

KIWANIS INTERNATIONAL - EUROPEAN FEDERATION

POLICIES, PROCEDURES & GUIDELINES

FOR

EUROPEAN BOARD

As amended by the European Board in Prague (Czech Republic) on October 1st, 2015.

ARTICLE I - DEFINITIONS

Section 1 - Policy

A policy is a basic principle by which the European Board guides the affairs and organization of Kiwanis International-European Federation

Section 2 - Procedure

A procedure is an established method or manner by which the Bylaws, and Policies of Kiwanis International-European Federation are implemented.

Section 3 - Guideline

A guideline is a detailed job description by which European Federation and District committees fulfil and implement policies defined by the European Board.

ARTICLE II - GEOGRAPHICAL LIMITS OF THE FEDERATION

Section 1 – Authority of the KI and KIEF Board

A federation is an administrative unit that may be utilized by the International Board of Trustees to administer a group of districts and/or nations and areas. (Jun 07)

As specified in Article I, Sections 2 and 3, of the Federation bylaws the European Board has the authority, with the prior consent of the Board of Trustees of Kiwanis International, to establish the geographical limits of the Federation.

Section 2 - Countries

The following States, Nations and geographical areas are considered as a part of Europe:

Albania, Andorra, Azerbaijan, Armenia, **Austria**;

Belarus, **Belgium**, Bosnia-Herzegovina, Bulgaria;

Croatia, Cyprus, **Czech Republic**;

Denmark (including Greenland);

Estonia;

Faeroes Islands; Finland, **France** (excluding the Overseas Departments);

Georgia, **Germany**, Greece;

Hungary;

Iceland, Ireland, **Italy**;

Latvia, **Liechtenstein**, Lithuania, **Luxembourg**;

Macedonia, Malta, Moldova, **Monaco**, Montenegro;

Netherlands, **Norway**;

Poland, Portugal (including the Azores and Madeira);

Romania, Russia;

San Marino, Serbia, **Slovakia**, Slovenia, Spain (including the Balearic and Canary Islands), **Sweden**, **Switzerland**;

Turkey;

Ukraine, United Kingdom (including the Channel Islands and the Isle of Man);

Vatican City;

Note: **Bold** names indicate districted states, nations or geographical areas.

Section 3 - Extension of Kiwanis

- a. New Nation or Area: No Kiwanis club shall be formed in any new European nation or area, unless such nation or area has first been approved by the KI Board of Trustees. (Jun 07)
- b. Non districted Area: For clubs formed in non districted areas, the KIEF President shall appoint the person authorized to present the club charter. Consideration will be given to financial costs, and generally the person designated will be the Kiwanis International Accredited Representative (KIAR). (Jun 07)

ARTICLE III – GOALS OF THE FEDERATION

The goals of the European Federation shall be examined annually by the President and shall be subject to the approval of the European Board. These goals are not listed in order of priority.

1. - To support co-operation within Europe by introduction of Kiwanis work of individual Districts at the European Convention.
2. - To call attention to customs and the daily life of individual nations within Europe.
3. - To introduce to Europeans the work of Kiwanians in Europe and other parts of the world.
4. - To increase interclub relations within Europe.
- 5.- To encourage young people in Europe for Kiwanis.
- 6.- To preserve continuity in the management of the KI-EF (in the up-coming years) by means of the introduction and the constant renewal of a strategic plan

ARTICLE IV – KIEF MEETINGS AND CONVENTIONS DATES

Section 1 - Meetings

Dates of Kiwanis International events, such as International Board, Council and Convention, must be considered before planning any Federation or European District events.

Section 2 – Date of District Convention

Not later than October 31, annually, the District Secretary shall inform the Executive Director of Kiwanis International and the Secretary of the Federation of the dates and location of the next annual District Convention.

Section 3 – Date of Events for the coming year

Not later than October 31, annually, the Federation President-Elect shall inform the Executive Director of Kiwanis International and all members of the European Board of the dates and locations of the European Board meetings and the European Convention for his/her administrative year.

ARTICLE V – LANGUAGES OF THE FEDERATION

Section 1 - Official language

English is the official language of the Federation. The Federation officers should care for translation to those native languages spoken by more than 3000 members. This figure is determined by the certified paid membership of Kiwanis International. The Federation Secretary shall work with the District Secretaries in finding skilled benevolent translators.

Section 2 - Interpreters

Upon request by Board members interpreters for simultaneous translation into or consecutive translation from their native language shall be provided during meetings on a benevolent basis, if practical and possible, with the approval of the President.

Section 3 – KIEF Officers

The candidate for the office of Vice President of the Federation, nominated in accordance with article IX, section 1, and before being accepted by the European Board (see article IX, section 3), shall be invited to personally present his/her candidacy before the European Board in the official language of the Federation.

Expenses of the candidate, including travel, hotel (one night) and meals shall be reimbursed as specified in article IX, section 2, 3, 4 and 5 of these policies. (Oct 2007)

ARTICLE VI- DUTIES OF FEDERATION OFFICERS

Section 1 - Responsibilities of the President.

The President shall designate the secretary for his term in office as president.

The President shall be responsible for all publications by the Federation; he may direct, supervise and control the European committee on communication and marketing. (02/09)

The President is a member of the Kiwanis International Council and shall have the duty to attend any convention of Kiwanis International and all meetings of the Kiwanis International Council.

