

KEY CLUB®



2017 Election Guidelines and Materials

Section 1: Greetings

Dear prospective candidate,

Thank you for your interest in running for Key Club International office, and congratulations on your endorsement! Before you proceed any further with your planning, it is essential you review all election materials.

Serving as a trustee, vice-president, or president of Key Club International brings prestige, a year of wonderful experiences, and many opportunities to form new and lifelong friendships. At times, the work is tedious and unrewarding. You may be asked to make decisions that are difficult and unpopular. The work requires you to be a self-starter, and in some cases, it may require you to sacrifice other activities to fulfill your yearlong commitment to Key Club International. You will be asked to commit to placing Key Club ahead of all other school activities.

The campaign rules and other helpful information are included below and within this packet. In order for you to be listed in the Information on Candidates booklet, all five required forms must be received in hard copy by the Key Club International office no later than **May 15, 2017**. The Information on Candidates will be distributed to all delegates at the Key Club International convention and posted online at keyclub.org/convention.

Before you make your final decision to run for Key Club International office, I suggest you talk to your parents, your Key Club advisor, your principal, your Kiwanis club, your Key Club district administrator, and any member of this year's Key Club International board of trustees. There are some important considerations to your decision, and all these people should be consulted.

Once again, it is essential that you carefully read all elections information. If our team can assist you in any way, please do not hesitate to reach out to our leadership development specialist, Matthew Nance. He can be reached by calling 1-800-KIWANIS, ext. 164 or 317-217-6164.

Sincerely,

Roy Hedeem, Director
Key Club International

Section 2: The decision to become a candidate

When considering your candidacy for a position on the Key Club International board, there are a number of questions you need to ask yourself. First, why do you want the position? Have you given careful thought to what is involved? Or are you running just because it would look good on your college application? Unless you are personally committed and willing to devote the countless hours required to be a good officer, you should reconsider pursuing this position.

1. **Do you have the time?** In order to perform the job adequately, you will need 15 to 20 hours per week to devote totally to Key Club business. This does not include travel, which will be required. These hours represent only the time required to maintain the administrative work you will do at home. A dedicated Key Club International officer usually devotes more.
2. **Can you maintain your grades in the process?** Key Club will be your most important extra-curricular activity; trustees are also expected to maintain their grades and put school work first. Will you be able to keep up with school work despite frequent absences and a heavy Key Club workload?
3. **Do you have Key Club experience?** As a Key Club International officer, you will be expected to know all facets of the Key Club program. This includes the club, division, district, and international levels. Trustees will be the liaison to three Key Club districts and will be responsible for representing Key Club International to these districts.
4. **Do you have the support?** It is important for you to have the complete support of your parent(s)/guardian(s), principal, faculty advisor, sponsoring Kiwanis club, Key Club, and Key Club district before you pursue a position on the Key Club International board. In order to perform your duties adequately, you will need to call on all of these people from time to time for assistance. Without the support of these parties, your job will be much more difficult—if not impossible.
5. **Do you have the commitment?** If you decide to run based on the above questions and after much careful thought, it is crucial to realize that your position on the board would be your most demanding and time-consuming extra-curricular activity. There may be times when you will have to sacrifice other activities to follow through with your commitment to Key Club.
6. **Are you willing to give up a club or district office?** Under Key Club International board policy, no Key Club International board member may hold a club or district office concurrent with their running for or holding an international trustee, vice president, or president role. Your focus must be on Key Club International. If your club is not able to exist without you as a club officer, perhaps you should not run.
7. **Are you a dues-paid member of a club in good standing?** Every Key Club International officer must be listed on the official dues roster of their Key Club on file in the Key Club International office. If you are not sure if your name is on the official roster, please contact the Key Club International office for verification.

Section 3: Filing as a candidate

To be included in the Information on Candidates booklet, candidates must return all five forms outlined below by **May 15, 2017**. After the May 15 deadline, candidates may still run for office without being included in the Information on Candidates booklet. A candidate must be listed on the dues roster as a dues-paid member of a Key Club in good standing by this same date to be included in the booklet and by convention to run for office.

Please double check that each form is completed in its entirety. Forms with blanks where information is requested will not be accepted.

