

**MEETING MINUTES**

**KEY CLUB INTERNATIONAL BOARD**

**February 7-8, 2014**

A meeting of the Board of Trustees of Key Club International was held in Anaheim, CA on February 7-8, 2014.

Those present for the board session: President Raeford Penny, Vice-President Rachel Benoit, and Trustees Alberto Berrizbeitia, Roshni Chandwani, Renisha Daley, Avery Hitchcock, Kelsie Hoppes, Madison Kemker, Casey O'Neill, Maria Palazzolo, Michelle Petersen, Zachary Waldorf, and Eric Yoon. Also present were Amanda Spice, Key Club International Director, Charli Lehman, Leadership Development Specialist, and Elizabeth Tezza, Kiwanis International Trustee.

President Penny called the meeting to order at 11 p.m. PST on February 7, 2014.

The Board accepted the resignation of Trustee Eric Yoon.

**RESOLVED: That the Key Club International Board accept the resignation of Trustee Eric Yoon from the Key Club International Board of Trustees.**

*ADOPTED*

**Strategic Intent:** Not applicable  
**Governance:** In compliance  
**Capacity:** No impact  
**Finance:** No impact  
**Metrics:** None  
**Effective Date:** February 7, 2014

The Board discussed the ballots pertaining to the removal of Trustee Casey O'Neill.

**RESOLVED: That the Key Club International Board approves the removal of Trustee Casey O'Neill from the Key Club International Board of Trustees.**

*ADOPTED*

**Strategic Intent:** Not applicable  
**Governance:** In compliance  
**Capacity:** No impact  
**Finance:** No impact  
**Metrics:** None

**Effective Date:** February 7, 2014

President Penny recessed the meeting at 11:35 p.m. PST on February 7, 2014

President Raeford Penny reconvened the Key Club International Board meeting at 1:30 p.m. PST on February 8, 2014.

Those present for the board session: President Raeford Penny, Vice-President Rachel Benoit, and Trustees Alberto Berrizbeitia, Roshni Chandwani, Renisha Daley, Avery Hitchcock, Kelsie Hoppes, Madison Kemker, Maria Palazzolo, Michelle Petersen and Zachary Waldorf. Also present were Amanda Spice, Key Club International Director, Charli Lehman, Leadership Development Specialist, and Elizabeth Tezza, Kiwanis International Trustee.

## **REPORT OF THE COMMITTEE CABINET**

### **Approval of the November Key Club International Board meeting minutes**

The committee reviewed the November Key Club International Board meeting minutes.

**RESOLVED: That the Key Club International Board approve the November board meeting minutes.**

***ADOPTED***

**Strategic Intent:** Not applicable

**Governance:** Not applicable

**Capacity:** No change

**Finance:** No impact

**Metrics:** None

**Effective Date:** February 8, 2014

## **REPORT OF THE EXECUTIVE COMMITTEE**

### **Approval of the 2017 Key Club International Convention location**

The committee has evaluated possible locations for the 74<sup>th</sup> Key Club International Convention, and has studied feasibility, entertainment and costs.

**RESOLVED: That the Key Club International Board approve San Antonio, TX as the location for the 74<sup>th</sup> Key Club International Convention.**

***ADOPTED***

**Strategic Intent:** Not applicable  
**Governance:** Not applicable  
**Capacity:** No change  
**Finance:** No impact  
**Metrics:** None  
**Effective Date:** February 8, 2014

**Amendment to Key Club International Bylaws**

Honorary membership in a Key Club is given to individuals who have made a significant impact on a Key Club. We believe this distinction should be bestowed on members of the community who should be recognized for their continued support of a club. Additionally, the award of an honorary membership is a privilege in itself, and therefore, honorary members will not have the privileges of a regular Key Club member.

**RESOLVED: That the Key Club International Board approve the submission of the following amendment to the 2014 Key Club International House of Delegates in Anaheim, CA:**

**Amendment #1**

**Article VIII. Club Members**

Section 6. Any person, not in high school or an educational equivalent, who has performed some distinguished public service may be elected an honorary member of a club for a period of one year. Honorary members shall pay no dues and shall not be entitled to any privilege of a Key Club member. ~~Honorary members shall pay no dues but shall be entitled to all the privileges of full club membership except those of voting and holding office.~~

***ADOPTED***

**Strategic Intent:** Not applicable  
**Governance:** Present to the Key Club International House of Delegates  
**Capacity:** No change  
**Finance:** No impact  
**Metrics:** None

**Amendment to Key Club International Bylaws**

Due to the healthy status of the Youth Opportunities Fund, which earns sufficient interest to appropriately fund annual grant requests, the Key Club International board recommends ending the practice of automatically transferring US\$0.50 of each individual member's dues to the Youth Opportunities Fund.

