). They shall also promote the Bring Up Grades (BUG) and Terrific Kids programs to Kiwanis clubs in the District.

10. **Laws and Regulations** The committee shall examine the District’s bylaws, policies and procedures and shall submit any necessary or recommended revisions to the District Board; shall cooperate with the Board in drafting proposed amendments; and shall report on all properly proposed amendments to the District bylaws. The committee shall also cooperate with the Board in interpreting the spirit of the District bylaws when necessary and in securing the proper observance of obligations, standards and practices stated or implied.
11. **Leadership Development and Education** The committee shall assist the District Leadership in developing meaningful educational and training experiences for all Kiwanians at District conventions and conferences, organize and/or promote operations and leadership programs for incoming District and club officers, and promote continuing Kiwanis education within each club. The committee chair shall be the Leadership Development Coordinator.

12. **Service** the committee shall assist clubs in the District in rendering effective service in their communities.

13. **Resolutions** The committee shall review all proposed resolutions for consideration and recommendation to the District Board and shall draft any resolutions directed by the District Board. The committee may modify, combine, edit or not accept any club proposals. The District Board shall have final authority on resolutions to be considered at the convention.

The following are additional PNW District Committees:

14. **Alignment** The committee shall review and study on an ongoing basis the boundary and size of each division and region of the District and recommend to the Board any changes regarding new or realigned divisions or regions so as to conform to the Bylaws and Policies of the District. The committee shall consist of a Chair, the Governor, the Governor Elect, the Immediate Past Governor, the Laws and Regulations Chair, the Lieutenant Governor Class President and up to three (3) additional members.

15. **Building** The committee shall be responsible for oversight of the operations of the District office building complex. The committee shall consist of a Chair, the Governor, the Governor Elect, the Immediate Past Governor, the District Secretary, the Finance Chair or Vice Chair and four (4) appointed members. The appointed members will serve two year terms and be appointed by the Governor.

16. **District Fund Raising Projects** The committee shall develop, implement and promote District fund raising projects approved by the Board; develop teams that will actively raise funds for the District; and provide reports on project activities to the Finance Committee. See section 306 for additional details.

17. **District Political Action** The committee shall be formed each year to serve Inter/District political interests within Kiwanis International. They shall involve themselves with amendments, resolutions and candidates intended for consideration at Kiwanis International Convention. See appendix B for additional details.
18. **Executive**  The committee shall provide due and proper administration of the Pacific Northwest District Corporation on behalf of the Board. They shall consider employment/employee issues and provide the most direct administrative support of District staff. The committee shall consist of the Governor, the Governor Elect, the Immediate Past Governor, The Secretary, the Treasurer, the Finance Chair, the Laws and Regulations Chair and the Lieutenant Governor Class President. The Governor or the Governor’s designee shall chair the committee and provide regular reports to the Board.

19. **Kiwanis Children’s Cancer Program**  The committee shall oversee the program in support of children’s cancer research at the three District area research hospitals in Vancouver, BC, Seattle, WA and Portland, OR. They will support the fund raising effort for the project around the District.

20. **Law Enforcement Camp**  The committee shall coordinate with District Clubs for supporting high school students interested in a career in law enforcement to attend the annual camp at the Washington State Patrol Academy. They will ensure that all clubs are aware that this is open to instate and out of state students including Canada.

21. **Save Old Spectacles**  The committee shall involve itself in promoting collection and delivery of used glasses in clubs across the District.

22. **SIGN**  The committee shall involve itself in the promotion, fund raising and delivery of surgically implanted nails for the District’s only worldwide service project.

23. **Youth Protection**  The committee shall be responsible to communicate the International youth protection guidelines within the District, to help clubs understand their responsibilities in youth protection and to serve as the connection between Kiwanis International and the District Service Leadership Programs on matters of youth protection. The committee shall consist of the Governor, the District Risk Manager, the Key Club Administrator, the CKI Administrator and the Youth Protection Manager who will serve as the Chair of the committee. See appendix F for detailed position description for the District Youth Protection Manager and appendix G for the District’s guidelines for Youth Protection.

**Logic:** To replace section 167 in order to bring the District’s standing committees into compliance with Kiwanis International Policies and Procedures regarding required District standing committees.
168. District Key Positions

The Governor shall appoint Kiwanians to fill all Key Positions subject to Board approval and final approval from Kiwanis International unless otherwise noted.

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

Additional details regarding Key Positions may be determined by Kiwanis International and stated in the respective position descriptions in International Policies.

The following Key Positions are required by Kiwanis International policy:

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

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

3. **Leadership Development Coordinator**  This position shall be responsible for implementation of the education, training and leadership development of club presidents and secretaries in the District using programs established by Kiwanis International. This person should have a background in training, education or presentation to groups.

4. **Partnership Coordinator**  This position shall be responsible for connecting clubs with Kiwanis International’s official partners and supporting clubs in developing and maintaining signature projects in their communities. This person may also help form new partnerships in selected regions, applicable to those areas. This person should have a background in management, marketing or program development.

5. **Public Relations and Marketing Coordinator**  This position shall be responsible for guiding and assisting clubs with public relations via various media and ensuring adherence by clubs and the District to the branding guidelines.
established by Kiwanis International. This person should have a background in marketing, media or public relations.

