

Philippine Luzon District
Policies and Procedures

**AMENDED PHILIPPINE LUZON DISTRICT OF
KIWANIS INTERNATIONAL INC. DISTRICT
POLICIES AND PROCEDURES – GENERAL AND
FINANCIAL MANAGEMENT**

EXPLANATORY NOTES

1. Color coded entries: Blue - existing/original provisions; Red - proposed amendments; Purple - direct citation of appropriate provisions.

2. The proposed amendments to the PLD Policies and Procedures are carried out in 6 ways:
 - a. Introducing new provisions.
 - b. Inserting word/words or phrases to existing provisions.
 - c. Re-classifying/arranging existing provisions.
 - d. Combining existing provisions.
 - e. Separating existing provisions.
 - f. Deleting existing provisions as explained below.

3. Deleted provisions:
 - a. ART. I item 2. The original function of the District Secretary as Administrative Head of the District Office shall now be assumed by the Office Administrator. Art. III item 6 sub-item c of the amended bylaws describes one

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of her/his duties being an executive of the district office which supervises all office staffs including the Office Administrator.

- b. ART. VIII. To quote Ms. Diana O'Brien in an email to PG Belle Garcia dated May 18, 2020, "The Order of Precedence is already covered in the district bylaws. Something stated in the bylaws should not be repeated in policies unless it is necessary to quote the bylaws before providing additional information."

**AMENDED PHILIPPINE LUZON DISTRICT OF
KIWANIS INTERNATIONAL INC. DISTRICT
POLICIES AND PROCEDURES – GENERAL AND
FINANCIAL MANAGEMENT**

INTRODUCTION

The 2017 District Policies and Procedures as amended shall apply in the absence of specific provisions in the Articles and Bylaws of Kiwanis International and the Philippine Luzon District, as well as Kiwanis International Policies and Procedures. These District Policies and Procedures are not intended to be “cure-all” but are meant to serve as a guide in managing the affairs of the district. Future improvements and inclusions as will be required by circumstances are inevitable, if only to render the Policies and Procedures responsive to the needs of the times.

ARTICLE I. GENERAL DISTRICT ADMINISTRATIVE AND OPERATIONAL POLICIES

1. The Governor shall be the Chief Executive Officer of the Philippine Luzon District. He/She shall be responsible for, among others, implementing the Articles and Bylaws of Kiwanis International and the district, and Policies and Procedures of Kiwanis International and the district. He shall have over-all administrative supervision and operational control of the District Office.
2. The Governor shall issue the corresponding memoranda for the implementation of resolutions, rules, regulations and policies pertaining to administration, operations, activities and affairs of the district. **(ART. I item 4)**
3. Unless otherwise provided in the bylaws, the Governor may appoint the Chairs and members of the standing committees prescribed by Kiwanis International and district. Each committee must have at least three (3) members and select among

themselves the Assistant Chair, Secretary or Secretary-Treasurer, as necessary.

4. The special committees to be created by the Governor shall have no less than three (3) members to act on specific concerns of the district. When necessary, the Governor may require specific qualifications for membership to a particular committee.
5. The Chairs and members of the standing and special committees shall be presented to the District Board for approval not later than the 1st board meeting.
6. The committee shall submit a project proposal corresponding to the assigned task. The project proposal must consist of a project title, purpose, applicable revenue source, mechanics, cost structure, necessary activity budget in prescribed format and desired result. The proposal must be

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prepared in conformity with the requirements as prescribed in the Policies and Procedures.

7. The committee's project proposal must be submitted to the District Board for approval on its 1st board meeting. No activity in the name of the district shall be permitted to be undertaken without prior approval of the District Board.

8. The District Board shall adopt the District Internal Rules of Procedures thru a resolution not later than its 1st board meeting. The District Internal Rules of Procedures which can be amended at the start of the administrative year shall contain narratives about the Presiding Officer and alternate, type and frequency of meetings, quorum, mandatory agenda of the 1st board meeting, order of business of regular and special meetings, minutes, resolutions, amendments, discussion and decorum, votes and voting, motions, dress code, resource persons, and attendance of non-officers, among others.

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9. The Office Administrator shall be responsible for the administrative tasks of the District Office under the supervision and direction of the Governor and board. He shall ensure the effective and efficient functioning of the District Office and shall perform such duties as specified or implied in the bylaws, policies and procedures or as may be assigned by the District Board.