**RESOLVED: That the Key Club International Board approve the submission of the following amendment to the 2014 Key Club International House of Delegates in Anaheim, CA:**

**Amendment #2**

**Article XXII. Revenue**

Section 1. Each Key Club shall pay Key Club International, or its designated fiscal agent, annual dues of six dollars and fifty cents (US\$6.50), being membership dues and subscription to the Key Club International publication, for every member, but not including honorary members. ~~Fifty cents of the dues of each member shall be deposited into the Youth Opportunities Fund to create an endowment to fund grants to clubs and scholarships.~~ Dues shall be payable during a period of at least 60 days according to a schedule set forth in Key Club International Board Policies and defined for each nation taking into account academic calendar and financial practices of the nation. There shall be no other fees or assessments of clubs.

**ADOPTED**

**Strategic Intent:** Not applicable

**Governance:** Present to the Key Club International House of Delegates

**Capacity:** No change

**Finance:** Increase to the Key Club International budget of US\$.50 per member per year

**Metrics:** None

The Key Club International Board moved into Executive Session to discuss the dues amendment and review the Key of Honor nomination(s) at 1:38 p.m. PST. The Board exited Executive Session and returned to an open meeting at 1:52 p.m. PST.

**Amendment to Key Club International Bylaws**

Due to budget shortfalls and the addition of K-Kids, Builders Club and Key Leader to the Key Club International budget, we believe a dues increase will alleviate budget constraints, increase the Key Club International reserves to a level equal to one year's operating costs, in accordance with nonprofit management best practices, and provide opportunities for achieving strategic goals based on the current Key Club International strategic plan.

**RESOLVED: That the Key Club International Board approve the submission of the following amendment to the 2014 Key Club International House of Delegates in Anaheim, CA:**

**Amendment #3**

**Article XXII. Revenue**

Section 1. Each Key Club shall pay Key Club International, or its designated fiscal agent, annual dues of ~~six dollars and fifty cents (US\$6.50)~~ **eight dollars and fifty cents (US\$8.50)**, being membership dues and subscription to the Key Club International publication, for every member, but not including honorary members. Fifty cents of the dues of each member shall be deposited into the Youth Opportunities Fund to create an endowment to fund grants to clubs and scholarships. Dues shall be payable during a period of at least 60 days according to a schedule set forth in Key Club International Board Policies and defined for each nation taking into account academic calendar and financial practices of the nation. There shall be no other fees or assessments of clubs.

***ADOPTED***

**Strategic Intent:** Not applicable

**Governance:** Present to the Key Club International House of Delegates

**Capacity:** No change

**Finance:** Increase to the Key Club International budget of US\$2.00 per member per year

**Metrics:** None

**Distinguished Officer Award Changes**

A recommendation was made to update applicable distinguished officer awards with the promotion of Vision Partners and Co-Sponsors.

**RESOLVED: That the International Board approve the following policies as the official awards criteria for the Distinguished District Bulletin Editor Award, Distinguished District Governor Award and Robert F. Lucas Outstanding Lieutenant Governor's Award.**

**Recognition Programs for Districts**

**Distinguished District Bulletin Editor Award**

**A.** An evaluation will be made on the basis of the criteria set forth below. This is not a contest between District officers, but a recognition of an individual's performance.

**B.** Only persons elected or officially appointed to their positions may be submitted for consideration. In order to be eligible for this award, the nominee must have complied with all aspects of the Bylaws and Board Policy Code pertaining specifically to serving as a district officer, and the nominee may not have violated Section 2, Responsible Behavior, of the Key Club International code of conduct. Nominations must be received at Key Club International no later than the first Friday in May.

**C.** Copies of all required documents must accompany the nomination. In order to be considered for this award, the nominee must accumulate a total of at least 720 points out of the 900 possible points. (10/02) (07/05)

**D.** Information must be submitted in a single binder, not to exceed four inches, keeping the information in accordance with each individual heading described below.

**E.** Criteria

**1. Board Correspondence**—Produce and distribute at least five articles of correspondence for District Board members. The following are to be taken into consideration. (100 points maximum)

- a. Publication deadlines (10 points)
- b. Suggestions on how to write articles (i.e. advice on topics, providing templates, etc.) (30 points)
- c. Notifications to officers of articles they are responsible to write for District publications (20 points)
- d. Observation of graphic standards (15 points)
- e. Timeliness of covered materials (15 points)
- f. spelling/grammar (10 points)

**2. District Publications** (300 points maximum)—Produce and distribute publication(s) to clubs. If one publication is produced, it will be judged out of 250 points. If two are produced, each will each be judged out of 150 points, and if three are produced, each will each be judged out of 100 points. In order to receive points for publications, graphic standards must be observed. If more than three publications are produced, please indicate which three are to be judged and each will be worth 100 points. The following should be taken into consideration.

