



KIWANIS ASIA-PACIFIC Policies and Procedures

(As approved by the Executive Board **by e-mail ballot on May 27, 2022**)

1. APPLICATION TO HOST THE ANNUAL CONVENTION:

1.1 For a city to be considered as the site of a future Kiwanis Asia-Pacific Convention, the host district or host club must submit an application to the Executive Board, at least three years prior to the proposed year of hosting.

Alternatively, the Kiwanis International Board may request the Executive Board to consider holding the Annual Convention in conjunction with the International Convention, especially when the International Convention is held in the Asia-Pacific Region.

Article VI, Section 1 of the Kiwanis Asia-Pacific Bylaws states:

In determining the location of a given Annual Convention, the Executive Board shall be guided by the majority vote of the qualified delegates present and voting at an Annual Convention, provided that the Convention shall not be held in the same district or non-districted nation more often than once every three (3) years.

1.2 An application to host shall contain the following information:

a) Convention meeting venue and other facilities for:

- i) General sessions - capacity theatre style;
- ii) Break-out workshop rooms;
- iii) Audio/visual equipment;
- iv) Air conditioning and/or heating;
- v) Meal venue capacities and seating style.

b) Hotels:

- i) Proximity of the hotel (or hotels) to the convention venue;
- ii) Number of rooms and beds available in each hotel;
- iii) Expected room rates.

c) Transport:

- i) Availability and cost (if any) of transport from airport to hotel;
- ii) Proposals for transport from hotel (or hotels) to convention venue;
- iii) Indicative schedules for air transportation to and from the convention city.

d) Personnel:

- i) Name of proposed Convention Organizing Chair;
- ii) Name of proposed Convention Secretary;
- iii) Club or group responsible for organizing the convention.

e) Convention Date:

- i) The proposed dates for the convention.
 - *The preferred period for an Asia-Pacific Convention is from Thursday to Saturday in the months of March to July.*
 - *Please consider the dates of the holidays of the Asia-Pacific countries in any year.*

2. BUDGET:

- 2.1 On application, an estimate must be provided of the proposed registration fee. The maximum registration fee that can be charged by the organizing committee shall be tiered in accordance with the Tiers as determined by the Board of Trustees of Kiwanis International, i.e.,

Tiers	Criteria	Maximum Registration Fee
Tier A	Organizing Committee in countries where Kiwanis International levies International Dues as a Tier A country	US\$300
Tier B	Organizing Committee in countries where Kiwanis International levies International Dues as a Tier B country	US\$250
Tier C	Organizing Committee in countries where Kiwanis International levies International Dues as a Tier C country	US\$200

- 2.2 Any registration fee must include US\$10.00 for each person registered as a special reserve levy. This amount is to be remitted to Kiwanis International to be held on behalf of Kiwanis Asia-Pacific.
- 2.3 Two years prior to hosting, the organizing committee shall submit a proposed budget to the Asia-Pacific Executive Board and Kiwanis International for review and approval.
- 2.4 One year prior to hosting, the organizing committee shall submit a detailed budget to the Asia-Pacific Executive Board and Kiwanis International for review and approval.
- 2.5 A financial statement of income and expenditure shall be presented to the Kiwanis Asia-Pacific Secretary/Treasurer within 90 days after the Convention. The Secretary/Treasurer shall then circulate this to all officers of the Executive Board.
- 2.6 The payment for the ASPAC Convention registration fee is allowed to be made in US Dollars or local currency at the discretion of the Organizing Committee. The rate for the local currency as a recommended guideline is to adopt a reasonable exchange rate around October of the administrative year when the ASPAC Convention is to be held.

PROGRAM:

Refer Appendix A for typical program

3.1 The official program of a convention shall be approved by the Executive Board and Kiwanis International.

3.2 Please refer to Kiwanis Asia-Pacific Bylaws Article VI, Section 3, which states:

The Convention program must include adequate and appropriate coverage of the following:

(a) Kiwanis administrative matters such as:

- (1) election of officers, Kiwanis International Trustee whenever it is due and convention sites;*
- (2) proposals and resolutions to the Kiwanis International Board of Trustees;*
- (3) important regional and local Kiwanis activities;*
- (4) resolutions and amendments pertinent to the Convention;*
- (5) building new clubs;*
- (6) membership development & retention.*

(b) Kiwanis education, such as:

- (1) information from Kiwanis International and the Conference;*
- (2) appropriately suitable Kiwanis topics for the region;*
- (3) success stories and club exchanges and sharing;*
- (4) standard Kiwanis education fare.*

(c) Truly meaningful and enjoyable fellowship; and

(d) May highlight country and district presentation.

