

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 International-European Federation (KIEF)
4. Kiwanis Asia-Pacific (ASPAC)

Montana District Sexual Harassment Policy

The Federal statues 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 and Vice Governor, 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 and 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.