- a. Content (required in all publications)
  1. Major Emphasis and Key Club International Service Partners
  2. Youth Opportunities Fund
  3. International representative's message/Governor's message
  4. Club/Division highlights
  5. District updates
  - 5. Promotion of Key Club Vision Partners**

b. Content (required in only one publication)

1. District Convention summation
2. International Convention promotion
3. International Convention summation
4. District Convention promotion

**6. Promotion of Key Club Co-Sponsors two times per year each, minimum**

- c. Spelling/grammar (all publications)
- d. Timeliness of covered material (all publications)
- e. Neatness
- f. Creativity

**3. Required attendance**—(150 points maximum, 50 points for each event attended)

- a. District Convention at the beginning and end of term
- b. International Convention during term
- c. All District Board meetings

**4. Reporting**—Present the Bulletin Editor's report at all official Board meetings. If not in attendance at a Board meeting, reports must be presented at the Board meeting. (100 points maximum, 25 points for each report submitted)

**5. Service to home, school and community**—Perform at least 50 hours of service to home, school, and community through Key Club activities. Verification shall consist of a description of service performed certified by the club president and Faculty Advisor. Deduct 5 points for every hour below 50. (150 points if service is verified)

**6. Miscellaneous\***—Submit evidence of performance above and beyond the call of duty including recommendations and documentation of achievements, such as sending the bulletin to other District Bulletin Editors and the International Office. Points shall be awarded at the discretion of the judges. (100 points maximum) (6/00)

\*Note: If you would like special consideration for any or all of the criteria, please include an explanation signed by the district administrator.

### **Distinguished District Governor's Award**

**A.** An evaluation will be made on the basis of the criteria set forth below. This is not a contest between District officers, but a recognition of an individual's performance.

**B.** Only persons elected or officially appointed to their positions may be submitted for consideration. In order to be eligible for this award, the nominee must have complied with all aspects of the Bylaws and Board Policy Code pertaining specifically to serving as a district officer, and the nominee may not have violated Section 2, Responsible Behavior, of the Key Club International code of conduct. Submissions must be received at Key Club International no later than the first Friday in May.

**C.** Proof in hard copy of all criteria specified below must accompany the submission. In order to receive this award, the nominee must accumulate a total of at least 1024 points out of the 1280 possible points. (11/01) (10/03) (07/05)

**D.** Information must be submitted in a single binder, not to exceed four inches, keeping the information in accordance with each individual heading described below.

#### **E. Criteria**

**1. Club Correspondence**—Produce and distribute, via the postal service or email, at least four formal communiqués (flyers, newsletters, letters, diagrams, etc.) to club presidents. The following are to be taken into consideration. (100 points maximum)

**a.** Observation of graphic standards. (10 points)

**b.** Content covered throughout the year. All content need not appear in the every publication; points will be awarded as long as each content point is distributed four times, but no more than once per publication. (70 points)

**i.** Major Emphasis and International ~~Service Partners~~ **Preferred Charities**

**ii.** Youth Opportunities Fund

**iii.** Kiwanis family

**iv.** District convention

**v.** International convention

**vi.** District and International dues payment

**vii.** Club membership growth

**viii.** **Promotion of Key Club Vision Partners four times per year each, minimum**

**ix.** **Promotion of Key Club Co-Sponsors two times per year each, minimum**

**b.** Timeliness of covered materials (15 points)

**c.** Spelling/grammar (5 points)

**2. Board Correspondence**—Produce and distribute, via the postal service or email, at least ten formal communiqués (flyers, newsletters, letters, diagrams, etc.), to the District Board. The following are to be taken into consideration. (100 points maximum)

**a.** Observation of graphic standards (10 points)

**b.** Content covered throughout the year (70 points)

**1.** Major Emphasis and International ~~Service Partners~~ **Preferred Charities**

2. Youth Opportunities Fund
  3. Kiwanis family
  4. New club building and reactivation
  5. District convention
  6. International convention
  7. District and International dues collection
  - 8. Promotion of Key Club Vision Partners four times per year each, minimum**
  - 9. Promotion of Key Club Co-Sponsors two times per year each, minimum**
- c. Timeliness of covered materials (15 points)
- d. Spelling/grammar (5 points)
- 3. Board meeting agenda**—Prepare a tentative agenda for each District Board meeting and distribute this agenda to the District Board at least one week in advance of the Board meeting. Provide a copy of each agenda and documentation of its distribution to be awarded points. (50 points maximum)
- 4. District officer training**—Distribute the criteria for all Distinguished Officer awards (25 points) and develop materials and institute a training program for District officers (100 points). The prescribed training must at a minimum include the following: (125 points maximum, deduct 25 points if training does not occur before International Convention, deduct 20 points for each topic not addressed)
- a. Major Emphasis and International ~~Service Partners~~ **Preferred Charities**
  - b. Youth Opportunities Fund
  - c. Kiwanis family
  - d. Planning service projects and programs (i.e. rallies, Divisional Training Conferences, Divisional Projects, etc.)
  - e. Suggested calendar
  - f. Position responsibilities
  - g. Emphasis on club building and reactivation
  - h. Guidelines for divisional meetings and face-to-face contact
  - i. Distribution of Distinguished Officer awards
  - j. Distribution of Key Club corporate partner descriptions and logos** (25 points)
- 5. District Committees**—Provide written directives for and assist District Committees in their operation. (100 points maximum)
- a. Appoint at least the following standing committees, or at least four committees with very similar functions. (40 points)
    1. Membership Development
    2. International Connections/Applications and International ~~Service Partners~~ **Preferred Charities and Corporate Partners/Sponsors**
    3. Service Planning
    4. Convention Planning
  - b. Thoroughly explain committee responsibilities and provide committees with available resources (20 points)
    1. Schedule committee meetings at District Board meetings and provide directives for each in conjunction with the committee chairs (20 points)
    2. Require committee members to complete regular reports to be recorded in the District minutes (20 points)



