



Key Club International Guidebook

8/2024

Bylaws
Board Policies

Table of contents

Part I: Key Club International Bylaws

Article I. Name and use of name and emblem	1
Article II. Objects	1
Article III. Powers.....	2
Article IV. Membership of clubs in Key Club International.....	2
Article V. Organizing and chartering of clubs	2
Article VI. Club operations.....	3
Article VII. Discipline of clubs.....	4
Article VIII. Club members	5
Article IX. Districts.....	6
Article X. Officers	8
Article XI. Duties of officers	9
Article XII. Key Club International Board	10
Article XIII. International Council.....	11
Article XIV. Conventions	11
Article XV. Delegates and delegates-at-large	12
Article XVI. Convention procedure	13
Article XVII. Nomination and election of officers.....	13
Article XVIII. Vacancies in office	17
Article XIX. Committees	17
Article XX. Official publication	18
Article XXI. Revenue.....	18
Article XXII. Finance and accounting.....	19
Article XXIII. Motto	19
Article XXIV. Auxiliary and incorporated bodies.....	19
Article XXV. Authority beyond bylaws	20
Article XXVI. Amendments to bylaws	20

Part II: Key Club International Board Policies

Policy A. Definitions	20
Policy B. Key Club International	20
Policy C. Key Club International Board	21
Policy D. Key Club International Board meetings.....	30
Policy E. Districts and district structure	30
Policy F. Club structure and activities.....	33
Policy G. Key Club International convention.....	35
Policy H. Code of conduct.....	37
Policy I. Conduct unbecoming a Key Club member	40
Policy J. Rules for candidates.....	41
Policy K. International conference and other events	45
Policy L. Finance.....	45
Policy M. Major Emphasis	46
Policy N. Youth Opportunities Fund	46
Policy O. Miscellaneous	48
Policy P. Changes to policies	48

Key Club International Guidebook Including Bylaws and Board Policies

Mission statement

Key Club is an international student-led organization providing its members with opportunities to perform service, build character and develop leadership.

Vision

We are caring and competent servant leaders transforming communities worldwide.

Core values

The core values of Key Club International are leadership, character building, caring and inclusiveness.

Pledge

I pledge, on my honor,
to uphold the Objects of Key Club International;
to build my home, school and community;
to serve my nation and world;
and combat all forces which tend to undermine these institutions.

Motto

Caring—Our Way of Life

Part I: Key Club International Bylaws

ARTICLE I. NAME AND USE OF NAME AND EMBLEM (1/15)

Section 1. The name of this organization shall be Key Club International.

Section 2. The name, emblem and insignia of Key Club International shall be used for only such purposes as determined by Kiwanis International. (1/15)

Section 3. The official colors of this organization shall be blue, gold, and white. The colors shall represent: blue—unwavering character, gold—service and white—purity.

ARTICLE II. OBJECTS (10/23)

Section 1. The Objects of Key Club International shall be:

- To develop initiative and leadership.
- To provide experience in living and working together.
- To serve the school and community.
- To cooperate with the school principal.
- To prepare for useful citizenship.

- To accept and promote the following ideals:
 - To give primacy to the human and spiritual, rather than to material values in life.
 - To encourage the daily living of the Golden Rule in all human relationships.
 - To promote the adoption and the application of higher social, business and professional standards.
 - To develop, by precept and example, a more intelligent, aggressive and serviceable citizenship.
 - To provide a practical means to form enduring friendships, to render unselfish service and to build better communities.
 - To cooperate in creating and maintaining that sound public opinion and high idealism which make possible the increase of righteousness, justice, patriotism and goodwill.
 - To promote diversity, equity, and inclusion.

ARTICLE III. POWERS

Section 1. The powers of Key Club International shall be to create, supervise and assist Key Clubs and associations of Key Clubs in districts and divisions. (1/15)

Section 2. All policies and actions of Key Club International shall be subject to approval by the Kiwanis Youth Programs Board. (1/15)

ARTICLE IV. MEMBERSHIP OF CLUBS IN KEY CLUB INTERNATIONAL

Section 1. The membership of Key Club International shall consist of clubs which have been accepted by the Key Club International director or designee and certified in the manner prescribed in the Bylaws.

Section 2. Each prospective club meeting all requirement and obligations and agreeing to be bound by the Bylaws of Key Club International then and thereafter in force shall be granted an official Key Club charter.

Section 3. Any member club that fails to conform to the Bylaws as adopted and amended, may have its charter and membership in Key Club International suspended or revoked by action of the Key Club International Board.

ARTICLE V. ORGANIZING AND CHARTERING OF CLUBS

Section 1. A Key Club may be established in a high school or community-based organization that does not have a Key Club upon petitioning Key Club International. (1/15)

Section 2. A Key Club may be established only with the approval and support of the high school principal, if applicable. The principal and/or the faculty advisor shall select or approve all charter members of the club and shall approve of the selection of all future members. The principal and faculty advisor shall have full authority over all functions of the club. (10/19)

Section 3. Before a Key Club may be formed at least 11 students approved for membership must be willing to join the proposed Key Club and accept responsibilities of club membership. The Key Club International director shall have the authority to waive these requirements if evidence of hardship is presented. (10/19)

Section 4. After the members of the proposed Key Club have adopted the Standard Form of Club Bylaws, with only such modifications as may be approved by the Key Club International director, elected officers, appointed committees and completed club organization, the faculty advisor shall submit to Key Club International the standard new club petition form and any required fees. (1/15)

Section 5. Upon approval of the petition by the Key Club International Board and/or the Key Club International director, the Key Club International director shall issue a charter and appropriate materials to the new club and membership cards and other materials to the club members, entitling the club and its members to all the privileges and responsibilities of association with Key Club International.

Section 6. In the event a school will not allow the formation or presence of a Key Club, a community-based club may be chartered, in accordance with sponsorship rules and guidelines set by the Key Club International director. (1/15)

Section 7. 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 Key Club International director. (1/15)

Section 8. Each approved Key Club shall have the right to use the name and marks of Key Club International, so long as it abides by all applicable bylaws and policies and maintains good standing with Key Club International. (1/15)

ARTICLE VI. CLUB OPERATIONS

Section 1. The recognized officers of each Key Club shall be the president, one or more vice presidents, the secretary, the treasurer, the editor, the webmaster or technology associated position and one director from each class. These officers shall constitute the board of directors of the club and shall have such duties as shall be prescribed in the club and/or district bylaws. All officers shall be active members in good standing of the club. (2024)

Section 2. The president, vice president(s), secretary, treasurer, bulletin editor and webmaster or technology associated position of the club should be elected at a meeting in February. These officers-elect shall serve as observing members of the board

of directors from February to May in order to become more familiar with the administration of the club and shall take office in May, service for one year or until their successors are duly elected. The outgoing president and secretary shall promptly certify to the Key Club International director the names of the newly elected officers.

Section 3. The directors of the club shall be elected from and by the classes they represent at the first meeting of the club following the opening of school and shall serve for one year or until their successors are duly elected.

Section 4. The committees of the club and duties of the committees shall be prescribed in the club bylaws. The club president shall appoint all committee chairs and assign each club member to one or more standing or temporary committees.

Section 5. Each club shall hold meetings at such a place as shall be determined by the board of directors. It may hold other such meetings as the board of directors or membership may desire.

Section 6. In fulfilling the objectives of Key Club International, each club should participate in the Major Emphasis and other service and leadership development programs endorsed by the organization.

Section 7. A club shall not use any name except that designated in its charter.

ARTICLE VII. DISCIPLINE OF CLUBS

Section 1. Any member club more than 60 days in arrears for any indebtedness shall be considered not in good standing and may have its charter and membership herein suspended or revoked by action of the Key Club International Board, provided that notice of said indebtedness shall have been duly sent by the Key Club International director to the club and the sponsoring organization. The Key Club International Board may restore such club to membership in Key Club International upon payment of its indebtedness. (2024)

Section 2. Any member club that fails to conform to the Bylaws of Key Club International or that fails otherwise to conform to the accepted standards for clubs, may have its charter and membership therein suspended or revoked, or may be otherwise disciplined by a two-thirds vote of the entire Key Club International Board at a special hearing; provided that a copy of the charges with a notice of the hearing thereon shall have been sent to the last reported president and secretary of the club 30 days before the said hearing.

Section 3. Any member club may resign from the organization, provided that all financial and other obligations of such club shall have been fulfilled, that all annual dues to any district thereof shall have been paid, and that, if incorporated, the corporation shall have been fully dissolved, and upon resolution of resignation, adopted and approved by a three-fourths vote of the active membership of such club, which resolution shall be certified by the club's secretary to Key Club International. Such

resignation shall become effective when accepted by the Key Club International Board, and by such action the club surrenders all rights to the use of the name, emblem or other insignia of this organization. The Key Club International Board may, upon written application of such club, reinstate the club to membership in Key Club International. (1/15)

Section 4. Any club whose membership in Key Club International has been terminated in any manner shall forfeit all interest in any funds or other property belonging to Key Club International or its districts and all rights to the use of the name, emblem or other insignia of this organization.

Section 5. No club shall sponsor in any manner a lottery, raffle, drawing or game of chance, for the purpose of raising funds, or shall employ a lottery, raffle, drawing or game of chance in connection with any fundraising activity or engage directly or indirectly in any activity which may impugn or reflect unfavorably on the good name of Key Club or Kiwanis. Key Clubs may participate in lotteries, raffles, drawings or games of chance only with clubs or districts within the Kiwanis family or organizations sponsored by the Kiwanis family for the purpose of fundraising in accordance with state, local, federal and provincial laws. Clubs violating the provisions of this section may have their charter revoked or be otherwise disciplined as prescribed by the Key Club International Board or the Key Club International director. (1/15)

ARTICLE VIII. CLUB MEMBERS

Section 1. The membership of individual Key Clubs shall consist of students from the high school in which they are enrolled or members of the community in which a community Key Club exists. Membership should cover one's tenure in high school as stipulated by their education system. These members should 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. (10/18)

Section 2. Each member of an individual Key Club must be willing to perform at least 50 hours of combined service to their home, school and community annually.

Section 3. The membership of an individual Key Club must be selected without discrimination in accordance to local, state, provincial and national laws.

Section 4. Any member club within a coed school that does not have the same membership qualifications and process of admission for membership for all genders, minorities, individuals with religious affiliations and individuals with diverse sexual orientations, may have its charter and membership in Key Club International suspended or revoked by action of the Key Club International Board. (10/19)

Section 5. Membership in a club shall automatically cease: 14 days after the last day of the Key Club International convention following graduation from school or August 1st whichever is earlier; when a member fails to meet scholastic, service or character

requirements (as prescribed by their club's charter); when they cease to be a member of the school in which their Key Club is organized (if applicable); or when they become a member of another Kiwanis Family club. (10/19)

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 not be entitled to any privilege of a Key Club member.

