# Key Club International Guidebook

**Bylaws**
**Board Policies**
**Addendum to Board Policies**

# Table of contents

## Key Club International Bylaws

Key Club basics....4
Chartering a club....5
How a club works....6
Club members....7
Districts....8
International officers....10
International Council....13
International convention procedure....14
Elections procedures....14
International committees....19
Publication....19
Finances....20
Motto....20
Auxiliary bodies....20
Beyond the Bylaws....20

## Key Club International Board Policies

Goals....21
Officer holding multiple offices....21
Committee structure....22
Reimbursements....22
Disciplinary procedures....22

International officer responsibilities....23
Board meetings....26
District and divisional guidelines....26
Club and member guidelines....27
International convention....28
Caucus procedures....28
Code of conduct....29
Candidate information....31
International conferences....33
Partners....33
Reserves....35
Major Emphasis....35
Youth Opportunities Fund....36
Miscellaneous....37
Policy changes....38

## Addendum to Board Policies

Recognition programs....38
Contests....39
- Personal entries....39
- Club entries....41
- Service awards....46
- District officer recognition awards....47

**2014-15**
**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**
To develop competent, capable and caring leaders through the vehicle of service.

**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 God;
and combat all forces which tend to undermine these institutions.

**Motto**
Caring–Our Way of Life

**Key Club Guidebook**
**Section 1. Key Club International Bylaws**

**ARTICLE I. NAME AND USE OF NAME AND EMBLEM**
**Section 1.** The name of this organization shall be Key Club International.

**Section 2.** The Board of Trustees of Key Club International shall adopt an official emblem and other insignia.

**Section 3.** The name, emblem and insignia of Key Club International shall be used for only such purposes as shall be authorized by the Board of Trustees.

**Section 4.** 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**
**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.

**ARTICLE III. POWERS**
**Section 1.** The powers of Key Club International shall be to direct, manage, supervise and control its business, property and funds and to create, supervise and assist

Key Clubs and associations of Key Clubs in districts and divisions.

**Section 2.** All policies and actions of Key Club International shall be subject to control and regulation by the Board of Trustees of Kiwanis International.

**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 Board of Trustees of Key Club International 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 Board of Trustees of Key Club International.

**ARTICLE V. ORGANIZING AND CHARTERING OF CLUBS**

**Section 1.** A Key Club may be established in a high school or equivalent educational institution upon the petitioning by a Kiwanis club, if applicable, or Key Club district which agrees to provide sponsorship for the proposed club according to the Policies and Procedures of Kiwanis International.

**Section 2.** A Key Club may be established only with the approval and support of the high school principal, if applicable. The principal and sponsoring Kiwanis club, if applicable, shall determine the number of charter members of the club according to the size and conditions of the school in which the club is to be established. The principal shall select or approve all charter members of the club and shall approve of the selection of all future members. He/She shall have full authority over all functions of the club.

**Section 3.** Before a Key Club may be formed at least 15 students eligible for membership and approved by the principal, if applicable, must be willing to join the proposed Key Club and accept responsibilities of club membership. The director of Key Club International shall have the authority to waive these requirements if evidence of hardship is presented.

**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 director of Key Club International, elected officers, appointed committees and completed club organization, the sponsoring Kiwanis club, if applicable, or advisor of the club shall submit to Key Club International the standard new club petition form and any required fees.

**Section 5.** Upon approval of the petition by the Board of Trustees and/or the director of Key Club International, the director of Key Club International 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 Kiwanis International Board of Trustees.

**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 Kiwanis International Board of Trustees.

**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 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.

**Section 2.** The president, vice president(s), secretary, treasurer and bulletin editor 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 director of Key Club International 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 in the fall 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 to Key Club International or for any annual dues to a district thereof, shall be considered not in good standing, and may have its charter and membership herein suspended or revoked by action of the Board of Trustees, provided that notice of said indebtedness shall have been duly sent by mail by the director of Key Club International to the official club address and the sponsoring Kiwanis club. The Board of Trustees may restore such club to membership in Key Club International upon payment of its indebtedness.

**Section 2.** Any member club that fails to conform to the Bylaws of Key Club International of 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 Board of Trustees 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 to Key Club International 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 dully 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 Board of Trustees, and by such action the club surrenders all rights to the use of the name, emblem or other insignia of this organization. The Board of Trustees may, upon written application of such club, reinstate the club to membership in Key Club International.

**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 Board of Trustees of Key Club International or the Board of Trustees of Kiwanis.

## ARTICLE VIII. CLUB MEMBERS

**Section 1.** The membership of individual Key Clubs shall consist of students from the four upper classes (or the five upper classes in the Canadian Provinces where high school is of a five year duration) of the high school in which they are enrolled (or in ungraded schools whose members shall be of age comparable to the four upper classes of high school), 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.

**Section 2.** Each member of an individual Key Club must be willing to perform at least 50 hours of combined service to his/her 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 both 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 Board of Trustees of Key Club International.

**Section 5.** Membership in a club shall automatically cease14 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 the school), or when he/she ceases to be a member of the school in which his/her Key Club is organized.

**Section 6.** Any person who has performed some distinguished public service may be elected an honorary member of a club for a period of one year. Honorary members shall pay no dues but shall be entitled to all the privileges of full club membership except those of voting and holding office.

**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.

**ARTICLE IX. DISTRICTS**

**Section 1.** The Board of Trustees of Key Club International shall create, supervise and assist Key Club districts and regional associations of clubs.

