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MINUTES OF THE MEETING OF
KIWANIS INTERNATIONAL BOARD OF TRUSTEES

April 21-27, 2014

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MINUTES OF THE
MEETING OF THE KIWANIS INTERNATIONAL BOARD OF TRUSTEES

April 21-27, 2014

The meeting of the Board of Trustees of Kiwanis International was held at the Kiwanis International Office in Indianapolis, Indiana, April 21-27, 2014. Those present were: Gunter Gasser, President; Thomas E. DeJulio, Immediate Past President; John R. Button, President-Elect; Susan A. “Sue” Petrisin, Vice President; Stan D. Soderstrom, Executive Director; Patricia Barsotti, Bruce Berven, Kevin Dean, Jane M. Erickson, Patrick R. Ewing, Clinton Green, Óskar Guðjónsson, Stephen T. Hill, Marcel Kreienbühl, Lee Kuan Yong, Florencio “Poly” Lat, Warren F. Mitchell, Dennis M. Oliver, James M. Rochford, and Elizabeth M. Tezza. Guests: Alan Penn, Past International President; Lance M. Incitti, President, Kiwanis International Foundation; Tadao Oda, Chair, 2013-14 Kiwanis Asia-Pacific; and Marie-Jeanne Boutroy, President, Kiwanis International-European Federation.
The meeting was called to order by President Gunter Gasser on Saturday, April 26 at 2:05 p.m. in Indianapolis, Indiana. Invocation was given by Trustee Clinton Green.

The following reports were received:

**REPORT OF THE PRESIDENT**
The Report of the President, Gunter Gasser, is attached as Tab 01.

**REPORT OF THE PRESIDENT-ELECT**
The Report of the President-Elect, John R. Button, is attached as Tab 02.

**REPORT OF THE VICE PRESIDENT**
The Report of the Vice President, Susan A. “Sue” Petrisin, is attached as Tab 03.

**REPORT OF THE EXECUTIVE DIRECTOR**
The Report of the Executive Director, Stan D. Soderstrom, is attached as Tab 04.

**REPORT OF THE BOARD COUNSELOR TO CIRCLE K INTERNATIONAL**
The Report of the Board Counselor to Circle K International, James M. Rochford, is attached as Tab 05.

**REPORT OF THE BOARD COUNSELOR TO KEY CLUB INTERNATIONAL**
The Report of the Board Counselor to Key Club International, Elizabeth M. Tezza, is attached as Tab 06.

**REPORT OF THE KEY LEADER BOARD LIAISON**
The Report of the Key Leader Board Liaison, Dennis M. Oliver, is attached as Tab 07.

**GENERAL CONSENT ITEMS AND BOARD COMMITTEE CONSENT REPORTS**

Upon motion duly made without objection, supported, and carried it was:

**APPROVAL OF JANUARY 21-26, 2014 MINUTES**

RESOLVED, That the Kiwanis International Board approves the minutes of the Board meeting held January 21-26, 2014 in Indianapolis, Indiana, as shown in Tab 08.
APPROVAL OF MARCH 21, 2014 MINUTES

RESOLVED, That the Kiwanis International Board approves the minutes of the Board meeting held March 21, 2014, via conference call, as shown in Tab 09.

KIWANIS INTERNATIONAL SUBSIDIARY (CANADA), INC.

RESOLVED, That the 2013-14 Officers and Trustees of Kiwanis International shall be the 2013-14 Officers and Trustees of Kiwanis International Subsidiary (Canada), Inc.

RESOLVED, That the 2013-14 auditors for Kiwanis International shall be the same auditors as those for Kiwanis International Subsidiary (Canada), Inc.

RESOLVED, That 2013-14 Kiwanis International Trustee Bruce Berven be appointed as Agent for Kiwanis International Subsidiary (Canada), Inc. (Tab 10)

APPROVAL OF UPDATED 2014-15 INTERNATIONAL COMMITTEE AND TASK FORCE APPOINTMENTS

RESOLVED, That the Kiwanis International Board approves the updated 2014-15 International Committees and Task Forces, as shown in Tab 11.