**6. Required attendance**—The District Governor must attend the following: (175 points maximum—25 points for each event attended)

- a. District Convention at the beginning and end of term as Governor
- b. Governor/Administrator Training Conference
- c. International Convention during his/her term as Governor
- d. Key Club Leadership Conference
- e. All District Board meetings
- f. Kiwanis District Convention or Midwinter Conference during term in office
- g. CKI District Convention during term in office.

**7. District Board Performance** (70 points maximum)

- a. Institute a program of monthly reporting for Lieutenant Governors (20 points)
- b. Provide each board member with an evaluation of their performance quarterly (including but not limited to interviews at board meetings, email evaluation reports, etc.) (50 points)

**8. Kiwanis-family relations** (100 points maximum)

- a. Hold at least one meeting with Kiwanis Governor (20 points)
- b. Hold at least one meeting with CKI Governor (20 points)
- c. Attend at least one Kiwanis District Board meeting (20 points)
- d. Attend at least one CKI District Board meeting (20 points)
- e. Participate in at least one Kiwanis service project for the current Kiwanis global campaign (20 points)

**9. International Trustee** (80 points maximum)

- a. Provide written directives for his/her International Trustee outlining how he/she can assist the District (20 points)
- b. Provide time at board meeting for the International Trustee's report (10 points)
- c. Communicate at least two times per month with the International Trustee (40 points)
- d. Provide opportunity at District Convention for the International Trustee to address the entire convention (10 points)

**10. Reporting**—File all reports (International Board questionnaires, surveys, requests for information, etc.) required by the Key Club International Office or Board within specified time limits. Nominees should request confirmation of report submissions from the International Office at least 45 days prior to the deadline for award submission. (50 points maximum—5 points for each report submitted on time)

**11. Administrator** (80 points maximum)

- a. Contact the administrator prior to each board meeting to prepare the agenda (20 points)
- b. Communicate at least three times per month with the administrator (60 points)

**12. Service to home, school and community**—Perform at least 50 hours of service to home, school and community through Key Club activities. Verification shall consist of a description of service performed certified by the club president and Faculty Advisor. Deduct 5 points for every hour below 50. (150 points if service is verified)

**13. Miscellaneous\***—Submit evidence of performance above and beyond the call of duty, including recommendations and documentation of achievements not covered by these criteria. Points shall be awarded at the discretion of the judges. (100 points maximum) (6/00)

\*Note: If you would like special consideration for any or all of the criteria, please include an explanation signed by the District Administrator.

## **Robert F. Lucas Outstanding Lieutenant Governor's Award**

**A.** The **Robert F. Lucas Outstanding Lieutenant Governor's Award** has been established to recognize outstanding work and exceptional character in District Lieutenant Governors. An evaluation will be made on the basis of the criteria set forth below. These criteria points should serve as goals for all Lieutenant Governors. Furthermore, such goals have been chosen as criteria because of the ability to judge them objectively. However, notice that many important duties of Lieutenant Governors (speaking skill and the ability to motivate, for example) have not been included in the criteria, for objective judging would not be possible. The International Board recommends consulting the District Governor and District Administrator for further duties than are outlined in these criteria.

**B.** The decision to give or not to give an outstanding officer award to any particular Key Club member should, by no means, be the ultimate determination of the quality of his or her year. There will always be a great number of exceptional District officers who, for reasons outside their own powers, do not meet the Robert F. Lucas Outstanding Lieutenant Governor's Award criteria. While this award is certainly an honor, the Key Club International Board hopes that all officers receive more reward from the satisfaction of serving others than could be given in any plaque.

**C.** Only persons elected or officially appointed to their position may be submitted for consideration. In order to be eligible for this award, the nominee must have complied with all aspects of the Bylaws and Board Policy Code pertaining specifically to serving as a District officer, and the nominee may not have violated Section 2, Responsible Behavior, of the Key Club International Code of Conduct. Nominations are NOT limited to one per District and there exists no time requirement for which the Lieutenant Governor must serve in office. Applications must be received by Key Club District Administrator no later than the first Friday in May.