The President of the KI-EF will be the spokesman on behalf of the Federation to present a resolution at the International Convention.

The President, on behalf of the European Board, shall present to the House of Delegates at the convention a report on the activities of the Federation since the last convention.

The President, as sole official representative of the Federation to the outside world, can designate other Board members as the President's replacement.

Section 2. Responsibilities of the President-Elect.

The President-Elect's primary responsibility is to prepare for the year of leadership as President.

The President-Elect shall:

- direct, supervise and control the European committee on education and training; (02/09)
- provide information and orientation to the incoming Board members.
- establish the budgets and determine at the same time the goal for his administrative year ;
- promote the participation in it.
- establish a separate budget for the administrative year and for the Convention to be approved by the House of Delegates.

Section 3 - Responsibilities of the Immediate Past President.

The Immediate Past President shall make a financial status report at the annual convention of the Federation and at such other times as the President and the European Board may require.

The Immediate Past President may direct, supervise and control the European committee on service projects and programs. (02/09)

Section 4 - Responsibilities of the Vice-President.

The assignment of his/her (the Vice-President's) respective responsibilities shall be the prerogative of the President.

The Vice President may direct, supervise and control the European committee for growth. (02/09)

After his election as president-elect and the election of his/her successor during the European Convention, the parting Vice-President shall organize a meeting with the Executive Committee of his/her year to formulate goals, policies and team building (Prague 02/10/2015).

Section 5 - Responsibilities of the Secretary.

The manual for the KIEF Secretary, as approved by the European Board, is an integral part of these policies and procedures.

The Secretary shall mail, as specified in the Bylaws, all invitations, letters and documents for European Board meetings and European Conventions.

The Secretary shall attend all meetings of the European Board of the Federation, shall attend all conventions of the Federation, and shall act as the Secretary thereof.

The Secretary shall execute all administrative reports as required by Kiwanis International and the Federation as prescribed by these Bylaws and have them countersigned by the President of the Federation.

The Secretary shall be the executive in charge of all administrative tasks of the Federation and shall be responsible for the selection of further assistance, subject to the direction, approval and control of the European Board. (10/08)

The Secretary shall direct, supervise and control the European Committee on operations. (02/09)

Section 6 – Responsibility of the Treasurer

The manual for the KIEF Treasurer, as approved by the European Board, is an integral part of these policies and procedures.

The Treasurer shall invoice and collect all dues and other income and control and pay all expenses, as specified in the Federation Bylaws and these Policies, and authorized by the European Board and Convention.

The Treasurer shall attend all meetings of the European Board of the Federation, and shall attend all European conventions.

The Treasurer shall execute and present all financial reports as required by Kiwanis International and the Federation, as prescribed by these Bylaws or other agreements, and have them countersigned by the President of the Federation.

The Treasurer shall be the executive in charge of all financial tasks of the Federation and shall be responsible for the selection of further assistance, subject to the direction, approval and control of the European Board. (10/08)

The Treasurer shall be a member of the European Standing Committee on finance.

Section 7 – Correspondence

Federation officers must sign their Kiwanis correspondence by adding their name typed and indicating their function and status.

ARTICLE VII - EUROPEAN COMMITTEES

Section 1 – European Board Committees

The President, by and with the consent of the European Board, shall appoint the following standing committees; these committees may meet by any method allowed by law in the nation where the Federation is registered with the government. (Oct 2012)

a) Executive committee

Beside the European Board, as defined in the Federation Bylaws, there shall be an Executive Committee.

The members of the Executive Committee shall be the President, the President-Elect, the Immediate Past President, the Vice-President, the Secretary and the Treasurer. (Oct 2012)

The duties of the Executive Committee shall be as follows:

- To prepare the business for the attention of the Board.
- To clarify and to obtain the reports for the attention of the Board.
- To submit KI-EF transactions to the Board.
- To initiate strategies and plans for the attention of the Board that relate to the implementation of the objectives of the Federation. (02/09)

b) Standing Committee on Finance

There shall be a standing committee on Finance, which shall be composed of the President-Elect, acting as chairperson, the Immediate Past President, the Treasurer and a member, designated by the President, with special expertise in financial and accounting practices.

The duties of the Finance Committee shall be as follows:

- install and adapt the accounting chart for the federation, as specified by the federation bylaws;
- adopt and control accounting rules, that represent good business practice;
- adopt rules for structuring all budgets, especially KIEF Conventions as a part of federation policies and procedures;
- supervise and control expense coverage, as specified by the federation policies and procedures.

c) Standing Committee of Past KIEF-President (10/08)

There shall be a standing committee of Past KIEF Presidents, which shall be composed of all the Past KIEF Presidents and there shall be added thereto each year the retiring immediate Past KIEF President, who shall act as chairperson of this committee.

- the quorum of the committee shall be five (5);

- the committee shall consider and report to the European Board its conclusions on all matters referred to it. It may initiate subjects for consideration and report its conclusions to said Board;
- a summary of the Committee's proceedings shall be provided to each member of the committee and the KIEF president;
- the committee shall meet at the annual European convention, and may hold such other meetings as provided herein, provided that such other meetings shall not be held less than thirty (30) days prior to the convention.