CONSENT REPORT OF THE EXECUTIVE COMMITTEE

The Consent Report of the 2013-14 Executive Committee, Gunter Gasser, Chair, was presented. (Tab 12)

MEMORANDUM OF UNDERSTANDING WITH KIWANIS INTERNATIONAL-EUROPEAN FEDERATION (KI-EF)

Upon motion duly made, supported, and carried it was:

RESOLVED, That the Kiwanis International Board approves the memorandum of understanding between Kiwanis International and the Kiwanis International-European Federation, as shown in Exhibit A, for the year 2014-15. Upon approval by the Kiwanis International-European Federation, the Board authorizes the Kiwanis International 2013-14 President, 2014-15 President and Executive Director to sign the agreement on behalf of the organization.
CONSENT REPORT OF BOARD COMMITTEE ON MEMBERSHIP, GROWTH, AND EDUCATION

The Consent Report of the 2013-14 Board Committee on Membership, Growth, and Education, Stephen T. Hill and Lee Kuan Yong, Co-Chairs, was presented. (Tab 13)

ADMINISTRATIVE ACTION REPORT

Upon motion duly made, supported, and carried it was:

RESOLVED, That the Kiwanis International Board approves the Administrative Action Report as shown in Exhibit A, except charter revocation of the clubs in Albania pending a report from the Switzerland-Liechtenstein District who is their sponsor.

DISTRICT MATCHING GRANT REQUESTS

Upon motion duly made, supported, and carried it was:

RESOLVED, That the Kiwanis International Board approves a matching grant for the Taiwan District in the amount of USD$25,000 to be used for growth and education activities.

FURTHER RESOLVED, That the Kiwanis International Board approves a matching grant for the New Zealand-South Pacific District-in-Formation in the amount of US$4,215 to be used for growth and education activities.

CONSENT REPORT OF THE BOARD COMMITTEE ON PROGRAMS AND PARTNERSHIPS

The Consent Report of the 2013-14 Board Committee on Programs and Partnerships, Warren F. Mitchell, Chair, was presented. (Tab 14)

YOUTH PROTECTION GUIDELINES REVISIONS

Upon motion duly made, supported, and carried it was:

RESOLVED, That the Kiwanis International Board approves changes to Procedure 432 – Youth Protection Guidelines, as shown in Exhibit A, effective October 1, 2014.
432 – YOUTH PROTECTION GUIDELINES (1/13)

432.3 Reporting
If a Kiwanian observes troubling behavior involving a youth at a Kiwanis event or becomes aware of a situation that is illegal or potentially unsafe for a young person at a Kiwanis event, he/she must immediately contact the appropriate personnel at the event as well as provide notification to law enforcement personnel as appropriate. All local, state, provisional, and federal laws regarding reporting must be followed. If the Kiwanian becomes aware of the troubling behavior after the event, he/she must contact leaders of the event and provide notification to law enforcement personnel as appropriate. (1/13)

432.7 – Criminal History Background Checks

Criminal history background checks for adults working with youth may be required for all such adults and, if conducted, should conform to applicable local and state/provincial laws and requirements. In the absence of any other requirement to do so, Kiwanis clubs are required to have a clear background check, by any provider, of any member serving as advisor to any Service Leadership Program club, program or activity. Approved background checks shall be valid for no more than ten years. Club are strongly encouraged to ensure confidential background checks for all adults who will be working directly with youth outside of the school or who may not have undergone a background check. (1/07) (1/13)

Kiwanis International requires clear background checks conducted by its provider for all adults working with youth at all Kiwanis International-sponsored events including Key Club International Convention, Key Club Governor and Administrator training conference, and Key Club International Leadership Conference, and any Key Leader weekend. must have a background check that is approved or conducted by Kiwanis International. A district may also require background checks for other adults working with youth as part of district programs or events. (1/07) (4/12)

AKTION CLUB MEMBER PROTECTION GUIDELINES REVISIONS

Upon motion duly made, supported, and carried it was:

RESOLVED, That the Kiwanis International Board approves changes to Kiwanis Procedure 439.9 - Guidelines for Working with Aktion Club Members, as shown in Exhibit B, effective July 1, 2014.
Guidelines for Working with Aktion Club Members (4/13)

