**WORK TOWARDS KI**

**Checklist for District Secretaries**

* District Convention Election Report
* District Convention General Information Report

**When?**

**Each year, after your annual convention, districts must report their results to Kiwanis International.**

**How?**

**Here are links to the online reporting forms to use.** These are available in English only. After you complete and submit each form, you will receive an email with your own copy to save or print, and the information will be entered in a spreadsheet at Kiwanis International.

Though these reports have always been required, **they are especially important now that they are required for the district to maintain good-standing status with Kiwanis International,** so please don’t neglect to file these reports in a timely manner, in accordance with the deadlines stated below.

**ELECTION RESULTS – REPORT IMMEDIATELY AFTER CONCLUSION:** <https://form.jotform.com/70935476521157>

Some questions ask for documents to be attached, such as amendments, resolutions, and district board minutes. If your district’s language is not English, the full documents do not need to be submitted in English. However, **you should include a summary in English** stating the official actions taken or decisions made by your district house of delegates or district board. You do not need to include full discussion, but the actions and decisions should be stated in English.

* Governmental compliance documents for district in good standing criteria
* Financial review for district in good standing criteria

**When? Keep an eye on** [**https://members.kiwanis.org**](https://members.kiwanis.org)

**How?**

The new **Board Procedure 231 - District Financial Reporting Criteria** helps to clarify what financial reports are needed from the district as it relates **Board Procedure 204 - District Status (specifically Board Procedure 204.1-D**).

Below are the details of Board Procedure 204 – District Status and Board Procedure 231 – District Financial Reporting Criteria.  Each district is reminded that it must follow the requirements of both procedures to be considered **“In Good Standing”** status.

**KIWANIS BOARD PROCEDURE – DISTRICT IN GOOD STANDING**

**204 ‐ DISTRICT STATUS**

**204.1 ‐ Minimum Requirements for Good Standing**

A district shall be deemed to be in good standing when the following conditions are met: (4/16)

1. The district has adopted the Standard Form for District Bylaws, modified only as approved by the Kiwanis International Board, and the district is compliant with all aspects of the Kiwanis International Bylaws and policies. (4/16)
2. The district is actively engaged in introducing Kiwanis clubs into new communities each year. (4/16)

**C.** The district’s finances are responsibly managed, including adequate collection of dues and fees, budgetary and fiscal management by the district’s board, and annual reporting to pertinent governmental entities and Kiwanis International. (10/18)

**D.** The district is current with all requirements of annual reporting to Kiwanis International including report of the district’s annual convention, report of the annual financial audit, copy of all annual and other governmental tax filings, and the most recent copy of the district’s bylaws and policies. (10/18)

**E.** The district has complied with Kiwanis International policies on criminal history background checks for all required district positions. (10/18)

**F.** The district and its clubs are actively engaged in community service projects and programs that support youth and children. (4/16)

**G.** The district fills the offices of Governor, Governor‐elect, Vice‐Governor (if any), Secretary, and Treasurer with proper elections or proper appointments to fill vacancies in accordance with their bylaws. (10/18)

The Board shall annually review the good standing status of each district in the first month of the administrative year. (4/19)

**204.2 – District Not in Good Standing**

If a district does not meet the minimum requirements for good standing, the Executive Director shall notify the Board of Trustees and the district that the district is not in good standing. The district shall then have thirty (30) days to correct any matters of noncompliance or to present an acceptable plan to correct such issues within a reasonable period of time. The district shall be considered not in good standing during such interim period. (10/18)

Any district deemed to not be in good standing shall not be eligible for the following:

**A.** Funding through any Kiwanis International grant programs or other means of financial support

**B.** Funding through any Kiwanis Children’s Fund grant programs

**C.** Ability to receive awards or recognition via Kiwanis International distinguished programs or other recognition programs or contests. (10/19)

**Financial and Tax Reporting Criteria for**

**Districts in Good Standing**

All Kiwanis districts are required to send to Kiwanis International a financial statement

examination and government filings (tax returns) for the Kiwanis District, Circle K District, Key

Club District AND District Foundations in order to be considered “In Good Standing”. The

criteria is noted below:

**Procedure 231 - District Financial Reporting Criteria**

* If district gross revenue is less than US$100,000, Kiwanis requires a review by a third

party (a non-board member) with a letter and accompanying financial statements.

* If district gross revenue is less than US$200,000 or total assets are less than US$500,000,

Kiwanis requires a CPA\* Compilation or CPA Review.

* If district gross revenue is less than US$500,000 or total assets are less than

US$1,250,000, Kiwanis requires a CPA Review or CPA Audit.

* If district gross revenue is greater than or equal to US$500,000 or total assets are greater

than or equal to US$1,250,000, Kiwanis requires a CPA Audit.