**Section 2.** Each Key Club district shall be coextensive with one of the districts of Kiwanis International and shall be divided into divisions as approved by the sponsoring Kiwanis district. At the request of the sponsoring Kiwanis district and with the approval of the Board of Trustees of Kiwanis International, more than one Key Club district may be created within the sponsoring Kiwanis district. Each Key Club district shall be divided into divisions and have a Key Club administrator. The Board of Trustees of Key Club International shall be notified of any pending requests pertaining to the restructuring of a Key Club district and to the disposition of the requests. A change in the territorial limits of a district of Kiwanis International shall automatically, and to the same extent, change the territorial limits of the corresponding Key Club district(s).

**Section 3.** Each Kiwanis district shall be responsible for the proper operation and functioning of its Key Club district.

**Section 4.** In order to form a new district, the proposed area must include no less than 25 active Key Clubs and no less than 375 active Key Club members. 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.

**Section 5.** Each Key Club shall be a member of the Key Club district sponsored by the Kiwanis district of which its sponsoring Kiwanis club is a member, so long as such Key Club

continues to comply with the Bylaws of Key Club International and the district.

**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) and such other non-voting officers as called for in the district bylaws. These officers shall constitute the Board of Trustees 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 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, the district shall have the prerogative of appointing or electing him/her. They shall begin their official duties immediately following induction and shall serve for one year or until his/her successors are duly elected.

**Section 8.** 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 Trustees of the district. The chair and membership of these committees shall be appointed by the district governor.

**Section 9.** Each Key Club district shall hold an annual convention in strict accordance with the Bylaws, unless in any year the Board of Trustees of Key Club International determines that the holding of such convention would be inadvisable.

**Section 10.** The annual convention of each district shall be held at a time and place mutually agreed upon by the Board of Trustees of the district, the sponsoring Kiwanis district, and the Board of Trustees of Key Club International. The dates and sites of the convention shall be submitted to the director of Key Club International not later than nine months prior to the proposed convention dates.

**Section 11.** Before the official opening of each district convention the Board of Trustees of the district 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 of trustees 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 12.** 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 13.** 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, by the Key Club International director and/or the Board of Trustees of Key Club International.

**Section 14.** 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 director of Key Club International 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 district administrator.

**Section 15.** The fiscal year of each district shall be left to the discretion of the Kiwanis district.

**ARTICLE X. INTERNATIONAL BOARD COUNSELOR**

**Section 1.** The Kiwanis International board counselor shall be the official representative of Kiwanis at all meetings of the Board of Trustees of Key Club International and the international Key Club convention. He/She shall be appointed by the president of Kiwanis International and be a member of the Kiwanis International Board of Trustees.

**Section 2.** Kiwanis International board counselor shall serve as advisor to the meetings of the Key Club International and the Board of Trustees. He/She shall also perform such other duties as may be assigned by Kiwanis.

**ARTICLE XI. OFFICERS**

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

**Section 2.** Each officer, except the director of Key Club International, 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 his/her 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 director of Key Club International shall be appointed by the executive director of Kiwanis International who shall have the power to fix the director's salary and appoint and fix the compensation of such other administrative officers as he/she may deem necessary. The Kiwanis International executive director shall also have the power to remove from office any person so appointed, including the director of Key Club International.

**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 director of Key Club International, 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.

**ARTICLE XII. DUTIES OF OFFICERS**

**Section 1.** The Board of Trustees shall consist of the president, the vice president and the 11 trustees; in addition, the director of Key Club International 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 Board of Trustees shall define the policies and shall have full administrative authority in all matters concerning Key Club International.

**Section 3.** The Board of Trustees shall interpret the scope and meaning of the Bylaws, subject to review by the Board of Trustees of Kiwanis International whose decisions shall be final and binding.

**Section 4.** President. As chief executive, the president shall exercise general supervision, with Kiwanis International approval, over the work and activities of Key Club International. He/She shall preside at the international convention and all meetings of the International Board of Trustees, the executive committee of the Board of Trustees, and the international council. He/She 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 him/her by the Board of Trustees.

**Section 5.** In the event of the inability of the president to perform his/her 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 Board of Trustees shall assign a member of the executive committee to perform the duties of and have the same authority as the president.

**Section 6.** Vice president. The vice president shall, in the absence of the president, preside at the international convention and all meetings of the International Board of Trustees, the executive committee of the Board of Trustees, and the international council. He/She shall serve as chair of at least one standing or temporary committee of the Board of Trustees. 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 Board of Trustees or the president.

**Section 7.** Trustees. The trustees shall help define the administrative policies of Key Club International. Each trustee shall serve as liaison to at least two Key Club districts, providing communication between the elected leadership of the district and the Key Club International Board of Trustees. Each trustee shall serve as a member of at least one standing committee of the Board of Trustees and shall perform such other duties as may be assigned by the president with the approval of the Board of Trustees.

**Section 8.** Director. The director of Key Club International shall be in charge of the headquarters of Key Club International, under the supervision of the executive director of Kiwanis International, 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 executive director and Board of Trustees of Kiwanis International. He/She 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, and Board of Trustees of Kiwanis International, the Board of Trustees of Key Club International, as well as any auditors named by the Board of Trustees of Kiwanis International. Necessary administrative expenses shall be paid from the funds of Key Club International.

**Section 9.** 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 the Key Club movement. Each district governor shall be the chief executive of his/her district, shall appoint all standing committees and shall preside at the district convention and all meetings of the board of trustees of the district. He/She shall also attend the international convention and all meetings of the international council.

**ARTICLE XIII. BOARD OF TRUSTEES**

**Section 1.** The Board of Trustees of Key Club International shall meet at such times and places as shall be determined by the Board of Trustees, 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 director. A written notice of the time and place of each board meeting shall be mailed to the members of the Board of Trustees by the director of Key Club International not later than ten days prior to the meeting.