10. The employees of the District Office, who may or may not be members of Kiwanis, shall be under the Office of the Governor. The daily discharge of their duties and functions shall be supervised by the Office Administrator. **(ART. I item 3)**

11. Hiring, promotion, termination, benefits and salaries and all other employee concerns shall be recommended by the Governor to the District Board for approval. **(ART. I item 3)**

12. The District Secretary, to be assisted by the Office Administrator shall see to it that financial and

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administrative records of the district such as Articles of Incorporation, bylaws, policies and procedures and other organizational documents, governing board resolutions and minutes of meetings, used/unused Official Receipts and accountable forms, checkbooks, bank book, statements, deposit slips and credit/debit memos, audited Financial Records, budget, statements and schedules, books of accounts, vouchers, SEC, SSS, BIR and Pag-Ibig documents, titles, deeds, payroll, employee records, contracts, publications, official documents, letters, correspondence, memorabilia and all other related documents shall permanently be stored and retained in the District Office. **(ART. I item 5&6)**

13. All financial and administrative records, equipment, appliances, furniture, and other properties of the district shall be safeguarded from loss or damage. Copies of pertinent documents, files and records shall be perpetually preserved in soft copy and/or back up files. **(ART. I item 5)**

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14. The District Secretary, to be assisted by the Office Administrator and Internal Audit Team shall conduct a physical inventory of all financial and administrative records and assets of the district, including equipment issued for official use by district staff and officers not later than the last day of the administrative year. The District Board may require the conduct of physical inventory in the middle of the administrative year. **(ART. I item 5 sub-section a)**
15. The District Governor shall officially turn over to the next Governor all financial and administrative records and assets of the district not later than the 1st month of the next administrative year. **(ART. I item 5 sub-section b)**
16. The Governor shall submit a year-end report to Kiwanis International including report of the district's annual convention, report of the annual financial audit, copy of all annual and other governmental tax filings, and the most recent copy of the district's

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bylaws and policies. The submission must be done before the Kiwanis International Board's annual review of good standing status of each district.

17. Any financial and administrative records and assets of the district shall not be disposed of unless approved by the District Board. **(ART. I item 5 sub-section c)**
18. The DisCon shall be held on the last weekend of August to give ample time for the District Board in the preparation of the turn over to the next board and submission of the annual convention report and annual financial audit to Kiwanis International.
19. The District Board shall appropriate at least Five Hundred Thousand Pesos (P500,000.00) annually for the District Education Conference of incoming Lt. Governors and Club Officers Education that will be conducted by the Governor-Elect. This is to ensure that the Governor-Elect shall be able to

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implement the leadership trainings of the district prior to his/her term of office.

20. The district, its officers, employees and entire membership shall promote and observe a policy of Non-Conflict of Interest in all their individual and collective dealings which might compromise the interest of the district and of Kiwanis International. **(ART. I item 7. Note: Item 8 to ART. III item 8 sub-items a&b. Item 9 to ART. III item 9 sub-section b)**

ARTICLE II. EXECUTIVE COMMITTEE (ART. IV)

1. The purpose of this committee is to act on behalf of the District Board under extraordinary circumstances, as detailed below. The committee shall be authorized to act in place of the District Board under the following circumstances:
 - a. An issue arises that requires immediate action from the board that cannot await the next regular or special meeting, such as the grant of assistance in times of emergencies or calamities.
 - b. The board cannot be convened in time to resolve the issue without the risk of potential legal, financial and/or reputational harm to the district and/or any clubs or members within the district.
 - c. The Governor is responsible for determining if cause exists to call a meeting of this committee.

2. The committee will be composed of the Governor as Chair, Governor-Elect as Vice Chair, the District

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Treasurer, the District Secretary, the Immediate Past Governor, and an incumbent Lt. Governor, which shall be appointed by the Governor. The District Secretary shall be a non-voting member of the committee. The Chair shall only vote to break a tie on matters presented for decision by the committee.

3. Any action of the Executive Committee must be ratified by a majority vote of the District Board at the next regular or special meeting.