Forms to be submitted by candidate in hard copy:

- Form #1: Statement of candidacy
- Form #2: Key Club International officer service agreement
- Form #3: Authorization for international travel and media release

Forms to be submitted by candidate electronically (to mnance@kiwanis.org):

- Form #4: Candidate Biographical Form
 - This form must be submitted as an Excel document not as a Google Sheet.
- Form #5: Campaign flyer
 - Please send the original AND a high-resolution PDF version
 - Please include your name in the name of the document.

Submission Contact Information:

Key Club Elections
Attention: Matthew Nance
3636 Woodview Trace
Indianapolis, IN, 46268, USA
E-mail: mnance@kiwanis.org

Section 4: Requirements and duties

A. Service agreement

The Key Club International officer's service agreement outlines the responsibilities of an officer. You should review this carefully to be certain you will be able to perform each duty listed. The job of a Key Club International officer is important and, therefore, failure to perform any part of the job could result in removal from the Key Club International board. Simply put, performing less than what is called for in the service agreement is not acceptable. The service agreement must be signed and received prior to you being qualified as a candidate. All forms must be filled out completely and received in by the Key Club International office by **May 15, 2017** in order to be included in the Information on Candidates booklet.

B. Required meetings and travel

There are several trips an officer of Key Club International will take during the year. Key Club International or the host district will pay for travel and lodging. Meals or a per diem are provided for the required travel.

All travel requires advance approval by parent or guardian, the appropriate school official, and the Key Club International director. Key Club International board members are not allowed to travel across district boundaries for the purpose of traveling to Kiwanis-family or Key Club functions without advance permission from the Key Club International director. The dates and events listed below can change subject to notification from the Key Club International director.

In addition, each candidate must sign a service agreement committing the officer to attending the required meetings and events. Attendance for only a portion of a board meeting or convention is not allowed.

President's required attendance

- Key Club board training & leadership conference ~ July 17-24, 2017 | Indianapolis, IN
- Fall board meeting ~ November 16-19, 2017 | Indianapolis, IN
- Winter board meeting ~ February 1-4, 2018 | Chicago, IL
- District conventions as assigned ~ February, March, April and May 2018 | Location TBD
- Kiwanis International convention ~ June 28-July 1, 2018 | Las Vegas, NV
- Key Club International board meeting and convention ~ July 3-8, 2018 | Chicago, IL
- Two to three other special trips as assigned

Vice-president's required attendance

- Key Club board training & leadership conference ~ July 17-24, 2017 | Indianapolis, IN
- Fall board meeting ~ November 16-19, 2017 | Indianapolis, IN
- Winter board meeting ~ February 1-4, 2018 | Chicago, IL
- District conventions as assigned ~ February, March, April and May 2018 | Location TBD
- Key Club International board meeting and convention ~ July 3-8, 2018 | Chicago, IL
- Two to three other special trips as assigned

Trustee's required attendance

- Key Club board training & leadership conference ~ July 17-24, 2017 | Indianapolis, IN
- Fall board meeting ~ November 16-19, 2017 | Indianapolis, IN
- Winter board meeting ~ February 1-4, 2018 | Chicago, IL
- District conventions as assigned ~ February, March, April and May 2018 | Location TBD
- Key Club International board meeting and convention ~ July 3-8, 2018 | Chicago, IL
- No more than two (2) visits to each assigned district at the discretion of the district administrator and Key Club International director

C. Correspondence

Written correspondence, e-mail, and phone will be your main methods of communication. You will be asked to compose newsletters, personal letters to officers, monthly reports, speeches, committee reports, etc. Access to a computer is essential. English is the official language of Key Club International, and a demonstrated proficiency in writing and speaking is important. A second language of French or Spanish may be beneficial in working with some districts and some members. All materials you produce and presentations you make must be professional and of the quality expected of a Key Club International officer. Key Club International provides a stipend for copying, postage, e-mail, and telephone expenses.

D. Committees

Committee work is the major responsibility of the Key Club International board members. Each board member will be assigned to board committees at the discretion of the president. The committees may change to fit the needs of the organization. Most of the work the board accomplishes will be done through committees between board meetings. At the board meetings, the committee will meet to make final decisions that will be presented to the full board for consideration. Each committee is responsible for preparing a formal typewritten report of its activities to the board. To learn more about this past year's committees and work flow contact a current Key Club International board member.

E. Resources needed

Each Key Club International officer must have access to a telephone and a computer. Access to a computer will enable the officer to document records and correspond efficiently with districts and the Key Club International office. Board committees typically meet online and stay in daily communication via e-mail.