Section 7. The selection and discipline of active and honorary members in any club shall be by majority vote of the board of directors and with the approval of school authorities if the club is chartered in a school. (10/19)

ARTICLE IX. DISTRICTS

Section 1. The Key Club International Board shall create, supervise and assist Key Club districts and non-Districted clubs, subject to the approval of the Key Club International director. (10/19)

Section 2. Each Key Club district shall be coextensive with one of the districts of Kiwanis International unless other boundaries have been approved by the Key Club International Board prior to the review by the Kiwanis Youth Programs Board. Key Club districts shall be divided into divisions as approved by the sponsoring Kiwanis district and shall have a Key Club district administrator appointed by the Kiwanis district. (1/15)
(10/18)

Section 3. The operation and functioning of each Key Club district shall be under the authority and responsibility of its corresponding Kiwanis district board. (1/15)

Section 4. In order to form a new district, the proposed area must include at least 15 active Key Clubs, at least 450 active Key Club members, and an established district board, as outlined in Article IX, Section 6. In the event a district fails to maintain this club and membership level for three years, the Key Club International board may decertify the district by two-thirds majority vote. In such case, the international director shall provide written notice to the governor and secretary of the sponsoring Kiwanis district and the governor and administrator of the Key Club district at least 120 days prior to any meeting at which the district's decertification shall be considered. (10/19)

Section 5. Each Key Club within the territorial limits of a Key Club district shall be a member of such district, so long as such Key Club continues to comply with the Bylaws of Key Club International and the district. (1/15)

Section 6. The officers of each district shall be the district governor, one lieutenant governor for each division of the district, the secretary, the treasurer, (or the secretary-treasurer), the bulletin editor (where applicable), the webmaster or technology associated position (where applicable) and such other non-voting officers as called for in the district bylaws. These officers shall constitute the board of the district and shall

have such duties as prescribed in the district bylaws. Each officer shall be an active member in good standing.

Section 7. The Key Club district board shall hold no more than three (3) meetings annually, excluding meetings held in conjunction with the district convention. Such meetings shall be approved by the district administrator. Any additional meetings must be approved by the district administrator and the Kiwanis district board. (10/93) (1/15)

Section 8. The district officers shall be elected at the annual district convention in the manner prescribed in the district bylaws except in such cases where bylaws call for lieutenant governor elections at prescribed divisional caucuses prior to the annual convention. In the case of the bulletin editor and webmaster or technology associated position, the district shall have the prerogative of appointing or electing them. They shall begin their official duties immediately following induction and shall serve for one year or until their successors are duly elected.

Section 9. The standing committees of the district and the duties of the standing committees shall be prescribed in the district bylaws. The district governor should appoint chairs and assign members to committees within 30 days after the district convention. Temporary committees may be established by the board of the district. The chair and membership of these committees shall be appointed by the district governor.

Section 10. Each Key Club district shall hold an annual convention in strict accordance with the Bylaws, unless in any year the Key Club International Board determines that the holding of such convention would be inadvisable.

Section 11. The annual convention of each district shall be held at a time and place mutually agreed upon by the Board of the district, the sponsoring Kiwanis district, and the Key Club International Board. The dates and sites of the convention shall be submitted to the Key Club International director not later than nine months prior to the proposed convention dates.

Section 12. Before the official opening of each district convention the district board with Kiwanis counsel shall adopt and publicize rules of convention discipline and shall appoint and fully support a sergeant-at-arms committee, including a Kiwanis advisor, to enforce the rules of convention discipline. The district board or a committee thereof and the district Key Club administrator shall determine the measure of disciplinary action to be taken in each case in which convention rules may be violated.

Section 13. Each member club in good standing in the district shall be entitled to two voting delegates and two alternate voting delegates at the district convention. These voting delegates shall have the powers and shall be chosen in the manner prescribed in the district bylaws. District officers shall be voting delegates-at-large to the district convention.

Section 14. Each Key Club district, through its convention, shall adopt the Standard Form of District Bylaws with only such modifications as shall be approved by its sponsoring Kiwanis district and the Key Club International director. (1/15)

Section 15. Within 30 days after the close of each district convention, district board meeting, or other district-wide conference, the district secretary shall submit to the Key Club International director a complete report on the proceedings of the gathering including copies of all resolutions and recommendations adopted and a synopsis of all other action taken. This report shall have been approved by the Kiwanis district administrator. (1/15)

Section 16. The fiscal year of each district shall coincide with the fiscal year of Key Club International. (1/15)

ARTICLE X. OFFICERS (1/15)

Section 1. The officers of Key Club International shall be the president, vice president, the 11 trustees, the Key Club International director and the district governors.

Section 2. Each officer, except the Key Club International director, shall be an active member in good standing of a Key Club in an organized district and shall be eligible for at least one school year of active membership following their election as an international officer.

Section 3. The president, the vice president, and the 11 trustees shall be elected by the voting delegates at the international convention in the manner prescribed in the Bylaws and shall serve for a period of one year.

Section 4. The Key Club International director shall be appointed by the Designated Director of Kiwanis Youth Programs who shall have the power to fix the director's salary and appoint and fix the compensation of such other administrative officers as they may deem necessary. The Kiwanis Youth Programs Designated Director shall also have the power to remove from office any person so appointed, including the Key Club International director. (1/15)

Section 5. The district governors shall be elected at their respective district conventions in the manner prescribed in their district bylaws.

Section 6. All officers, except the Key Club International director, shall serve without compensation and accept no remunerative employment from Key Club International.

Section 7. All officers shall serve until their successors are duly elected or appointed.

Section 8. A vacancy occurring in any elective office between conventions shall be filled in the manner prescribed in the Bylaws.

Section 9: Any Key Club International Board Member who resigns or is removed from office may be declared by the Kiwanis Youth Program Board to be ineligible to hold or be a candidate for any future Key Club International office. (2024)

ARTICLE XI. DUTIES OF OFFICERS (1/15)

Section 1. The Key Club International Board shall consist of the president, the vice president and the 11 trustees; in addition, the Key Club International director shall serve as an ex-officio member of the board and shall enjoy all privileges of regular board membership except the right to vote.

Section 2. The Key Club International Board may interpret the scope and meaning of these Bylaws, subject to review by the Key Club International director, whose decisions shall be final and binding. (1/15)

Section 3. President. The president shall exercise general supervision over the work and activities of Key Club International, with the approval of the Key Club International director. They shall preside at the international convention and all meetings of the Key Club International Board, the executive committee of the board, and the international council. They shall serve as the official representative of Key Club International and shall perform such other duties as usually pertain to the office of president or as may be assigned to them by the Key Club International Board. (1/15)

Section 4. In the event of the inability of the president to perform their duties, the vice president shall perform the duties of and have the same authority as the president. In the event of the inability of both the president and the vice president to perform the duties of the president, the Key Club International Board shall assign a member of the executive committee to perform the duties of and have the same authority as the president.

Section 5. Vice president. The vice president shall, in the absence of the president, preside at the Key Club International convention and all meetings of the Key Club International Board, the executive committee of the board, and the Key Club International council. They shall serve as chair of at least one standing or temporary committee of the board. The vice president shall also serve as the official representative of the organization at such functions as the president may determine and shall also perform other such duties as usually pertain to the office or as may be assigned by the Key Club International Board or the president. (1/15)

Section 6. Trustees. Each trustee shall serve as liaison to at least two Key Club districts, providing communication between the Board of Trustees of the district and the Key Club International Board. Each trustee shall serve as a member of at least one standing committee of the board and shall perform such other duties as may be assigned by the president with the approval of the Key Club International Board. (10/18)

Section 7. Director. The Key Club International director shall be in charge of the headquarters of Key Club International, under the supervision of the Designated Director of Kiwanis Youth Programs, and shall be responsible for the selection and supervision of the staff and workers of Key Club International, subject to direction and control by the Kiwanis Youth Programs Designated Director and Board of Directors. They

shall sign all documents issued by Key Club International, shall affix the corporate seal of the organization when required, shall keep all accounts, shall receive all monies paid to Key Club International, and shall turn over these funds to the controller of Kiwanis International within 30 days after receipt thereof, taking the receipt of the controller, therefore. The records and books of the director shall at all times be open to the inspection of the president, vice president, controller, the Kiwanis Youth Programs Board of Directors, the Key Club International Board, and any auditors named by the Kiwanis Youth Programs Board of Directors. Necessary administrative expenses shall be paid from the funds of Key Club International. (1/15)

Section 8. District governors. The district governors shall have the duty of furthering the objectives of Key Club International and promoting the interest of Key Clubs within their districts. They shall work closely with other International and district officers to strengthen and expand Key Club. Each district governor shall be the chief executive of their district, shall appoint all standing committees and shall preside at the district convention and all meetings of the district board. They shall also attend the international convention and all meetings of the international council. (10/19)

ARTICLE XII. KEY CLUB INTERNATIONAL BOARD

Section 1. The Key Club International Board shall meet at least three (3) times annually at such times and places as shall be determined by the Key Club International Board, by call of the president with approval of the Key Club International Director, or by written request of at least half of the board with the approval of the Key Club International Director. A written notice of the time and place of each board meeting shall be mailed digitally or physically to the members of the Key Club International Board by the Key Club International director not later than ten days prior to the meeting. (10/19)

Section 2.

The Key Club International Board may meet and conduct business by any method that allows all participants to simultaneously communicate with one another or as otherwise permitted by law and designated by the Key Club International Director. Participation by such methods constitutes attendance. Normal Board meeting rules and processes apply unless otherwise previously determined. The Board may also conduct business by voting on proposed resolutions sent to them by the International Director. (10/22)

Section 3. The Key Club International president with approval of the international director may call a meeting to be held via telephone conference or virtual means providing at least seven days' notice of the time, date, and agenda of such meeting. A waiver of the advance notice may be given upon approval by all the members of the board. Minutes or a transcript of any such meeting shall be recorded. (10/22)

Section 4. Seven regular members of the Key Club International Board shall constitute a quorum for the transaction of all business, except in case a larger vote is required by the Bylaws.

ARTICLE XIII. INTERNATIONAL COUNCIL (1/15)

Section 1. The international council of Key Club International shall consist of the members of the Key Club International Board and the district governors.

Section 2. Meetings of the international council shall normally be held in any year in which no international convention is held. Meetings of the international council may also be held on the opening date of the annual convention and at such other times and places as shall be determined by the Key Club International Board. For any such meeting of the council written notice shall be sent to each member of the international council at least 14 days prior thereto.

