MEETING MINUTES

KEY CLUB INTERNATIONAL BOARD

June 28-29, 2011

A meeting of the Board of Trustees of Key Club International was held in Phoenix, Arizona on June 28-29, 2011.

Those present for board session: President XinLei Wang, Vice-President Ikwo Morris, and Trustees Nicholas Cornell, Matt Harper, Annie Lewandowski, Lisa Nicholson, Robert Peck, Will Robertson, David Velasquez, Ashley Williams, and Nancy Zhang.

Others present were: Mike Downs, Key Club International Director; Amanda Spice, Key Club Communications Specialist, Amelia Miller, Key Club Leadership Specialist, and Jerome Pueler, Kiwanis International Board Counselor to Key Club.

President XinLei Wang called the meeting to order on Wednesday, June 29, 2011 at 8:30AM. The Committees had previously met on Tuesday, June 28 and finalized their recommendations for the Board at that time.

REPORT OF THE EXECUTIVE COMMITTEE

Vice-President Duties

The Committee has worked diligently to further define the role of the Vice-President. The Committee worked to further develop the Kiwanis Family relationship, increase board efficiency, international outreach, and enhance the relationship with the International council.

RESOLVED: That the International Board approve the changes to the Key Club International Policy Code inserting the following section and renumber successive sections:

C. Key Club International Board of Trustees

5. Duties of the Vice President Concerning Districts*

The Key Club International vice president shall have the following duties:

- a. Submission of a report to the members of the International Council and the international director that outline the vice president's involvement over the previous month in regards to international committees, district interaction, local club involvement, and fulfillment of specified duties.
- b. <u>Submission of a report covering the activities of the Key Club International Board of Trustees at all meetings of the Circle-K International Board of Trustees and Kiwanis International Board of Trustees.</u>
- c. <u>Creation of a monthly update that shall include timely information concerning the following, as well as any articles requested by the Key Club International president, members of the International Council, and/or the staff:</u>
 - 1. News concerning Kiwanis Family organizations and happenings.

- 2. <u>Updates on international growth and other information pertaining to international clubs.</u>
- 3. Updates from the various districts of Key Club International.
- 4. Status of directives and other works of the Board of Trustees.
- d. <u>Maintain communication with districts-in-formation and clubs without the ability to</u> form into districts.
- e. <u>Record the activities of the Board of Trustees, including all monthly reports, as</u> designated by the Key Club International president and/or the international director.

ADOPTED

Strategic Intent: Not Applicable

Procedure: Amend Key Club International Policy Code

Capacity: No change Finance: No impact

Metrics: None

Vision Statement

This past year a Strategic Planning Committee was convened to help shape the future of the organization. The Committee discussed at length the current vision statement and offered the Board a variation of it which is stated below.

RESOLVED: That the International Board approve the new vision statement for the organization to be:

We are caring and competent servant leaders transforming communities world-wide.

ADOPTED

Strategic Intent: Not Applicable

Procedure: Amend Key Club International Policy Code

Capacity: No change **Finance:** No impact

Metrics: None

Selection of the 2013 Key Club International convention site

The Board received an update from Staff regarding the site selection process for the 2013 Key Club International convention.

RESOLVED: That the International Board approve Washington, DC as the site of the 2013 Key Club International convention and that the Capital District shall serve as the Host District for the convention.

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Strategic Intent: Not applicable

Procedure: In compliance Capacity: No change Finance: No impact Metrics: None

REPORT OF THE VOICE COMMITTEE

Translations

The Board discussed the best method to determine a need for Translations for the organization. The Board has worked diligently this past year to make sure that all members of the organization are able to find value in their membership. The Board determined that additional information was needed prior to translating documents and developed a policy to be used to determine appropriate translations.

RESOLVED: That the International Board amend the Key Club Board Policies as follows:

Key Club International Support for Translations

- a. Key Club International shall support existing clubs in the regions in which districts are allowed through translated materials when there is a demonstrated need. This demonstrated need shall be determined by the Key Club International Board through review, at any regular meeting, of applications for translation submitted by a district, club, or group of clubs. The application's contents shall be decided by the Key Club International Board.
- b. Key Club International shall annually budget a minimum of \$2,500 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.
- c. The Key Club International Board may approve materials related to club chartering for translation if they believe there is good cause to and potential for growth, without receiving an application for translation. The Key Club International Board may not translate materials otherwise without an application for translation.