Section 2 – European Program Committees (02/09)

The KIEF President, by and with the consent of the European Board, shall appoint for the duration of his/her term in office, such additional European Committees as may be deemed necessary for the planning and implementation of the objectives and goals of the Federation.

These committees are:

- The European Committee(s) for growth, responsible for planning and implementing the growth efforts, such as:
 - 1) membership recruitment, retention and diversity (women membership),
 - 2) new club and new district building for Kiwanis clubs; (see objective 3)
 - 3) new club and new district building for Kiwanis Junior clubs.
- The European Committee for education and training , responsible for planning and implementing the training programs for district leaders (district officers and committee chairs); (see objective 4)
- The European Committee for service projects and programs, responsible for planning, coordinating and/or implementing International and/or European service projects and programs (Kiwanis Education Program); (see objective 5)
- The European Committee for communication and marketing, responsible for planning and implementing tools and systems for that purpose (website, flash messages, magazines); (see objective 2)
- The European Committee for operations, responsible for the management, the supervision and control of membership databases, bookkeeping, bank accounts and other assets of the federation. (see objective 6 & 8)

Section 3 – European Special Committees

The KIEF President, by and with the consent of the European Board, may appoint additional special Committees .for the duration of his/her term in office. (10/08)

ARTICLE VIII – KIEF AUTHORITY ON SIGNATURES AND COMMUNICATION

Section 1 – Signatures on contracts and agreements

The President of the Federation will sign the contracts and the agreements, which concern the Federation's operations and conventions. He is the sole signatory.
The President and the Secretary will both sign all financial agreements.

Section 2 – Signatures on bank operations (02/08)

Bank operations up to 2000 (two thousand) Euro on all current accounts of the federation need the sole signature of the president, the secretary or any other person, designated by the president.
Bank operations over 2000 (two thousand) Euro on all current accounts of the federation need the combined signature of two officers
Bank operations on all saving accounts of the federation need the combined signature of the president, the immediate past president and the president elect.
The Executive Committee shall unanimously adopt a resolution regarding the signature regulation at its first preliminary meeting in June for the coming administrative year.

Section 3 – Report of the Board members

During the Board meetings, the following officers will report on their activities: the President, President-Elect, the Governors and the KI-EF Committee Chairmen

Section 4 – Report of the KI Trustees

The KI Trustees holding the seats for Europe inform the Board members on the KI activities with the exception of topics considered confidential by the KI Board of Trustees.

In the interest of the KI-EF, the Board can appoint them to submit requests and matters of concern to the KI Board of Trustees.

ARTICLE IX - WAIVING OF FEDERATION DUES

Section 1 - European Board

The European Board shall have the authority to waive totally or partly the Federation dues and the Convention fees, as defined in article XII, section 2 of the Federation Bylaws.

ARTICLE X- EXPENSE COVERAGE FOR FEDERATION OFFICERS (Feb 2012)

Section 1 – General regulations

Federation officers, district governors, leaders and representatives, Kiwanis nations delegates and federation advisors, trainers, committee chairs and members are reimbursed for their expenses when attending European Board meetings, the European Convention, and all European committee meetings they are officially invited to attend.

The following expenses are reimbursable, if they are provided by the budget and correspond to the specifications of the following sections.

Section 2 - Transportation

Transportation allowance for all the above mentioned official meetings shall cover all costs between the domicile of the attendee and the meeting place of the event.

- When travel is made by airplane, reimbursement shall be limited to the cheapest available round-trip airfare (economy or similarly class). Upgrades in fare class are allowed, but only made at the expense of the individual. In that case, reimbursement will only be on an economy fare base.
- When travel is made by train, reimbursement shall be limited to a first class train fare by the most direct route.
- When travel is made by automobile, a Euro 0.30 (thirty cents) rate per kilometer will be reimbursed. This cost shall not exceed the cost of the cheapest available airfare between the same points.
- When travel is made by taxi, reimbursement shall be limited to the maximum amount of Euro 25,00 (twenty five Euro), unless otherwise authorized by the president.

Expenses for the accompanying partner will not be reimbursed, unless provided in these policies (Section 6).

Section 3 - Housing

All hotel reservations shall be made and paid by the Federation.

Only on travel days and with the prior approval of the president, hotel allowances shall be reimbursed against hotel invoice on the basis of a standard single room rate of the assigned hotel (breakfast included).

Section 4 - Meals

All official meals shall be provided and paid by the Federation.

Only on travel days and with the prior approval of the president, a reimbursement - on the basis of receipt - can be paid up to a maximum of € 20 for luncheon and € 30 for dinner.

Section 5 – Submitting and payment of expense sheets

Submitting of Federation expense sheets shall be made not later than thirty (30) days after conclusion of travel. The original and/or scanned documents of hotel and restaurant invoices, as well as airline and/or train and taxi tickets must accompany it.

Failing to submit expense sheets and/or accompanying documents within the above mentioned time limit may result in a refusal by the president to pay partly or totally the submitted expense sheets. (Oct 2012)

All disbursements shall be made by bank payment order or checks, which shall show the date, payee, the type of service rendered or goods or property purchased, and the amount of payment.

Section 6 – Expenses of the Federation officers

a. Attending the Kiwanis International Convention

Travel of the Federation President and partner to the Kiwanis International Convention shall be on Economy + airfare basis.