**Section 2.** The Board of Trustees may, without meeting together, transact business by voting upon proposed resolutions mailed to them by the director of Key Club International. If within 20 days thereafter a majority of the regular membership of the Board of Trustees shall send to the director of Key Club International its vote in favor of any such resolution, the resolution shall be deemed carried; otherwise it shall fail. No such affirmative action shall go into effect for ten days after the director, by physical or electronic mail, shall have sent to each member of the Board of Trustees a report of the tabulated result of the vote. The ballots received shall be destroyed at the following meeting of the Board of Trustees.

**Section 3.** The Board of Trustees may also meet via electronic media but not for the purpose of transacting business. The director of Key Club International may call a meeting to be held via telephone conference 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.

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

## ARTICLE XIV. INTERNATIONAL COUNCIL

**Section 1.** The international council of Key Club International shall consist of the members of the Board of Trustees 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 Board of Trustees. 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.

**Section 4.** The president of Key Club International shall preside over meetings of the international council; in his/her 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, he/she may, with the approval of the Board of Trustees, appoint an elected officer of his/her district to attend in his/her 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 XV. INTERNATIONAL CONVENTIONS

**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 Board of Trustees of Key Club International, as provided in the Bylaws, unless in any year the Board of Trustees of Kiwanis International shall determine that the holding of such convention would be inadvisable.

**Section 2.** The Board of Trustees shall have full supervision over the management of all conventions of Key Club International.

**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 Board of Trustees, the director of Key Club International 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 he/she may deem appropriate or advisable with the approval of the Board of Trustees.

**Section 6.** The Board of Trustees 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 his/her registration fee has been paid.

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

**ARTICLE XVI. DELEGATES AND DELEGATES AT-LARGE**

**Section 1.** Each Key Club in good standing with Key Club International and its respective district 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 Board of Trustees. Key Clubs in non-districted regions shall have the same rights and privileges as other Key Clubs as long as they are in good standing with Key Club International.

**Section 2.** Voting delegates and alternate voting delegates for the international convention shall be elected by clubs in good standing not later than 60 days prior to the opening of the convention. Each club president and secretary shall promptly certify to the director of Key Club International 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 Board of Trustees.

**Section 3.** The immediate past district governors and the official members of the international council, namely the Board of Trustees 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 XVII. CONVENTION PROCEDURE**

**Section 1.** The official program of convention as approved by the Board of Trustees and the director of Key Club International 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 XVIII. NOMINATION AND ELECTION OF OFFICERS**

**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.

**Section 3.** 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 his/her home club is located.

**Section 4.** 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.

**Section 5.** 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 and district administrator, 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 International director, 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.

**Section 6.** 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:

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 of Trustees 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 director of Key Club International 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 director of Key Club International, he/she 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 designated by the international president with the approval of the director of Key Club International.

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 director of Key Club International. 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 secretary and tellers of the nominating conference.
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 his/her 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, the presiding officer of the

conference shall certify to the vice president and the director of Key Club International the result of the conference as to all recommendations for nomination for each office, same to be verified by the tellers and secretary of the conference, said record to be preserved by the vice president of Key Club International until the adjournment of the convention.

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 7.** 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 8.** Before the opening of the polls the director of Key Club International 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 9.** The voting shall be by ballot. No person shall be allowed to vote unless his/her name appears on the list of voting delegates or voting delegates-at-large.

**Section 10.** 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 11.** 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 12.** Cumulative voting shall not be permitted. There shall be no voting by proxy.

**Section 13.** 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 director of Key Club International to be kept by him/her for a period of 90 days after the close of the convention, when the ballots shall be destroyed.

**Section 14.** 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 Kiwanis International board counselor.

**ARTICLE XIX. VACANCIES IN OFFICE**

**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 his/her successor is duly elected.

**Section 2.** In the event of a vacancy in the office of vice president between conventions, the Board of Trustees 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 his/her successor is duly elected.

**Section 3.** In the event of a vacancy in the office of trustee between conventions, the Board of Trustees may elect a qualified member of a club 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 his/her successor is duly elected.

**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 of Trustees or by a qualified member of a club in the district. In any year in which no district convention is held the Board of Trustees shall elect a qualified member of a club to serve for one year or until his/her 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 his/her 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 his 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 of trustees, under provisions of the district bylaws, shall be empowered to consider such failure and determine appropriate disciplinary or corrective action.

**ARTICLE XX. COMMITTEES**

**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 Board of Trustees elected by the Board of Trustees and one member appointed by the president. The Kiwanis International board counselor and the director of Key Club International shall also be members of the committee and enjoy all privileges of committee membership except the right to vote.

**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 Board of Trustees.

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

**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 of Trustees.

**ARTICLE XXI. OFFICIAL PUBLICATION**

**Section 1.** The Board of Trustees of Kiwanis International shall have full control of all questions of policy of the official publication.

**Section 2.** The director of Key Club International serves as the editor of the official publication.

**Section 3.** Each club shall collect from each of its members the subscription price of the official publication as part of the regular membership dues.

**Section 4.** The official publication shall be published at least two times a year.

**ARTICLE XXII. REVENUE**

**Section 1.** Each Key Club shall pay Key Club International, or its designated fiscal agent, annual dues of seven dollars (US$7.00), being membership dues and subscription to the Key Club International publication, for every member, but not including honorary members. Fifty cents of the dues of each member shall be deposited into the Youth Opportunities Fund to create an endowment to fund grants to clubs and scholarships. Dues shall be payable during a period of at least 60 days according to a schedule set forth in Key Club International Board Policies and defined for each nation taking into account academic calendar and financial practices of the nation. There shall be no other fees or assessments of clubs.

**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.

**ARTICLE XXIII. FINANCE AND ACCOUNTING**

**Section 1.** The fiscal year of Key Club International shall begin on the first day of October and end on the last day of September.

**Section 2.** All disbursements shall be made solely by voucher checks, which shall allow the payee, the items of service rendered or material purchased, and the amount of payment.