ADOPTED

Strategic Intent: Not applicable **Procedure:** Amend Board Policies

Capacity: No change

Finance: US\$2500 added to operational plan each year impact

Metrics: None

REPORT OF THE GOVERNANCE COMMITTEE

Board Mission Statement

The Committee worked to create a defining statement for the International Board of Trustees. The Committee felt it was important to determine what the mission of the Board is for the organization.

RESOLVED: That the International Board amend the Key Club Board Policies to create a Board mission statement as follows:

C. KEY CLUB INTERNATIONAL BOARD OF TRUSTEES*

1. Mission Statement

To establish programs and policies that create a more meaningful international organization and support clubs, divisions, and districts to make more valuable our members' service to their home, school, and community.

ADOPTED

Strategic Intent: Not Applicable

Procedure: Amend Key Club International Policy Code

Capacity: No change Finance: No impact Metrics: None

REPORT OF THE LEADERSHIP COMMITTEE

Key of Honor Guidelines

The Committee discussed the need to clarify the guidelines for the Key of Honor Award. The Committee feels that documentation needs to be provided for those submitting letters for the awards to allow for verification of submission.

RESOLVED: That the International Board amend the Key Club Board Policies as they relate to the Key of Honor to include the following section:

KEY OF HONOR

E. All letters in the nomination package must be signed by the person or persons who wrote the letter. Each person who signs must also provide their phone number and email address.

ADOPTED

Strategic Intent: Not Applicable

Procedure: Amend Key Club International Policy Code

Capacity: No change Finance: No impact Metrics: None

Distinguished District Officer Awards

The Committee, over the course of the year, reviewed each Distinguished Award and made numerous modifications to each one. The following listings are how the awards will be modified beginning with the 2012-13 Distinguished Awards Process.

RESOLVED: That the International Board amend the Key Club Board Policies as they relate to the Distinguished District Governor Award as follows:

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 program for each 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 receive this award, the nominee must accumulate a total of at least $\frac{1229}{1130}$ points out of the $\frac{1365}{1255}$ possible points. (11/01) (10/03) (07/05)
- **D.** Information must be submitted in no more than one binder, not to exceed four inches, keeping the information in accordance with each individual heading described below.

E. Criteria

1. Club newsletter Correspondence—Produce and distribute at least four newsletters formal communiqués (flyers, newsletters, letters, diagrams, etc.) to club presidents. The following are to be taken into consideration.

(90 *100* points maximum)

- **a.** Utilization of graphic standards. (10 points)
- **b.** Content covered throughout the year (60 70 points)
 - **1.** Major Emphasis Program
 - 2. Youth Opportunities Fund

- **3.** Kiwanis family
- 4. New club building
- **4.** District convention
- **5.** International convention
- **6.** District and International dues payment
- 7. Club membership growth
- **c.** Timeliness of covered materials (15 points)
- **d.** Spelling/grammar (5 points)
- **2. Board newsletters** Correspondence —Produce and distribute at least ten monthly newsletters twelve formal communiqués (flyers, newsletters, letters, diagrams, etc.) to district board. The following are to be taken into consideration. (90 100 points maximum)
 - **a.** Utilization of graphic standards. (10 points)
 - **b.** Content covered throughout the year ($\frac{60}{70}$ points)
 - 1. Major Emphasis Program
 - **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
 - **c.** Timeliness of covered materials (15 points)
 - **d.** Spelling/grammar (5 points)
- **3. Board meeting agenda**—Prepare and distribute a tentative agenda for each district board meeting. (100 points maximum)
- **4. District officer training**—Develop materials and institute a training program for district officers. The prescribed training must at a minimum include the following. (100 points maximum, deduct 25 points if training does not occur before international convention):
 - a. Major Emphasis Program
 - **b.** Youth Opportunities Fund
 - **c.** Kiwanis family
 - **d.** Planning service projects and programs
 - e. Suggested calendar
 - **f.** Position responsibilities
 - g. Emphasis on club building and reactivation
 - **h.** Guidelines for divisional meetings
 - i. Distinguished officer awards
- **5. Committee directives**—Provide written directives and assist district committees in their operation. (120 100 points maximum)
 - **a.** Appoint at least the following standing committees, or at least four standing committees with similar functions to those that follow: (20 40 points)
 - 1. Public relations Membership Development

