



CNH | KEY CLUB

MEETING MINUTES

DISTRICT BOARD | WBTC

MEETING AT A GLANCE

MEETING DETAILS

Meeting Led By Governor Justin Kuo
Location: Historic Santa Maria Inn
801 S Broadway, Santa Maria, CA 93454

CALL TO ORDER: 10:36AM PDT
ADJOURNMENT: 12:13PM PDT

Attendance Report - See Appendix A for a complete report

EXECUTIVES 3/3 **LT. GOVERNORS** 74/74 **LT** 11/11 **GUESTS** 11 **QUORUM** YES

Summation of Board Decisions

- **Action: Approval of Parliamentarian [PASSED]**
- **Action: Approval of Remarks [PASSED]**
- **Action: Declaration of Lieutenant Governor Vacancies [PASSED]**
- **Action: Approval of Lt. Governor Appointee Division 11 [PASSED]**
- **Action: Approval of Lt. Governor Appointee Division 36 North [PASSED]**
- **Action: Authorization to use PTP Donations for Dunlap Matching Funds [PASSED]**
- **Action: Approval of District Policy Manual Updates [PASSED]**
- **Action: Approval of District Bylaw Proposal #1 [PASSED]**
- **Action: Approval of District Bylaw Proposal #2 [PASSED]**
- **Action: Amendment to Service Agreement Extension Deadline [PASSED]**
- **Action: Approval of Lt. Governor Service Agreement Extensions [PASSED]**
- **Action: Approval of Division 8 Realignment [PASSED]**
- **Action: Approval of Division 21 Realignment [PASSED]**
- **Action: Approval of Division 34 North Realignment [PASSED]**

MEETING MINUTES

MEETING CALLED TO ORDER AT 10:36AM PDT

Approval of Parliamentarian

RESOLVED: That the CNH Board approves Marshall Roberson as Parliamentarian
[M: Tak Nishida, D04C Lt. Governor | S: , D27S Lt. Governor | PASSED]

Pledge of Allegiance

Pledge led by provided by D07S Ysa Bentz

Key Club Pledge

Pledge led by D34S Carolyn Kao

INVOCATION

Provided by D04C Tak Nishida

What's Hoppin UnstoppaBEEES! My name is Tak Nishida, and I proudly serve Division 04 Central as their Lieutenant Governor! While I first expressed interest in giving this speech back before Winter Break, in my mind I didn't fully expect to be chosen. So when I read my name in the Winter Board Packet, it dawned on me that I would actually have to be speaking right now! But, instead of using all that I had learned as LTG about backwards planning and being proactive, New Years Eve came and I had roughly 4.5 words.

At this point, panic sets in. Throughout my Japanese New Year celebrations the invocation stuck in the back of my mind. "All the LTGs, all the LT, even all the advisors will all be listening to it".

Eventually I was counting down the seconds until New Year, and just like that it was 2024! After the initial family celebrations, I checked my phone and the first "happy new year!" message I saw was from Ysa in the District Board chat. Immediately after, messages began flooding in from LTGs across our District. And there was my idea.

I remember first going to DCON Elect Training, and I was terrified. Sitting there at my first district event, I felt intimidated by pretty much everyone who fills this room today.

INVOCATION (CONT.)

Now, I don't see strangers in the crowd, but familiar faces. I see my amazing committee members, who I have the privilege of working alongside. I see Region 8, who I loved working with to hold our Candidate Training Conference. I see my own Region, who I have grown so incredibly close to through Region events and random hangouts. And of course, no matter who I look at, I see so many friends.

It's been 257 days. We've had 257 days of helping our communities, serving each and every one of our divisions, and contributing to our district. We have all had to sacrifice time and sacrifice energy to get through the most difficult part of our terms. But we've grown closer through it. We've cried, broken down, and built back up stronger. In 257 days, we've truly become a district family.

As we finish out this term together, I just wanted to remind you all that regardless of results, we have all worked incredibly hard. As we enter the fourth quarter and the new year, let's be proud of what we have achieved, and celebrate each others' successes.

REMARKS/REPORTS

Approval of Amendments to Board Meeting Agenda

RESOLVED: That the CNH Board approves of updates to the current board meeting agenda
[M: Sidney Nguyen, D12S Lt. Governor | S: Triston Fuel, D28E Lt. Governor | PASSED]

CNH Children's Fund Remarks

Provided by Kiwanis Governor-Elect Carole Farris

1. Expresses appreciation towards the work that we do for the CNH Children's Fund
 - a. The money we raise allow the CNH Children's Fund to offer scholarships to members (which are open now until February 16th)
2. Remarks to keep doing what we're doing, and that our work does not go unappreciated
3. Notes the privilege she feels to be here as CNH Kiwanis District Governor
 - a. Could not have done it without us and previous district boards who have impacted her as a leader
 - i. We are all free to be ourselves and make an impact
 - b. Appreciates everyone who contributed to the Rose Float
4. States that it is an honor to witness the hard work we are doing
 - a. Key Club always helps make Kiwanis look good
5. Discusses the CNH Kiwanis Governor First Family Focus, which is the mental health of young people
 - a. Want everyone to know that it is okay to struggle

REMARKS/REPORTS (CONT.)

SLP Director Remarks

Provided by SLP Director Timothy Cunning

1. Remarks that he is glad we all made it through the first night
2. Hopes that the district board enjoys the weekend and the sense of family during this event
3. Thanks the adult advisors for their contributions and sacrifices

District Administrator Remarks

Provided by District Administrator Doug Gin

1. Thanks the district board for their amazing contributions and hard work these past nine months
2. Notes how we are in the final stretch of our term; now is not the time to ease up, but to strive towards the end
3. Remarks on the struggles we have faced this term
 - a. Junior and Senior years of high school both have significant workloads
 - i. Thanks the district board for persevering and supporting our clubs
4. Discusses the work that we still have left to do as a district board
 - a. Need as many people as possible to attend our upcoming District Convention
 - i. Do our part to assist with the fundraising and registration process to make it easier for clubs to attend
 - ii. Trying diligently to find ways to do credit card payments for DCON
 1. Vendor is difficult, so we need checks to be sent in early
 - iii. We have guaranteed commitments for attendance in terms of food and hotel rooms
 1. We were below commitments in DCON 2023, lost \$39,000 in penalties
 - iv. Please do all that you can to have members attend DCON 2024
 - b. Continue to make progress towards our district goals
 - i. 400,000 service hours
 1. Continue to help clubs to hold service events
 - ii. 32,000 dues-paid members
 1. Submit dues for new and returning members
 - iii. \$200,000 for the Pediatric Trauma Program and YES! Initiative
 1. Thank you for all the fundraising for the Fall Rallies, will continue to fundraise through DCON as well
5. Thanks all of the adult chaperones for their support this term and transporting everyone here
 - a. Some of the advisors have come a very long way to support our work here
6. Thanks the three district executives for the great amounts work they've put in this term
 - a. When mentoring District Governor Justin, he has put in a lot of effort to considers the needs of the board as a whole

REMARKS/REPORTS (CONT.)

District Governor Report

Provided by District Governor Justin Kuo

BUZZ BUZZ BAD BEES!

It is so amazing to be gathered together once again for our final training conference of the term. It feels like just yesterday we were all newly elected and appointed to our positions gathered to meet at the District Office for Springboard, and now DCON's only three months away! Although our term together is coming to a close, there is still so much left for us to do, so let's make sure we finish with a bang!

First of all, let's take a look at our District Goals. So far, the California-Nevada-Hawai'i district has a total of 21,000 members! Although it seems a bit far away from our goal of 32,000, we understand there are some complications with sending in dues and them being processed this year, so don't be discouraged! This is an incredible achievement and I'd like to thank you all for your hard work to make this happen. Your meetings with clubs, endless communication, and training of officers is what made this possible, and the CNH District is incredibly grateful for your commitment. Although clubs may have already paid their first round of dues, don't forget that members are still able to pay their dues even though the on-time deadline has passed! Encouraging your members to still pay if they haven't for the rest of the term can help us ensure we meet our goal. Not only that, but make sure you work and communicate with your clubs that haven't sent in dues yet to do so, in order to avoid their club status becoming suspended.

In addition, Conclave season is finally upon us! Since we are now using an electronic version of service agreements, I'd like to note that the CNH District is incurring an annual cost of \$239.88 for our programs to make this service agreement possible. This cost will be budgeted as "Computer software, small equipment. As your divisions elect the new Lt. Governor for the 2024-2025 term, make sure that you are providing your support to train your elects. Helping to explain the MRF, other submissions, providing club directory information, and any other general tips is critical to ensure that our Lt. Governor elects are ready to head into the next term as successfully as possible. Even after you retire, we hope that you'll still be of assistance to your elect if they ever have any questions or concerns. It's also important to remember that even though a new Lt. Governor is elected at Conclave, your job as Lt. Governor is not! Please continue to complete your necessary duties among your clubs, monthly submissions, and committee work.

Well that's all from me! I hope you all have an amazing time here with us at Winter Board. Make sure to make the most of this last conference and ask any questions you may have or reach out to the person you've wanted to all term. Thank you all so much for your dedication to service, and I can't wait to end this term strongly with you all. Until next time!

REMARKS/REPORTS (CONT.)

District Secretary Report

Provided by District Secretary Abigail Jensen

Aloha Unstoppabees!

I hope you all are having an amazing morning and a great start to the new year! The following is my district board report!

Service Hours

As of the December 5th, 2023 Monthly Report Form submission date, the CNH District has served a total of 232,819 hours, which is approximately 58.2% of our goal of 400,000 service hours by DCON 2024. This is more than 20,000 hours greater than the amount our district had served last year by Winter Board 2023, and I commend you all on your hard work that has allowed us to reach this point.

I would also like to extend a special congratulations to the top five divisions in terms of service hours.

- In 5th is Division 35 West with 8,337 hours
- In 4th is Division 12 South with 9,359 hours
- In 3rd is Division 22 Makai with 11,431 hours
- In 2nd is Division 4 North with 12,074 hours
- And in 1st is Division 7 South, with 13,717 hours

Once again, please continue to report accurate data and support your clubs going forward to allow us to reach our service hour goal by DCON 2024!

Resources

Since Summer Board Training Conference, several different resources for both Lt. Governors and club secretaries have been released through our district's Google Group reflectors. Be sure to utilize and encourage the use of the following: the 2023-2024 Club Secretary's Manual, updated meeting minutes and meeting attendance templates, September through January AAR Kits, and several new episodes in Volume 2 of the Secretaries Series. They are all currently available on the CNH Cyberkey.

Division Monthly Report Form Feedback

Following the September DMRF Submission, Quarter 2 DMRF corrections and service hour suggestions were sent out to Lt. Governors. The next round of corrections for Quarter 3 will be sent out in the next few weeks following the December DMRF submission, which also includes the Q3 Reflection. After they are sent out, please be sure to check out the points I include, and make any necessary revisions. This will be the final round of corrections and suggestions prior to the deadline for the Annual Achievement Report at the end of January, so please be sure to communicate if you have any questions.

REMARKS/REPORTS (CONT.)

Submission Reminders

As a reminder, here are the submissions to take note of:

- Division Monthly Report Forms and Training Conference Report Forms due on the 10th of every month at 6:00PM local time
- Articles & Visuals to the CNH Archive due on the 15th of every month at 6:00PM local time
- Division Newsletters, Division Council Meeting Agendas, and Division Update Forms due on the 20th of every month at 6:00PM local time

Congratulations to the following divisions who have maintained a 100% On-Time submission rate, This indicates that the Monthly Report Forms, DCM Agendas, and Division Update Forms were submitted by their respective due dates from the beginning of the term until now. Their names will now be shown on the screen.

- Division 2 North
- Division 3 North
- Division 4 Central
- Division 4 West
- Division 5 North
- Division 7 North
- Division 7 South
- Division 8
- Division 10 North
- Division 12 South
- Division 13 North
- Division 13 South
- Division 14
- Division 15 East
- Division 15 North
- Division 15 South
- Division 16 North
- Division 16 South
- Division 16 West
- Division 19 North
- Division 22 Hikina
- Division 22 Komohana
- Division 22 Makai
- Division 23
- Division 26 North
- Division 27 South
- Division 28 North
- Division 28 South
- Division 28 West
- Division 30 North
- Division 33
- Division 39
- Division 44 South
- Division 44 West
- Division 46 North

Closing

We are almost at the end of our journey together, so let us make the most out of these last few months and strive towards the end of the term. If you have any questions, comments or concerns about monthly submissions, please feel free to discuss them with me anytime this weekend or reach out to me another way! I hope you all have a wonderful Winter Board Training Conference and a great rest of your day, thank you!

REMARKS/REPORTS (CONT.)

District Treasurer Report

Provided by District Treasurer Chloe Wu

BUZZ BUZZ Unstoppabees!

I hope you have all been enjoying your Winter Board experience thus far. It is so great to see you all in person again! From fundraising for PTP and the YES! Initiative to surviving the peak of dues season, please know that we are extremely proud of every one of you. You all have put in countless hours, so just remember that it does not go unnoticed. With only a few months until DCON please continue to do your best and prepare your future successor to serve an amazing term just as you have.

And with that, the following is my Treasurer's report:

Dues Report

As of the most recent dues report released by Key Club International on January 3rd, 2024, the CNH District has amassed 21,000 members and 517 of the 729 active clubs have paid dues. This is 65.63% of our District goal of 32,000 members. If you are a Lieutenant Governor of a delinquent club, please make sure this status is taken care of. Remember that you **MUST** be dues paid to hold office. Additionally, please ask your clubs to send in dues for any new members that have paid, but the dues have not been sent in to KCI.

Resources

As of the last District Board meeting, I have released and sent out 6 new CNH Treasurer's Updates emails to all CNH officers. These emails contain pertinent information, clarification, and resources to all club treasurers and presidents who may have questions or concerns. Furthermore, a treasurer resource folder has been made for treasurers to have a central location to access all the resources needed for them to successfully complete their task. Additionally, by collaborating with District Visual Media Editor Chloe You and her DVMT, we are currently finishing up on a new Buzzin Break to be published on the CNH Youtube channel. This Buzzin Break focuses on assisting and guiding officers who may have trouble with the Membership Update Center, dues, and suspended club roster.

PTP Update

After both Fall Rally North and Fall Rally South, I am pleased to share that CNH has raised \$140,508.95 for PTP. This is roughly 70.25% of our goal. Please keep in mind that our goal is \$200,000 for PTP so please encourage your division to continue working towards this goal.

REMARKS/REPORTS (CONT.)

Vouching

Please remember to continue utilizing your allocated budget to support your Division. If you have any questions about vouching or the vouching process please contact me. Here are the remaining budgets of each Division shown on screen. Keep on vouching!

Division 2 North: \$405.00	Division 16 North: \$505.00	Division 35 West: \$655.00
Division 2 South: \$355.00	Division 16 Oasis: \$355.00	Division 36 East: \$255.00
Division 3 North: \$255.00	Division 16 South: \$305.00	Division 36 North: \$155.00
Division 3 South: \$205.00	Division 16 West: \$205.00	Division 36 West: \$405.00
Division 4 Central: \$405.00	Division 18: \$384.46	Division 37 East: \$355.00
Division 4 East: \$426.14	Division 19 North: \$455.00	Division 37 North: \$605.00
Division 4 North: \$505.00	Division 19 South: \$555.00	Division 37 South: \$355.00
Division 4 South: \$455.00	Division 20: \$155.00	Division 37 West: \$405.00
Division 4 West: \$455.00	Division 21: \$655.00	Division 39: \$405.00
Division 5 North: \$255.00	Division 22 Hikina: \$370.00	Division 42 East: \$405.00
Division 5 South: \$305.00	Division 22 Komohana: \$411.07	Division 42 West: \$305.00
Division 7 North: \$255.00	Division 22 Makai: \$1,528.20	Division 43: \$155.00
Division 7 South: \$455.00	Division 23: \$405.00	Division 44 North: \$405.00
Division 7 West: \$405.00	Division 24/29: \$305.00	Division 44 South: \$505.00
Division 8: \$430.00	Division 26 North: \$605.00	Division 44 West: \$362.90
Division 10 North: \$51.44	Division 26 South: \$505.00	Division 45: \$155.00
Division 10 South: \$405.00	Division 27 North: \$505.00	Division 46 North: \$305.00
Division 11: \$405.00	Division 27 South: \$305.00	Division 46 South: \$192.97
Division 12 East: \$455.00	Division 28 East: \$405.00	CM: \$155.00
Division 12 South: \$505.00	Division 28 North: \$405.00	DCON: \$155.00
Division 12 West: \$401.89	Division 28 South: \$355.00	KFF: \$155.00
Division 13 North: \$605.00	Division 28 West: \$405.00	MDE: \$170.00
Division 13 South: \$455.00	Division 30 North: \$605.00	MG: \$155.00
Division 13 West: \$455.00	Division 30 South: \$505.00	MR: \$170.00
Division 14: \$350.88	Division 31: \$455.00	PIE: \$155.00
Division 15 East: \$405.00	Division 32: \$355.00	SP: \$170.00
Division 15 North: \$405.00	Division 33: \$155.00	
Division 15 South: \$126.35	Division 34 North: \$755.00	
Division 15 West: \$255.00	Division 34 South: \$455.00	
Division 16 East: \$405.00	Division 35 East: \$655.00	

Closing

As we approach the end of the term I would like to commend you all for your dedication and hard work, but it does not end here, continue to strive to finish the year off strong! DCON is just months away and I couldn't be more excited to celebrate a year of success with you all. Most importantly, please begin any fundraising efforts for DCON! Thank you all for everything and that concludes my board report. Thank you.

REMARKS/REPORTS (CONT.)

International Trustee Report

Provided by International Trustee Allan An

Hello UnstoppaBEES!

I hope you are all enjoying your Winter Board Training Conference and having a great start to the new year. As your International Trustee, I wanted to take a moment to express my admiration for the incredible work that each and every one of you does. Your unwavering commitment to service is truly remarkable and does not go unnoticed. Key Club International thrives on service, and the California-Nevada-Hawai`i District consistently stands out for its outstanding dedication. Thank you all for your service commitment!

As we continue to inspire, lead, and serve, let us do so with our whole hearts. Let us embrace the opportunities and experiences that the new year brings and work towards becoming the best version of ourselves.

Now, I am excited to share some updates from the International level. The Key Club International Board has been working diligently on various initiatives. The International Convention Committee has released the International Convention scholarship to aid Key Club members seeking financial support to attend the 2024 International Convention in Atlanta, Georgia, from July 10–14. The Membership Development & Growth Committee has crafted an insightful presentation offering advice on membership growth and retention. The Global Relations Committee is working hard to foster connections with clubs globally and those in non-districted regions. The Programs & Partners Committee has created a new Key Club subworld on the Schoolhouse website, which will offer community events and online service opportunities in the future. Lastly, the Executive Committee is preparing essential materials and resources for the upcoming January 9 Town Hall. If you're interested in discussing Key Club International dues and the budget, please join us.