Section 3. In any year in which no international convention is held, the international council shall have the responsibility of electing the president, vice president, and trustees for the coming year, and considering any amendments which, at the discretion of the Key Club International Board, should not be held until a later convention. In the event that a council meeting cannot be held, the committee on elections will recommend a suitable format for elections, subject to the approval of the Key Club International director and the Key Club International Board. (10/22)

Section 4. The president of Key Club International shall preside over meetings of the international council; in their absence, the vice president shall be the presiding officer. In the absence of both the president and the vice president, the council shall select one of the members of the executive committee to preside.

Section 5. A majority of the council shall constitute a quorum. In case any district governor cannot be present at a meeting of the council, they may, with the approval of the Key Club International Board, appoint an elected officer of their district to attend in their place with like powers. The district Key Club administrators and district secretaries may be invited by the Key Club International Board to observe all council meetings and participate in discussions.

ARTICLE XIV. CONVENTIONS (1/15)

Section 1. Key Club International shall hold a convention once each calendar year at such place and time and in such manner as shall be determined by the Key Club International Board, subject to the approval of the Kiwanis Youth Programs Board of Directors, unless in any year the Kiwanis Youth Programs Board shall determine that the holding of such convention would be inadvisable. (1/15)

Section 2. The Key Club International director shall have full supervision over the management of all conventions of Key Club International. (1/15)

Section 3. Each international convention shall be held in a city chosen well in advance for its accessibility, interesting and educational setting, appropriate accommodations, and general suitability. The program of the convention shall include worthwhile

assemblies featuring addresses by prominent Kiwanians and Key Club members and other outstanding persons, Key Club training conferences and general convention business, such as election of officers.

Section 4. Under the direction of the Key Club International Board, the Key Club International director shall mail to each member club an official call to the annual convention at least 60 days prior to the opening of the convention.

Section 5. At each duly called convention or prior thereto, the president shall appoint the chairs, members and advisors for such convention committees, conference committees, and contest judging committees as they may deem appropriate or advisable with the approval of the Key Club International Board.

Section 6. The Key Club International director shall establish a uniform registration fee to be paid to Key Club International by all persons attending the convention. No voting delegate shall be entitled to vote unless their registration fee has been paid. (1/15)

Section 7. The quorum of any convention of Key Club International shall consist of not less than 500 delegates and delegates-at-large.

ARTICLE XV. DELEGATES AND DELEGATES-AT-LARGE (1/15)

Section 1. Each Key Club in good standing with Key Club International, if applicable, shall be entitled at any Key Club International convention to two voting delegates, two alternate voting delegates and as many non-voting delegates as may be allowed by the director and Key Club International Board. (10/19)

Section 2. Voting delegates and alternate voting delegates shall be appointed by the club president and club advisor not later than 24 hours prior to the opening of the convention, provided that the club is in good standing. Each club president and secretary shall promptly certify to the Key Club International director the names of those elected to serve. In case any club fails to certify the names of its voting delegates and alternate voting delegates or in case there is any question concerning the seating of delegates, the committee on credentials for the conventions shall determine who shall be seated, subject to review by the Key Club International Board. (10/19)

Section 3. The immediate past district governors and the official members of the international council, namely the Key Club International Board and the district governors, shall be voting delegates-at-large to all international conventions.

Section 4. Each accredited voting delegate and voting delegate-at-large present at a convention shall be entitled to vote on each question submitted to that convention. There shall be no voting by proxy.

ARTICLE XVI. CONVENTION PROCEDURE (1/15)

Section 1. The official program of convention as approved by the Key Club International Board and the Key Club International director shall be the order of the day for all convention sessions.

Section 2. Reports of committees, communications to the convention, resolutions submitted by the committee on resolutions and all motions except those known as “undebatable” may be debated on the floor of the convention, unless two-thirds vote of the convention decides to dispose of them without debate. No voting delegate or voting delegate-at-large shall speak on an amendment longer than five minutes at one time, except as provided in the order of the day or by majority vote.

ARTICLE XVII. NOMINATION AND ELECTION OF OFFICERS (1/15)

Section 1. The official program of the annual convention shall indicate the days and the hours for nomination and election of officers and shall be subject to change only in accordance with the rules of convention procedure.

Section 2. The committee on elections shall have general charge of the election and of the printing, the distributing and the counting of ballots. The President (with approval of the Key Club International Director) shall appoint a member to chair the committee in regard to Article XVII, Section 3. That Chairperson shall have general oversight of the committee, be in charge of providing information to candidates before and at convention, chair the Nomination Conference, and have other duties as assigned by the President or Director. (10/19)

Section 3. The committee on elections chair shall be a member of the International Board that is outgoing senior and therefore not be seeking an office. Voting members of the committee on elections shall be as follows: The Chairperson, one outgoing senior International Trustees, and one District Executive officer. The International President, Vice President, and Elections Intern (as appointed by the convention staff), shall be non-voting members of the committee. All decisions made by the committee shall be also approved by the International Director. (10/19)

Section 4. The president of Key Club International shall, when the program of an annual convention specifies nominations of officers as the order of business, receive nominations from the floor for the several officers to be filled at the convention. All nominees for international office shall be from organized districts and must be in attendance at the convention. Prior to nomination, each nominated candidate for president, vice president and trustee must have received the endorsement of the district in which their home club is located. (10/19)

Section 5. A district shall endorse no more than one candidate for the office of president or vice president and two candidates for the office of trustee. (10/19)

Section 6. The convention program shall include a caucus of each organized district which shall convene to allow all members in attendance from the district to consider

each candidate for president, vice president and trustee. At the conclusion of the district caucuses, ballots will be distributed to all members of that district in good standing, who have been present for the duration of the caucus. There shall be no voting by absentee ballot. Each member may vote for one candidate for president, one candidate for vice president, and from seven to 11 candidates for trustee. Upon conclusion of the voting, the votes will be tabulated in the same location. Tabulations will be conducted by the district governor(s) and district administrator(s), and will be overseen and verified by the assigned International board representative or official designate thereof, and/or an official designate as approved by the Key Club Committee on Elections, who is not an active participant in any district caucus. Votes will then be converted to a percentage, based on the number of votes given to each candidate divided by the number of voting members present. (10/19)

Section 7. The president shall give notice of, and cause to be held, a nominating conference of representatives of the various districts to determine and submit to the convention its recommendations for the several offices from among the nominations. The conference to be constituted and to proceed as follows (10/19):

- A. The conference shall consist of three representatives from each of the several districts who have been selected in one of the following ways:
 - 1. In organized districts: by election at the last meeting of the district board immediately prior to the international convention, and
 - 2. In unorganized districts: by appointment by the International president with the majority approval of clubs of that district. Notice of the names of the representatives of the several districts will be sent to the Key Club International director immediately following their election or appointment. At the time of the annual international convention, any district which has been unable to select its representatives may hold a caucus of the voting delegates and the delegates-at-large attending the convention from said district to elect representatives to the nominating conference. If, four hours before the nominating conference, any district has not reported its representatives to the Key Club International director, they shall so inform the international president, who shall have the authority to appoint three representatives from each of the unreported districts.
- B. The chair of the conference shall be the Committee on Elections Chairperson. (10/19)
- C. The conference of representatives of the districts shall be held at a time and place to be designated and announced to the convention by the Key Club International director. Two-thirds of the selected representatives present at the convention shall constitute a quorum.
- D. Upon completion of the organization as above outlined, the conference shall proceed to select candidates for the offices of president, vice president and

trustees of Key Club International to be submitted to the convention in the following provisions:

1. Each district shall vote by written ballot the percentages obtained at the conclusion of its caucus. Percentage points will be totaled from all districts by the Committee on Elections. (10/19)
 2. From the nominations made by the convention the conference shall select two candidates for each of the offices of president and vice president, as its recommendations for submission to the convention for voting. No person shall be submitted to the conference as a candidate for any office without the consent of such person being first obtained.
 3. The conference shall next proceed to the consideration of candidates for the office of Trustee. If the nominating conference so desires, these selections of trustee candidates to be submitted to the House of Delegates may include either none or both of the presidential and vice presidential candidates previously selected by the nominating conference, or both of either the presidential or the vice presidential candidates previously selected by the nominating conference. Hence, those dually nominated candidates' names shall appear on the ballot twice. The conference shall determine the number of candidates to be selected by it and submitted to the convention, provided, however, the number so selected and submitted shall be in accordance with one of the following options:
 - a. In the case that no presidential or vice presidential candidates become dually nominated, the number so selected shall not be less than the number to be elected plus one and not more than the number to be elected plus three; or
 - b. In the case that either the presidential or vice presidential candidates become dually nominated, the number so selected and submitted shall not be less than or more than the number to be elected plus three, for a total of 14 nominees; or
 - c. In the case that all of the presidential and vice presidential candidates become dually nominated, the number so selected and submitted shall not be less than or more than the number to be elected plus five, for a total of 16 nominees.
 4. If in the event that the candidates whose names appeared on the ballot more than once received at least a majority of votes in more than one office, the candidate would be elected to the highest office; and thereby forfeit their candidacy for the office of trustee.
- E. Prior to the convening of the next regular session of the annual convention succeeding the adjournment of the conference, Committee on Elections Chairperson shall certify to the vice president and the Key Club International director the result of the conference as to all recommendations for nomination

for each office, said record to be preserved by the vice president of Key Club International until the adjournment of the convention. (10/19)

- F. When the election of officers of Key Club International shall become the order of business of the annual convention, the report of the conference shall be presented by the presiding officer of the conference.

Section 8. When the report of the conference is submitted to the convention for voting, there shall be no further nominations from the floor of the convention.

Section 9. Before the opening of the polls the Key Club International director shall provide the committee on elections with a list of voting delegates and voting delegates-at-large present at the convention as shown by the report of the committee on credentials.

Section 10. The voting shall be by ballot. No person shall be allowed to vote unless their name appears on the list of voting delegates or voting delegates-at-large.

Section 11. A majority of all votes cast shall be necessary for the election of the president, the vice president and the trustees. In the event that any ballot cast does not show a majority for any nominee for the foregoing offices, the president shall designate a time and a place for further balloting for such office. Prior to the second ballot, the nominee having the lowest vote on the first ballot shall be dropped; and on each succeeding ballot, the same procedure shall be followed until some nominee shall have received a majority of all votes cast.

Section 12. No ballot shall be counted whereon it appears that the elector has voted for a greater number of nominees for said office than there are vacancies to be filled.

Section 13. Cumulative voting shall not be permitted. There shall be no voting by proxy.

Section 14. The committee on elections shall report promptly to the convention the results of the balloting, and the report shall be signed by a majority of the committee. After the committee has so reported, the chair shall deliver all ballots to the Key Club International director to be kept by them for a period of 90 days after the close of the convention, when the ballots shall be destroyed.