Section 5: Election process

A. Campaign rules

The campaign and caucus rules that will govern your campaign are outlined in the Key Club Board policies. Please review these rules very carefully. Failure to comply with all rules could result in disqualification as a candidate. Please note no campaign literature or other materials are allowed. In place of literature, an Information on Candidates booklet is prepared by the Key Club International office using the candidate biographical form.

B. Educate yourself

Every candidate for Key Club International office should become an expert on Key Club. Becoming familiar with the following will provide each candidate with the basic knowledge of Key Club and how Key Club International works.

- Key Club Guidebook, which includes the Key Club International Bylaws and Board Policies
- Key Club magazine
- Major Emphasis and partner information
- Key Club website ~ keyclub.org

C. Candidates booklet

The Information on Candidates booklet is distributed to all attendees at the Key Club International convention and posted online. Each candidate who submits all five required forms in the correct format by the May 15 deadline will have one spread dedicated to them in the booklet.

D. Campaign flier

To include a campaign flier in the Information on Candidates booklet, electronic fliers must be received by May 15 and must adhere to the following guidelines. Remember, other than the campaign flier, no other campaign materials are allowed.

Flier dimensions and production tips:

- Must be 8½" x 11" including a half-inch white border
- Must be one-sided
- The Information on Candidates will be printed in black and white – please note that black and white photos will print better.
- Flier should be submitted in its original format and as a PDF.

Flier submission:

- Submit your flier with the candidate biographical sketch form. No information received after May 15 will be included in the booklet.
- Flier should be submitted electronically. Send both the original AND a high-resolution PDF version. Please send to mnance@kiwanis.org.

- If you must mail a hard copy of your flier, be certain it will reproduce well. If you submit in hard copy, your flier will be scanned in and doing so may impact the quality.
- The Key Club International office will not do touch-ups, design work, or make any edits. The flier will be reproduced in the booklet as submitted.
- You cannot make any modifications to the flier once it has been received.

E. Election responsibilities at the 2017 Key Club International convention

Counselors will be available to assist candidates at the convention. These counselors will be available to answer questions, give advice on speeches or caucuses, and to provide general counseling and support for candidates on an as-needed basis. Candidates are expected to attend several meetings at the Key Club International convention. Candidates should prepare several short speeches for the convention. Tentative meeting times and convention speech details are listed below. Please refer to the official convention app for confirmed event times and locations.

Candidates meeting

Wednesday, July 5, 5:30-6:30 p.m. ~ Check the official convention app to confirm meeting time and location.

Opening Session

Wednesday, July 6 ~ Check the official convention app to confirm meeting time and location.

President and vice-president candidates

- Candidates for president and vice-president filed with the Key Club International office by the Key Club International convention candidate meeting deliver a brief statement, not to exceed one-and-one-half minutes, accepting a nomination and summarizing their candidacy for office.
- For production purposes—and since you will be reading from a teleprompter—opening session speeches are due electronically by **May 31** in their final form. Those who file after May 31 should submit their speech with their additional paperwork.
- Once speeches are received, no changes are possible.

Trustee candidates

- Candidates for trustee, filed with the Key Club International office by the Key Club International convention candidates meeting, will be introduced on stage.

District caucuses

Friday, July 7, 1-5 p.m. ~ Check the official convention app to confirm meeting time and location.

- Each candidate for office will be given only five minutes to visit each caucus in order to allow candidates to remain on schedule.
- All candidates will make a short speech and answer questions, if time allows.
- The caucus rooms will contain three districts each and candidates will visit all 11 rooms.
- For more details regarding caucusing, please refer to the Key Club Board policies, under Key Club International convention caucus procedures.

Nominating conference

Saturday, July 8 8-9 a.m. ~ Check the official convention app to confirm meeting time and location.

- Candidates may be asked to make a short speech. Brief remarks from one to three minutes may be allowed. Questions may also be asked of candidates.

House of Delegates

Saturday, July 10, 1 p.m. ~ Check the official convention app to confirm meeting time and location.

- Presidential candidates will have three minutes to speak.
- Vice-president and trustee candidates will have one minute to speak.
- Candidates may be allowed to present a speech prior to the delegate voting.

Don't forget the May 15 deadline to be included in the Information on Candidates booklet.

If you have any questions, please contact Matthew Nance at mnance@kiwanis.org.

Best of luck!

KEY CLUB®

keyclub.org

Developing leaders through service since 1925.