As always, thank you for your dedicated service to this organization. As the District service year is coming to an end in just a few more months, I encourage you to make the most of it. Let's put in our best efforts, continue working towards our goals and make 2024 an even more remarkable year for Key Club! I can't wait to see you all in person as we celebrate the outstanding service year at your DCON!

APPROVAL OF LT. GOVERNOR APPOINTMENTS

Declaration of Lt. Governor Vacancies

RESOLVED: That Divisions 5 South, 11, 36 North, and 36 West are declared to have Lt. Governor vacancies

[M: Sean Phu, D02S Lt. Governor | S: Ethan Chang, D46S Lt. Governor | PASSED]

Approval of Lt. Governor Appointee Division 11

RESOLVED: That Hamida Fontanez has been appointed to the position of Division 11 Lieutenant Governor

[M: Jacob Racela, D37W Lt. Governor | S: Yury Pastor, D37E Lt. Governor | PASSED]

Approval of Lt. Governor Appointee Division 36 North

RESOLVED: That Anthony Ludegna has been appointed to the position of Division 36 North Lieutenant Governor

[M: Brianna Ton, D36E Lt. Governor | S: Sukhraj Gill, D14 Lt. Governor | PASSED]

INSTALLATION OF LT. GOVERNOR APPOINTMENTS

COMMITTEE REPORTS

District News Editor

Provided by District News Editor Willa Lim

Buzz Buzz Unstoppabees!

I hope everyone had a wonderful holiday season with your loved ones and had fun reconnecting with your fellow District Board members yesterday. Without further ado, as follows is my board report.

Newsletters

- As of today, there have been a total of 8 issues of The Honey Scoop that have been published on Issuu and the Cyberkey.
- I will begin sending out reminders to both club and division news editors about their respective contests.

COMMITTEE REPORTS (CONT.)

Submissions

- **Articles and Visuals** are due on the **15th of every month by 6 PM**. Please remember to submit a minimum of 3 articles and 3 visuals. Otherwise, your submissions will not be counted.
- **Newsletters** are due on the **20th of each month by 6 PM**.
- As Secretary Abby has mentioned, Division Updates and DCM Agendas are also **due on the 20th of each month by 6 PM**.
- As of June 20, 2023, the following **29** divisions have submitted **100% on-time** for articles, visuals, and newsletters. On-time submissions entail 3 articles, 3 visuals and 1 newsletter documenting service, recognition and growth within the division.

Division 2 North	Division 10 North	Division 22 Hikina	Division 39
Division 3 North	Division 12 South	Division 22 Komohana	Division 44 North
Division 4 Central	Division 15 East	Division 26 North	Division 44 South
Division 4 East	Division 15 North	Division 27 South	Division 44 West
Division 4 West	Division 15 South	Division 28 East	Division 46 North
Division 5 North	Division 16 North	Division 28 West	
Division 7 North	Division 16 South	Division 30 North	
Division 7 South	Division 19 North	Division 35 West	

- Though the term is coming to an end soon, I would like to remind you all that continuing to submit is still very important. Please be sure to encourage your DNEs to submit, and ask for extensions when needed.

Manuals and Guides

- An articles and visuals manual that goes over writing articles and taking effective visuals has been updated and posted on the Cyberkey.
- A Division News Editor manual is in the process of being updated and created.

District Technology Editor

Provided by District Technology Editor Kathrine Geng

WHAT'S BUZZIN' CNH?!

I hope you all enjoyed the holidays with family and friends! Without further ado, here is my board report.

Cyberkey Analytics

As we are more than halfway through the term, I will be sharing the analytics of the CNH Cyberkey from the beginning of the 2023-2024 term. The Cyberkey has received over 98,000 views and 24,000 new users. The pages with the most traffic are: the Home Page (28,484 views), Divisions (6,105 views), Search (5,370 views), Meet the District Board (4,518 views), and Graphics & Marketing (4,059 views).

COMMITTEE REPORTS (CONT.)

The Cyberkey serves as one of the main information sources for your members and you, so that being said, please continue to publicize the Cyberkey through division social media, newsletters, etc.

Cyberkey Updates/Fixes

Since Summer Board, the District Technology Team and I have been working to update and re-design certain pages of the Cyberkey for improved visuals and technical fixes. As of now, the pages that have been updated or newly created include: Fall Rally North/South, Key Leader, What is Key Club?, Divisions, International Recognition, Articles, Newsletters, and the District Board Meeting Minutes. These pages include but are not limited to: new bee graphics, better readability, a district goals progress bar, and image carousels. Presently and during the next few months, I will continue working with my District Technology Team to fix the mobile responsiveness of pages to ensure a smoother experience on mobile for the Cyberkey.

Moreover, if you have any suggestions or additions for the Cyberkey, please do not hesitate to let me know! Please also continue filling out the Digital Media Request Form for any Cyberkey update requests!

Cyberkey Updates Instagram Series

This term, to promote CNH Cyberkey changes to members, I created a monthly Instagram series, summarizing any updates made to the Cyberkey from the past month. Please encourage your members to view the posts whether that's through update emails, at meetings, etc.

Manuals

Over the course of the past few months, the District Technology Team and I have created 3 manuals: the Tech Editor manual, Website manual, and Instagram Filters manual to guide tech editors and members through the website and filter creation process. All of them can be found on the CNH Cyberkey in the Resources tab under Editor. Please let your members know of these resources and if you or any member have questions, do not hesitate to reach out to me.

Filters

To encourage event promotion and engagement, the District Technology Team and Visual Media Team collaborated to create and publish Join the Hive and Fall Rally filters. If you haven't already, I encourage you to check them out! We will also be creating filters for DCON this month so be on the lookout for them.

COMMITTEE REPORTS (CONT.)

DCON Website

Me and the District Technology Team have already begun working on the DCON 2024 website. We held our first meeting last month and decided to use Wordpress to build the DCON website. In the next 2 months, we will be working on designing the pages for the website and will later add information from the DCON Committee. By March 22nd, I plan on releasing a final draft of the DCON website.

Please be sure to publicize this to your members who are attending the convention once it is complete!

Marketing Guidance Form

This past month, me and CM Chair Josh have been working on a Marketing Guidance Form for members to ask questions about marketing, graphic support, or anything tech and website related. The form will officially release sometime in January so please be on the lookout for that to promote it to your members!

Upcoming Plans

As the end of the website contest is nearing, I have been working with MR Chair Chloe to set up judging assignments for the DTT. By the end of January, the website judging will be completed and finalized.

Additionally, over the next few months, I will be working on creating Fundraising Databases on the CNH Cyberkey with District Treasurer Chloe.

That's all for this report! Thank you and I hope you have a wonderful rest of your Winter Board!

District Visual Media Editor

Provided by District Visual Media Editor Chloe You

What's Poppin' District Board!!

I hope your break has been serving you well and the following is my Board Report.

FALL RALLY

The District Visual Media Team and I have been working diligently to produce promotional materials before, during, and after Fall Rally.

COMMITTEE REPORTS (CONT.)

First, in collaboration with the District Technology Team, we created Fall Rally filters for members to use! DVMT also worked to produce GIFS and graphics which has improved our engagement in social media. Additionally, throwback Fall Rally velocity edits garnered a lot of publicity! They were edited by Andre Nguyen, Anh Nguyen, Lauren Vo, and Dean Segundo-Datuin. DVMT is currently working on the Fall Rally Recap Video for Youtube, which will be posted in mid-January alongside additional velocity edits.

FALL RALLY MEDIA TEAM

This term, alongside CM Chair Josh, DTE Katherine, and DNE Willa, we created the Fall Rally Media Team which specializes in photographing and recording videos at Fall Rally. We collected a lot more content from Fall Rally that can be used in future videos, graphics, and promo.

DCON GIFS/GRAPHICS

DVMT has been and is currently working to produce more DCON GIFS and graphics with some that include those that match the theme and more general ones.

VIDEO SERIES

In October, DVMT worked with the KFF Committee and KFF Chair Kenneth to produce the My T Cup Video Series. From November 19th to November 21st, DVMT members Cassie Nguyen, Dean Segundo-Datuin, and Alice Kim edited three DCON promotional videos in collaboration with DCON Chair Angie. It includes videos answering “what is dcon,” “why you should attend,” and “how to fundraise for dcon.”

CM/CYBERKEY

Not only has the DVMT been excelling at their own tasks, but they have also worked in collaboration with the Communications & Marketing Committee and the Cyberkey. They created Instagram promotional posts about CNH GIFS, social media platforms, and the public drive. They have also created Cyberkey icons and banners.

UPCOMING PIE SERIES (SLICE OF PIE)

Currently in progress with my DVMT and in collaboration with the Policy and International Elections Committee is the PIE Series, Slice of Pie, which is planned to be released in February.

DCON FILMING

I have been filming throughout the entire Winterboard Conference, for the Parody and Farewell video. I want to take this moment to thank you LTGS for participating, my fellow digi-bees, and Mr. Chang who has helped me every step of the way!

COMMITTEE REPORTS (CONT.)

BUZZIN BREAK

We currently have two videos of Buzzin' Break posted, featuring DGOV Justin and DSEC Abby. Upcoming Buzzin' Break episodes will include DTREAS Chloe, CM Chair Josh, and DNE Willa. I want to thank the Leadership Team for participating in this series and providing the information to our members.

ANALYTICS

I will be sharing stats from October to present.

INSTAGRAM

Since the Summer Board training conference, our Instagram page has had a greater increase of posts, as a result of a consistent posting schedule. Compared to my last report of our Instagram analytics, we have reached **56,000** more accounts, with **22,000 more profile visits**. This is amazing news since it showcases that an increase in consistent posting can also increase our viewer count and the audience that is reached by our posts. Our current following on Instagram is **10.8K**. Our most popular post on Instagram is the "Tell me everything that you like" velocity edit with a total of **67,000** views.

YOUTUBE

Looking at the analytics on Youtube starting from SuBTC to now, we have gotten an average of **3K views**. Our total watch time since then has been **65.5 hours**. We currently have **1.2K followers**.

Thank you so much for listening to my board report! I hope you have a great time at the rest of our training conference. Buzz out!

Communication and Marketing

Provided by Communication and Marketing Chair Joshua Santhirasegari

Buzz Buzz CNH!

Can you believe it's almost the end of the term?! I hope you all had a good holiday season and have been taking care of yourselves! The follow is my board report:

Communication

CM has worked closely with many committees to continue working on graphic requests and other media requirements. Recently, we have been working with the DCON committee in promoting information surrounding registration and preparing for the event through creating manual covers and graphics. We have also collaborated with KFF in creating promotional graphics and cyberkey banners for Key Leader, Kiwanis Family Month, and Scholarships & Grants.

COMMITTEE REPORTS (CONT.)

Committee

CM has updated a general social media package with a variety of premade templates for clubs to use, ranging from general meeting slideshows to graphics for elections and merch. All of these can be found on the CNH Instagram, the Cyberkey under resources and graphics and marketing, and on the CNH Public drive. Please share these resources with your officers!

The committee has also created new manuals focusing on mental health and member retention. Both these manuals as well as recently published guides from last term can also be found on the Cyberkey under resources and graphics and marketing.

Projects

Speaking of templates, I have also worked on creating a variety of templates that will help make sure all the content produced within CNH is in accordance with graphic standards including manual and graphic templates. These resources can be found in the District Board Shared Drive!

DTE Katherine Geng and I have also developed a Marketing Guidance Form to support clubs and divisions in updating or building websites and in developing marketing plans and promotional material. This form will be released within the span of the next two weeks so please be sure to utilize it when it comes and promote it to your DLT and homeclub.

Additionally, CM has also been working on a series of holiday graphics to increase community engagement and eventually awareness on the CNH Instagram. Starting with BEE thankful week, a holiday graphic, and a new year graphic, we hope to increase engagement on our Instagram and eventually move towards recognizing all the wonderful communities that make up CNH.

Marketing

CM has recently completed two marketing campaigns: Join our Hive and Fall Rally, both consisting of a resource folder with promotional items and templates, as well as overlays.

The Fall Rally Campaign also included interactive countdown stories for both Fall Rally North and South that allowed members to share their favorite Key Club moments and build up hype before the rally. A Graphic was also made on what to expect at Fall Rally and a series of videos edited by DVME Chloe and her amazing DVMT were posted on the CNH Instagram to help prepare members. I'm excited to announce that these videos reached over 41k accounts with almost 60,000 views.

COMMITTEE REPORTS (CONT.)

The newest marketing campaign that is soon to be launched this month is for DCON, which will consist of a post and story overlay that members can request to share why they are excited for DCON. Alongside these overlays, a marketing resource folder with premade marketing materials such as brochures and slideshows were released in December to help clubs start introducing members to the convention and encourage registration. As we get closer to April, the campaign will also include educational instagram stories about what is DCON, flashback videos to last term's DCON, and a countdown week.

We look forward to seeing all your overlay requests soon! Make sure to follow the DCON instagram @cnh_dcon for future graphics, important announcements, and activities from CM and DCON.

Conclusion

I am so proud of all the amazing marketing and social media promotion everyone has done this term! I can't wait to see all the new events you have planned in the new year!

District Convention

Provided by District Convention Chair Angelina Nguyen

What's Buzzin', Unstoppabees!

I hope you all had a festive holiday, and are enjoying Winter Board so far! Without further ado, I will present my 3rd board report:

DCON Registration

For the month of December, I have worked with Mr. Cunning, SAA Coordinator Brianna Ton, and PIE Chair Sophia Nguyen to compile necessary forms, sign-ups, and registration banner. Registration is planned to open on January 8th.

Registration Webinar

The DCON Committee has prepared a webinar to guide clubs through the registration process, outlining the required forms and essential information for ensuring their success. The webinar will take place on Youtube Live on January 14th at 7 P.M. An email will be sent out with more details.

COMMITTEE REPORTS (CONT.)

Sponsorships

This term, we've successfully implemented sponsorships to enhance the membership's experience. The DCON Committee and I have actively engaged with businesses, seeking their support to ensure the convention's success. These funds will contribute to general sessions, workshops, training, and recognition awards. The committee and I are planning to attend both the North and South Kiwanis Midyear Conference to request for further support.

DCON Store

The DCON Committee is working on implementing an opportunity to fundraise to our PTP and Yes! Initiative District Goal at District Convention. The DCON Store gives clubs and divisions a chance to sell their merchandise where ALL proceeds contribute to our goal. A sign-up form will be promoted in February so please keep a lookout.

Promotion

I have worked closely with DVME Chloe You and her Visual Media Team to promote a video series on the following topics: What is DCON, Why You Should Attend DCON, and How to Fundraise. They are released both on the CNH Youtube and Instagram so feel free to watch and share. Throughout Winter Board, DCON Committee will film promotional reels that cover dress code, promoting specific aspects, and emphasizing why members should attend.

January Committee Meeting

The DCON Committee's meeting occurred on Friday, January 5th, 2024 at 8:30 P.M. We first reviewed the tasks due such as reaching out to sponsorships, Google Form and Guidelines for the DCON Store, registration & hotel booklet, registration graphics, DCON guide/prep book, and February Newsletter Spread. The tasks that have been delegated are continuing to reach out for sponsorships and March Newsletter Spread.

Closing Remarks

I hope you all had a CHARMING third quarter filled with MAGIC. If you have any further questions regarding the registration process or DCON, do not hesitate to reach out to me. I hope you have a phenomenal rest of your Winter Board and next stop, District Convention in Sacramento, California! And that concludes my board report.

COMMITTEE REPORTS (CONT.)

Kiwanis Family and Foundation

Provided by Kiwanis Family and Foundation Chair Kenneth Nguyen

Welcome to Winter Board UnstoppaBEEs!

I'm excited to see you all once again before our retirement at DCON and as follows is my board report.

Preferred Charities

A 6 episode video series edited by the DVME Chloe You and her DVMT was released in October to educate members on the preferred charities. Each episode covered the history of each charity and how to donate. A guide on preferred charities will also be released and will cover the history of the charity, fundraising ideas, and steps on how to donate. The Preferred Charities page was updated on the Cyberkey with updated links and more information on the Thirst Project. From October 2-6, we collaborated with CNH KIWIN'S for PTP Week with a spirit week to bring awareness to PTP. An infographic on Trick-or-Treat for UNICEF was released in October to encourage clubs to raise money for the Start Strong: Zambia project.

Kiwanis Family Resources

4 manuals will be released on the Cyberkey including a manual on How to Charter a K-Kids/Builders Club, Kiwanis Family 101, Strengthening Relations with the Kiwanis Family, and Connecting the Ks. We are also making final updates to the Key Club list for the Kiwanis Family Map and collaborating with the Circle K and KIWIN'S KFF committees to update the other branches of the Kiwanis Family. This map and manuals will be available on the Kiwanis Family & Foundation page under Resources on the CNH Cyberkey.

Key Leader

We have promoted the Fall Key Leader Camp at Camp Jones Gulch with multiple graphics on the CNH Instagram and emails sent out to the CNH Reflectors. The Camp Jones Gulch Key Leader was a huge success with over 55 members in attendance. We plan to continue to promote the 3 Spring Key Leader camps with promotional reels, graphics, and an email sent to the CNH reflectors.

KIWIN'S and Circle K

In collaboration with the KIWIN'S KFF Committee, we released assigned members from both districts for a pen pal program. Members submit the monthly challenges to gain points and the pair with the most points by March will receive a prize at their respective DCON. We've also collaborated with the Circle K KFF Committee to release the Mentorship Discord Server for Key clubbers to gain feedback on college applications, adult life, and college life. The 3 KFF Committees are collaborating to update the Kiwanis Family Map which is set to be released in February.

COMMITTEE REPORTS (CONT.)

Scholarships and Grants

We began promoting scholarships and grants with an infographic on the Youth Opportunities Fund in October before the first submission deadline as well as an infographic on the upcoming scholarship and grant deadlines. An email was sent to the CNH Reflectors with an overview on the different scholarships and grants available. This month, KFF will be releasing a video series and hosting an Instagram live on the CNH Instagram to spotlight past scholarship recipients and ask questions about the application process. We will also be collaborating with the KIWIN'S KFF Committee to host a webinar this month.

Aktion 4 Kids Initiative

In February, we'll be launching a new initiative called Aktion 4 Kids that will focus on encouraging high school students with disabilities to join Key Club, paving the way for future Aktion Club members. We plan to release educational resources such as manuals, slides, a webinar, and infographics.