**ARTICLE III. FINANCIAL MANAGEMENT
(ART. V FINANCIAL POLICIES AND
PROCEDURES)**

1. The District Board must ensure that proper internal controls shall be established for the receipts and disbursements of all district funds and assets. The accounting records should be maintained and accounting procedures should be followed in accordance with the standards of reporting. The District Board shall control its finances through an adequate budget system, and financial matters shall be conducted on sound, conservative principles. The annual budgets for administrative, operational, capital expenditures and necessary appropriations shall be approved by the District Board. Adequate fund reserves shall be maintained to assure the financial soundness of the district.
2. It is imperative that each club should fulfill its financial obligations to the District and Kiwanis International on the 1st day of the administrative year.

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3. District and Kiwanis International dues (**ART. V item 1)**
- a. Check and online payments for district and Kiwanis International dues are preferred.
 - b. Payments should be deposited in the following accounts:
 - i. Philippine Luzon District Peso Account:
BPI 2021-5042-73
 - ii. Kiwanis International Dollar Account:
BDO 10218-0048285
 - c. For district dues, only the Governor, District Treasurer, District Secretary, and duly authorized district staffs are authorized to collect payments. Only the District Treasurer can issue Official Receipts and all the rest shall only issue pre-numbered acknowledgement/check counter receipts for payments received which shall be replaced with Official Receipts by the District Treasurer upon turn over to him/her of the payments.
 - d. For Kiwanis International dues, only the Fiscal Agent or the duly authorized representatives

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- are authorized to collect payments and to issue Official Receipts.
- e. Official and acknowledgment receipts, deposit slips, credit/debit memos and bank statements should be reconciled by the Office Administrator and District Treasurer every two weeks.
 - f. Clubs should pay the district and Kiwanis International dues at the same time and for the same number of club members. Dues payments must be accompanied by an updated membership roster. **(ART. V item 1 sub-section f&h)**
 - g. The Club President, Club Secretary and Club Treasurer must ensure that dues collected from the members are properly deposited in the district and Kiwanis International accounts and that Official Receipts are issued. **(ART. V item1 sub-item i)**
 - h. Any suspected anomalous transaction should be reported immediately to the Governor, Lieutenant Governor, District Secretary,

District Treasurer and the District Board.
(ART.V item 1 sub-item g)

4. Cash Receipts

- a. All cash received from any source for and in the name of the district shall be issued Official Receipts. For control purposes, pre-numbered acknowledgement/check counter receipt for check payment shall first be issued and followed by issuance of an Official Receipt when the check is reported as cleared by the depository bank. The number and date of the issued Official Receipt shall be written clearly on the counter receipt. The acknowledgement/check counter receipts shall be maintained annually in a folder and filed in chronological order.
- b. All cash received by the district shall be deposited to the depository bank in the same form these were first received and documented within three (3) banking days.

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- c. There have been cases where clubs organize fund-raising activities and are required by their sponsors or advertisers to issue Official Receipts, in which case they request for accommodation from the District Office for the issuance of Official Receipts with the understanding that the funds are to be withdrawn immediately and remitted to the requesting club. This practice is unacceptable because it has implications in the Financial Records of the district. **(ART. V item 3. Requests for Accommodation, sub-items a&b.**

5. Disbursements

- a. The District Treasurer should ensure that all disbursements are duly authorized and supported with generally accepted proofs of expenditures, and disbursement vouchers are duly signed by responsible officials before bank checks are prepared. In addition, check or petty cash voucher must be numbered and

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- bear the signature over the printed name of the payee or authorized receiver of the payment.
- b. The Office Administrator should see to it that check vouchers with attached supporting documents are maintained in monthly or quarterly folders and in chronological order. This file maintenance also applies to Petty Cash Fund except that the filing shall be semi-annually.
 - c. The District Board shall establish an imprest system of Petty Cash Fund in such amount it deemed sufficient for nominal and recurring expenses of the district office in amounts of Seven Hundred Fifty Pesos (P750.000) or less, and to be handled by a responsible office employee as Petty Cash Custodian.
 - d. The Governor-Elect must submit a budget proposal for the leadership trainings to the District Board before disbursement for such purpose can be made. Liquidation reports

should be submitted to the District Treasurer not later than ten (10) days after the activity.

