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MINUTES OF THE MEETING OF

KIWANIS INTERNATIONAL BOARD OF TRUSTEES

October 1-6, 2013

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The meeting of the Board of Trustees of Kiwanis International was held at the Kiwanis International Office in Indianapolis, Indiana, October 1-6, 2013. 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, 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, Colin Reichle, James M. Rochford, and Elizabeth M. Tezza. Guests: Lance Incitti, President, Kiwanis International Foundation; Marie-Jeanne Boutroy, President, Kiwanis International-European Federation; and, Tadao Oda, Chair, Kiwanis Asia-Pacific.
The meeting was called to order by President Gunter Gasser on Saturday, October 5, 2013 at 3:00 p.m. in Indianapolis, Indiana. Invocation was given by Immediate Past President Thomas E. DeJulio.

The following reports were received:

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

**REPORT OF THE IMMEDIATE PAST PRESIDENT**
The Report of the Immediate Past President, Thomas E. DeJulio, is attached as Tab 02.

**REPORT OF THE PRESIDENT-ELECT**
The Report of the President-Elect, John R. Button, is attached as Tab 03.

**REPORT OF THE VICE PRESIDENT**
The Report of the Vice President, Susan A. “Sue” Petrisin, is attached as Tab 04.

**REPORT OF THE EXECUTIVE DIRECTOR**
The Report of the Executive Director, Stan D. Soderstrom, is attached as Tab 05.

**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 06.

**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 07.

**REPORT OF THE BOARD COUNSELOR TO KEY LEADER**
The Report of the Board Counselor to Key Leader, Dennis M. Oliver, is attached as Tab 08.
GENERAL CONSENT ITEMS AND BOARD COMMITTEE CONSENT REPORTS

Upon motion duly made by President Gunter Gasser, supported, and carried it was:

APPROVAL OF JUNE 26, 2013 MINUTES

RESOLVED, That the Kiwanis International Board approves the minutes of the Board meeting held June 26, 2013 in Vancouver, British Columbia, Canada, as shown in Tab 09.

UPDATES TO 2013-14 PRESIDENTIAL APPOINTMENTS

RESOLVED, That the Kiwanis International Board approves the updates to the 2013-14 Presidential Appointments, as shown in Tab 10.

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 Colin W. Reichle be appointed as Agent for Kiwanis International Subsidiary (Canada), Inc.

CONSENT REPORT OF THE EXECUTIVE COMMITTEE

The Consent Report of the 2013-14 Executive Committee, Gunter Gasser, Chair, was presented. (Tab 11)

APPROVAL FOR 2015 INDIANA DISTRICT CONVENTION DATE EXEMPTION

RESOLVED, That the Kiwanis International Board grants an exception to Kiwanis International Bylaws, Article IX, Section 12, allowing the Indiana District to hold its 2015 convention in conjunction with the 2015 Kiwanis International convention in Indianapolis, Indiana.
2018 CONVENTION SITE SELECTION PROCESS

RESOLVED, That the Kiwanis International Board requests the President to appoint a committee consisting of five (5) members, including Board members and Kiwanis members with expertise in event planning, as well as a representative from Kiwanis Asia-Pacific and Kiwanis International-European Federation, for the purpose of developing recommendations for new and efficient alternatives for conventions, and to report to the Board in April 2014.

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 12)

BRIDGE THE GAP COMMITTEE

RESOLVED, That the Kiwanis International Board supports the initiative to hold a planning retreat with participants to be determined by the Bridge the Gap committee to develop a plan to engage youth professionals and alumni in Kiwanis.

DISTRICT TRANSFER REQUEST

RESOLVED, That the Kiwanis International Board approves the request from the nondistricted Kiwanis Club of L’Alfas Del Pi, Spain, to be attached to the Norden District, with the same membership rights and obligations as other clubs in the district.

CAMBODIA

RESOLVED, That the Kiwanis International Board approves the addition of Cambodia as an official Kiwanis Nation.

AUSTRALIA DISTRICT FUNDING REQUEST

RESOLVED, That the Kiwanis International Board supports the training program proposed by the Australia District-in-Formation and refers the urgent request for the training funds to the Global Campaign for Growth Committee for consideration.
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 13)

CIRCLE K INTERNATIONAL BYLAWS AMENDMENTS

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

RESOLVED, That the Kiwanis International Board approves the amendments to the Circle K International Bylaws passed by the CKI House of Delegates at the 2013 Circle K International Convention, as shown in Exhibit A.

