

## District Bylaws & Policies Reference Guide

**This Reference Guide is provided to help you better comprehend the District Bylaws and Policies. They have been shortened to summaries and simplified in language. Please utilize this resource along with the original District Policy Manual found on the CNH CyberKey.**  
*([cnhkeyclub.org](http://cnhkeyclub.org) > Resources > Policy and Forms > District Policy Manual)*

Provided by the Policy, International Business, & Elections  
 2012-2013 Committee

### Table of Contents

#### District Bylaws

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Article I: Name and Territorial Limits.....	3	Article IX: Conventions.....	5
Article II: Objects.....	3	Article X: Vacancies in Office Between Conventions...	5
Article III: Divisions.....	3	Article XI: Revenue.....	6
Article IV: Membership.....	3	Article XII: Rules of Order.....	6
Article V: Officers.....	3	Article XIII: Key Club Year.....	6
Article VI: Board of Trustees.....	4	Article XIV: Amendments.....	6
Article VII: District Policy.....	4	Article XV: Approval.....	6
Article VIII: Committees.....	4		

#### District Policy

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100 Administration.....	7	132.2 Policy, Int'l Business, & Elections...	13
101 Definitions.....	7	132.3 Member Recognition Committee...	13
102 District Policy.....	7	132.4 Workshops.....	13
102.1 Revision Procedures.....	7	132.5 Convention Advisors.....	13
102.2 Revision Effectiveness.....	7	132.6 Board Dinners.....	13
103 District Bylaws.....	7	132.7 Guests.....	13
103.1 Bylaw Revision Procedures.....	7	133 Election Process.....	13
104 Relation to Kiwanis District.....	7	133.1 Candidates Meeting.....	13
104.1 Approval.....	7	133.2 Sergeant-at-Arms Meeting.....	13
104.2 District Administrator.....	7	133.3 Caucus Moderator Meeting.....	13
104.3 Kiwanis District Office.....	7	133.4 Region Caucuses.....	14
104.4 Region Advisors.....	8	133.5 Delegates.....	14
104.5 Kiwanis Divisions.....	8	133.6 Nominating Conference.....	14
105 Travel and Overnight Functions.....	8	133.7 House of Delegates.....	14
105.1 Key Club Governor & Executive Committee Travel...	8	134 Member Recognition.....	14
105.2.....	8	135 Workshops.....	14
105.3.....	8	140 Election Processes (Pre-Convention)	15
105.4.....	8	141 Club Officers.....	15

105.5 Key Club Lt. Governors Travel.....	8	142 Lt. Governor.....	15
105.6 Overnight Functions.....	8	142.1 Agreement to Serve.....	15
106 Invocations.....	9	142.2 Election Procedures.....	15
107 District Publications.....	9	142.3 Campaign Materials.....	15
110 District Structure.....	9	143 District Officers.....	15
111 Cali-Nev-Ha District.....	9	143.1 Candidates for District Office.....	15
112 Regions.....	9	143.2 Campaign Material.....	15
113 Divisions.....	9	150 Financial.....	16
114 Clubs.....	9	151 Member Dues.....	17
120 Board of Trustees.....	9	152 District Project.....	17
121 Members.....	9	153 Reimbursement Policy.....	17
121.1 Selection of Members.....	9	153.1 Board Meetings.....	17
121.2 Executive Committee.....	9	153.2 Region and Committee Expenses..	17
121.3 Appointed Members.....	9	153.21 Lt. Governor Division Expenses..	17
121.4 Honorary Members.....	10	153.22 Mileage Reimbursements.....	17
122 Meetings of the Board.....	10	153.23 Telephone Expenses.....	17
122.1 Dress Code.....	10	153.25 Committee Expenses.....	17
122.2 Code of Conduct.....	10	154 District Convention.....	17
122.3 Agenda.....	10	160 Training.....	17
123 Duties of the Board and Members.....	10	161 District Board.....	17
123.1 Elected and Appointed Officers.....	10	161.1 Governor.....	17
123.2 Lieutenant Governors.....	10	161.2 Executive Committee.....	18
123.21 Duties.....	10	161.3 Lt. Governor.....	18
123.22 Replacement of Lt. Governors.....	11	161.32 Pre-Convention.....	18
123.23 Agreement to Serve.....	11	161.33 Convention.....	18
124 Duties of Standing Committees.....	11	161.34 First Board Meeting.....	18
124.1 Members.....	11	162 Candidate Training Conference.....	18
124.2 Charter of Committees.....	11	163 Region Training Conference.....	18
124.21 Member Recognition.....	11	170 Club and Members.....	18
124.22 Convention.....	11	171 Administrative Year.....	18
124.23 District Projects.....	11	172 Election of Officers.....	18
124.24 Policy, International Business & Elections.....	11	173 Club Officers Training.....	18
124.25 Kiwanis Family & Foundation.....	12	174 Good Standing.....	18
124.26 Member Relations.....	12	174.1 Financial.....	19
124.3 Committee Operation.....	12	174.2 Conduct.....	19
124.31 Meetings.....	12	175 Reporting.....	19
124.32 Work Accomplishment.....	12	176 Division Attendance.....	19
124.33 Chair Duties.....	12	180 International Convention.....	19
124.34 Organization.....	12	181 District Tour.....	19
124.35 Reports.....	12	182 Conduct.....	19
124.36 Mentors.....	12	183 International Candidates.....	19
130 District Convention.....	12	183.1 Candidate Training.....	19
130.1 Purpose.....	12	183.2 District Endorsement.....	19
130.2 Location.....	12	184 International Elections.....	19
130.3 Code of Conduct.....	13	184.1 Delegates.....	19
130.4 Security.....	13	184.2 District Caucus.....	20
131 Convention Planning.....	13	185 Sergeant-at-Arms Participation.....	20
131.1 Convention Committee.....	13	210 Violation of District Policies & Bylaws	20
131.2 Host Committee.....	13	210.1 Review and Investigation.....	20
131.3 Sergeant-at-Arms Committee.....	13	210.2 Due Process.....	20
131.4 Expo Committee.....	13	210.3 Disciplinary Action.....	20
132 Convention Operation.....	13	210.4 Appeal of Disciplinary.....	20
132.1 Registration.....	13	210.5 Report of Action Taken.....	20
		214 Dismissal of Board Members.....	20

# District Bylaws

## **Article I: Name and Territorial Limits**

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Our name is California-Nevada-Hawaii District of Key Club International. All boundaries within our area will be limited to the mentioned states.