6. District Fund Classification

- a. The mandatory allocations of the district dues for administrative, calamity and bulletin are the principal sources of the district revenue budget.
- b. The administrative fund is used for administration and operating expenses and such other allocations deemed necessary and justifiable by the District Board.
- c. The bulletin fund is used for the publication of Ang Kiwanian. Ang Kiwanian shall include articles of general public interest and articles promoting the purposes and objectives of Kiwanis International and district. The fund will also be used for upkeep and maintenance of district website and other related image-building expenses the District Board may incur.

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- d. The calamity fund is used to provide relief and monetary assistance to community that was hit by natural calamity or man-made disaster. Disbursements shall be in accordance with the following requirements:
 - i. The calamity fund will be allocated to three (3) different purposes:
 - (1) Bereavement assistance to members of the district – 10%
 - (2) Relief distribution – 30%
 - (3) Infrastructure – 60%
 - ii. A written request of calamity fund must be submitted by the club to the District Board with detailed information, such as: what is the plan; who are the beneficiaries; how the funds will be spent. A financial report with corresponding receipts will be submitted to the District Treasurer ten (10) days after the project have been served.
- e. At the end of each administrative year, the mandatory funds have carryover net balances.

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- f. The year-end balances of calamity, bulletin, and contingency funds, and capital expenditures are classified and recorded as fund reserves in the following administrative year. These are continuing funds which cannot be allocated for any other purpose/s.

7. District Non-dues Revenues

- a. The district may generate non-dues revenues thru fund-raising project, DisCon, Kiwanis week fellowship night and related activities in conformity with the applicable requirements in handling payments as prescribed in the policies and procedures. Furthermore, the appropriate committees should take note of the following requirements:
 - i. To maintain separate bank account to be opened by the committee with the approval of the District Board. The authorized signatories of such account shall include the Governor, Committee Chair and Committee Treasurer. **(ART. V**

item 2. Payment of DISCON registration fees, sub-section a. Sub-section b is now part of sub-item a above)

- ii. To undertake the following not later than ten (10) days after the conduct of such event:
 - (1) Close the bank account
 - (2) Submit to the District Board or Executive Committee in the case of DisCon, the final Financial Reports of its activities.
 - (3) Turn over to the District Treasurer the proceeds withdrawn from the bank.

- b. The net proceeds from fund-raising and DisCon and related income generating activities shall be recorded as part of the district fund and to be expended for the intended project or purpose as proposed. However, the District Board may allocate the

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whole amount as additional or build up fund for capital expenditures.

- c. Other non-dues revenues include cash receipts of grants, rebates and other fund assistance from Kiwanis International, and donations and sponsorships from members and non-members.
- d. Seed money must be allocated in hosting a KI or ASPAC convention. Any income derived from it shall be turned over to the district as district fund. However, any losses that may be suffered thereby shall be shouldered by the district, without prejudice to any financial assistance that may be provided by Kiwanis International or ASPAC. **(ART. II item 18)**

8. Budget

- a. The district shall operate on a strict budget which shall be approved during the 1st board meeting. No amount shall be disbursed and expended unless it is included in the approved budget or supplement thereof. The

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total utilization of budget appropriations for the year should not exceed the total amount of the revenue budget. **(ART. I item 8)**

- b. The District Annual Budget to be prepared by the Chair of Finance Committee, District Treasurer and Office Administrator should incorporate the estimated net income of all income-generating project proposals of the appropriate standing and special committees.
- c. Unless otherwise stated in the policies, the District Treasurer should submit the monthly District Annual Budget to the District Board, the year to date revenue attainment and fund utilization of which shall be analyzed in relation to the approved budget. **(ART. 1 item 8)**
- d. The District Annual Budget should be prepared in conformity with the following four-section, five-column format:

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1st Section – Header - KI PHILIPPINE LUZON
DISTRICT
DISTRICT ANNUAL BUDGET
Administrative Year

2nd Section - Revenue Budget

3rd Section - Budget Appropriations

4th Section - Balance

1st Column- Account titles

2nd Column - Prior year's detailed Budget Revenues
and Budget Appropriations

3rd Column - Prior year's detailed Revenue Budget
attainment and Budget Appropriations utilization

4th Column - Current year's detailed Revenue Budget
and Budget Appropriations

5th Column- Remarks/Notations

- e. The revenue budget and budget appropriations must be identified under the following sub-sections:
 - i. District Funds
 - (1) Administrative Fund