**D.** Copies of all required documents must accompany the nomination. In order to be considered for this award, the nominee must accumulate a total of 1160 points out of the 1450 possible points. If a nominee accumulated less than 1160 points and still feels that he/she should be considered for the award because of extenuating circumstances, he/she must submit in writing why he/she has not accumulated the total number of points along with his/her other requirements.

**E.** Information must be submitted in notebook form, keeping the information in accordance with each individual heading described below.

### **G. Criteria**

**1. Club Newsletter (100 points maximum)** The Lieutenant Governor may choose one of the following options:

- I. Produce and distribute at least ten monthly newsletters for the clubs within his/her Division. Appearance, contents (including the Youth Opportunities Fund and Major Emphasis in conjunction with Key Club's International ~~Service Partners~~ **Preferred Charities, and promotion of the Key Club International Vision Partners (four times each per year, minimum) and Co-Sponsors (two times each per year, minimum)**), timeliness of materials covered, and spelling/grammar are taken into consideration. Recipients should include the Lieutenant Governor's clubs (via the Club President and/or Faculty Advisor), Governor, District Administrator, and the Lieutenant Governor at minimum. Newsletters may be mailed via the postal service or emailed to all recipients.
- II. Ten monthly electronic bulletins containing the contents required in a newsletter (including the Youth Opportunities Fund and Major Emphasis in conjunction with Key

Club's International ~~Service Partners~~ **Preferred Charities, and promotion of the Key Club International Vision Partners (four times each per year, minimum) and Co-Sponsors (two times each per year, minimum)**) and displaying formatting consistent with graphic standards (including a pencil and graphic standards specified fonts and colors) and a layout that is consistent from bulletin to bulletin may be substituted for ten monthly newsletters. Electronic bulletins will likewise be graded based on appearance, contents, timeliness of materials covered, and spelling/grammar. Recipients should include the Lieutenant Governor's clubs (via the Club President and/or Faculty Advisor), Governor, District Administrator, and the Lieutenant Governor at minimum. Electronic bulletins should be distributed via a medium or combination of mediums which will allow the Lieutenant Governor to reach all required recipients.

III. Options I and II may be combined as is most convenient to the Lieutenant Governor, as long as ten publications are produced.

## **2. Club officer training (100 points maximum)**

By November 15, the Lieutenant Governor must plan Divisional training, at a Divisional training conference or by a prearranged meeting of club officers, for all club officers with the input of Kiwanis. This can be held in conjunction with regional or zone conferences or individually with the club. The prescribed training should at a minimum include position responsibilities, Committee structure, meeting execution, Kiwanis relations, communication, Major Emphasis and Key Club International ~~Service Partners~~ **Preferred Charities, overview of the Key Club International Vision Partners and Co-Sponsors**, Youth Opportunities Fund, and Key Club and Kiwanis education. Proof of Kiwanis input in the training process should be included in the submission. Training materials, agendas, handouts, etc. should also be included as proof of the content of the training. The fraction of clubs in attendance (clubs in attendance divided by the total number of clubs) multiplied by 80 points and the quality of the content of the training out of 20 points will equal the total number of points awarded.

## **3. Face-to-Face Contact (150 points maximum)**

I. To earn the first 100 points, the Lieutenant Governor must visit every club in his/her Division at least once, a visit being defined as attendance at a club project or meeting. The percentage of clubs visited (calculated by dividing the number of clubs visited by the total number of clubs within the Division) will equal the total number of points out of 100. If the Lieutenant Governor can provide proof that a visit in person is not feasible, as verified by the District Administrator or designated District official (Kiwanis representative, Assistant Administrator, Zone Administrator, Governor, etc.), then an alternative, such as video chatting, which will simulate face-to-face contact is acceptable. Points will not be docked from this section if the Lieutenant Governor can provide sufficient proof that their request to visit was denied. All visits should be verified by signatures.

II. To earn the remaining 50 points, the Lieutenant Governor may choose one of the following options:

A. The Lieutenant Governor attends club projects planned by clubs in his/her Division in addition to his/her first club visit. **Half** the percentage of clubs visited twice (calculated by dividing the number of clubs visited twice by the total number of clubs within the Division and then dividing by two) will equal the total number of points out of 50. Video chatting is not an acceptable alternative for a visit to a club project. Proof of denial also shall not result in the awarding of points.

B. The Lieutenant Governor holds at least five Divisional Council Meetings. For each Divisional Council Meeting at which a majority of the clubs in the Division is in attendance, the Lieutenant Governor will be awarded 10 points.