President-Elect travel to the International Convention shall be on same basis as listed under section 2 above, not including the travel cost of the partner.

b. Attending the Aspac Convention

Travel of the Federation President and partner to the Kiwanis Aspac Convention shall be on Economy + airfare basis.

c. Attending European District conventions

Federation officers may be assigned to attend events (including district conventions) on behalf of the President and are entitled to claim reimbursement of their expenses as stipulated in the sections 2 to 5 of this article.

d. Organizing the European Convention

The President-Elect is entitled to claim travel expenses incurred in the organization and the localization of the European Convention, which will be held during the President-Elect's administrative year as president.

Section 7 – Expenses of the District officers and Chairs

Governors attending European Board meetings shall be reimbursed in the following manner:

- a. The preliminary June meeting: housing 2 nights;
- b. The October meeting: transportation + housing 2 nights.
- c. The February meeting: transportation + housing 2 nights.
- d. The prior Convention meeting: housing 2 nights.

If the European Board meeting is held in conjunction with the International Council, the Federation takes charge of transportation expenses, housing and meals of the Federation officers, except for the expenses of President of the Federation which KI assumes for the same duration as for the European Governors.

District officers and chairs, and European Kiwanis nations delegates, when invited to attend federation meetings shall be reimbursed at the same conditions as federation officers and as specified in sections 1 to 4 of this article.

Section 8 – Expenses of Kiwanis International Officers and Trustees from Europe

The members of the Kiwanis International Board, officers and trustees, and the members of the Kiwanis International Foundation Board can be invited to attend European Board meetings and shall be invited to attend the European Convention. Their expenses shall be reimbursed at the same conditions as Federation officers, except for costs covered by KI or KIF policies.

Section 9 – Convention Expenses

All Federation officers, advisors and committee chairs register at their own expense for the European Convention like all other participants.

All European Governors when attending the European convention shall be covered for their expenses as provided by their district Bylaws and policies, except for expenses covered by section 7 of this article..

Section 10 – Miscellaneous Expenses

All other expenses required carrying out Kiwanis work and as authorized by the President shall be reimbursed at actual cost against submission the necessary justifications or of the Federation expense sheet per conditions stipulated in section 2 to 5 above.

ARTICLE XI- KIEF INSIGNIAS AND COLLARS

Section 1 - Collars

Officer's collars may be established in the Federation with Kiwanis medal as approved by the European Board.

- Garnet red ribbon the Federation Officers, Past Presidents of the Federation, KI Board members and past KI Board Members.
- Navy blue ribbon for Governors, Governors Elect and Past Governors
- Silver Grey ribbon for District Secretaries, Treasurers and Lieutenant Governors and past Lieutenant Governors.
- Black ribbon for Club Presidents, Vice-Presidents, Presidents-Elect, Secretary and Treasurer.

Section 2 - Bars

Small bars engraved with the names of subsequent officers, including the one in office, can be fixed on the ribbon.

Section 3

The above-mentioned articles are available from the Supplies Department of the BL district, the address of which can be supplied by the Federation office.

ARTICLE XII - EUROPEAN CONVENTION

Section 1. - Convention Agenda

The order of the day of all annual European Conventions contains the following points:

- First: determination of the existence of a quorum;
announcement of the final order of the day;
- Second: approval of the minutes of the last European Convention ;
report by the President of the activities of the European Federation;
report by a District Governor of the activities of the European Board
report by the Immediate Past President on the financial situation of the Federation of the past administrative year;
presentation of the written audit report;
acceptance of these reports and discharge of the board;
- Third: report by Kiwanis International Board members from Europe;
nomination and election of Kiwanis International Trustees for Europe, when needed;
- Fourth: voting of amendments and resolutions;
- Fifth: nomination and election of federation officers;
presentation and approval of the budget for the next administrative year;
nomination of the two auditors ;
presentation of the Secretary;
presentation of the country and place for the next European Convention.

Section 2 – European Board Responsibility.

The European Board shall have full supervision and management of the Convention.

In planning and organizing the annual Convention, the European Board shall observe economic principles, such as best offer and best price, in order to ensure the largest possible attendance. (In accordance with the provisions of the Convention Budget)

The European Board shall fix three (3) years in advance the date and location of the European Convention. As a rule the Federation Convention will be held in the District of the President in office.

Section 3 - European Secretary Responsibilities.

The secretary shall have the responsibilities, as described in the Federation bylaws, and more specifically:

- the mailing of the official call, the convention brochure including the amendments to the Federation bylaws and the biographical sketches of the candidates, and the minutes of the convention;
- the mailing of the invitation for Federation Board meetings, preceding and following the Federation convention.

Section 4 - Responsibility of the KI Member Support Center, based on a yearly agreement between KI and the Federation.

- Under the supervision of the European Board the KI Member Support Center Europe shall
- formulate, design, and print the Official Call, the election certificate, the reservation form and the convention brochure in the major European languages, as specified in the Bylaws.
 - publish the election certificate, the reservation form and the convention program in the Kiwanis Magazine.
 - be responsible for the registration of delegates and delegates at large, including last minute registration at the Convention site.
 - The hotel reservation and hotel accommodations, directly or through the intermediary of the local tourist office;
 - be responsible for the design and the printing of the voting documents (ballots and cards), and their inclusion in the convention hand out package.