Kiwanis EXPO @ DCON

The KFF Committee has started brainstorming for the Kiwanis EXPO at DCON. We've decided to have 12 different booths including Key Leader, preferred charities, Kiwanis Family branches, and many more. Each booth will also include freebies, interactive activities, and guest presenters. At the EXPO, members will have the opportunity to participate in a scavenger hunt that will take them to each booth to encourage them to participate in the activities and learn about the presented information. The KFF Committee is seeking as many Key Club shirts as possible to hand out as a prize for those who complete the scavenger hunt. An email will be sent out with more information on the shirts needed and how to hand them in.

This concludes my board report and I hope you all have a spectacular time at Winter Board.

Membership Development and Education

Provided by Membership Education and Development Chair Lina Tran

Hello District Board!

My name is Lina Tran and I serve as the Membership Development & Education Committee chair. The following is my board report.

Meetings & Core Calls

Since Summer Board Training Conference, we have held 5 meetings. At the end of Quarters 2 core calls were held with each committee member to aid them in division, region, district, and committee affairs.

COMMITTEE REPORTS (CONT.)

Key Club 101 Webinar

On September 30th, a Key Club 101 Webinar was held on the CNH Instagram Page. Members from MDE presented information about Key Club basics, Kiwanis structure and events, and recognition contests respectively. Key Club International's Global Leadership Certificate was also promoted during this time.

New Resources

The MDE Committee has been working diligently to provide two brand resources since Summer Board Training Conference. The Training Conference Manual is set to be released at the end of this month and aims to help future Lt. Governors through the Training Conference planning process. It will cover topics such as training conference reports, how to secure a venue, promotion, and presentations, guest speakers, and more! In addition to providing more support to the future terms, I am also working on creating a Lt. Governor Master Resource Drive that will lay the foundation for future elects to assimilate into their positions more smoothly. There will be content such as: DCM agenda templates, a Division financial tracker, Google Form templates, amongst many more!

Training Conference Presentation Revisions

After careful evaluation, the MDE Committee has decided to combine overlapping Region Training Conference presentation topics to ensure all materials had valuable information. All presentations for Region Training Conference and Candidate Training Conference have been reviewed, revised, and released before their respective dates.

DCON Presenter Applications

District Convention presenter applications have been released and extended until January 26, 2024 at 11:59 PM PST. Applicants must go through an interview process which will be held in February and March. Presenters can either provide their own approved presentation or else they will be provided one. Members of the MDE Committee and District Board may be required to present if there are not enough presenters.

Closing Remarks

I have been extremely proud of my members and all of the amazing work that they have been doing. I see nothing but success in the future of both my members and the committee itself, and I continue to look forward to working with them every day. Thank you.

COMMITTEE REPORTS (CONT.)

Membership Growth

Provided by Membership Growth Chair Henrina Zhang

Happy New Year CNH!!

It's great to see you all here at Winter Board Training Conference! My name is Henrina Zhang and I serve as the 2023-2024 CNH Membership Growth Chair. The following is my Board Report:

Advisors Manual

MG Committee released an Advisors 101 Manual dedicated to educating members, faculty, and Kiwanis advisors of their roles, duties, and relationships with each other around mid-August. There are various tips and advice for both members and advisors on how to approach their responsibilities and strengthen their connections to further grow their club.

Member Survey Form

Membership Growth Committee released a member and advisor survey form to gather data about the composition of CNH around late November. From demographics to interest to feedback, the MG Committee would like to know CNH a little more, and see what we can do to cater to you, the members, needs. The member survey form is targeted for members, officers, and District Board, and the advisor survey form is designed for the various types of advisors in CNH. MG is currently in the process of collecting and analyzing the responses, and is working on compiling the data into a strategic plan for the following years.

DCON Expo

MG is planning a small expo at DCON in the hopes of promoting membership growth, creating an environment for an exchange of ideas, and providing members an interactive activity to help create a visual representation of the member survey form. MG is discussing the interactive storyboard activity, as well as spin the wheel Key Club trivia activity to provide inspiration for potential Club Rush activities.

Member Retention Manual

MG is collaborating with MDE to create a manual providing CNH with tips on member retention and recruitment, especially after Fall Rally. The manual will include various aspects of Key Club to highlight, resources to utilize, and advice on making connections, promoting, and events. We hope to release this sometime around February.

That concludes my board report and thank you for listening. I hope you all have an amazing time at Winter Board!

COMMITTEE REPORTS (CONT.)

Membership Recognition

Provided by Membership Recognition Chair Chloe Hartanto

What's up Unstoppa-bees! I hope you are all having a wonderful time at the spoo-KEY Santa Maria Inn! The following is my board report.

Region Assignments

On November 30th, each committee member was tasked to send their assigned regions an email to Lieutenant Governors where they provided more information about Division Judging. Committee members will continue to reach out to their assigned regions monthly with resources provided by our committee. Please be sure to read and respond to these emails accordingly.

CNH Contest Archive Google Classroom

As of January 5th, 2024, the total number of potential contest applicants stands at a number of 155. In comparison to last year's statistics for the total number of contest submissions, we have experienced an increase in applications. We hope that everyone makes an effort to personally encourage the members and officers that you serve to continue this increasing trend.

Website Contest

The committee received 30 valid website contest registrations and have since been judged periodically by the Website Judging Committee made up by District Tech Editor Katherine and other district tech editors serving on the District Tech Team to ensure that all websites were being judged by qualified individuals who know the technicalities of websites. This month, the Website Judging Committee will complete its third and final judging. On behalf of the Member Recognition Committee, I would like to thank the District Tech Team for their dedication as judges and cooperation as website judging comes to an end.

DCON Preparations

In preparation for DCON 2024, the Member Recognition committee has voted on the potential certificate, medal, and ribbon, which were designed by D12S Lieutenant Governor Sidney Nguyen, D44W Lieutenant Governor Jennifer Li, and D28N Lieutenant Governor Charlette Cameron.

District Judging Committee

The application format of the District Judging Committee is set to be released on January 10th. The Member Recognition Committee is putting forth a goal of at least two district judges per division for greater diversity in the District Judging Committee. For its promotion, a flier is planned to be posted on the District instagram. In addition, a promotional email template will be sent out to the district board via Region assignments. The deadline for applications is January 20th, 2024 at 6:00 PM local time but is subject to change.

COMMITTEE REPORTS (CONT.)

Division Judging Manual

The Division Judging Manual was sent to all Lieutenant Governors on November 15th. The manual has a step-by-step guide in which you will follow to conduct division judging. It includes an application template as well as multiple email templates that will assist you in promoting division contests and your division judging committee. If there are any questions, comments, or concerns, please be sure to reach out.

MRP Report Spreadsheet

On January 3rd, an email was sent to all Lieutenant Governors containing the Club MRP Report, an email template to Club Secretaries, and the Division MRP Report. Please continue to remind club secretaries to gather MRP information on their MRFs so that they will have an easier time filling out the MRP Report. The Division MRP Report is due on February 12th at 6:00 PM Local Time. If this deadline is not met, your division will not receive any recognition.

Contest Dues Report Deadline

The Member Recognition Committee conducted a vote during our committee meeting to finalize the dues report we will be using for contests. The dues report on January 3rd was approved by the committee to be used for contests this term. However, those who paid from the December 13th report to the January 3rd report will receive a deduction. 517 clubs within the Cali-Nev-Ha District will be eligible to apply for our contests. 458 of those will not receive a deduction, and the remaining 59 will.

Closing

On behalf of the Member Recognition Committee, we hope to see your members, clubs, and divisions recognized at DCON! Thank you.

Policy, International Business, and Elections

Provided by Policy, International Business, and Elections Chair Sophia Nguyen

What's Poppin' Pookie Pies? Welcome to the spooky Santa Maria Hotel. What's more unsettling than the ghosts in this place is the length of my board report.

Committee Meetings

Since Summer Board Training Conference, the PIE Committee has hosted a total of five (5) meetings. Meeting minutes have been recorded and submitted by Committee Secretary Isaiah Newby.

Core Calls

Core Calls for Quarter 2 were carried out in August with all 11 Lieutenant Governors in the Committee. Quarter 3 Core Calls are scheduled to take place throughout the rest of January.

COMMITTEE REPORTS (CONT.)

Policy Manual & Bylaw Amendments

The District Policy Manual has undergone its final round of revisions. As for our District Bylaws, two proposed bylaw amendments have been prepared to be presented during this board meeting. Both documents containing the changes have been distributed to the District Board for review. Please ensure that you have viewed these documents, as you will be voting on them.

Resources

The PIE Committee has compiled a variety of election resources for the District. This includes manuals detailing how to run for Club, District, and International positions; updated sample caucus questions for club elections and Conclave; and optional service agreements for club officer candidates. These resources have been published on the CyberKey under the "Policy & Elections" tab.

The PIE Committee hosted a Q&A week in December on Instagram. This was intended to interact with members directly and address their questions in a more casual and accessible manner. We explained the process of running for positions, provided tips on the election process, and clarified any misconceptions.

In collaboration with the DVMT, the Slice of PIE video will soon be uploaded to the CNH YouTube channel in January. The series explains how to run for different Key Club positions, how to conduct club elections, what policies and bylaws are, and more.

Service Agreements

In December, a webinar was held for the District Board to provide training on the updated digitalized Service Agreement process for Lieutenant Governor candidates. Service Agreements are accessible on the CyberKey under the "Lieutenant Governors" tab.

I've developed a spreadsheet to monitor all candidates' compliance with the necessary documentation for their candidacy. It is your responsibility to review this database and remind your candidates to submit any outstanding documents. Thank you for your patience in this matter.

District Officer Candidate Training Conference & International Officer Candidate Training Conference

District Officer Candidate Training Conference, also known as DOCTC, will be hosted on Sunday, February 11th from 10:00 AM to 5:00 PM PT. It will be held across various locations, which include the Kiwanis Family House in Sacramento and the District Office in Rancho Cucamonga. A virtual option over Zoom will be available as well.

International Officer Candidate Training Conference, also known as IOCTC, will be held on Sunday, February 25th, from 6:00 to 7:30 PM PT. This will be held virtually over Zoom.

COMMITTEE REPORTS (CONT.)

Registration and promotional materials will be released in the coming week. Please be aware that attendance is mandatory for candidates seeking District or International office, unless a non-attendance request is submitted, which will be assessed on a case-by-case basis.

Closing Remarks

As we enter Conclave season, make sure to say "Congrats New-BEE" to your Lieutenant Governor-Elect! With that being said, that concludes my board report. Thank you!

Service Projects

Provided by Service Projects Chair Annabel Lee

What's Servin' CNH!

My name is Annabel Lee and I proudly serve as your Service Projects Chair for the 2023-2024 term. The following is my Board Report for Winter Board.

Communication

Committee tasks have been assigned through a Google Doc with monthly meetings being hosted the second Sunday of each month. Additionally, core calls were held to aid committee members with district and division tasks.

Promotion and Recognition of Service

The Spotlight on Service Program (SOSP) manuals from August to December have been posted and the remainder of the manuals will be published on the CyberKey later this month. Additionally, SOSP recognition has been posted via the District Newsletter and in routine District-wide emails.

Governor's Project Resources

To promote the 2023-2025 Governor's Project "Empowering Minds, Building Futures", the first round of resources have been released including an ideas guide with suggestions on how to participate in the project, a slideshow, and an Erika's Lighthouse donation guide with step by step instructions on how to submit donations. These resources are available along with a description of the project on the CyberKey at the "Governor's Project" page under the "Projects" tab. A graphic will be released shortly promoting these new resources.

COMMITTEE REPORTS (CONT.)

Service Resource Updates

The Service Projects Committee is currently finalizing the following resources:

- Step-By-Step Service Projects Manual detailing 75+ service project ideas including resources needed, related focuses, and detailed step by step instructions on how to complete each project.
- Service Projects Database with 100+ service project ideas, short descriptions for each project, and relevant focuses.
- Intro to Service Projects Kit including form and email templates to guide new clubs and officers in planning and executing service projects and larger scale events.

Once completed and approved, these resources will be available on the CyberKey under the Projects tab and promoted throughout the District via Instagram and Email.

Service Expo at District Convention

Plans for the Service Expo at DCON are currently in progress. The committee is planning to host multiple service projects at convention with some including donations and interactive activities. In addition, the expo will feature boards showcasing SOSA and Servetember submissions from throughout the year as well as a scavenger hunt to increase engagement and present a more interactive experience to attendees.

Closing Remarks

I am so proud of everything this District Board has accomplished so far and I look forward to ending the term off well. As always, please feel free to contact me with any questions related to all things service. This concludes my board report for WBTC. Thank you.

Approval of Reports

RESOLVED: That the CNH Board approves all executive, appointed, and committee reports
[M: Anthony Tom, D39 Lt. Governor | S: Chloe Wang, D15W Lt. Governor | PASSED]

NEW BUSINESS

Authorization to use PTP Donations for Dunlap Matching Funds

RESOLVED: That the Authorization to use PTP Donations for Dunlap Matching Funds is approved as presented

[M: Jamie Stukas, D08 Lt. Governor | S: Ysa Bentz, D07S Lt. Governor | PASSED]

NEW BUSINESS (CONT.)

Approval of District Policy Manual Updates

RESOLVED: That the District Policy Manual Update is approved as presented

(See Appendix B)

[M: Matthew Lara, D26N Lt. Governor | S: Jennifer Li, D44W Lt. Governor | PASSED]

Approval of District Bylaw Proposal #1

RESOLVED: That the first Bylaw Proposal is approved as presented (See Appendix C)

[M: Tiffany Wong, D22M Lt. Governor | S: Sarah Ganiko, D22K Lt. Governor | PASSED]

Approval of District Bylaw Proposal #2

RESOLVED: That the second Bylaw Proposal is approved as presented (See Appendix D)

[M: Jamie Stukas, D08 Lt. Governor | S: Maria Gilani, D16O Lt. Governor | PASSED]

Amendment to Service Agreement Extension Deadlines

RESOLVED: That the date to extend the service agreement deadline to is January 12th, 2024.

[M: Jacob Racela, D37W Lt. Governor | S: Leya Wu, D07N Lt. Governor | PASSED]

Approval of Lt. Governor Service Agreement Extensions

RESOLVED: That the CNH District extends the deadline for lieutenant governor service agreements for conclaves on the weekend of January 13th-14th will be extended until January 12th.

[M: Katelyn Song, D03S Lt. Governor | S: Austin Alves, D30S Lt. Governor | PASSED]

Approval of D8 Realignment

RESOLVED: That the Division 8 realignment is approved as presented (See Appendix E)

[M: Jamie Stukas, D08 Lt. Governor | S: Maya Morrow, D43 Lt. Governor | PASSED]

Approval of D21 Realignment

RESOLVED: That the Division 21 realignment is approved as presented (See Appendix F)

[M: Isaiah Newby, D21 Lt. Governor | S: Sunyodh Sandhu, D27S Lt. Governor | PASSED]

Approval of D34N Realignment

RESOLVED: That the Division 34 North realignment is approved as presented

(See Appendix G)

[M: Rea Angela Vera Cruz, D34N Lt. Governor | S: Carolyn Kao, D34S Lt. Governor | PASSED]

REMARKS/REPORTS (CONT.)

Motion to Adjourn

RESOLVED: That the CNH Board moves to adjourn the District Board Meeting

[M: Valerie Tran, D04N Lt. Governor | PASSED]

MEETING ADJOURNED AT 12:13PM

Respectfully Submitted By:

Abigail Jensen *Justin Kuo* *Doug Gin*

Abigail Jensen
District Secretary
2023-2024

Justin Kuo
District Governor
2023-2024

Doug Gin
District Administrator
2023-2024

APPENDIX A: ATTENDANCE

Attendance for this Board meeting was completed by District Secretary Abigail Jensen

EXECUTIVE COMMITTEE

DISTRICT GOVERNOR Justin Kuo
DISTRICT SECRETARY Abigail Jensen
DISTRICT TREASURER Chloe Wu
DISTRICT ADMINISTRATOR Doug Gin

LIEUTENANT GOVERNORS

DIVISION 2 NORTH Jade Le
DIVISION 2 SOUTH Sean Phu
DIVISION 3 NORTH Irene Kim
DIVISION 3 SOUTH Katelyn Song
DIVISION 4 CENTRAL Tak Nishida
DIVISION 4 EAST Rachel An
DIVISION 4 NORTH Valerie Tran
DIVISION 4 SOUTH Ayati Mishra
DIVISION 4 WEST Athena Tan
DIVISION 5 NORTH Isabella Amu
DIVISION 5 SOUTH VACANT
DIVISION 7 NORTH Leya Wu
DIVISION 7 SOUTH Ysa Bentz
DIVISION 7 WEST Amelia Gaspar
DIVISION 8 Jamie Stukas
DIVISION 10 NORTH Emma Lee
DIVISION 10 SOUTH Alice Sar
DIVISION 11 Hamida Fontanez
DIVISION 12 EAST Esha Bansiya
DIVISION 12 SOUTH Sydney Nguyen
DIVISION 12 WEST Maggie Peng
DIVISION 13 NORTH Elizabeth Gilmore
DIVISION 13 SOUTH Stephen Nguyen
DIVISION 13 WEST Katherine Dinh
DIVISION 14 Sukhraj Gill
DIVISION 15 EAST Samantha Baldelomar
DIVISION 15 NORTH Stella Kuang
DIVISION 15 SOUTH Kerry Chen
DIVISION 15 WEST Chloe Wang
DIVISION 16 EAST Devin Brown
DIVISION 16 NORTH Maria Manalastas
DIVISION 16 OASIS Maria Gilani
DIVISION 16 SOUTH Sidney Lin
DIVISION 16 WEST Sebastine Chun
DIVISION 18 Diana Zapico
DIVISION 19 NORTH Kaycee Marie Daez
DIVISION 19 SOUTH Kylie Dela Cruz
DIVISION 20 Andy Dieu
DIVISION 21 Isaiah Newby

DIVISION 22 HIKINA Aria Abe
DIVISION 22 KOMOHANA Sarah Ganiko
DIVISION 22 MAKAI Tiffany Wong
DIVISION 23 Isabelle Schinzing
DIVISION 24/29 Cindy Carbajal
DIVISION 26 NORTH Matthew Lara
DIVISION 26 SOUTH Ivy Valine
DIVISION 27 NORTH Peter Nguyen
DIVISION 27 SOUTH Sunyodh Sandhu
DIVISION 28 EAST Triston Fuel
DIVISION 28 NORTH Charlette Cameron
DIVISION 28 SOUTH Isabelle Pan
DIVISION 28 WEST Coco Zhang
DIVISION 30 NORTH Kasey Lee
DIVISION 30 SOUTH Austin Alves
DIVISION 31 Filsan Saeed
DIVISION 33 Elizabeth Cruz
DIVISION 34 NORTH Rea Angela Vera Cruz
DIVISION 34 SOUTH Carolyn Kao
DIVISION 35 EAST Abbigail Ramos
DIVISION 36 EAST Brianna Ton
DIVISION 36 NORTH Anthony Ludegna
DIVISION 36 WEST VACANT
DIVISION 37 EAST Yury Pastor
DIVISION 37 NORTH Brayden Nguyen
DIVISION 37 WEST Jacob Racela
DIVISION 39 Anthony Tom
DIVISION 42 WEST Gary Nifo
DIVISION 43 Maya Morrow
DIVISION 44 NORTH Lily Yan
DIVISION 44 SOUTH Enya Tran
DIVISION 44 WEST Jennifer Li
DIVISION 45 Lauren White
DIVISION 46 NORTH Sophia Marogi
DIVISION 46 SOUTH Ethan Chang
DIVISION 47 VACANT