KIWANIS INTERNATIONAL FOUNDATION 2013-14 GRANT REQUEST FOR KEY LEADER

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

RESOLVED, That the Kiwanis International Board endorses the submission of the Key Leader grant application for US$50,000 to the Kiwanis International Foundation, as shown in Exhibit B.

KIWANIS INTERNATIONAL FOUNDATION 2013-14 GRANT REQUEST FOR CIRCLE K

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

RESOLVED, That the Kiwanis International Board endorses the submission of the Circle K International grant application for US$16,000 to the Kiwanis International Foundation, as shown in Exhibit C.

KIWANIS INTERNATIONAL FOUNDATION 2013-14 GRANT REQUEST FOR AKTION CLUB

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

RESOLVED, That the Kiwanis International Board endorses the submission of the Aktion Club grant application for US$20,000 to the Kiwanis International Foundation, as shown in Exhibit D.
Upon motion duly made, supported, and carried it was:

RESOLVED, That the Kiwanis International Board requests Staff to obtain additional information about Service Leadership Clubs outside of North America to learn more about their projects and operations and to discover their opinions on a more direct relationship with Kiwanis International. The information should be compiled and shared with the Programs and Partnerships Committee at the January 2014 Board meeting.

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 15)

DELETION OF PROCEDURE 384 – DUES WAIVER FOR CLUBS THAT ACHIEVE NET GROWTH OF 25%

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

RESOLVED, That the Kiwanis International Board deletes Procedure 384 - Dues Waiver for Clubs That Achieve Net Growth of 25%, since the corresponding provision of the Kiwanis International Bylaws was deleted.

384 – Dues Waiver for Club that Achieve Net Growth of 25%

The following procedure applies for dues relief to clubs that achieve 25% or more net growth (as provided in the International Bylaws): (10/06)

A. The starting date is September 30, 2006, and the first measurement date is September 30, 2007. (10/06)

B. The ending membership count in one year is the beginning membership count in the following year. (10/06)

C. All clubs worldwide are eligible. (10/06)

D. This is based upon active members in the club as of measurement dates (September 30) as determined by Kiwanis International and reported to the District Offices. (10/06)

E. Merged clubs are not eligible in the year of merger. (10/06)

F. Only clubs on active status at the end of the measurement year are eligible. (10/06)

G. Clubs on the following status at the end of the measurement year (September 30) are not eligible: Charter Suspended Notice, Charter Suspended, Pending Revocation, Charter Revoked, and Charter Suspended by District. (10/06)

H. All club dues and fees must be paid as of the end of the measurement year (September 30), including all new member fees, to be eligible. (10/06)

I. New clubs are eligible in the year organized, using the clubs organizational date as the start date. (10/06)
J. All clubs must pay their current year dues by the due date of their respective annual dues billing period (for US/Canada district clubs) or within 90 days of the date of being invoiced (for clubs outside the US/Canada to be eligible. (10/06)

K. Refunds will be sent to eligible clubs within 120 days of the end of year measurement date. Kiwanis International will determine the method of refund. (10/06)

NEW PROCEDURE 345 – GRACE PERIOD FOR MEMBER DELETIONS

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

RESOLVED, That the Kiwanis International Board adopts new Procedure 345 – Grace Period for Member Deletions formally capturing the new process wherein deletions are counted toward the previous administrative year.

345 – Grace Period for Membership Deletions
A club may make deletions to its official September 30 membership roster up to 10 days after the end of the administrative year. Deletions made by October 10 will be counted toward the previous administrative year’s membership total.

UPDATES TO STANDARD FORM FOR CLUB BYLAWS

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

RESOLVED, That the Kiwanis International Board amends the Standard Form for Club Bylaws, as shown in Exhibit A.

LEGAL EXCEPTIONS TO CLUB BYLAWS FOR NEW ZEALAND CLUBS

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

RESOLVED, That the Kiwanis International Board approves exceptions to the Standard Form for Club Bylaws for use by clubs in the nation of New Zealand, as shown in Exhibit B, to comply with applicable national laws.

