



[FAQ's] Frequently Asked Questions about policies

Here is a list of commonly asked questions and answers about Key Club policies and bylaws by members just like you!

If you have any more questions about policies or bylaws, you can direct them to your Lt. Governor, the District Executives, or the Policy, Int'l Business, and Elections Chair. Their contact information can be found of the CNH Cyberkey [cnhkeyclub.org].

1. Where can I find the policies and by-laws?

-They can be found on Cyberkey. Go to cnhkeyclub.org. Then find Manuals, Forms & Guides under the Resources tab. The Key Club Policy Manual as well as the District bylaws are on the left.

2. How can a policy and by-law be added or revised?

- To revise **District policy**, any Key Club in good standing may present a proposal to add, delete or revise items in the District Policy Manual and all proposals must be sent to the Kiwanis District Office.

-To revise **District bylaws**, any Key Club in good standing can make a proposal to revise the District Bylaws. The proposal must be submitted in writing to the Kiwanis District Office no later than November 1st in order for it to be considered at the House of Delegates at District Convention [DCON].

Address for Kiwanis District Office:

[8360 Red Oak Street, Suite 201 Rancho Cucamonga, CA 91730]

3. Where can I find the club bylaws that my club adopted?

-Most likely the Kiwanis Advisor, Faculty Advisor, School Principal, or School Secretary will have them. If not, then the club can use the basic Standard Club Bylaws on the Cyberkey or the club can adopt new bylaws by modifying the Standard Club Bylaws. The new club bylaws must be approved by a quorum which consists of 2/3 of the paid membership in the club.

4. What is a member in "Good Standing"?

-Good Standing is when a club or member is in good graces with the District and International. In order to be in good standing, clubs and members must pay all dues by December 1st and meet Key Club standards. Members are also recommended to complete a minimum of 50 hours of service annually.

5. What are the consequences of breaking a policy?

- Any member or club that fails to follow policy and bylaws will not be considered in good standing. The club may also be suspended or have its charter revoked.

-If any of the above happens, members will no longer be in good standing, which may result in removal from office and ineligible to run for office, attend International or District Convention, and vote at Division Conclave,

6. What is the importance of the policy manual?

-The policies are there to maintain both order and consistency across all the different clubs. Overall, policies are there to protect you, the member and eliminate any confusion you may have.

7. How will educating members about the policies help them?

-Educating members about policies will help them understand how the club is organized and the procedures for any club action. Learning about policies can also prevent any misconduct to ensure that all members are in good standing.

8. Is it possible for members to get kicked out of Key Club for breaking the policies or by-laws?

-Membership may cease when failing to meet scholastic, service, or character requirements from the school you serve. Therefore, you should check the club bylaws for the club you serve.

9. How do I remove a club officer that is not working appropriately from office?

- This may differ from club to club, please review your club bylaws to see how the club you serve handles it.

In the Standard Club Bylaws, the removal of an officer may be recommended by any general members to the Board of Directors. The Board of Directors will then have a meeting for the officer in question. If approved, the recommendation will be presented to the club and voted on by a majority or 2/3 vote by the dues paid members.

10. Who can I talk to if I have specific questions about the policies?

-You may ask the Lt. Governor for the division you serve. You can also contact the District Executives or Policies, International Business, and Elections Committee Chair. Their emails can be found on Cyberkey.-

This was brought to you by the Policy Subcommittee of the Policy, International Business, and Elections Committee.