## **Article II: Objects**

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Section 1. The objects of the CNH district are to promote the objects, organize and direct projects, strengthen and extend, have better cooperation and familiarity, and promote club participation in these goals of Key Club International.

## **Article III: Divisions**

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This District shall be divided into regions and divisions which align with the boundaries of the Cal-Nev-Ha District of Kiwanis International. Regions will be composed of one or more divisions, and Key Club divisions can be divided or combined if necessary.

## **Article IV: Membership**

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Every Key Club that is sponsored by the Kiwanis would be considered part of the district. If a member is in debt for more than 60 days, they would be considered not in good standing. If a club hasn't paid their dues yet, they would not be considered to be in the Key Club District as a paid club. The District Governor should know all of the clubs who haven't paid dues and would have to report that to the District Secretary, the District Secretary would then notify the club, the Kiwanis club sponsoring that particular club, as well as the Administrator of Key Club International.

## **Article V: Officers**

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Section 1. The district officers shall be the District Governor, Secretary, Treasurer, Editor, Lt. Governors, and appointees. These officers shall not be a club officer the same year they are in office.

Section 2. All club officers must be paid members of their home club. Each Lt.G must also be a paid member in the his/her own home club. No graduating seniors may be elected into any offices.

Section 3. The District Governor, Secretary, Treasurer, and Editor will be elected at District Convention. Their terms begin immediately after they are elected and will continue until a successor is chosen, except for the District Secretary and Treasurer, who will continue their terms until May 1st.

Section 4.

- a. The Governor, also a member of each committee on the district level, has authority at Board of Trustee meetings and conventions and must attend all Key Club International conventions.
- b. The Secretary should record information related to district convention, keep track of Board of Trustee meetings, send a report to the annual convention, inform officials and committees of news from Key Club International, work with the Governor to send any official reports to Key Club International, and do any other tasks the Governor/Board of Trustees assign.
- c. The Treasurer must review receipts of any dues, convention registration fees, and income of the district. He/she will give clearance of the funds provided by the Board of Trustees or District Policy which states the rules of funds. The accounts and deposit books may at time be open to inspection from the executives, Board of Trustees, Key Club District Administrator, and the Secretary of the Cal-Nev-Ha District of Kiwanis International, and any other inspector that is authorized. The Treasurer will also make a report at the annual convention and at such other times need by the Key Club Cali-Nev-Ha District Board. Other duties maybe assigned to the Treasurer by the Governor or the Board of Trustees.

d. The Bulletin Editor is responsible for the publication of the District Newsletter and shall also perform other duties assigned by the Governor or the Board of Trustees.

e. The Lieutenant Governor is a division's executive officer and holds all division council meetings and conferences. The Lieutenant Governor follows District and International policies in the division, and carries out his/her duties on the District Board of Trustees

f. The Executive Team will be elected at district convention. Lieutenant Governors will be elected at the division election between December and the last day of the district convention. The current Lieutenant Governor will give a written notice to the president of each club in the division at least ten days before the caucus occurs to have a quorum present. The District Administrator and members of the Key Club Committee will be appointed.

## **Article VI: The Board of Trustees**

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Section 1. The Board of Trustees shall be the District officers and Administrator.

Section 2. Rules that aren't mentioned for in the provided bylaws shall be vested in the Board of Trustees and District Policy, subject to the direction of the District Key Club Administrator, the sponsoring Kiwanis District Board, and the Board of Trustees of Key Club International.

Section 3. The Board of Trustees will hold two at the least every managerial year. Other meetings can be called for upon the approval of the District Key Club Administrator.

Section 4. The District Secretary must write a two weeks' notice the time, place, and date of any meeting to the following people: Board of Trustees, District Administrator, International Board Representative, the officers of the sponsoring Kiwanis District, the Key Club Administrator, and members of the Key Club committee.

Section 5. The attendance at a District Board of Trustees meeting must be half the number of members on the Board, following the guidelines of Section 4. The actions made by the Board between the district conventions must be approved by majority of district officers and Key Club District Administrator, and signed by District Governor, Secretary, and Key Club District Administrator.

Section 6. If the Governor cannot attend a meeting, the Board of Trustees will designate one of the members to act as Chairperson.

Section 7. Within thirty days after any special or regular meeting of the Board of Trustees, the Secretary will compile meeting minutes and submit a copy to the Board of Trustees, District Administrator, Key Club Committee, Administrator of Key Club International, and International Board Counselor.

Section 8. If in any situation that the Governor is in any way ineligible then a special meeting of the Board of Trustees can be called by the District Secretary, the District Administrator, or 2/3 of the Board of Trustees.

## **Article VII: District Policy**

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Section 1. The Board of Trustees holds the power to make rules on how to discard certain bylaws, not only just from CNH but also for the Constitution and Bylaws of Key Club International.

Section 2. The policies must be made into a District Policy Manual and the Board of the Trustees can change the manual when they get a majority vote. The voting can be done at either a regular or special meeting.

## **Article VIII: Committees**

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Committees in the district are to be organized by the Governor based on his/her specification or what is in the District Policy Manual. The duties of each committee is explained in the District Policy.

## **Article IX: Conventions**

Section 1: DCON will be held between middle March and the end of May. The location, date, and time will be decided by the Board of Trustees.

Section 2: The District Secretary releases the official call to district convention at least thirty days prior to the date of the convention. District Board shall have full supervision and management of this convention under the supervision of the District Administrator.

Section 3: Each club in good standing shall be entitled to two delegates two alternates in any convention.

Section 4: All members of the District Board are delegates at all conventions, regardless of the delegates from their home club.

Section 5. Every delegate are required to vote on all questions.