CORRECTION TO APRIL 2013 BOARD MEETING MINUTES

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

RESOLVED, That the Kiwanis International Board amends the minutes of its meeting held April 20, 2013, as follows, to clarify that specific clubs in the United Arab Emirates and Hong Kong are attached to the Philippine South District:
RESOLVED: That the Kiwanis International Board agrees to allow Filipino clubs in the United Arab Emirates to affiliate with the Philippine South District and to pay dues based on the Philippine South District tier for as long as the affiliation continues. A semi-annual report must be submitted to the appropriate board committee in September and March.

RESOLVED: That the Kiwanis International Board agrees to allow Filipino clubs in Hong Kong to affiliate with the Philippine South District and to pay dues based on the Philippine South District tier for as long as the affiliation continues. A semi-annual report must be submitted to the appropriate board committee in September and March.

RESOLVED: That the Kiwanis International Board attaches the nondistricted Kiwanis Club of Filipino Hongkong and the Kiwanis Club of Dubai, composed primarily of Filipino citizens, to the Philippine South District, with the same membership rights and obligations as other clubs in the district. A semi-annual report on club membership and operations must be submitted by the district to the Board in September and March.

This completed the General Consent Items and the Board Committee Consent Reports.

ACTION REPORT OF THE EXECUTIVE COMMITTEE

The Action Report of the 2013-14 Executive Committee, Gunter Gasser, Chair, was presented. (Tab 11)

BYLAWS AMENDMENT REGARDING THE PUBLICATIONS FUND

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

RESOLVED, That the Kiwanis International Board requests the Committee on Resolutions and Bylaws to prepare an amendment to the Kiwanis International Bylaws for consideration at the 2014 Kiwanis International Convention that would remove the subscription fund restriction.

2017 CONVENTION SITE SELECTION

Upon motion duly made by Vice President Sue President, supported, and carried it was:

RESOLVED, That the Kiwanis International Board selects Paris, France, as the site for the 2017 Kiwanis International convention.
Upon motion duly made by Trustee Lee Kuan Yong, supported, and carried it was:

RESOLVED, That the Kiwanis International Board acknowledges the existing conflict of interest regarding Club Resources LLC, as disclosed.

This completed the report of the Executive Committee.

**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 12)

**ADMINISTRATIVE ACTION REPORT**

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

RESOLVED, That the Kiwanis International Board approves the Administrative Action Report as shown in Exhibit C with the exception of those clubs in the Korea District. In addition, if, by October 10, 2013, any club has resolved those that would have caused them to be charter-revoked, they will be removed from the final report. Any report actions are retroactive to September 30, 2013.

Upon motion duly made by Óskar Guðjónsson, supported, and carried it was:

RESOLVED, That, because the Korea District leadership is experiencing serious challenges, and because the Korea District is a valued member of the Kiwanis International global family, the Kiwanis International Board directs that a team from Kiwanis International travel to Korea to address the following:

- Assist the Korea District to resolve the leadership challenges;
- Ensure compliance with the Kiwanis International bylaws and policies and procedures;
- Determine the exact strength and status of the clubs and membership in the Korea District;
- Clarify any dues issues; and
- Make any recommendations necessary.

This team will include a senior volunteer and a senior staff member, and shall report to the Board with its findings and recommendations by December 15, 2013.

This completed the report of the Board Committee on Membership, Growth, and Education.
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 13)*

**KEY CLUB INTERNATIONAL BYLAWS AMENDMENTS**

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

RESOLVED, That the Kiwanis International Board declines the approval of the amendment to the Key Club International Bylaws passed by the Key Club International House of Delegates at the 2013 Key Club International Convention, as shown in Exhibit E.

This completed the report of the Board Committee on Programs and Partnerships.

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 14)*

**2013-14 KEY CLUB INTERNATIONAL BUDGET**

Upon motion duly made by Trustee Warren F. Mitchell, supported, and carried it was:

RESOLVED, That the Kiwanis International Board approves the 2013-14 budget for Key Club International Membership at a deficit of US$315,864, as shown in Exhibit A.