**Section 3.** Disbursements shall not exceed the gross amount of the annual budgets.

**Section 4.** The Board of Trustees of Kiwanis International shall have power to authorize such officers and employment as in its judgment may seem advisable to execute and countersign the voucher checks aforesaid, and to do and perform such other acts as will carry out the purpose and objects of this article.

**Section 5.** The Board of Trustees of Kiwanis International shall designate the depositories of all funds of Key Club International.

**Section 6.** The Board of Trustees of Kiwanis International shall also provide for the audit of the books of accounts of Key Club International by certified public accountants annually, or at more frequent periods. The director of Key Club International and the controller of Kiwanis International shall submit their books and vouchers for audit whenever required by the Board of Trustees of Kiwanis International.

**ARTICLE XXIV. MOTTO**

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

**ARTICLE XXV. AUXILIARY AND INCORPORATED BODIES**

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

**Section 2. (a)** If permitted by state or provincial law a club after receiving its charter may incorporate as a nonprofit corporation subject to the approval of the Board of Trustees, but only by the name designated in its charter, such as Key Club of (name) High School, and said club shall agree, as a condition precedent to incorporation, that it will as an incorporated body abide by the Bylaws of Key Club International then in force or thereafter, from time to time, amended.

**(b)** Districts may incorporate in the same manner and upon the same condition as in this section provided for clubs.

**ARTICLE XXVI. AUTHORITY BEYOND BYLAWS**

**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 International board. These policies shall remain in effect from year to year until amended or changed by the Key Club International board or Kiwanis International board. In no case shall any policy contradict a provision of the Bylaws of Key Club International.

**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 XXVII. AMENDMENTS TO BYLAWS**
**Section 1.** The Bylaws of Key Club International 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 Board of Trustees of Kiwanis International. Proposed amendments to the Bylaws may be submitted by Key Clubs, Key Club Districts, the Board of Trustees of Key Club International or the director of Key Club International and shall be received by the director of Key Club International 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.
Effective 01/10

**Key Club Guidebook**
**Section 2. 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 International board.

**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.

**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.

**C. KEY CLUB INTERNATIONAL BOARD OF TRUSTEES**
**1. Mission Statement**
To establish programs and policies that create a more meaningful international organization and support clubs, divisions, and districts to make more valuable our members' service to their home, school, and community.

**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 his/her election as an International board member.

**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 Board of Trustees. It shall consider any and all amendments to the Bylaws and must approve all proposed amendments to the Board Policies before submission to the Board of Trustees. 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 Board of Trustees.

**4. Board Member Reimbursement**

**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.

**5. Disciplinary Action for Board Member Misconduct**

In the event of the reported misconduct of a member of the Key Club International Board of Trustees, or when an international board member is not performing his/her assigned duties, it will be the responsibility of the executive

committee in consultation with the director of Key Club International for action.

**a.** Any member in Key Club International may propose the removal of a Key Club International Trustee, the Key Club International vice president or the KeyClub 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.

**b.** After careful study, the executive committee, in consultation with the international director, will determine the validity of the request.

**c.** Should the request be found valid, then immediately following the study period:

**1.** 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.

**2.** 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.

**3.** He/She may wish to resign. If he/she resigned, follow the procedures as stated in the International Bylaws (Article XIX –Vacancies in Office).

**d.** If the board member decides not to resign, the Board of Trustees will take appropriate action.

**1.** A main motion must be made (which requires a second) by one member of the International Board of Trustees. The motion is debatable, amendable and can be reconsidered if a negative vote appears.

**2.** Once such a motion is made, the chair will send notice to the international Board of Trustees for a five day review period, during which time no vote may be cast.

**3.** At the end of the five day review period, the Board of Trustees 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.

**4.** The official vote for action at the end of the five day review period will require a two-thirds majority of the international Board of Trustees. There shall be no abstentions.

**5.** The chair of the executive committee will report the final tabulations to the board.

**6.** In the event the board member in question is the international president, one of the executive committee members shall preside over the Board of Trustees and the executive committee until the issue is decided.

**7.** If an officer is removed from office, the replacing of said officer shall be handled as stated in Article XIX of the International Bylaws.

**6. Duties of the Vice President Concerning Districts**

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

**a.** Submission of a report to the members of the International Council and the international director that outline the vice president's involvement over the previous month in regards to international committees, district interaction, local club involvement, and fulfillment of specified duties.

**b.** Submission of a report covering the activities of the Key Club International Board of Trustees at all meetings of the Circle-K International Board of Trustees and Kiwanis International Board of Trustees.

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

**7. 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:
**1.** The Major Emphasis Program
**2.** The Youth Opportunities Fund
**3.** Kiwanis family
**4.** District and international events
**5.** Dues collection
**6.** International committee actions and decisions
**7.** Changes or proposed changes to the International Policy Code and Bylaws
**8.** Any other pertinent district and International information
**c.** Give an official international liaison report at each official district board of trustees 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 of trustees 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 his/her assigned district board of trustees 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.

**8. Duties of Board Members Concerning Responsibilities to the International Board International Board members shall be responsible for completing the following duties:**
**a.** Responsibilities pertaining to international committees:
**1.** Submission of all monthly international board committee reports to appropriate individuals.
**2.** Committee members will be expected to have a working knowledge concerning his/her committee purpose, goals and relationship to the Key Club International strategic plan.
**3.** Maintain monthly communication with the members and chair of each assigned committee and fulfill contract drawn up between all committee members.

**b.** Other responsibilities:
**1.** Submit all expense reports on a monthly basis. Expenses more than thirty days old shall not be paid without proof of extenuating circumstances and the approval of the international director.
**2.** 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.
**3.** 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.)