- 2. Kiwanis family relations Executive
- 3. Major Emphasis Program Service Planning
- 4. Convention Planning
- **b.** Appoint convention committees during term as needed (20 points) (*If the district chooses not to appoint convention committees, a letter from the administrator is required to be eligible for the 20 points.)
- c. Thoroughly explain committee responsibilities (20 points)
- **d.** Schedule committee meetings at district board meetings and provide directives for each (20 points)
- e. Provide follow-up directives on a quarterly basis (20 points)
- **f.** Use a committee report form and record in district minutes (20 points)
- **6. Required attendance**—The district governor must attend the following: (175 points maximum—deduct 25 points for each event not attended)
 - a. District convention at the beginning and end of term as governor
 - **b.** Governor/Administrator Training Conference
 - c. International Convention during his/her the term in office
 - **d.** Governors forum at the international convention Key Club Leadership Conference
 - e. All district board meetings
 - f. Kiwanis district convention or mid-winter conference during term in office
 - g. CKI district convention during term in office
- 7. Active clubs and membership (40 points maximum)
 - a. Publicity and promotion of new clubs (20 points)
 - **b.** Publicity and promotion of club membership growth (20 points)
- 8. Dues collection (25 points maximum)
 - a. Publicity and promotion of dues collection
- **7. District Board Performance** (70 points maximum)
 - **a.** Institute a program of monthly reporting for Lt. Governors (20 points)
 - **b.** Provide each board member with an evaluation of their performance quarterly (50 points)
- **<u>8. Kiwanis-family relations</u>** (125 <u>100</u> points maximum)
 - **a.** Hold at least one meeting with Kiwanis governor (25 points)
 - **b.** Hold at least one meeting with CKI governor (25 points)
 - c. Attend at least one Kiwanis district board meeting (25 points)
 - **d.** Attend at least one CKI district board meeting (25 points)
 - e. Hold a district wide Kiwanis family event (25 points) (10/02)
- **9. Board liaison** (100 80 points maximum)
 - **a.** Provide written directives for board liaison outlining how he/she can assist the district (25 30 points)
 - **b.** Provide time at board meeting for board representative liaison's report ($\frac{25}{10}$ points)
 - **c.** Communicate at least two times per month with the board liaison (25 30 points)
 - **d.** Provide opportunity at district convention for the board liaison to address the entire convention ($\frac{25}{10}$ points)

<u>10.</u> Reporting (100 <u>50</u> points maximum—<u>deduct 25 <u>5</u> points for each report submitted <u>on time</u> late and 50 points for each report not submitted). File all reports (international board committee questionnaires, surveys, etc.) required by the Key Club International Office or board within specified time limits.</u>

11. Administrator (100 80 points maximum)

- **a.** Contact the administrator prior to each board meeting to prepare the agenda (50 40 points)
- **b.** Communicate at least three times per month with the administrator ($\frac{50}{40}$ points)

12. Service to home, school and community

(100 points 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. (6/00)

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

ADOPTED

Strategic Intent: Not Applicable

Procedure: Amend Key Club International Policy Code

Capacity: No change **Finance:** No impact

Metrics: None

RESOLVED: That the International Board amend the Key Club Board Policies as they relate to the Distinguished District Secretary Award as follows:

Distinguished District Secretary'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 program for each individual's performance.