Section 5 - Guidelines

The regulations regarding the organization of the European Convention are defined by the Guidelines for European Board, MSC-Europe and Local Host Committee, approved by the European Board and which are an integral part of these Policies & Procedures.

Section 6 – Finances

The convention dues shall cover all convention expenses, except those related to optional events (hotels, meals, entertainment and excursions).

The MSC staff shall pay all invoices and expense sheets after their approval by the Federation president. Invoices and expense sheets received after a period of 60 days shall be considered as unacceptable by the European Board.

The bookkeeping and the balance sheet of the Convention accounts must be finished not later than 90 days after the end of the Convention.

ARTICLE XIII - EUROPEAN DISTRICTS (Feb 2012) – KI Procedure 203

Section 1 – Creation of districts

When deemed in the best interests of Kiwanis International and the Kiwanis clubs involved, a group of chartered clubs may be created in developing Kiwanis nations/areas having compatible geographic areas and customs. Such structured grouping of clubs shall be a district of Kiwanis International and the European Federation.

The creation of new districts by action of the International Board, upon a recommendation by the European Board, is subjected to the conditions and requirements as specified in section 2 of this article.

Section 2 - Minimum Requirements for Each Status

A. District-in-Pre-Formation (DPF): a Kiwanis nation/area attains district-in-pre-formation status upon achieving a minimum of ten (10) Kiwanis clubs "in good standing" with a minimum of 200 paid members.

A district-in-pre-formation must obtain the status of district-in-formation within five (5) years.

The elected leader of a district in pre-formation carries the title of "District Coordinator".

At the organizational convention of a district-in-pre-formation, the delegate body shall adopt the Standard Form for District Bylaws, modified only as approved by the International Board, and the officers shall be elected in accordance with these bylaws. The presiding officer and acting secretary of the organizational convention shall be appointed by the International president, upon a recommendation by the European Board

B. District-in-Formation (DIF): A district-in-pre-formation attains district-in-formation status upon achieving a minimum of fifteen (15) Kiwanis clubs "in good standing" with a minimum of 500 paid members.

A district-in-formation must obtain the status of district within five (5) years.

The elected leader of the district-in-formation carries the title of "District Leader".

When the district-in-formation achieves a minimum of 750 paid members based on the annual membership reports by clubs to Kiwanis International, the elected leader shall have the title of "Governor of District-in-formation".

C. **District:** A district-in-formation becomes a district upon achieving a minimum of twenty-five (25) Kiwanis clubs "in good standing" with a minimum of 1.000 paid members. This status will be confirmed by Kiwanis International when the following year's dues are paid not later than 90 days after the due date.

The elected leader of a district carries the title of "District Governor", and will be entitled to all rights and privileges of his office, as stipulated in the KI and KIEF bylaws.

D. District Status review:

- Definition: Kiwanis clubs "in good standing" must each maintain a minimum of 15 members, based on the annual membership reports by clubs to Kiwanis International, with all dues paid not later than ninety (90) days after the due date.

- Status Change: any district-in-pre-formation or district-in-formation that does not achieve the next status level within five (5) years shall automatically revert to the appropriate status, without appeal.

- Decline: a district-in-pre-formation, a district-in-formation, or a district that fails to maintain its status for two (2) consecutive years after achieving it, based on the annual membership reports by clubs to Kiwanis International, will automatically revert to the appropriate status, with corresponding obligations and privileges, without appeal.

Section 4 – Services by Kiwanis International and KI European Federation

A. Developing Kiwanis Nations/Areas:

- Will be invited to send representatives attending training sessions and growth summits, or other meetings provided by the European Federation;
- May be provided with special services (such as local recruitment and training sessions) to determine the potential for creating a district-in-pre-formation, as more clubs are developed;

B. Districts-in-pre-formation: :

- Will receive assistance from federation officers and committees in planning and implementing membership development activities;
- Will receive assistance with training for lieutenant governors and club officers.

C. Districts-in-formation: in addition to the above, leaders and governors of districts-in-formation:

- Will be invited to attend all meetings of the European Board as a non-voting member (district leaders) or as a voting member (governors of district-in-formation);
- will be invited to the governors-elect meeting(s) required by Kiwanis International, as well as designated meetings for growth and training provided by the European Federation;
- Will be invited to attend all International Council meeting(s) (if any are held) as a non-voting member.

D. Districts: in addition to the above, districts will receive:

- Delegate-at-large status at the International Convention for the current governor and three (3) most recent past District Leaders or Governors of District-in-Formation (prior to district status);
- A visit from the International President in rotation with other districts;
- Assignment of an International Board Counselor;
- Invitation to the District Governor to International Council meetings (if any are held) as a voting member (in accordance with the International Bylaws);
- Such other rights and privileges as may be specified in the Bylaws, Policies, and Procedures of Kiwanis International.