C. Options A and B may be combined as is most convenient to the Lieutenant Governor. For example, if a Lieutenant Governor has held two Divisional Council Meetings with majority quorums (20 points) and has visited four of her ten schools (40%) twice (20 points), then she will have earned 40 of the 50 possible points.

**4. Required Attendance (200 points maximum-deduct 50 points for each event not attended)**

The Lieutenant Governor must attend the following:

- a. District Convention at the beginning and end of his/her term as Lieutenant Governor.
- b. International Convention during his/her term in office, including all meetings and training sessions for Lieutenant Governors (unless prior approved to not attend by the District Administrator).
- c. All District Board meetings.
- d. District officers' training conference.

**5. Delegates at District Convention (100 points maximum)**

Two-thirds of the clubs within the Lieutenant Governor's division should be represented by at least two delegates at District Convention. The attendance of a two-thirds quorum results in 100 points while a one-third quorum results in 50 points. Lieutenant Governors are considered delegates-at-large at District Convention and are therefore not a part of this two-thirds quorum. If the Lieutenant Governor can provide sufficient proof that attendance at District Convention exceeds the resources or capacity of one or more of his/her clubs, as verified by the District Administrator, then that club will be considered eliminated from his/her quorum, neither counting for or against him/her. For example, if in a Division of ten clubs there are three clubs in attendance and one has been exempted from the quorum, the Lt. Governor will receive a total of 50 points (three of the nine clubs constituting a complete quorum is at least a one-third quorum, whereas three of the original ten clubs would not have constituted a one-third quorum).

**6. Dues collection (100 points maximum)**

The average percentage of District and International dues collected by December 1 will equal the total number of points awarded.

**7. Club growth (100 points maximum)**

Work with Kiwanis to increase the number of active clubs within the Division during the administrative year as defined by Key Club International Policy 2.3 by either building new clubs or reactivating suspended clubs. A new K-family club in the Lieutenant Governor's Division results in 100 points, while each reactivated Key Club (up to two clubs) in the Lieutenant Governor's Division results in 50 points. Clubs on suspended status before the Lieutenant Governor's term, revoked at International Convention, will not affect points awarded. However, clubs reactivated from suspended status during the Lieutenant Governor's term will still receive points.

**8. Submission of new club officer information (100 points maximum)**

New club officer information must be submitted by all clubs within the Division to the International Office by September 15<sup>th</sup> to receive 100 points and by October 15<sup>th</sup> to receive 75 points.

**9. Division-wide function (100 points maximum)**

Lieutenant governors are encouraged to hold a Division-wide function with attendees from each of the Divisional clubs present. Divisional Council Meetings are not considered Division-wide functions. A Division-wide function can be, but is not limited to, a fundraiser or hands-on service project or event that all the Divisional clubs must attend and/or participate in. The percentage of clubs participating will equal the total number of points awarded.

**10. Communication (100 points maximum)**

1. **Committee Correspondence (25 points maximum):** Lieutenant Governors are encouraged to communicate with members of their District committees regularly and to report the committees' progress to the District. 5 points are awarded for each piece of correspondence.

2. **Monthly Communication (50 points maximum):** Lieutenant Governors are required to e-mail and/or call, whichever method is preferable to the person(s) being contacted, the following once per month: District Governor, District Secretary/District Treasurer or District Secretary-Treasurer, District Administrator, and Club Presidents. A reply on an email or a return phone call is not required to earn points, but the Lieutenant Governor should leave a voicemail or request a read receipt whenever possible. A phone log or hard copy of email correspondence should be submitted as proof of the initiation and content of the monthly communication. Deduct 10 points for every month in which communication was not initiated.

3. **Miscellaneous (25 points maximum):** Submit sufficient proof that communication throughout the Lieutenant Governor's term has gone above and beyond that of which is required. This can be but is not limited to attendance at meetings and/or the use of communication through other social media outlets. Points are awarded at the discretion of the judges.

**11. Monthly Reporting (50 points maximum)**

Complete and file monthly reports regarding Committee and/or Board member performance with the District Governor and District Secretary by pre-established deadlines. Deduct 5 points for each report not submitted and 2 points for each late report.

**12. Service to home, school and community (150 points maximum if service is verified)**

Perform at least 50 hours of service to home, school and community through Key Club activities. Verification shall consist of a description of service performed certified by the club president and Faculty Advisor. Deduct 5 points for every hour below 50.

**13. Miscellaneous (100 points maximum)** Submit evidence of performance above and beyond the call of duty, including recommendations and documentation of achievements not covered by these criteria. Points shall be awarded at the discretion of the judges. (6/13)

***ADOPTED***

**Strategic Intent:** Create stronger relationships with partners, increasing non dues revenue

**Governance:** Update Addendum to Key Club International Board policies

**Capacity:** No change

**Finance:** No impact

**Metrics:** None

**Effective Date:** May 15, 2014

## Key Club International Campaign Guidelines Changes

The a recommendation was made to update the current Key Club International Campaign Guidelines to update policies on the topics of social media, attendance at events outside of a candidate's district, guidelines for disciplinary actions, due process, and actions which do not coincide with Key Club's core values.