Section 6. A member of the Board of Trustees may act as Chairperson if the Governor is absent.

Section 7: At least one-third of the total amount of clubs within the district must comprise a quorum at any district convention.

Section 8: Within thirty days after any convention, the District Secretary shall compile a convention report to submit to the District Board, District Administrator, International Administrator, and the district committees.

Section 9: Each district convention program shall include the following:

- (a) Address by the Governor of the Cal-Nev-Ha Kiwanis district, or their representative.
- (b) An oratorical contest on a subject selected in accordance with District Policy.
- (c) The submitting and judging of entries in the Scrapbook Contest.
- (d) The reading of a summary winning Single Service Activity Report.
- (e) The nomination and election of officers for the ensuing year.
- (f) Such other activities as may be specified in District Policy.

## **Article X: Vacancies in Office Between Conventions**

Section 1. If the Governor's position becomes vacant during the year, a Board of Trustee member may take office.

Section 2. If the position as Lt. Governor is vacant, a qualified member within the division may take office.

Section 3. If the position of District Secretary, Treasurer, or Technology Editor becomes vacant, a qualified member from the district may take office.

Section 4. The Governor will notify and give a warning to any member of the Board of Trustee who is not fulfilling his/her duties stating that his/her position is at stake.

Section 5. If the Governor is not completing his/her duties, the Secretary will hold a special meeting to discuss the situation and may request the resignation of the Governor. The Board, with the approval from the Kiwanis District Governor, will declare the position vacant and will fill the position according to the Bylaws.

Section 6. If a member violates the Code of Conduct during any Key Club event, he/she may be dismissed once the Governor and District Administrator request the Executive Board for a majority vote. The accused member may present a defense to his/her charges and special meeting can then be called if a member requests for a hearing in front of the entire Board.

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**Article XI: Revenue**

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Section 1. Each Key Club member must pay \$4.50 in order to be a dues paid member. This due will be due between October 1st and December 1st for regular payment.

Section 2. The District Board of Trustees will determine the membership dues. This amount will need approval by the district Key Club Administrator and will be subject to approval at the next district convention. The amount shall not exceed the maximum paid by each member in International dues.

Section 3. A decision to exceed the annual dues amount may only be made by having two-thirds of the delegates attending district convention agree by vote.

Section 4. The first day to submit club dues is October 1st, clubs must pay their dues within the two months following that, to be a club in good standing.

Section 5. If a member has paid their membership fee after February 1st, then their membership shall be processed by the District Policy, if and only if the club which they are joining has submitted club dues by the December 1st deadline.

Section 6. Dues for members joining clubs after February 1st shall be determined by the District Policy.

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**Article XII: Rules of Order**

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Section 1: "Robert's Rule of Order" will be the guidelines for procedures not specifically mentioned by the District Bylaws or by the District Policy.

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**Article XIII: Key Club Year**

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Section 1: The Cali-Nev-Ha Key Club Administrative Year shall begin at the conclusion of district convention and end at the conclusion of the next district convention.

Section 2: The Fiscal Year is from July 1 to June 30 of the next year.

Section 3: The Key Club Administrative Year is determined by the Key Club International board.

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**Article XIV: Amendments**

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Section 1. Changes to the District Bylaws may only be made at a convention where two-thirds of delegates present vote in favor of the changes.

- Any member of a Key Club in good standing may propose to revise the District Bylaws.
- Any proposals to revise the Bylaws must be submitted in writing to the Kiwanis District Office before November 1<sup>st</sup> to be considered at the following House of Delegates. This proposal must also be endorsed by the Lt. Governor of that Club's Division and the sponsoring Kiwanis Club President.
- Proposals will be forwarded to the Policy, International Business, & Elections Committee Chair and the District Governor. If proposals do not follow specifically mentioned guidelines then they will be returned with a letter that explains why they were not processed.
- If a Board of Trustee member proposes to revise the District Bylaws, the majority of the Board of Trustees must agree with the revision at the Winter Board meeting.
- All proposals shall be submitted by the Policy, International Business, and Elections Committee Chair to the House of Delegates in order to be implemented.

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**Article XV: Approval**

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The sponsoring Kiwanis District Board must approve any amendments whatsoever and no changes will be in effect until then.

# District Policies

## **100 Administration**

### **101 Definitions**

The officers referred to in the manual are the District Officers.

### **102 District Policy**

#### **102.1 Revision Procedures**

Any Key Club can add, delete, or revise any section in the District Policy Manual. All proposals shall be sent to the Kiwanis District office, and then they will be given to the Chair of the Policy, International Business and Elections Committee. The Committee will review them and recommend actions to the Board of Trustees at the next Board meeting. Committees in the Board of Trustees may also submit proposals to the Governor and Chair of the PIE Committee who will review, submit, and propose action to the Board of Trustees. Approval for the recommendations requires a majority vote of the members attending.

#### **102.2 Revision Effectiveness**

The date at the end of each policy indicates when it was approved.

### **103 District Bylaws**

#### **103.1 Bylaw Revision Procedures**

Any Key Club and the Board of Trustees can propose a revision to the District Bylaw which must be submitted in writing to the Kiwanis District Office and received no later than November 1<sup>st</sup>. All proposals must be endorsed by that club's Lt. Governor and by the sponsoring Kiwanis Club President. All proposals will be forwarded to the Policy, Laws and Regulations Committee Chair and to the Key Club Governor. Any proposals that do not follow the above criteria will be returned. A proposal for revision to the Bylaws by a member of the Board of Trustees must be endorsed by a majority of the Board of Trustees at Winter Board. All proposals shall be submitted by the Policy, International Business and Elections Committee Chair to the House of Delegates for action.

### **104 Relation to Kiwanis District**

#### **104.1 Approval**

Copies of the District Bylaws and Policies should constantly be sent to Kiwanis for approval.

#### **104.2 District Administrator**

The Key Club District Administrator is appointed by the Governor-elect of the Cal-Nev-Ha District of Kiwanis International and shall administer the Key Club District within the District and International Bylaws. Assistant Administrators may be appointed by the Administrator.