C. Reporting: If a Kiwanian, chaperone, or anyone observes troubling behavior involving a member at an event or becomes aware of a situation that is illegal or potentially unsafe, he/she must immediately contact the appropriate personnel at the event as well as provide notification to law enforcement personnel as appropriate. All local, state, provincial, and federal laws regarding reporting must be followed. If the Kiwanian becomes aware of the troubling behavior after the event, he/she must contact leaders of the event and provide notification to law enforcement personnel as appropriate. (4/13)

H. Criminal History Background Checks: Clear criminal history background checks are required for the Kiwanis Advisor(s) to an Aktion Club. Approved background checks shall be valid for no more than ten years. (10/13)

Criminal history background checks may be required for adults working with Aktion Club members. If conducted, these checks should conform to applicable local and state/provincial laws and requirements. Clubs are strongly encouraged to ensure confidential background checks for all adults who will be working directly with Aktion Club members or who may not have undergone a background check. (4/13)

Paid members of Aktion Club members attending International events such as the Aktion Club Training and Leadership Conference hosted in conjunction with other Kiwanis events with youth participants such as the Key Club International Convention are exempt from criminal history background checks. However, chaperones/caregivers of Aktion Club members attending these events are not exempt. (4/13)

CIRCLE K AND KIWANIS DUAL MEMBERSHIP

Upon motion duly made, supported, and carried it was:

RESOLVED, That the Kiwanis International Board encourages Circle K International to revise Article 7 in the Circle K International Bylaws to allow for dual membership in Kiwanis. The Kiwanis International Board requests that the 2014-15 Board Counselor to Circle K discuss this with the 2014-15 Circle K Board during its July 2014 board meeting and report to the Board Committee on Programs and Partnerships at the October 2014 Kiwanis International Board meeting.
GRANT REQUEST TO KIWANIS INTERNATIONAL FOUNDATION FOR 2015 SERVICE LEADERSHIP PROGRAMS CONFERENCE

Upon motion duly made, supported, and carried it was:

RESOLVED, That the Kiwanis International Board approves submission of a grant request to the Kiwanis International Foundation in the amount of US$12,500, for the 2015 Service Leadership Programs Conference.

CONSENT REPORT OF THE BOARD COMMITTEE ON AUDIT AND FINANCE

The Consent Report of the 2013-14 Board Committee on Audit and Finance, Susan A. “Sue” Petrisin, Chair, was presented. (Tab 15)

No action was taken under the Consent Report of the Board Committee on Audit and Finance.

CONSENT REPORT OF THE BOARD COMMITTEE ON GOVERNANCE

The Consent Report of the 2013-14 Board Committee on Governance, Jane M. Erickson and Clinton C. Green, Co-Chairs, was presented. (Tab 16)

UNIFORM STANDARDS FOR KIWANIS INTERNATIONAL AND THE KIWANIS INTERNATIONAL FOUNDATION

Upon motion duly made, supported, and carried it was:

RESOLVED, That the Kiwanis International Board respectfully requests and encourages the Kiwanis International Foundation Board to adopt policies and procedures the same as or similar to Kiwanis International policies and procedures on the following topics, with details to be communicated to the Foundation by the Executive Director:

- Conduct Unbecoming a Member of the Board
- Protecting Whistleblowers
- Document Retention and Destruction
- Conflict of Interest
GERMANY DISTRICT CONVENTION DATES FOR 2015

Upon motion duly made, supported, and carried it was:

RESOLVED, That the Kiwanis International Board approves the Germany District holding its 2015 convention on the dates of September 17-20, 2015.

PRE-APPROVAL OF ASIA-PACIFIC BYLAW AMENDMENT

Upon motion duly made, supported, and carried it was:

RESOLVED, That the Kiwanis International Board approves a pending amendment to the Kiwanis Asia-Pacific Bylaws, as shown in Exhibit A, to include Governors of Districts-in-Formation as officers of Kiwanis Asia-Pacific and as members of the Kiwanis Asia-Pacific Executive Board, if the amendment is adopted by their House of Delegates.

STANDING RULES FOR THE HOUSE OF DELEGATES AT 2014 KIWANIS INTERNATIONAL CONVENTION

Upon motion duly made, supported, and carried it was:

RESOLVED, That the Kiwanis International Board adopts standing rules for the House of Delegates at the 2014 Kiwanis International Convention in Japan as stated in Procedure 133.5 (shown in Exhibit B).