B. 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. Nomination forms 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 receive this award, the nominee must accumulate a total of 833 878 points out of 925 975 possible points. (07/05)
- **D.** Information must be submitted in no more than one binder, not to exceed four inches, keeping the information in accordance with each individual heading described below. (11/01) (10/03)
- E. Criteria
 - **1. Board newsletters** <u>Correspondence</u>—Produce and distribute at least ten <u>monthly</u> newsletters <u>formal communiqués</u> (<u>flyers, newsletters, letters, diagrams, etc.</u>) for district board members. The following are to be taken into consideration. (100 points maximum)
 - **a.** Utilization of graphic standards. (10 points)
 - **b.** Content (70 points)
 - 1. Role of club secretary (i.e. general correspondence and minutes)
 - 2. Club roster collection
 - **3.** Upcoming district events
 - 4. Other responsibilities/duties of club secretary
 - **c.** Timeliness of covered materials (15 points)
 - **d.** Spelling/grammar (5 points)
 - **2. Club newsletters** <u>Correspondence</u>—Produce and distribute at least three <u>newsletters</u> <u>formal communiqués (flyers, newsletters, letters, diagrams, etc.)</u> to club secretaries. The following are to be taken into consideration. (100 points maximum)
 - **a.** Utilization of graphic standards. (10 points)
 - **b.** Content (70 points)
 - **1.** Role of club secretary (i.e. general correspondence and minutes)
 - 2. Club roster collection
 - **3.** Upcoming district events
 - **4.** Other responsibilities/duties of club secretary
 - **c.** Timeliness of covered materials (15 points)
 - **d.** Spelling/Grammar (5 points)
 - **3. Club secretary's workshop**—Develop materials for and conduct a club secretary's workshop at the district convention at the end of his/her term of office. (100 75 points maximum)
 - **4. Board minutes**—Distribute copies of all district board minutes to district board officers and submit electronically to the International Office. (100 points maximum)
 - **a.** Within 15 days of the board meeting (100 points)
 - **b.** Within 30 days of the board meeting (50 points)
 - **c.** Within 45 days of the board meeting (25 points)
 - **d.** Later than 45 days (10 points)
 - **e.** No report (0 points)
 - **5. Required attendance**—The district secretary must attend the following: (75 points maximum—deduct 25 points for each event not attended)
 - a. District convention at the beginning and end of term

- **b.** District secretary's forum at the international convention <u>International</u> convention during term
- **c.** All district board meetings
- **6. Reporting**—Present the secretary's report at all official board meetings. (100 75 points maximum—deduct 25 points for each report not submitted)
- 7. End of Year Report (100 points maximum) —Compile the final reports of all the committees of the District Board
 - **a.** Create a master report which lists each committee, its directives for the year, and what work has been done to address those directives (60 points)
 - **b.** Distribute the report to the following persons: (40 points)
 - New District Governor, District Administrator, Board Liaison
- **7. Club officer directory**—Produce and distribute a club officer directory for distribution to clubs and district officers. (100 points maximum)

Districts with 100 clubs or less

- a. Before October 1 (100 points)
- **b.** Before November 1 (70 points)
- c. After November 1 (25 points)

Districts with 101 clubs or more

- **a.** Before November 1 (100 points)
- **b.** Before December 1 (70 points)
- c. After December 1 (25 points)
- **8.** Club officer directory addendums (25 points maximum)—Produce addendums to the club officer directory with updated information for distribution to clubs through lieutenant governors or district mailings.
- **9. Board liaison** (25 points maximum)— Communicate at least once per month with the board liaison
 - a. Communicate at least once per month with the board liaison (10 points)
 b. Send all copies of the district secretary's board newsletter to the liaison (15 points) (11/01)
- **10. Service to home, school and community** (100 points 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.
- **11. 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. (6/00) *Note: If you would like special consideration for any or all of the criteria, please include an explanation signed by the district administrator.