6. **Membership and Engagement Coordinator** This position shall be responsible for providing direction and support for opening new clubs and encouraging membership engagement in existing clubs via guidelines established by Kiwanis international. This person shall work in collaboration with Area Coordinators appointed by the Kiwanis International President and Kiwanis International staff. This person should have a background in marketing or growth initiatives.

7. **Kiwanis Children’s Fund Representative** This position shall have the duties, term, selection process, and other details related to the position determined by the Kiwanis Children’s Fund Board and communicated with the District.

The following are additional PNW District Key Positions:

8. **Kiwanis Foundation of Canada Representative** This position shall be responsible for informing clubs of the opportunities available through the Kiwanis Foundation of Canada for philanthropy, honors and awards. This person shall make periodic reports to the District Board and have other duties as specified by the Kiwanis Foundation of Canada Board.

9. **PNW Kiwanis Foundation President** This position shall be elected and defined by the PNW Kiwanis Foundation Board. This person shall be responsible for informing clubs of the opportunities available through the PNW Foundation for philanthropy, honors, awards, grants and scholarships. This person shall make periodic reports to the District Board.

**Logic:** Adopting section 168 will bring the District into compliance with Kiwanis International Policies and Procedures regarding required District Key Positions.
MOTION BY THE LAWS AND REGULATIONS CHAIR WITH EXECUTIVE COMMITTEE RECOMMENDED APPROVAL TO UPDATE POLICIES AND PROCEDURES SECTION 215 RELATING TO NEW CLUBS.

215. New Clubs

The Governor shall either preside over the Charter Presentation event of a new club or personally appoint a presiding officer.

The new club gift from the district shall be a club secretary’s kit.

The cost of any other gifts shall be prorated, by the Lieutenant Governor, among the clubs of the division.

Logic: To amend section 215 to make it consistent with the current District practices.
MOTION BY THE LAWS AND REGULATIONS CHAIR WITH EXECUTIVE COMMITTEE RECOMMENDED APPROVAL TO DELETE SECTION 245 RELATING TO OFFICIAL MONTHLY REPORTING.

245. Official Monthly Reporting

Beginning with the monthly report of October 2004, PNW District Monthly reports shall be filed electronically as shall be directed by the District Board via the PNW District Website (www.pnwkiwanis.org). (03/07/2009)

Logic: To amend section 245 to make it consistent with the current District reporting practices.
MOTION BY THE LAWS AND REGULATIONS CHAIR WITH EXECUTIVE COMMITTEE RECOMMENDED APPROVAL TO UPDATE POLICIES AND PROCEDURES SECTION 250 RELATING TO LIEUTENANT GOVERNOR CLASS PRESIDENT ELECTION.

250. Lieutenant Governor Class President Election

Each year beginning at its first Board Meeting, or as soon as is practical, the class of Lieutenant Governors shall elect a Class President. The District Secretary will conduct the election of the Class President. When the class Governor finalizes a selection and submits a recommendation to the Board for the class of Lieutenant Governors PNW Finance and Fundraising Committee Representative, the recommendation must then be affirmed by a ratifying vote of the Board.

Logic: To amend section 250 to make it consistent with the current District practices and consistent with section 305.
MOTION BY THE LAWS AND REGULATIONS CHAIR WITH EXECUTIVE COMMITTEE RECOMMENDED APPROVAL TO UPDATE POLICIES AND PROCEDURES SECTION 305 RELATING TO THE CURRENT FINANCE AND FUND RAISING COMMITTEE.

305. Finance and Fund-Raising Committee

1. The Governor shall appoint a Finance and Fund-Raising Committee in accordance with the provisions of the District Bylaws. The Committee shall be comprised of 21 (twenty-one) members serving in accordance with the following term of office. (As Amended 02/15/2015)

Six members-at-large serving three year staggered terms (two retiring members will be replaced by the Governor each year).

Fifteen Ex-Officio Members, with voting privileges, to serve terms concurrent with specific positions, as follows: (As Amended 02/15/2015)

   a. Chair – Three Year Term
   b. Vice-chair – Three Year Term
   c. Current District Governor
   d. Immediate Past Governor
   e. Governor-Elect
   f. Lt Governor’s Class President (elected)
   g. Lt Governor’s 2nd Representative to the PNW Finance and Fund-Raising Committee (appointed by the Governor)
   h. Laws and Regulations Chair
   i. PNW District Secretary (02/15/2015)
   j. PNW District Treasurer (02/15/2015)
   k. Chair – Fund Raising Projects Committee (As Amended 10/24/2010)
   l. Vice-chair – Fund Raising Projects Committee (As Amended 10/24/2010)
   m. Assistant CKI (Circle K) District Administrator for Finance (As Amended 06/05/2011)
   n. Assistant Key Club District Administrator for Finance (As Amended 06/05/2011)
   o. Building Committee Chair (As Amended 08/22/2014)

2. The Finance and Fund-Raising Committee shall prepare a budget of estimated income and expenditures for submission to the District Board; receive and review the annual audit; periodically review any financial reports prepared by the Treasurer; and shall submit such other recommendations as may be requested by the Board.