**9. Duties of Board Committee Chairs**
**a.** Each Key Club International committee chair shall submit a monthly report of the actions taken by his/her 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.
**1.** 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.
**2.** If an international committee chair fails to complete the year end report by June 15th, he/she will receive no reimbursements until the said reports are received, will be relieved of his/her convention assignments and responsibilities, and will receive no financial assistance for attending the Key Club International convention.

**10. 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.

**11. Key Club International Support for Translations**
**a**. Key Club International shall support existing clubs in the regions in which districts are allowed through translated materials when there is a demonstrated need. This demonstrated need shall be determined by the Key Club International Board through review, at any regular meeting, of applications for translation submitted by a district, club, or group of clubs. The application's contents shall be decided by the Key Club International Board.
**b**. Key Club International shall annually budget a minimum of US$3,000 to translate materials. The funds budgeted for translation shall be used when the Key Club International Board decides there is demonstrated need. The Key Club International Board is not required to spend all funds budgeted for translations in any given year.
**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.

## 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.

## 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 and Kiwanis International 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:**

**1.** Attendance at all conferences and meetings of district governors and administrators;
**2.** All regular mailing to district officers; and
**3.** 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:**

**1.** Assignment of an international board liaison.
**2.** Delegates-at-large status for its governor or immediate past governor at the Key Club international convention;
**3.** Voting privileges at any meeting of the international council; and
**4.** Participation in any international awards or contests in which districts may compete.

### 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. He/She 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.

**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 International Board of Trustees, 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.

**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 Board of Trustees 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 Board of Trustees 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 Kiwanis Club and the proper school authority must be provided upon suspension, revocation, or inactivation of any Key Club charter.

**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 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 his/her club's board of directors.

**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. 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 he/she is in attendance at the convention or in his/her 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 director of Key Club International 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 him/her, however, this individual may not participate in the caucus. The candidate must remain behind the podium in the room for the duration of his/her time in the room.
**f.** Caucus questions must pertain specifically to the candidate's qualifications and his/ her 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 director of Key Club International for further investigation. The Kiwanis International board counselor shall be the ultimate authority for defining and disciplining individuals found to be guilty of hazing.

**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, director and Kiwanis International board counselor present to be unbefitting to the Key Club organization.

**m.** No caucus may make a biding 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 international director. The representative's purpose shall be to ensure compliance with all elections procedures.

## H. CODE OF CONDUCT

The following rules shall be published and enforced for all events sponsored by Key Club International and shall be known as the "code of conduct."

### 1. General Statement

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. Every member will respect the authority of the sergeant at arms committee, Key Club administrators and designated staff.

### 2. Responsible Behavior

**a.** All participants are expected to abide by all government laws and regulations.

**b.** 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.

**c.** Members may not possess or consume any alcoholic beverages.

**d.** Members may not possess or use any drugs or other controlled substance, with the exception of medication prescribed for the attendee.

**e.** Members may not possess or use tobacco products.

**f.** Members are expected to abstain from any activity of a sexual nature.

**g.** Members are expected to not tolerate hazing or any action that creates unnecessary physical or mental

discomfort, embarrassment, harassment or ridicule of others.
**h.** Members may not possess weapons, firecrackers or anything of a dangerous nature or act in any way unbecoming of a Key Club member.

**3. Lodging**
**a.** Members staying in a hotel or other lodging facility must sleep in their assigned rooms.
**b.** 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.
**c.** Male and female members may be present together in hospitality suites when an adult chaperone is present.
**d.** 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.
**e.** Items within this section may be modified by the Key Club International board with the approval of the international director.

**4. Dress Code**
**a.** All participants are expected to abide by the designated dress code of each session.
**b.** "Professional" refers to dress shirt, slacks, neck tie, sport or suit coat and appropriate shoes for males and dress or suit, skirt or slacks, blouse and appropriate shoes for females.
**c.** "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.
**d.** "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.
**e.** 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.
**f.** All participants are required to wear name badges for all convention events.

**5. Enforcement**
**a.** Violations of this code will result in notification to the respective district administrator and event chaperone.
**b.** 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.
**c.** Notification, in writing, will be made by the Key Club International director or his/her representative to the school, Kiwanis sponsor and parents of any member disciplined under this section.
**d.** These rules are effective as of the time you arrive at the event until the time you depart.

**I. CONDUCT UNBECOMING OF A KEY CLUB MEMBER**
**1. Key Club Member Conduct**
"Conduct unbecoming of 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 of 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 him or her and be afforded the opportunity to provide evidence in his or her defense. The appropriate ruling body shall hear the evidence and determine what sanction, if any, shall be imposed, and such decision shall be final.

**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.

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

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

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

**3. Endorsement of Candidates for International Office**

No candidate shall seek endorsement by a House of Delegates outside of his/her district. The district House of Delegates shall be the only body with the authority to endorse a candidate from that district for the Key Club International board in the time between the conclusion of the previous year's Key Club International convention and the conclusion of the district convention that year. Between the conclusion of the district convention and the conclusion of the following Key Club International convention, the district board of trustees shall be the only body with the authority to endorse a candidate from that district for the Key Club International board. Candidates must be endorsed for the office of Key Club International president, Key Club International vice president, or Key Club International trustee during the twelve months immediately preceding the election. Endorsements may only be revoked by the body having made the endorsement or by the endorsed candidate. Endorsements are not transferable.

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

**a.** No candidate may declare that he/she is running for Key Club International endorsement outside of his/her home district prior to the District Convention at which he/she is being endorsed. If a candidate is endorsed at their District Convention, he/she may

answer a question regarding whether or not he/she is running but may not answer any other questions or release any other information regarding his/her candidacy.

