

KEY CLUB



CALIFORNIA-NEVADA-HAWAII DISTRICT

8360 Red Oak St. Ste #201, Rancho Cucamonga, CA 91730-0608

# Policy Manual

CALIFORNIA-NEVADA-HAWAII DISTRICT

KEY CLUB INTERNATIONAL

Approved by the Board of Trustees  
in meeting at Rancho Cucamonga, California on

**January 9, 2011**

Kiwanis District Board Approval

**February 18, 2011**



a Kiwanis-family member

Developing competent, capable, and caring leaders since 1925

# DISTRICT POLICY

## MISSION AND PURPOSE

The policies of the California-Nevada-Hawaii District of Key Club International are the principles by which the District shall supervise Clubs, Divisions, or other groups of chartered Clubs and members within said District. These policies are subject to the Constitution, Bylaws and Policies of Key Club International. Further, these policies are subject to the Bylaws of the California-Nevada-Hawaii District and where these policies paraphrase or refer to the Bylaws of said District, said Bylaws shall be the controlling authority. In addition, this Manual contains procedures by which the District will conduct its business and shall serve as a guide by which subsequent Board of Trustees may act. These policies shall remain in full force and effect until changed by action of the Board of Trustees of the California-Nevada-Hawaii District. Procedures to be used for changes to these Policies shall be found contained within the body of these policies. These policies and any changes thereto are subject to the approval of the California-Nevada-Hawaii Kiwanis District Policy Committee and Board of Trustees.

This Manual shall be the responsibility of the District Policy Committee which shall review its contents for appropriateness and recommend changes thereto. Changes to any portion of this Manual shall require a revision date notice on the lower left corner of the page where the change occurs.

## 100 ADMINISTRATION

### 101 Definitions

All references in this manual to officers (Governor, Secretary, Treasurer, etc.) refer to the officers of the Cali-Nev-Ha District of Key Club International.

### 102 District Policy

#### 102.1 Revision Procedures

Any Key Club in good standing or any District Standing Committee may present a proposal to add, delete or revise items in the District Policy Manual. Proposals by a Key Club in good standing shall be sent to the Kiwanis District Office. These proposals will then be forwarded to the Chair of the Policy, International Business and Elections Committee. The Committee will review the proposal and recommend action to the Board of Trustees at the next Board Meeting. Standing Committees of the Board of Trustees may propose changes to the Policy Manual. These proposals shall be submitted to the Governor and Chair of the Policy, International Business and Elections Committee who shall review, submit and recommend action to the Board of Trustees. Proposals for additions or changes shall be provided to each member of the Board for review not less than one week prior to the Board meeting where the matter shall be considered. The Board of Trustees shall review these recommendations for additions or revisions and act upon them. Approval of the recommendations shall require a majority vote of the members attending. (2/11)

#### 102.2 Revision Effectiveness

The date of approval by the Board of Trustees is indicated at the end of each numbered paragraph. (12/84)

### 103 District Bylaws

#### 103.1 Bylaw Revision Procedures

Any Key Club in good standing may make a proposal to revise the District Bylaws. In addition any member of the Board of Trustees may make a proposal to revise the Bylaws. A proposal to revise the Bylaws by a Key Club in good standing must be submitted in writing to the Kiwanis District Office and received no later than November 1 in order to be considered at the following House of Delegates. This proposal must be endorsed by the Key Club Lt. Governor in that Club's Division and by the sponsoring Kiwanis Club President. All proposals for revision to the Bylaws received by the District Office shall be forwarded to the Policy, Laws and Regulations Committee Chair and to the Key Club Governor. Any proposals not within the above criteria will be returned with a letter stating the reasons for non-compliance. A proposal to revise the Bylaws by a member of the Board of Trustees must be endorsed by a majority of the Board of Trustees at the Winter Board Meeting. All qualifying proposals shall be submitted by the Policy, International Business and Elections Committee Chair to the House of Delegates for action. (2/11).

### 104 Relation to Kiwanis District

#### 104.1 Approval

Copies of the District Bylaws and this Policy Manual and changes thereto shall be submitted to the California-Nevada-Hawaii Kiwanis Policy Committee and District Board on a continuing basis for approval (2/11)

#### 104.2 District Administrator

The Key Club District Administrator serves by appointment of the Governor-elect of the Cal-Nev-Ha District of Kiwanis International. This individual shall administer the Key Club District within the Bylaws of Key Club International and the Bylaws of the Cali-Nev-Ha District of Key Club International. Assistant Administrators may be appointed by the Administrator as required to fulfill specific objectives of the Administrator. (1/98)

#### 104.3 Kiwanis District Office

The Kiwanis District Office and the Director of Service Leadership Programs serve as the salaried personnel of the Kiwanis District. They are to assist the Key Club District Administrator and committee, the Key Club Governor, and the Key Club Board and its Committees. The District Secretary/Executive Director of Kiwanis shall be responsible for the safe keeping of the assets of the Key Club District together with the necessary accounting records. The Kiwanis District Secretary/Executive Director shall execute any and all contracts on behalf of the Key Club District with the approval of the District Administrator. (2/11)

#### 104.4 Regional Advisors

Regional Advisors shall be nominated by the Key Club District Administrator and appointed by the Kiwanis District Governor-elect. The Regional Advisors shall represent and assist the District Administrator within their Regions and shall act as liaison between the Key Club Lt. Governors and the Kiwanis Lt. Governors whenever needed. The Regional Advisors shall help coordinate the Conclaves, Rallies, training conferences and other special events within their Regions. They shall coordinate the various Divisions and see that proper elections are held for Division Lt. Governors. They shall encourage participation of Key Club members in all District and International functions. The Regional Advisor shall ensure that the Key Club Officers within their Region fulfill the duties of their respective offices, whether those offices are Division, District or International. In the event of a resignation or the failure of any of these officers in the performance of their duties, the Advisor shall assist in the replacement of that Officer. The Regional Advisor shall assist the District Administrator in the performance of these duties whenever possible including serving as Advisor to Board Committees and at Board Meetings, Conventions and Conferences. (2/11)

#### 104.5 Kiwanis Divisions

Kiwanis Division officers and appointees should not be directing nor is there a line of authority for those persons in the operation of the Key Club Division. Key Clubs are responsible to their sponsoring Kiwanis Clubs and not to the Kiwanis Division. The Kiwanis Lt. Governor and Service Leadership Program appointees should assist the Key Club Lt. Governor by providing needed financing, coordinating division meetings when requested, and monitoring activities within the division to ensure proper procedures are followed. (2/11)

#### 105 Travel and Overnight Functions

This section governs all interdivisional and overnight activities for members of the district which includes activities of local clubs. This policy is not intended to limit or discourage any of the events that are traditionally conducted in this District. It has been established for protection from potential insurance claims and/or lawsuits. Therefore, the following policy for the designated members will be used for all travel and overnight functions in this District. (2/02)

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

All procedures noted herein are the responsibility of the officer requesting travel to initiate and implement.

All travel outside of the home Region of the Governor or individual members of the Executive Committee, except as noted below, must be approved in advance in writing or electronic mail by the Administrator. This request must include all travel arrangements including dates, times, details of transportation, and purpose of travel. Specific approval, e.g. hard copy of e-mail must be in possession of the officer when traveling. Exceptions are: (2/11)

- a. District Board Meetings
- b. Kiwanis Family District Conventions and International Meetings (Governor only)
- c. Key Club District and International Conventions
- d. Special Events excepted by the District Administrator in writing. (2/02)

#### 105.2

No more than two Executive Officers may travel to each Regional Training Conference except under special circumstances with permission granted by the District Administrator. (2/11)

#### 105.3

The Governor will travel to one event in each state of the District. The Executive Officers may travel to one event in each state of the District with permission of the District Administrator and as personal schedules, the budget, and events permit. (2/11)

#### 105.4

Those in Appointed Positions may not travel outside of their home Regions without specific approval of the District Administrator. This approval must be in writing and in the possession of the member at all times. (2/02)

#### 105.5 Key Club Lt. Governors Travel

A Lt. Governor may not travel outside the home Division unless attending Regional activities. Regional Activities require advance approval of the Regional Advisor assigned to the Lt. Governor. Exceptions are:

- a. District Board Meetings
- b. Key Club District and International Conventions
- c. District Committee Meetings
- d. Regional Training Conferences
- e. Special Events excepted by the District Administrator in writing (2/02)

#### 105.6 Overnight Functions

- a. Any overnight function operated by or advertised as a Key Club sponsored event must be approved in advance by the Administrator. The organizer of the function shall obtain written authority before the event is publicized. The request shall indicate the date, location and purpose of the event, the responsible adult in charge and the anticipated clubs attending. The District Code of Conduct must be enforced at all events.
- b. Attendance at any Kiwanis Family overnight function or overnight travel to attend a function by any Key Club member must be approved in advance by the Regional Advisor, the Administrator or a designated alternate.
- c. Extended trips by club members of more than 24 hours outside the home Division must be approved by the Faculty or Kiwanis Advisor in writing. (2/11)
- d. Approval of the school advisor, principal or other appropriate school official must also be obtained in advance.