3. Total disbursements paid out by the district shall not exceed the gross amount of the budget adopted by the Board unless the budget is amended and approved by the Board.

Logic: To amend section 305 in order to separate the duties of the Finance Committee of preparing a budget of estimated income and expenses from
the Fund Raising Projects Committee duties of developing, implementing and promoting District fund raising projects approved by the District Board.

MOTION BY THE LAWS AND REGULATIONS CHAIR WITH EXECUTIVE COMMITTEE RECOMMENDED APPROVAL TO UPDATE SECTIONS 205, 223, 310, 311, 315, 316 AND APPENDIX B TO CHANGE THE REFERENCE TO THE FINANCE AND FUND RAISING COMMITTEE TO THE FINANCE COMMITTEE.
MOTION BY THE LAWS AND REGULATIONS CHAIR WITH EXECUTIVE COMMITTEE RECOMMENDED APPROVAL TO UPDATE POLICIES AND PROCEDURES SECTION 306 RELATING TO THE FUND RAISING PROJECTS COMMITTEE.

306. Fund Raising Projects Committee

1. The Governor shall appoint a Fund Raising Projects Committee Chair and Vice-Chair in accordance with the provisions of the District Bylaws. The Committee shall be comprised of at least 5 members including the Chair of the Marketing and Public Relations Committee and Marketing Coordinator and the Builder Magazine Editor. (02/28/2016)

2. Chair & Vice-chair shall be ex-officio members of the District Finance and Fund Raising Committee.

3. The Fund Raising Projects Committee shall prepare a budget of estimated expenditures and anticipated revenue for submission to the District Finance Committee.

4. On occasions where this committee serves to assist and to train members of clubs in the district in the selling of Kiwanis Decals or other district items they shall determine an appropriate portion of the sales price to cover their expense.

5. Purpose of the Fund Raising Projects Committee
   a. Develop innovative fund raising ideas for the district; plan and initiate these revenue generating ideas for and within the district.
   b. Serve as a resource center for the fund raising committees of district clubs.
   c. Seek on-going corporate sponsorship in support of district revenue generation.

Logic: To amend section 306 making it consistent with proposed changes to section 306.
MOTION BY THE LAWS AND REGULATIONS CHAIR WITH EXECUTIVE COMMITTEE RECOMMENDED APPROVAL TO UPDATE POLICIES AND PROCEDURES SECTION 307 RELATING TO THE CORPORATE CREDIT CARD.

307. Corporate Credit Card

1. The Governor [Treasurer] is authorized to apply for a PNW District’s corporate credit card(s) (and line of credit facility) to be acquired. The authorized credit limit for district credit card(s) shall not exceed fifty thousand dollars (USD$50,000.00) in total.

2. The credit card(s) shall be secured in the district office safe when not necessary for use. Those authorized to use the card(s) shall be the Governor, District Secretary and District Treasurer.

3. Any expenditure over $500.00 outside the budget must be preapproved by the Finance Chair and either the Governor or the District Treasurer.

4. All purchases up to $500.00 must be within the budget and deemed reasonable and necessary.

5. The names authorized for use must be updated with the financial institution(s) issuing them on an annual basis or sooner if personnel changes make it necessary. It is the current Governor’s responsibility to initiate this process prior to his/her term expiring.

Logic: To amend section 307 to streamline the approval process and making it consistent with current district financial policy.
MOTION BY THE LAWS AND REGULATIONS CHAIR WITH EXECUTIVE COMMITTEE RECOMMENDED APPROVAL TO UPDATE POLICIES AND PROCEDURES SECTION 315 RELATING TO THE LIEUTENANT GOVERNOR EXPENSES.

315. Lieutenant Governor Expenses

1. The District Budget shall provide funds for a portion of the expenses of the Lieutenant Governors. Mileage reimbursement shall be based on round-trip mileage to board meetings, district convention and three visits to each club. The amounts for these payments are to be determined by the Finance and Fund Raising Committee (Because of the expanse of the AY Division, a flat amount will be determined for reimbursement.) (As amended (02/22/2019)

2. The District shall provide a portion of the funds of the mileage expenses for the Lieutenant Governor designate to attend Lieutenant Governor training. Up to sixty-three (63%) percent of the allocated funds shall be used to reimburse Lieutenant Governors for round-trip mileage to board meetings, district convention and three visits to each club and to Lieutenant Governor designates to attend Lieutenant Governor training. The amounts for these payments are to be determined by the Finance Committee (Because of the expanse of the AYS and AYN Division, a flat amount will be determined for reimbursement.)

3. Up to thirty-seven (37%) percent of the allocated funds will be set aside to assist Lieutenant Governors with additional expenses. Such additional expenses include, but are not limited to, Board Meeting registration fees, District Convention registration costs, and reimbursement of Kiwanis related travel not included in section 2 above. In order to apply for the additional funding, the Lieutenant Governor must have submitted an annual travel budget to the Governor, be up to date on all visit reports and have submitted all travel expenses reports. The District Treasurer, with the concurrence of the District Governor, will assess the request and if the request is approved will disburse the funds.