APPOINTED BOARD

DISTRICT NEWS EDITOR Willa Lim
DISTRICT TECHNOLOGY EDITOR Katherine Geng
DISTRICT VISUAL MEDIA EDITOR Chloe You
COMMUNICATIONS AND MARKETING Joshua Santhirasegari
DISTRICT CONVENTION Angelina Nguyen
KIWANIS FAMILY & FOUNDATION Kenneth Nguyen
MEMBERSHIP DEVELOPMENT & EDUCATION Lina Tran
MEMBERSHIP GROWTH Henrina Zhang
MEMBER RECOGNITION Chloe Hartanto
POLICY, INTERNATIONAL BUSINESS, & ELECTIONS Sophia Nguyen
SERVICE PROJECTS Annabel Lee

KIWANIS COMMITTEE

DISTRICT ADMINISTRATOR Doug Gin*
ASSISTANT ADMINISTRATOR Marshall Roberson*
ASSISTANT ADMINISTRATOR Geoff Tobias*
SPECIAL ASSISTANT Marek LeBlanc
DISTRICT SLP DIRECTOR Timothy Cunning
REGION 1 Lisa Watson*
REGION 1 Ericka Keppeler - **ABSENT**
REGION 3 Kathy Kendrick*
REGION 5 Hanna Santee*
REGION 6 Michael McStroul - **ABSENT**
REGION 7 Doug Ridnor*
REGION 7 Patricia Larrigan*
REGION 8 Elsie Nash
REGION 8 Greg Ronkainen
REGION 9 Victor Chan*

REGION 9 Kent Screechfield
REGION 10 Interim support by Geoff Tobias
REGION 11 Carole Farris*
REGION 12 Ana Kanbara
REGION 13 Lon Salgren
REGION 14 Michelle Sakurada - **ABSENT**
REGION 15 Interim Support by Victor Chan and Kent Screechfield
REGION 16 Bruce Mercado*
REGION 16 Nikko Galanosa
REGION 17 Carissa Yen*
REGION 17 Erinn Wong*
REGION 18 Charlene Masuhara*
REGION 18 Joshua Chang*

*Signifies an Executive/Chair/Editor Mentor

GUESTS

D32 LIEUTENANT GOVERNOR | Vanessa Zamora
D35W LIEUTENANT GOVERNOR | Erin Tran
D37S LIEUTENANT GOVERNOR | Anthony Nguyen
D42E LIEUTENANT GOVERNOR | Mia Kim
D28 GREEN VALLEY KIWANIS CLUB | James Santee
D10 SAN GABRIEL KIWANIS CLUB | Patricia Foltyn
D04 LAKEFOREST KIWANIS CLUB | John Pong
D04 CORONA DEL MAR KIWANIS CLUB | Brian Lai
D13 BELLFLOWER KIWANIS CLUB | Andy Nguyen
D24 ATASCADERO KIWANIS CLUB | Brent Wingett
D24 KIWANIS LIEUTENANT GOVERNOR | Albert Almodova

APPENDIX B: DISTRICT POLICY MANUAL UPDATES

The District Policy Manual Updates were presented by the Policy, International Business, and Elections Committee.



CNH | KEY CLUB



DISTRICT POLICY MANUAL CALIFORNIA-NEVADA-HAWAII DISTRICT OF KEY CLUB INTERNATIONAL

Key Club District Board of Trustees Approval

Kiwanis District Board Approval

PHYSICAL ADDRESS: 8360 Red Oak Street, Suite 201 Rancho Cucamonga, CA, 91730-0608

MAILING ADDRESS: P.O. Box 1327 Rancho Cucamonga, CA 91729

TABLE OF CONTENTS

CALIFORNIA-NEVADA-HAWAI'I KEY CLUB POLICIES

DISTRICT POLICY

100 ADMINISTRATION	8
101 Definitions	8
101.1 Service	8
102 District Policy	8
102.1 Policy Revision Procedures	8
102.2 Policy Revision Effectiveness	9
103 District Bylaws	9
103.1 Bylaw Revision Procedures	9
103.2 Bylaw Revision Effectiveness	9
104 RELATION TO KIWANIS DISTRICT	9
104.1 Approval	9
104.2 District Administrator	10
104.3 Kiwanis District Office	10
104.4 Region Advisors	10
104.5 Kiwanis Divisions	10
105 TRAVEL AND OVERNIGHT FUNCTIONS	11
105.1 Key Club Executive Committee Travel	11
105.2 Key Club Executive Committee Travel to Region Training Conferences	11
105.3 Key Club Executive Committee Travel to States	11
105.4 Appointed Position Travel	11
105.5 Key Club Lieutenant Governors Travel	12
105.6 Driving	12
105.67 Overnight Functions	12
106 INVOCATIONS	12
107 DISTRICT PUBLICATIONS	13
108 DISTRICT STRUCTURE	13
109 California-Nevada-Hawai'i District	13
109.1 Termination of Office	13
109.2 Boundaries	13
110 Regions	13
111 Divisions	13

112	Clubs	14
113 BOARD OF TRUSTEES		14
114	Members	14
114.1	Selection of Members	14
114.2	Executive Committee	14
114.3	Appointed Members	15
114.4	Honorary Members	15
115	Meetings of the Board	15
115.1	Dress Code	15
115.2	Code of Conduct	16
115.3	Agenda	16
116 DUTIES OF THE BOARD MEMBERS		16
116.1	Elected and Appointed Officers	16
116.2	Lieutenant Governors	16
116.21	Duties	16
116.22	Replacement of Lieutenant Governors	19
116.23	Service Agreement	19
117 DUTIES OF DISTRICT COMMITTEES		19
117.1	Members	19
117.2	Charter of Committees	19
117.21	Member Recognition (MR Committee) Communications & Marketing (CM) Committee	19
117.22	District Convention (DCON Committee) District Convention (DCON) Committee	21
117.23	Service Projects (SP Committee) Kiwanis Family & Foundation (KFF) Committee	21
117.24	Policy, International Business & Elections (PIE Committee) Membership Development & Education (MDE) Committee	22
117.25	Kiwanis Family & Foundation (KFF Committee) Membership Growth (MG) Committee	23
117.26	Member Development & Education (MDE Committee) Member Recognition (MR) Committee	24
117.27	Communications & Marketing Committee (CM Committee) Policy, International Business, & Elections (PIE) Committee	24
117.28	Membership Growth Committee (MG Committee) Service Projects (SP) Committee	25
117.3	Committee Operation	26

117.31	Meetings	26
117.32	Work Accomplishment	27
117.33	Chair Duties	27
117.34	Organization Committee Secretary Duties	27
117.35	Reports Committee Mentors Duties	27
117.36	Committee Mentors Reports	28
118 DISTRICT CONVENTION		28
118.1	Purpose	28
118.2	Location	29
118.3	Code of Conduct	29
118.4	Security	29
119 CONVENTION PLANNING		29
119.1	District Convention (DCON) Committee	29
119.2	Sergeant-at-Arms (SAA) Team	30
120 CONVENTION OPERATION		30
120.1	Registration	30
120.2	Policy, International Business, & Elections Committee Kiwanis Family & Foundation (KFF) Committee	31
120.3	Member Recognition (MR) Committee	32
120.4	Workshops Membership Development & Education (MDE) Committee	32
120.5	Policy, International Business, & Elections (PIE) Committee	32
120.6	Service Projects (SP) Committee	33
120.57	Convention Advisors	33
120.68	Board Dinners	33
120.79	Guests	34
121 ELECTION PROCESS (CONVENTION)		34
121.1	Candidates Meeting	34
121.2	Sergeant-At-Arms (SAA) Meeting	34
121.3	Caucus Moderator Meeting	35
121.4	Caucus	35
121.5	Delegates	36
121.6	Ballots	36
121.67	Nominating Conference	36
121.78	House of Delegates (HOD)	37
122	Member Recognition	39

123 ELECTION PROCESSES (PRE-CONVENTION)	39
124 Club Officers	39
124.1 Service Agreement	39
124.2 Election Procedures	39
125 Lieutenant Governor	40
125.1 Service Agreement	40
125.2 Election Procedures	40
125.3 Campaign Material	41
125.4 Club Endorsement	41
126 District Officers	42
126.1 Candidates for District Office	42
126.2 Campaign Material	42
127 FINANCIAL	42
128 Member Dues	42
129 District Budget	43
130 Reimbursement Policy	43
130.1 Board Meetings Expenses	43
130.2 Region and Committee Expenses	43
130.3 Lieutenant Governor Division Expenses	44
130.4 Mileage Reimbursement Expenses	44
130.5 Telephone Expenses	44
130.6 Committee Expenses	44
131 District Convention (DCON)	44
132 TRAINING	45
133 District Board	45
133.1 District Governor	45
133.2 Executive Committee	45
133.3 Lieutenant Governor	45
133.31 Pre-Convention	45
133.32 Convention	45
133.33 First Board Meeting	45
134 Candidate Training Conferences	46
134.1 Candidate Training Conference (CTC)	46
134.2 District Officer Training Conference (DOCTC)	46
134.3 International Officer Training Conference (IOCTC)	46

135	Region Training Conference	47
136 CLUBS AND MENTORS		47
137	Administrative Year	47
138	Election of Officers	47
139	Club Officers Training	47
140	Good Standing	47
140.1	Financial	47
140.2	Conduct	48
141	Reporting	48
142	Division Attendance	48
143 INTERNATIONAL CONVENTION		49
144	District Tour	49
145	Conduct	49
146	International Candidates	49
146.1	District Endorsement	49
147	International Elections	49
147.1	Delegates	49
147.2	District Caucus	50
148	Sergeant-at-Arms (SAA) Participation	50
149 SOCIAL MEDIA		50
149.1	Expectations	50
149.2	Personal Use	50
149.3	Promotional Use	51
149.4	Violation	51
149.5	Consequences of Violation	51
150 VIOLATION OF DISTRICT POLICIES AND BYLAWS		51
150.1	Review and Investigation	51
150.2	Due Process	51
150.3	Disciplinary Action	51
150.4	Appeal of Disciplinary Action	52
150.5	Report of Action Taken	52
151 DISMISSAL OF DISTRICT BOARD MEMBERS		52

DISTRICT POLICY

MISSION & PURPOSE

The policies of the California-Nevada-Hawai'i 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. Furthermore, these policies are subject to the Bylaws of the California-Nevada-Hawai'i District, and where these policies paraphrase or refer to the Bylaws of said District, said Bylaws shall be the controlling authority. In addition, this Policy Manual contains procedures by which the District will conduct its business and shall serve as a guide by which subsequent Boards of Trustees ~~may~~ shall act. These policies shall remain in full force and effect until changed by action of the Board of Trustees of the California-Nevada-Hawai'i Key Club District. Procedures used to change Policies shall be found within this Policy Manual. These policies and any changes are subject to the approval of the California-Nevada-Hawai'i Kiwanis District Policy Committee and Board of Trustees.

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

101 Definitions

All references in this manual to executive officers (District Governor, District Secretary, District Treasurer, etc.) refer to the executive officers of the California-Nevada-Hawai'i District of Key Club International. The Executive Committee is composed of the District Governor, District Secretary, District Treasurer, and District Administrators. The California-Nevada-Hawai'i Board of Trustees is composed of the Executive Committee and all Lieutenant Governors. The District Board is composed of the Board of Trustees and Committee Chairs. ~~References to any Kiwanis District officer(s) will be indicated using "Kiwanis." Policies are the ways these guidelines are carried out by the California-Nevada-Hawaii Key Club District.~~

~~Policies are the means by which the California-Nevada-Hawai'i Key Club District implements and enforces instructions, principles, and procedures that are outlined in this District Policy Manual. These are related to, but separated from bylaws, which are the rules governing the District.~~

101.1 Service

~~Community service is defined as time spent volunteering and giving back to the community. Service is voluntary and for the benefit of the community. Service hours are to be recorded in an accurate and timely manner by the Club Secretary in the Monthly Report Form (MRF).~~

~~The following are to be followed when recording service hours:~~

- ~~a. Service hours are not to be quantified, rounded, or inflated. The amount of time spent in service is the amount of hours to be received. Completion of a specific number of activities or donations is not to equate to a certain amount of service hours.~~
- ~~b. Administration hours are not to be counted as service hours. Time spent in service is to directly benefit the community.~~
- ~~c. Financial compensation is not to be given for service hours. Hours recorded as service are to be voluntary.~~
- ~~d. District and Club Officers are to complete 50 hours of community service by the January MRF submission. The District Secretary and Service Projects Committee are to ensure that service hours are recorded properly and correctly. Additionally, failure to accurately report service hours may result in disqualification from awards, contests, and other recognition.~~

102 District Policy**102.1 Policy 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 California-Nevada-Hawai'i 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 District 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 at least one (1) 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 in attendance. (2/10)

102.2 Policy Revision Effectiveness

The date of approval by the Board of Trustees is indicated at the end of each numbered paragraph. The first number indicates the month and the second number indicates the year of revision approval. (12/84)

103 District Bylaws

103.1 Bylaw Revision Procedures

Any Key Club **in good standing** or **any** member of the Board of Trustees in good standing may make a proposal to revise the District Bylaws. A proposal to revise the Bylaws by a Key Club in good standing must be submitted in writing to the California-Nevada-Hawai'i Kiwanis District Office and received no later than November 1st in order to be considered at the following House of Delegates. This proposal must be endorsed by the Key Club's respective Lieutenant Governor and the sponsoring Kiwanis Club President. All proposals for revision to the Bylaws received by the District Office shall be forwarded to the Policy, International Business, and Elections Committee Chair and the Key Club District Governor. ~~Any proposal that fails to follow the criteria above will be returned with a letter stating the reasons for non-compliance.~~ If the procedure for submitting a proposal, as previously outlined, is not followed correctly, the proposal 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. (1/91)

103.2 Bylaw Revision Effectiveness

~~Bylaw proposals approved by a majority vote in the House of Delegates will take immediate effect for the subsequent term.~~

104 RELATION TO KIWANIS DISTRICT

104.1 Approval

Copies of the District Bylaws, this Policy Manual, and any changes shall be submitted to the California-Nevada-Hawai'i Kiwanis Policy, International Business, and Elections Committee and **Kiwanis** District Board on a continuing basis for approval. (1/92)

104.2 District Administrator

The Key Club District Administrator is appointed by the Governor-elect of the California-Nevada-Hawai'i District of Kiwanis International. This individual shall administer the Key Club District within the Bylaws of Key Club International and the Bylaws of the California-Nevada-Hawai'i District of Key Club International. Assistant Administrators may be appointed by the District Administrator as required to fulfill specific objectives of the District Administrator. (2/10)

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 ~~(office)~~ Office. They are to assist the Key Club District Administrator and committee and the California-Nevada-Hawai'i Key Club District Board. The District Secretary ~~/ or~~ Executive Director of Kiwanis shall be responsible for the safekeeping of the assets of the Key Club District, together with the necessary accounting records. The Kiwanis District Secretary ~~/ or~~ Executive Director shall execute any and all contracts on behalf of the Key Club District with the approval of the District Administrator. (2/10)

104.4 Region Advisors

Region Advisors shall be nominated by the current Key Club District Administrator and appointed by the Kiwanis District Governor-elect. ~~The Each~~ Region Advisors shall represent and assist the District Administrator within their Regions, act as a liaison between the Key Club Lieutenant Governors and the Kiwanis Lieutenant Governors, and coordinate transportation for District Board members to attend District Convention, ~~and~~ District Board training conferences, ~~and other relevant events deemed necessary.~~ ~~The Each~~ Region Advisors shall help coordinate Conclaves, training conferences, and other special events within their assigned Regions. They shall coordinate the various divisions and see that proper protocols are upheld during Conclaves. ~~The Each~~ Region Advisor shall ensure that the Key Club Officers within their Region fulfill the duties of their respective offices, whether those offices are at Division, District, or International levels. In the event of a resignation or failure of any of these officers in the performance of their duties, ~~the each~~ Region Advisor shall assist in the replacement of that ~~Officer vacant~~ Officer position. ~~The Each~~ Region Advisor shall assist the District Administrator whenever possible, including serving as ~~an~~ Advisor to Board Committees and at Board Meetings, Conventions, and Conferences. (1/20)

104.5 Kiwanis Divisions

Kiwanis Division officers and appointees should not be directing in the operations of the Key Club Division. Sponsoring Kiwanis Clubs, rather than the Kiwanis Division, shall be responsible for overseeing ~~their respective~~ Key Clubs. The Kiwanis Lieutenant Governor and Service Leadership Program appointees should assist the Key Club Lieutenant Governor by helping collect funds, assisting in coordinating Division events when requested by the Key Club Lieutenant Governor, and monitoring activities within the (Key Club or Kiwanis) Division to ensure proper procedures are followed. (1/20)

105 TRAVEL AND OVERNIGHT FUNCTIONS

This section governs all inter-division and overnight activities for all members of the District. This policy is not intended to limit or discourage any events that are traditionally conducted in the California-Nevada-Hawai'i District. It has been established for protection from potential insurance claims and/or lawsuits. This policy shall be used for all travel and overnight functions in this District. (1/20)

105.1 ~~Key-Club~~ Executive Committee Travel

~~All procedures noted below are the responsibility of the Officer requesting travel to initiate. The Officer requesting travel is responsible for initiating all procedures outlined below.~~

All travel outside of the home Region of ~~the each~~ individual members of the Executive Committee, except as noted below, must be approved in advance in writing or electronic mail by the District 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 ~~the~~ e-mail(s) must be in possession of the officer when traveling.