Section 4 – Restrictions prior to Districts Status

A. Amendments

- The district-in-pre-formation or district-in-formation by their district board or convention may not propose amendments to the KI Bylaws or submit resolutions for consideration by Kiwanis International;
- The district-in-pre-formation or district-in-formation by their district board or convention may not propose amendments to the KIEF Bylaws or submit resolutions for consideration by the European Convention;

B. Delegates Status

- Except as provided under section 3,D above, current or past elected or appointed leaders or officers of district-in-pre-formation or district-in-formation, by any title, may not have delegate-at-large status at an International or Federation Convention;
- Current or past lieutenant governors of districts-in-pre-formation or districts-in-formation, by any title, may not represent a club other than his/her own club at an International or Federation Convention;

Section 5 – Notification

The Executive Director on behalf of the International Board shall notify each nation/area, district –in-pre-formation, district-in-formation, or district when it attains each major goal toward a new status or when it is in danger of reverting to a lower status, as well as when it actually reaches a new status as defined in this procedure. A copy of all such notifications shall be forwarded to the federation president.

ARTICLE XIV: GUIDELINES FOR SPONSORING NON DISTRICTED NATIONS (Oct 2012)

Article 1: Purpose of the sponsor agreement

Section 1: With the intent to develop Kiwanis International in all European nations, as listed in KIEF Policies & Procedures, Article 1, section 2, the full European districts offer their knowledge and expertise to assist recognized Kiwanis nations in their efforts to build new clubs and create new districts. This commitment shall be the subject of an agreement between equal partners.

Section 2: The partners to this agreement shall be Kiwanis International-European Federation, referred to as KI-EF, the sponsoring district, referred to as "sponsor district", and the sponsored district (in pre-formation or formation) or Kiwanis nation, referred to as "new district or nation".

Article 2: Choice of the "sponsor district"

Section 1: As soon as a Kiwanis nation is accepted by the KI Board of Trustees for Kiwanis development (building of new clubs), the European Board shall ask the existing European districts to apply for sponsorship of the new Kiwanis nation.

Section 2: This application, once approved by the European Board, shall be considered as final, when an agreement is signed by all parties.

Section 3: The new district or nation by a majority vote of its chartered clubs "in good standing" can request the European Board to consider other candidates as sponsor districts.

Article 3: Duties & Responsibilities of the "sponsor district"

Section 1: Sponsorship of a new Kiwanis district or nation by the sponsor district shall be accepted by a majority vote of the district board or convention. Each year the governor of the sponsor district shall designate the committee chairperson and members responsible for all matters related to the duties and responsibilities of the "sponsor district".

Section 2: Sponsorship shall end when the new Kiwanis district or nation achieves "full district status", as determined by KI and KI-EF policies and procedures.

Section 3: The sponsor district shall:

- Promote the creation and sponsorship of "new clubs" in the new Kiwanis district or nation by chartered clubs in the sponsor district;
- Support service projects by "new clubs" in the new Kiwanis district or nation by chartered clubs in the sponsor district;
- Visits or exchange programs between clubs of the sponsor district and clubs in the new district or nation.
- Install a "sponsor committee" of at least three members, of which one holding good relationship with the sponsored nations, one experienced in training and education, and one experienced in new club building;
- Promote the installation of the required Kiwanis organization in the new district or nation;
- Assure good communication between all partners to the agreement.

Section 4: The sponsor district shall accept:

- full responsibility for the training of club and district officers in the new Kiwanis district or nation; this responsibility includes the availability of training materials and personal;
- to delegate qualified members of the sponsor district (past district officers) to attend district board meetings and conventions of the new district or nation; these delegates shall act as advisors and shall report after each visit to the sponsor district board.

Article 4: Duties and Responsibilities of sponsored "new district or nation".

Section 1. The new district or nation shall:

- Accept the implementation of an appropriate Kiwanis organization in compliance with its status and in accordance with KI and KIEF procedures on district status;
- Enable good communication to the sponsor district and KI-EF by nominating at least two representatives, able to perform and execute this obligation
- Designate and delegate qualified representatives at all meetings of KIEF for which they receive invitations.

Article 5: Financial Contributions and Implications

Section 1: Each year the sponsor district shall establish and include an expense line in the annual district budget, covering all costs related to its obligations as a sponsor district. It is expected that the sponsor district contributes from own resources.

Section 2: The sponsor district shall submit this budget expense line for approval by the European board; consequently the European Board may subsidize partly or totally the financial costs of the sponsor district.

Section 3: The financial support from KIEF is fixed by the annual federation budget. This allocated annual subsidy shall be confirmed in writing to the sponsor district before October 1 of each administrative year. This letter shall be signed by the responsible officers of KI-EF.

Section 4: The sponsor district shall bear full responsibility for the adequate use of the available funds.

Section 5. At the end of each administrative year, and not later than October 15, a report shall be sent to the European Board containing:

- the growth situation in the new district or nation at the beginning and the end of the year;
- the detailed list of expenses, paid within the framework of this agreement and the related budget line.

Section 6. Failing to submit in time the in section 5 above mentioned documents may result in a refusal by the European Board to pay partly or totally the exposed expenses by the sponsor district.

Section 7: The sponsor district, in the event of unexpected and not budgeted expenses occurring in the course of an administrative year, may apply in writing with the European Board for additional funding by the European Federation.

ARTICLE XV – GUIDELINES FOR KIWANIS JUNIOR (Oct 2012)

Section 1 - Definition and Structure

- Definition

Kiwanis Junior is a sponsored program of Kiwanis International-European Federation and is limited to the Kiwanis districts and nations/areas within Region Europe. Kiwanis Junior is a service club for young people between the ages of 15 and 26 years. The program's purpose is to provide personal, educational, and professional growth in its members through community service, leadership development, and fellowship activities. Each Kiwanis Junior club shall adopt and adhere to the approved form for club bylaws for Kiwanis Junior, and shall elect officers and hold regular meetings.