#### **104.3 Kiwanis District Office**

The Kiwanis District Office and the Director of Service Leadership Programs are paid workers who assist the Key Club Administrator, District Board, and the committees. The Kiwanis District Secretary is responsible for safekeeping all owned items and records of Key Club as well as executing contracts with the District Administrator's approval.

#### **104.4 Region Advisors**

Region Advisors will be nominated by the Key Club District Administrator and chosen by the Kiwanis District Governor-Elect. They are the connection between the Key Club and Kiwanis Lt. Governors and will help coordinate events within their Region. They will help to see that a Lt. Governor is properly elected in each Division and will encourage participation. They will ensure that any officers above the club level within their Region fulfill their duties and help fill a vacancy for any resignations. The Region Advisor will help the District Administrator in all these tasks, including serving as Advisor to Board Committees and at Board Meetings, Conventions, and Conferences.

#### **104.5 Kiwanis Divisions**

Kiwanis Division Officers and appointees will not lead people of a Key Club Division. The Kiwanis Lt. Governor and Service Leadership Program appointees should assist the Key Club Lt. Governor with financing, coordination of division meetings (when requested), and monitoring of activities within the division.

### **105 Travel and Overnight Functions**

This section is for all travel, multi-division, and overnight activities in the District to establish protection from possible insurance claims or lawsuits.

#### **105.1 Key Club Governor and Executive Committee Travel**

If an officer intends to travel outside his/her home Region, it is his/her responsibility to receive permission via email or in writing from the Administrator. This request must include all arrangements including dates, times, details of transportation, and the purpose of travel. A hard copy of the approval must be in possession of the officer when traveling. Only exceptions are District Board Meetings, Kiwanis Family District Conventions and International Meetings (Governor only), Key Club Conventions, and Special Events excepted by the District Administrator.

#### **105.2**

Unless permitted, only a maximum of two Executive Officers may attend a Region Training Conference.

#### **105.3**

The Governor must attend an event in each state of the District. The other Executives may do so if permitted.

#### **105.4**

Written approval must be obtained before Appointed Positions may travel outside their home Region.

#### **105.5 Key Club Lt. Governors Travel**

A Lt. Governor may not travel outside his/her home Division unless attending Region activities in which permission must be received by the Region Advisor. Exceptions are District Board Meetings, Key Club Conventions, District Committee Meetings, Region Training Conferences, Special Events excepted by the District Administrator.

#### **105.6 Overnight Functions**

Any overnight Key Club event must be approved by the District Administrator beforehand and have it in writing before publicizing the event. The request will include the date, locations and purpose of the event, the chaperones and the clubs that will be at the event. The District Code of Conduct must be followed at all times. Attending a Kiwanis overnight event must be approved by the Region Advisor and the Administrator or an alternate. Trips longer than 24 hours must have written approval by the Key Club member's Faculty or Kiwanis Advisor. School approval must also be received. All members under 21 must complete a Medical Release Form.



### **106 Invocations**

There will be no reference to religion at formal meetings of the District.

### **107 District Publications**

The Cali-Nev-Ha Key Club District is responsible for publishing the District's Key, Guidebook, Officer's Handbook, Newsletter, Yearbook, and Training Manuals.

## **110 District Structure**

### **111 Cali-Nev-Ha District**

The Cali-Nev-Ha Kiwanis District Board of Trustees is responsible for the Cali-Nev-Ha Key Club District, Divisions, Clubs, and their activities. The Governor, Governor-Elect, and District Board of Trustees of Kiwanis will assist in authority to help Key Club function.

#### **111.2 Termination of Office**

The Kiwanis Governor may end the term of any elected or appointed officer.

#### **111.3 Boundaries**

Boundaries of Key Club and Kiwanis District will be the same unless modified.

### **112 Regions**

Key Club Regions will correspond with Kiwanis Regions set by the Kiwanis District Policy. Appointed and approved Kiwanis will lead the region and serve on the Kiwanis District Committee in Key Club to mentor and train the Lt. Governors in their Region.

### **113 Divisions**

Key Club Divisions follow Kiwanis Divisions unless changed for Key Club purposes. A division may plan to realign if it reaches 16 active clubs but must be approved by the Kiwanis District Board of Trustees before doing so.

### **114 Clubs**

A high school or equivalent education institution may only have one Key Club which must be proposed by a Kiwanis Club, Division, or District who will support the club. If it is established with a sponsor, a club will be looked for. Once chartered, these clubs will be assigned to a division.

## **120 Board of Trustees**

### **121 Members**

The District Board of Trustees will consist of the Executive Officers, Appointed Positions, and Lt. Governors.

#### **121.1 Selection of Members**

Appropriate procedures will be held for District elections and appointments. Vacancy procedures not covered in the Bylaws will be determined by the Governor and District Administrator.

#### **121.2 Executive Committee**

This committee will consist the elected District Officers. Duties are to hold meetings before Board meetings which they should be preparing, evaluate, prepare new business, and provide meeting minutes.

#### **121.3 Appointed Members**

The Governor may appoint additional officers after reviewing their applications and receiving the Board of Trustees' approval. They will not have the same voting rights as the board members but will be a member of the Leadership Committee along with the Executive Team, Committee Chairs and Mentors, and Administration.

### **121.4 Honorary Members**

Only from the Board of Trustees, they may be appointed and have no specific duties.

### **122 Meetings of the Board**

The District Board will only meet at May Board, Summer Board, Winter Board, and before District Convention. The District Administrator and the Director of Service Leadership Programs will decide the location. The time will be chosen by the District Administrator and Key Club Governor. The Kiwanis Key Club Committee, the Director of Service Leadership Programs and the Kiwanis Governor or Kiwanis Governor-Elect must receive an invitation to attend all Board meetings.

#### **122.1 Dress Code**

The dress code will be business casual at District Board training conferences and business professional at District Board meetings unless otherwise stated by the Key Club Governor/Administrator. This must be written and presented to the District Board by the end of May Board.