Exceptions include:

- a. District Board Meetings
- b. (District Governor Only) Kiwanis Family District Conventions and International Meetings
- c. Key Club District and International Conventions
- d. Special Events announced by the District Administrator in writing. (1/22)

105.2 ~~Key-Club~~ Executive Committee Travel to Region Training Conferences

No more than two (2) executive officers may travel to each Region Training Conference, except under special circumstances with permission granted by the District Administrator. (2/02)

105.3 ~~Key-Club~~ Executive Committee Travel to States

The District Governor shall travel to one (1) 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 if personal schedules, the executive officers' budgets, and events permit.~~ Each executive officer is permitted to attend one (1) event in each state within the District, subject to approval from the District Administrator and contingent upon alignment with their personal schedule, executive officer budgets, and the feasibility of the event itself. (1/20)

105.4 Appointed Position Travel

Those in Appointed Positions may not travel outside of their home Regions without the specific approval of the District Administrator and ~~their~~ Region Advisor(s). This approval must be in writing and in the possession of the member at all times during the travel period. (1/20)

105.5 ~~Key Club~~ Lieutenant Governors Travel

A Lieutenant Governor may not travel to Key Club ~~Ee~~vents outside their division unless they complete and are granted permission with an Attendance Request Form. Region activities require advance approval by the Region Advisor(s) assigned to the Lieutenant Governor.

Exceptions include:

- a. District Board Meetings
- b. Key Club District and International Conventions
- c. District Committee Meetings
- d. Region Training Conferences
- e. Special Events announced by the District Administrator in writing (1/22)

105.6 Driving

A Key Club member is prohibited from independently driving themselves or fellow Key Club members to any District events. Traveling by car to district events is only allowed when an approved adult chaperone is driving. Students are not permitted to operate a vehicle for themselves or others.

105.67 Overnight Functions

- a. Any overnight function operated by or advertised as a Key Club-sponsored event must be approved in advance by the District Administrator. The organizer of the function shall complete an Event Request Form at least three (3) weeks in advance of the event and 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. The submitted Event Request Form must be approved in advance by the Region Advisor(s) and ~~the District Administrator, or a designated alternate; either the District Administrator or their designee.~~
- c. Extended trips by Club members of more than ~~twenty-four~~ (24) hours outside the home Division must be approved by the Faculty or Kiwanis Advisor in writing.
- d. Approval by the school advisor, principal, or other appropriate school official for overnight functions must also be obtained in advance.
- e. Each Key Club member under the age of ~~twenty-one~~ (21) must complete the Medical Release Form before entering any Key Club Event. ~~The Each~~ member must have the form with them at all times during the event. (1/20)

106 INVOCATIONS

At all formal meetings of the members of the California-Nevada-Hawai'i District of Key Club International, the invocation or benediction ~~is to refer to no particular religious sect or symbol; should not specifically mention any particular religious group or symbol.~~ (1/91)

107 DISTRICT PUBLICATIONS

The California-Nevada-Hawai'i Key Club District shall be responsible for providing the following publications:

- a. The California-Nevada-Hawai'i CyberKey
- b. The California-Nevada-Hawai'i District Newsletter
- c. Training Manuals (1/20)

108 DISTRICT STRUCTURE

109 California-Nevada-Hawai'i District

The California-Nevada-Hawai'i Kiwanis District Board of Trustees has the responsibility for and control over the California-Nevada-Hawai'i Key Club District, Divisions, Clubs, and their activities. The Kiwanis District Governor (from October 1st to the end of the District Convention); the Kiwanis District Governor-elect (from the end of the District Convention until September 30th); and the Kiwanis District Board of Trustees are responsible for counsel and advice, and have final authority for the functioning of the California-Nevada-Hawai'i Key Club District. (1/20)

109.1 Termination of Office

The Kiwanis **District** Governor has the authority to terminate or remove any elected or appointed officer. (1/20)

109.2 Boundaries

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

110 Regions

Key Club Regions are unique to the California-Nevada-Hawai'i District and shall coincide with the boundaries of Kiwanis Regions as defined by the Kiwanis District Policy. The Regions are led by one (1) or more Kiwanians appointed by the District Administrator and approved by the Kiwanis District Governor-elect to serve as members of the Kiwanis District Committee on Key Club and to mentor and train the Lieutenant Governors assigned to that region. (2/10)

111 Divisions

Key Club Division boundaries shall coincide with the boundaries of Kiwanis Divisions as defined by the Kiwanis District Board unless modified for Key Club purposes. When a Key Club Division reaches **sixteen (16) ~~active clubs~~ dues-paid clubs in good standing**, the Key Club District Board may approve a plan to realign and/or create a new division to best meet the objectives of the Service Leadership Program with consideration to the needs of the Lieutenant 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. (2/10)

112 Clubs

There shall be only one (1) Key Club in any high school or community-based organization. (2/10)

A Key Club may be established in a high school or equivalent educational institution upon the petition 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; however, the Lieutenant Governor, Region Advisor(s), and Kiwanis Division or Region leadership team shall continue to seek a Kiwanis sponsor for such club.

Clubs shall be assigned to the appropriate Division as determined by the Key Club District Governor and District Administrator and agreed to by the sponsor. (2/10)

113 BOARD OF TRUSTEES

114 Members

The members of the District Board of Trustees, as specified in the District Bylaws, shall consist of the three executive officers of the District (District Governor, District Secretary, and District Treasurer) a Lieutenant Governor for each Division, those persons appointed by the District Governor to fulfill special positions, and the Key Club District Administrator. (1/20)

114.1 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 District Governor and the District Administrator. (12/84)

114.2 Executive Committee

The Executive Committee shall consist of the District Governor, the District Secretary, the District Treasurer, and the District Administrator. The District Governor may add other non-voting appointed officers to the Executive Committee, with the approval of the Board of Trustees. (1/20)

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

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

114.3 Appointed Members

~~Additional officers as deemed necessary and appropriate by the District Governor may be appointed by the District Governor with the approval of the Board of Trustees. The District Governor, with the approval of the Board of Trustees, may appoint additional officers as deemed necessary and appropriate for the effective functioning of the organization.~~ Candidates for appointment shall be selected after the review of a letter of application from the candidate. Appointed ~~persons~~ members do not have voting privileges on the Board and are not Delegates-at-Large at ~~the~~ District Convention. (1/20)

The Leadership Committee shall consist of the Executive Committee, Committee Chairs, District Editors, Committee Coordinators, ~~and Committee Mentors.~~, ~~and Administration.~~

114.4 Honorary Members

Honorary Members of the Board of Trustees may be appointed at the discretion of the District Governor and the District Administrator and may have no specific duties ~~nor voting privileges on the Board and are not Delegates-at-Large at District Convention.~~ (2/10)

115 Meetings of the Board

The District Board shall meet no more than four (4) times during the Key Club Administrative year. These four occasions should include: (1) during the month of May (2) during the ~~summer month of July~~ (3) during the month of January and (4) preceding 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 District Governor. An invitation to attend all Board meetings should be issued to the members of the Kiwanis Key Club Committee, the Director of Service Leadership Programs, the Kiwanis District Governor, and if applicable, the Kiwanis District Governor-Elect. (1/20)

115.1 Dress Code

At all District Board training conferences, the dress code shall be business casual unless otherwise determined by the District Governor and/or District Administrator. At all District Board meetings, the dress code shall be business professional, unless otherwise determined by the District Governor and/or District Administrator. Dress code definitions and specifications can be modified according to current standards. These definitions and specifications must be written by the District Governor in concurrence with the District Administrator and presented to the District Board by the conclusion of the Spring Board Training Conference. (1/20)

~~The District shall also emphasize the importance of equal dress codes for all attendees. Any modifications or variations in the dress code must be applied uniformly to ensure a fair and inclusive environment for all participants. The District Governor, in collaboration with the District Administrator, is responsible for drafting and presenting the dress code definitions and specifications to the District Board by the conclusion of the Spring Board Training Conference. (1/20)~~

115.2 Code of Conduct

The curfew for each District Board function will be determined by the District Administrator. Unnecessary noise at any hour is prohibited. Intoxicants, tobacco, or criminal property of any nature is prohibited in the possession of any Key Club member. Members are not allowed in the rooms of those of the opposite sex. All those attending Board functions are to abide by the Code of Conduct and the Honor System. All attendees found in violation of these rules and regulations shall be subject to dismissal by the District Governor with the District Administrator or appropriate Region Advisor's consent. (1/20)

115.3 Agenda

The official agenda of all Board Meetings shall contain a District Governor's report, ~~a the~~ District Secretary's report, ~~a the~~ District Treasurer's report, a report on Key Club International activities, and ~~a the~~ District Committee's report. (1/20)

The official agenda of all Board Training Conferences shall contain opportunities for the District Committees to meet. (2/10)

116 DUTIES OF THE BOARD MEMBERS

The Executive Committee shall determine the official directives and responsibilities for the District Committees with the approval of the District Administrator. They shall also determine the minimum duties and requirements for each Lieutenant Governor. ~~Lieutenant Governors and the~~ The District Secretary ~~and Lieutenant Governors~~ are responsible for the creation of a District Directory that compiles all Club information. (2/10)

The term for elected District Board Members runs from their installment ~~during at~~ District Convention to their retirement ~~during at~~ the following District Convention. (1/20)

116.1 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. (2/10)

116.2 Lieutenant Governors

Each Lieutenant 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. must hold active membership in a club that is in good standing, and they must have maintained their membership for a minimum of four (4) months before the election.~~ Lieutenant Governors are elected at the Division level to serve as District officers and coordinate and report on the activities of the Clubs within the Division to the District. (1/20)

116.21 Duties

The following are basic requirements for a Lieutenant Governor. Additional tasks may be assigned by the District Governor. (2/10)

Attendance

- a. Each Lieutenant Governor must attend: the District Convention where ~~the~~ each Lieutenant Governor is installed, the three (3) subsequent Board Meetings, and the District Convention and Board Meeting at the end of the term.
- b. The Lieutenant Governor must attend at least one (1) meeting of each club in their *respective* Division and complete the Club Visitation Report subsequently.
- c. The Lieutenant Governor should attend at least one (1) Kiwanis Division Council Meeting.
- d. The Lieutenant Governor ~~should try~~ is encouraged to attend the International Convention ~~during~~ within the duration of their term ~~of~~ in office.

Reports

- a. Reports listed below must be completed and submitted to the California-Nevada-Hawai'i District Archive and Region Advisor by 6:00 pm on the 10th of every month during their term.
- b. The following reports are to be submitted:
 - Division Monthly Report Forms
 - Training Conference Reports (To be submitted only ~~on~~ for the months ~~that had~~ training conferences ~~were held~~)

Communication

- a. The Lieutenant Governor shall publish at least ~~ten~~ (10) publications per term to keep the Division and all other interested persons informed of Division, District, and International activities.
- b. The Lieutenant Governor shall communicate with their Region Advisor(s) at least ~~twice~~ four (4) times per month.
- c. The Lieutenant Governor shall communicate with their assigned District Committee at least ~~once~~ two (2) times per month.
- d. The Lieutenant Governor shall communicate with each club in their Division ~~every month~~ at least two (2) times per month.

Promotion

- a. The Lieutenant Governor shall carry out the programs of the District Governor, the District Executive Committees, and Key Club International.
- b. The Lieutenant Governor shall promote the organization of new Key Clubs in the Division and assist their sponsoring Kiwanis Clubs in establishing ~~the~~ new club(s).

Meetings & Conferences

- a. The Lieutenant Governor shall organize and hold at least ~~ten~~ (10) Division council meetings.
- b. The Lieutenant Governor shall organize and hold an Officer Training Conference (OTC) for the Club officers serving in the Lieutenant Governor's Division ~~during~~ the spring or summer.
- c. The Lieutenant Governor, in collaboration with the Lieutenant Governors in their respective regions, is responsible for coordinating and hosting a Region Training Conference (RTC) for the Club officers within the Lieutenant Governor's Region.

Joint Region Training Conferences may be conducted by Lieutenant Governors when deemed beneficial for their membership, particularly during the fall.

- ~~d. The Lieutenant Governors in a Region or nearby geographical area and the respective Region Advisors shall arrange and conduct a Region Training Conference for the Club officers and members within the included Divisions between September and October.~~

Division Leadership Team

Each Lieutenant Governor may be accompanied by a team of division leaders, also known as the Division Leadership Team (DLT). It may consist of an Executive Assistant(s), ~~number based on the total home clubs dues-paid clubs in good standing; one~~ a Division News Editor, and task coordinators based on the Lieutenant Governor/Division's needs. ~~The Lieutenant Governor may release the application after District Convention.~~ The release of applications by the Lieutenant Governor is permitted only after their installation at the District Convention and not before.

- a. Only dues-paid members may serve on the Division Leadership Team.
- b. ~~Applications and interviews for DLT appointments are required.~~ Submission of applications is mandatory, and interviews are recommended for appointments to the DLT.
- c. The Region Advisor(s) should have input in the DLT selection process to ensure it adheres to Kiwanis Guidelines and Policies.
- d. DLT officers must sign the **Division Leadership Team Service Agreement** and submit it to their Lieutenant Governor and Region Advisor(s).
- e. Resignations/re-appointments must mirror the District Due Process Clause for removing a District officer.
- f. The Region Advisor(s) should be notified and have input in the DLT removal process before the official removal.
- g. If a Division Officer no longer serves in their position, the Lieutenant Governor may appoint a new officer with approval from their **respective** Region Advisor(s).
- h. Division News Editor (DNE) – Assists the Lieutenant Governor to publish monthly newsletters. **Each Division shall have one (1) DNE.**
- i. Executive Assistant (EA) – Supports the Lieutenant Governor; specific directives will be created by the Lieutenant Governor at the start of the term. ~~There may be~~ **Each Division shall have one (1) Executive Assistant per every five (5) dues-paid clubs in good standing** ~~in the Division.~~ (1/22)

Elections

The Lieutenant Governor shall hold a Conclave **no later than forty-five (45) days before District Convention, in which where** the succeeding Lieutenant Governor is elected. The Lieutenant Governor will then train ~~their elect~~ and ensure that the Division duties and important information are turned over to their **new** Lieutenant Governor ~~elect by District Convention.~~

116.22 Replacement of Lieutenant Governors

In the event of the resignation of a Lieutenant Governor, ~~the removal of a Lieutenant Governor~~, or the failure of the division to elect a person to fill that office, the District Governor and Region Advisor(s) (with assistance from the local division) will select a person to fill that position. This selection must be approved at the next Board of Trustees meeting. (1/20)

116.23 Service Agreement

Every candidate for a District Office must submit a completed and properly signed Service Agreement. 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) supplied by the District must be completed and returned to the California-Nevada-Hawai'i Kiwanis District Office by the date announced each year by the Policy, International Business, and Elections Committee. (1/20)

117 DUTIES OF DISTRICT COMMITTEES

The Executive Committee shall establish how the Standing Committees will be organized during the year and clearly define the general description of work prior to the first Board Meeting.

District Committees shall include: ~~Member Recognition; District Convention; Service Projects; Policy, International Business, & Elections; Kiwanis Family & Foundation; Communications and Marketing; Membership Growth; and Member Development & Education; Communications & Marketing; District Convention; Kiwanis Family & Foundation; Membership Development & Education; Membership Growth; Membership Reconciliation; Policy, International Business, & Elections; and Service Projects.~~ (1/22)

117.1 Members

The District Governor shall assign Board Members to serve on District Committees. The District Governor will appoint one (1) member, who is not part of the Board of Trustees, as Committee Chair. ~~or, given no appointment, if there is an absence of an appointment or in the event of the position holder's resignation or removal,~~ the Committee members may elect one (1) from the Committee. No Board Member may serve as Chair of more than one (1) committee. The Executive Committee shall assign board members to committees. Committee assignments should be announced by the District Governor before the Spring Board Training Conference. Committee duty training and work procedures shall be established at Spring Board Training Conference. The District Administrator shall assign a member/s of the Kiwanis Key Club Committee to act as Mentor to each committee. (1/20)

117.2 Charter of Committees

Each committee shall have a specific charter established by the Executive Committee. The detailed duties may vary ~~from year to year~~ yearly and expand ~~during throughout~~ the year. (2/10)

117.21 Member Recognition (MR Committee) Communications & Marketing (CM) Committee

- ~~a. Develop a plan to increase the number of quality submissions.~~
- ~~b. Propose revisions to the current contest guidelines for approval by the District Board.~~
- ~~c. Determine the feasibility of any suggestions made by the District Board.~~
- ~~d. Judge contest submissions based on contest rubrics.~~
- ~~e. Establish procedures for contest judging and training of contest judges.~~
- ~~f. Ensure that all Lieutenant Governors share judging materials to clubs and division judges.~~
- ~~g. Ensure that all awards and their recipients are recognized at District Convention.~~
- ~~h. Distribute, in a timely manner, any awards or certificates not picked up at DCON.~~
- a. Conduct responsible marketing campaigns to externally and internally promote the programs and activities of California-Nevada-Hawai'i Key Club and Key Club International.
- b. Update the membership on pertinent District and International updates.
- c. Develop membership recruitment and retention resources for club and division use.
- d. Educate members on topics such as club communication and marketing, newsletters, videos, and websites through manuals and feedback.
- e. Use social media, videos, the California-Nevada-Hawai'i Cyberkey, and monthly newsletters to communicate and promote updates to the membership.
- f. Assist other committees with promotion and communication of various projects.
- g. Update, enforce, and teach the California-Nevada-Hawai'i graphic standards.
- h. Research the sentiment and attitudes of clubs and membership on regarding concerns facing the District.

The appointed District News Editor, District Technology Editor, and District Visual Media Editor are a part of the Communications & Marketing Committee. Their respective duties are as follows:

District News Editor (DNE)

- a. Create monthly newsletters from submissions from the membership.
- b. Provide feedback on newsletters.

District Technology Editor (DTE)

- a. Maintain up-to-date information on the CyberKey.
- b. Create a site or app for use at DCON.
- c. Manage the District Technology Team (DTT) to assist with the California-Nevada-Hawai'i CyberKey & other technology directives.

District Visual Media Editor (DVME)

- a. Maintain an informational video series to inform the District membership.
- b. Coordinate educational content for District membership.

- c. Manage the District Visual Media Team (DVMT) to assist with video production and other content directives.

117.22 District Convention (~~DCON~~ Committee) (DCON) Committee

- a. Select a theme and logo for District Convention.
- ~~b. Outline, prepare, refine, and revise the agenda for District 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. Approve a budget and registration fees at the Summer Board Meeting.~~
- c. Educate the members of the California-Nevada-Hawai'i District ~~on~~ regarding District Convention through promotional materials such as infographics, a video series, and/or manuals.
- ~~d. Approve a budget and registration fees at the Summer Board Meeting. Outline, prepare, refine, and revise the agenda for District 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.~~
- e. Coordinate with other Standing Committees, Task Coordinators, and the Executive Committee to ensure that the requirements of all involved are considered.
- f. Select speakers, band/DJ, menus, and other arrangements necessary for a successful convention.