4. No funds shall be budgeted for expenses of the Lieutenant Governor-Elect.

5. Any unused funds allocated for Lieutenant Governor expenses will be returned to the General Funds.

Logic: To amend section 315 to provide needed financial assistance to Lieutenant Governors in order to enlarge the pool of persons willing to serve as Lieutenant Governor by not only providing funds for mileage expenses but also to reimburse for other expenses related to performing the duties required of them.
MOTION BY THE LAWS AND REGULATIONS CHAIR WITH EXECUTIVE COMMITTEE RECOMMENDED APPROVAL TO REPLACE THE EXISTING SECTION 319 RELATING TO THE OUTREACH FUND WITH THE FOLLOWING.

319. Outreach Fund

1. The purpose of the Outreach Fund is to supplement certain administrative expenses of District Service Leadership Program members not otherwise covered by dues. Eligible expenses could include Kiwanis District Convention registration and room fees, club chartering fees, travel and other administrative expenses not included in budgets for Service Leadership Programs at the District level. The Outreach Fund is not intended to supplement club level expenses unless the club requesting funds lacks a sponsoring Kiwanis Club.

2. Donations to the fund are held as restricted funds by PNW Kiwanis Foundation. Donations of $100.00 or more will be recognized with an Outreach Medallion. Each additional donation of $100.00 from the same source will be recognized with a pin indicating the number of each additional $100.00 donation. All levels will be tracked by the district office.
indicating the number of each additional $100.00 donation. All levels will be tracked by the Agent of the PNW Kiwanis Foundation.

3. As the Governor is closely involved with the District level of the Service Leadership Programs (SLP’s), the Governor will allocate the funds designated by the PNW Kiwanis Foundation for the approved purposes on behalf of the SLP’s. The PNW Kiwanis Foundation will ensure that the funds are distributed per the recommendations of the Governor. The amount available for budgeting for the next fiscal year shall be allocated as a percentage not to exceed 16% of the current balance of the Outreach Fund held by PNW Kiwanis Foundation. That amount may be expended with a written request including receipts and/or invoices signed by an SLP Administrator. Each SLP Administrator drawing on this line item should be sure the funds are available by checking with the PNW Kiwanis Foundation Treasurer prior to counting on the funds that may have been spent by another Administrator.

4. The Agent of the PNW Kiwanis Foundation shall be responsible for the raising of Outreach Funds specifically during Mid-Year Board meetings and District Conventions through the use of Outreach auctions, and pin and medallion sales, or any other fundraising activities, plus administer the Outreach medallion recognition program and any other sales of Outreach inventory throughout the year. Funds collected through sales of Outreach Medallions and auctions, less any costs associated with fundraising will be forwarded to the PNW Kiwanis Foundation for investment in the Outreach restricted fund and will not be retained by the Agent of the PNW Kiwanis Foundation.

Logic: To replace section 319 to reflect the current Letter of Understanding between the District and the Pacific Northwest Kiwanis Foundation regarding the Outreach Fund.
MOTION BY THE LAWS AND REGULATIONS CHAIR WITH EXECUTIVE COMMITTEE RECOMMENDED APPROVAL TO DELETE SECTION 320 RELATING TO FUNDS PRESENTED BY A COMMERCIAL ORGANIZATION.

320. Funds Presented by a Commercial Organization

The use of funds presented to Kiwanis International by a commercial organization as a resource to complete a project under complete Kiwanis sponsorship is not in conflict with Board policy or the International Constitution and Bylaws.

Logic: To delete section 320 making it consistent with current district practices.
MOTION BY THE LAWS AND REGULATIONS CHAIR WITH EXECUTIVE COMMITTEE RECOMMENDED APPROVAL TO UPDATE POLICIES AND PROCEDURES SECTION 425 RELATING TO THE CLUB OFFICERS’ AWARDS.

425. Club Officers’ Awards

A responsibility of the District Governor and District Secretary is to forward the award to the recipient.

These are awards by Kiwanis International. Full information is supplied each year as to criteria and rules for qualifying.

Logic: To amend section 425 in order to clarify the responsibility of the District Governor and District Secretary in regard to this award.
MOTION BY THE LAWS AND REGULATIONS CHAIR WITH EXECUTIVE COMMITTEE RECOMMENDED APPROVAL TO UPDATE POLICIES AND PROCEDURES SECTION 430 AND 435 RELATING TO THE OUTSTANDING CLUB SECRETARY AWARD AND THE MELVIN B. DENNIS TROPHY.

430. Outstanding Club Secretary Award

A Selection is the responsibility of the District Governor and District Secretary.

1. The Outstanding Club Secretary Banner Patch is awarded annually to each club whose secretary has been diligent in submitting all required reports in a timely manner.

2. CRITERIA FOR QUALIFICATION:

<table>
<thead>
<tr>
<th>NAME OF ITEM</th>
<th>Submission</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Annual District Dues &amp; Annual International Dues</td>
<td>30 days from invoice</td>
<td>300**</td>
</tr>
<tr>
<td>b. Certification of Delegates to District Convention</td>
<td>Post marked by 30 days prior to Convention</td>
<td>30*</td>
</tr>
<tr>
<td>c. Certification of Delegates to International Convention</td>
<td>Post marked by April 30th</td>
<td>30*</td>
</tr>
<tr>
<td>d. Election Report of next year’s Club Officers</td>
<td>June 1st</td>
<td>60**</td>
</tr>
<tr>
<td>e. Official Monthly Reports</td>
<td>10th of Month</td>
<td>10 each*</td>
</tr>
<tr>
<td>f. Official Annual Report</td>
<td>October 31</td>
<td>60**</td>
</tr>
</tbody>
</table>

* Deduct 1 point for each day late
** Deduct 2 points for each day late
Minimum points required for Outstanding Secretary: 540
(08/25/2016)

435. Melvin B. Dennis Trophy for Outstanding Secretary

Selection is the responsibility of the District Secretary. The Governor may appoint a special committee to assist if desired.