Strategic Intent: Not Applicable

Procedure: Amend Key Club International Policy Code

Capacity: No change Finance: No impact

Metrics: None

RESOLVED: That the International Board amend the Key Club Board Policies as they relate to the Distinguished District Treasurer Award as follows:

Distinguished District Treasurer'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 program for each individual's performance.
- **B.** 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. Nomination forms must be received by Key Club International no later than the first Friday in May.
- **C.** Copies of all required documents must accompany the nomination. In order to receive this award, the nominee must accumulate a total of 1013 968 points out of 1125 1075 possible points. (10/03) (07/05)
- **D.** Information must be submitted in no more than one binder, not to exceed four inches, keeping the information in accordance with each individual heading described below.
- E. Criteria
 - **1. Monthly reports**—Prepare and distribute most recent monthly financial reports and dues reports to the district board. The financial reports can be part of the monthly newsletter but will be judged separately. (200 points maximum—deduct 25 points each item not submitted)
 - **2. Board newsletters** Correspondence—Produce and distribute at least ten monthly newsletters formal communiqués (flyers, newsletters, letters, diagrams, etc.) for district board members. The following are to be taken into consideration. (100 points maximum)
 - **a.** Utilization of graphic standards. (10 points)
 - **b.** Content including: (70 points)
 - **1.** Role of club treasurer (i.e. dues collection and club budget)
 - 2. District and International dues collection
 - **3.** Divisional dues payment status updates
 - 4. Fundraising project ideas
 - **5.** Upcoming district events

Other responsibilities/duties of club treasurer

- **c.** Timeliness of covered materials (15 points)
- **d.** Spelling/grammar (5 points)

- **3. Club newsletters** <u>Correspondence</u>—Produce and distribute at least three <u>newsletters</u> <u>formal communiqués (flyers, newsletters, letters, diagrams, etc.)</u> written to club treasurers. The following are to be taken into consideration. (100 points maximum)
 - **a.** Utilization of graphic standards. (10 points)
 - **b.** Content including: (70 points)
 - 1. Role of club treasurer (i.e. dues collection and club budget)
 - 2. District and International dues collection
 - 3. Fundraising project ideas
 - 4. Registering and paying for upcoming district events
 - **5.** Other responsibilities/duties of club treasurer
 - **c.** Timeliness of covered materials (15 points)
 - **d.** Spelling/grammar (5 points)
- **4. First delinquent dues notification**—Send notification of delinquent status to delinquent Key Club presidents and faculty advisors by December 31. (100 points)
- **5. Second delinquent dues notification**—Send notification of delinquent dues status to the school principal and president of the sponsoring Kiwanis club by January 31. (100 points)
- **6. Third delinquent dues notification** Send notification to school principal and faculty advisor prior to district convention. (100 points)
- **4. Delinquent Dues Notifications** (300 points 100 points for each notification)
 - **a.** First notification of delinquent status sent to presidents and advisors of delinquent clubs no later than December 31.
 - **b.** Second notification of delinquent status sent to presidents and advisors of delinquent clubs no later than January 31.
 - **c.** Third notification of delinquent status sent to presidents and advisors of delinquent clubs prior to district convention.
- <u>5.</u> Required attendance—The district treasurer must attend the following: (100 75 points maximum—deduct 25 points for each event not attended)
 - **a.** District convention at the beginning and end of term
 - **b.** International convention during his/her term
 - c. District treasurer's forum at the international convention
 - **d.** All district board meetings
- **6. Reporting**—Present the treasurer's report at all official board meetings. If not in attendance at board meeting, reports must be presented at the board meeting. (100 75 points maximum deduct 50 25 points for each report not submitted)
- <u>7.</u> Board liaison (25 points) Communicate at least once per month with the board liaison
- a. Communicate at least once per month with the board liaison (10 points)
- **b.** Send all copies of the district treasurer's board newsletter to the liaison (15 points) (11/01)
- **8. 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. (100 points if service is verified)

11. 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)

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

ADOPTED

Strategic Intent: Not Applicable

Procedure: Amend Key Club International Policy Code

Capacity: No change **Finance:** No impact

Metrics: None

RESOLVED: That the International Board amend the Key Club Board Policies as they relate to the Distinguished District Secretary-Treasurer Award as follows:

Distinguished District Secretary-Treasurer'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 program for each individual's performance.
- **B.** 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 Constitution, 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. Nomination forms must be received by Key Club International no later than the first Friday in May.
- C. Copies of all required documents must accompany the nomination. In order to receive this award, the nominee must accumulate a total of $\frac{936}{1026}$ points out of $\frac{1040}{1140}$ possible points. (11/01) (10/03) (07/05)
- **D.** Information must be submitted in no more than one binder, not to exceed four inches, keeping in accordance with each individual heading described below.
- E. Criteria
 - **1. Board newsletters Correspondence**—Produce and distribute at least ten monthly newsletters formal communiqués (flyers, newsletters, letters, diagrams, etc.) for district board members. (100 points maximum)
 - **a.** Utilization of graphic standards. (10 points)
 - **b.** Content (70 points)
 - **1.** Role of club secretary (i.e. general correspondence and minutes)
 - 2. Role of club treasurer (i.e. dues collection and club budget)

- 3. Club roster collection
- 4. District and International dues collection
- 5. Divisional dues payment status updates
- **<u>6.</u>** Fundraising project ideas
- 7. Registering and paying for upcoming district events
 Other responsibilities/duties of club secretary and club treasurer
- c. Timeliness of covered materials (15 points)
- **d.** Spelling/grammar (5 points)
- **2. Club newsletters** Correspondence—Produce and distribute at least three newsletters to club secretaries and at least three newsletters to club treasurers or at least four newsletters formal communiqués to both club secretaries and club treasurers. See list of criteria below. (100 points maximum)
 - **a.** Utilization of graphic standards. (10 points)
 - **b.** Content <u>including:</u> (70 points)
 - **1.** Role of club secretary (i.e. general correspondence and minutes)
 - **2.** Role of club treasurer (i.e. dues collection and club budget)
 - **3.** Club roster collection
 - 4. District and International dues collection
 - **5.** Fundraising project ideas
 - <u>6.</u> Registering and paying for upcoming district events Other responsibilities/duties of club secretary and club treasurer
 - **c.** Timeliness of covered materials (15 points)
 - **d.** Spelling/grammar (5 points)
- **3.** Club secretary_treasurer's workshop—Develop materials for and conduct a club secretary_treasurer's workshop at the district convention at the end of term in office. (50 points maximum)
- **4. Board minutes**—Distribute copies of all district board minutes to district board officers and submitted electronically to the International Office. (50 points maximum)
 - **a.** Within 15 days of the board meeting (50 points)
 - **b.** Within 30 days of the board meeting (35 points)
 - **c.** Within 45 days of the board meeting (25 points)
 - **d.** Later than 45 days (10 points)
 - **e.** No report (0 points)
- **5. Monthly reports**—Prepare and distribute most recent monthly financial reports and dues reports to the district board. The financial reports can be part of the monthly newsletter but will be judged separately. (100 50 points maximum—deduct 15 5 points each item not submitted.)
- **6. Required attendance**—The district secretary/treasurer must attend the following: (100 75 points maximum—25 points for each event attended)
 - a. District convention at the beginning and end of term
 - **b.** International convention during term

- **c.** Either the district secretary's forum or the district treasurer's forum at the International convention
- **d.** All district board meetings
- **7. Reporting**—Present a secretary-treasurer's report at all official board meetings. (100 75 points maximum—deduct 25 points for each report not submitted)
- **8. End of Year Report** (50 points maximum) —Compile the final reports of all the committees of the District Board
 - a. Create a master report which lists each committee, its directives for the year, and what work has been done to address those directives (30 points)
 - **b.** Distribute the report to the following persons: (20 points)
 - New District Governor, District Administrator, Board Liaison
- **9. Club Officer Directory**—Produce and distribute a club officer directory for distribution to clubs and district officers. (50 points maximum)

Districts with 100 clubs or less

- a. Before October 1 (50 points)
- b. Before November 1 (25 points)
- c. After November 1 (0 points)