**RESOLVED: That the International Board approve the following policies as the Key Club International campaign guidelines for Key Club International office.**

### J. RULES FOR CANDIDATES

#### 1. Candidates for International Office

Any member in good standing who is an underclassman may become a candidate for international office. ~~An officer candidate cannot extend his/her pre-convention campaigning out of his/her home district.~~

#### 2. Travel by Candidates for International Office

When visiting other districts or Key Club functions outside his/her home district, an individual is not permitted to be introduced as a candidate for international office. If qualified, he/she will be permitted to travel to the following Key Club functions:

- a. Conferences having approval of Kiwanis International which permit the attendance of eligible Key Club members. In addition, an underclassman who is a candidate for international office, will be allowed to travel to official Key Club functions in ~~six~~ **four** districts during the twelve month period prior to the international convention at which he/she is a candidate for International office. One of those districts being his/her home district. ~~In the event that the said underclassman is an international officer, and he/she represents two districts, he/she will be allowed to travel to official Key Club functions in six districts during the twelve month period prior to the international convention at which he/she is a candidate for office, two of those districts being his/her assigned districts. In the event that the said underclassman represents three districts, he/she will be allowed to travel to official Key Club functions in six district during the twelve month period prior to the international convention at which he/she is candidate for international office, three of those districts being his/her assigned districts.~~ Anyone in violation of this policy may forfeit his/her right to be an International officer candidate and his/her name will not be permitted to be placed in nomination at the nominating conference at the international convention. Exceptions to this policy will be considered by the executive committee of the Key Club International board.

#### 3. Endorsement of Candidates

No candidate shall seek endorsement by a House of Delegates outside of his/her district. The district House of Delegates shall be the only body with the authority to endorse a candidate from that district for the Key Club International board in the time between the conclusion of the previous year's Key Club International convention and the conclusion of the district convention that year. Between the conclusion of the district convention and the conclusion of the following Key Club International convention, the district board of trustees shall be the only body with the authority to endorse a candidate from that district for the Key Club

International board. Candidates must be endorsed for the office of Key Club International president, Key Club International vice president, or Key Club International trustee during the twelve months immediately preceding the election. Endorsements may only be revoked by the body having made the endorsement or by the endorsed candidate. Endorsements are not transferable.

#### **4. Campaigning Prior to Key Club International Convention**

**a. No candidate may declare that he/she is running for Key Club International endorsement outside of his/her home district prior to the District Convention at which he/she is being endorsed. If a candidate is endorsed at their District Convention, he/she may answer a question regarding whether or not he/she is running but may not answer any other questions or release any other information regarding his/her candidacy.**

**b. After the official “information on candidates” booklet is released by Key Club International, endorsed candidates may campaign outside their home district.**

**c. No campaign funds shall be expended by candidates for the purchase of campaign materials for distribution prior to international convention. Campaign materials include: posters, flyers, buttons, stickers, ribbons, campaign literature and all other campaign materials on behalf of any candidate. Campaign funds are defined as any funds, materials, gifts, donations or in-kind services.**

**d. An endorsed candidate may correspond electronically, after the release of the “information on candidates” booklet by the International Office, with those outside of his/her district. The Key Club International Director shall be notified of all official campaign correspondence (including but not limited to social media, and/or email).**

**e. All alleged violations of any campaign procedures shall be reported to the Director of Key Club International.**

#### **5. Campaign Participation by Key Club Members Only**

Only Key Club members may participate in campaigning for candidates for International or district office.

#### **6. Campaigning at Key Club International Convention**

**a.** No campaign funds shall be expended by candidates for the purchase of campaign materials for distribution at international convention. Campaign materials include: posters, flyers, buttons, stickers, ribbons, campaign literature and all other campaign materials on behalf of any candidate. Campaign funds are defined as any funds, materials, gifts, donations or in-kind services.

**b.** In place of candidate generated campaign materials, all candidates for international office shall fill out and submit to the International Office, by the prescribed date, an 8½ x 11 inch photo-ready piece of literature. Said forms shall be compiled into an “information on candidates” booklet, reproduced and distributed to attendees at the international convention. This booklet shall serve to educate the delegates and attendees on the candidates for international office. The booklet shall be posted online at [www.keyclub.org](http://www.keyclub.org) prior to the convention.

**c.** Candidates having access to confidential information which will be unveiled at the international convention shall not use this information to their advantage in the campaign.

**d.** No campaign materials may be displayed in any hospitality suite.

e. No meal function may be held to promote the candidacy of any member with delegates from districts other than the candidate's home district.