#### **122.2 Code of Conduct**

The District Administrator decides the curfew for District Board events. All Key Club members present at a board function shall not make unnecessary noise at any time, be in the possession of drugs or alcohol of any nature, never enter a room of the opposite sex, and will follow the honor system. Anyone who violates the code of conduct may be dismissed by the District Governor with the permission of the District Administrator and Region Advisor.

#### **122.3 Agenda**

Board Meeting agendas will include reports from the Leadership Team, a report on Key Club International updates, and allow time for committees to meet.

### **123 Duties of the Board and Members**

District Committee directives and Lt. Governor duties will be determined by the Executive Team

#### **123.1 Elected and Appointed Officers**

District Bylaws Article V Section 4 describes their duties.

#### **123.2 Lieutenant Governors**

Elected at the division level, Lt. Governors must have been a paid member for at least 4 months. They will also serve as a district officer.

##### **123.21 Duties**

Each Lt. Governor must attend both District Conventions, three Board meetings, at least one meeting of each club in the division, at least one Kiwanis DCM, and try to attend International Convention during the term of office.

Division Monthly Report Forms and Training Conference Reports must be completed and submitted to the District Archive and Region Advisor each month on the 10<sup>th</sup> by 6:00PM. During the term, 10 newsletters must be published. The Lt. Governor shall communicate with the Region Advisor, the assigned District Committee, and each club in the division monthly. The Lt. Governor shall execute the programs of the Key Club District and International as well as promote organizing new Key Clubs.

The Lt. Governor shall hold at least 8 Division Council Meetings, an Officer Training Conference, and a Region Training Conference (RTC) for all the divisions within the region. The RTC is held in September or October and invites all clubs and advisors along with two District Officers. The Lt. Governor shall hold a conclave where a successor will be elected. The elect shall then be trained and be provided Division files.

### **123.22 Replacement of Lt. Governors**

The Governor and Region Advisor will select a person to fill out any vacancies which must be approved at the upcoming district board meeting.

### **123.23 Agreement to Serve**

Anyone running for a district position must submit a completed and signed Agreement to Service form to the district by a designated date announced by the Policy, International Business, & Elections Committee.

## **124 Duties of Standing Committees**

The District Executives will decide how the committees will be organized and define their duties. The District Committees include: Member Recognition, Convention, District Projects, Policy, International Business & Elections, Kiwanis Family and Foundation, and Member Relations.

### **124.1 Members**

The Governor will assign each Board member to a committee for which a Chair and Mentor will be appointed to lead. A Chair or Board member cannot be appointed or assigned to multiple committees.

### **124.2 Charter of Committees**

The Governor or Executive Team will establish duties to the committees that could change in detail. The following are suggested duties:

#### **124.21 Member Recognition**

This committee will propose revisions to the current award guidelines which will be changed if approved by the board. They will establish procedures training for the contest judges and make sure everything is ready for them. They will recognize the winners who will then receive their awards. Awards not received last year should also be given.

#### **124.22 Convention**

This committee will hold monthly meetings, choose the convention theme and logo, and prepare and finalize the convention agenda. They will approve the budget and registration fees, choose Host Key Clubs, and choose the guest speakers, entertainment, menus, etc.

#### **124.23 District Projects**

This committee will promote the District Project, service project ideas, preferred charities, through several different methods. They will form goals, keep record of club participation, and develop the next 2-year CNH District Project.

#### **124.24 Policy, International Business & Elections**

This committee is given tasks identifying their focuses on maintaining the District Bylaws and Policies, providing International updates, and supervising District Elections.

##### Bylaws

Become "experts" on the District and International Bylaws. Review revision proposals, recommend action to the Board of Trustees, and recommend these to the House of Delegates. Approved changes must be documented, revised in the Bylaws, and submitted to the Kiwanis Policy Committee and Board of Trustees.

##### Policy Manual

Maintain the District Policy Manual and review revision requests before presenting them to the Board of Trustees. With approvals, document them, make the changes in the manual, and submit this to the Kiwanis Policy Committee and Board of Trustees.

##### International Business

Promote strong relations with Key Club International to the membership.

### Elections

Oversee the District Elections process and have advisors and committee members count ballots. Encourage attendance at Candidate Training Conference for Lt. Governors and Executive Officers.

### **124.25 Kiwanis Family & Foundation**

This committee will provide information and updates about the branches of the Kiwanis Family and insure interaction with them. They will promote the CNH Kiwanis Foundation.

### **124.26 Member Relations**

This committee is responsible for promoting Key Club International. They will promote graphic standards, assist the Tech Editor, provide templates, and encourage member participation. With resources, they will describe the ideal member, provide training materials, and gather resources to share. They will also educate on how to have effective membership dues, assist with RTC and Convention workshops, and promote the basics of Key Club.

## **124.3 Committee Operation**

### **124.31 Meetings**

Each Committee shall meet monthly through any approved method. There shall be at least one meeting at each District Board meeting. The Committee Secretary will send out notification of any meetings not held at the Board meetings 2 weeks before.

### **124.32 Work Accomplishment**

Each committee will create an action plan to carry out throughout the term. The work shall be done in between meetings. Failure to do assigned task will result in disciplinary action.

### **124.33 Chair Duties**

The Committee Chairs will be appointed and have assigned mentors. They will become familiar with and discuss the directives together.

### **124.34 Organization**

A Committee Secretary will be appointed to take meeting minutes. These are submitted to the Governor, Mentor, Committee, District Administrator, and District Secretary. Subcommittees may be appointed.

### **124.35 Reports**

Each committee will present and submit a report at Board meetings. The written report will include previous activities, the number of meetings held, the attendees at each meeting and recommendations to the Board, and the minutes.

### **124.36 Mentors**

A Kiwanis will be appointed as a mentor of a committee who must attend all meetings and frequently contact and assist the Chair. Additional Kiwanis members may be added as a support team.

## **130 District Convention**

The District will hold an annual convention at a time and location agreed by the District and International Board of Trustees as well as the sponsoring Kiwanis District.

### **130.1 Purpose**

The purpose of the District Convention is to educate, inspire, recognize, and train members. The transaction of District Business will also take place at district convention.