117.23 ~~Service Projects (SP Committee) Kiwanis Family & Foundation (KFF) Committee~~

- ~~a. Educate the District membership about service projects, preferred charities, and related contests.~~
- ~~b. Educate the District membership on current District and International Service Initiatives through promotional materials such as infographics, video series, and manuals.~~
- ~~c. Educate clubs on tracking and reporting service hours on the club MRF.~~
- ~~d. Provide resources on effective service projects, events, and fundraisers that support the preferred charities of Key Club International and the CNH District.~~
- ~~e. Provide resources for Service EXPOs throughout the year at different events.~~
- ~~f. Increase the quantity and quality of club Single Service award submissions.~~
- ~~g. Highlight the service aspect of Key Club and the basis of being a service club to recruit new members.~~
- ~~h. Research and develop the next two-year Governor's Project for California-Nevada-Hawaii Key Club which can involve most clubs, promote Key Club to the public as a service organization, promote interest, and be of general welfare.~~
- ~~i. Create a service database available on the Cyberkey.~~
- ~~j. Create materials providing service opportunities and ideas to the membership through graphics, the Cyberkey, and social media.~~
- a. Inform the District Board members of their respective KIWIN'S, Circle K, Builders Club, K-Kids, Aktion Club, and Kiwanis counterparts.

- b. Update and educate the District on Kiwanis Family activities and events.
- c. Ensure Kiwanis Family interaction from the District Board to the general membership by providing and publicizing resources and joint events.
- d. Promote and increase participation in the California-Nevada-Hawai'i Children's Fund and the Kiwanis Children's Fund scholarship and grant programs.
- e. Promote and educate the District membership on California-Nevada-Hawai'i's preferred charities.
- f. Promote the chartering of new Kiwanis Family Clubs, such as Builders Clubs and K-Kids Clubs.
- g. Promote and increase recognition for Kiwanis Family relations, including the Kiwanis Family Award.
- h. Promote Key Leader camps to accomplish the goal of maximum attendance.
- i. Communicate and collaborate consistently with KIWIN'S, Circle K, Builders Club, K-Kids, Aktion Club, and Kiwanis to increase understanding and overall relations between the Kiwanis Family.
- j. Organize the logistics for the Kiwanis Family exposition at District Convention.

117.24 Policy, International Business & Elections (PIE Committee) Membership Development & Education (MDE) Committee

- ~~a. Know, understand, and be able to interpret the Bylaws and Policies of this District and Key Club International so that they may be properly applied.~~
- ~~b. Review all proposals for revisions to the Bylaws, recommend action to the Board of Trustees, and present the proposal for change to the House of Delegates.~~
- ~~c. 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.~~
- ~~d. Maintain and expand the District Policy Manual. Prepare policy where appropriate or request policy preparation by the appropriate person or Committee.~~
- ~~e. Ensure that all approved Bylaw revisions are documented in the House of Delegates Minutes and incorporated into the District Bylaws.~~
- ~~f. Ensure that all approval Policy revisions are documented in the Board Minutes and incorporated into the Manual.~~
- ~~g. Ensure that the approved revisions to the District Bylaws, Policy Manual, and House of Delegate Minutes are submitted to the Kiwanis Policy Committee and Board of Trustees.~~
- ~~h. Promote strong relations with Key Club International by educating the District membership about International business, programs, and visions of change.~~
- ~~i. Oversee all aspects of the election and voting proceedings conducted at District Convention.~~
- a. Encourage member-to-member interactions throughout the California-Nevada-Hawai'i District.
- b. Assess and accordingly adjust elements of Key Club training conferences in order to improve the member experience.

- c. Provide resources and manuals to educate members and develop understanding of club functions.
- d. Develop a system to encourage feedback and communication from the member level to the District level.
- e. Promote member retainment and engagement throughout the term.
- f. Organize the logistics for District Convention workshops and publish the workshop matrix in the online convention program.
- g. Revise, update, and/or discontinue the available resources by the District found in the California-Nevada-Hawai'i Cyberkey.

117.25 Kiwanis Family & Foundation (KFF Committee) Membership Growth (MG) Committee

- ~~a. Inform the District Board members of their respective KIWIN'S, Circle K, Builder's Club, K-Kids, Aktion Club, and Kiwanis counterparts.~~
- ~~b. Update and educate the District about Kiwanis Family activities and events.~~
- ~~c. Ensure Kiwanis Family interaction from the District Board to the general membership by providing and publicizing resources and joint events.~~
- ~~d. Promote and increase participation in the California-Nevada-Hawaii Kiwanis Foundation scholarship and grant programs.~~
- ~~e. Promote and educate the District membership on California-Nevada-Hawaii's preferred charities.~~
- ~~f. Promote the chartering of new Kiwanis Family Clubs, such as Builder's Clubs and K-Kids Clubs.~~
- ~~g. Promote and increase recognition for Kiwanis Family relations, including the Kiwanis Family Award.~~
- ~~h. Communicate and collaborate consistently with KIWIN'S, Circle K, Builder's Club, K-Kids, Aktion Club, and Kiwanis to increase understanding and overall relations between the Kiwanis Family.~~
- a. Develop resources, educational materials, and guides on the following subjects:
 - Increasing membership through improved marketing and new member onboarding
 - Building, chartering, and maintaining new Key Clubs
 - Reactivating and sustaining suspended or inactive clubs
 - Sustaining a Key Club's prominence and activity throughout the term
- b. Create a strategic plan by the end of the year regarding the main issues of growth within the District.
- c. Collect data on trends within the District regarding the membership's opinions and attitudes and identify new student demographics who are willing to consider joining Key Club. From this information, develop new marketing and recruitment strategies.
- d. Investigate reasons as to why certain demographics of students are hesitant to join Key Club and create resources to combat this.
- e. Create and maintain an open support line for members to express their concerns regarding District activities.

117.26 Member Development & Education (MDE Committee) Member Recognition (MR) Committee

- ~~a. Encourage member-to-member interactions throughout the California-Nevada-Hawaii District.~~
- ~~b. Assess and accordingly adjust elements of Key Club training conferences in order to improve the member experience.~~
- ~~c. Provide resources and manuals to educate members and develop understanding of club functions.~~
- ~~d. Develop a system to encourage feedback and communication from the member level to the District level.~~
- ~~e. Promote member retainment and engagement throughout the term.~~
- ~~f. Organize the logistics for District Convention workshops and publish the workshop matrix in the online convention program.~~
- ~~g. Revise, update, and/or discontinue the available resources by the District found in the CNH Cyberkey.~~
- a. Develop a plan to maximize the number of quality submissions.
- b. Update the contest guidelines for approval by the District Board, as needed.
- c. Determine the feasibility of any suggestions regarding member recognition made by the District Board.
- d. Ensure that all Lieutenant Governors share judging materials to clubs and division judges.
- e. Establish procedures for contest judging and training of contest judges.
- f. Judge contest submissions based on contest rubrics.
- g. Ensure that all awards and their recipients are recognized at District Convention (DCON).
- h. Distribute, in a timely manner, any awards or certificates not picked up at DCON.

117.27 Communications & Marketing Committee (CM Committee) Policy, International Business, & Elections (PIE) Committee

- ~~a. Conduct responsible marketing campaigns to externally and internally promote the programs and activities of CNH Key Club and Key Club International.~~
- ~~b. Update the membership on pertinent District and International updates.~~
- ~~c. Develop membership recruitment and retention resources for club and division use.~~
- ~~d. Educate members on topics such as club communication and marketing; newsletters, videos, and websites through manuals and feedback.~~
- ~~e. Use social media, videos, the Cyberkey, and monthly newsletters to communicate and promote updates to the membership.~~
- ~~f. Assist other committees with promotion and communication of various projects.~~
- ~~g. Update, enforce, and teach the CNH graphic standards.~~
- ~~h. Research the sentiment and attitudes of clubs and membership on concerns facing the District.~~

The appointed District News Editor, District Technology Editor, and District Visual Media Editor are a part of the Communications & Marketing Committee. Their respective duties are as follows:

News Editor (DNE)

- a. Create monthly newsletters from submissions from the membership.
- b. Provide feedback on newsletters.

Technology Editor (DTE)

- a. Maintain up-to-date information on the CyberKey.
- b. Create a site or app for use at DCON.
- c. Manage the District Technology Team (DTT) to assist with the CyberKey & other technology directives.

Visual Media Editor (DVME)

- a. Maintain an informational video series to inform the District membership.
- b. Coordinate educational content for District membership.
- c. Manage the District Visual Media Team (DVMT) to assist with video production and other content directives.
- a. Know, understand, and be able to interpret the Bylaws and Policies of the California-Nevada-Hawai'i District and Key Club International so that they may be properly applied.
- b. Review all proposals for revisions to the Bylaws, recommend action to the Board of Trustees, and present the proposal for change to the House of Delegates.
- c. 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.
- d. Maintain and expand the District Policy Manual. Prepare policy where appropriate or request policy preparation by the appropriate person or Committee.
- e. Ensure that all approved Bylaw revisions are documented in the House of Delegates Minutes and incorporated into the District Bylaws.
- f. Ensure that all approved Policy revisions are documented in the Board Minutes and incorporated into the Manual.
- g. Ensure that the approved revisions to the District Bylaws, Policy Manual, and House of Delegate Minutes are submitted to the Kiwanis Policy Committee and Board of Trustees.
- h. Promote strong relations with Key Club International by educating the District membership on International business, programs, and initiatives.
- i. Oversee all aspects of the election and voting proceedings conducted at District Convention.

117.28 Membership Growth Committee (MG Committee) Service Projects (SP) Committee

- a. Develop resources, educational materials, and guides on the following subjects:

- ~~Increasing membership through improved marketing and new member onboarding~~
- ~~Building, chartering, and maintaining new Key Clubs~~
- ~~Reactivating and sustaining suspended or inactive clubs~~
- ~~Sustaining a Key Club's prominence and activity throughout the term~~
- b. ~~Create a strategic plan by the end of the year regarding the main issues of growth within the District.~~
- e. ~~Collect data on trends within the District regarding the membership's opinions and attitudes and identify new student demographics who are willing to consider joining Key Club. From this information, develop new marketing and recruitment strategies.~~
- d. ~~Investigate reasons as to why certain demographics of students are hesitant to join Key Club and create resources to combat this.~~
- e. ~~Create and maintain an open support line for members to express their concerns regarding District activities.~~
- a. Educate the District membership on service projects, preferred charities, and related contests.
- b. Educate the District membership on current District and International Service Initiatives through promotional materials such as infographics, video series, and manuals.
- c. Educate clubs on tracking and recording service hours on the Club Monthly Report Form.
- d. Provide resources on effective service projects, events, and fundraisers that support the preferred charities of Key Club International and the CNH District.
- e. Provide resources for Service expos throughout the year at different events.
- f. Develop a plan to maximize the number of quality submissions of the Club Single Service award.
- g. Emphasize Key Club's commitment to service and its role as a service-oriented club as a foundation for attracting new members.
- h. Conduct research and formulate the Governor's Project for the next two years for the California-Nevada-Hawai'i Key Club. The project should engage the majority of clubs, enhance the public perception of Key Club as a service organization, generate interest, and contribute to the general welfare.
- i. Create materials providing service opportunities and ideas to the membership through graphics, the Cyberkey, and social media.

117.3 Committee Operation

117.31 Meetings

Each Standing Committee shall meet at least once each month, beginning with Spring Board Training Conference, using District-sponsored technology or other methods as approved by the District 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 or Chair shall provide notice of committee

meetings to each member of the committee, Executive Committee, and Kiwanis Advisor(s) at least two (2) weeks prior to the scheduled meeting (this applies only to meetings not held at District Board meetings and trainings). The Committee Chair will also provide an agenda ~~of~~ for the meeting at least ~~twenty-four~~ (24) hours prior to the meeting. (1/20)

117.32 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. They should be done using the District Committee reflectors, telephone, or other approved methods. If a committee member fails to perform assigned tasks their actions shall result in disciplinary action ~~including warnings and discussions~~, or removal from office. (1/20)

117.33 Chair Duties

The Chair of each Standing Committee is appointed by the District Governor with the approval of the District Administrator. ~~The District Secretary and District Treasurer will collaborate with the District Governor to reach a decision, but the final decision is ultimately the District Governor's.~~ 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. (2/10)

117.34 ~~Organization Committee Secretary Duties~~

~~The Chair will appoint a Secretary to take minutes at all Committee meetings. The Chair is responsible for designating a Committee Secretary to record meeting minutes during all Committee meetings. The Committee Chair shall release applications and appoint a Committee Secretary before the Spring Board Training Conference, subject to approval from the Committee Mentor. These minutes must be submitted to the District Governor, Committee Mentor, Committee members, District Administrator, and District Secretary. The Chair may also appoint subcommittees as necessary to accomplish the work assigned. (1/20)~~

117.35 ~~Reports-Committee Mentor Duties~~

~~Each standing committee shall present an oral report at each District Board Meeting and submit a written report at the discretion of the District Governor and District Administrator. The written report, approved by the District Governor and District 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. (2/10)~~

~~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 term, 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, assist the Chair in the committee reports to the Board, and approve materials submitted by the Chair. (1/20)

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.

117.36 ~~Committee Mentors Reports~~

~~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 term, 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. (1/20)~~

~~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.~~

Each standing committee shall present an oral report at each District Board Meeting and submit a written report at the discretion of the District Governor and District Administrator. The written report, approved by the District Governor, District Administrator, and Committee Mentor shall delineate the activities of the previous periods, the number of meetings held, the attendees at each meeting, the recommendations to the Board, and any other information deemed necessary by the Chair. 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. (2/10)

118 DISTRICT CONVENTION

In accordance with 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. (1/20)

118.1 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 District executive 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. (1/20)

118.2 Location

It is the policy of this District to alternate convention sites, according to availability, between California and Nevada cities. Convention sites will alternate as determined by the District Board of Trustees. (1/20)

118.3 Code of Conduct

The District Board shall set the code of conduct for the District convention prior to the Convention and shall notify all Key Clubs of the Code. The Code of Conduct shall be followed by all persons attending the Convention. This code shall include ~~a mandatory~~ **mandatory guidelines surrounding the** dress codes, curfew**s,** substance abuse ~~policy,~~ **policies,** ~~and rules regarding the socializing between persons attending the convention.~~ **and regulations pertaining to social interactions among convention attendees.** Violations of the Code may result in expulsion from the Convention, notification of their home Key Club, sponsoring Kiwanis Club, and school, and possible exclusion of that club from future conventions. (1/20)

118.4 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 **(SAA)** Coordinator, District Convention Chair, and the District Administrator. (1/20)

119 CONVENTION PLANNING

119.1 District Convention **(DCON)** Committee

The ~~District Convention~~ **DCON** Committee, appointed by the District Governor, shall have overall responsibility for producing the District Convention with assistance and approval from the District Executive Committee, the District Administrator, the District Convention Committee Advisor, and the Kiwanis Director of Service Leadership Programs. The ~~District Convention~~ **DCON** 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 ~~the~~ duties necessary to ensure a smooth flow of progress and a well-organized convention. Those duties include but are not limited to: (1/20)

- a. ~~Spend the entire year becoming familiar with the convention site. Know the hotel, convention center and surrounding area thoroughly. Become acquainted with the hotel staff. Obtain maps of the hotel and convention meeting rooms to be used.~~ **(1/20) Present the budget and registration fee at the Summer Board meeting.**
- b. ~~Organize subcommittees. Some functions are carried out by Key Club Standing Committees as described in subsequent subsections of this manual; others must be assigned by the convention committee such as host committee, dinner committee,~~

- ~~arrangements, etc.~~ Arrange the program (sequence of activities) by November 15th. This is of primary importance for producing the printed program.
- c. ~~Arrange the program (sequence of activities) by November 15th. This is of primary importance for producing the printed program.~~ Organize subcommittees. Some functions are carried out by Key Club Standing Committees as described in subsequent subsections of this manual; others must be assigned by the convention committee such as host committee, dinner committee, arrangements, etc.
 - d. Meet ~~and~~ 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.~~ Spend the entire year becoming familiar with the convention site. Know the hotel, convention center, and surrounding area thoroughly. Become acquainted with the hotel staff. Obtain maps of the hotel and convention meeting rooms to be used. (1/20)

119.2 Sergeant-at-Arms (SAA) Team

The Sergeant-at-Arms (SAA) Coordinator shall be appointed by the District Governor and approved by the District Administrator. The ~~Sergeant-At-Arms~~ SAA Mentor is appointed by the District Administrator. The Coordinator is responsible for seeing that the ~~Sergeant-At-Arms~~ SAA Team shall carry out and enforce the Code of Conduct, ensuring ~~to that they do~~ not abuse the rules themselves. Members of the team shall be selected/appointed from attendees at ~~the convention~~ District Convention. The team responsibilities include: (1/20)

- f. ~~Preservation of order for all convention functions and in all the hotels occupied by Key Club members. The team will control all entrances for all meetings for the purpose of maintaining an orderly entrance and exit.~~ Ensuring orderliness during all convention functions and within hotels occupied by Key Club members. The team will oversee all meeting entrances, facilitating an organized flow for both entry and exit.
- g. Lending assistance to the Policy, International Business, & Elections Committee in maintaining control over the House of Delegates and caucuses.
- h. Ensuring all Key Club members ~~are abiding by~~ adhere to the District eConvention Code of Conduct. (2/10)

120 CONVENTION OPERATION

120.1 Registration

The California-Nevada-Hawai'i District Office shall post all convention registration forms for all Key Clubs in the District on the California-Nevada-Hawai'i CyberKey. Each Club shall complete the forms according to the instructions and return them with the proper fees prior to the deadline for registration. Any registrations received after the deadline may be returned. Only members in good standing may register for District Convention.

The District Office and the Director of Service Leadership Programs will make 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. (2/10)

120.2 ~~Policy, International Business, & Elections Committee~~ Kiwanis Family & Foundation (KFF) Committee

~~The District Office will provide a list of pre-registered 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. The PIE Committee shall be responsible for scheduling times for the credentials desk and shall provide sufficient Key Clubbers for registering delegates during the convention and prior to the commencement of the House of Delegates. (1/20)~~

~~The responsibility for ensuring that the election of District executive officers is conducted in the fairest manner possible falls to the PIE Committee. During DCON, the PIE Committee must fulfill these responsibilities: (1/20)~~

- ~~a. Describe the election process to District Executive Officer candidates during the candidates meeting on Friday.~~
- ~~b. Have a representative at the Sergeant-at-Arms and Caucus Moderators meetings to explain caucus procedures.~~
- ~~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 121.6 and 121.7. (1/20)~~

~~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. (2/10)~~

~~The Kiwanis Family and Foundation Committee will be responsible for coordinating the Kiwanis Family EXPO, and assisting with the Kiwanis Family General Session and Advisor's Ice Cream Social. Prior to and throughout District Convention, the Kiwanis Family and Foundation Committee must fulfill these responsibilities:~~

- ~~a) Work closely with the District Convention Committee, Mentors, and the host site to coordinate necessary space and materials for the Kiwanis Family EXPO.~~
- ~~b) Ensure the Kiwanis Family EXPO includes booths for each branch of the Kiwanis Family, preferred charities, Key Leader, CNH Children's Fund, and the Kiwanis Children's Fund.~~
- ~~c) Ensure arrangements are made for guest exhibitors to attend.~~
- ~~d) Assist in the collection of gift cards given to chaperones and advisors at the Advisor's Ice Cream Social.~~

- e) Work closely with the Kiwanis Staging Committee to ensure that the Kiwanis Family General Session is properly planned, scripted, and staged.