~~f. No pre-convention campaigning will be permitted outside of the candidate's home district, with the exception of the candidate's flier which may be posted on the Key Club International Web site only. A potential candidate may correspond with International officers and district governors for the purpose of making a simple announcement of candidacy; however, said candidate is not permitted to explain platforms or seek support in these letters. Candidates who correspond with International officer and/or district governors regarding his/her candidacy must send copies of the correspondence to the International Office. No other individuals may communicate with the International or district officers whether on behalf of the candidate or on their own to publicize the candidacy of any individual prior to the Key Club International convention.~~

f. Any candidate guilty of forgery, fabrication, lying or anything less than total honesty concerning his/her campaign and the amount of money spent will risk disqualification by the Key Club International board.

g. Every candidate for International office must have submitted a completed statement of candidacy, international officer's service agreement, a biographical sketch and an outline of his/her platform, to the international director prior to any campaigning at the international convention. A prospective candidate wishing to have his/her name and personal information included in the "information on candidates" which will be inserted in the registration packet of voting delegates at the convention must submit the above forms to the international director by May 15th (received by date not postmark). ~~The one page flier received from each candidate will be posted on the Key Club Web site as they are received.~~ No modification of the flier may be made once it has been received and posted.

h. At no time shall the international board endorse or in any way publicly support a candidate for district or International office.

**i. All alleged violations of any campaign procedures shall be reported to the Director of Key Club International**

## **7. Participation in Convention Contests**

No candidate may participate in the Key Club International talent or oratory contest during the international convention in the year he/she is a candidate, except in years when the House of Delegates is held prior to the presentation of finalists.

## **8. Campaign Violation Process**

**a. Any candidate alleged to have violated campaign procedure shall have the opportunity to answer said charges before the Executive Committee and the Key Club International Director either in person or through written correspondence.**

**b. Depending on the severity of the violation, sanctions could include but are not limited to disqualification of the candidacy, loss of the privilege of electronic correspondence, and/or limited time with the delegates at International Convention.**

*ADOPTED*

**Strategic Intent:** Not applicable

**Governance:** Update Key Club International Board policies



**Capacity:** No change

**Finance:** No impact

**Metrics:** None

**Effective Date:** February 8, 2014

### **Amendment to Key Club International Bylaws**

The definition of high schools and their equivalent educational institutions in regards to grade levels varies. In order to give everyone equal opportunity to further leadership capabilities, the proposed amendment limits members to holding offices in Key Club International for a maximum of four years.

**RESOLVED: That the Key Club International Board approve the submission of the following amendment to the 2014 Key Club International House of Delegates in Anaheim, CA:**

#### **Amendment #4**

##### **Article VIII. Club Members**

Section 1. **Membership in Key Club International is open to anyone for the extent of their secondary/high school education.** ~~The membership of individual Key Clubs shall consist of students from the four upper classes (or the five upper classes in the Canadian Provinces where high school is of a five year duration) of the high school in which they are enrolled (or in ungraded schools whose members shall be of age comparable to the four upper classes of high school),~~ **Key Club members must be** interested in service and qualified scholastically by school district requirements for extracurricular activities and of good character. No potential member will be denied the chance of membership in Key Club due to previous service experience or lack thereof. **Members may only hold elected office at any level of Key Club International for a maximum of four years.**

*ADOPTED*

**Strategic Intent:** Not applicable

**Governance:** Present to the Key Club International House of Delegates

**Capacity:** No change

**Finance:** No impact

**Metrics:** None

### **Key Club International Support for Translations**

A recommendation was made to increase the current amount set aside by Key Club International each year for potential translation of Key Club International materials for non-English speaking clubs and members.

**RESOLVED: That the Key Club International Board approve the following policy increasing the funds budgeted each year for potential translation of materials.**

**11. Key Club International Support for Translations**

b. Key Club International shall annually budget a minimum of ~~\$2,500~~ **US\$3,000** to translate materials. The funds budgeted for translation shall be used when the Key Club International Board decides there is demonstrated need. The Key Club International Board is not required to spend all funds budgeted for translations in any given year.

***ADOPTED***

**Strategic Intent:** Enhance opportunities for non-English speaking Key Club countries

**Governance:** Update Key Club International Board policies

**Capacity:** No change

**Finance:** US \$3000 budgeted in the Key Club Membership budget

**Metrics:** None

**Effective Date:** February 8, 2014

**Translation Application for Caribbean Atlantic**

The Key Club International Support for Translations provides a budget of \$2,500 for translation of Key Club materials at the request of districts for the benefit of the membership and the organization as a whole. At the November 2013 Key Club International Board meeting, funds for translation were approved for the same materials in the same language as this request.

**RESOLVED: The Key Club International Board review and consider the translation fund request from the Caribbean Atlantic District.**

***FAILED***

**CLOSING COMMENTS**

**President Penny adjourned the meeting on February 8, 2014 at 2:28 p.m. PST.**