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

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

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

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

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

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

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

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

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

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

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

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

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

**g.** Every candidate for International office must have submitted a completed statement of candidacy, an international officer's service agreement, proof of documentation that he/she will be able to travel to the U.S. to attend activities normally expected of board members, a

biographical sketch and an outline of his/her platform, to the international director prior to any campaigning at the international convention. A prospective candidate wishing to have his/her name and personal information included in the "information on candidates" which will be inserted in the registration packet of voting delegates at the convention must submit the above forms to the international director by May 15th (received by date not postmark). No modification of the flier may be made once it has been received and posted.

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

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

**7. Participation in Convention Contests**

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

**8. Campaign Violation Process**

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

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

## 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 International.

**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.

## L. GUIDELINES FOR SPECIAL RELATIONSHIPS WITH OTHER ORGANIZATIONS

**1. Definitions of Relationships**

Key Club International can have one of two different types of relationships with

other organizations, and each relationship is defined by the level of support provided by Key Club International.

**a. Partnership:** A partnership with an outside organization is defined as a relationship in which Key Club International participates in the promotion of the opportunities provided by the relationship, and requires international board approval.

Qualifying organizations are:

*Children's Miracle Network (CMN)*
*March of Dimes (MOD)*
*UNICEF*

**b. Working Relationship:** A working relationship with another organization is defined as: 1) support by Key Cubs for a program of another organization; or 2) special support of Key Club programs, events or scholarships; and 3) communication between Key Club International and the highest levels of leadership in the other organization.

Qualifying organizations are:

*American Red Cross*
*AYUSA*
*Big Brothers Big Sisters*
*Boys and Girls Clubs*
*Children's Wish Foundation International*
*Every Child a Swimmer*
*Friend a Gorilla*
*Habitat for Humanity International*
*International Committee of the Red Cross*
*National Association of Secondary School Principals (NASSP)*
*National Association of Student Councils*
*National FFA Organization*
*National Honor Roll*
*Ronald McDonald House*
*Students Against Destructive Decisions (S.A.D.D.)*
*UNAIDS*
*Who's Who in American High School*
*Young Children Priority One Advisory Council*

**2. Definition of a Partnership**

A partnership with another organization requires the approval of the Key Club International Board of Trustees. A partnership with any organization may occur if:

**a.** The relationship must offer something of advantage to Key Club International clubs and/or membership.

**b.** Key Club International cannot bind its clubs or membership to participate with any organization.

**c.** The support needed for a service partnership must be that which the average
Key Club may achieve.

**d.** The goals of the partnership must reflect the interests of Key Club and be compatible with the Objects of Kiwanis and Key Club International.

**e.** In partnerships which involve fund-raising, the partnering organization must offer a method of raising funds for individual Key Clubs.

**f.** If through the partnership, products are offered for sale, these products must be appropriate for high school audiences, and are in general good taste.

**g.** The partnering organization must provide Key Club International with information regarding all aspects of its operations.

**h.** The partnering organization or company should provide evidence of sound financial status and liability coverage of at least $1 million.

**i.** The partnering organization must not participate in any activities which are contrary to the objects of Key Club International, or which are inappropriate for high school audiences.

**j.** The organization must be available to clubs throughout a significant portion of Key Club International.

**3. Approval of Partnerships**

**a.** Those seeking partnerships with Key Club International must submit a formal proposal, in writing, to the Key Club International director. All proposals meeting the criteria set by these guidelines will be submitted to the Key Club International Board of Trustees for approval.
**b.** Partnerships, once approved by the Key Club International Board of Trustees and meeting guidelines set by the Kiwanis International Board of Trustees, may exist for a period of time, not to exceed five years. However, the Key Club International Board of Trustees will review partnerships annually.

**4. Definition of Working Relationships**
Working relationships do not require international board approval. Staff will monitor club activity and communicate with organizations that have Key Club support. If staff discovers that an organization's policies are in conflict with the policies or Objects of Key Club or Kiwanis International, this finding will be reported to the board, as well as to districts and clubs.

**5. Organizations Not Known to Key Club International**
Guidelines used by the International Office in responding to inquiries concerning organizations that are not known to or do not have a special relationship with Kiwanis International are as follows:
**a.** *Endorsements:* Generally, Key Clubs should not endorse the policies and programs of other organizations.
**b.** *Speakers:* Inviting speakers to appear before the club is not considered an endorsement. Key Clubs may use their meeting program as an "open forum" for the presentation of all aspects of a problem and all points of view.

**6. Commercial Fund-Raising Organizations**
In the event that a commercial fund-raising company requests approval for its company's material to be added in a Key Club International general mailing, it must abide by the following guidelines:
**a.** Fund-raising materials may only be added in a general mailing if the mailing is underweight. Key Club material should not be precluded because of these materials.
**b.** The fundraising company's materials must be approved by the director of Key Club International.
**c.** The fundraising company must pay for a portion of the cost of sending the general mailing. This rate will be established by the director of Key Club International.
**d.** No more than one company's fundraising materials may be added in any one general mailing.

**M. FINANCE**
**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.

**N. Major Emphasis**
**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 Board of Trustees in keeping with the theme.

**O. Youth Opportunities Fund**

**1. Purpose of the Youth Opportunities Fund**

The Youth Opportunities Fund (YOF) shall be held by the Kiwanis International Foundation in a restricted fund and shall provide financial support to Key Club International, individual clubs and members through service grants, academic scholarships and other special projects.

**2. Structure of Youth Opportunities Fund (YOF)**

Two accounts shall be established within the Kiwanis International Foundation collectively designated for the Key Club International Youth Opportunities Fund (YOF). **a. Endowment Account –** This account shall be designated as an endowment into which twenty-five percent of all donations shall be deposited unless otherwise specified. (4/09)

**b. Service Account –** This account shall be designated as an operating fund from which all withdrawals shall be made. Seventy-five percent of all donations shall be deposited into said account unless otherwise specified. Donations shall be divided upon receipt individually. Moneys may remain in this fund from year to year with the stipulation that the Key Club International Board may disperse any or all of said funds. Funds shall be dispersed as requested by the Director of Key Club International with approval by the Key Club International Board of Trustees. No more than 10 percent of the donations (from the 75%) may be used for administrative costs.