- e. Each Key Club member under the age of 21 must provide the completed District Medical Release/Approval form before gaining admittance to any overnight event. It would be appropriate for every Key Club member to provide this form to avoid any conflicts on entering. (2/02)

**106    Invocations**

At all formal meetings of the members of the California-Nevada-Hawaii District of Key Club International, the invocation or benediction is to refer to no particular religious sect or symbol. (1/91)

**107    District Publications**

The California-Nevada-Hawaii Key Club District will be responsible for providing the following publications:

- a.    The Cali-Nev-Ha Key
- b.    The Cali-Nev-Ha District Guidebook (2/11)
- c.    The Cali-Nev-Ha District Officer's Handbook (2/11)
- d.    The Cali-Nev-Ha District Newsletter (2/11)
- e.    The Cali-Nev-Ha District Yearbook (2/11)
- f.    Training Manuals (2/11)

## 110 DISTRICT STRUCTURE

### 111 Cali-Nev-Ha District

The California-Nevada-Hawaii Kiwanis District Board of Trustees has the responsibility for and control over the California-Nevada-Hawaii Key Club District, Divisions, clubs and their activities. The Kiwanis Governor (from October 1 to the end of the Key Club Convention); the Kiwanis Governor-elect (from the end of the Key Club Convention until September 30); and the Kiwanis District Board of Trustees are responsible for counsel and advice and have final authority for the functioning of the California-Nevada-Hawaii Key Club District. The Kiwanis Governor, for cause, shall have the authority to terminate or remove any elected or appointed officer.

#### 111.2 Termination of Office

The Kiwanis Governor, for cause, shall have the authority to terminate or remove any elected or appointed officer. (8/04)

#### 111.3 Boundaries

The boundaries of the Key Club district shall be the same as the Kiwanis District except where modified by action of the Key Club House of Delegates and approval by the Kiwanis Board of Trustees. (8/04)

### 112 Regions

Key Club Regions are unique to the Cali-Nev-Ha District and shall coincide with the boundaries of Kiwanis Regions as defined by the Kiwanis District Policy. The Regions are led by one or more Kiwanians appointed by the Administrator and approved by the Kiwanis Governor-elect to serve as members of the Kiwanis District Committee on Key Club and to mentor and train the Lt. Governors assigned to that region. (2/11)

### 113 Divisions

Key Club Division boundaries shall coincide with the boundaries of Kiwanis Divisions as defined by the Kiwanis District Board unless specifically modified for Key Club purposes. When a division reaches a level of 16 active clubs, the Key Club District Board may approve a plan to realign and/or create a new division to best meet the objects of the Service Leadership Program with consideration to the needs of the Lt. Governor, the Division, and the Kiwanis Club sponsors. Any realignment of Key Club Divisions shall not be effective until approved by the Kiwanis District Board of Trustees. (2/11)

### 114 Clubs

There shall be only one Key Club in any High School. (1/98) A Key Club may be established in a high school or equivalent educational institution upon the petitioning by a Kiwanis club, division, or district which agrees to provide sponsorship for the proposed club according to the Policies and Procedures set by the Kiwanis International Board of Trustees. A Key Club may be established in a high school or equivalent educational institution without a sponsoring Kiwanis club in accordance with sponsorship rules and guidelines set by the Kiwanis International Board of Trustees. The Lt. Governor, Region Advisor, and Kiwanis division or region leadership team shall continue to seek a Kiwanis sponsor for such club. (2/11)

Clubs shall be assigned to the appropriate division as determined by the Key Club Governor and District Administrator and agreed to by the sponsor. (2/11)

## 120 BOARD OF TRUSTEES

### 121 Members

The members of the District Board of Trustees, as specified in the District Bylaws, shall consist of the four officers of the District (Governor, Secretary, Treasurer, and Editor), a Lt. Governor for each Division, those persons appointed by the Governor to fulfill special positions, and the District Key Club Administrator. Each person must be active in that office. (2/11)

#### 121.1 Selection of Members

The District Officers are elected or appointed to their positions as deemed appropriate by the procedures for their respective offices. The selection of persons to fill vacancies, where not covered in the Bylaws, will be determined by the Governor and the District Administrator. (12/84)

#### 121.2 Executive Committee

The Executive Committee shall consist of the Governor, the Secretary, the Treasurer, the Editor, and the District Administrator (an ex-officio member). The Governor may add such other non-voting appointed officers with specified duties as is deemed appropriate, with the approval of the Board of Trustees. (2/11)

Meetings shall take place before all Board Meetings and at the discretion of the Governor. Meetings may include guests as determined by the Governor and Administrator. (12/84)

Duties shall include adequate preparation for upcoming Board meetings, officer evaluation, and the preparation of new business for the Board. Minutes of these meetings must be prepared by the Secretary within 10 days, signed by the Governor and Administrator and distributed to the members of the Executive Committee within 15 days after the meeting. (2/11)

#### 121.3 Appointed Members

Additional officers as deemed necessary and appropriate by the Governor may be appointed by the Governor with the approval of the Board of Trustees. Candidates for appointment should be selected after review of a letter of application from the candidate. Appointed persons do not have voting privileges on the Board and are not Delegates at Large at the Convention. (1/98)

The Leadership Committee shall consist of the Executive Committee, Committee Chairs, Committee Mentors, and Administration. (2/11)

#### 121.4 Honorary Members

Honorary Members of the Board of Trustees may be appointed at the discretion of the Governor and the District Administrator and have no specific duties. (1/98)

### 122 Meetings of the Board

The District Board shall meet no more than four times during the Administrative year. These four occasions should include (1) during the Board Training Conference in May (2) during the summer (3) during the month of January and (4) preceding the District Convention. The locations are to be determined by the District Administrator and the Director of Service Leadership Programs. The exact times are subject to the mutual agreement of the District Administrator and the Governor. An invitation to attend all meetings of the Board should be issued to the members of the Kiwanis Key Club Committee, the Director of Service Leadership Programs, and the Kiwanis Governor or Kiwanis Governor-Elect. (2/11).



### 122.1 Dress Code

At all District Board training conferences, the dress code shall be business casual unless otherwise determined by the Governor and/or Administrator. At all District Board meetings, the dress code shall be business professional, unless otherwise determined by the Governor and/or Administrator. Dress code definitions shall be created according to current standards. These definitions and standards must be written by the Governor in concurrence with the District Administrator and presented to the District Board by the conclusion of May Board. (2/11)

### 122.2 Code of Conduct

The curfew for each District Board function will be determined by the District Administrator. Unnecessary noise at any hour is prohibited. No intoxicants or tobacco of any nature will be permitted in the possession of any Key Club member. Members of the opposite sex may not be in each others' room at any time. The Honor System will be observed by all those attending Board functions. Any Board Member found in violation of these rules and regulations is subject to dismissal by the Governor with the Administrator or appropriate Region Advisor's consent. (2/02)

### 122.3 Agenda

The official agenda of all Board Meetings shall contain a Governor's report, a Secretary's report, a Treasurer's report, an Editor's report, a report on Key Club International activities, and for District Committee reports. (2/11)

The official agenda of all Board Training Conferences shall contain opportunities for the District Committees to meet. (2/11)

## 123 Duties of the Board and Members

The Executive Committee shall determine the official directives for the District Committees with the approval of the Administrator. They shall also determine the specific minimum duties required for each Lt. Governor. The Lt. Governors and the Secretary shall be responsible for the creation of a District Directory. (2/11).

### 123.1 Elected and Appointed Officers

The duties of the elected and appointed officers shall be as described in Article V Section 4 of the District Bylaws. (2/11)

### 123.2 Lieutenant Governors

Each Lt. Governor must be a member in good standing of a club in good standing and have been a member of that club for at least four months prior to the election. Lt. Governors are elected at the division level to serve as district officers and to coordinate and report on the activities of the clubs within the division. (1/98)

#### 123.21 Duties

**The following are basic requirements for a Lt. Governor. Additional tasks may be assigned by the Governor. (2/02)**

#### Attendance (2/11)

- a. Each Lt. Governor must attend: the District Convention where the Lt. Governor is installed, the three subsequent Board Meetings, and the District Convention and Board Meeting at the end of the term.
- b. The Lt. Governor must attend at least one meeting of each club in the division and complete the Club Visitation Report immediately after the meeting.
- c. The Lt. Governor should attend at least one Kiwanis Division Council Meeting.

- d. The Lt. Governor should try to attend the International Convention during the term of office.

#### Reports (2/11)

- a. Reports must be completed and submitted to the CNH District Archive and Regional Advisor received by 6:00 pm by the 10<sup>th</sup> day of the month, from District Convention to District Convention.
- b. The following reports shall be submitted.
  - Division Monthly Reports
  - Division Directory
  - Division Budget
  - Training Conference Reports
  - Club Visitations
  - Service Report

#### Communication (2/11)

- a. The Lt. Governor shall publish at least 10 publications per term to keep the Division and all other interested persons informed of Division, District and International activities.
- b. The Lt. Governor shall communicate with Region Advisor at least twice per month.
- c. The Lt. Governor shall communicate with assigned District Committee at least once per month.
- d. The Lt. Governor shall communicate with each club in the division each month.