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- (a) Existing Clubs
 - (b) New Clubs
 - (c) New Members
 - (d) Non-dues Revenues
 - (e) Other Non-dues revenues
 - (2) Fund Reserves
 - (a) Calamity Fund
 - (b) Bulletin Fund
 - (c) Capital Expenditures
 - ii. Budget Appropriations
 - (1) Administrative Budget Appropriations
 - (2) Operating Budget Appropriations
 - (3) Mandatory Budget Appropriations
 - (4) Capital Expenditures
- f. The current year's recorded lump sum amount of administrative fund must always be supported with schedule of estimates and actual cumulative deposits of district dues from various clubs.
- g. The standard budget appropriations should be properly classified as administrative and

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operational. Allocation of expenses directly related to office management and administration are recorded as administrative budget appropriations while allocations directly related in the attainment of the main purposes of the district are recorded as operational budget appropriations.

- h. The year-end balances of the administrative fund and fund reserves should be part of the budget revenues for the current year and the amounts must be indicated in the Remarks/Notations column.
- i. For periodic internal reporting, the budget shall be prepared with the same format under the current period cut-off but with additional three (3) columns between actual budget and remarks columns.

5th Column - Current year's detailed Revenue Budget attainment and detailed Budget Appropriation utilization or year to date

6th Column - Peso value of budget variance

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7th Column - % of budget variance

- j. The Activity Budget to be prepared by the appropriate committee shall be in the same 4-section, 2-column format:

1st Section - Header- NAME OF COMMITTEE

ACTIVITY BUDGET

Type of activity

Date prepared/presented to the
District Board

2nd Section - Revenue Budget

3rd Section - Budget Appropriations

4th Section - Balance

1st Column - Account titles

2nd Column - Detailed Budget Revenues and Budget Appropriations classified under variable and fixed expenditures

- k. For presentation of the final Activity Budget to the District Board by the appropriate

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committee, the budget shall contain the 3rd column as follows:

3rd column - Detailed Revenue Budget attainment and Budget Appropriations utilization

- I. Subject to the District Board's approval, any unexpended administrative and operating budget appropriation may be re-aligned for other necessary and justifiable expense/s provided that it is still available in the middle of the administrative year.
 - m. The district should look for other ways and means to ensure the attainment of its revenue budget and at the same time endeavor to be prudent in utilizing the funds. As much as possible, any expense item should not exceed its annual budget appropriation.
9. Reportorial Requirements (**ART. V item 4. Compliance with BIR/SEC reportorial requirements**)

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- a. To avoid payment of fines and penalties and the cancellation of SEC and BIR registration of the district, the following guidelines should be strictly observed:
 - i. Appointment of external auditors at the start of the administrative year. **(Sub-item a)**
 - ii. Quarterly Income Tax Returns for April, July and October should be filed on their due dates by the District Treasurer. **(Sub-item b)**
 - iii. The Audited Financial Statements, Annual Income Tax Return and amended bylaws if there be any, should be filed with the BIR and SEC on or before January 15. **(Sub-item h)**
 - iv. The District Secretary should file with the SEC the General Information Sheet (GIS) of the district not later than the 1st month of administrative year. **(Sub-item g)**
 - v. The Convention Report should be submitted by the Convention Chair to the

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Governor and the District Secretary not later than ten (10) days after the DisCon.

(Sub-item e)

- vi. The District Treasurer should monitor other tax compliance requirements, such as Withholding Tax on Compensation (BIR Form 1601C), BIR Annual Registration (BIR Form 0605) and other requirements.

(Sub-item i)

- b. It is the policy of the district that an annual audit of the financial position of the district be conducted by licensed external auditors at the close of the current administrative year. The District Board shall choose from at least three (3) shortlisted independent professional external auditors at the start of the administrative year. The Governor for a particular administrative year shall see to it that the Audited Statement of Financial Condition and Statements of Receipts and Disbursements are approved by the District Board during his/her term. **(ART. I item 9)**

10. Financial Reporting and Publication

- a. The District Treasurer, working closely with the Office Administrator shall prepare the following Financial Reports:
 - i. Interim Statement of Receipts and Disbursements, and related schedules as of December 31, March 31 and August 31 for submission to the District Board on or before the 10th day of the following month. **(ART. V item 4 sub-items c&d)**
 - ii. Year-end Statement of Financial Conditions and Statement of Receipts and Disbursements, and related schedules as of September 30 for submission to the external auditors on or before October 15. **(ART.V item 4 sub-item f)**
- b. The interim and year-end Financial Reports required to be prepared by the District Treasurer and Office Administrator including the committee's final Activity Budget of the district's fund-raising, DisCon and related

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activities should first be examined by the Internal Audit Team before submission to the District Board.