This completed the General Consent Items and the Board Committee Consent Reports and the reports were accepted.

ACTION REPORT OF THE EXECUTIVE COMMITTEE

The Action Report of the 2013-14 Executive Committee, Gunter Gasser, Chair, was presented. (Tab 12)

REPORT OF TASK FORCE ON CONVENTION ALTERNATIVES

Upon motion duly made by Trustee Lee Kuan Yong, supported, and carried it was:

RESOLVED, That the Kiwanis International Board approves a modified rotation plan for Kiwanis International convention locations as follows, commencing with the 2018
convention. This rotation plan and/or particular locations may be adjusted by the Board as deemed to be in the best interests of the organization.

- Three years in North America
- One year in Asia-Pacific
- Three years in North America
- One year in Europe

INDIA REGISTRATION

Upon motion duly made by Trustee Clinton C. Green, supported, and carried it was:

RESOLVED, That the Kiwanis International Board authorizes the Executive Director to engage legal counsel and take appropriate steps to create a Kiwanis India subsidiary for Kiwanis International, and register that subsidiary with the proper Indian government authorities for the purposes of name and trademark registration. Authorization is also given to secure banking and financial services and other business activities deemed essential to opening new clubs and districts in India. The Executive Director should provide regular updates to the Board on the progress and costs related to this work.

This completed the Action Report of the Executive Committee and the report was accepted.

ACTION REPORT OF BOARD COMMITTEE ON MEMBERSHIP, GROWTH, AND EDUCATION

The Action Report of the 2013-14 Board Committee on Membership, Growth, and Education, Stephen T. Hill and Lee Kuan Yong, Co-Chairs, was presented. (Tab 13)

ENROLLMENT FEE WAIVER FOR A FORMER KEY CLUB OR CIRCLE K MEMBER JOINING A KIWANIS CLUB

Upon motion duly made by Trustee Patrick R. Ewing, supported, and carried it was:

RESOLVED, That the Kiwanis International Board revises Procedure 342.2 – Enrollment Fee, as follows:

342.2 –Enrollment Fee (4/13)

An enrollment fee shall be charged for each new club member to defray administrative costs, in the amount of $50 for Tier A clubs in North America and $42 for Tier A clubs outside of North America. However, clubs outside of North America below Tier A shall pay charter member fees of $25 for Tier B clubs and $15 for Tier C clubs. (10/90) (4/13)
The new member enrollment fee is waived for: charter members of new Kiwanis clubs; and Kiwanis club members who, within a six-month period, join another Kiwanis club; and former Key Club or Circle K club members. The fee is not waived when a member who has been deleted is then re-added by the same club, except when annual dues have been paid for that member for the period in which the member rejoins. (10/90) (4/13)

Kiwanis International Alumni

Upon motion duly made by Trustee Stephen T. Hill, supported, and carried it was:

Further resolved, that the Kiwanis International Board approves the following revisions to the Kiwanis International Key Club and Circle K Alumni Groups:

- Any person who is currently a member of a Key Club or Circle K club, upon leaving the club or the educational institution and being at least 18 years of age, shall automatically become a member of the Key Club and/or Circle K Alumni Group(s) and thereby also become an associate member of the Kiwanis family, to encourage them to continue a life of service with Kiwanis.
- Previous members of either a Key Club or Circle K club may also join the appropriate Alumni Group(s).
- Alumni Group members shall remain in the Alumni Group until or unless they specifically ask to be removed.
- The Alumni Groups shall be considered a program of Kiwanis International.
- Membership in the Alumni Groups shall include communications from Kiwanis International, optional interaction with Kiwanis family members, invitations to selected Kiwanis family events and programs, opportunities to participate in service and fundraising efforts such as the Kiwanis International Foundation and the Global Campaign for Children, and the option to purchase Kiwanis family merchandise.
- Associate members shall not have the rights or obligations of Kiwanis club members, including a new member add fee, dues, holding office, and voting rights, until or unless they become active members of Kiwanis.
- If associate members become active members of Kiwanis, they may do so without paying the Kiwanis International new member add fee, and shall then have all the rights and privileges of active Kiwanis members. They may also remain a member of the Alumni Group, if desired.
- Kiwanis International will develop a template for Kiwanis districts to provide engagement and leadership opportunities for members of the Alumni Groups as associate members of the Kiwanis family.