#### Promotion (2/11)

- a. The Lt. Governor shall carry out the programs of the Governor and the District Executive Committee, and of Key Club International.
- b. The Lt. Governor shall promote the organization of new Key Clubs in the Division by providing literature and assisting sponsoring Kiwanis Clubs in establishing the new club.

#### Meetings & Conferences (2/11)

- a. The Lt. Governor shall organize and hold at least eight (8) division council meetings.
- b. The Lt. Governor shall organize and hold an Officer Training Conference (OTC) for the club officers in the Lt. Governor's Division.
- c. The Lt. Governors in a Region or geographic area and the respective Regional Advisors shall arrange and conduct a training conference for the club officers within the included Divisions. These conferences are held on a Saturday and/or Sunday in September or October. All clubs in the included Divisions will be invited and encouraged to attend with their advisors. Two District Officers will be invited to attend and participate in the training sessions to conduct workshops pertinent to their respective office.

#### Elections (2/11)

- a. The Lt. Governor shall hold a conclave where a successor Lt. Governor is elected, train the successor, and ensure that the Division files are turned over to the new Lt. Governor.

#### 123.22 Replacement of Lt. Governors

In the event of the resignation of a Lt. Governor or the failure of the division to elect a person to fill that office, the Governor and Regional Advisor (with assistance from the local division) will select a person to fill that position. This selection must be approved at the next following Board of Trustees meeting. The procedure for removal of a Lt. Governor for cause may be found in Section 214 of this Policy. (1/98)

#### 123.23 Agreement to Serve

Every candidate for a District Office must submit a completed and properly signed Agreement to Serve form. This agreement specifies an understanding of the duties and responsibilities of the position and a

parent or guardian consent for participation, attendance and medical authorization. The form/s as supplied by the district must be completed and returned to the district by the date announced each year by the Policy, International Business and Elections Committee. (2/11)

#### 124 Duties of Standing Committees

The Executive Committee shall establish prior to the first Board Meeting how the Standing Committees will be organized during the year and clearly define the general description of work. The District Committee structure shall include: Member Recognition; Convention; District Projects; Policy, International Business & Elections; Kiwanis Family & Foundation; and Member Relations. (2/11)

##### 124.1 Members

The Governor shall assign Board Members to serve on Standing Committees. The Governor will appoint one member as Chair or, given no appointment, the Committee members may elect one. No Board Member may serve as Chair of more than one committee. The Governor shall assign members to committees. Committee assignments should be announced by the Governor before the May Board training conference. Training in the duties of the Committees and committee work procedures shall be established at this training conference. The Administrator shall assign a member/s of the Kiwanis Key Club Committee to act as Mentor to each committee. (2/11)

##### 124.2 Charter of Committees

Each committee shall have a specific charter established by the Governor or Executive Committee. The detailed duties may vary from year to year and expand during the year. The following are suggested activities. (1/98)

##### 124.21 Member Recognition

- a. Propose revisions to the current Awards guidelines. Present proposed revisions to the Board for their approval and revise the guidelines as approved. (2/11)
- b. Determine the feasibility of any suggestions made by the Board.
- c. Select suitable awards for presentation to winners. (2/11)
- d. Establish procedures for contest judging and training of contest judges. (2/11)
- e. Ensure that all proper judging materials and contest directors (Lt. Governors) are prepared and in place at the contest sites.
- f. Ensure that the proper awards and their recipients are recognized and brought together at the District Convention
- g. Be responsible for distributing any awards or certificates not picked up by winners at the previous District Convention. (1/98)

##### 124.22 Convention

- a. Hold committee meetings each month (or as necessary) beginning with the May Board Training Conference. (2/11)
- b. Select a theme and logo for the convention.
- c. Outline, prepare, refine, and revise the agenda for the convention. The complete program of events should be finalized by the Winter Board Meeting. Final adjustments before printing the program should be completed at that meeting.
- d. Approve a budget and registration fees at the Summer Board Meeting.
- e. Select a number of host Key Clubs to ensure that all aspects of the host committee tasks are covered.
- f. Coordinate with other Standing Committees, Task Coordinators and the Executive Committee to ensure that the requirements of all involved are considered. (2/11)
- g. Select speakers, band/DJ, menus and other arrangements necessary for a successful convention. (1/98)

#### 124.23 District Projects

- a. Promote the District Project, service project ideas, our International Service Partners, and International service initiatives to the Board and Club Officers by means of articles in the District publications and special announcements on the CNH CyberKey and to the officer reflector groups. (2/11)
- b. Develop specific and attainable goals.
- c. Maintain accurate records through a recording process of Clubs participation.
- d. Research and develop the next two-year District Project for CNH Key Club which can involve most clubs, promote Key Club to the public as a service organization, promote interest, and be of general welfare. (2/11)

#### 124.24 Policy, International Business & Elections

This committee is responsible for the maintenance of the District Bylaws and Policy Manual, notifications on International business, and supervision of the Elections process at District Convention. To perform these tasks, three focus areas are identified with required tasks. (2/11)

##### Policy

###### Bylaws (2/11)

- a. Know, understand and be able to interpret the Bylaws of this District and Key Club International so that they may be properly applied.
- b. Review all proposals for revisions to the Bylaws and recommend action to the Board of Trustees.
- c. Ensure that proper procedures are followed in recommending changes and present the proposal for change to the House of Delegates for action.
- d. Ensure that all approved revisions are documented in the House of Delegates Minutes and incorporated into the District Bylaws.
- e. Ensure that the approved revisions to the District Bylaws and the House of Delegate Minutes are submitted to the Kiwanis Policy Committee and Board of Trustees.

###### Policy Manual (2/11)

- f. Maintain and expand the District Policy Manual. Prepare policy where appropriate or request policy preparation by the appropriate person or Committee.
- g. Review all requests for additions or revisions to the Policy Manual. Ensure that proper procedures are employed and present the proposals to the Board of Trustees for action.
- h. Ensure that all revisions are documented in the Board Minutes and incorporated into the Manual
- i. Ensure that the approved revisions to the Policy Manual and Board Meeting Minutes are submitted to the Kiwanis Policy Committee and Board of Trustees.

###### International Business (2/11)

- j. Promote strong relations with Key Club International by educating the District membership about International business, programs, and visions of change.

###### Elections (2/11)

- k. Oversee all aspects of the election and voting proceedings conducted at District convention.
- l. Ballots shall be counted by advisors and members of the committee. Care shall be taken that the fewest persons possible know the outcome of the balloting until the final announcement. (1/98)
- m. Promote member attendance at the Candidate Training Conference for Lt. Governors held in January and the Candidate Training Conference for Executive Officers held in February.

#### 124.25 Kiwanis Family & Foundation

- a. Inform the District Board members of their KIWIN'S, Circle K, Builders Club, K-Kids, Aktion and Kiwanis counterparts. (2/11)
- b. Update the District about Kiwanis Family activities, ways to promote Key Club, project ideas, and current contests.
- c. Insure Kiwanis Family interaction at the Executive Committee level. (1/98)
- d. Promote the CNH Kiwanis Foundation programs, activities, events, and support of the CNH Key Club District. (2/11)

#### 124.26 Member Relations

This committee is responsible for promoting membership education, membership growth, new club building, the objects of this organization and the Key Club core values. To perform these tasks, four focus areas are identified with required tasks. (2/11)

#### Technology (2/11)

- a. Promote the International graphic standards
- b. Assist the Technology Editor with the CNH CyberKey to ensure it is up to date, user friendly, and a valuable resource for members and advisors
- c. Provide templates in various programs using graphic standards for use by Board members, club officers, advisors, and members
- d. Encourage member participation in the graphics department and convention technology-based internships.

#### Resources (2/11)

- e. Inform the Board and Club Officers about Key Club promotional literature.
- f. Develop a description of an ideal membership and procedures to use to attain that.
- g. Revise and distribute training materials.
- h. Gather resource materials to share with the District membership

#### Education (2/11)

- i. Educate the Board and Club Officers about effective membership drives.
- j. Assist Lt. Governors with RTC workshops.
- k. Plan subjects for Convention workshops and locate speakers. (1/98)
- l. Promote the objects of Kiwanis and Key Club
- m. Promote the core values of Key Club
- n. Provide materials to promote understanding of diversity and methods to embrace diversity.