3.3 The program should include noteworthy and/or inspirational speakers that will encourage additional attendance.

3.4 Adequate time should be provided for forums and educational sessions that focus on day-to-day responsibilities of club, division, and district officers.

3.5 Adequate time should be provided for the International Officers to present their messages from Kiwanis International and to discuss any problems or concerns of attendees.

3.6 Special efforts should be made to encourage representation by as many club members as possible, especially the incoming club officers and all members of new clubs.

3.7 When space permits, exhibits of club projects should be encouraged, especially worthwhile projects that other clubs can adopt.

4. TRANSLATION/INTERPRETATION:

4.1 Please refer to Kiwanis Asia-Pacific Bylaws Article VIII, which states:

Section 1. English shall be the official language of Kiwanis Asia-Pacific.

Section 2. Other languages may be approved, according to the policies of the Executive Board.

Section 3. Simultaneous translations will be provided for any Asia-Pacific communities during Conventions when the total membership of any language group exceeds one thousand (1000) certified paid members of that language group as of September 30 of the previous year. Provided that more than fifty (50)

registrations shall have been received and paid for at least forty-five (45) days before the first day of the Convention.

5. EXPENSES OF THE ANNUAL CONVENTION

5.1 The Host shall be responsible for the following expenses:

- a. Main Events during the Convention
 - Space and equipment rental, and related services for the Opening Ceremony, Workshops, House of Delegates, Exhibit area and Closing Ceremony.
 - Prizes and awards for competitions and contests during the Convention.
- b. Meals during the Convention to be provided for all registered attendees
 - At least one (1) lunch and two (2) dinners for all registered attendees.
- c. Executive Board Meeting prior to the Convention
 - Space and equipment rental, and related services for a 6-hour Executive Board Meeting for about 60 registered attendees by invitation.
 - ASPAC Board lunch for about 60 registered attendees by invitation.
 - Note: The ASPAC Board dinner may be a ticketed event, so that it can be open for attendance by more Convention attendees.
- d. Governors Meeting with International President, Governors-elect Meeting with International President-Elect, and Kiwanis Nations Representatives Meeting (prior to the Convention)
 - Space and equipment rental, and related services for the three (3) concurrent 2-hour meetings for about 15 attendees each by invitation.
- e. Joint Executive Board Meeting subsequent to the House of Delegates
 - Space and equipment rental, and related services for a 2-hour Joint Executive Board Meeting for about 65 attendees by invitation.
- f. Other Specific Expenses
 - Four (4) nights of hotel accommodation (room only) at the Convention Hotel for the ASPAC Chair and ASPAC Secretary/Treasurer.

6. USAGE OF SPECIAL RESERVE LEVY

6.1 The Special Reserve Levy (collected under Clause 2.2) shall be used for the following purposes:

- a. To subsidize the losses of organizing an Annual Convention, up to a maximum of US\$ 5,000 per Convention, subject to the following terms and conditions.
 - i. The Host shall apply to the Executive Board for the subsidy within 90 days after the Convention, and supported by a certified financial statement of income and expenditure.
- b. To subsidize the travel expenses of the ASPAC Chair and the Secretary/Treasurer to attend the Annual Convention as follows:

- i. A subsidy of up to US\$500 each (or actual cost if lower) for round-trip economy class air-ticket from their respective home city, and supported by a proof of payment.
 - c. To subsidize the travel expenses of the ASPAC Chair, Chair-Elect, and Secretary/Treasurer to attend the Kiwanis International Convention as follows:
 - i. Chair: A subsidy of up to US\$1,000 (or actual cost if lower) for round-trip economy class air-ticket from the Chair's home city, and supported by a proof of payment.
 - ii. Chair-Elect and Secretary/Treasurer: A subsidy of up to US\$500 each (or actual cost if lower) for round-trip economy class air-ticket from their respective home city, and supported by a proof of payment.
 - d. To subsidize the travel expenses of the ASPAC Chair to attend the convention of the Kiwanis International-Europe: A subsidy of up to US\$1,000 (or actual cost if lower) for round-trip economy class air-ticket from Chair's home city, and supported by a proof of payment.
 - e. To cover miscellaneous administrative expenses. Such payments are to be capped at no more than US\$200 per claim and need to be ratified at an Executive Board meeting.
 - f. To cover the cost of digitizing the activities of ASPAC. The cost of maintaining the digital platform shall be capped at US\$ 15,000 per annum for the first year and reviewed annually by the ASPAC Executive Board.
- 6.2 Payment from the Special Reserve Levy Fund shall be certified by any two (2) Executive Board officers approved by the Executive Board; or any two of the ASPAC Chair, Immediate Past Chair, Chair-Elect or Vice-Chair.