- c. The Financial Records of Kiwanis International or ASPAC Conventions hosted by the district shall first be examined by external auditors and approved by the District Board before submission to Kiwanis International or ASPAC. **(ART. II item 17)**
- d. The District Board should publish the audited Statement of Financial Condition and Statement of Receipts and Disbursements of the previous year in the next available issue of the official district's publication or bulletin, including the auditor's opinion and appropriate Notes to Financial Statements.
- e. To ensure timely submission of annual report to Kiwanis International and proper turn over to the next administration, the District Board shall hold its final meeting on the last Sunday of September to close the administrative

year's book of accounts and to finalize the DisCon and annual financial report.

11. Internal Audit Team

- a. To ensure compliance in the implementation of accounting systems and internal control for the receipts and disbursements of funds, and assets, the Governor shall create the Internal Audit Team and appoint members thereof to be composed of five (5) members of past Governors and/or past and present Lt. Governors. Adequate exposure to audit or accounting work is required for membership to this special committee.
- b. The team shall have the following functions:
 - i. Conduct independent, objective and periodic examination of financial and operational district activities in order to ensure consistency and reliability of financial transactions, and effectiveness of internal control, risk management and governance.

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- ii. Examine all other financial transactions and records as are specified or implied in the by-laws, policies and procedures or as may be assigned by the District Board.
- iii. Meet to discuss with the Executive Committee the written results of its examination and recommend appropriate measures to correct the material weaknesses, if there be any.

ARTICLE IV. CLUB ORGANIZATION AND MEMBERSHIP

1. It is the policy of the district that clubs shall only be organized following the guidelines and procedures provided for by Kiwanis International.
2. The Governor, thru the Lt. Governor, shall see to it that primary Kiwanis orientation/education is first conducted for prospective members in order to assure that they are duly informed about the nature and history of Kiwanis, its Objects, its purpose as a non-governmental association of volunteers dedicated to improving the world, one child and one community at a time, as well as the duties and obligations of members. A more extensive Kiwanis education shall be conducted for a new club prior to its charter presentation.
3. The Lt. Governor shall always be notified formally of any plan or intention to organize any club within his/her division for proper guidance and compliance with required procedures.

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4. The Lt. Governor shall be present at the organizational meeting of the new club.

5. Both district and Kiwanis International dues of charter members should be fully paid upon submission of the relevant organizational documents to the District Office and Kiwanis International.

6. No individual, club or division should attempt to build a new club until the following criteria are met:
 - a. The new club will help build the Image of Kiwanis.
 - b. A determination has been made as to whether the prospective members may be added as new members of an existing club or are sufficient in number to form a new club.
 - c. There is an adequate assurance of the continued growth of the new club.
 - d. A proposed new club in the immediate area of an existing club will not weaken the existing club.

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- e. The availability of strong, willing and capable sponsoring club.
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- 7. A new club will not be allowed to hold its charter presentation unless both district and international dues of charter members are fully paid.
 - 8. A club with arrears in district and Kiwanis International dues for the immediately preceding administrative year shall not be allowed to conduct its Installation of New Officers and Induction of New Members unless such dues are fully paid.
 - 9. The district adheres to a basic policy that quality can never be compromised with quantity of membership. Kiwanis deserves quality membership. Prospective members should have a sincere desire and commitment to serve, and should have time, talent and treasure to share with others. This commitment should be formally declared by each prospective member during the organizational meeting of the new club.

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10. New members are encouraged to attend regular meetings and to participate in club activities before their oath taking.