#### 124.3 Committee Operation

##### 124.31 Meetings

Each Standing Committee shall meet at least once each month using District sponsored technology or other method as approved by the Governor and/or District Administrator. Committee meetings shall be held at least once in conjunction with every District Board meeting. Additional meetings may be called by the Chair as necessary during the year. The Committee Secretary shall provide notice of committee meetings to each member of the committee and the Executive Committee and Kiwanis Advisor/s at least two weeks prior to the scheduled meeting (this only applies when committee meetings are not held in conjunction with Board Meetings). (2/11)

#### 124.32 Work Accomplishment

Each committee shall create an action plan and set goals to carry out the Executive Committee directives for the year, discuss procedures and make assignments for the actual work to be done during the year. Work shall primarily be done during the periods between Committee meetings. This will best be done using the district committee reflectors, telephone or other approved current business practices. Failure of committee members to perform assigned tasks shall result in disciplinary action or removal from office. (2/11)

#### 124.33 Chair Duties

The Chair of each Standing Committee is appointed by the Governor with the approval of the District Administrator. The Chair should become familiar with the directives of the Committee and discuss the plans for the year with the Mentor who is assigned by the District Administrator. (2/11)

#### 124.34 Organization

The Chair will appoint a Secretary to take minutes at all meetings of the committee. These minutes must be submitted to the Governor, Mentor, Committee members, District Administrator and District Secretary. The Chair may also appoint subcommittees as necessary to accomplish the work assigned. (2/11)

#### 124.35 Reports

Each standing committee shall present an oral report at each Board Meeting and submit a written report at the discretion of the Governor and District Administrator. The written report, approved by the Governor and Administrator, shall delineate the activities of the previous periods, the number of meetings held, the attendees at each meeting, and the recommendations to the Board. The minutes shall be included as well as any recommendations made to the Board. At the final Board Meeting at the District Convention, each committee shall present a written report of the year's activities and any recommendations for the next year's Board. (8/04)

#### 124.36 Committee Mentors

The District Administrator shall appoint Kiwanians as mentors to each committee. The duties of the mentor shall be to attend all committee meetings, keep in close contact with the Chair during the year, assist the chair in motivating committee members to participate in the work between committee meetings, assist the chair in organizing additional committee meetings, offer advice on matters of committee business, and assist the Chair in the committee reports to the Board. (2/11)

The District Administrator may appoint additional Kiwanians to serve as a support team to each committee. The duties of the support team shall be identified by the individual committee mentor and approved by the District Administrator. (2/11)

## 130 DISTRICT CONVENTION

Pursuant to the provisions of Article 7 of the International Constitution and Article 5 of the International Bylaws, the District shall hold an annual convention at a time and place mutually agreed upon by the District Board of Trustees, the sponsoring Kiwanis District, and the Board of Trustees of Key Club International.

### 130.1 Purpose

The purpose of the District Convention shall be the following:

- a. Transaction of District business, including the preparation and presentation of reports, the election of officers, and the adoption of District Bylaw amendments and resolutions.
- b. Education and inspiration for Key Club activities, reemphasizing the importance and value of the members, Divisions, Regions, the District, and International as a means of improving the efficiency and effectiveness of club operations.
- c. Recognition of members, advisors, clubs, and divisions for their accomplishments.
- d. Fellowship, entertainment, and training of officers and members.
- e. Development and selection of participants, contest winners and reports for the International Convention. (1/98)

### 130.2 Location

It is the policy of this District to alternate convention sites, according to availability, between Northern and Southern California cities. Convention sites will alternate as determined by the Board. (2/11)

### 130.3 Code of Conduct

The District Board will set the code of conduct for the District convention prior to the Convention and shall notify all Key Clubs of the Code, which shall be adhered to by all persons attending the Convention. This code shall include a mandatory dress code, curfew, substance abuse policy and rules regarding the socializing between persons attending the convention. Violations of the Code may result in expulsion from the Convention, notification of the Key Club, sponsoring Kiwanis Club and school, and possible exclusion of that club from future conventions. (1/98).

### 130.4 Security

The responsibility for maintaining security for the convention and the compliance with the rules of conduct for the convention shall be governed by the Sergeant-at-Arms committee and the District Administrator. (1/91).

## 131 Convention Planning

### 131.1 Convention Committee

The District Convention Committee, appointed by the Governor, shall have overall responsibility for producing the District Convention with assistance and approval from the Executive Committee, the District Administrator, the Committee Advisor, and the Kiwanis Director of Service Leadership Programs. The Chair shall appoint subcommittees as required to carry out the tasks to be performed at the convention. During the course of the year the committee shall carry out duties necessary to ensure a smooth flow of progress and a well organized convention. Those duties include but are not limited to: (2/11)

- a. Spend the entire year becoming familiar with the convention site. Know the hotel, convention center and surrounding area intimately. Become acquainted with the hotel staff. Obtain maps of the hotel and convention meeting rooms to be used.
- b. Organize subcommittees. Some functions are carried out by Key Club Standing Committees as described in subsequent subsections of his manual; others must be assigned by the convention committee such as host committee, dinner committee, arrangements, etc.



- c. Arrange the program (sequence of activities) by November 15. This is of primary importance for producing the printed program.
- d. Meet/communicate with the other Key Club committee chairs as necessary to ensure that they are aware of the arrangements and that the convention committee is aware of their responsibilities.
- e. Present the budget and registration fee at the Summer Board meeting.

#### 131.2 Host Committee

The host committee shall consist of Key Club members and adults assigned as required to perform the duties set forth by the Convention Chair. Key Club members will be members of clubs in the locality of the convention. The host committee shall provide assistance as assigned by the Convention Committee during the period from pre-registration time to adjournment. (1/98)

#### 131.3 Sergeant-at-Arms Committee

The Sergeant-at-Arms Chair shall be appointed by the District Governor with the assistance of the Sergeant-At-Arms Mentor and approval by the District Administrator. The Sergeant-At-Arms Mentor is appointed by the District Administrator. The Chair is responsible for seeing that the committee carries out its duties with courtesy and that the members of the committee do not abuse the rules themselves. Members of the committee shall be selected/appointed from attendees at the convention. The committee responsibilities include: (2/11)

- a. Preservation of order for all convention functions and in all the hotels occupied by Key Club members.  
The committee will control all entrances for all meetings for the purpose of maintaining an orderly entrance and exit.
- b. Lending assistance to the Policy, International Business, & Elections Committee in maintaining control over the House of Delegates and caucuses. (2/11)
- c. Assisting all Key Club members in abiding by the convention Code of Conduct. (1/98)

#### 131.4 Expo Committee

The Expo Coordinator shall be appointed by the District Governor with the assistance of the Expo Mentor and approval by the District Administrator. The Expo Mentor is appointed by the District Administrator. The Expo Coordinator is responsible for seeing that the committee carries out its duties of arranging and conducting a successful Expo at District convention. (2/11)

### 132 Convention Operation

#### 132.1 Registration

The Cali-Nev-Ha District Office shall post all convention registration forms for all Key Clubs in the District on the CNH CyberKey. Each Club shall complete the forms according to instructions and return them with the proper fees prior to the deadline for registration. Any registrations received after the deadline may be returned. (2/11)

The District Office and the Director of Service Leadership Programs will make most arrangements and contracts with the convention hotel(s). Rooming arrangements with the hotel will be coordinated by the District Office directly or through a local Convention Housing Bureau. All convention registrants must be housed in convention approved hotels. (2/11)

#### 132.2 Policy, International Business, & Elections Committee (2/11)

The District Office will provide a list of preregistered delegates and alternates. The Policy, International Business, & Elections (PIE) Committee will be responsible to certify that no more than two voting delegates from each club are given credentials for voting. This shall be accomplished by providing adequate publicity and identification so that all club delegates check in and receive their identifying ribbons. The PIE Committee shall be responsible to schedule times for the credentials desk and shall



provide adequate personnel for registering delegates during the convention and prior to the commencement of the House of Delegates. (2/11)

One of the most important functions to be performed at the convention is the election of District Officers for the coming year. The responsibility for ensuring that the election is conducted in the fairest manner possible falls to the PIE Committee. This committee, and the Chair specifically, have many responsibilities during the three days of the convention. They are: (2/11)

- a. Chair the candidates meeting on Friday to describe the election process.
- b. Have a representative at the Sergeant-at-Arms and Caucus Moderators meetings to explain caucus procedures. (2/11)
- c. Have a representative at the credentials desk during registration to ensure that delegate credentials are valid.
- d. Schedule the candidates and monitor the proper conduct of caucuses.
- e. Control the issuance of ballots at the Nominating Conference and House of Delegates.
- f. Conduct the voting and counting of ballots as described in Sections 133.6 and 133.7. (1/98)

In addition, this committee prepares resolutions to be read and approved at the House of Delegates recognizing those who have had a profound effect on the success of the district and the achievements of the district membership. (2/11)

#### 132.3 Member Recognition Committee (2/11)

Arrangements for the presentation of awards at the convention are the responsibility of the Member Recognition committee in conjunction with the mentor appointed by the District Administrator. In carrying out these duties, the following should be included: (2/11)

- a. Make arrangements for judges to be assigned for each contest. Coordinate the selection of Key Club members and Kiwanians with the Governor and District Administrator respectively.
- b. The Chair should ascertain the awards necessary and work with Administration to keep all arrangements in order at least two weeks before the convention. (2/11)
- c. The Chair should send a memorandum to all judges and contest chairs at least two weeks before the convention reminding them of their responsibilities. They should receive a copy of the judging criteria and be requested to attend a meeting of judges during the convention where their entire duties will be outlined and questions answered. The Chair must ensure that the awards are in the proper places at the proper time for presentation. (2/11)
- d. The committee must work closely with the Kiwanis Staging Committee to ensure that the entire Awards ceremony is properly planned, scripted, and staged. (2/11)

#### 132.4 Workshops

The Member Relations Committee in concert with the Convention Committee will establish the workshops and seminars, select the presenters, and develop the schedule. The workshops, at a minimum, shall include a seminar for Presidents, Secretaries, Treasurers and the District Project. Additional workshops, educational in nature, will be planned to fill the time available. (2/11)

#### 132.5 Convention Advisors

The District Administrator will select a Convention Mentor from the Kiwanis Key Club Committee. The mentor will assist the Convention Committee, be the primary aide to the Convention Chair and assist in the conduct of the convention. The mentor will consult with the local Kiwanis Clubs in the convention city to select a Kiwanis Host Committee advisor. The principle purpose of the Kiwanis Host Committee advisor is to provide local adult support and community knowledge for whatever purpose it may be needed, usually evening security, contest judging, and registration. (2/11)

### 132.6 Board Dinners

Two dinners are usually planned for the Thursday evening before the convention opens, one for the current Board which can be termed as a farewell dinner or evening activity. The second dinner is for the incoming Board and is an informal affair. The Board Farewell Dinner is planned by the Convention Committee in conjunction with the Governor and is held at a location near the convention site.