**NORTH AMERICAN DIRECTORS AND OFFICERS GROUP COVERAGE**

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

RESOLVED, That the Kiwanis International Board requests Staff to solicit feedback from the volunteer leadership on implementing a group directors and officers liability insurance program for all clubs and districts in the United States and Canada. Responses will be shared with the Board for final consideration at its meeting in April 2014.
INVESTMENT ADVISOR CHANGE

Upon motion duly made by President-elect John R. Button, supported, and carried it was:

RESOLVED, That the Kiwanis International Board directs and authorizes Staff to undertake due diligence related to moving the funds in the Kiwanis International investment portfolio from Morgan Stanley to Merrill Lynch and to take appropriate action, including negotiation and execution of an agreement and transfer of funds, with a complete report of all developments to be provided to the Board.

SPOUSAL/COMPANION TRAVEL

Upon motion duly made by Trustee Patricia Barsotti, supported, and carried it was:

RESOLVED, That the Kiwanis International Board authorizes Staff to report spousal and companion travel incurred by Kiwanis International Board Members and Past Kiwanis International Presidents to the U.S. Internal Revenue Service (IRS) as required by IRS guidelines. Staff will determine a reasonable stipend amount to be paid to such individuals to offset the tax liability where incurred and submit that stipend recommendation to the Executive Committee for approval on behalf of the Board prior to or at the January 2014 meeting. These actions will be effective for the calendar/tax year ending December 31, 2013, and thereafter.

This completed the report of the Board Committee on Audit and Finance.

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 15)

HOUSEKEEPING ADJUSTMENT TO KIWANIS INTERNATIONAL BYLAWS

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

RESOLVED, That the Kiwanis International Board, using the authority granted to it by Standing Rule 22, amends Article V, Section 6, of the Kiwanis International Bylaws as shown below. This aligns Section 6 with the changes previously made to Section 5 by proper amendment, eliminating reference to “a petition,” which is no longer used by Kiwanis.

ARTICLE V. ORGANIZING AND CHARTERING OF CLUBS
Section 6. Upon the approval of a petition for a new club by the Board of Trustees, the Board shall direct through its accredited representative and in cooperation with the district governor the completion of the organization of said club. (6/1989)

APPROVAL OF DISTRICT BYLAW AMENDMENTS

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

RESOLVED, That the Kiwanis International Board directs the districts of Andean and Central America; California-Nevada-Hawaii; Eastern Canada and the Caribbean; Georgia, and Utah-Idaho to clarify or correct particular recent district bylaw amendments as shown in Exhibit C.

FOLLOW-UP ON AMENDMENT 13 FROM VANCOUVER – CRIMINAL HISTORY BACKGROUND CHECKS ACCEPTABILITY

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

RESOLVED, That the Kiwanis International Board interprets Article IX, Section 3, of the Kiwanis International Bylaws as follows:

ACCEPTING BACKGROUND CHECKS FROM DISTRICTS

Article IX, Section 3 states in part: “Where a district requires that an officer, candidate or volunteer working with children submit and have a clear criminal history background check, meeting or exceeding the current Kiwanis International standards, the issuance of a certification of a clear criminal history background check by a district approved screening provider shall be accepted by Kiwanis International as meeting the requirements of this Section. (6/2013)”

Interpretation: When someone is required to have a clear criminal history background check “conducted and verified by Kiwanis International”; and:

(1) When that person has previously had a background check conducted by their district which is verified by the district as “clear”; and
(2) When Kiwanis International has previously verified that the background check provider used by the district meets the standards established by Kiwanis International for providers; and
(3) When the district has verified that it adheres to the background check criteria used by Kiwanis International when determining whether or not a person’s background check is considered “clear”;

Then the background check run and verified by the district for that person shall be accepted as “clear” by Kiwanis International.
Upon motion duly made by Trustee Jane M. Erickson, supported, and carried it was:

RESOLVED, That the Kiwanis International Board amends Policy B.16 as follows:

B.16 - Criminal History Background Checks

b. Background Checks by Districts and Clubs

[Third paragraph] A clear criminal history background check may be required by a district, at the discretion of its board, for specific district offices or positions, or may be required by a club, at the discretion of its board, for specific club offices or positions or for all club members and prospective members. To assure high standards and consistent results throughout the organization, districts and clubs are encouraged to use the same criteria and same service provider used by Kiwanis International. If a background check is later required by Kiwanis International, Kiwanis International recognizes only its own background check process, unless the district meets the requirements stated below. (4/12)

c. Acceptance of Background Check Results from Districts

When someone is required to have a clear criminal history background check “conducted and verified by Kiwanis International,” Kiwanis International may accept criminal history background check results provided by a district as “clear” if the following criteria are met and verified in advance:

- The service provider used by the district must first be approved by Kiwanis International. The district shall contact Kiwanis International’s Risk Management Department for complete details on securing approval. If the district’s provider changes its process or criteria, new approval must be secured.
- The district must assure Kiwanis International in writing that, when determining the background check to be “clear,” it adhered to the same criteria used by Kiwanis International, as stated in this procedure.
- Nothing herein prevents Kiwanis International from requesting the current procedures from any provider at any time.

Implementing a background check process brings additional risk and liability to the district due to the need to secure members’ personal information and the possibility that a check will not ‘catch’ all criminal history. Districts that conduct their own background checks and therefore assume this risk are strongly encouraged to put proper processes and safeguards in place in advance and to purchase Directors and Officers insurance.
USE OF MEMBERS’ CONTACT INFORMATION IN THE KIWANIS INTERNATIONAL DIRECTORY

Upon motion duly made by Trustee Florencio Lat, supported, and carried it was:

RESOLVED, That the Kiwanis International Board adopts new Policy C.9 – Kiwanis International Directory, as shown below:

POLICY C. GENERAL


Kiwanis International shall maintain and distribute a directory of Kiwanis clubs and districts as a reference tool to facilitate communication between Kiwanis-family leaders and clubs for legitimate purposes related to Kiwanis service, growth, and fellowship. Information contained in the directory is legally protected and may not be used, reproduced, or distributed by any persons or entities for any purposes without authorization of Kiwanis International. Kiwanis uses reasonable and prudent safeguards to protect members’ private information; however, it assumes no responsibility for any unauthorized access to or use of any information contained in the directory.

GUARANTEED TRUSTEE REPRESENTATION FOR CANADA AND CARIBBEAN REGION

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

RESOLVED, That the Kiwanis International Board interprets the Kiwanis International Bylaws as follows:

NUMBER OF TRUSTEE TERMS TO BE ELECTED (GUARANTEED TRUSTEE REPRESENTATION FOR THE CANADA AND CARIBBEAN REGION)

Article XIII, Section 1 - states: “The Canada and Caribbean Region is guaranteed one (1) Trustee, to be selected by that region by a process it recommends and which is approved by the Kiwanis International Board. (6/2010)”; and “No district may have more than one (1) member on the Board of Trustees” and “A district shall not have a member on the Board of Trustees for one (1) administrative year after another person from that district has completed membership on the Board of Trustees, except where necessary to fill a guaranteed seat as provided in these Bylaws.” Additionally, Article XI, Section 7c states: “Five (5) Trustees shall be elected each administrative year; three (3) from the United States and Pacific Canada Region and two (2) from other regions as provided in these Bylaws. (6/2010)”
Interpretation: In order to provide guaranteed Trustee representation to the Canada and Caribbean Region while it also has an officer above the level of Trustee on the Kiwanis International Board:

- The term of the current Trustee from the region (Colin Reichle-Western Canada) shall be extended by one year, to end September 30, 2016;
- Only four (4) Trustees will be elected for the 2015-16 administrative year, which shall not include a new Trustee for the region; and
- Six (6) Trustees will be elected for 2016-17, with the new Trustee for the Region to be elected from the Eastern Canada and Caribbean District, to serve a two-year term. As of 2017-18, the election process will return to electing five (5) Trustees each year, each for a three-year term, in accordance with normal Bylaw provisions.

ADOPTING ADDITIONAL BEST PRACTICES POLICIES FOR NONPROFIT CORPORATIONS

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

RESOLVED, That the Kiwanis International Board adopts new Policies as shown below regarding best practices for nonprofit organizations:

POLICY B – INTERNATIONAL ADMINISTRATION

20. Document Retention and Destruction

The Kiwanis International Board charges Staff to maintain a comprehensive document retention and destruction process for both paper and electronic records relating to Kiwanis International operations in compliance with accepted standards and practices for the subject area the documents or records pertain to (i.e., employment, finance, tax, legal, board actions, etc).

