Montana District of Kiwanis

Part Three: Procedures

Added to website 10-12-26

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

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Montana District Procedure: Sexual Harassment

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. To help Montana Kiwanians to avoid accusations of sexual harassment, sexual harassment training/education will be included at conventions.

If a complaint is filed against a Kiwanian, the Kiwanian, the Kiwanian's club president, the District Governor or any other knowledgeable Kiwanian will immediately notify the District Risk Manager to alert the Kiwanis liability insurance carriers. This will also trigger a prompt investigation according to Conduct Unbecoming policies and Procedures. It is recommended that the accused Kiwanian consider engaging a personal attorney as well.

Montana District Procedure: Background Checks

The District will submit and pay for background checks for the Governor, Governor-Elect, all members of the District Board and Executive Committee. 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. Clubs are also authorized to submit and pay for checks for club members as the club chooses.

All Montana Kiwanians assigned to or allowed to work regularly with sponsored youth will obtain a criminal background check. District Service Leadership Administrators checks will be done by the Youth Protection Officer at District expense. Clubs may choose to submit and pay for the check for club SLP advisors.

Montana District Procedure: Appointment of the District Secretary and Treasurer

The Governor-elect shall select a District Secretary and a Treasurer no later than February 1 of each year. If Mid-winter Conference is held in February, the current Board of Directors, Governor and District Secretary shall be informed in writing by February 1.

The appointed secretary shall be encouraged to attend the Secretary Training Conference set by Kiwanis International with the current year's funds. If at all possible and the funds are available the current secretary is encouraged to attend as well.

Montana District Procedure: Contracts and Other Legally Binding Documents

For all legally binding documents, the following procedure will be followed to protect the interests of the District. District Board members, SLP Administrators and other District members may initially negotiate legally binding instruments but must then submit them to the Executive Board via the District Secretary for approval. The Executive Board will determine what changes, if any, are needed. Once the Executive Board approves the legally binding document, the District Secretary will sign the contract as the only authorized signer for the District. 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.

Montana District Procedure: Governor Expense Account

The Governor will be allotted an Expense Account each fiscal year in the District budget. The Governor is required to document the expenses charged to the account as funds are requested from the Treasurer, whether in advance or as

reimbursements. Receipts are required to be submitted to the Treasurer for any expense over $25.

Montana District Procedure: Governor-Elect Expense Account

The Governor will be allotted an Expense Account each fiscal year in the District budget. The Governor-Elect is required to document the expenses charged to the account as funds are requested from the Treasurer, whether in advance or as reimbursements. Receipts are required to be submitted to the Treasurer for any expense over $25.

Montana District Procedure: Lieutenant Governor Expense Account

1 - Each Lieutenant Governor (LtGov) will be allotted an Expense Account each fiscal year in the District budget; this account does NOT roll over into another fiscal year. Each LtGov is required to document the expenses they charge to their account as they request funds from the Treasurer, whether in advance or as reimbursements. Receipts are required to be submitted to the Treasurer for any expense over $25. Further approval of expenses may be requested of the Governor or Executive Committee at the discretion of the Treasurer.

2 - LtGov's are **required** to attend Board meetings and requested, in addition, to stay for accompanying Mid-Winter and District Conferences. Each LtGov may request funds or reimbursement for the following related expenses:

For All Day In-Person Board Meetings not in conjunction with a Conference

One night's lodging for an all day meeting at the established room block rate

One additional night's lodging at the established room block rate for any LtGov coming from over 250 miles

For Montana District Conferences Attended

See below **Convention and Conference Procedures**

3 - For International Conventions, attending LtGov's are expected to use any remaining Expense Account funds to help defray their expenses. If a Lt Gov is not going to attend, the LtGov may designate some of his/her Expense Account to be used to help attending LtGov's. Any funds so identified to the Executive Board will be divided up by the Executive Board among the LtGov's who are attending.

Montana District Procedure: Kiwanis Foundation of Montana District Outreach Program

1 - The Kiwanis Foundation of Montana sends out a form each year soliciting funds to support the District's Service Leadership and other programs. All clubs are strongly urged to support this effort. Clubs are asked to support an assessment of $5/club member for Service Leadership Program support and $1/club member to fund the Kiwanis Foundation of Montana.

2 - The Kiwanis Foundation of Montana supports the District's Service Leadership Programs by forwarding to the District specific funds requested from clubs as follows:

Circle K - $100/year

Key Club - $100/year.

The District may also ask the Kiwanis Foundation of Montana to request funds for Builders Club and Aktion Club as needed.

3 - The Kiwanis Foundation of Montana also provides grants to support projects proposed by clubs. Requests must be submitted to the Kiwanis Foundation of Montana on the approved form no less than 30 days in advance of the need.