Section 15. The procedure set forth in the preceding sections may be changed or modified if a majority voting delegates and delegates-at-large approve such change and if such change has the approval of the Key Club International director.

ARTICLE XVIII. VACANCIES IN OFFICE (1/15)

Section 1. In the event of a vacancy in the office of president between conventions, the vice president shall become the president for the unexpired term, except that in

any year in which no annual convention is held, the international council shall elect a qualified member of a club to serve for one year or until their successor is duly elected.

Section 2. In the event of a vacancy in the office of vice president between conventions, the Key Club International Board may elect a qualified member of a club to fill the office for the unexpired term, except in any year in which no annual convention is held, the international council shall elect a qualified member of a club to serve for one year or until their successor is duly elected.

Section 3. In the event of a vacancy in the office of trustee between conventions, the Key Club International Board may select a qualified member to fill such office, who shall serve only until the next annual convention, except that in any year in which no annual convention is held, the international council shall elect a qualified members of a club to serve for one year or until their successor is duly elected. (10/18)

Section 4. In the event of a vacancy in the office of district governor for any district between district conventions, the position (of governor) shall be filled by a member of the district board or by a qualified member of a club in the district. In any year in which no district convention is held the district board shall elect a qualified member of a club to serve for one year or until their successor is duly elected.

Section 5. In the event a member of the Key Club International board fails to meet the minimum performance or conduct requirements for office, the executive committee shall be empowered to consider such failure and determine appropriate disciplinary or corrective action. The executive committee shall not be empowered to remove any Board member from office but shall be required to recommend any removal to the Key Club International Board. In the case that a member of the executive committee is the subject of disciplinary action, the member shall be recused from any discussion and vote on the matter.

Section 6. In the event the executive committee recommends removal of a member of the board, written notice shall be provided to the officer. Such notice shall cite the reason(s) for removal and provide appropriate documentation. The board may consider a recommendation for removal at any regular meeting or a meeting convened and conducted via alternative means that allow every board member the opportunity to participate fully being able to hear and speak to the best of their ability. A two-thirds majority vote of the entire board shall be required to remove an officer.

Section 7. Nothing shall preclude the right of an officer to respond to or participate in discussion by the board regarding an allegation of inappropriate performance or conduct.

Section 8. In no case shall the president be allowed to preside over a meeting in which their performance or conduct is being considered under the provisions of this Article.

Section 9. In the event a district governor fails to meet the minimum performance or conduct requirements for office, the district board, under provisions of the district

bylaws, shall be empowered to consider such failure and determine appropriate disciplinary or corrective action.

ARTICLE XIX. COMMITTEES (1/15)

Section 1. The Key Club International board shall be organized into committees as provided in this Article and the Key Club International Board Policies.

Section 2. An executive committee shall consist of the president, who shall preside over the committee, the vice president, two members of the Key Club International Board elected by the Key Club International Board and one member appointed by the president. The Key Club International director and Kiwanis International Board Counselor shall also be a member of the committee and enjoy all privileges of committee membership except the right to vote. (10/19)

Section 3. The committees shall consist of as many members as the president deems necessary, one of whom shall be appointed by the president as chair and confirmed by vote of the Key Club International Board.

Section 4. Other special committees shall consist of members of Key Clubs and adult advisors appointed by the president and confirmed by the Key Club International Board.

Section 5. The duties of all committees shall be published by September 1st or within 60 days of formation of the committee by the Key Club International President with the approval of the Key Club International Board.

ARTICLE XX. REVENUE (1/15)

Section 1. Each Key Club shall pay Key Club International, or its designated fiscal agent, annual dues of ten dollars (US\$10) for every member, but not including honorary members. 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. (2024)

Section 2. Each Key Club that is a member of a Key Club district shall pay Key Club International, or its designated fiscal agent, annual district dues defined within the district's bylaws and not exceeding Key Club International dues, for every member, but not including honorary members. Dues shall be payable during the same period as set forth for payment of Key Club International dues and as defined in Section 1 of this Article. There shall be no other district fees or assessments of clubs.

Section 3. The dues to be paid to Key Club International and to the district during any fiscal year shall be the dues for that year.

Section 4. Beginning October 1, 2029, and every four (4) years thereafter, an automatic inflation adjustment (hereafter referred to as "adjustment") shall be made to the Key Club International dues. The adjustment shall be based on the inflation rate for the prior four-year period and will follow the guidelines stated in the Key Club International Bylaws and Policies. (2024)

ARTICLE XXI. FINANCE AND ACCOUNTING (1/15)

Section 1. The fiscal year of Key Club International shall coincide with the fiscal year of Kiwanis Youth Programs. (1/15)

Section 2. The Kiwanis Youth Programs Board of Directors shall have full responsibility for the oversight and approval of all financial matters of Key Club International. (1/15)

ARTICLE XXII. MOTTO (1/15)

Section 1. The motto of Key Club International shall be "Caring – Our Way of Life."

ARTICLE XXIII. AUXILIARY AND INCORPORATED BODIES (1/15)

Section 1. There shall be no auxiliary bodies created or organized within this organization.

Section 2. If permitted by state or provincial law: (1/15)

- A. A club, after receiving its charter, may incorporate as a nonprofit corporation, subject to the approval of the Kiwanis Youth Programs Board of Directors, but only by the name designated in its charter, such as Key Club of (name) High School. Said club shall agree, as a condition precedent to incorporation, that it will, as an incorporated body, abide by the Key Club International Bylaws then in force or as may be amended thereafter from time to time. (1/15)
- B. Districts may incorporate in the same manner and upon the same conditions as provided for clubs. (1/15)

ARTICLE XXIV. AUTHORITY BEYOND BYLAWS (1/15)

Section 1. The Key Club International board shall create Board Policies which shall define policies and procedures for organized operation and management of Key Club International for member clubs and districts. These policies shall be set by majority vote of the Key Club board and, where required, be approved by the Kiwanis Youth Programs Board of Directors. These policies shall remain in effect from year to year until amended or changed by the Key Club International board or Kiwanis Youth Programs

Board of Directors. In no case shall any policy contradict a provision of the Key Club International Bylaws. (1/15)

Section 2. The latest edition of "Robert's Rules of Order" shall be the parliamentary authority for all matters of procedure not specifically defined by the Bylaws or Board Policies of Key Club International.

ARTICLE XXV. AMENDMENTS TO BYLAWS (1/15)

Section 1. The Key Club International Bylaws may be amended by a two-thirds vote of the voting delegates and voting delegates-at-large present and voting at any convention of Key Club International. No such action shall become effective until approved by the Kiwanis Youth Programs Board of Directors. Proposed amendments to the Bylaws may be submitted by Key Clubs, Key Club Districts, the Key Club International Board or the Key Club International director and shall be received by the Key Club International director at least 45 days prior to the call to order of the annual House of Delegates. The director shall then provide notice of any proposed amendments to all clubs via mail or electronic media not later than 20 days prior to the call to order of the annual House of Delegates. (1/15)

Effective 5/15

Part II: Key Club International Board Policies

These policies shall remain in effect from year to year until amended or changed by the Key Club International board or Kiwanis Youth Programs board.

POLICY A. DEFINITIONS

1. Policy

A policy is a basic principle by which the international board guides the affairs and organization of Key Club International.

2. Scope

These policies are binding and final concerning the aspects of Key Club International that they cover.

POLICY B. KEY CLUB INTERNATIONAL

1. Mission Statement

Key Club is an international, student-led organization providing its members with opportunities to perform service, build character and develop leadership.

2. Vision Statement

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

3. Core Values

Caring, Character Building, Inclusiveness, Leadership.

POLICY C. KEY CLUB INTERNATIONAL BOARD

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.

2. International Officers Holding Only One Office

- a. No Key Club International Board Member may concurrently serve as a voting officer of any district as defined in Article IX, Section 6 of the Bylaws, or as an officer of any club as defined in Article IV, Section 2, of the Bylaws.
- b. Any Key Club International board member may not run for district office at the district convention following their election as an international board member.
- c. No underclassman member of the Board who is eligible for international office shall be assigned to counsel the district hosting the next international convention

unless it is unavoidable. (Example: If the international board is comprised of only underclassmen, it would be unavoidable). (1/24)

3. Board Committee Structure

The international board shall be divided into committees as assigned by the president with the approval of the board. Committees shall be aligned with the strategic plan of the organization and work to further Key Club International. The only standing committee shall be the executive committee which shall be responsible for the financial oversight of the organization and review the performance of all elected and appointed members of the Key Club International Board. It shall consider any and all amendments to the Bylaws and must approve all proposed amendments to the Board Policies before submission to the Key Club International Board. The committee shall also be responsible for the annual Key Club international convention, issues affecting district conventions and all conferences sponsored by Key Club International and other duties as assigned by the Key Club International Board.

4. Key Club International Board Member Travel (1/15)

(Note: All of Policy C.4 was moved here from K.I. Procedure in Jan. 2015. Original date coding has been retained for historical purposes.)*

a. Definition and Purpose of Travel

Official travel by members of the Key Club International Board is defined as part of conducting the business of Key Club International and/or for the purpose of promoting the work and betterment of Key Club International. (4/03)

All official travel by a member of the Key Club International Board to a destination outside the boundaries of their home district is directed by these policies. Travel should be planned in order to minimize the number of academic days missed due to travel, and no more than ten (10) academic days should be missed in any one Key Club calendar year. (4/03)

b. Expenses Reimbursed

Within the limits of the approved budget, Key Club International will pay the necessary travel expenses of members of the Key Club International Board at approved Board meetings and the Key Club International convention, as well as other authorized travel expenses. All travel expenses or requests for reimbursement must be approved by the Key Club International director. All expense reports must be submitted within 30 days of the event for which reimbursement is sought. (10/93) (1/13)

c. Counseling Visits to Districts

Key Club International may pay for the travel expenses of no more than two visits by officers to districts assigned for counseling. The visits may be the Key Club district convention, a Key Club district conference, and/or a district board meeting. Key Club International will also pay for extra counseling visits

necessitated by extraordinary circumstances and approved by the Key Club International director. (10/93) (4/03)

d. Rules for Travel

In all cases, the Key Club International Board member shall abide by the Key Club International Code of Conduct from such time as they depart their home until arrival again. Adequate chaperoning should be ensured for any Board member travel. (4/03)

e. Travel by Key Club International President

- i. Customary Travel: Customary travel by the Key Club International President includes: (4/03)
 - Regularly prescribed meetings of the Key Club International Board and Board Training Conference; (10/93)
 - The Key Club International Convention; (10/93) (10/96)
 - The Circle K International Convention; (1980)
 - The Kiwanis International Convention and International Council (if any); and (1980)
 - Selected Key Club district conventions. (4/03)
- ii. Other Travel: Advance approval by the Key Club International Director is required for anything other than customary travel, as stated above. The request for approval shall detail the need, purpose, and financial arrangements for the travel. (10/93) (4/03)
- iii. Required Approval: All trips by the Key Club International President must be approved in advance by: (10/93) (4/03)
 - The parent or guardian of the President;
 - The school principal for any travel during the academic year; and
 - The Key Club International director. (10/93) (4/03)
- iv. Submission and Approval of Travel Expenses: Approved travel by the President shall be paid by Key Club International, with the exception of travel to the Kiwanis International Convention and Council, which shall be paid by Kiwanis International. Appropriate expense reports shall be submitted to the Key Club International director for approval. (10/93) (1/13)

f. Travel by Key Club International Vice-President and Trustees

- i. Customary Travel: Customary travel by the Key Club International Vice-President and Trustees includes: (10/93) (4/03)