Because it is a crime in the U.S. and many other nations to alter, cover up, falsify, or destroy any document or records with the intent of obstructing current or potential legal proceedings, all Kiwanis International Board members, Staff, and volunteers should especially be aware of and comply with applicable laws regarding the preservation and provision of documents in the event of legal proceedings.

21. Protection of Whistle Blowers

The Kiwanis International Board charges Staff to maintain a policy that provides an avenue for employees to raise concerns (“whistle blowers”) with the assurance that they will be protected from reprisals or retaliation for raising those concerns in good faith.
POLICY C – GENERAL

2. Contributions for Charitable Purposes to Kiwanis International

Without the specific approval of the International Board, the Executive Director in consultation with the President is authorized to accept funds contributions of funds or gifts (i.e., real estate, stock, art, etc) on behalf of Kiwanis International designated to be used for charitable, educational, religious, or eleemosynary purposes. If such contributions are accepted, a plan shall be adopted to assure appropriate handling. (5/83)

10. Disclosure and Integrity of Information

Kiwanis International shall endeavor to present accurate information that fairly reflects the condition of the organization.

POLICY D. DISTRICTS AND CLUBS

8. Accountability of District Grant Funds

When grants are awarded to districts by the Kiwanis International Board, the awardees shall report regularly on the programmatic and financial components of the grant. Failure to report as requested can jeopardize the release of further grant funds.

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

RESOLVED, That the Kiwanis International Board proposes an amendment to the Kiwanis International Bylaws for consideration by the House of Delegates at the 2014 Kiwanis International Convention in agreement with best practices for nonprofit organizations as shown below:

ARTICLE XIII. BOARD OF TRUSTEES

Section 6. The Board of Trustees shall provide effective and ethical management of the organization in compliance with all applicable laws and the mission of the organization.

BACKGROUND CHECK REQUIREMENT FOR CIRCLE K AND AKTION CLUB ADVISORS

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

RESOLVED, That the Kiwanis International Board revises Procedure 439.9 – Guidelines for Working with Aktion Club Members, and 541.2 - Primary Responsibilities of a Sponsoring Kiwanis Club, as shown below:
A. Criminal History Background Checks:

Criminal history background checks are required for the Kiwanis Advisor(s) to an Aktion Club.

Criminal history background checks may be required for other 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.

Paid members of Aktion Club 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.

541 - RESPONSIBILITIES OF CIRCLE K CLUB AND SPONSORING KIWANIS CLUB

541.2 - Primary Responsibilities of a Sponsoring Kiwanis Club

A. Requirements of Sponsorship: The Kiwanis club must comply with the following “Requirements of Sponsorship” and a statement providing evidence of such should be approved by the Kiwanis club’s board of directors and signed by the Kiwanis club president at the time of petitioning for charter or at any time when a Kiwanis club assumes partial or full sponsorship of a Circle K club:

1. Appoint a Kiwanis Advisor(s) to the Circle K club and ensure he/she receives adequate orientation/training. The Advisor(s) must have a clear criminal history background check;

2. Ensure Kiwanis members attend every meeting;

3. Maintain an expense line item in the Kiwanis club’s service account to support the activities of the Circle K club;

4. Work with the college/university administration to secure a faculty advisor for the club;

5. Ensure that all Circle K members pay annual dues, and that an active membership of at least 20 members is maintained;

6. Ensure that Circle K club officers receive proper training following election.
7. Hold a planning session involving the leadership of both clubs; (1/00)
8. Host or participate in two joint activities (one service project and one social activity) involving the membership of both clubs; (4/02)
9. Invite Circle K members to attend every regular Kiwanis meeting; and (1/00)
10. Ensure that Circle K members attend conventions and conferences. (1/00)

This completed the report of the Board Committee on Governance.

2015 KIWANIS INTERNATIONAL COUNCIL

A motion was made by Trustee Warren F. Mitchell, and seconded, that the Kiwanis International Board cancels the Kiwanis International Council Meeting scheduled to be held in Detroit, Michigan, in January 2015. The motion was defeated.

NEXT BOARD MEETING – JANUARY 22-26, 2014

The next meeting of the Board of Trustees will be January 22-26, 2014 in Indianapolis, Indiana.

The meeting adjourned sine die on Saturday, October 5, 2013, at 4:06 p.m.