120.3 Member Recognition (MR) Committee

Arrangements for the presentation of awards at the convention are the responsibility of the Member Recognition eCommittee in conjunction with the mentor appointed by the District Administrator. ~~In carrying out these duties, the following should be included~~ Prior to and throughout District Convention, the Member Recognition Committee must fulfill these responsibilities:

- a. Make arrangements for judges to be assigned for each contest. Coordinate the selection of Key Club members and Kiwanians with the District 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 (2) weeks before the convention.
- c. The Chair should send a memorandum to all judges and contest chairs at least two (2) weeks ~~before~~ prior to 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 in which~~ 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.
- d. The committee must work closely with the Kiwanis Staging Committee to ensure that the ~~entire~~ awards ceremony is properly planned, scripted, and staged. (1/20)

120.4 Workshops Membership Development & Education (MDE) Committee

The Member Development & Education Committee, in ~~conjunction~~ conjunction with the District Convention Committee, will establish the workshops and seminars, select the presenters, and develop the ~~convention~~ schedule. The workshops will include at least a seminar for ~~each of the following topics~~: Presidents, Vice Presidents, Secretaries, Treasurers, Editors, and the Governor's Project. (1/20)

120.5 Policy, International Business, & Elections (PIE) Committee

~~The Member Development & Education Committee, in concert with the District Convention Committee, will establish the workshops and seminars, select the presenters, and develop the schedule. The workshops will include at least a seminar for Presidents, Secretaries, Treasurers and the Governor's Project. (1/20)~~

The District Office will provide a list of pre registered delegates and alternates. The Policy, International Business, & Elections (PIE) Committee will be responsible to certify that no more than two (2) voting delegates from each club are given credentials for voting. The PIE Committee shall be responsible for scheduling times for the credentials desk and shall provide sufficient Key Club members for registering delegates during the convention and prior to the commencement of the House of Delegates. (1/20)

The responsibility for ensuring that the election of District executive officers is conducted in the fairest manner possible falls to the PIE Committee. During DCON, the PIE Committee must fulfill these responsibilities: (1/20)

- a. Describe the election process to District executive officer candidates during the candidates meeting on Friday.
- b. Appoint a representative to explain caucus procedures at the Sergeant-at-Arms and Caucus Moderators meetings.
- c. Appoint a representative to ensure that delegate credentials are valid at the credentials desk during registration.
- 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 121 (1/20)

In addition, the PIE 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. (2/10)

120.6 Service Projects (SP) Committee

Planning and arrangements for the District service expo and accompanying service project are the responsibility of the Service Projects Committee. Prior to and throughout District Convention, the Service Projects Committee will fulfill the following responsibilities:

- a. Publicize, review, and coordinate with clubs and divisions who apply to participate in the service expo. All materials including project materials, trifold boards, photos, and videos are to be reviewed prior to District Convention.
- b. The Service Projects Chair, with the help of the committee and mentors, are to select at least one large-scale service project to host during the service expo event. This project is to be decided on well in advance and publicized with other convention materials and promotion.
- c. The committee is to facilitate during the service expo and accompanying project to ensure that the expo booths are running well and all members are clear on project instructions.

120.57 Convention Advisors

The District Administrator will select a District Convention Mentor from the Kiwanis Key Club Committee. The mentor will assist the District 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 principal purpose of the Kiwanis Host Committee advisor is to provide local adult support and community knowledge for whatever purpose it may be needed, including evening security, contest judging, and registration. (1/20)

120.68 Board Dinners

Two (2) dinners are to be planned for the Thursday evening before the convention opens, during the New Board training conference. One will be for the current District Board, which can be termed as a farewell dinner or evening activity. The Board Farewell Dinner is planned by the District Convention Committee in conjunction with the District

Governor and is held at a location near the convention site. The second dinner is for the Incoming Board and is an informal affair.

The Incoming **District** Board dinner is to be planned by the District Administrator and is held at the ~~center~~ **convention location** or an approved convention hotel. This dinner is provided during the New Board training conference. ~~Some~~ Kiwanis Key Club Committee members **are encouraged to should** attend this dinner and assist in arrangements. (1/20)

120.79 Guests

The District Convention Committee should make arrangements to meet special guests and entertainers and provide escorts if necessary. Reserved seating should be available for guests for each session and ensure that guests are aware of any special seating arrangements. (1/20)

121 ELECTION PROCESS (CONVENTION)

121.1 Candidates Meeting

The PIE Committee Chair shall chair the Candidates Meeting on Friday afternoon of the Convention weekend. The current District Governor should be in attendance. **Each candidate must attend the meeting. Failure to be present shall result in the disqualification of the candidate. This should be an informal meeting with the following agenda items:**

- ~~a. Each candidate must attend the meeting. The failure of a candidate to be present shall result in the disqualification of that candidate. The District Governor should be in attendance. This should be an informal meeting with the following agenda items:~~
- b. Candidate qualification check. Every candidate must have submitted all required documents prior to a specified date determined by the executive officers to apply for a District Officer position. (1/20)
- c. The rules of campaigning. The Chair or District Governor shall present the rules to be adhered to during campaigning and the penalties for not adhering to them. The PIE Committee Chair will describe the **rules regarding posting** campaign material ~~posting rules~~. (1/20)
- d. Caucus rules. The District Governor and PIE Committee 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 PIE Committee and provided to each candidate and Caucus Chair. (1/20)

121.2 Sergeant-At-Arms (SAA) Meeting

The PIE 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 (notn voting ~~D~~delegates) at the Nominating Conference and House of Delegates. (1/20)

121.3 Caucus Moderator Meeting

Persons attending this meeting should be the District Administrator, District Governor, PIE Committee Chair, PIE Committee Mentor(s), the Caucus Moderators, and the Kiwanis Caucus Room Moderators. This should be an informal meeting and include the following items: (1/20)

- a. General Rules: The District Administrator, District Governor, and PIE 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 are late. The room must be clean when the eCaucus is completed. (1/20)
- 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, except in medical emergencies. Doors may also be closed because of a private caucus meeting. The same entry rules then apply.
- c. Introductions: Important visitors should be introduced by the Caucus Chair at their discretion of the Chair or on suggestion of the Region Advisor present. (1/20)

121.4 Caucus

The District Governor will appoint a Moderator and assistant(s) to conduct 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. To aid the Moderators in attaining these goals, the following policies shall be followed: (1/20)

- a. Sample questions will be published in the Candidates Booklet. These questions must be approved by the District Administrator and District 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. If a question violates these standards, it may be shut down by the moderator or facilitator.
- b. 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. (1/20)
- c. To further assist the Moderator, one (1) of the Region Advisors will be present during the Caucuses and will be responsible for ensuring that the policies of the District are followed. (2/10)
- d. 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. (1/20)

121.5 Delegates

Each Key Club in good standing is qualified to have two (2) 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 the entrance(s) of 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 to a moderator and reissued upon return, with no proxy voting. SAA, caucus room moderators, and House of Delegates moderators have the ability authority to remove any disrespectful delegates and members. (1/20)~~

121.6 Ballots

Delegates must be wearing a delegate ribbon that was previously issued at delegate registration before accessing their ballots. Ballots may be available physically or digitally. Physical ballots will be printed and distributed. Digital ballots will be accessible through secure online platforms.

If a person leaves the delegate chamber, the ballot will be surrendered to a moderator and reissued upon return, with no proxy voting. SAA, caucus room moderators, and House of Delegates moderators have the ability authority to remove any disrespectful delegates and members.

121.67 Nominating Conference

There shall be a Nominating Conference only for the District offices for which there are more than two (2) candidates and for International endorsements for which there are more than two (2) individuals seeking endorsement for President/Vice President or more than four (4) 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 (2) or International Trustee endorsements to four (4). The finalists shall then compete for that office or endorsement at the House of Delegates. Where there are two (2) or less candidates for a District office or President/Vice President endorsement, or where there are four (4) or ~~less fewer~~ seeking an International Trustee endorsement, those persons will not appear unless approved by the District Governor. The conference shall proceed as follows: (1/20)

- a. The membership of the Nominating Conference shall consist of the delegates-at-large and two (2) 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 PIE 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.
- c. Observers shall be admitted to the conference at the discretion of the District Administrator and District Governor and shall be seated in a spectator section. No interaction with delegates shall be allowed.
- d. The Chair(s) shall be the District Governor and PIE Chair.
- e. The Secretary shall be the District Secretary.
- f. In the event that the District Governor is a candidate for office or absent, the District Administrator shall select another person as Chair. In the event that the District Secretary is a candidate for an office or absent, the District Governor shall appoint a replacement.
- g. The Tellers shall be members of the PIE Committee.
- h. The candidates will be introduced to the Conference and voted on in the following order: District Governor, District Secretary, District Treasurer, and individuals that are seeking International Endorsement. 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 Policy, International Business & Elections Committee. (2/10)
- 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. (2/10)

121.78 House of Delegates (HOD)

The ~~House of Delegates~~ HOD 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 ~~Committee~~ PIE Chair 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 the adoption of Bylaw additions or revisions. Finally, the ~~Committee~~ PIE Chair will present the Convention Resolutions for approval by the House of Delegates. (2/10)

- a. The membership of the House consists of the delegates-at-large and two (2) delegates from each club in attendance. The District Governor shall be the Chairs. 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 District Governor begins the House of Delegates, 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 Policy, International Business & Elections Committee. The ballot will be returned to the delegate upon reentry with voting invalidated for all candidates that have already appeared regardless of when the delegate left the room.
- c. A spectator section for non-delegate Key Club members and adults will be provided which is separate from the delegate seating area. Silence must be maintained at all times during the House of Delegates. 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 exit the room. If the candidate is a delegate, they must sit in the delegate section 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.~~ After concluding their presentation to the House, each candidate is required to leave the room while another candidate seeking the same office is presenting.
 - e. ~~If the candidate holds the status of a delegate, they should take a seat in the delegate section and receive a ballot for their office as well as any subsequent offices. Non-delegate candidates must remain in the spectator section.~~
 - f. When the marking of the ballots is complete, the ballots will be collected by the ~~PIE Committee District Board of Trustees~~ and remain in their custody until counted and destroyed. Ballots must be counted in a manner allowing only the PIE Mentor(s), District Administrator, and Director of Service Leadership Programs to know the final results. Other Kiwanis members may be informed of the final results at their discretion. Those results will be placed in individually sealed envelopes and handed to the person announcing the results at the designated time. (1/22)
 - g. The PIE Committee ~~e~~Chair will collect the District Governor's ~~(Chair's)~~ ballot and keep it separate during the counting process. This ballot will only be used in the event of a tie. All ballots must be destroyed at the completion of the convention.
 - h. The order of proceedings at the House of Delegates is as follows:
 - Call to Order
 - ~~Flag-Salute~~ Pledge of Allegiance
 - Inspirational Moment
 - District Governor explains the procedures for the House
 - Candidates are called one at a time (District Governor, District Secretary, District Treasurer, International Endorsement)
 - 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 their presentations.
 - Presentation of proposed Bylaw changes
 - Vote on proposed Bylaw changes
 - Presentation of Resolutions
 - Vote on Resolutions
 - Announcements
 - Adjournment

- i. The delegates must vote for one (1) 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 (1) candidate would mean the delegate is casting a vote of "no-confidence." This option for an individual seeking an International endorsement would mean the delegates do not believe that the candidate should be endorsed by the District. (2/10)

122 Member Recognition

Each Key Club in the District is encouraged to submit an Annual Achievement Report, which is included in the club Monthly Report Form; 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 California-Nevada-Hawai'i CyberKey. The procedures used at the Convention for Judging and presenting awards are found in the District Convention Procedures section of this manual. (2/10)

123 ELECTION PROCESSES (PRE-CONVENTION)

124 Club Officers

~~Club elections should be conducted annually and no later than 45 days prior to the start of District Convention 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. (2/10)~~

124.1 Service Agreement

~~Each candidate running for executive club positions (President, Vice President, Secretary, Treasurer, Editor) may complete a Service Agreement form and submit it to the Club Advisor. Clubs may choose if they want or do not want to enforce Service Agreements. These forms are available on the California-Nevada-Hawai'i CyberKey. The form must have all of the required signatures when submitted. Requirements' guidelines may differ from one club to another.~~

124.2 Election Procedures

~~Club elections should be conducted annually and no later than forty-five (45) days prior to the start of the District Convention so that the new officers may attend the District Convention and attend the training workshops. Club officer candidates must be members in good standing and meet all requirements specified in club bylaws, which should be revised by the club's executive board annually. 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. A quorum (50% or more) of~~

members in good standing must be present in order to proceed with the election process. (2/10)

125 Lieutenant Governor

125.1 Service Agreement

Each candidate for Lieutenant Governor must complete a Service Agreement form and submit it ~~to the District Office~~ no later than one (1) week prior to the Division or Region Conclave. This form is to be available on the California-Nevada-Hawai'i CyberKey. The form must have all of the required signatures when submitted. (2/10)

125.2 Election Procedures

Each Lieutenant 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 Lieutenant Governor is elected at a conclave held after the Candidate Training Conference and no later than ~~forty-five~~ (45) days prior to the start of the District Convention. The eConclave shall consist of a maximum of two (2) delegates from each club in good standing from the respective division. A quorum (50% or more) of clubs in good standing must be present in order to proceed with the election process. The following procedures shall be used to elect the new Lieutenant Governor: (2/10)

- a. In order to run for the office of Lieutenant Governor, each candidate must submit the signed Service Agreement form to the District Office no later than one (1) week prior to their Conclave. Each candidate must attend the Conclave, ~~no video or other electronic means of broadcasting are allowed but exceptions may be made to attend virtually on a case by case basis.~~ (2/10)
- b. In the case where the current Lieutenant Governor is seeking re-election to office and there are opposing candidates, the Region Advisor shall conduct the election proceedings. In all other cases, the current Lieutenant Governor shall be in charge of Conclave. (2/10)
- c. Each club in good standing is permitted a maximum of two (2) delegates who shall be identified prior to the candidates' 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 containing multiple votes shall not be counted. (2/10)
- d. Each candidate shall speak of their qualifications in front of the Division members at the eConclave. Immediately following the speech, the candidate shall answer any caucus questions from eConclave members. The Lieutenant Governor(s) ~~Host(s)~~ and Region Advisor(s) of the eConclave will determine the maximum amount of time for the speech and caucus sessions, which should not exceed ~~ten~~ (10) minutes per candidate. While each candidate is speaking, all other candidates are to be out of the room. (2/10)
- e. If there are more than two (2) candidates running for Lieutenant Governor, there will be a nominating conference (refer to policy 121.67). The two (2) candidates with the most votes after the first round of voting will proceed into ~~the~~ House of Delegates. ~~The~~ House of Delegates can include items such as a second speech, more caucus, or

- other approved (by Region Advisor) campaigning, and is determined by the Lieutenant Governor Host(s) of the Conclave. (1/22)
- f. The candidate with a majority (50% +1) vote in the secret ballot shall be the winner. The Lieutenant Governor will cast a vote, but this vote is to be kept separately and be used only in times of a tie. (2/10)
 - g. When the balloting results in a winner, the Lieutenant Governor shall declare that voting is finished and announce the winner at the proper time in the agenda. (2/10)
 - h. After the Conclave, the Lieutenant Governor and Region Advisor shall inform the Lieutenant Governor-Elect of the tasks to be completed before District Convention. This includes completing and submitting the Conclave Report to the California-Nevada-Hawai'i Archive, and submitting the Lieutenant Governor-Elect's name to the District Office and District Administrator through email. ~~The~~ It is encouraged for the current Lieutenant Governor ~~should~~ to write thank-you letters to the losing candidates, making sure they know about other leadership opportunities. (2/10)
 - i. If there are no candidates for Lieutenant Governor, the District Governor, and Region Advisor shall refer to policy 116.22 and do all in their power to find and appoint a Lieutenant Governor before the District Convention. (4/94) (Added by the Kiwanis Policy Committee) (2/10)
 - j. The Lieutenant Governor and Region Advisor shall confirm that the Lieutenant Governor-Elect is registered through their home club for convention. Convention housing for the Lieutenant Governor-Elect shall be arranged by the District Office. (2/10)

125.3 Campaign Material

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, also known as a literature, which will be included in the Division Candidate Booklet published by the Lieutenant 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. (1/20)
- b. The one (1) piece of literature shall be defined as being one (1) 8.5x11 inch page double sided, or two (2) 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. (2/10)
- c. The candidate will submit their Candidate's 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 delegates. (1/20)
- d. Outside of the literature, no campaigning of any kind is permitted. For example, the use of gifts or distribution of any other material (i.e. posters, pins, candy, club visits, etc.) is strictly prohibited, and may result in the candidate forfeiting their candidacy.

- e. Candidates are ideally to be judged based upon their qualifications and attributes at the ~~Division e~~Conclave.

125.4 Club Endorsement Guidelines

Candidates who are running for the position of Lieutenant Governor have the opportunity to seek endorsement from their home club. In cases where multiple candidates from the same home club seek endorsement, it is recommended that only one candidate be endorsed. The club's endorsement indicates that its members have thoroughly evaluated all Lieutenant Governor candidates from within the club and have determined that one individual is the most deserving of club-wide endorsement and is recommended for support.

Obtaining an endorsement is not a prerequisite for running for the position of Lieutenant Governor. Any member is eligible to run for the position as long as they meet the other requirements.

126 District Officers

126.1 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 signed Service Agreement and a Statement of Candidacy form stating an intention to run. Information concerning the procedures for running for office and all forms are posted to the California-Nevada-Hawai'i CyberKey by ~~October~~ **November 1st of the year preceding the respective the District Convention**. 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 (**thirty**) 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 the Service Agreement in addition to the other required signatures. Failure to deliver these documents fully signed and on time will result in the disqualification of the candidate. (1/20)

126.2 Campaign Material

Candidates will only be permitted a Candidate's Profile, published by the Policy, International Business, and Elections Committee, as campaign material. Specific instructions for information included in the Candidate's Profile will be provided by the District Office and is also available from the PIE Chair. **Campaign materials shall be submitted and published at the discretion of the PIE Chair.** (1/20)

127 FINANCIAL

128 Member Dues

Each Key Club shall pay the ~~e~~District dues for each of its members according to the following schedule:

Prior to October 1st, 2022 the ~~e~~District dues ~~will be were~~ \$4.50 per annum.