### **130.2 Location**

Convention sites should alternate between Northern and Southern California.

### **130.3 Code of Conduct**

All Key Clubs will be notified of the Code of Conduct before Convention that will be followed by everyone. The code includes dress code, curfew, substance abuse, and rules of socializing. Violators may be individually banned from the convention and their club may also be banned from future conventions.

### **130.4 Security**

The District Administrator and Sergeant-at-Arms committee will maintain security and make sure the Code of Conduct is followed at convention.

## **131 Convention Planning**

### **131.1 Convention Committee (DCON)**

This committee will be responsible for planning District Convention with assistance and approval from the Executive Team, committee mentor, and Administrators. The Chair of the committee will appoint subcommittees to complete tasks for the convention. During the year, the committee will carry out duties until convention.

Those duties include the following: become familiar with the convention location, organize subcommittees, arrange the program by November 15, meet and communicate with the other Key Club committee chairs when necessary to make sure that they are aware of the arrangements and the convention committee is aware of their responsibilities, and present the budget and registration fee at the Summer Board meeting.

### **131.2 Host Committee**

This will consist of local Key Club members and adults who can accomplish required duties assigned by the Convention Chair and Committee.

### **131.3 Sergeant-at-Arms Committee**

The Sergeant-at-Arms Chair is responsible for overseeing the committee making sure they carry out their duties and do not break rules. Appointed members will be of the convention attendees. The committee will maintain order in all functions and hotels, assist the Policy, International Business, & Elections Committee, and make sure all members are following the convention Code of Conduct.

### **131.4 Expo Committee**

Appointed and approved, this committee's duty is to organize a successful Expo at convention with the Expo mentor.

## **132 Convention Operation**

### **132.1 Registration**

Convention registration forms will be on the CNH CyberKey and must be turned in on time or it will be declined. The District Office and Director of Service Leadership Programs will be in charge of arrangements with hotels where all attendees must house at. The District Office or a Convention Housing Bureau will arrange rooming.

### **132.2 Policy, International Business, & Elections Committee (PIE)**

This committee will be responsible to make sure that there are no more than two voting delegates from each club and will use the list provided by the District Office of all preregistered delegates and alternates. This will be accomplished by making sure all delegates check in and receive their identifying ribbons.

The committee is also responsible for scheduling times for the delegates check in desk and will provide enough people to register delegates during District Convention and before the House of Delegates begins. The committee must conduct a fair District Elections. This committee and the Chair's responsibilities are to lead the candidates meeting on Friday, have a representative at the Sergeant-at-Arms and Caucus Moderators meetings, have a representative at the Delegates check-in desk during registration to ensure that delegate credentials are valid, schedule the candidates and monitor the proper caucuses, control the distribution of ballot, and conduct voting and counting of ballots as said in Sections 133.6 and 133.7.

### **132.3 Member Recognition Committee**

This committee's responsibility includes arranging award presentations at convention. The following are their duties: making sure there are judges for each contest and determine award winners 2 weeks before convention. They will remind contest chairs and judges of their tasks and provide a judging criteria. The Kiwanis Staging Committee and the MRS Committee will make sure everything is ready.

### **132.4 Workshops**

The Member Relations Committee will be in charge of the convention workshops and seminars. It's required to have workshops for club officers and the District Project but additional ones may be planned.

### **132.5 Convention Advisors**

The convention mentor will be appointed from the Kiwanis Key club committee to assist the convention committee with any adult support needed. The local Kiwanis Club will be contacted and a Kiwanis Host Committee advisor will be selected to assist in local adult support and community knowledge such as helping with evening security, contest judging, and registration.

### **132.6 Board Dinners**

Two dinners will be planned for the Thursday evening before the convention opens: one for the current board and one for the incoming board. The Convention Committee plans the farewell dinner while the Administrator plans the incoming board dinner.

### **132.7 Guests**

Arrangements at the convention shall be made to meet special guests, provide them with escorts, and reserve special seating.

## **133 Election Process**

### **133.1 Candidates Meeting**

The Elections Committee Chair will lead the Candidates Meeting at convention where the Governor and candidates must in attendance. Candidates only be able to run if they submitted proper documents. At the meeting, the campaign rules, consequences, caucus rules, and elections schedule will be explained.

### **133.2 Sergeant-at-Arms Meeting**

Election Committee representatives shall attend this meeting to request assignment at a Caucus or at the Nominating Conference and House of Delegates.

### **133.3 Caucus Moderator Meeting**

The District Administrator, Governor, Elections Committee Chair and Mentor, Caucus Moderators, and the Kiwanis Caucus Room Moderators should all be in attendance. Rules of conduct, attendance requirements, handouts, behavior, and consequences will be explained. During Caucus, doors will only be opened when a candidate is entering, exiting, or the Sergeant-at-Arms are informing of a waiting candidate. No one else may enter or exit. Introduction of visitors will be made if necessary.

### **133.4 Region Caucuses**

A Caucus Moderator with an assistant will be appointed to ensure an orderly and fair Caucus by following these policies: asking sample questions provided in the Candidates Booklet or any other appropriate questions, no toleration of rude behavior, assistance from Region Advisors, and equal time for each candidate by using a timing device.

### **133.5 Delegates**

Each club can have two delegates to vote at the Nominating Conference and House of Delegates, but members of the District Board are also qualified to vote as delegates-at-large. Each delegate has to wear a "delegate ribbon" and will receive a blank ballot when entering to be seated with the other delegates. Delegates who leave the room has to leave their ballots until they return and cannot vote for an office for which candidates already appeared.

### **133.6 Nominating Conference**

A Nominating Conference will take place if there are more than two candidates running for District Office, two for International President/Vice-President, Endorsement, or four for International Trustee Endorsement. During the conference, delegates may enter and leave but must not take the ballot outside. Any observers will be seated separately from delegates and cannot interact with them. The District Governor will be the chair and District Secretary will be the secretary unless they are running for a position. The Elections Committee will be the Tellers. A voting will take place after candidates have been introduced for each office. After voting has taken place and District Officer positions have been given, losing candidates may be considered for International Endorsement and will be introduced for the office if desired.