1. Eligibility: The club secretary for the current or most recent administrative year who exemplifies and has demonstrated a high expertise of office and the true spirit of Kiwanis. He/she must have qualified as an Outstanding Secretary. No member may be
selected for this honor more than once.

2. Nomination: The club president and/or Lieutenant Governor may make the nomination. Particular attention will be given to those services beyond his/her administrative responsibilities that have made him/her Outstanding as a Club Secretary. The top eligible secretaries (up to ten) based on the outstanding Secretary records will be considered nominated. The District maintains complete records regarding administration and the filing of reports. Each nominee shall be notified and given the opportunity to submit the required information for judging.

3. Filing Deadline: Only those nominations postmarked before June 1 will be considered.

4. Trophy Presentation: This award will be made at the next District Convention. Recipient’s name will be engraved on the permanent trophy in custody at the District Office. A smaller replica will be given for the secretary’s personal possession.

5. Send Nominations to: PNW District Office

6. Selection Criteria:

   a. Attendance at:
      i. Preceding year’s District Convention;
      ii. Preceding year’s Club Leadership Education;
      iii. Preceding year’s Spring/Region Conference;
      iv. Not less than 70% of his/her Division’s Council Meetings.

   b. Must have kept accurate records of all club meetings and minutes of all board meetings. These are to be open to the scrutiny of the judges, if requested.

   c. Must have qualified for the Outstanding Secretary Award in the preceding year by filing all reports indicated in that criteria by the dates shown, and have earned 540 or more points for that award.

   d. Additional Considerations:
      i. Legibility and neatness of records and reports.
      ii. Cooperation with Club, Division and District leaders.
      iii. Assistance to President in preparing Board Meeting agendas.
      iv. Attendance at club meetings, projects and special events.
      v. Other administrative duties or accomplishments in Kiwanis. (08/25/2016)

Logic: To amend section 430 and 435 in order to define the selection process for each of these awards and to clarify or amend the section(s) as to who is to select the recipient of the award.
505. District Conventions

1. The annual convention of the district shall be held at such place and date, between March fifteen and September fifteen, as shall be mutually agreed to by the Board of the District and the Board of Trustees of Kiwanis International, except that no district convention shall be held within the period of thirty (30) days prior to, during, or thirty (30) days following the convention of Kiwanis International.

2. The District Conventions Committee shall submit to the District Board for District Convention location:
   a. A ranking of no more than three (3) locations in order of priority; and
   b. Seek approval of such locations subject to satisfactory contract arrangements being negotiated by the District Secretary, in consultation with the District Convention Committee and Executive Committee. (02/15/2015)

3. Special conventions of the district shall be called by the Governor upon the request of a majority of the chartered clubs in good standing, or upon the request of three-fourths (3/4) of the members of the Board.

4. The District Convention Committee will solicit bids from convention venues. The bids shall outline all minimum requirements for bids, including sufficient hotel or motel space, sufficient meeting room and banquet space, and any other requirements identified by the District Secretary or the District Convention Committee.

5. Before any district convention is considered by the District Board or awarded to any city or area, the minimum requirements must be met and certified by the District Secretary and the District Convention Committee.

6. The site of the District Convention shall be decided by the District Board as far in advance as possible to secure facilities with two years in advance being the goal. The site of the District Convention shall be within the territorial limits of the District.

7. The Convention Volunteer Coordinator shall be appointed by the District Convention Chair. This person will co-ordinate the solicitation of volunteers, assist as requested by the District Convention Committee Chair and will also serve on the District Convention Committee in the year that is prior, during and after the convention appointed for.

8. The official convention committee shall consist of the following:
   a. To be appointed by the Governor:
i. Chair  
ii. Vice Chair  
iii. Member at Large  

b. Ex Officio:  

Governor  
Immediate Past Governor  
Governor-Elect  
District Secretary  
Immediate Volunteer Coordinator  
Volunteer Coordinator  
Volunteer Coordinator designate  
Finance Chair or their designate (02/15/2015)  

9. The District Convention committee shall establish uniform registration fee schedules for members and guests to cover all foreseeable convention expenses. (As Amended 03/06/2011)  

10. The District Convention committee is charged with preparation of the Official Program including the selection of speakers, entertainment, luncheons, dinners, banquets and the Governor’s Banquet. (02/15/2015)  

11. The method of handling hotel reservations and registrations shall be developed by the District Convention chair and District Secretary (02/15/2015)  

12. The District Convention Committee shall set the date after which no refunds will be made on cancellations or unused fees paid. (As Amended 03/06/2011)  

13. The District Convention is a District affair. Should any funds be available after all expenses have been paid, those funds will be remitted to the District Treasurer for credit to the proper account. (02/15/2015)  

14. Lists of delegates, alternates and delegates-at-large shall not be available to any group or individual before or during the convention for any purpose other than required by the bylaws or necessary for conducting the convention.  