The Incoming Board dinner is planned by the Administrator and is held at the convention hotel or convention center. This dinner is provided during the New Board training conference. Some Kiwanis Key Club Committee members usually attend this dinner and assist in arrangements. (2/11)

### 132.7 Guests

The Key Club image at the convention is very important. This is especially true in relation to the way guests are hosted. The Convention Committee should make arrangements to meet special guests and entertainers and provide for escorts for convention guests as necessary. Reserved seating should be available for guests for each session and ensure that guests are aware of any special seating arrangements. (2/11)

## 133 Election Process

### 133.1 Candidates Meeting

The Elections Committee Chair shall chair the Candidates Meeting on Friday afternoon of the Convention weekend.

- a. Each candidate must be in attendance during the course of the meeting. The failure of a candidate to be present shall result in the disqualification of that candidate. The Governor should be in attendance. This should be an informal meeting with the following agenda items:
- b. Candidate affidavit check. Every candidate must have previously submitted all required documents to apply for a District Officer position. No candidate will be permitted to campaign without the prior submission of all documents. The Chair should read the names of candidates and the office for which they are running. (2/11)
- c. The rules of campaigning. The Chair or Governor shall present the rules to be adhered to during campaigning and the penalties for not adhering to them. The Election Committee Chair will describe the campaign material posting rules. (8/04)
- d. Caucus rules. The Governor and Election Chair will describe the caucus rules to the candidates and discuss timeliness and maintenance of the candidate schedule. Caucus schedules will be prepared by the Election Committee and provided to each candidate and Caucus Chair. (1/98)

### 133.2 Sergeant-At-Arms Meeting

An Election Committee representative will attend the Sergeant at Arms meeting on Friday to request assignment of Sergeant-at-Arms at the following meetings: three (3) persons at each Caucus (from the Regions involved), six (6) persons (not voting Delegates) at the Nominating Conference and House of Delegates. (2/11).

### 133.3 Caucus Moderator Meeting

Persons attending this meeting should be the District Administrator, Governor, Election Committee Chair, Elections Committee Mentor, the Caucus Moderators, and the Kiwanis Caucus Room Moderators. This should be an informal meeting and include the following items: (2/11)

- a. General Rules. The Administrator, Governor, and Election Committee Chair will brief the Caucus Moderators and Kiwanis Caucus Room Moderators on the rules of conduct for the Caucus, the attendance requirements, sample question handout, decorum and the procedure to follow if candidates do not arrive on time. The room must be clean when the caucus is completed. (2/11)

- b. Door Procedures. Doors to the Caucus Room will be closed when a candidate is present and will not be opened until the candidate leaves. Sergeant-at-Arms on the outside of the room will inform the inside guard of waiting candidates. No one, including adults, will be allowed to enter or leave the Caucus Room when the doors are closed. Doors may also be closed because of a private caucus meeting. The same entry rules apply then
- c. Introductions. Important visitors should be introduced by the Caucus Chair at the discretion of the Chair or on suggestion of the Regional Advisor present. (1/98)

#### 133.4 Regional Caucuses

The Governor appoints a Moderator and assistant/s to conduct each Regional Caucus at the District Convention. It is the responsibility of the Moderator to ensure that the members of the Caucus treat the candidates with respect and that the Caucus is conducted in an orderly manner and in good taste. To aid the Moderators in attaining these goals, the following policy shall be followed: (2/11)

- a. Sample questions will be published in the Candidates Booklet. These questions will be approved by the Administrator and Governor. Questions that are personal, in bad taste, or of a harassing nature to the candidate will not be allowed to be answered by the Candidate. The candidates are not to be touched, asked to ingest any material or asked to partake in any behavior which is in poor taste. Rude behavior will not be tolerated. (2/11)
- b. To further assist the Moderator one of the Regional Advisors will be present during the Caucuses and will be responsible for ensuring that the policies of the District are followed. (2/11)
- c. To ensure that all candidates receive fair and like treatment during the caucus, a timing device will be used for timing candidate appearances. It is the Moderator's responsibility to ensure that the device is started when the candidate starts the presentation. The Moderator should ensure that the candidate is released at the scheduled time. (2/11)

#### 133.5 Delegates

Each Key Club in good standing may qualify two delegates to vote at the convention. The voting takes place at the Nominating Conference and the House of Delegates. In addition, each elected member of the Key Club District Board is a delegate-at-large and eligible to vote.

Ballots will be available at entrance/s to the delegate seating areas. Delegates must be wearing a delegate ribbon that was previously issued at delegate registration. As these delegates are admitted, each is given a blank ballot and will be seated in the delegate section of the room. If a person leaves the delegate chamber, the ballot will be surrendered and reissued upon return, with offices invalidated for candidates that have already appeared. There is no proxy voting. (1/98)

#### 133.6 Nominating Conference

There shall be a Nominating Conference only for the District offices for which there are more than two candidates and for International endorsements for which there are more than two individuals seeking endorsement for President/Vice President or more than four individuals seeking endorsement for Trustee. The purpose of the Nominating Conference is to reduce the number of candidates for a District office or International President/Vice President endorsement to two or International Trustee endorsements to four. The finalists shall then compete for that office or endorsement at the House of Delegates. Where there are two or less candidates for a District office or President/Vice President endorsement or are four or less seeking an International Trustee endorsement, those persons will not appear unless approved by the Governor. The conference shall proceed as follows: (2/11)

- a. The membership of the Nominating Conference shall consist of the delegates-at-large and two delegates representing each club in attendance at the convention. Should a delegate leave the Conference prior to adjournment, the ballot shall be returned to the Elections Committee. When the delegate returns for reentry, a ballot will be returned with any offices invalidated for which the candidates have already appeared.

- b. The Nominating Conference shall not be a closed session. Entry and exit will be allowed when there are no candidates in the room. Delegates are subject to the ballot restrictions noted in paragraph (a).
- c. Observers shall be admitted to the conference at the discretion of the Administrator and Governor and shall be seated in a spectator section, and no interaction with delegates shall be allowed.
- d. The Chair shall be the District Governor.
- e. The Secretary shall be the District Secretary.
- f. In the event that the District Governor is a candidate for office, the District Administrator shall select another person as Chair. In the event that the District Secretary is a candidate for an office, the District Governor shall appoint a replacement.
- g. The Tellers shall be members of the Elections Committee.
- h. The candidates will be introduced to the Conference and voted on in the following order: Governor, Secretary, Treasurer, Editor. There will be no speeches or questions. When all the candidates for a given office have been introduced, the delegates shall mark the ballot for that office and the ballots collected and counted by the Elections Committee. (2/11)
- i. At the conclusion of the voting and selection for a given office, a candidate not selected for that office may ask to be considered a candidate for International Endorsement. If that occurs, the candidate will reappear and be introduced with the International Endorsement. If the candidate declares at the beginning of the conference not to run for Endorsement, the person may remain in the Conference after the voting for that person's office. If the Key Club member is a delegate, the individual shall receive a ballot for all subsequent offices to appear. If the Key Club member is not a delegate, the individual may remain in the visitor section. (1/98)

### 133.7 House of Delegates

The House of Delegates provides a forum for the candidates for each office to present their final message to the District delegates. At the conclusion of balloting for District offices, the Chair of the Policy, International Business, & Elections Committee will present any proposed District Bylaw changes that have been approved for presentation to the delegates. A majority vote by the delegates is needed for adoption of Bylaw additions or revisions. Finally, the Chair of the Policy, International Business, & Elections Committee will present the Convention Resolutions for approval by the House of Delegates. (2/11)

- a. The membership of the House consists of the delegates-at-large and two delegates from each club in attendance. The Governor shall be the Chair. The District Secretary shall be the Secretary. In the event that the District Governor is a candidate for office, the District Administrator shall select another person as Chair. In the event that the District Secretary is a candidate for an office, the District Governor shall appoint a replacement.
- b. When the Governor convenes the House, delegate entry and exit will only be allowed during periods between candidate presentations. If a delegate leaves the House, the delegate's ballot will be surrendered to a member of the Elections Committee. The ballot will be returned upon reentry with offices invalidated for all candidates that have already appeared regardless of when the delegate left the room.
- c. A spectator section will be provided which is separate from the delegate seating area for non-delegate Key Club members and adults. Quiet must be observed at all times. Entry and exit of spectators will only be allowed during periods between candidate presentations.
- d. When each candidate has completed their presentation to the House, they must remain in the House and sit in the delegate section if they are a delegate and be given a ballot for their office and all subsequent offices. If a candidate is not a delegate, the candidate must remain in the spectator section.
- e. When the marking of the ballots is complete, the ballots will be collected by the Elections Committee and remain in its custody until counted and destroyed. Ballots must be counted in a manner allowing only the Elections Committee members who are not candidates for office and the committee advisors

to know the final results. Those results will be placed in individually sealed envelopes and handed to the person announcing the results at the designated time.