- Organization Structure

The scope of Kiwanis Junior shall be limited to local club and district sponsorship. Kiwanis Junior is to have no structure above the district level.

Kiwanis International-European Federation shall administer the Kiwanis Junior program, install and maintain database and information support, and collect all charter fees and annual dues.

Section 2 - Kiwanis Junior Clubs

- Sponsorship

When a club within Region Europe agrees to sponsor a Kiwanis Junior club, it does not agree to pay all costs associated with the functioning of the Kiwanis Junior club. However, a sponsoring Kiwanis club may wish to provide financial support in some manner to the sponsored Kiwanis Junior club. It is the responsibility of the sponsoring Kiwanis club to provide assistance, direction, and guidance to the Kiwanis Junior club.

- Club Charter Fee

A charter fee of one hundred (100) Euro per club shall be paid by the sponsoring Kiwanis club, which requests chartering of a Kiwanis Junior club. For the charter fee, the Kiwanis Junior club shall receive the charter, club banner, and pins for the number of members listed on the Petition for Charter, up to 10 members or more. Until such time that the charter fee has been paid, a Kiwanis Junior club does not exist. Only Kiwanis Junior clubs that have been issued and maintain a charter with Kiwanis International-European Federation may use the logos or trademarks of Kiwanis Junior, as well as participate in youth events organized by the Kiwanis International-European Federation.

- Annual Sponsorship Dues

To maintain a Kiwanis Junior charter, annual sponsorship dues of eight (8) Euro per member shall be paid by each Kiwanis club sponsoring a Kiwanis Junior club.

Non payment of the annual Kiwanis Junior sponsorship dues to the Kiwanis International-European Federation within the administrative year by the sponsoring Kiwanis club will result in the placing of the Kiwanis Junior club on suspended status upon approval of the Kiwanis European Board. Notification of suspended status will be sent to the sponsoring Kiwanis club president and the affected Kiwanis Junior club president with copies being distributed to the appropriate Kiwanis officials.

Non payment of the annual Kiwanis Junior sponsorship dues by the sponsoring Kiwanis club for two consecutive years will result in the revocation of that Kiwanis Junior club's charter upon approval of the Kiwanis European Board. Notification of charter revocation will be sent to the sponsoring Kiwanis club president and the affected Kiwanis Junior club president with copies being distributed to the appropriate Kiwanis officials.

- Dates of Club Charter

A Kiwanis Junior club is to be considered chartered during the administrative year if the Petition for Charter, completed Standard Form for Club Bylaws, and charter fee are mailed to the Kiwanis International-European Federation's secretary and postmarked no later than midnight, September 30, of that year.

Upon receipt of the above-mentioned material and payment, the Kiwanis International-European Federation's secretary will provide a charter to the sponsoring Kiwanis club for presentation.

The date that will appear on the charter will be the date that all of the required materials arrive in the hands of the Kiwanis International-European Federation's secretary.

- Club Membership Requirements

A Kiwanis Junior club must obtain and maintain a minimum of ten (10) active members to obtain and retain a charter from Kiwanis International-European Federation.

Section 3 - Kiwanis Junior District

- Sponsorship

When a district within Region Europe agrees to sponsor a Kiwanis Junior district, it does not agree to pay all costs associated with the functioning of the Kiwanis Junior district. However, a sponsoring Kiwanis district may wish to provide financial support in some manner to the sponsored Kiwanis Junior district. It is the responsibility of the sponsoring Kiwanis district to provide assistance, direction, and guidance to the Kiwanis Junior district.

- District Membership Requirements

There must be a minimum of ten (10) Kiwanis Junior clubs in a district prior to a Kiwanis district submitting proposed bylaws for the creation of a Kiwanis Junior district. If at any time the number of Kiwanis Junior clubs in a district drops below ten (10), then the district status is

suspended by Kiwanis International-European Federation and will not be re-issued until such time that the ten (10) club minimum is again obtained.

- District Operations

District operations for Kiwanis Junior shall be governed by the Kiwanis Junior district bylaws, Kiwanis district policies, and the Policies and Procedures of Kiwanis International-European Federation. The maintenance of all Kiwanis Junior district records shall be under the supervision of the Kiwanis district Board. The Kiwanis district office may provide assistance and storage area as possible.

- District Administrator

The Kiwanis Junior district administrator shall be directly responsible for the proper conduct and direction of administrative functioning within the Kiwanis Junior district. The district administrator or an approved representative of the Kiwanis district Board shall give guidance to all meetings of the Kiwanis Junior district Board of officers, the annual Kiwanis Junior district convention, and all other authorized district functions.

- District Board Meetings

The Kiwanis Junior district Board should hold two meetings annually, one of which shall be in the fall and the other at least one month prior to the district convention. Other meetings may be called, as needed, when approved by the district administrator.

- District Board Activities

The Kiwanis Junior district Board shall study ways and suggest means for building and strengthening Kiwanis Junior clubs in the district. Worthwhile local Kiwanis Junior club activity and administrative suggestions should be disseminated in written form to all Kiwanis Junior clubs in the district as a service of the Kiwanis Junior district.