- Regularly prescribed meetings of the Key Club International Board and Board Training Conference; (10/93)
 - The Key Club International Convention; and (10/93) (10/96)
 - Visits to assigned districts. (4/03)
- ii. Other Travel: Advance approval by the Key Club International Director is required for anything other than customary travel, as stated above. The request for approval shall detail the need, purpose, and financial arrangements for the travel. (10/93) (4/03)
- iii. Required Approval: All trips by the International Officers must be approved in advance by: (4/03)
- The parent or guardian of the Officer; (10/93)
 - The school principal, for any travel during the academic year; and (10/93) (4/03)
 - The Key Club International director. (10/93) (4/03)
- iv. Submission and Approval of Travel Expenses
- Approved travel by the Vice-President and Trustees shall be paid by Key Club International. Appropriate expense reports shall be submitted to the Key Club International director for approval. All expense reports must be submitted with thirty (30) days of the event for which reimbursement is sought. (10/93) (1/13)
- v. Suspension of Travel Privileges
- Failure by Key Club International Board members to perform the duties of office as outlined in the Key Club International Officer Service Agreement, to adhere to travel procedures, or to meet proper academic standards, at the discretion of the Key Club International director, may result in the suspension of travel privileges. (10/93) (4/03)

5. Board Member Reimbursement of Other Expenses

a. Postage and Mailing

A yearly stipend of US\$25 (US\$30 for officers from district outside of the United States) shall be paid for the months of August through June as reimbursement for postage and mailing costs incurred by the officer. The stipend shall be paid only for those months in which the obligations set forth in the officer's service agreement have been fulfilled. Requests for additional reimbursement may be approved by the international director based on demonstrated need.

b. Correspondence Reproduction

A monthly stipend of US\$5 for trustees and US\$15 for the president and vice president shall be paid for the months of August through June as reimbursement for correspondence reproduction costs incurred by the officer. The stipend shall be paid only for those months in which the obligations set forth in the officer's service agreement have been fulfilled. Requests for additional reimbursement may be approved by the international director based on demonstrated need.

c. Telephone

Reimbursement is for long distance calls only and not for monthly charges related to telephone rental, hook-up charges, etc. A monthly stipend of US\$10 per assigned district (US\$30 for district entirely outside the United States) for trustees (US\$30 for trustees from district outside of the United States), US\$50 for the president, and US\$50 for the vice president shall be paid for the months of August through June as reimbursement for telephone long distance costs incurred by the officer. The stipend shall be paid only for those months in which the obligations set forth in the officer's service agreement have been fulfilled. Requests for additional reimbursement may be approved by the international director based on demonstrated need.

d. E-mail

A monthly stipend of US\$26 for officers shall be paid for the months of August through June as reimbursement for e-mail costs incurred by the officer. The board shall have the authority to require certain conditions be met for reimbursement (i.e., use of a specific service provider). Requests for additional costs, such as additional telephone connection fees may be approved by the international director. The stipend shall be paid only for those months in which the obligations set forth in the officer's service agreement have been fulfilled.

6. Solicitation of Funds by Key Club International Board Members

Members of the Key Club International Board shall not solicit funds from any Kiwanis/Key Club district or Kiwanis/Key Club to assist in the execution of their duties. (10/93) (1/15)

7. Disciplinary Action for Board Member Misconduct

- a. In the event of the reported misconduct of a member of the Key Club International Board, or when an international board member is not performing their assigned duties, it will be the responsibility of the executive committee in consultation with the Key Club International director for action.
- b. Any member in Key Club International may propose the removal of a Key Club International Trustee, the Key Club International vice president or the Key Club International president by submitting in writing a thorough explanation, citing example(s) of misconduct or lack of performing assigned duties to the chair of the executive committee of the international board or to the Key Club International director.

- c. After careful study, the executive committee, in consultation with the international director, will determine the validity of the request.
- d. Should the request be found valid, then immediately following the study period:
 - i. The governor and administrator of the assigned districts and the home district as well as the home club sponsor of the officer in question shall be notified.
 - ii. The chair shall notify the board member who has been asked to be removed from office. After a precise description of the circumstances, the board member may wish to see the motion voted upon.
 - iii. They may wish to resign. If they resigned, follow the procedures as stated in the International Bylaws (Article XIX –Vacancies in Office).
- e. If the board member decides not to resign, the Key Club International Board will take appropriate action:
 - i. A main motion must be made (which requires a second) by one member of the Key Club International Board. The motion is debatable, amendable and can be reconsidered if a negative vote appears.
 - ii. Once such a motion is made, the chair will send notice to the Key Club International Board for a five-day review period, during which time no vote may be cast.
 - iii. At the end of the five-day review period, the Key Club International Board will either vote by mail, phone, or at an international board meeting, whichever way is more efficient. The officer in question will be allowed to vote.
 - iv. The official vote for action at the end of the five-day review period will require a two-thirds majority of the Key Club International Board. There shall be no abstentions.
 - v. The chair of the executive committee will report the final tabulations to the board.
 - vi. In the event the board member in question is the international president, one of the executive committee members shall preside over the Key Club International Board and the executive committee until the issue is decided.
 - vii. If an officer is removed from office, the replacing of said officer shall be handled as stated in Article XIX of the International Bylaws.

8. 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 regarding international committees, district interaction, local club involvement, and fulfillment of specified duties.
- b. Submission of a report to all meetings of the Circle K International Board and Kiwanis Youth Programs Board of Directors covering the activities of the Key Club International Board. (1/15)
- c. 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:
 - i. News concerning Kiwanis Family organizations and happenings.
 - ii. Updates on international growth and other information pertaining to international clubs.
 - iii. Updates from the various districts of Key Club International.
 - iv. Status of directives and other works of the Key Club International Board.
- d. Maintain communication with districts-in-formation and clubs without the ability to form into districts.
- e. Record the activities of the Key Club International Board, including all monthly reports, as designated by the Key Club International president and/or the Key Club International director.

9. Duties of Board Members Concerning Districts

International board liaisons shall be responsible for completing the following duties:

- a. Submission of all monthly reports to appropriate individuals.
- b. Creation of a monthly update that fits the Governor/Trustee Service Agreement with the discretion of the International President. These monthly *updates*, as well as any articles requested by the Key Club International president and/or staff, shall include timely information concerning the following:
 - i. The Major Emphasis Program
 - ii. The Youth Opportunities Fund
 - iii. Kiwanis family
 - iv. District and international events
 - v. Dues collection
 - vi. International committee actions and decisions

- vii. Changes or proposed changes to the International Policy Code and Bylaws
- viii. Any other pertinent district and international information
- c. Give an official international liaison report at each official district board meeting concerning the current state of Key Club International and any topics as deemed necessary by the district governor and/or administrator. This report shall be distributed to the district board even in the absence of the assigned liaison. A copy of the report shall also be submitted to the international vice president, international president, and international director.
- d. Informing the district governor and administrator of the proposed committee actions and discussion/ information items as listed on the international board meeting agendas at least one week prior to all international board meetings.
- e. Provide their assigned district board with a summary of the actions taken within two weeks of an international board meeting.
- f. Fulfill the contract drawn up between the liaison and assigned district governor.

10. Duties of Board Members Concerning Committees

International Board members shall be responsible for completing the following duties:

- a. Responsibilities pertaining to international committees:
 - i. Submission of all monthly international board committee reports to appropriate individuals.
 - ii. Committee members will be expected to have a working knowledge concerning their committee purpose, goals, and relationship to the Key Club International strategic plan.
 - iii. Maintain monthly communication with the members and chair of each assigned committee and fulfill contract drawn up between all committee members.
- b. Other responsibilities:
 - i. Submit all expense reports monthly. Expenses more than thirty days old shall not be paid without proof of extenuating circumstances and the approval of the international director.
 - ii. Maintain monthly communication with the Key Club International president, the Key Club International vice president and international director aside from newsletters and reports in the form of electronic media, mailed letters and/or phone calls.

- iii. Maintain a current understanding of the workings of Key Club International (i.e. the Key Club International budget, the committees, the Key Club International strategic plan, Bylaws and Policy Code.)

11. Duties of Board Committee Chairs

- a. Each Key Club International committee chair shall submit a monthly report of the actions taken by their committee to the Key Club International president, vice president and director.
- b. Each Key Club International committee chair shall submit a synopsis which shall be known as the yearend report of the committee's activities for the current year as well as committee directives and recommendations for the following year.
 - i. All year end reports must be submitted to the Key Club International vice president by June 15th on the form as provided by the Key Club International president.
 - ii. If an international committee chair fails to complete the year-end report by June 15th, they will receive no reimbursements until the said reports are received, will be relieved of their convention assignments and responsibilities, and will receive no financial assistance for attending the Key Club International convention.

12. Annual Report of the Board

The international board shall at the board meeting immediately prior to the international convention adopt an official report of the international board for the administrative year, drafted by the president, cataloging the activities of the international board, listing the specific activities of the international board, and listing the specific recommendations of the international board.

13. 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 45 days before a Key Club International board meeting. The application's contents shall be decided by the Key Club International Board.
- b. The Key Club International Board shall annually budget funds 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. (1/15)
- 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.

POLICY D. KEY CLUB INTERNATIONAL BOARD MEETINGS

1. Required Attendance at Board Meetings

Each international board member is required to attend every official function of that board in its entirety. Exceptions will be considered by the president in consultation with the international director.

2. Advance Meeting of the Executive Committee

It is suggested that the executive committee meet prior to full board meeting to discuss the agenda and prepare suggestions to the full board on matters which require detailed preparation.

3. Approval of Key Club International Charter Revocation

The international board can consider the disbanding of Key Clubs only at regular meetings.