- f. The Elections Committee chair will collect the Governor's (Chair's) ballot and keep that ballot separate during the counting process. That ballot will only be used in the event of a tie. All ballots will be destroyed at the completion of the convention.
- g. The order of proceedings at the House of Delegates is as follows:
  - Call to Order
  - Flag Salute
  - Inspirational Moment (2/11)
  - Governor explains the procedures for the House
  - Candidates are called one at a time (Governor, Secretary, Treasurer, Editor, Endorsement) (2/11)
  - Candidates will answer Set Question/s.
  - When the candidates for one office have finished, the delegates shall mark their ballots for that office.
  - Ballots are collected when all candidates have finished making their presentations.
  - Presentation of proposed Bylaw changes.
  - Vote on Bylaw change proposals.
  - Presentation of Resolutions.
  - Vote on Resolutions.
  - Announcements
  - Adjournment.
- h. The delegates must vote for one of the choices for each office. The delegates shall have the additional option of voting for "none of the above". This option for offices with only one candidate would mean the delegate is casting a vote of "no-confidence." This option for an individual seeking an International endorsement would mean the delegate does not believe that the candidate should be endorsed by the District. (2/11)

#### **134 Member Recognition**

Each Key Club in the District is encouraged to submit an Achievement Report which is included in the club monthly report file, to nominate persons for the individual awards and to compete in District contests. Clubs should plan their yearly activities to take advantage of the most appropriate contests for their own situation. 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. (2/11)

#### **135 Workshops**

Workshops at the District Convention are designed to educate club and division leaders about particular aspects of the jobs that lie before them. The more they learn at the forums, the more effective the members and adults will be. This should be done by presenting training, ideas and important facts for the members and advisors in attendance. It is expected that each Key Club in attendance will organize their members to attend the appropriate forum. It is also expected that every member in attendance will attend a workshop.

## 140 ELECTION PROCESSES (PRE-CONVENTION)

### 141 Club Officers

Club elections should be conducted in January to March so that the new officers may attend District Convention and attend the training workshops. Club officer 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 election procedures described in the International, District and club bylaws. New officers should assume office on May 1 and serve until April 30. (2/11)

### 142 Lt. Governor

#### 142.1 Agreement to Serve (08/05)

Each candidate for Lt. Governor must complete an Agreement to Serve form and submit it to the District Office no later than one week prior to the Divisional or Regional Conclave. This form is available on the CNH CyberKey. The form must have all of the required signatures when submitted. (2/11)

#### 142.2 Election Procedures (08/05)

Each Lt. Governor candidate must be a member in good standing of a club in good standing and have been a member of that club for at least four (4) months. The Lt. Governor is selected at a conclave held in January or February and no later than four weeks prior to District Convention consisting of a maximum of two delegates from each club in good standing from the respective division. A quorum (50% or more) of clubs in good standing, not delegates, must be present in order to proceed with the election process. The following procedures shall be used to elect the new Lt. Governor. (2/11)

- a. In order to run for the office of Lt. Governor, each candidate must submit to the District Office no later than one week prior to the Conclave the signed Agreement to Serve form. Each candidate must attend the Conclave, no video or other electronic means of broadcasting are allowed. (2/11)
- b. In the case where the current Lt. Governor is seeking re-election to office and there are opposition candidates, the Regional Advisor shall conduct the election proceedings. In all other cases, the current Lt. Governor shall be in charge of the Lt. Governor election. (2/11)
- c. Each club in good standing is permitted a maximum of two delegates who shall be identified prior to the candidate speeches. Each delegate shall vote by secret ballot after all the candidates have spoken and answered questions. All delegates shall have an option of casting a ballot of no confidence. Ballots left blank or contain multiple votes shall not be counted. (2/11)
- d. Each candidate shall speak of their qualifications for three (3) to five (5) minutes in front of the Divisional members at the Conclave. Immediately following the speech, the candidate shall have a period not to exceed four (4) minutes to answer any caucus type questions from conclave members or a randomly drawn pre-approved question from a container. While each candidate is speaking, all other candidates shall be out of the room. (2/11)
- e. If there are more than two (2) candidates running for Lt. Governor, the delegates shall cast a secret ballot and the two that have the most votes will continue to compete for the office. Additional caucus time not exceeding three (3) minutes should be allowed. (2/11)
- f. The candidate with a majority (50% +1) vote in the secret ballot shall be the winner. If a tie occurs, only one delegate from each club shall be allowed to vote. No additional caucus time will be permitted. If there is an even number of clubs, the Lt. Governor shall cast a vote and give the ballot to the Regional Advisor before the delegates cast their vote. The vote would be counted only if the secret ballot of the delegates results in a tie. (2/11)
- g. When the balloting results in a winner, the Lt. Governor shall declare that voting is finished and announce the winner at the proper time in the agenda. (2/11)
- h. After the conclave, the Lt. Governor and Regional Advisor shall inform the winning candidate of Lt. Governor-Elect tasks to be completed before District Convention, complete and submit the Conclave Report to the CNH Archive, and submit the Lt. Governor-Elect's name to the District Office and



District Administrator. The current Lt. Governor should write thank you letters to the losing candidates, making sure they know about other leadership opportunities. (2/11)

- i. If there are no candidates for Lt. Governor, the Governor, District Administrator and Regional Advisor shall refer to policy 123.22 and do all in their power to find and appoint a Lt. Governor before the District Convention. (4/94) (Added by the Kiwanis Policy Committee) (2/11)
- j. The Lt. Governor and Regional Advisor shall confirm the Lt. Governor Elect is registered through his/her home club for convention. Convention housing for the Lt. Governor-Elect shall be arranged by the District Office. (2/11)

#### 142.3 Campaign Material (01/09)

The election process and campaign for the office of Key Club Lieutenant Governor should not be taken lightly. Candidates running for this position must abide by the following campaign rules in order to ensure fair and unbiased elections:

- a. Candidates will only be permitted a Candidate's Profile, included in the Division Candidate Booklet published by the Lt. Governor, as campaign material before and during the election process.. The Candidate Profile standards shall be consistent with those used for Executive Officer elections at District Convention. (2/11)
- b. The one piece of literature shall be defined as being one 8.5x11 inch page double sided, or two 8.5x11 inch single sided pages. The piece of literature may be designed in any way that is appropriate. Elements of the literature should include, but are not limited to: biographical information, resume, and platform. The literature may be in either color or black & white print. (2/11)
- c. The candidate will submit his/her candidate profile to the current Lieutenant Governor prior to the conclave to be included in the Division Candidate Booklet. The Lieutenant Governor will then distribute the Candidate Booklet to the division with sufficient time for division clubs to prepare for the conclave. (2/11)
- d. The use of gifts or distribution of any other material (i.e. pins, candy, club visits, etc) is strictly prohibited, and may result in the candidate forfeiting his or her candidacy.
- e. Candidates are ideally judged based upon their qualifications and attributes at the divisional conclave. Campaign strategies should keep this in mind.

### 143 District Officers

#### 143.1 Candidates for District Office

Any person who is a member in good standing in a Key Club of good standing of this District may run for an elective office on the District Executive Committee. To do this, the candidate must submit a Statement of Candidacy form stating an intention to run and an Agreement to Serve. Information concerning the procedures for running for office and all forms are posted to the CNH CyberKey by October 1. All candidates must understand, sign and deliver the Statement of Candidacy to the District Office by the date specified, which will be at least 30 days prior to the start of the District Convention. The parents or guardian of the candidate must also understand and sign the Statement of Candidacy and Agreement to Serve forms in addition to the other required signatures. Failure to deliver these documents on time will result in the disqualification of the candidate. It is suggested that candidates mail these documents to the District Office at least one week prior to the deadline. (2/11).