This account shall also be designated as the internally-funded scholarship account for the YOF Scholarship. The YOF Scholarship will be paid from the account to the college or university designated by the scholarship recipient. In years when the service account may not be earning interest, the Key Club Board of Trustees, as requested by the Director of Key Club International, may vote to authorize the payment of the scholarship from the corpus of the account. However, the intent of the Board of Trustees is to use the interest generated from the service account to pay the scholarships. (4/09)

**3. Authority to Use Funds**

The Key Club International board shall direct the Key Club International director to approve withdrawals and expenditures.

**4. Use of Interest**

Interest generated by the endowment account shall be reinvested into the service account (100%). Interest generated by the service account shall be used to fund YOF grants and scholarships. Until those funding times occur, the money shall be reinvested into the service account. (4/09)

**5. Grant Review Committee**

The grant review committee will be comprised of Key Club International board member(s) as appointed by the Key Club International president.

**6. 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**. In the funding cycle, the Grant Review Committee may award up to,

but no more than, the balance of the amount of interest earned off of (or a percentage of the balance of) the service account available at the convening of the Committee. If there is no interest earned, 4% of the service account funds available at the convening of the Committee may be used to fund grants. If the amount of interest earned is greater than the 4% of the service account funds available at the convening of the Committee, then the amount of interest earned shall be used to fund the grants. The intent of the Board of Trustees is to use the interest generated from the service account. (4/09)

**c.** A grant awarded to a Key Club will be distributed as reimbursement to the club upon presentation of receipts, invoices or other documentation of expenditure, or shall be paid to any designated vendor, as directed and approved by the club. A grant shall expire one year after the date of the application deadline for the designated funding cycle, and any unused funds shall become available for grants in the next funding cycle.

**7. Youth Opportunities Fund Scholarships**

Academic college scholarships are available to graduating Key Club students who are not otherwise officers of Key Club International. The Board shall designate two four-year Youth Opportunities Fund scholarships that are US$4,000.00 each paid out in US$1,000.00 increments for each of four years. The application shall utilize the same form, deadlines, and selection process as existing Key Club International scholarship programs.

**8. 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.

**9. 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)

**P. MISCELLANEOUS**

**1. Student Exchange Program**

Key Club International shall endorse participation in the Kiwanis International student exchange program.

**2. 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 international Board of Trustees and can be given at any location deemed appropriate for the presentation.

**Q. CHANGES TO POLICIES**

**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 of Trustees.

**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 international Board of Trustees. 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.

**Key Club Guidebook**
**Section 3. Addendum to Key Club International Board policies**

**KEY CLUB INTERNATIONAL RECOGNITION AND AWARDS PROGRAMS**

**Applications.** All contests and award applications are available at www.keyclub.org or by contacting Key Club International.
E-mail: keyclub@kiwanis.org.
Telephone: 317-875-8755 (ext. 411) or 800-KIWANIS (ext. 411).
Amended and including changes through February 2013.

**Eligibility.** No individual or group that receives remuneration from Key Club International may be eligible for any award listed in this addendum in the same year in which payment was received for services offered.

**Recognition Programs for Individuals**
**Key of Honor**

The **Key of Honor** is the highest recognition award presented by Key Club International. The recipient shall be 1. an individual who has made a lifelong positive impact upon youth in general and Key Club specifically, or 2. an organization that should be so honored for a long-term support of youth and the Key Club program. The Key of Honor shall be presented at International Convention. A formal announcement of the award shall be made at the recipient's home District Convention if the recipient is in attendance. This formal announcement shall be made by the highest ranking officer of Key

Club International present at the said Convention. A biography or summary of the award recipient(s) should appear in a pre-convention issue of the Key Club magazine. Nominations for the award shall be made by a Key Club or an individual Key Clubber, and shall be according to the following criteria:

**A.** All nominations must be in notebook or portfolio form. This is for ease of handling only and has no bearing on how the nomination will be judged.

**B.** All nominations must contain the following:

1. Letter of nomination: This letter should be written by the nominating Key Club member or a committee of individuals within the nominating Key Club, and should provide a nomination statement, basic overview of the candidate, and the reason for the nomination.
2. Biographical information: This should include schools/colleges attended, community involvements, occupation/business interests, Kiwanis family and other youth service affiliations, and other pertinent biographical information.
3. Letters of recommendation: A maximum of 20 letters may be submitted; however, only the first seven will be considered in the award judging. The letters may be divided into any categories desired. All letters should be signed by their composers and should be accompanied by a contact phone number and email address for reference.
4. Letter of summation: This letter should be written by the individual or committee who made the nomination. It should summarize the letters of recommendation and the applicant's personal history. It should also include reasons why the nominee is deserving of this highest honor.
5. Additional information: Up to eight pages of additional information including photographs, newspaper clippings, etc., may also be included in the nomination package.

**C.** No more than two Keys of Honor may be awarded in any year.

**D.** The selection of the recipient will be made solely upon the presentation received, rather than the international board's knowledge of the nominee.

Nominations must be received at the International Office on or before the first Friday following January 5 of each year.

**Nininger Medal**

The **Sandy Nininger Medal** is to be given for special merit only to high school students. (10/86)

**Oratorical contest**

**A.** The subject for all orations is to be predetermined and distributed to the clubs via general mailing.

**B.** The first place orator from each of the organized Key Club Districts will be eligible to compete in the International Oratorical Contest. In the case a District does not hold a District contest to determine the first place orator, the District may select an orator by other means and so certify him/her by signature of the District Administrator. Orators located within a non-Districted area shall submit DVDs containing videos of their speeches to Key Club International.