### **133.7 House of Delegates**

At the House of Delegates, the candidates can say their last message to the delegates. The House of Delegates is made up of delegates, District Governor, and the District Secretary. Delegates can only enter and leave the room when a candidate is not speaking and must give their ballots for pickup at return. They cannot vote for offices that already had candidates appear when absent.

All who are not delegates are seated separately. They can only leave in the time when a candidate is not speaking. After speaking, candidates will sit in the delegate section or non-delegate section accordingly. After voting, ballots will be collected, counted, and then destroyed. The results will only be known to Elections Committee members not in the elections/committee advisors, and then sealed in separate envelopes for announcement. The Governor's ballot will be used if there is a tie.

After the call to order, flag salute, and inspirational moment, the rules are explained and candidates answer questions. Delegates vote and ballots are then collected. PIE Chair will present bylaw changes proposals, and after voting, the resolutions are presented for approval. After announcements, the House of Delegates will be adjourned.

Delegates have to pick a choice for the offices, but there is a "none of the above" option for delegates who feel that an unopposed candidate is unqualified or a candidate should not have endorsement for International Office.

### **134 Member Recognition**

Members are encouraged to run for different awards that fall under their category. The Member Recognition Guidelines contain a description, prerequisites, and all necessary forms for all contests and awards. Annually, these guidelines are updated by the Member Recognition Committee, incorporated as District Policy by reference, and posted on the CNH CyberKey. The procedures used at the Convention for Judging and presenting awards are found in the District Convention Procedures section of this manual.

### **135 Workshops**

Workshops at the Convention are designed to help leaders with their following term. All members are expected to come to these workshops and be in attendance.

## **140 Election Processes (Pre-Convention)**

### **141 Club Officers**

Club elections should be held between January and March. Candidates must be members in good standing and meet all requirements specified in club bylaws. Club officers are elected by dues paid members of that club at a club conclave following proper elections process and will be in office from May 1 until April 30.

### **142 Lt. Governor**

#### **142.1 Agreement to Serve**

Lt. Governor Candidates must complete and submit an Agreement to Serve form to the District Office at least a week before Conclave to run.

#### **142.2 Election Procedures**

Each Lt. Governor candidate must be a member of a dues paid club for at least 4 months in order to run at conclave which should be in January, February, or at least 4 weeks before convention. The conclave will only take place if there at least half of the paid clubs present. Each club is allowed up to two delegates who will be able to vote no confidence.

The candidates must submit an Agreement to Serve form to the District Office at least a week before conclave. The current Lt. Governor will be in charge of the election unless seeking re-election. Speeches will be 3-5 minutes with no more than 4 minutes of caucusing right after. All candidates must be out of the room when one is speaking. A Nominating Conference will take place if there are more than 2 candidates.

If there is a tie, only one delegate may vote the second time. If there is an even number of clubs, the Lt. Governor's vote will be counted. The winning candidate will be announced and informed of their tasks before District Convention where they will have housing paid for.

If there are no candidates, a member will be looked for to appoint.

#### **142.3 Campaign Material**

The following rules will be enforced to ensure fairness: Candidates must submit a profile to the Lt. Governor before the conclave to be included in the Candidates booklet. It will be on a 8.5x11 inch page with two sides. Other campaign materials may not be used.

### **143 District Officers**

#### **143.1 Candidates for District Office**

Any Key Clubber in good standing can run for District Executive Office. The candidate has to turn in a Statement of Candidacy form and Agreement to Serve by a set date. The forms have to be understood and signed by the candidate, parent/guardian, and any other needed individuals. The candidate cannot run for office if these forms are not turned in.

#### **143.2 Campaign Material**

Candidates will be given instructions on what to include in their Candidate's Profile, their only campaign material, which will be published by the Policy, International Business, & Elections Committee. All instructions and deadlines must be met in order for inclusion in the packet.



## **150 Financial**

### **151 Member Dues**

Each Key Club member has to pay \$4.50 as dues to International every year. Individuals attending District Convention must be paid Key Club members.

### **152 District Budget**

The District Administrator is responsible for preparing the district budget to prepare for the new Key Club year, and it shall be submitted to the Kiwanis District office to be approved once, and approved finally by the Kiwanis Board of Trustees. The budget will cover all the needs of the Key Club District.

### **153 Reimbursement Policy**

The following policy shall apply to Key Club District Board members' expenses.

#### **153.1 Board Meetings**

The Kiwanis District Training Fun pays for District Board meetings, except the one at convention. Vouchers for travel cost must be submitted to the District Office. Transportation should be with the Region Advisor unless another method is permitted. Transportation by air must be reserved by the District Office who will authorize to fly. Housing will be and meals may be provided.

#### **153.2 Region and Committee Expenses**

The Lt. Governor may vouch for expenses used for their duty within 90 days of the date the expense occurred. Vouchers must be sent to the Kiwanis district Treasurer who will either approve or deny the voucher. An electronic notification of all submissions must also be sent to the Key Club District treasurer.

##### **153.21 Lt. Governor Division Expenses**

The Governor and Treasurer will decide on how these expenses should be reimbursed.

##### **153.22 Mileage Reimbursements**

This shall be the same as reimbursement rate assigned by the Kiwanis District Foundation.

##### **153.23 Telephone Expenses**

Only long-distance telephone calls expenses will be reimbursed. Excessively long calls, calls made more than once a day or more than twice in a week to the same number, and calls less than 2 minutes in duration will not be reimbursed. Copies of receipts need to be sent with the voucher for reimbursement.

##### **153.25 Committee Expenses**

Expenses of the District Committee work must be approved by the Governor and Chair.

### **154 District Convention**

Housing is paid for all Lt. Governors-Elect. If District Board members have met specific requirements, convention and registration will be paid for with the Convention budget. Transportation is not paid for, but if Lt. Governors still have funds left in their district budget, the transportation fee can be vouched for with proof of receipts by May 1.