Member Dues Waiver for Clubs Formed August 1-September 30

Upon motion duly made by Trustee James M. Rochford, supported, and carried it was:
RESOLVED, That the Kiwanis International Board approves the following Kiwanis International Bylaws interpretation and procedure revision providing that, for clubs formed during the last two months of the administrative year, payment of charter member fees will be considered payment of dues and fees for all charter members for the following administrative year.

INTERPRETATION OF THE KIWANIS INTERNATIONAL BYLAWS

Payment of Charter Member Fees by New Clubs

Article XXII, Section 1, states in part “...each club shall pay to Kiwanis International for each member, with the exception of those holding life member status, the sum of forty-two dollars (US $42.00) per annum”...“due annually on October 1...”

And Article XXI, Section 6, states in part “Each club in the United States and Canada, excluding the French-speaking clubs in Canada, shall collect from each of its members the subscription price of the official publication together with the regular club membership dues.”

And Article XXIV, Section 2, states in part “Clubs covered by such insurance shall be billed for premiums by Kiwanis International, prorata, based on membership...”

Interpretation: For new clubs formed on or between August 1 and September 30 of any administrative year, the charter member fees paid by such club shall be considered payment of the applicable dues, magazine subscription fees, and insurance fees for charter members of the new club for the following administrative year commencing on October 1.

(Example: A new club formed August 1, 2014, pays charter member fees during 2013-14. That will also be considered payment of dues, magazine, and insurance for the original charter members for the 2014-15 administrative year. The club will be required to pay regular dues, magazine, and insurance for the 2015-16 administrative year and thereafter.

PROCEDURE 305 - FEES AND DUES

305.1 - Prior to Receiving Charter

A. Membership Application and Fee: Before a new club may be organized and the charter presented, the required number of individuals shall have completed an application for membership and the club shall have paid a charter member fee per person, which shall be $50 for Tier A clubs; $25 for Tier B clubs; and $15 for Tier C clubs. For clubs organized August 1 - September 30, payment of charter member fees shall also be considered payment of dues, subscription fees, and insurance for all charter members of the club for the following administrative year. (10/90) (10/10)

B. Club Dues: A new club must also establish annual dues of an amount necessary to meet club administrative expenses and district, federation (if any), and International dues. (See Procedure 341 - Payment of Dues, Magazine Subscription, and Insurance.) (6/91) (2/05)
This completed the Action Report of the Board Committee on Membership, Growth, and Education and the report was accepted.

**ACTION REPORT OF THE BOARD COMMITTEE ON PROGRAMS AND PARTNERSHIPS**

The Action Report of the 2013-14 Board Committee on Programs and Partnerships, Warren F. Mitchell, Chair, was presented. *(Tab 14)*

**KIWANIS KEY LEADER INVESTMENT**

Upon motion duly made by Trustee Dennis M. Oliver, supported, and carried it was:

RESOLVED, That the Kiwanis International Board supports the continued implementation of the Key Leader program and encourages Staff to continue to identify ways to broaden participation and reduce the program deficit in the Key Leader budget.

Upon motion duly made by Trustee Dennis M. Oliver, supported, and carried it was:

FURTHER RESOLVED, That the Kiwanis International Board approves subsidizing from its Operating Fund the Key Leader program in the amount of the year-end deficit at the conclusion of the 2013-14 fiscal year and again in fiscal year 2014-15. The Board directs the Executive Director to make recommendations regarding the inclusion of the Key Leader program in the Key Club International 501(c)(3) legal entity.

**PILOT YOUTH EXCHANGE PROGRAM POSTPONEMENT**

Upon motion duly made by Trustee Marcel Kreienbühl, supported, and carried it was:

RESOLVED, That the Kiwanis International Board postpones implementation of the pilot youth exchange program and requests that Staff report at the October 2014 Board meeting with recommendations on potential partner organizations and an implementation timeline for a pilot program in summer 2015.