Districts with 101 clubs or more

- a. Before November 1 (50 points)
- **b.** Before December 1 (25 points)
- c. After December 1 (0 points)
- <u>10</u>. Club officer directory addendums—Produce addendums to the club officer directory with updated information for distribution to clubs through lieutenant governors or district mailings. (15 points maximum)
- 11. Delinquent Dues Notifications (300 points 100 points for each notification)
 - **a.** First notification of delinquent status sent to presidents and advisors of delinquent clubs no later than December 31.
 - **b.** Second notification of delinquent status sent to presidents and advisors of delinquent clubs no later than January 31.
 - **c.** Third notification of delinquent status sent to presidents and advisors of delinquent clubs prior to district convention.
- <u>14. Board liaison</u>—(25 points maximum) <u>Communicate at least once per month with the board liaison</u>
- a. Communicate at least once per month with the board liaison (10 points)
- **b.** Send all copies of the district secretary/treasurer's board newsletter to the liaison (15 points) (11/01)
- <u>15.</u> 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. (100 points if service is verified—deduct 5 points for every hour below 50.)
- **<u>16.</u> 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.

ADOPTED

Strategic Intent: Not Applicable

Procedure: Amend Key Club International Policy Code

Capacity: No change **Finance:** No impact

Metrics: None

RESOLVED: That the International Board amend the Key Club Board Policies as they relate to the Distinguished District Bulletin Editor Award as follows:

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 program of an for each 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 Constitution, 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 810 743 points out of the 900 825 possible points. (10/02) (07/05)

D. Information must be submitted in no more than one binder, not to exceed four inches, keeping the information in accordance with each individual heading described below.

E. Criteria

- **1. Board Correspondence** (100 points maximum)—Produce and distribute at least five articles of correspondence for district board members. The following are to be taken into consideration.
 - **a.** Publication deadlines (20 points)
 - **b.** Suggestions on how to write articles (20 points)
 - **c.** Notifications to officers of articles they are responsible to write for district publications (20 points)
 - **d.** Usage of graphic standards (20 points)
 - e. Timeliness of covered materials (15 points)
 - **f.** Spelling/grammar (5 points)

- **2. District Publications** (300 points maximum)—Produce and distribute publication(s) to clubs. If only one publication is produced, it will be judged out of 300 points. If two publications are produced, each will be worth 150 points. If three publications are produced, each will be worth 100 points. In order to receive points for publications, graphic standards must be followed. If more than three publications are produced, please indicate which three are to be judged and will be worth 100 points each. The following should be taken into consideration.
 - **a.** Content (required in all publications)
 - 1. Major Emphasis Program
 - 2. Youth Opportunities Fund
 - **3.** International representative's message
 - **4.** Governor's message
 - 5. Club/division highlights
 - **b.** Content (required in only one publication)
 - 1. District convention summation
 - 2. International convention promotion
 - **3.** International convention summation
 - 4. District convention promotion
 - **c.** Spelling/grammar (all publications)
 - **d.** Timeliness of covered material (all publications)
- 3. Required Attendance (200 150 points maximum, deduct 50 points for each event not attended.)
 - **a.** District convention at the beginning and end of term
 - **b.** International convention during term
 - c. District bulletin editors forum at international convention
 - **d.** All district board meetings
- **4. Reporting** (100 75 points maximum, deduct 25 points for each report not submitted)
 - **a.** Present the bulletin editors report at all official board meetings.
- **5. Service to home, school, community** (100 points if service 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.
- **6. Miscellaneous*** (100 points maximum)—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. (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.

ADOPTED

Strategic Intent: Not Applicable

Procedure: Amend Key Club International Policy Code

Capacity: No change

Finance: No impact

Metrics: None

District Officer Award Arrangement

The Committee recommends the Recognition Program for District Officers be re-arranged as part of the Addendum to the International Board Policies to follow a more predictable, logical order in the newest editions of the Key Club International Guidebook. This Board recommendation to the support staff would see the awards arranged in descending order of seniority, beginning with the District Governor

RESOLVED: That the International Board amend the Key Club International Board Policies to rearrange the order of the distinguished awards.

ADOPTED

Strategic Intent: Not Applicable

Procedure: Amend Key Club International Policy Code

Capacity: No change **Finance:** No impact

Metrics: None

EXECUTIVE SESSION

The Board moved into Executive Session to discuss a reported campaign violation by a candidate. No action was taken against the candidate as the violation could not be substantiated at this time.

CLOSING COMMENTS

President Wang adjourned the meeting on June 29, 2012 at 11:30AM.