Montana District Procedure: Conventions and Conferences

1 - Montana District will generally host a Mid-Winter conference and a summer convention (DCON) each year. The District Executive Committee (Governor, Governor-elect, Immediate Past Governor, Secretary and Treasurer) will approve the

location, meeting arrangements, major costs, reimbursable expenses and other significant items.

A. The location and timing of the Mid-Winter conference is proposed generally by the Governor-elect at least 330 days in advance and approved by the entire District Board at the next Board meeting.

B. For DCON, The Governor will appoint a Convention Chairperson with the consensus of the Executive Committee. The Chairperson will form a committee which shall include, in addition to the Chair, the District Secretary and District Treasurer:

Logistics Coordinator
Program Coordinator
Plan/Documentation Coordinator
Volunteer Assistance Coordinator
At least one local club representative

As needed, other committee members may be added to handle other aspects of the convention.

C. In the past the District has had joint conventions with the Western Canada District of Kiwanis with the location alternating between the two Districts. There is a possibility this may resume but will need to be decided in concert with the Canadians.

2 - The District is financially responsible for both Mid-Winter and DCON. All money received and expenses paid will be processed through the Montana District accounts.

A. If the current International President attends either meeting, the District pays for local transportation, lodging, meeting registration and other official visit costs.

B. If the International Board Counselor attends either meeting, the District pays for local transportation, lodging, meeting registration and other official visit costs.

C. The District covers the lodging, registration and meal costs for the Governor and Governor-elect. Each is responsible for making his/her own reservations and will be reimbursed according to the outlined rules.

D. Each LtGov is responsible for making his/her own reservations and may request funds or reimbursement for the following related expenses, to be subtracted from their District expense account:

The Convention registration fee unless already paid in part or wholly by the home club (LtGov's are usually also Delegates for a home club, which is expected to defray in part or in whole the registration-fee for the meeting)
The Convention Meal Package
Round trip mileage at $.25/mile
Two night's lodging at the established room block rate
One additional night's lodging at the established room block rate if an associated Board meeting requires an extra day over and above the accompanying meeting, OR
One night's extra lodging at the established room block rate if the LtGov comes for over 250 miles for an early morning Board meeting prior to the meeting.

E. District Committee Chairs [Risk Manager, Youth Protection Manager, Leadership Development Coordinator, Membership & Engagement Coordinator] and Service Leadership Program Administrators who are speaking at the meeting are responsible for making their own reservations and will be reimbursed for:

The Convention registration fee unless already paid in part or wholly by the home club
Round trip mileage at $.25/mile
One night's lodging at the established room block rate
One night's extra lodging at the established room block rate if the attendee comes from over 250 miles.

No attendee will be reimbursed for lodging and travel if the meeting is held in his/her hometown.

F. Circle K, Key Club and Aktion Club representatives and others ***as approved in advance by the Executive Committee*** will be reimbursed for:

The Convention registration fee
Round trip mileage at $.25/mile
The Convention Meal Package
Two night's lodging at the established room block rate
One night's extra lodging at the established room block rate if the attendee comes from over 250 miles.

G. Club Leadership Education (CLE) is funded by allocating $5 per District member, that number reflected by the official October membership report provided by KI. The funding may be utilized at either Mid-Winter or DCON as follows:

The District will pay the CLE trainer's registration and Convention Meal Package and reimburse the trainer for 2 night's lodging at the established room block rate against a receipt.
No more than 2 officers from each club may apply to be reimbursed for 1 night's lodging and registration. Reimbursement is contingent on the officer(s) being in attendance at the education sessions.
The application shall be sent to the Secretary at least 30 days prior to the meeting. Applications will be reviewed by a committee comprised of the Governor, Treasurer, and CLE trainer or by their designees.
To receive reimbursement, approved applicants will need a certification of attendance from the CLE trainer and provide a lodging receipt.

I. Incidentals and charges made to rooms are generally NOT reimbursed.

J. Complimentary rooms are assigned in the following order:

Governor(s)
Governor-Elects(s)
International Trustee(s)

3 - The Credentials and Elections Committee will work with the Registration Committee at each meeting to ensure that delegates and alternates are properly registered.

A. Clubs must fill in an Official Certificate of Election form to choose the official delegates and alternates for the club.

B. The Credentials and Elections Committee will verify the standing of the club and any delegates or alternates not previously certified by their club and will provide a list of delegates to the District Secretary.

Montana District Procedure: Honoring Deceased Kiwanians

The District Secretary shall send a sympathy card on behalf of the District Board to the family of a deceased Montana Kiwanis member as the death is reported on the Monthly Report from Kiwanis International or reported by another member.