11. Clubs are free to conduct fund-raising activities in order to finance their projects, provided that the same are in compliance with existing laws, ordinances, rules and regulations of national and local governments and agencies, as well as the policies and regulations of Kiwanis International and the district.
 - a. A club is discouraged from soliciting financial assistance or support from other clubs for their projects. The reason for this is that other clubs have their own projects to finance. However, a club or its members may voluntarily support the activities of other clubs if they have the resources to do so.
 - b. Proceeds from club fund-raising activities shall be used solely for the projects intended to be financed and not for any other purpose.

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12. A club should have its own community service projects independently of other clubs. Joint projects among clubs may be allowed as discussed and approved in Division Council meetings provided that the contribution of each participating club in terms of manpower, finances, and time are properly and clearly defined.
13. While membership in two or more clubs is not prohibited, the concerned member joining two or more clubs must be able to comply with all his/her duties and responsibilities in each club, including attendance at meetings and participation in projects, and payment of dues.
- a. A member may only join another club that does not belong to the same division.
 - b. For purposes of establishing a member's qualification for election as Lt. Governor and Lt. Governor Elect, he/she shall be considered as a member only of his/her mother club, which is the club he/she first joined as a regular member. A dual member

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can only be a candidate for Lt. Governor in the division where his/her mother club belongs. This does not prevent a dual member from relinquishing his/her membership in his mother club, in which case his/her second club shall be his/her mother club.

- c. For the required nomination for district positions, a dual member can only be nominated by his/her mother club or the first club he/she first joined as a regular member, unless he/she relinquishes membership in the mother club as above provided.
- d. A member of two or more clubs cannot be elected or appointed to any position in two or more clubs at the same time.
- e. A dual member shall pay both district and Kiwanis Internal dues in all clubs where he/she is a member. However, a dual member who is accorded Lifetime Membership status by Kiwanis International shall be exempt from

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payment of international dues only in his/her mother club.

- f. A member who has been found guilty of conduct unbecoming in one club shall suffer the same penalty imposed upon him in all other clubs of which he is a member.

14. Only clubs in good standing shall be allowed to be represented and to participate in official meetings, conferences and conventions where voting is required. Likewise, only individual members who are in good standing shall be allowed to participate in official meetings, conferences and conventions where voting is required.

15. Deadline of payment of district and Kiwanis International dues for clubs to qualify its delegates to vote must be fifteen (15) days before the start of the DisCon.

16. Any member who aspires for or is interested in any ASPAC or Kiwanis International position should

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first seek the endorsement resolution of the District Board.

17. Any proposal to host a Kiwanis International or ASPAC Convention is subject to prior approval of the District Board and the House of Delegates in a DisCon.

ARTICLE V. DIVISIONS: CREATION, MERGER OR ABOLITION

1. The district, through each division, aspires to promote quality membership, membership growth and retention, and fellowship among clubs and its members.
2. The Lt. Governor shall see to it that the clubs in his/her division meet regularly, are in good standing, active, and are able to operate regularly in compliance with the mandate, policies and procedures set by Kiwanis International.
3. The Lt. Governor shall attend a meeting of each club in his/her division at least once during the administrative year.
4. The District Board has the sole authority to create a new division, merge existing divisions, abolish divisions, or transfer a club from one division to another. A division shall have at least five (5) member clubs in good standing. The majority of

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the clubs in a new division should be in existence for at least three (3) consecutive years.

5. A new division may be created out of an existing division, provided that the new and old divisions shall each have at least five (5) member clubs in good standing, and that each club has at least fifteen (15) members.

6. Club sponsors are encouraged to build new clubs within their respective divisions. A club may be allowed to organize a new club outside of its division provided that it first notifies the Lt. Governor in the division where the new club is to be organized. For purposes of membership/club growth, the creation of a new club shall be credited as an accomplishment of the division where the said club belongs. Sponsoring clubs shall donate a Philippine flag and /or club banner to the new club during its charter presentation, which at all times shall be prominently displayed during club meetings, together with the gong and gavel.

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7. A new division may only be formed under extreme and exceptional circumstances, and strictly for purposes of maximum effectiveness in the supervision, guidance and monitoring of clubs within a given division.

