

## Montana District of Kiwanis International

### Part Two: Policies

The Policies of Kiwanis International shall, where applicable, be the policies of the Montana District. The Kiwanis International Policy Manual contains the following topics.

#### **POLICIES**

##### **A. DEFINITIONS**

1. Policy
2. Procedure

##### **B. INTERNATIONAL ADMINISTRATION**

1. (Vacant)
2. (Vacant)
3. International Board
4. Finance
5. Int'l. Convention Fund-Raising Activities
6. KIWANIS Magazine
7. Language
8. Equal Employment Opportunity
9. Extension of Kiwanis
10. Risk Management Program
11. Definition of Conduct Unbecoming
12. Club Member Accused of 'Conduct Unbecoming'
13. District Officer Accused of Conduct Unbecoming
14. Kiwanis International Officer Accused of Conduct Unbecoming
15. Conflict of Interest
16. Criminal History Background Checks
17. Conduct with Youth
18. Accountability of Kiwanis International Officers
19. Social Media Guidelines
20. Government Relations
21. Compliance with Anti-Bribery Statutes

22. Document Retention and Destruction
23. Protection of Whistle Blowers
24. Endorsement of Candidates for Kiwanis International Offices
25. Additional Officers or Agents

##### **C. GENERAL**

1. Anniversary of Kiwanis
2. Contributions to Kiwanis International
3. Contributions to or Endorsement of Other Organizations
4. Use of Name or Emblem
5. Kiwanis International Foundation (Kiwanis Children's Fund)
6. Alcohol Guidelines
7. Unscheduled Presidential Visit Requests
8. Corporate Partnerships
9. Kiwanis International Directory
10. Disclosure and Integrity of Information
11. Depraved or Unacceptable Behavior in Relation to Children or Youth
12. Accountability of District Grant Funds

##### **D. CLUBS**

1. Clubs
2. Fund Raising
3. Club Foundation

##### **E. KIWANIS INTERNATIONAL AFFILIATES**

1. Districts

2. Regions
3. Kiwanis Asia-Pacific (ASPAC)
4. Kiwanis International-European Federation (KIEF)
5. Kiwanis Children's Fund-Europe (KCF-Europe)

## **Montana District Sexual Harassment Policy**

The Federal statutes on sexual harassment is so broad that anyone who is offended by something they see or hear done to themselves or to someone else can have a cause of action against the alleged perpetrator.

A list of things that can be considered harassment:

- Any racial, ethnic, sexual, religious, jokes/slurs or insults
- Any physical contact such as unwelcome touching, groping, grabbing or pinching
- Any visual renderings of sexually suggestive materials or materials negatively reflecting an individual's ethnicity, race, ancestry or sexual preference
- Any unwelcome sexual advances, physically, verbally and visually, of a sexual nature that has a purpose or effect of work performance interference, intimidation or hostile/offensive working atmosphere.

If Kiwanians don't take proper precautions, a single statement, gesture or act whether intentional, planned or not, can severely damage the reputation of Kiwanis and its membership, not to mention the possibility of civil and criminal actions that may be triggered by an ill-advised behavior of a Kiwanian.

Accordingly, it is the absolute policy of the Montana District of Kiwanis International that all of its members shall conduct themselves, at all times, in a responsible way to avoid even the slightest inference that any sort of sexual harassment has occurred between a Kiwanian and any other member of society, especially during Kiwanis related meetings, projects and functions, including sponsored youth.

## **Montana District Policy on Background Checks**

In addition to ensuring that all Montana Kiwanians who have contact with youth have criminal background checks as well as the Governor, Governor-Elect, all members of the District Board and Executive Committee will have current background checks. This includes the Secretary, Treasurer, Lt. Governors, Service Leadership Program Administrators, Youth Protection Officer and Risk Manager as well as any other person specifically indicated by the Governor. These checks will be submitted and paid for by the District.

## **Montana District Policy on Youth Protection**

All Montana Kiwanians assigned to or allowed to work regularly with sponsored youth will have a current satisfactory criminal background check. Montana Kiwanians will follow the rule of 3 when meeting or traveling with sponsored youth, however briefly. There will be 2 adults and 1 youth or 2 youths and 1 adult present. At Kiwanis sponsored events, there must be 1 Kiwanian for every 4 youth; for overnight stays there must be 1 Kiwanian for every 10 youth. If both male and female youth are present, there must be both male and female Kiwanians providing supervision. Sponsored youth traveling to Kiwanis sponsored events without an accompanying Kiwanian or parent must provide the District with a parental indemnification release in advance of the travel.

Youth Protection courses are provided by Kiwanis International and are mandated in some cases. The District's Youth Protection Officer will verify the need and the completion of these courses.

District SLP Administrators must complete all required courses.

The Governor, Governor Elect and Lt. Governors should complete all Youth Protection courses.

Montana Kiwanians who chaperone or work regularly with CKI, Builders and Key Clubs, K-Kids and Aktion Clubs must complete a set of courses.

Non-members, such as parents or school advisors, who serve as chaperones for District SLP events are also required to have a current satisfactory background check and must complete a set of courses.

There is no requirement to have a specific monitoring program for meetings. Written plans for outings and conferences is required. The plans must be approved by the District Youth Protection Officer and the Governor in advance of the event to ensure the best protection is being offered.

The District is not a mandated reporter per Montana statutes but as protectors of the youth in our programs, the following applies:

For incidents of bullying or disruptive behavior, after the behavior is stopped, the supervisor of the youth activity should be immediately notified with as many details of what occurred as possible. The supervisor should immediately notify the District Youth Protection Officer as well as the affected parents/guardians.

If abuse and/or neglect is suspected, the supervisor of the youth activity should be immediately notified with as many details of what occurred as possible. The supervisor should immediately notify the District Youth Protection Officer, who will provide information on reporting to the proper state authorities.

### **Montana District Policy on Storage of Current and Historical District Records**

The current year and past four years of records will be maintained by the District Secretary at the District office. Past records of the District will be taken to the archives of the Montana Historical Society in Helena, Montana. It shall be the duty of the District Secretary to send or take files to Helena and place them with the Montana Society.

### **Montana District Policy on Storage and Retention of Financial Records**

Seven years of physical tax filings and supporting documents will be maintained by the District Treasurer at the Treasurer's home. Financial records older than seven years will be destroyed.

The Treasurer will ensure that electronic records kept by Quickbooks are also retained for the required seven year period.

**Montana District Policy on Contracts and Other Legally Binding Agreements**

All legally binding documents must be submitted to the Executive Board for approval. Once approved, the only person in the Montana District of Kiwanis who is authorized to sign these instruments on behalf of the District is the District Secretary. In the event that the District Secretary is unavailable for whatever reason, with approval of the Executive Board, the District Treasurer may sign on the District's behalf.

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