#### 143.2 Campaign Material

Candidates will only be permitted a Candidate's Profile, published by the Policy, International, and Elections Committee, as campaign material. Specific instructions for providing material for inclusion into the Candidates Profile will be provided by the District Office and is also available from the Chair of the Elections Committee. All time requirements and instructions for inclusion into the Candidates Profile must be complied with in order to be included in this packet of material. (8/04)

## 150 FINANCIAL

### 151 Member Dues

Each Key Club is required to pay \$4.50 per year for District dues for each of its members. International Dues shall be paid as required by Key Club International. Dues are effective on the date that the member is inducted, or, in the case of a continuing member, on October 1. A membership list must accompany the dues payment. Each person who registers to attend the District Convention must be a dues paying member of a club in this District unless specifically invited by the Governor. The District Office shall not allow a person to register for the convention if their name does not appear on a club roster. (4/05)

### 152 District Budget

The District Administrator is responsible for the preparation of the preliminary District Budget and submittal of that budget to the Kiwanis District office for preliminary approval and subsequent final approval by the Kiwanis Board of Trustees. The District Budget shall be balanced. It shall be presented for discussion at Executive Committee training and submitted for approval by the Key Club District Board at the first Board Meeting. The Budget shall provide for the needs of the Key Club District in accordance with its ability to provide income from dues and other sources. Lt. Governor budgets, as a line item in the District Budget, shall be formulated by the District Treasurer in a fair and impartial manner in consideration of Division geographical and size considerations. Lt. Governor budgets shall be approved by the District Executive Committee before being incorporated into the District Budget. (1/98)

### 153 Reimbursement Policy

The following policy shall apply to all expenses paid to Key Club District Board members in the performance of official Key Club duties in the Cali-Nev-Ha District. (8/91).

#### 153.1 Board Meetings

- a. District Board meeting expenses for all members of the Board of Trustees are paid by the Kiwanis District Training Fund. Travel costs will be reimbursed. Vouchers for these expenses should be submitted directly to the District Office and not to the Key Club Treasurer. Housing will be provided for one night unless otherwise specified. A meal may be provided. Meals not provided must be paid for by the Key Club member.
- b. Members are expected to arrange ride sharing with Region Advisors. Key Club members must obtain permission from the Administrator to drive a personal car to Board Meetings. Mileage will be reimbursed at the rate as set by the Kiwanis District Board of Trustees. (2/11)
- c. If air transportation is required, the following rules apply:
  - Authorization to fly must be obtained in advance from the District Office or the Administrator.
  - Reservations will be made by the District Office.
- d. Vouchers for expenses must be submitted to the District Office within ten (10) days of the conclusion of the Board Meeting.
- e. Expenses will be paid for three (3) Board Meetings. Expenses for attending the Board meeting at the Convention are not reimbursable by the Training Fund. (2/11)

#### 153.2 Region and Committee Expenses

The following policy applies to all expenses for Lt. Governors in pursuing their duties within their Region and District Committee work and for Executive Board members in the performance of their duties as outlined by the Governor. These expenses are paid by the Key Club District budget funded by Key Club dues. Vouchers must be submitted to the Kiwanis District Treasurer. An electronic notification of all voucher submissions shall be sent to the Key Club District Treasurer, District Administrator or designated individual, and the Director of Service Leadership Programs. The District Office will not pay any vouchers which have not been approved by the Treasurer. Expenses related to functions outside the Region (except for committee meetings) will not be reimbursed. (2/11)



Vouchers for expenses must be submitted within ninety (90) days of the date the expense was incurred. For telephone calls, this is ninety (90) days after the date of the bill from the telephone company. Vouchers for expenses incurred during April to June at the beginning of the term may not be submitted until July 1. Vouchers for expenses incurred during March and April at the end of the term must be submitted by May 1. Vouchers must be submitted to the Kiwanis District Treasurer. The Treasurer will denote the approved payment and send the voucher to the District Office. (2/11)

#### 153.21 Lt. Governor Division Expenses

These expenses will be reimbursed on a formula determined by the Governor and Treasurer. (1/98)

#### 153.22 Mileage Reimbursement

Mileage reimbursement shall be consistent with the reimbursement rate designated by the Kiwanis District Foundation (6/06)

#### 153.23 Telephone Expenses

Telephone expenses will be paid for long distance (and zone) charges only. Duration of any call in excess of a time to be determined by the Treasurer and Governor will not be reimbursed unless a special explanatory form has been completed. Reimbursement will not be made for more than one call per day, two (2) per seven (7) day period to the same phone number. Calls of less than two minutes are not included in this restriction. A copy of all receipts must be sent with the voucher. This includes a copy of the telephone bill with the calls (and the person called) identified. (1/98)

#### 153.24 Committee Expenses

Expenses incurred as a result of District Committee work must be approved by the Governor and the Committee Chair. (8/92)

### 154 District Convention

Complimentary housing will be provided for the three nights of the convention for all Lt. Governors-Elect. Complimentary registration and housing will be provided for the three nights of the convention for elected and appointed District Board members who have completed at least two-thirds of their assigned work for the year and at least 50 hours of community service unless otherwise specified by the District Administrator. This is funded by the Convention budget. No other rooming expenses are provided. No transportation reimbursement to the convention is provided. If the Lt. Governor has funds remaining in their District budget, expenses for the convention may be requested by voucher to the District Office and receipts must be provided. Requests for reimbursement must be made by May 1. (2/11)

## 160 TRAINING

### 161 District Board

#### 161.1 Governor

The Governor shall attend a Governors' Training Conference sponsored by Key Club International. The District Administrator will accompany the Governor. Travel expenses are included in the Governor-Elect budget. (2/11)

#### 161.2 Executive Committee

Each Executive Committee member should carefully review the files of the Committee predecessor with that predecessor. The Governor shall provide the criteria used by Key Club International to become "distinguished" and train each member using the outlines provided by International. Each member should attend the International Convention to be trained for such office. (1/91)

#### 161.3 Lt. Governor

There are various types of training, informal and formal sessions, which are available for the Lt. Governors before, during, and after taking office. (2/11)

#### 161.31 Candidates

A Candidate Training Conference Coordinator shall be selected by the Governor and approved by the District Administrator. The CTC Coordinator, the District Administrator and other designated individuals shall arrange district sponsored training conferences for potential Lt. Governor candidates as per policy 162. (2/11)

#### 161.32 Pre-Convention

When the Lt. Governor is selected at the Divisional or Regional Conclave, the Regional Advisor will make arrangements to meet with the Lt. Governor to provide informal training as to the duties and requirements of the office. If possible the Regional Advisor should meet with the parents to further describe the Lt. Governor's tasks. (2/11)

The Administrator and designated others shall provide technology-based, formal training sessions on selected topics for Lt. Governors. (2/11)

#### 161.33 Convention

The day before the opening session of the Convention is a mandatory meeting for the new Lt. Governors. At this meeting they will receive formal training in the duties of their office from the District Administrator and others. (2/11)

#### 161.34 First Board Meeting

A weekend of training will be conducted by the Governor and District Administrator during the month of May after the Convention and is intended to train and motivate the new officers in a positive and creative atmosphere. Other District Officers will assist the Governor in training as will special guest motivational and subjective speakers. A Lt. Governor Manual will be provided and discussed which will be used as a reference manual for the remainder of the year. The Lt. Governors will be introduced to their committees and receive the goals and expectations of those committees. (12/84)

### 162 Candidate Training Conference

The District will conduct training conferences for all candidates who desire to compete for a District Executive or International office. Every person who intends to be a candidate should attend a training seminar. Registration is mandatory and preliminary assignments may be required. Information and registration forms are available on the CNH CyberKey. (2/11)

The Conference for Lt. Governor candidates is held in January at approved locations throughout the District. The conference will last one day and cover all aspects of the duties of the office and the techniques for conducting a campaign. A minimal fee may be charged to cover conference expenses. Transportation is the responsibility of the attendee. (2/11)

The conference for Executive candidates and those seeking International endorsement is held in February at the Kiwanis Professional Center. The conference will last for one day and cover all aspects of the duties of each office and the techniques for conducting a campaign. Costs at the Conference are covered by the Key Club District Training Budget. Ground transportation is the responsibility of the attendee. Required air transportation is covered by the Key Club District Training Budget. (2/11)

A manual will be provided to include most of the information covered at the seminar. The manual will only be available at the seminar. Candidates desiring to attend the Candidates Training can make arrangements or obtain information by contacting the California-Nevada-Hawaii Key Club District Office. Non-candidates may attend the seminar by invitation only. (2/11)

### **163 Regional Training Conferences**

The Lt. Governors in a Region or geographic area and the respective Regional Advisors shall arrange and conduct a Training Conference for the club officers and members within the included Divisions. These conferences are held on a Saturday or Sunday in September or October. All clubs in the included Divisions shall be invited and encouraged to attend with their advisors. The District officers shall be invited to attend and participate in the training sessions to conduct workshops pertinent to their respective office. (2/11)

## 170 CLUBS AND MEMBERS

Kiwanis District Policy, Section 722, specifies requirements concerning procedures for Key Clubs when participating in functions outside the normal club operation area.

### 171 Administrative Year

The Key Club Administrative Year shall be from the first of May until the following April 30 in accordance with Key Club International Policy and Bylaws. (1/92)

### 172 Election of Officers

Officers for each individual club should be elected in January or February and serve as "officer-elects" until the conclusion of District Convention or May 1. This period of time should be used to train the officers in their duties and allow them to plan for their year as officers. (2/11)

### 173 Club Officers Training

Newly elected club officers should attend the annual District Convention held immediately following their election. They should attend the relevant training sessions pertaining to their office at the Convention. All officers and interested club members should attend the Regional and Division Officers Training Conferences for additional training. The officers should attend such additional training sessions which may be provided by the Lt. Governor and their sponsoring Kiwanis Club. (1/92).