## **160 Training**

### **161 District Board**

#### **161.1 Governor**

The Governor must attend a Governors' Training Conference with the District Administrator.

### **161.2 Executive Committee**

The committee should review the files of the immediate past Committee. The Governor will provide the Distinguished guidelines using Key Club International's criteria.

### **161.3 Lt. Governor**

Various training are available for Lt. Governors at all times.

#### **161.31 Candidates**

A Coordinator will be selected by the Governor and approved by the District Administrator to assist with arranging Candidate Training Conferences for potential Lt. Governor candidates.

#### **161.32 Pre-Convention**

After a Lt. Governor is elected, the Region Advisor will provide informing training on the roles of the office and should meet with the parents as well. The District Administrator will provide the formal training on designated topics for the Lt. Governors.

#### **161.33 Convention**

Lt. Governor Elects will receive training on the day before convention begins.

#### **161.34 First Board Meeting**

The Lt. Governors will be trained by the Governor, District Administrator, other District Officers, and special guests during a weekend in May. There, the Lt. Governors will receive a manual as a reference for the rest of the year and be introduced to their committees.

### **162 Candidate Training Conference**

The District will conduct a candidate Training Conference that will be held in approved locations throughout the district, in February for anyone who is interested in running for District Executive or International office and January for anyone who is interested in running for Lt. Governor. The conference will last all day and go over aspects and duties of the office and tips for their campaign for a minimal fee to cover conference expenses.

### **163 Region Training Conference**

All Lieutenant Governors and Region Advisors in a Region will arrange and conduct a Training Conference for the club officers and members that are a part of the Divisions included. District officers shall receive an invitation.

## **170 Clubs and Members**

Kiwanis District Policy Section 722 specifies procedures for functions outside the immediate club membership.

### **171 Administrative Year**

This year shall be from May 1 to April 30.

### **172 Election of Officers**

Club officers should be elected in January or February and be trained as elects until the end of District Convention or May 1.

### **173 Club Officers Training**

It is recommended that all newly elected club officers attend the following District Convention and attend all of the training sessions relevant to their office. In addition to this, attendance at Region and Division Officers Training Conferences is recommended for additional training.

### **174 Good Standing**

This means that a club has paid their dues and meet the requirements to be a club.

### **174.1 Financial**

Any club or member that is in debt to either Key Club International or the Cali-Nev-Ha District for more than 60 days for any annual dues will be considered as not in good standing and lose specific privileges. The club and/or member may be restored to good standing by paying their debt to either International or the district, or both.

### **174.2 Conduct**

Any member or club that fails to follow any rules in Key Club will be considered not in good standing. That member's membership can be suspended, taken away, or disciplined another way at a hearing. Notification of this will be made to the club President and Secretary before the hearing.

### **175 Reporting**

The Club Monthly Report Form (MRF) is due on the 5<sup>th</sup> of each month to the Lt. Governor, the sponsoring Kiwanis Club, and the Region Advisor who can also request additional reports. Club Officer Information will be submitted by May 1 and can be revised on the CNH CyberKey.

### **176 Division Attendance**

All officers and members of paid Key Clubs will be encouraged to attend Division Council Meetings, Conclaves, Conventions, and interclub opportunities.

### **180 International Convention**

All members of the District are encouraged to attend the Key Club International Convention and expected to follow the rules.

### **181 District Tour**

A promotional tour for International Convention will be prepared. The convention itself will be promoted through publications and on the CNH CyberKey. During the tour, the Governor and other adults will be tour leaders.

### **182 Conduct**

Members of the District attending International Convention shall follow the rules established by the International Board, District Board, and tour leaders.

### **183 International Candidates**

International Office Candidates are to follow rules published by the International Board of Trustees. The following items are recommended to them.

#### **183.1 Candidate Training**

A Candidate Training Conference is held each year in February for those interested in running for District Office or International Endorsement. Dates and locations will be posted on the CNH CyberKey.

#### **183.2 District Endorsement**

International Office Candidates must run for endorsement, or receive approval, from the District. Upon approval, the candidate will be recommended to International.

### **184 International Elections**

#### **184.1 Delegates**

The Cali-Nev-Ha District delegates for the International Nominating Conference will be the immediate past Governor, Governor, and District Secretary if available. In the House of Delegates, there will be up to two delegates from each club and the delegates-at-large.

Delegates from the district cannot campaign for a candidate from a different district unless permitted.

### **184.2 District Caucus**

The Governor will be the caucus chair at International Convention if present and cannot support a candidate from another district. The chair will only ask questions if there are none.

Members who do not attend more than one caucus session will be investigated. A letter will be written to the sponsoring Kiwanis Club and home club if there is a reason to.

### **185 Sergeant-at-Arms Participation**

Current Lt. Governors, Club Presidents, and others will be Sergeant-at-Arms. Past Lt. Governors are not required.

## **210 Violation of District Policies and Bylaws**

### **210.1 Review and Investigation**

If a District Officer is written up for violating a bylaw or policy, the officer will be investigated. The Kiwanis District Governor and Secretary will be notified. The investigation will take place, if necessary, 7 days after notice.

### **210.2 Due Process**

Violators will be notified through mail in which they may respond to within seven days of receiving to request a hearing in writing. This must be sent to the Governor and District Administrator.

### **210.3 Disciplinary Action**

The Governor, District Administrator, and Region Advisor will decide on what to do within seven days of receiving the respond and notify the violator.

### **210.4 Appeal of Disciplinary Action**

Violators may appeal to the Key Club Board of Trustees which will be made at the next meeting.

### **210.5 Report of Action Taken**

Ten days after an action, excluding appeal, a report must be made to the Kiwanis District Secretary and Kiwanis Policy Committee Chair.

## **214 Dismissal of Board Members**

If a member is considered inactive, that member will be put on a two week probation and notified. Inactiveness can be from not meeting duties, violating the Code of Conduct, or any other reason provided upon request. During this probation period, if there is no improvement of productivity, activity, and conduct, the member may be removed. The member may appeal to the Board.

A member can also be removed for not being a good member, student, or officer. Written notifications of these reasons can be made and will result in a hearing.