8. The District Board shall observe the following additional guidelines in the creation of a new division.
 - a. If an existing division has become too large in terms of number of clubs or that its area of jurisdiction is so wide such that the Lt. Governor cannot be reasonably expected to efficiently manage and supervise the clubs in the division, the Division Council may, through a resolution in a regular or special meeting, proposes the creation of a new division to the District Board, provided that the clubs in the proposed new division are in good standing and are properly notified of such meeting.
 - b. The creation of a new division may also be initiated upon request of at least five (5) clubs

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- who are in good standing by submitting their respective club board resolutions to the District Board and providing justifications for their proposal.
- c. Clubs in a division shall as far as practicable be contiguous geographically. The District Board shall have the sole authority to define the geographical boundaries of each division upon consultation with the divisions concerned.
 - d. In the event that at least three (3) clubs within a division are so distant from the majority of the clubs in the division so as to render their participation in division meetings and activities extremely inconvenient and cumbersome, a proposal for the creation of a new division, even if they are less than five (5) clubs, may be submitted to the District Board for approval, provided that they are in good standing and have been in existence for at least three (3) consecutive years.

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- e. Any proposal for the creation of a new division shall include specific plans for new club building as well as membership growth and retention.
- f. A Division with less than five (5) members may be merged with the nearest adjoining division.
- g. In case of a merger of divisions with less than five (5) clubs each who are in good standing, the division that has more clubs shall be the surviving division, and in the event that they have the same number of clubs, the more senior division shall be the surviving division, otherwise, the District Board shall determine which among them shall be the surviving division. The surviving division shall retain the same Lt. Governor and the Lt. Governor-Elect, and other division elected or appointed officers, without prejudice to any agreement between the clubs in the surviving division and the abolished division.

ARTICLE VI. VIOLATION OF DISTRICT POLICY

1. All complaints regarding alleged violations of district policy shall be in writing which shall be sent to the Governor at the District Office.
2. Within one (1) week from receipt of the written complaint alleging such a violation, and if the Governor determines that the complaint requires official action, he/she shall appoint an Ad Hoc Committee of no less than three (3) Kiwanians, none of whom shall be from the alleged violator's division. A Past District Governor, a Past Lt. Governor and an incumbent Lt. Governor shall be among the members of this committee.
3. The Ad Hoc Committee shall have sixty (60) days after its appointment to conduct an impartial investigation and submit its findings to the Governor who shall then refer the matter to the District Board. The Ad Hoc Committee shall formulate its own procedures taking into account

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the speedy, fair and proper disposition of cases referred to it.

4. The District Board may refer its decision to the club of the alleged violator for further action under the provisions of Conduct Unbecoming as may be warranted under the circumstances.

ARTICLE VII. AMENDMENTS

1. Any amendment to the District Policies and Procedures shall be in conformity with the provisions as herein provided.

ARTICLE VIII. SEVERABILITY

1. In the event that any provision of these District Policies and Procedures is held invalid, all other provisions shall remain in effect in so far as practicable.

ARTICLE IX. EFFECTIVITY

1. The District Policies and Procedures shall take effect immediately upon approval by the District Board, House of Delegates and Kiwanis International.

PROCEDURE FOR APPROVAL

1. The Governor shall ensure that copies of the Proposed District Policies and Procedures are sent by regular or electronic mail if no electronic delivery is possible, to all Lt. Governors who shall in turn disseminate the same to Club Presidents and Club Secretaries during a Division Council meeting or by regular or electronic mail, for comments and recommendations. The Proposed District Policies and Procedures shall likewise be sent to the Past Governors Council and the Association of Past Lt. Governors for comments and recommendations.

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2. Thereafter, any and all comments and recommendations from clubs and divisions shall be sent to and evaluated by the District Board for approval through a District Board resolution.
3. The District Board resolution shall be submitted as a District Board sponsored resolution for consideration and approval by the Kiwanis International.

CERTIFICATION

We hereby certify that the District Policies and Procedures as amended were duly approved by the District Board of the Philippine Luzon District of Kiwanis International Inc. during the virtual District Board Meeting on July 19, 2020 and by the delegate body during the Special District Convention at Hotel Marciano, Calamba City on September 12, 2020. Finally, Kiwanis International has issued an advisory on September 2, 2021 that its approval on amendments to the District Policies and Procedures is no longer necessary.

CERTIFIED TRUE AND CORRECT:

ATTESTED:

MAC TANCINCO

District Secretary, AY 2019-2020

RAYMUND GERARD YAP

District Governor, AY 2019-2020