**PRE-APPROVAL OF PROPOSED KEY CLUB INTERNATIONAL BYLAWS AMENDMENTS**

Upon motion duly made by Trustee Elizabeth M. Tezza, supported, and carried it was:

RESOLVED, That the Kiwanis International Board pre-approves Key Club International Bylaws Amendments 3, 4, and 5, as shown in Exhibit D, in order for these amendments to go into effect immediately if approved by the House of Delegates at the 2014 Key Club
International Convention in Anaheim, California. Any substantive revisions made during the House of Delegates will negate this pre-approval.

This completed the Action Report of the Board Committee on Programs and Partnerships and the report was accepted.

**ACTION REPORT OF THE BOARD COMMITTEE ON AUDIT AND FINANCE**

The Action Report of the 2013-14 Board Committee on Audit and Finance, Susan A. “Sue” Petrisin, Chair, was presented. *(Tab 15)*

**INVESTMENT POLICY CHANGES**

Upon motion duly made by Trustee Bruce Berven, supported, and carried it was:

**RESOLVED, That the Kiwanis International Board approves changes to Procedure 721 – Investments, as shown in Exhibit A, to allow Kiwanis to invest in alternative investments.**

Upon motion duly made by Trustee Bruce Berven, supported, and carried it was:

**FURTHER RESOLVED, That the Kiwanis International Board authorizes Staff to invest US$500,000 in secondary private equities.**

This completed the Action Report of the Board Committee on Audit and Finance and the report was accepted.

**ACTION REPORT OF THE BOARD COMMITTEE ON GOVERNANCE**

The Action Report of the 2013-14 Board Committee on Governance, Jane M. Erickson and Clinton C. Green, Co-Chairs, was presented. *(Tab 16)*

**POLICY REVISIONS**

Upon motion duly made by Trustee James M. Rochford, supported, and carried it was:

**RESOLVED, That the Kiwanis International Board adopts the policy changes as shown in Exhibit C.**
**PROCEDURE ON “DEPRAVED AND UNACCEPTABLE BEHAVIOR”**

Upon motion duly made by Immediate Past President Thomas E. DeJulio, supported, and carried it was:

RESOLVED, That the Kiwanis International Board adopts new Procedure 384 – Depaved and Unacceptable Behavior, as shown in Exhibit D, effective October 1, 2014, contingent upon the corresponding amendment being adopted at the 2014 Kiwanis International Convention.

**DISTRICT RESPONSES ON THE PROPOSED NEW STANDARD FORM FOR DISTRICT BYLAWS**

Upon motion duly made by Trustee Jane M. Erickson, supported, and carried it was:

RESOLVED, That the Kiwanis International Board accepts the Report of the Task Force on Governing Documents as shown in Exhibit E.

Upon motion duly made by Trustee Jane M. Erickson, supported, and carried it was:

FURTHER RESOLVED, That the Kiwanis International Board approves revisions to the Standard Form for District Bylaws as shown in Exhibit F, effective October 1, 2014, contingent upon adoption of relevant amendments being adopted at the 2014 Kiwanis International Convention. The Board requests all districts to adopt the new Standard Form no later than September 30, 2015.

**CRIME INSURANCE FOR DISTRICTS**

Upon motion duly made by Trustee Kevin Dean, supported, and carried it was:

RESOLVED, That the Kiwanis International Board strongly encourages all districts to secure appropriate insurance to protect their assets (such as crime insurance, property insurance, etc.)

**COMPREHENSIVE REVIEW OF BACKGROUND CHECK PROCESSES**

Upon motion duly made by Trustee Elizabeth M. Tezza, supported, and carried it was:

RESOLVED, That, in order to reduce confusion and risk at all levels of the organization, the Kiwanis International Board requires all districts and strongly encourages all clubs conducting background checks to follow the screening criteria stated in Procedure 197 - Criminal History Background Checks when determining if the checks are ‘clear.’ This applies to all background checks, including those not required to be conducted via Kiwanis International.
Upon motion duly made by Trustee James M. Rochford, supported, and carried it was:

FURTHER RESOLVED, That the Kiwanis International Board revises Procedure 197 – Criminal History Background Checks and Procedure 432 – Youth Protection Guidelines, as follows, effective October 1, 2014:

197 - CRIMINAL HISTORY BACKGROUND CHECKS

197.2 – Convictions That Cause Ineligibility
   A. Felonies or registrations of a physical nature
      (Note: Only revised items are shown)
      • Battery
      • Prostitution or solicitation of a prostitute