POLICY E. DISTRICTS AND DISTRICT STRUCTURE

1. Recognition of a District

An officially recognized district of Key Club International shall be a district that has been recognized and approved by both the Key Club International and Kiwanis Youth Programs Boards.

2. District-in-formation

When deemed in the best interest of Key Club International and the Key Clubs involved, and upon written application by the Kiwanis district board, the Key Club International Board may create a "district-in-formation," consisting of at least one half of the active members required to form a new district. The district-in-formation shall be coextensive with the boundaries of the Kiwanis district, or under the provisions set forth in the Bylaws of Key Club International, the sponsoring Kiwanis district may be divided into two or more Key Club districts.

- a. A district-in-formation shall be entitled to:
 - i. Attendance at all conferences and meetings of district governors and administrators;
 - ii. All regular mailing to district officers; and
 - iii. Support from Key Club International Office and staff for district organization, new club building and membership development.

- b. A district-in-formation shall not be entitled to:
 - i. Delegates-at-large status for its governor or immediate past governor at the Key Club international convention;
 - ii. Voting privileges at any meeting of the international council

3. District Officers Holding Only One Office

No Key Club district officer may concurrently serve as an officer of any club as defined in Article III, Section 2 of the Bylaws.

4. District Administrative Statistics

The administrative year used to measure new club building for any Key Club district or officer awards recognition shall be May 1 through April 30. In order to receive credit for clubs built during this time, the petition for charter must be received by Key Club International no later than April 30 of the said administrative year. The administrative year to be used to measure dues collection and membership development for any Key Club district and officer awards recognition shall be October 1st through May 1st.

5. Lt. Governor as the Only Administrative Office Within a Division

The lieutenant governor shall be the head administrative officer within the division and all subsequent uniting groups within the division, whether city-wide or divisional. They shall be the only elected officer of the division and there shall be no divisional treasury.

6. No Division or Other Area Dues

A division, a divisional council or a city-wide council shall not collect dues from the Individual Key Club members or solicit any mandatory funds from individual clubs which are represented on the council.

7. One-Day Limit to Divisional Events

No divisional convention, workshop or any other get-together shall exceed a one-day limit, except in those cases where approval is obtained from the principals of each of the schools involved in the meeting.

8. Key Club District Board Member Travel

(Note: All of Policy E.8 was moved here from K.I. Procedures in Jan. 2015. Original date coding has been retained for historical purposes.)*

a. Definition and Purpose of Travel

Official travel by Key Club district officers is defined as travel as part of conducting the business of the Key Club district and/or for the purpose of promoting the work and betterment of Key Club International. (4/03)

All official travel by a member of the Key Club district officers to destination outside the boundaries of their home division is directed by these policies. Travel should be planned in order to minimize the number of academic days missed due to travel. (4/03)

b. Approval of All Travel

All travel of Key Club district board members, including customary travel, is subject to the approval of a parent or guardian of the district officer, proper school officials, and the Key Club district administrator. (10/93) (4/03)

c. Rules for Travel

In all cases, the Key club district officer shall abide by the Key Club district's Code of Conduct from such time as they depart their home until arrival again. Adequate chaperoning should be ensured for any district officer travel requiring an overnight stay. (4/03)

d. Budgeted Expenses

Within the limits of the approved Key Club district budget, travel and other expenses may be paid to district officers to carry out their office responsibilities; to attend district board meetings, conventions, and training conferences; and to visit counseled clubs. All requests for the payment of expenses shall be approved by the Key Club district administrator. (10/93)

e. Customary Travel for District Governor

Customary travel for the district governor is limited to and may not exceed: (10/93) (4/03)

- Key Club district board meetings and training conference; (1980)
- Key Club district convention; (1980)
- Key Club International Convention; (1980)
- If invited: (10/93)
 - ✓ Clubs within the governor's district; (10/93)
 - ✓ Kiwanis district convention; (10/93)
 - ✓ Circle K district convention. (10/93)

f. Customary Travel for District Secretary, Treasurer, and Lieutenant Governors

Customary travel for the district secretary, treasurer, and lieutenant governors is limited to and may not exceed: (10/93) (4/03)

- Key Club district board meetings and training conference; (1980)

- Key Club district convention; (1980)
- Key Club International Convention; (1980)
- Visits to regular meetings and to board of directors meetings of clubs in their Key Club division (lieutenant governors only); and (10/93)
- If invited, special Key Club or Kiwanis functions in their Key Club division. (10/93)

g. Additional Travel

Additional travel by district officers, other than customary travel as stated above, requires special circumstances to exist and needs advance approval by the district administrator. (10/93) (4/03)

h. Suspension of Travel Privileges

Failure by Key Club district board members to adhere to travel procedures or to meet proper academic standards, at the discretion of the district Key Club administrator, may result in the suspension of travel privileges. (10/93)

POLICY F. CLUB STRUCTURE AND ACTIVITIES

1. Payment of Dues

Clubs shall provide payment of Key Club International and district dues in a manner consistent with Article XXII of the Bylaws. Clubs should report the names and membership information of each member using the prescribed form as provided by Key Club International.

2. Membership Information

Consistent with the procedures of the Kiwanis Youth Programs Board of Directors, membership lists may be used only for the use of Key Club International and the delivery of membership information, materials and benefits and may not, under any circumstances, be sold, rented or provided in any manner to any third party for any other purpose. (1/15)

3. Determination of Club Membership Status

The membership status of any club which is in arrears under Article VII, Section 1 of the Key Club International Bylaws is set forth as follows:

- a. An active club that does not pay international dues for every regular member within 60 days after October 1st shall be considered "past due."
- b. Any club that remains "past due" for an additional sixty days shall have its charter suspended, and all privileges and benefits of membership in Key Club International shall be suspended until the dues are paid.

- c. Any club charter that remains suspended at the time of the Key Club International convention may be made Inactive by action of the Key Club International Board at its convention board meeting, effective September 30th of the same year.
- d. A club which is on Inactive status may be automatically reinstated if it pays its international dues for the current year and a US\$100 reactivation fee.
- e. Upon written request by a Key Club district board, the Key Club International Board may revoke a charter for non-payment of district dues under the guidelines set forth under b) and c) above.
- f. Official written notification to the sponsoring organization and the proper school authority must be provided upon suspension, revocation, or inactivation of any Key Club charter. (1/15)

4. Reactivation of Suspended Status Clubs

A suspended status Key Club must pay for its entire membership to be returned to active status.

5. Non-Payment of District Dues

Key Clubs that pay their international dues, but not their district dues, are not in good standing with Key Club International.

6. Hazing

The Key Club International Board forbids hazing.

7. Definition of a Service Hour

A service-hour constitutes any hour of service performed by an individual Key Club member with the approval of their club's board of directors.

8. Club Administrative Expenses

Costs of Key Club administrative expenses shall be paid only from club membership dues collected from members, specific administrative fund-raising activities, and support from the sponsoring Kiwanis club. Funds raised for community service projects shall not be used to pay for club administrative expenses. (10/93) (1/15)

9. Travel of Key Club Members

(Note: All of Policy F.9 was moved here from K.I. Procedures in Jan. 2015. Original date coding has been retained for historical purposes.)*

- a. Permitted Travel

The travel of Key Club members to district and international meetings shall be limited to those approved by the parents or guardians, school administration, and the chairman of the committee on Key Clubs of the sponsoring Kiwanis club. (10/93) (1/15)

b. Adult Chaperones

For every ten (10) Key Club members (or a portion thereof) attending any divisional or district activity or function, there shall be not less than one (1) adult advisor. Adult sponsors attending shall be members of the sponsoring Kiwanis club, the Key Club faculty advisor, or other members of the faculty approved by the school or parents or guardians of Key Club members. Key Clubs unable to comply with the above- noted adult advisor policy must contact their Kiwanis Key Club district administrator for permission to be supervised by other acceptable persons. Trips to any such activities or functions should not conflict with either school or personal obligations. (10/93) (1/15)

POLICY G. KEY CLUB INTERNATIONAL CONVENTION

1. Mission Statement for Convention

The mission of the Key Club International convention is to unify Key Club members by inspiring them to serve.

2. Convention Definitions

All persons registered for and attending Key Club International Conventions must stay in hotels designated by Key Club International during the official dates of the convention. First day of the convention is the day that the registration booth opens and the final day is the day the last official function concludes.

3. Attendance by Former Key Club Members

Former members of Key Club shall be admitted to the Key Club International convention only by an invitation extended by the Key Club International Board and with the approval of the Key Club International Director. (10/93) (1/15)

4. Caucus Procedures

The following caucus procedures will be published and enforced at the international convention:

- a. Each candidate for office will be given at least five minutes to visit each caucus in order to allow candidates to remain on schedule. Each caucus is responsible for adhering to the assigned schedule.
- b. The schedules will be selected randomly to assure that prior to the nominating conference each candidate has had the opportunity to visit each.
- c. The time allotted to the caucus is to be used to interview and evaluate candidates. As caucuses are an important part of the Key Club International convention, caucus leaders must maintain order, dignity, and a high level of professionalism. The district administrator(s) (if they are in attendance at the convention or in their absence a designee) must be in attendance at their assigned caucuses but may not ask questions of candidates. Candidates should be given the opportunity to present their platforms and to share their ideas for the future of the organization.

- d. The district administrator(s) are the official chaperones for the caucus and must be present at all times in the room. Each district administrator shall also certify in writing to the Key Club International director two alternate chaperones for the caucus in the event that the administrator has to leave the room. No candidate will be allowed to enter the room to caucus until it has been determined that an administrator, or an alternate, is present along with the Key Club International assigned representative.
- e. The candidate will be allowed to have one additional Key Club member enter the room with them, however, this individual may not participate in the caucus. The candidate must remain behind the podium in the room for the duration of their time in the room.
- f. Caucus questions must pertain specifically to the candidate's qualifications and their knowledge of Key Club. Candidates should be quizzed on their knowledge of the mission, vision and core values of the organization as well as the strategic plan for Key Club. No candidate may request information from a district which could be used during a caucus.
- g. Physical contact, hazing, questions pertaining to race, sex, religion or any other questions unbecoming of a Key Clubber are prohibited. Any form of hazing that occurs in a caucus room must be documented and reported to the Key Club International director for further investigation. The Key Club International Director shall be the ultimate authority for defining and disciplining individuals found to be guilty of hazing. (1/15)
- h. Questioning should be conducted in an orderly fashion. The caucus leader shall be responsible for the method of recognizing the questioner from the floor.
- i. All members of a district must be in attendance at their assigned caucus. All members of a caucus must be visible at all times to the candidate. No member of a caucus shall be within three feet of a candidate at any time, with the exception of a district governor and the assigned international board representative.
- j. At the conclusion of your assigned caucus, be certain that the room is neat, and free of trash and other materials, so that it is ready for the group that follows.
- k. Adults are not permitted to question or comment on candidates.
- l. The Key Club International board has the power to take whatever action it deems necessary when the behavior of delegates attending a caucus has been determined by the Key Club International board, with the governor and director present, to be unbecoming to the Key Club organization. (1/15)
- m. No caucus may make a binding obligation on a candidate that is to be enforced outside the caucus.
- n. The assigned international board representative to a district shall be present at that district's caucus. In the event that the assigned international board

representative of a district is not able to attend, a suitable replacement shall be appointed by the Key Club International director. The representative's purpose shall be to ensure compliance with all elections procedures.