15. A suitable sum may be allocated from convention receipts for the purchase of a life membership or other suitable gift for the retiring District Governor. A suitable sum may be allocated for a gift to the International Representative at the convention.  

16. Exhibits allowed at District Conventions shall be under the control of determined by the District Convention committee. (As Amended 03/06/2011)  

17. Delegates-at-large shall be in agreement with the provision of the District Bylaws. Namely, the delegates-at-large are: District Governor; Governor-Elect; Secretary;
Treasurer; Lieutenant Governors; Past Governors; Past Lieutenant Governors.

18. Attendance: Every effort shall be made to have every club represented. Convention attendance shall be the responsibility of the District Governor, all district officers, all Lieutenant Governors and the District Convention Committee. (02/15/2015)

19. The Convention Chair and Committees on Elections, Credentials, Resolutions, Sergeant-at-Arms, and the Parliamentarian shall be appointed by the District Governor. (As Amended 08/14/2009)

Logic: To amend section 505 making it consistent with current district practices.
MOTION BY THE LAWS AND REGULATIONS CHAIR WITH EXECUTIVE COMMITTEE RECOMMENDED APPROVAL TO UPDATE POLICIES AND PROCEDURES SECTION 506 RELATING TO THE STANDING RULES FOR THE HOUSE OF DELEGATES AT CONVENTION.

506 Standing Rules for the House of Delegates at Convention

1. The official language of the Convention shall be English.

2. Only delegates with official delegate badges credentials may present motions for vote.

3. Delegates shall be identified with a delegate ribbon. When entering the House, Delegates shall be issued a voting device (ballot or electronic voting unit) upon presentation of a delegate certification card. Only delegates may be seated in the area designated for delegates.

4. The House of Delegates Sergeant-at-arms shall allow delegates to leave and re-enter; however, individual voting devices shall not leave the House. Delegates leaving early must exchange their voting devices for delegate cards from an Elections Committee volunteer; voting devices will be returned to delegates upon re-entry to the House. In no case will a delegate be allowed to cast a ballot for any votes conducted in his/her absence or allow someone else to cast a ballot on their behalf.

5. Any main motion or amendment shall be written, signed by the maker, and presented to the Governor or designee before it is moved.

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

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

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.

9. Microphones shall be designated by number. Speakers for the main motion shall use the odd numbered microphones, and speakers against the main motion shall use the even number microphones. The chair will recognize microphones in rotating order. Debate on each issue will begin at microphone one and alternate between those speaking for and those speaking against a motion.

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

11. An assistant Sergeant at Arms shall be positioned at each microphone to relay to the chair priority motions, such as a point of order, to the chair.
12. Debate on main motions (i.e., any resolution or proposed amendment to the Bylaws) shall be limited to 15 minutes, at which time the vote shall be taken on the resolution or amendment, unless the House, by a majority vote, orders debate to be extended. Debate on debatable secondary motions from the floor, such as amendments or motions to refer, shall be limited to five (5) minutes, which shall not apply to the 15 minute limit on debate on the main motion. Debate may be closed by a two-thirds (2/3) vote on any immediately pending motion or series of motions at any time.

13. Candidates for the offices of PNW District Governor and Governor Elect may have one (1) nominating speech not to exceed three (3) minutes and a seconding speech not to exceed one (1) minute.

14. Any candidate who is unopposed for office may be elected by a voice vote.

15. Each nominee for the offices of PNW District Governor and Governor-Elect is entitled to designate up to three people to witness the vote-counting; such persons will be entitled to know the final vote count prior to the destruction of the ballots and may request a recount prior to the ballot’s destruction.

16. If no nominee has more than 50% on the first ballot, the nominee with the lowest vote count shall be eliminated. This procedure shall continue until someone has more than 50% of the vote.

17. In the rare event that the two candidates with the fewest number of votes (a tie) are tied, all candidates from that round of voting will be given two minutes each to speak before a re-vote is held. If the tie persists in the re-vote, the tie will be settled with a coin toss.

18. The name of the successful nominee will be announced in the House of Delegates after the ballots have been destroyed. The final vote count shall not be publicly announced (subject to Rule 15) or made part of the written record of the district.

19. Any other vote that requires a secret ballot may have two parties each, representing the opposing sides, present at the ballot count.

20. Any of the above rules may be suspended by a two-thirds (2/3) vote of the delegates present.

21. Roberts Rules of Order Newly Revised shall be the parliamentary authority for all matters of procedure not specifically covered by the Bylaws of Kiwanis International and these standing rules. (As Amended 03/10/2010)

Logic: To amend section 315 by giving proper authority to the Sergeant-at-Arms as to delegates leaving or re-entering the House of Delegates.
520. Regional Conference

1. District Mid-Winter Conference is may be conducted for PNW in the form of Regional Conferences. Instead of a large District-wide conference, several separate conferences, are may be conducted; one in each Region.