432 – YOUTH PROTECTION GUIDELINES

432.7 – Criminal History Background Checks

Criminal history background checks for adults working with youth may be required for all such adults and, if conducted, should conform to applicable local and state/provincial laws and requirements. In the absence of any other requirement to do so, Kiwanis clubs are required to have a clear background check of any member serving as advisor to any Service Leadership Program club, program or activity. Kiwanis International’s criteria shall be followed to determine if the background check is considered ‘clear.’ Persons without a clear background check may not serve as the advisor. Clubs are strongly encouraged to ensure confidential background checks for all adults who will be working directly with youth outside of the school or who may not have undergone a background check. (1/07) (1/13)

All adults working with youth at all Kiwanis International-sponsored events including Key Club International Convention, Key Club Governor and Administrator training conference, and Key Club International Leadership Conference, and any Key Leader weekend, must have a background check that is approved or conducted by Kiwanis International. (1/07) (4/12)

See Kiwanis International Policy B and Procedure 197 for complete information regarding criminal history background checks. (4/12)

DISTRICT POLICY ON INFORMATION PRIVACY

Upon motion duly made by Trustee Clinton C. Green, supported, and carried it was:

RESOLVED, That the Kiwanis International Board strongly recommends districts adopt the following policy on the subject of personal confidential information which incorporates best practices:
District Policy on Personal Confidential Information

This district shall adhere to the following policy on personal confidential information (PCI) of members and non-members.

All documents bearing personal information including but not limited to registration forms, medical information forms, background check authorization forms and reports, will be treated as confidential. To protect PCI, the district will: (1) minimize the number of people who have access to any PCI documents; (2) store the documents in a secure location for a finite period of time; and (3) destroy the documents in a way that maintains confidentiality, such as shredding. Specifically:

- If there are paper documents with PCI, they will be kept in a locked fireproof cabinet in a secure location (i.e., a location with electronic access, video security, commercial entry, etc.)
- If an all-electronic process is used (i.e., no hard copy records, no hard copy faxing, etc.) or if PCI is stored on user workstations or mobile devices, including but not limited to notebooks computers, USB drives, Smartphones, etc., PCI should be encrypted.
- An employee or contractor will not physically take PCI from the office or storage location (i.e., file, laptop, etc.).
- If PCI needs to be sent by fax, PCI documents will not sit on a printer where unauthorized persons or contractors may have access to the information. When faxing information, a secure fax line will be used.
- For each access or usage, access to PCI will be limited to only those individuals authorized to handle it. A paper or electronic trail will be created, including verification that the information reached its intended destination.
- The number of persons that see PCI will be limited to one if possible or else as few as possible.
- The disposal and destruction of all PCI will conform to applicable laws and regulations. Unless otherwise required by law: (1) PCI records will be maintained for at least seven years; and (2) youth medical records will be kept until the youth reaches the age of majority plus three years.

STANDARD FORM FOR CLUB BYLAWS IN JAPAN

Upon motion duly made by Trustee Kevin Dean, supported, and carried it was:

RESOLVED, That the Kiwanis International Board acknowledges that the Kiwanis Club of Tokyo, Japan, must adopt club bylaws that differ from the Standard Form for Club Bylaws in order to comply with new national requirements regarding incorporated bodies. The Board requests the club to submit their final revised bylaws, after completion, for review and final approval by the Board, as well as a summary of what areas are different and why.
DISTRIBUTION OF CANDIDATE CAMPAIGN MATERIALS AT THE 2014 KIWANIS INTERNATIONAL CONVENTION

Upon motion duly made by Trustee Marcel Kreienbühl, supported, and carried it was:

RESOLVED, That, because distribution of materials on the street is not permitted in Chiba, the Kiwanis International Board allows an exception to Procedure 193.5 – Distribution of Campaign Information and Materials, so that candidate information for the 2014 Kiwanis International Convention can be distributed inside the convention center and/or arena in specific area(s) to be determined.

This completed the Action Report of the Board Committee on Governance and the report was accepted.

NEXT BOARD MEETING – JULY 16, 2014

The next meeting of the Board of Trustees will be July 16, 2014 in Tokyo-Chiba, Japan.

The meeting adjourned sine die on Saturday, April 26, 2014, at 4:45 p.m.