POLICY H. CODE OF CONDUCT (1/15)

1. Code of Conduct for Key Club International Activities

a. Applicability

Key Club members, adult advisors, and invited guests are expected to demonstrate behavior consistent with the high ideals of Key Club and should abide by the provisions of the code while in attendance at any Key Club International event. (1/15)

b. Responsible Behavior

- i. All participants are expected to abide by all government laws and regulations.
- ii. Members must respect the personal property of others as well as the property of any meeting or lodging facility. The placing of signs or messages on the windows of the hotel room is prohibited. No material may be affixed to any hotel walls. Any damage caused by a member must be paid for by that member.
- iii. Members may not possess or consume any alcoholic beverages.
- iv. Members may not possess or use any drugs or other controlled substance, with the exception of medication prescribed for the attendee.
- v. Members may not possess or use tobacco products.
- vi. Members are expected to abstain from any activity of a sexual nature.
- vii. Members are expected to not tolerate hazing or any action that creates unnecessary physical or mental discomfort, embarrassment, harassment or ridicule of others.
- viii. Members may not possess weapons, firecrackers or anything of a dangerous nature or act in any way unbecoming of a Key Club member.
- ix. At the Key Club International convention, every member will respect the authority of the sergeant at arms committee, Key Club administrators and designated staff. (1/15)

c. Lodging

- i. Members staying in a hotel or other lodging facility must sleep in their assigned rooms.

- ii. Female members are not allowed in the room of any male members and male members are not allowed in the room of any female member.
- iii. Male and female members may be present together in hospitality suites when an adult chaperone is present.
- iv. All members are expected to abide by a curfew beginning at midnight and lasting until 5 a.m. unless otherwise specified by the hotel. No Key Club members shall be allowed on balconies after curfew.
- v. Items within this section may be modified by the Key Club International board with the approval of the international director.

d. Dress Code

- i. All participants are expected to abide by the designated dress code of each session.
- ii. "Professional" refers to dress shirt, slacks, necktie, sport or suit coat and appropriate shoes for males and dress or suit, skirt or slacks, blouse and appropriate shoes for females.
- iii. "Business casual" refers to slacks, collared shirt and appropriate shoes for males and slacks, skirt or skort, blouse or collared shirt and appropriate shoes for females.
- iv. "Casual" refers to shorts or jeans, collared shirts, sweatshirts or appropriate tee-shirts and casual footwear for males and shorts, skirt, skort or jeans, collared shirt, sweatshirt or appropriate tee-shirt and casual footwear for females.
- v. At no time will any clothing with inappropriate language or graphics be allowed. Any shirts, shorts or skirts deemed to be of inappropriate length will not be allowed.
- vi. All participants are required to wear name badges for all convention events.

e. Enforcement

- i. Violations of this code will result in notification to the respective district administrator and event chaperone.
- ii. Violations involving destruction of property, possession, consumption or use of alcoholic beverages or controlled substances will result in dismissal of the attendee from the event.
- iii. Notification, in writing, will be made by the Key Club International director or their representative to the Key Club's sponsoring organization and parents of any member disciplined under this section. (1/15)

- iv. These rules are effective as of the time you arrive at the event until the time you depart.

- f. Persons Responsible

(Note: All of Policy H.1.f was moved here from K.I. Procedures in Jan. 2015. Original date coding has been retained for historical purposes.)*

- i. International Conventions and Associated Events

For the Key Club International convention and all events related to the convention, the Key Club International director shall require a minimum ratio of adult chaperones to Key Club members in attendance from each club and/or district in attendance. An adult chaperone for Key Club shall be a Kiwanis member, faculty member, parent, legal guardian, or person who is *in loco parentis*, over the age of twenty-one (21), approved by the school, and registered with and accompanying the Key Club members at the convention. The adult chaperone shall be responsible for the Key Club members assigned to them.

The International Administrator may also require a higher ratio of adult advisors to members for clubs that have been the source of Code of Conduct or other discipline violations at previous district or international conventions. Every Key Club member registered to attend the convention must have a designated chaperone who shall be the individual primarily responsible for the member in attendance. Ultimately, each Key Club district administrator shall have authority for all persons in attendance from their respective district. (10/93) (9/99)

- ii. Key Club International Hosted and Sponsored Conferences

For the Key Club International Leadership Conference for Board members and Governors, the Key Club International Director or designee shall be responsible for the persons in attendance. (10/93) (1/13)

- iii. International Board Meeting or Events

For Key Club International Board meetings or events, the Key Club International Director or designee shall be responsible for the conduct of all Board members. (10/93)

2. Code of Conduct for Key Club District Activities

(Note: All of Policy H.2 was moved here from K.I. Procedures in Jan. 2015. Original date coding has been retained for historical purposes.)*

- a. Standard and Applicability

The Key Club International code of conduct shall also apply to attendees at district conventions, conferences, meetings, and events, unless the Key Club district board, upon approval of the Kiwanis district board, adopts more

restrictive procedures. The Kiwanis district board shall designate persons responsible for district conventions, conferences, meetings, and other events. (10/93)

b. Adult Chaperones

At all Key Club district conventions, conferences, meetings, and events, adequate adult chaperoning is expected and must include no fewer than one adult male for each ten or part of ten youth males, and one adult female for each ten or part of ten youth females. A chaperone is defined as a Kiwanis member, faculty member, parent, legal guardian, or person who is in loco parentis, twenty-one (21) year or age or older, who has been approved by the school or agency and registered with the school or agency to accompany the youth members at the specific event.

c. Convention Arrangements and Adult Chaperone Counseling

The Key Club district administrator or representative, as approved by the Kiwanis district governor, is responsible for all contractual arrangements with hotels, motels, or other facilities. The administrator (or representative) shall work with the Key Club Host Committee Chairman to assist in implementing those organizational and program plans as established by the Key Club district board. (10/93)

The Key Club district administrator (or representative) is also responsible for counseling the adult chaperones necessary for the Key Club district convention to help ensure the appropriate conduct of attendees. (10/93)

3. Code of Conduct for Local Key Club Activities

a. Standard and Applicability

The code of conduct for the Key Club District in which the club is located shall also apply to attendees at activities of Key Clubs within the district. Written notice shall be given to school authorities, the Kiwanis district governor, district Key Club administrator, the sponsoring Kiwanis club president, and the parent(s) or guardian of the code of conduct and the actions to be taken should any violations occur. (1/15)

POLICY I. CONDUCT UNBECOMING A KEY CLUB MEMBER

1. Key Club Member Conduct

“Conduct unbecoming a member of Key Club,” is defined as any conduct that:

- a. Is incompatible with the best interests of the public or of members of the Key Club and/or the Kiwanis family; or
- b. Tends to threaten to harm the standing or reputation of Key Club and/or Kiwanis family in the local or global community.

Violation of the policy defining “conduct unbecoming a member of Key Club” may result in the disciplinary action against the offending member. Disciplinary action can result in a private reprimand, a public reprimand, or dismissal from the organization. A private reprimand is communicated to the individual violating the “conduct policy” as a warning. A public reprimand requires notification of the district board or district governor of the individual violating the “conduct policy.”

Dismissal means removal from the member's office or club. Any individual receiving written notice as provided in the applicable Bylaws shall be permitted to hear all evidence against them and be afforded the opportunity to provide evidence in their defense. The appropriate ruling body shall hear the evidence and determine what sanction, if any, shall be imposed, and such decision shall be final.

POLICY 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. All candidates must comply with these campaign rules. Any violations may make the candidate subject to disciplinary action as stated elsewhere in this policy. (1/24)

2. Travel by Candidates for International Office

- a. An underclassman who is a candidate for international office, will be allowed to travel to official Key Club functions in four districts during the twelve-month period prior to the international convention at which they are a candidate for international office, with one of those districts being their home district and with the exception of the international convention host district. However, candidates who reside in the international convention host district may attend their own district convention. (1/15) (1/24)
- b. Once a candidate is endorsed for international office, it is their responsibility to inform the director of Key Club International about travel that has already taken place, or which is planned while a candidate. This travel will be evaluated by the director of Key Club International to determine if it complies with these campaign guidelines. If it is determined the travel does not comply, the candidate shall be subject to disciplinary action as stated elsewhere in this policy. (1/24)

3. Candidate Presentations (1/24)

- a. No underclassman who is a candidate for international office should be a presenter at any district convention outside of their home district. This includes workshops and presentations from the stage during general sessions. Exceptions are made for underclassmen who are international trustees, who may present in their home district and/or districts to which they have been assigned. These

presentations should be in accordance with the normal course of their trustee duties.

- b. When visiting other districts or Key Club functions outside their home district, an individual is not permitted to be introduced as a candidate for international office.

4. Endorsement of Candidates for International Office (1/24)

- a. No candidate shall seek endorsement by a House of Delegates outside of their district.
- b. 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.
- c. Between the conclusion of the district convention and the start of the following Key Club International convention, the district board shall be the only body with the authority to endorse a candidate from that district for the Key Club International board. District board endorsement shall only be permitted if the candidate in question was not previously presented to the House of Delegates for endorsement.
- d. 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.
- e. Endorsements may only be revoked by the body having made the endorsement.
- f. Endorsements are not transferable.
- g. Individual members of the international board, or the international board as a whole, shall not endorse or in any way publicly support a candidate for district or international office.
 - i. Public support of a candidate from an international board member includes, but is not limited to, social media posts, reposts, or comments where the candidate is highlighted (or the main subject of said posts), from the time the candidate is endorsed until international election results are announced.
 - ii. Any similar activity may be considered public support if deemed so by the director of Key Club International in consultation with the executive committee of the Key Club International Board.
 - iii. Members of the Key Club International Board of Trustees found in violation will be subject to sanctions outlined in the policy on 'Conduct Unbecoming a Key Club Member.'