To honor deceased Governors, the District shall make a donation from District funds to the Kiwanis Foundation of Montana in the name of any deceased past or present Montana Governor as soon as the secretary is notified. These funds shall remain with the Kiwanis Foundation of Montana to be used in their general fund unless the deceased Governor's family requests it go to a specific Kiwanis Foundation of Montana Fund or Project. If there is time, a reasonably priced flower arrangement will be purchased with District funds and sent to the funeral as well.

A Kiwanian that has not served as Governor will only be honored by the District Board with a majority vote of the current Board.

Montana District Procedure: Interclub Meetings

In view of the great distances and small clubs and to be as fair as possible, the number of members required to attend a meeting of another Kiwanis Club to be called an Interclub Meeting shall be as follows:

For clubs with up to 29 members, at least 2 members
For clubs with 30-39 members, at least 3 members
For clubs with 40 or more members, at least 4 members

A visiting Kiwanian from another Kiwanis Club may join an Interclub group and can be counted as long as the visiting Kiwanian is in good standing with his/her own club. For instance, if only 3 members of a club are able to go Interclubing, a visitor in attendance can join with the 3 and the visit can be counted as an Interclub.

Club members who are Committee members or Committee Chair of a Key Club, Circle K or Builders Club and joined by 1 or more from the Club cannot be counted to make up an Interclub. The basic reason is that this member is assigned to that duty and he/she is required to perform that duty. Past District officers from the home club CANNOT be used to make an Interclub.

Montana District Procedure: Closed Clubs and Articles

If a club closes for any reason, all club assets will be transferred to the Kiwanis Foundation of Montana, who will hold the assets in escrow for two (2) years. If the club reopens within that two-year period, the original assets will be returned to the club less any legal encumbrances. The Kiwanis Foundation of Montana will retain any accrued interest. If the club does not reopen, the assets become property of the Kiwanis Foundation of Montana.

Club articles (bell, banners, gavel, flag, etc.) will be transferred to the District Secretary, who will hold them for two (2) years. If the club reopens within that two-year period, the Secretary will return the articles to the club. If the club does not reopen, the Board of Directors will determine the distribution of the articles.

Montana District Procedure: Working with Service Leadership Programs (SLP)

In places where more than one Kiwanis Cub exists, the clubs are encouraged to create a team to coordinate activities and facilitate the formation of Service Leadership Programs, including Aktion Club, Circle K, Key Club, Builder's Club and K-Kids. The team shall consist of:

Chairman (faculty or Kiwanis Advisor from an SLP sponsoring club)
One club representative from each Kiwanis club
President or Designate from each SLP

The Team shall meet as often as necessary but not less than once a quarter to consider issues relevant in each organization as well as consider and coordinate projects that each club engages in for membership drives, fundraising, service projects and other activities to empower each other.

Montana District Procedure: Youth Protection

Because SLPs are sponsored by the District, the District must ensure that we protect all the SLP members in our programs. Monitoring and supervision of youth during meetings, outings and conferences is key to their protection. All Montana Kiwanians

assigned to or allowed to work regularly with sponsored youth will obtain a satisfactory criminal background check. District Service Leadership Administrators checks will be done by the Youth Protection Officer at District expense. Clubs may choose to submit and pay for the check for club SLP advisors.

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 25 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.

No electronic one on one communication by Montana Kiwanians with sponsored youth is acceptable, to include texting, email, Facebook or other forums.

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 and Governor 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 and will notify the Governor.

Montana District Procedure for SLP Websites and Electronic Communications

In order to ensure all SLP members feel and are safe utilizing websites and electronic communications for their particular organization, every Montana website and all official electronic communications accounts will be randomly monitored at least quarterly by an outside expert selected by the Governor and Youth Protection Officer.

SLP Administrators will provide log in information for the respective sites to the Youth Protection Officer at the beginning of each Kiwanis year for their organization. Any changes and/or updates will be reported immediately to the Youth Protection Officer.

The outside expert will provide the results of the monitoring within one week to the Governor and the Youth Protection Officer. Any problematic results should be reported immediately so appropriate action can be taken.

The Governor and Youth Protection Officer will determine what, if any, action should be taken as a result of the monitoring; this could include having the outside expert close down the problematic account without prior notice to the appropriate SLP Administrator.

The results of the each monitoring session will be passed on to the appropriate SLP Administrator by the Youth Protection Officer. If the results are problematic, the Youth Protection Officer will advise the SLP Administrator what actions the SLP Administrator should take and what action the Youth Protection Officer is planning.

In all cases of a problematic finding, only those the Youth Protection Officer determines have a need to know will be briefed.

1 November 2025