- District Convention and Events

The Kiwanis Junior district convention shall be held annually at a place, on dates, and under conditions approved by the Kiwanis district Board. It is recommended that the Kiwanis Junior district convention be held in conjunction with the sponsoring Kiwanis district convention. Each Kiwanis Junior district shall adopt a code of conduct for their conventions.

- Club Officers Training Conferences

Kiwanis Junior club officers training conferences may be scheduled, preferably on a weekend or during a vacation period, subject to the approval of the Kiwanis district Board or the district administrator.

- District Travel Funds

District Kiwanis Junior travel funds may be used by district officers in attending district Board meetings, conventions and training conferences, and visits to clubs, as required by the Kiwanis Junior district Board. No other travel funds are recommended unless the Kiwanis district Board specifically approves such funds. Correspondence should be the primary means of communication. Excessive travel by district officers, even if at the officers' own expense, may be limited by the district administrator.

- Division

The Kiwanis Junior division is a part of the Kiwanis Junior district organization and is used for administrative purposes of the district. The division is headed by a Kiwanis Junior lieutenant governor, who is an elected Kiwanis Junior district officer. The Kiwanis Junior division will have no officers other than those referred to in the Kiwanis Junior district bylaws.

While a Kiwanis Junior district is in formation and Kiwanis Junior clubs are formed, a Kiwanis district may wish to create a Kiwanis Junior division for administrative purposes.

- Minimum Standards for District Financial Operations

- A. Financial Counselor: The Kiwanis district Board of trustees, if requested by the Kiwanis Junior district administrator, shall appoint a Kiwanian to serve as the financial counselor to the Kiwanis Junior district. The financial counselor shall be an official representative of the Kiwanis district Board and shall be responsible to same.
- B. Budget: Each Kiwanis Junior district shall work within an established budget of income and expenses as approved by the Kiwanis Junior district Board of officers and the Kiwanis district Board of trustees. The Kiwanis Junior district budget shall be prepared by the Kiwanis Junior district governor in conjunction with the Kiwanis Junior district administrator and the financial counselor, if any.

- C. Collections and Disbursements: The collection of district dues and the disbursement of district funds shall be the responsibility of the Kiwanis Junior district Board and shall be supervised by the Kiwanis district Board of trustees through the Kiwanis Junior district administrator and/or financial counselor.
- D. Accounting: As a continuing procedure, a complete and standardized system of financial records and financial accounting shall be created for the Kiwanis Junior district by the Kiwanis district Board of trustees. The financial counselor and/or the Kiwanis Junior district administrator shall also supervise the preparation of and verify the accuracy of any and all periodic reports concerning the financial condition of the Kiwanis Junior district as required by the Kiwanis district Board.
- E. District Convention: In order to assist the Kiwanis Junior district administrator and/or financial counselor, the Kiwanis district Board may appoint a Kiwanian in the host city of the Kiwanis Junior district convention to act as a financial advisor to the Kiwanis Junior district convention. In any event, it is incumbent upon the Kiwanis district Board of trustees, through its representation, to:
 - 1. Supervise the deposit, disbursement, and recording of convention receipts;
 - 2. Supervise the preparation of financial reports by appropriate Kiwanis Junior district Board members concerning the district convention as required by the Kiwanis district Board of trustees;
 - 3. Provide such financial reports to the Kiwanis district Board of trustees within 90 days of the close of said convention; and
 - 4. Report to the Kiwanis district Board of trustees and the Kiwanis Junior district administrator the knowledge or belief that operations or plans will exceed the approved convention budget.

Section 4 - Kiwanis Junior Conferences

- National/District Conference

One Kiwanis Junior conference may be held once each year at the national/district level.

This conference may be held in conjunction with the Kiwanis District Convention or Nation Conference. The sole purpose of the Junior conference should be educational in nature and further the growth of Kiwanis Junior in Europe. The conference shall be held in a manner so as not to violate the standard form of Kiwanis Junior club or district bylaws.

- European Conference

One Kiwanis Junior conference may be held once each year.

This conference may be held in conjunction with the Kiwanis International-European Federation. The sole purpose of the conference should be educational in nature and further the growth of Kiwanis Junior in Europe. The conference shall be held in a manner so as not to violate the standard form of Kiwanis Junior club or district bylaws.

Section 5 - Kiwanis Junior Events

- Kiwanis European Youth Camp(s)

Kiwanis International-European Federation, in coordination with the Kiwanis districts and nations, may organize in Europe Youth Camps for members of Kiwanis Junior Club in order to develop Kiwanis leadership skills, education, program promotion and service.

- Kiwanis Youth Exchange Program

Kiwanis International-European Federation, in coordination with the Kiwanis districts and nations, may install a Kiwanis Youth Exchange Program for individuals and organized groups for a period not to exceed one (1) year.

Purpose of such an exchange program is to educate Junior members on cultural differences, Kiwanis International life and promotion of the Kiwanis Junior program.

A sponsor Kiwanis Club applies for a host Kiwanis Club in a foreign District/Nation. All exchange program participants are entitled to be sponsored by a Sponsor Club and hosted by a Kiwanis Club in foreign District/Nation.