*\*CPA = Certified Public Accountant*

NOTE: Alternative reporting criteria may be approved by the Kiwanis International

Board, subject to request by a district and the submission of appropriate and sufficient district

policies and/or procedures which reference local government guidelines **(this NOTE relates**

**to districts outside of the United States).**

* Lt Governors, Committee Chairs and Key Positions listing
* Minutes of District Board Meetings

**When?**

**- No later than 31 August 2022.   
- 30 day after your district board meeting**

**How?**

Under the *District Officers* section of the district dashboard on [Kiwanis Connect](http://www.kiwanis.org/login) - please ask your current district secretary – the individual within your district who has the necessary access to enter this information online – to report them in the appropriate positions. (Note:  Lt. Governor-designates should also be updated through this area of the reporting website as well, and should be entered as soon as possible so that they may receive any future communications important to their roles.)

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# KIWANIS INTERNATIONAL PROCEDURE 220 DISTRICT STANDING COMMITTEES AND KEY POSITIONS

*NOTE: As of October 1, 2018, the requirements will be as follows.***220.1 – Standing Committees** (6/15)

1. Kiwanis International requires the following district standing committees, which shall be appointed by the district: (1/92) (7/17)

* 1. **Bylaws and Policies** 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. (1/92) (4/12)

* 1. **District Convention** shall assist the district board in implementing the official program and order of business for the conventions of the district. (1/92) (6/15)

* 1. **Finance** 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. (1/92) (6/15)

* 1. **Human and Spiritual Values** (in districts where appropriate) shall encourage the clubs to cooperate on broad nondenominational lines to create a greater public consciousness of the importance of human and spiritual values. (1/92) (6/15)

* 1. **Kiwanis International Convention** shall assist in promoting attendance and

participation in the annual Kiwanis International Convention. (4/12)

* 1. **Leadership Development and Education** 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. (1/92) (6/15)

* 1. **Service** shall assist clubs in the district in rendering effective service in their communities. (1/92) (4/12)

* 1. **Resolutions** shall review all proposed resolutions for consideration and recommendation to the district board and shall draft any resolutions directed by the district board. The Resolutions 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. (6/15)

1. **Committee Composition:** A standing committee may be composed solely of a chairperson. (6/15)

1. **Terms:** 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. (1/92) (6/15)

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. (1/92) (4/12)

## 220.2 – District Key Positions (7/17)

Kiwanis International also requires and shall significantly support the following key positions in districts, which shall apply to all districts unless otherwise noted. Key positions shall be selected by the districts, upon approval by Kiwanis International. (6/15)

Appointees should have previous experience in their subject area; are requested and strongly encouraged not to simultaneously hold other Kiwanis leadership positions above the club level; and are encouraged to serve multi-year commitments of three years unless otherwise noted. (6/15)

Key positions may have a committee to assist them, if the district deems appropriate, appointed at the discretion of the district board. (6/15)

Other details regarding key positions shall be determined by Kiwanis International and stated in the respective position descriptions. (6/15)

# A. Youth Protection Manager (4/13)

Youth Managers should be appointed in all districts which have Service Leadership Programs for youth. (4/13) (6/15)

The Youth Protection Manager will 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. (4/13) (6/15)

# B. Leadership Development Coordinator

The Leadership Development Coordinator is 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 may have a role, at the district’s discretion, in educating or training other leaders such as Lieutenant Governors and Trustees. (6/15)

# C. Partnership Coordinator

The Partnership Coordinator is responsible for connecting clubs with Kiwanis International’s official partners and supporting clubs in developing and maintaining signature projects in their communities. The Partnership Coordinator may also help form new partnerships in selected regions, applicable to those areas. (6/15)

# D. Public Relations Coordinator

The Public Relations Coordinator is 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. (6/15)

# E. Membership and Engagement Coordinator

The Membership and Engagement Coordinator is responsible for providing direction and support for opening new clubs and encouraging membership engagement in existing clubs via guidelines established by Kiwanis International. This coordinator will work in collaboration with Area Coordinators appointed by the Kiwanis International President and with Kiwanis International Staff. (10/18)

## 220.3 – Kiwanis Children’s Fund

Each district in the U.S. and Canada shall also have a chair for the Kiwanis Children's Fund. The duties, term, selection process, and other details related to this position shall be determined by the Kiwanis Children’s Fund Board and communicated to the districts. (4/12) (4/18)

## 220.4 – Additional Standing Committees and/or Key Positions

Districts may have additional standing committees and/or key positions beyond those mandated by Kiwanis International, provided each is approved by the district’s House of Delegates and stated in the district’s bylaws. (6/15)