### 174 Good Standing

Good Standing is a club or member status that depicts that the club or member is in good graces with the District and International with regards to financial status and well as conduct in meeting Key Club standards. Nothing in this section prevents or overrules any action taken by club, school, or Kiwanis authorities on the local level. (1/98)

#### 174.1 Financial

Any member or club more than sixty (60) days in arrears for any indebtedness to Key Club International or to the Cali-Nev-Ha District or for any annual dues to either International or the District, shall be considered not in good standing. All members of a club not in good standing are ineligible to attend either the International or District Conventions; its members are ineligible to vote at their Division Conclave, to receive any scholarships that are designated for Key Club members or to campaign for any division, district or International office.

The club may be reinstated to good standing by paying their indebtedness to International and/or the district and the members whose names appear on the club roster submitted with the dues payment will also be reinstated. (1/98)

#### 174.2 Conduct

Any member or club that fails to conform to the Constitution and Bylaws of Key Club International or the Cali-Nev-Ha District, or these policies, or that fails otherwise to conform to the accepted standards and rules established for clubs and/or members shall be considered not in good standing.

The club may have its charter and any member may have its membership suspended or revoked, or may be otherwise disciplined by a two-thirds (2/3) vote of the Board of Trustees at a special hearing; provided that a copy of the charges with a notice of hearing shall be sent by mail by the District Administrator to the last reported President and Secretary of the Key Club and sponsoring Kiwanis Club thirty (30) days before the hearing. (1/98)

### **175 Reporting**

Club Monthly Report Forms (MRF) are due on the 5th of each month to the respective Key Club Lt. Governor, the sponsoring Kiwanis Club and the Regional Advisor.

The Club Officer Information shall be submitted electronically on the CNH CyberKey by May 1. Any revisions may be submitted during the administrative year electronically on the CNH CyberKey. (2/11)

Additional reports may, from time to time, be requested by the individual Lt. Governors or Sponsoring Kiwanis Clubs. These should be filed per the requested schedule. (1/98)

### **176 Division Attendance**

Attendance at Division Council Meetings (DCM), Conclaves, and Conventions should be accomplished by the officers of all chartered Key Clubs. All members should be encouraged to attend as well. Invaluable information for the operation of every club is obtained at these meetings. (2/11)

Interclubbing is a worthy social and educational experience. All club members should be encouraged to attend. (1/98)

## 180 INTERNATIONAL CONVENTION

Every Key Club member of the Cali-Nev-Ha Key Club District is encouraged to attend the Key Club International Convention held each year during June or July. Registration may be done individually or as members of the District tour but all persons attending from this District shall conform to the rules and regulations governing the Convention and shall conduct themselves such as to reflect credit to this District. (2/11)

### 181 District Tour

It shall be the policy of the Cali-Nev-Ha District to support the International Convention. Promotional tours to the convention shall be prepared by the District Administrator and the Director of Service Leadership Programs. The Key Club Governor and the Board of Trustees shall promote the convention in publications and on the CNH CyberKey. The Governor shall lead the tour and be the responsible Key Club leader of the tour. The District Administrator, or their alternates, shall attend as tour leaders. (2/11)

### 182 Conduct

Every person from the Cali-Nev-Ha District attending the International Convention shall conduct themselves according to the rules of conduct as published by the International Board of Trustees. In addition, they shall obey rules established by the District Board or tour leaders and attend any District meetings as publicized. (1/98)

### 183 International Candidates

The policies and rules governing candidates for International Office are published by the International Board of Trustees, and shall be followed by any member of this District who is campaigning for an International office. The following items are recommended for persons who intend to run for an International office. (1/91)

#### 183.1 Candidate Training

Each year prior to the District Convention, a candidate training conference is held in February at the Kiwanis Professional Center to assist those persons wishing to campaign for a District endorsement to run for an International office. Notice of the date and location is posted on the CNH CyberKey and published in District publications. Persons interested in increasing their probability of being elected should plan to attend. Information may be obtained from the Cali-Nev-Ha Key Club District Office. (2/11)

#### 183.2 District Endorsement

Persons running for an International Office shall campaign for District Endorsement. Endorsement by the District signifies that the District has evaluated all candidates from that District for International Office and finds that one person is most worthy of endorsement by the entire District and is recommended by the District to International for support. All District endorsements shall be in compliance with Key Club International Bylaws. (2/11)

### 184 International Elections

#### 184.1 Delegates

The International Nominating Conference allows only three delegates from a district to vote. The Cali-Nev-Ha District delegates shall be the Immediate Past Governor, the Governor and the District Secretary. If any of these persons do not attend the International Convention, the Governor shall confer with the Administrator as to the appropriate replacement and inform the International Office of the selection. To

support a specific candidate in the Nominating Conference, the Governor shall confer with all delegates during a meeting of the entire delegation.

The International House of Delegates allows two delegates from each club registered for the convention in addition to the International delegates-at-large. The persons selected by their clubs as delegates should be sure to register as delegates at the convention and participate in the discussion at the Caucuses and House of Delegates.

No member of the District delegation shall campaign for a specific candidate not from the Cali-Nev-Ha District unless there are no candidates from this District or specific permission is given by the Governor. (1/98)

#### 184.2 District Caucus

The Governor shall act as Caucus Chair at the Cali-Nev-Ha District Caucus at the International Convention or, if the Governor is unable to fulfill the obligation as Caucus Chair, the Governor shall appoint an acting chair.

The Governor shall not appear in any District Caucus in support of a candidate other than one from the Cali-Nev-Ha District. The Caucus Chair shall not ask questions of a candidate unless there are no questions from the floor.

Attendance will be taken at each Caucus session. Failure to attend more than one caucus session will be cause for investigation. If there is not a good reason for the absence(s), the Administrator/Tour Leader shall write a letter to the sponsoring Kiwanis and Key Clubs specifying the failure of the Key Club member to act responsibly at the Convention. (1/91)

#### 185 Sergeant-at-Arms Participation

Current Lt. Governors and Club Presidents will be used to fulfill the District commitment for Sergeant-at-Arms. Other volunteers will be accepted. It is not District policy to require past Lt. Governors to participate in this activity. (1/93)

## 210 VIOLATION OF DISTRICT POLICIES AND BYLAWS

### 210.1 Review and Investigation

The Governor, District Administrator and Director of Service Leadership Programs, upon receipt of written information concerning an alleged violation of District Policy or Bylaws by a Key Club member holding either an appointed or elected District position will commence an investigation concerning the alleged violation. The District Administrator and Director of Service Leadership Programs, will immediately notify the Kiwanis Governor and Kiwanis District Secretary of the alleged violation and status of any investigation. This investigation will proceed only if the Governor and Administrator determine that official action is required. Such investigation will commence within seven (7) days after receipt of the alleged violation and shall include the Regional Advisor for the region involved. (2/11)

### 210.2 Due Process

Upon conclusion of the investigation, the alleged violator(s) will be notified of the violation by certified mail. Within seven (7) days after receipt of notification of the investigation, the alleged violator(s) may respond to the allegations(s) and request a due process hearing. Such response must be in writing to the Governor and District Administrator. (2/02)

### 210.3 Disciplinary Action

The Governor, District Administrator and Regional Advisor will render a decision relative to the alleged violation and any disciplinary action to be taken within seven (7) days after the above response time has elapsed. The alleged violator(s) will be notified in writing within three (3) days after the determination is made. (2/02)

### 210.4 Appeal of Disciplinary Action

The alleged violator(s) will have an opportunity to appeal to the Key Club Board of Trustees any disciplinary action taken. Such appeals must be made at the first Trustees meeting following notification of disciplinary action taken. (2/02)

### 210.5 Report of Action Taken

After conclusion of the investigation and disciplinary action, a report will be made to the Kiwanis District Secretary and the chairperson of the Kiwanis Policy Committee. Such report will be made within ten (10) days of the conclusion of the above process (excluding appeal). (2/02)



When it has been determined by the Governor or the Region Advisor that a member is not active, that member will be placed on a two week probation by the Governor after consultation with the District Administrator. A member will be deemed to be not active, in the absence of unusual circumstances, if he or she does not submit a monthly report form or a newsletter or hold a DCM during a period of three months or does not submit a division directory by October 1. The member will be notified in writing, by certified mail, return receipt requested, that an improvement in productivity, activity and conduct will be required during that probationary period. If no improvement is shown, the Governor may dismiss the Board member with the approval of the District Administrator. (2/11)

A member may also be dismissed for cause for violating the Code of Conduct during any Key Club function or while acting as a representative of Key Club. A dismissal for cause may be made by a majority of the elected members of the Executive Board upon request of the Governor and District Administrator. The accused member may present a defense to the charge at this time. Any member may appeal the decision dismissing him or her to a hearing before the entire board. A special meeting of the Board may be called for this purpose. (8/92)

A member may be dismissed for the following reasons:

- a. conduct unbecoming a Key Club member,
- b. failure to pay individual or club dues,
- c. failure to maintain required scholastic standing,
- d. failure to perform required duties of the office.

Notification of the existence of any of these reasons can come from several sources, faculty or Kiwanis advisors, a member of the Board, Regional Advisor, or the District Administrator. In each case the member shall be notified in writing, a hearing will be held including the reporting person, and the results of the hearing will be provided to the accused within ten (10) days.