From October 1st, 2022 to September 30th, 2023 the ~~e~~District dues ~~will be were~~ \$5.00 per annum.

From October 1st, 2023 to September 30th, 2024 the ~~d~~District dues ~~will be~~ are \$5.50 per annum.

From October 1st, 2024 and going forward the ~~d~~District dues will be \$6.00 per annum.

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 1st. A membership list, also known as the roster from the Membership Update Center website, must accompany the dues payment. (1/20)

129 District Budget

The District Administrator is responsible for ~~the preparation~~ preparing of the preliminary District Budget and ~~submission~~ submitting of that budget to the Kiwanis District office for preliminary approval and subsequent final approval by the Kiwanis Board of Trustees. 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. Lieutenant 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~~ geography and size. Lieutenant Governor budgets shall be approved by the District Executive Committee before being incorporated into the District Budget. (1/20)

130 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 California-Nevada-Hawai'i District. Reimbursement instructions will be provided to the Key Club District Board members by the Key Club District Treasurer. (1/20)

130.1 Board Meetings

- a. District Board meeting expenses for all members of the District Board are paid by the Kiwanis California-Nevada-Hawai'i Foundation. Travel costs will be reimbursed. Vouchers for these expenses should be submitted directly to the Foundation Treasurer, c/o the Foundation Office and not to the Key Club District Treasurer. Housing will be provided for one (1) night unless otherwise specified. A meal may be provided. The Key Club member is responsible for meals not provided.
- b. ~~The~~ Region Advisor(s) are expected to arrange ~~rides~~ transportation for their respective Key Club District Board members. (1/20)
- c. If air transportation is required, the following rules apply:
 - Authorization to fly must be obtained in advance from the District Office or the District Administrator.
 - Reservations will be made by the District Office.
- d. Vouchers for expenses must be submitted to the Foundation Office within the designated financial quarter 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 Kiwanis California-Nevada-Hawai'i Foundation. (1/20)

130.2 Region and Committee Expenses

The following policy applies to all expenses for Lieutenant 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 District Governor. These expenses are paid by the Key Club District budget funded by Key Club dues. Vouchers must be submitted to the Key Club 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 that have not been approved by the District Treasurer. Expenses related to functions outside the Region (except for committee meetings) will not be reimbursed. (1/20)

Vouchers for expenses must be submitted within ninety (90) days of the date the expense was incurred. Vouchers for expenses incurred from the conclusion of the District Convention to June at the beginning of the term may not be submitted until July 1st. Vouchers for expenses incurred during March and April at the end of the term must be submitted by May 1st. Vouchers must be submitted to the Kiwanis District Treasurer. The District Treasurer will denote the approved payment and send the voucher to the District Office. (1/20)

130.3 Lieutenant Governor Division Expenses

These expenses will be reimbursed based on the Key Club General Fund budget. (1/20)

130.4 Mileage Reimbursement Expenses

Mileage reimbursement shall be consistent with the reimbursement rate designated by the Kiwanis District Foundation (1/20)

130.5 Telephone Expenses

Telephone expenses will be paid for long distance (and zone) charges or cell phone overage charges for minutes over the plan limits only. Duration of any call in excess of a certain amount of time to be determined by the District Treasurer and District Governor will not be reimbursed unless a special explanatory form has been completed. Reimbursement will not be made for more than one (1) call per day-and for more than two (2) calls per seven (7) day period to the same phone number. Calls of less than (2) 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. (1/20)

130.6 Committee Expenses

Expenses incurred as a result of District Committee work will be reimbursed based on the Key Club General Fund budget. (1/20)

131 District Convention (DCON)

Complimentary housing will be provided for the three (3) nights of the Convention for all Lieutenant Governors-Elects. Complimentary registration and housing will be provided for the three (3) nights of the Convention for elected and appointed District Board members who

have completed at least two-thirds (2/3) of their assigned work for the year and at least fifty (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 and from the Convention is provided. If the Lieutenant 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 no later than** May 1st. (1/20)

132 TRAINING

133 District Board

133.1 District Governor

The District Governor shall attend a Governors' Training Conference sponsored by Key Club International. The District Administrator will accompany the District Governor. Travel expenses are included in the District Governor-Elect budget. (1/20)

133.2 Executive Committee

Each Executive Committee member should carefully review the files of the Committee predecessor with that predecessor. The District Governor ~~shall provide~~ will share the criteria ~~used outlined~~ by Key Club International to ~~become~~ achieve "distinguished" status and ~~train each member using the outlines provided by International. Each member should attend the International Convention to be trained for such office.~~ will provide training to each member using the guidelines set by the Key Club International. Attendance at the International Convention is encouraged for comprehensive training for such positions. (1/20)

133.3 Lieutenant Governor

There are various types of training, informal and formal sessions, which are available for ~~the all~~ Lieutenant Governors. ~~The Each~~ Lieutenant Governor is expected to attend most, if not all, of these trainings ~~during throughout~~ their term. (1/20)

133.31 Pre-Convention

The Region Advisor will make arrangements with the current Lieutenant Governor and the Lieutenant Governor-Elect to provide informal training ~~as pertaining~~ to the ~~duties roles, responsibilities,~~ and requirements of the office. ~~if possible, the~~ The Region Advisor should meet with the parents ~~or guardians of the Lieutenant Governor-Elect~~ to further describe the ~~Lieutenant Governor's tasks~~ duties of their role. (1/20)

The District Administrator and designated others shall provide technology-based, formal training sessions on selected topics for Lieutenant Governors. (1/20)

133.32 Convention

The day before the opening session of the Convention, ~~there~~ is a mandatory meeting for the Lieutenant Governor-Elects. At this meeting, they shall receive formal training ~~in for~~ the duties of their office from the District Administrator and others. (1/20)

133.33 First Board Meeting

A weekend of training will be conducted by the District Governor and District Administrator during the month of May, ~~following after~~ the Convention. ~~and This training~~ is intended to ~~train prepare~~ and motivate the ~~new-officers District Board~~ in a positive and creative atmosphere. ~~Additionally, Other District Officers and special guests~~ will assist the District Governor in training ~~as-will-special-guests, such as through~~ motivational and subjective speakers. A Lieutenant Governor Manual shall be provided and discussed which shall be used as a reference manual for the remainder of the year. The Lieutenant Governors shall be introduced to their committees and receive the goals and expectations of those committees. (1/20)

134 Candidate Training Conferences

The District will conduct ~~various~~ training conferences for all candidates who desire to ~~compete run~~ for a District Executive or International office. ~~Every person who intends to be a candidate should, although not mandatory, attend a training seminar.~~ Registration; ~~however,~~ is mandatory and preliminary assignments may be required. Information and registration forms are available on the California-Nevada-Hawai'i CyberKey.

~~A manual shall be provided to include key 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-Hawai'i Key Club District Office.~~

134.1 Candidate Training Conference (CTC)

~~The Candidate Training~~ Conference for Lieutenant Governor candidates will be held at least ~~eighty (80)~~ days prior to ~~the start of~~ District Convention at approved locations throughout the District. ~~Although attendance is not mandatory, it is highly recommended for candidates to attend to gain a better understanding of the role.~~ The conference will last one (1) 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. Ground transportation is the responsibility of the attendee. Required air transportation is covered by the Key Club District Training Budget. (1/20)

134.2 District Officer Candidate Training Conference (DOCTC)

The conference for Executive candidates will be held at least ~~fifty (50)~~ days prior to the start of District Convention at approved locations throughout the District. ~~Attendance at this conference is mandatory for all candidates aspiring to hold the District Executive Office, unless a nonattendance request is submitted prior with valid reasoning and approved.~~ The conference will last for one (1) 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. (1/20)

134.3 International Officer Candidate Training Conference (IOCTC)

The conference for those seeking District endorsement to run for an International Office will be held virtually at least **fifty (50)** days prior to the start of District Convention. The conference will be planned by the Policy, International Business, and Elections Committee. The conference will cover all aspects of the duties of each office and the techniques for conducting a campaign.

~~A manual shall 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. (1/20)~~

135 Region Training Conference

The Lieutenant Governors in a Region or geographic area and the respective Region Advisors shall arrange and conduct a Training Conference for the club officers and members within the included Divisions. These conferences are held on a weekend ~~Saturday and/or Sunday~~ in ~~August, September or October~~ the fall. All clubs in the included Divisions shall be invited and encouraged to attend with their advisors. At least one **(1)** District officer shall be invited to attend and participate in the training sessions to conduct workshops pertinent to their respective office. (1/20)

136 CLUBS AND MENTORS

Kiwanis District Policy, Section 721, specifies requirements concerning procedures for Key Clubs when participating in functions outside the normal club operation areas.

137 Administrative Year

The Key Club Administrative Year shall be from May 1st until April 30th of the following year in accordance with Key Club International Policy and Bylaws. (1/20)

138 Election of Officers

Officers for each individual club should be elected annually and at least **fourty-five (45 days)** prior to the start of **District** Convention. The elected officers will serve as "officer-elects" until the conclusion of District Convention or May 1st. This period of time should be used to train the officers in their duties and allow them to plan for the upcoming term. (1/20)

139 Club Officers Training

Officer-elects should be encouraged to 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 Region and Division Officer Training Conferences for additional training. ~~Additionally, the~~ ~~The~~ officers should attend such additional training sessions which may be provided by the Lieutenant Governor and their sponsoring Kiwanis Club. (1/20)

140 Good Standing

Good Standing is a club or member status, depicting that the club or member is in good graces with the District and International ~~with regards to regarding~~ financial status and 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. (1/20)

140.1 Financial

Any member or club more than sixty (60) days in arrears for indebtedness to Key Club International or to the California-Nevada-Hawai'i 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 both the International and 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 off their debts to International and/or the District. Members on the rosters of each club will also be reinstated. (1/20)

140.2 Conduct

Any member or club that fails to conform to the Constitution, Bylaws, and Policies of Key Club International or the California-Nevada-Hawai'i District, or that fails otherwise to conform to the established standards and rules shall be considered not in good standing.

~~The club may have its charter, and any member may have their 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 mailed 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. The club charter or individual membership may be suspended, revoked, or subject to other disciplinary action by a two-thirds (2/3) vote of the Board of Trustees during a special hearing. However, this action can only be taken after the District Administrator mails a copy of the charges, along with a notice of the hearing, to the last reported President and Secretary of the Key Club and sponsoring Kiwanis Club at least thirty (30) days before the scheduled hearing. (1/20)~~

141 Reporting

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

The Officer Directory Form shall be submitted electronically by the platform and deadline determined by the District Secretary. (1/20)

Additional reports may, from time to time, be requested by the individual Lieutenant Governors or Sponsoring Kiwanis Clubs. These should be filed per the requested schedule. (1/20)

142 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.~~ All members should be encouraged to attend as well, as invaluable information for the operation of every club is obtained at these meetings. (1/20)

~~Interclubs are when members from one Key Club visit and participate in the meetings or activities of another Key Club. Interclubbing is a worthy social and educational experience. All club members should be encouraged to attend, as inter-clubbing is a worthy social and educational experience.~~ (1/20)

143 INTERNATIONAL CONVENTION

~~Every~~ All Key Club members of the California-Nevada-Hawai'i Key Club District ~~is are~~ encouraged to attend the Key Club International Convention held ~~each year~~ annually during ~~June or July~~ the summer. Registration may be done individually or as members of the District tour. All persons attending from this District shall conform to the rules and regulations governing the Convention and shall conduct themselves such as to reflect positive credit to this District. (1/20)

144 District Tour

It shall be the policy of the California-Nevada-Hawai'i 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 District Governor and the Board of Trustees shall promote the convention in publications and on the California-Nevada-Hawai'i CyberKey. The District 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. (1/20)

145 Conduct

Every person from the California-Nevada-Hawai'i 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. (1/20)

146 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~~ necessary for ~~persons candidates who intend to run for an~~ seeking International Office. (1/20)

146.1 District Endorsement

Those who are 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 (1) person is worthiest 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. (1/20)

147 International Elections

147.1 Delegates

The International Nominating Conference allows only three (3) delegates from a district to vote. The California-Nevada-Hawai'i District delegates shall be the Immediate Past District Governor, the District Governor, and the District Secretary. If any of these persons do not attend the International Convention, the District Governor shall confer with the District Administrator as to the appropriate replacement and inform the International Office of the selection. To support a specific candidate in the Nominating Conference, the District Governor shall confer with all delegates during a meeting of the entire delegation. (1/20)

The International House of Delegates allows two (2) 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. (1/20)

~~No member of the District delegation shall campaign for a specific candidate not from the California Nevada Hawaii District, unless there are no candidates from this District or specific permission is given by the District Governor. Members of the District delegation are prohibited from engaging in any form of campaigning for a particular candidate, even if the candidate is from the California-Nevada-Hawai'i District.~~ (1/20)

147.2 District Caucus

The District Governor shall act as Caucus Chair at the California-Nevada-Hawai'i District Caucus at the International Convention. If the District Governor is unable to fulfill the obligation as Caucus Chair, the District Governor shall appoint an acting chair, preferably the District Secretary or Immediate Past District Governor. (1/20)

~~The District Governor shall not appear in any District Caucus in support of a candidate other than one from the California Nevada Hawaii District.~~ The Caucus Chair shall not ask questions of a candidate unless there are no questions from the floor. (1/20)

Attendance will be taken at each Caucus session. Failure to attend more than one (1) caucus session will be cause for investigation. If there is not a valid reason for the absence(s), the District Administrator ~~or~~ 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. (1/20)

148 Sergeant-at-Arms (SAA) Participation

Current Lieutenant Governors and Club Presidents shall be used to fulfill the District commitment for Sergeant-at-Arms. Other volunteers will be accepted. It is not District policy to require past Lieutenant Governors to participate in this activity. (1/20)

149 SOCIAL MEDIA

149.1 Expectations

Members of California-Nevada-Hawai'i District should conduct themselves on social media in an appropriate and professional manner. (1/20)

149.2 Personal Use

Displaying of illicit behavior, including but not limited to drug and alcohol promotion, sexual content, inappropriate language, and illegal activity, is not acceptable for California-Nevada-Hawai'i Key Club members and should not be seen online. Cyberbullying ~~is prohibited~~ including the use of pictures, videos, language, or reposts, is strictly prohibited. (1/20)

149.3 Promotional Use

Acceptable social media programs for California-Nevada-Hawai'i Key Club promotion includes Facebook, Twitter, Pinterest, Instagram, YouTube, Tumblr, TikTok, and Remind. The District Administrator must approve any additional social media sites. Members of California-Nevada-Hawai'i Key Club should refer to California-Nevada-Hawai'i Graphic Standards when promoting on social media. When using music or images that are mixed with Key Club images, ensure that all copyright information is attached and embedded. (1/20)

149.4 Violation

If a California-Nevada-Hawai'i Key Club Member witnesses a violation of the Social Media Policy, they are suggested to notify an advisor or Key Club officer. (1/20)

149.5 Consequences of Violation

The consequences of a violation may include, but are not limited to, dismissal or other disciplinary actions deemed appropriate. (1/20)

150 VIOLATION OF DISTRICT POLICIES AND BYLAWS

150.1 Review and Investigation

The Key Club District 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 District Governor and Kiwanis District Secretary of the alleged violation and status of any investigation. This investigation will proceed only if the District Governor and District 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 Region Advisor for the Region involved. (1/20)

150.2 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 District Governor and District Administrator. (1/20)

150.3 Disciplinary Action

The District Governor, District Administrator, and Region 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. (1/20)

150.4 Appeal of Disciplinary Action

The alleged violator(s) will have an opportunity to appeal any disciplinary action taken to the Key Club Board of Trustees. Such appeals must be made at the first Board of Trustees meeting following notification of disciplinary action taken. (1/20)

150.5 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). (1/20)

151 DISMISSAL OF DISTRICT BOARD MEMBERS

When it has been determined by the District Governor or the Region Advisor that a District Board Member is not active, that member will be placed on a two (2) week probation period by the District Governor after consultation with the District Administrator. ~~A member will be deemed inactive, in the absence of unusual circumstances, if they do 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.~~ Except in unusual circumstances, a District board member will be considered inactive if, within a three (3) month period, they fail to submit a Monthly Report Form, a newsletter, or host a Division Council Meeting. Additionally, failing to submit a division directory by October 1st will also be grounds for considering a District board member inactive. 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 District Governor may dismiss the Board member with the approval of the District Administrator. (1/20)

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 District 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. (1/20)

A member may be dismissed for the following reasons:

- a. eConduct unbecoming of a Key Club member,
- b. fFailure to pay individual or Club dues,
- c. fFailure to maintain required scholastic standing,
- d. fFailure 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 District Board, Region Advisor, or the District Administrator. In each case the member shall be notified in writing, a hearing will be held with the reporting person, and the results of the hearing will be provided to the accused within ten (10) days. (1/20)

APPENDIX C: BYLAW AMENDMENT PROPOSAL #1

The District Bylaw Updates were presented by the Policy, International Business, and Elections Committee.

AMENDMENT PROPOSAL #1

Include the **okina** in all references to "Hawaii" as "Hawai'i" to promote cultural inclusion and respect.

APPENDIX D: BYLAW AMENDMENT PROPOSAL #2

The District Bylaw Updates were presented by the Policy, International Business, and Elections Committee.

AMENDMENT PROPOSAL #2

Include "**to promote diversity, equity, and inclusion.**"

APPENDIX E: DIVISION 8 REALIGNMENT

The realignment plan was presented by D08 Lieutenant Governor Jamie Stukas.

Division 8 East: Armijo, Early College, Fairfield, Public Safety Academy, Rodriguez, Vacaville, Vanden, Will C. Wood

Division 8 West: American Canyon, Benicia, Jesse Bethel, Mare Island Technology Academy, Napa, New Technology, Novato, Vintage

APPENDIX F: DIVISION 21 REALIGNMENT

The realignment plan was presented by D21 Lieutenant Governor Isaiah Newby.

Division 21 East: Canyon Hills, Hoover, Madison, Mira Mesa, Scripps, Kearny, Patrick Henry, Mt. Everest

Division 21 West: Bishop's, Clairemont, High Tech, High Tech International, High Tech Media Arts, High Tech Mesa, Mission Bay, La Jolla, UCSD Preuss, University City

APPENDIX G: DIVISION 34N REALIGNMENT

The realignment plan was presented by D34N Lieutenant Governor Rea Angela Vera Cruz.

Division 34 North: Abraham Lincoln, Balboa, Burton, El Camino, Galileo, Jefferson, Lowell, St. Ignatius, South San Francisco, Westmoor

Division 34 Central: Aragon, Burlingame, Carlmont, Hillsdale, Mills, Notre Dame, San Mateo