2. If separate regional conferences are held, either the Governor or in the event of the Governor’s absence, the Governor-Elect, must attend Region Conference. Consequently, scheduling of the Regional Conferences is subject, in part, to availability of either the Governor and/or the Governor-Elect, as either of them is able to plan on attending.

3. Typically, Regional Conferences are held on a Saturday selected between the months of February through May.

Logic: To amend section 520 to keep it an option to conduct the Mid-Winter conference as regional conferences..
MOTION BY THE LAWS AND REGULATIONS CHAIR WITH EXECUTIVE COMMITTEE RECOMMENDED APPROVAL TO UPDATE POLICIES AND PROCEDURES SECTION 603 RELATING TO BACKGROUND CHECKS, SPONSORED ORGANIZATION.

603. Background Checks, Sponsored Organizations

Kiwanians and volunteers, covered under a club’s corporate umbrella, who have direct leadership or advisory roles with Sponsored youth organizations with Service Leadership Programs or otherwise have contact with a minor in any of the club’s activities, are required to adhere to the background check policies of their respective communities & educational school districts, as prescribed by state or provincial regulation or requirement. All board approved Chairs and Assist Chairs for Kiwanis branded programs involving youth under the age of 18; all adults (Kiwanians and non-Kiwanians) registered for, participating in, or staying overnight at any event organized by the District or a Club that involves interaction between adults and youth under the age of 18; and any AKtion Club member; and all SLP Advisors are required to have a clear criminal history background check that meets or exceeds Kiwanis International standards. (04/06/2014)

Logic: To amend section 603 in order to conform background checks with Kiwanis International Policies and Procedures.
604.  Aktion Club

1. 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.

2. The Governor-Elect shall appoint the District’s Aktion Club District Administrator, subject to approval by the District Board. The District shall provide a budget for the Aktion Club administrator, including some financial assistance to attend Service Leadership Program training.

2. There shall be no structure beyond the club level for Aktion Club members or clubs.

3. Aktion Clubs in the Pacific Northwest are grouped in the following divisions:

   Division A—consists of Alaska/Yukon
   Division B—consists of BC Interior
   Division C—consists of Eastern Washington and the Idaho panhandle
   Division D—consists of Vancouver Island
   Division E—consists of BC Lower Mainland and the region north of Seattle
   Division F/G—consists of the Seattle/Tacoma area and the Olympic Peninsula
   Division H/L—consists of Vancouver WA and northern Oregon
   Division J/K—consists of southern Oregon

4. The Aktion Club District Administrator Governor is responsible for representing Aktion Club at the Kiwanis District Convention and Mid-Winter Conference. Each Aktion Club Division is entitled to one Lieutenant Governor.

5. The District Governor and Lieutenant Governors for the following year are selected at the annual Aktion Conference. Each club is entitled to up to three voting delegates; all club delegates can vote for each of the Lieutenant Governor positions. In the event of a tie, the winner will be chosen by coin toss. If a division is not represented at the District Conference, the Aktion Club Administrator may appoint the Lieutenant Governor for that division in consultation with that Division’s club. (06/05/2011)

Logic: To amend section 604 making it consistent with current district practices and Kiwanis International Policies and Procedures.
MOTION BY THE LAWS AND REGULATIONS CHAIR WITH EXECUTIVE COMMITTEE RECOMMENDED APPROVAL TO DELETE APPENDIX A RELATING TO MONTHLY REPORTING POLICIES.

Appendix A

Monthly Reporting Policies in the PNW District 2003—2004

May be found posted on the PNW District webpage at:


and, is

A one page document which follows on the next page

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Logic: To delete Appendix A as it reference an obsolete reporting method.
MOTION BY THE LAWS AND REGULATIONS CHAIR WITH EXECUTIVE COMMITTEE RECOMMENDED APPROVAL TO UPDATE APPENDIX D RELATING TO REGION ALIGNMENT.

Appendix D

Region Alignment

Region 1  AY  AYN, AYS
Region 2  Divisions 13, 17, 18, 20, 20M, 22
Region 3  Divisions 5, 9, 46, 48, 50, 52, 54, 56, 80
Region 4  Divisions 26, 28, 30, 32, 33, 34, 36, 38
Region 5  Divisions 42, 44, 63, 66, 68, 70
Region 6  Divisions 72, 74, 76, 78, 82

Logic: To update Appendix D to update Region 1 to include two divisions.
MOTION BY THE LAWS AND REGULATIONS CHAIR WITH EXECUTIVE COMMITTEE RECOMMENDED APPROVAL TO UPDATE APPENDIX G WITH THE CURRENT YOUTH PROTECTION GUIDELINE.

APPENDIX G

YOUTH PROTECTION GUIDELINES (effective October 2016)

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

Education: Every Kiwanis club is expected to educate its members on the Kiwanis Youth Protection Guidelines. Each year, a club should provide members with a copy of the Guidelines with educational training—informing them of the highest standards of conduct and awareness.

In addition, every Kiwanis district is expected to help inform and educate. During every district-produced convention and conference, the district is expected to provide an educational forum or workshop regarding the Guidelines and best practices for adults who work with youth. Districts should use materials provided by Kiwanis International.

Every member should attend a training annually—whether offered by the club or district, or via the online tool.