5. Candidate Requirements (1/24)

Every candidate for international office must submit the following forms to the director of Key Club International:

- a. A completed statement of candidacy
- b. An international officer's service agreement with Key Club International to perform the duties of the office
- c. Proof of documentation that they will be able to travel abroad (if applicable) to attend activities normally expected of board members
- d. A biographical sketch for the official candidate booklet
- e. 8½ x 11-inch camera-ready flyer outlining their platform for the official candidate booklet

6. Campaign Materials (1/24)

- a. No campaign funds shall be expended by candidates for the purchase of campaign materials for distribution prior to or at international convention. Campaign materials include posters, flyers, webpages, online ads, 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. Prohibited materials include any of the previously designated items, whether they explicitly endorse the candidate or not.
- b. If there is any question whether an item or action would be considered to be campaigning, consult the director of Key Club International in advance to ensure compliance with these policies.
- c. In place of candidate-generated campaign materials, all candidates for international office must participate in the official candidate booklet produced by Key Club International. This booklet serves to educate delegates and attendees on all candidates for international office, by including their biographical sketch and platform flyer. The booklet is posted online at www.keyclub.org prior to the international convention and shared with attendees at the convention.
- d. The deadline for the official candidate booklet shall be a date determined by the director of Key Club International, which must be no later than 30 days before the date elections will be held. Forms must be received by that date, not postmarked. No modification of a candidate's biographical sketch or flyer may be made once the official candidate booklet has been posted online. (6/22)

7. Campaigning Standards (1/24)

- a. No candidate may declare that they are running for Key Club International endorsement outside of their home district prior to being endorsed. If a candidate is endorsed at their District Convention, they may answer a question

regarding whether they are running but may not answer any other questions or release any other information regarding their candidacy.

- b. After the official candidates' booklet is released by Key Club International, endorsed candidates may campaign outside their home district.
- c. After the official candidate booklet is released, an endorsed candidate may engage in campaign correspondence with those outside of their district. The director of Key Club International shall be notified of all official campaign correspondence (including but not limited to social media, and/or email). Candidates should be mindful that unsolicited direct messages could be viewed as harassment if they become excessive and are reported as such by the recipients.
- d. Social media pages organized or used by the candidate or their campaign for the purpose of campaign promotion are prohibited.
- e. 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. (Example: A decision previously made by the Key Club International Board but held for announcement at the convention.)
- f. No campaign materials may be displayed in any hospitality suite.
- g. No meal function may be held to promote the candidacy of any member with delegates from districts other than the candidate's home district.
- h. Any candidate guilty of forgery, fabrication, lying or anything less than total honesty concerning their campaign and the amount of money spent will risk disqualification by the Key Club International board.
- i. Candidates should campaign positively on their own behalf. Evidence of negative campaigning against other candidates shall be subject to sanctions outlined in the campaign violation process.
- j. No candidate may participate in the Key Club International talent or oratory contest during the international convention in the year they are a candidate, except in years when the House of Delegates is held prior to the presentation of finalists.
- k. Alleged violations of any campaign procedures should be reported to the

8. Campaign Participation by Key Club Members Only

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

9. Campaign Violation Process (1/24)

- a. Any allegation of campaign violation by a candidate shall be referred to the director of Key Club International and the Executive Committee of the Key Club Board for review.
- b. Any candidate alleged to have violated campaign procedure shall have the opportunity to answer said charges before the director of Key Club International and the Executive Committee of the Key Club Board, either in person and/or through written correspondence.
- c. 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 campaign correspondence, and/or limited time with the delegates at Key Club International Convention, such as reduced time to speak during caucusing or at the House of Delegates. These sanctions will be decided by the director of Key Club International in consultation with the executive committee of the Key Club International Board.

POLICY K. INTERNATIONAL CONFERENCES AND OTHER EVENTS

1. Purpose of International Conferences

Key Club International sponsors several conferences for the purpose of offering training and education, leadership development and organizational growth and reinforcement for members and leaders of Key Club at the club, division and district levels. Each shall meet the requirements of control, management and liability protection as defined by Key Club International and Kiwanis Youth Programs. (1/15)

2. Governors/Administrators Training Conference

The Governors/Administrators Training Conference, to be held in May following the last Key Club district convention, shall provide a training and education curriculum for incoming Key Club governors and their district administrators. Included in the curriculum should be topics related to the operational management of a Key Club district, formulation of plans and goals for the Key Club year and interaction with other governors and administrators.

3. Key Club International Leadership Conference

The Key Club International Leadership Conference, to be held within one month following the Key Club International convention, shall provide a Key Club organizational issue and team building education and development program for Key Club International officers.

POLICY L. FINANCE (1/15)

1. Use of Fund Balances (Reserves)

Generally, the Key Club International board should approve a proposed budget which is balanced or contains a surplus. If specific reasons exist, up to 25 percent of the fund balance may be budgeted as expenses for the administrative year. A

report explaining such reason and why a balanced budget has not been proposed must accompany the proposed budget. It must be approved by a two-thirds vote of the Key Club International board and by the Key Club International director.

POLICY M. MAJOR EMPHASIS (1/15)

1. Definition of Major Emphasis

The Major Emphasis shall be the theme of Key Club International. Any project completed on a local scale by member clubs pursuant to the theme of "Children: Their Future, Our Focus" shall be considered projects of the major emphasis. No single organization or initiative shall be considered exclusively a representative of the major emphasis. The major emphasis shall include all member club projects, special partnerships, and service initiatives designated by the Key Club International Board in keeping with the theme.

POLICY N. YOUTH OPPORTUNITIES FUND (1/15)

1. Purpose. The purpose of the Youth Opportunities Fund is as follows:

- a. To provide financial support to Key Club International events and projects, to individual KCI clubs and members through service grants, academic scholarships and other special projects; and
- b. To provide donors with a means to support the activities and future of Key Club International and its members around the world.

2. Structure. The Youth Opportunities Fund is a restricted fund consisting of two accounts:

- a. The permanently endowed account. No distributions are made from this account; and
- b. The temporarily restricted account.

3. Distribution. Grants are made in the following ways:

- a. The Key Club International Board may grant an amount to be distributed from the temporarily restricted account according to the established project grant program.
- b. An advisory committee shall exist to make grants to Key Club International from the temporarily restricted fund. The advisory committee will be made up of the Kiwanis International chief financial officer, the Kiwanis International Foundation chief operating officer, the designated director of Kiwanis Youth Programs, the Key Club International president, the Key Club International vice president and one trustee on the Key Club International board.
- c. Fund distributions must be consistent with applicable law and Kiwanis International Foundation policy as amended from time to time. The Foundation sets the spending policy for all funds within the Foundation. Fund distributions

exceeding the annual spending policy amount require approval from the Kiwanis International Foundation Board of Trustees.

4. Youth Opportunities Fund Club Project Grants

- a. The funding cycle will function to accommodate the Key Club calendar. Applications must be received by October 15.
- b. Grants made by Key Club must conform to the mission and core values prescribed in its bylaws; further the goals and ideals of Key Club; and promote exposure of Key Club in the area where the program or organization is located.
- c. The Youth Opportunities Fund provides grants only to Key Clubs and/or club members.
- d. Grant funding commitments expire on the January 1 following one year after the date of the application deadline for the designated funding cycle.
- e. Grant recipients may spend up to the specified amount for the sole purpose for which it was approved. Funds not expended for the purpose for which the grant is given shall be forfeited and must be returned to the foundation.
- f. Grant recipients must comply with the terms and conditions of the grant as set forth by the foundation.

5. G. Harold Martin Fellowship

The G. Harold Martin Fellowship shall be attained through a donation of US\$250 to the Youth Opportunities Fund. Additional donation levels of US\$250 are honored as diamond level fellowships. Fellowships can be obtained through a donation in honor of an individual or by an individual.

Fellowships shall receive a recognition item appropriate to the level from Key Club International. 1995-96 shall be the Martin Fellowship Charter Year and all Fellows attained during that year shall be known as Charter Fellows.

6. A. G. Terry Shaffer Honorary

The A. G. Terry Shaffer Honorary shall be attained through a donation of US\$1,000 to the Youth Opportunities Fund. The Honorary is the highest level of recognition offered by the Youth Opportunity Fund and can be made on behalf of an individual or an entity such as a club, corporation, or organization. The purpose of the Shaffer Honorary is to recognize someone special whose life is dedicated to supporting Key Club activities.

Recipients are presented an attractive glass award designed specifically for the Shaffer Honorary. Created in 2007, the award is named after A. G. Terry Shaffer, a long-time Kiwanian who began his life-long Kiwanis career as a Key Club member in Pennsylvania and ended it as the Kiwanis International Executive Director in Indianapolis. (4/09)

POLICY O. MISCELLANEOUS (1/15)

Key Club International Honorary Membership

An honorary membership in Key Club International may be presented, at the discretion of the Key Club International board, to anyone who has greatly contributed to the international organization. The bestowing of this award must be determined at least three weeks in advance of the presentation by majority vote of the Key Club International Board and can be given at any location deemed appropriate for the presentation.

POLICY P. CHANGES TO POLICIES (1/15)

1. Policies remain Constant from Year to Year

Key Club International Board Policy is to remain fixed year to year unless specifically altered by the Key Club International Board.

2. Approval by Key Club International Board

International Board Policy must be approved by two-thirds majority vote of the international board.

3. Effective Date

No change of International Board Policy will take effect until the district governors and administrators have had 30 days to review said change.

4. Reconsideration of a Policy

Any district desiring reconsideration of proposed changes to International Board Policy, the standard form for District Bylaws or the standard form for Club Bylaws shall request in writing to the International Office reconsideration of proposed change. Said request shall include a thorough explanation of the district's concerns, and alternatives to the policy.

Scheduled implementation of the proposed change will be postponed until a review of the request for reconsideration has been taken by the Key Club International Board. A written report of the board's subsequent action will be made to those requesting reconsideration. If reversal or modification of the proposed policy is made, notification will be made to all district governors and administrators in writing through the International Office.

POLICY Q. REVENUE

1. Key Club International Subsidy

Key Club International offers the opportunity for **Districts to request dues relief to members who are in countries with a Gross National Income of US\$35,000 or less a year as reported by the World Bank GNI Atlas Method annual report**

(https://data.worldbank.org/indicator/NY.GNP.PCAP.CD?year_high_desc=true). The total dues relief amount will be determined during the budget process annually.

The process to request the subsidy is as follows:

1. June 15: Applications available.
2. July 15: Application due to Key Club International staff.
3. July 22: Decisions regarding relief application communicated.
4. July 23-August 30: Member Update Center updated and subsidized rate applied.
5. Sept 1: MUC opens for new year.

The request is good for one year only. Districts/clubs need to reapply each year.

The application will collect the following information:

- Date
- District Name
- District Administrator Name
- DA contact: Cell phone, email and mailing address
- Reason for requesting dues relief
- Signature line