Chaperone: A chaperone is defined as a Kiwanis member, faculty member, parent, legal guardian, or person who is in loco parentis (in the place of a parent), 21 years of age or older, who has been approved by the school or agency and registered with the school or agency to accompany the youth members at the specific event.

Criminal History Background Checks: Kiwanis clubs are required to have a clear criminal history background check—conducted and verified by Kiwanis International—of any member serving as a Kiwanis advisor to any Service Leadership Program club (Aktion Club, Circle K, Key Club, Builders Club and K-Kids). Kiwanis International’s criteria shall be followed to determine whether the background check is considered ‘clear.’ Background checks shall be valid for no more than two years. SLP clubs that petition to charter will only be approved once the appointed Kiwanis advisor has a clear criminal history background check conducted by Kiwanis International. Clubs are strongly encouraged to ensure confidential background checks for all adults who will work directly with youth outside of the school and/or who may not have undergone a background check. The criminal history background check should conform to applicable local and state/provincial laws and requirements.

Kiwanis International requires clear criminal history background checks conducted by its provider for all adults working with youth at all Kiwanis International-sponsored events. These include the Key Club International Convention, the Key Club Governor and Administrator training conference, the Key Club International Leadership Conference,
and any Key Leader weekend.

All district chairpersons and committee members for all Service Leadership Programs are required to have a clear criminal history background check conducted by Kiwanis International. A district may also require criminal history background checks for other adults working with youth as part of district programs or events. (See Kiwanis International Policy B and Procedure 197 for complete information regarding criminal history background checks.)

**Overnight Stays:** While attending a Kiwanis event that requires overnight stay in a hotel or camp/conference setting, adult chaperoning must include no fewer than one adult male for each 10 or part of 10 youth males, and one adult female for each 10 or part of 10 youth females. Except for a parent sharing a sleeping room or other sleeping quarter (e.g., tent) with his/her own child, no adult should share a hotel or dormitory sleeping room or other sleeping quarter with a youth. In the event that sleeping quarters consist of multiple beds, such as a bunkhouse or camp cabin, adults may share the sleeping quarters with youth members of the same gender, provided that two or more adults are present.

**Transportation:** When transporting youth, the best practice is having three people in the car at all times with documented approval from the parent or guardian for the transportation arrangements. When both of these conditions cannot be met, one of them should be. All transportation decisions should be made in accordance with local laws and school policies.

**Use of Alcoholic Beverages, Tobacco, Marijuana, and Other Substances:**
While attending any Kiwanis event that is produced primarily by or for the benefit of youth, adults are expected to refrain from using or being under the influence of alcoholic beverages, tobacco, and/or marijuana products, even if prescribed for medicinal use. In addition, the use and/or possession of illegal drugs or the improper/illegal use of legal drugs is prohibited.

**Medications:** The possession of prescription and nonprescription (over-the-counter) medications by youth at a Kiwanis event should be permitted only with the written permission of the parent/guardian.

**Reporting:** If a Kiwanian observes troubling behavior involving a youth at a Kiwanis event or becomes aware of a situation that is illegal or potentially unsafe for a young person at a Kiwanis event, he or she must immediately contact the appropriate personnel at the event and provide notification to law enforcement personnel as appropriate. If the Kiwanian becomes aware of the troubling behavior after the event, he/she must contact leaders of the event and provide notification to law enforcement personnel as appropriate. All local, state, provincial and federal laws regarding reporting must be followed.

**Personal Information:** All documents bearing personal information of any youth attending a Kiwanis event, including registration forms, medical information forms, permission-to-treat forms, etc. should be treated as confidential. Processes that protect
this information must be created, including minimizing the number of people who have access to any such documents. The documents shall be maintained for a minimum of three years or longer as may be required by applicable state/provincial laws and regulations. After the maintenance period has expired, the documents shall be destroyed in a way that maintains confidentiality, such as shredding. The disposal and destruction of all confidential information shall conform to applicable state/provincial laws and regulations.

**Youth and Social Media:** For any social networking site that involves requesting a connection (such as inviting someone to be a friend on Facebook), adults should never initiate such connections with youth. If a youth requests such a connection from a Kiwanian, he/she should use their best judgment in responding. Adults should treat their interaction with youth on social networking sites as though the interaction were occurring in public, in front of other adults and young people. In other words, if it would not be appropriate to say something to a young person in public, it should not be said as a comment on a social networking site either.

Kiwanians should refrain from interactions that can be seen as excessive (such as constantly “liking” or commenting on a person’s posts on Facebook). Prior to posting any media online, such as photographs, obtain permission from any and all individuals (or parents for minors) who appear in those media; it could be illegal to do otherwise. (See Kiwanis International Policy B for complete social media guidelines.)

**Behavioral or Health Issues:** Kiwanians are often seen by a young person as an adult to trust with personal and/or sensitive information. Kiwanians should refrain from counseling youth and should instead find, or assist the young person in finding, appropriate expert assistance.

**Conflicts with Other Rules:** Whenever these guidelines conflict with local school policies or rules, or local state/provincial, or national laws or regulations, the highest applicable standards for conduct shall prevail.

**Logic:** To update Appendix G to the current Youth Protection Guidelines.