**C.** The subject matter of the oration and the presentation must be original and completely developed by each orator.

Content and presentation will be considered equally in judging

**D.** Each orator will be allowed a maximum of five minutes for his/her presentation. Exceeding the time limit may result in a penalty.

**E.** Each orator must be an official member in good standing with Key Club International.

**E.** Judging and awarding points will be based on the following criteria:

**SPEECH–50 Points**

Clarity of message and projection of ideas……..25 Points
Depth.....5 Points
Originality.....5 Points
Structure (including organization, grammar, transitions, flow, etc.)..... 15 Points

**DELIVERY–50 Points**

Presence (posture, gestures, and ability to engage the audience) …..... 15 Points
Voice (tone, diction, effectiveness, pronunciation)……15 Points
Ease of presentation and intimacy with audience ……....15 Points
Attention of audience..... 5 Points

**G.** During the International Convention, elimination trials will be held (time and place to be announced in the Convention program), and no more than three orators may be selected to appear before the entire convention.

**H.** Oratory Finalists will receive suitable awards and recognition for their excellence in public speaking.

**I.** Winning orations, in written and electronic form (video), will become the property of Key Club International. Key Club International reserves the right to publish winning orations on KeyTV or in the Key Club magazine, providing appropriate credit to the orator.

**J.** The decision of the judges is final and no changes, alterations or regradings will take place after the results have been certified by the judges of this contest. (09/12)

**Talent Contest**

**A.** The Key Club International Convention Talent contest will be conducted according to the following rules.

**B.** District talent acts certified by the District Administrator and in attendance at International Convention shall be eligible to compete in the international Talent Contest. Talent acts from non-districted areas approve by the International President and in attendance at International Convention shall be eligible to compete in the International Talent Contest.

**C.** Each Key Club may participate in no more than one act entered in the International Talent Contest.

**D.** A Talent Contest entry may take any form as long as it is entertaining and in good taste.

**E.** All participants in an act must be official members of a Key Club in good standing with Key Club International. In the case of a group act, all members must be from the same District.

**F.** All acts entered in the international talent contest will be required to demonstrate their ability and entertainment appeal at preliminary auditions (time and place to be announced in the convention program). At this time, the most entertaining six to eight acts will be selected to appear in the International Talent Show as finalists.

**G.** Selection of acts by the judges at the preliminary auditions, in so far as they are consistent with high quality performance, will be final.

**H.** Suitable awards will be presented finalist acts.

**I.** The time limit on each performance of the acts at a general session of the convention should not exceed six minutes.

**J.** Any materials (props, instruments, costumes, etc.) that are needed for

each performance must be supplied by the contestants who participate in that performance.
**K.** Any Key Club entertainment on the convention program prior to the International Talent Show cannot participate as a judged act.
**L.** Judging for this contest will be based on the following criteria and point values:
Content..... 20 Points
Performance and entertainment value…….....30 Points
Poise and confidence..... 10 Points
Audience response..... 20 Points
**M.** The decisions of the judges are final and no changes, alterations or regradings will take place after the results have been certified by the judges of this contest. (10/12)

**Recognition Programs for Clubs**

**Club poster contest**
Each Key Club may enter one of the two following contests.

***1. Non-Digital Poster***
**A**. The Key Club International Non-Digital Poster Contest will be conducted according to the following rules.
**B**. The first place Non-Digital Poster Contest winner from each of the organized Key Club Districts will be eligible to compete in the contest. In the case a District does not hold a district contest using the prescribed rules of this contest, the district may select an entry by other means and so certify by signature of the District Administrator. Clubs existing within a non-districted area shall submit their entries to Key Club International. (10/02)
**C.** The poster should be designed to recruit new members for Key Club, and should not bear the name of any school, community, or district.
**D**. Entries in this category may not include material produced through electronic means, such as cameras and computer software. The poster dimensions should be 18 inches by 24 inches, with the actual height and width not varying more than one-half inch for the prescribed contest dimensions. The poster should not measure more than one-eighth inch in thickness.
**E.** The following information must be submitted with each entry:
**1.** Name of the Key Club and District.
**2.** Contact name and information for the artist producing the poster. The artist(s) must be a Key Club member(s).
**F.** Posters will be judged according to the following criteria:
Originality/Creativity.....25 points
Effectiveness for member recruitment.....25 points
Appearance and artistic expression……50 points
**G.** Suitable awards will be presented to first, second, and third place digital posters at International Convention.
**H.** Winning entries will become the property of Key Club International, and will not be returned to clubs. Key Club International reserves the right to reproduce any contest winners, providing appropriate credit to the Key Club and artist. Although a poster will not be selected based on its ability to be reproduced, keep in mind that a printer-friendly poster is more likely to be circulated following International convention than one that is difficult to produce.
**I.** All entries shall be in good taste and appropriate to the standards set by the Objects of Key Club International.
**J.** The decision of the judges is final and no changes, alterations, or regradings will take place after the results have been certified by the judges of this contest. (1/01)

***2. Digital Poster***

**A**. The Key Club International Digital Poster Contest will be conducted according to the following rules.

**B**. The first place Key Club Poster contest winner from each of the organized Key Club districts will be eligible to compete in the contest. In the case a district does not hold a district contest using the prescribed rules of this contest, the district may select an entry by other means and so certify by signature of the district administrator. Clubs existing within a non-districted area shall submit their entries to Key Club International. (10/02)

**C.** The poster should be designed to recruit new members for Key Club, and should not bear the name of any school, community, or district.

**D**. Entries in this category may include materials produced with electronic means, such as cameras and computer software. The poster dimensions should be 18 inches by 24 inches, with the actual height and width not varying more than one-half inch for the prescribed contest dimensions. The poster should not measure more than one-eighth inch in thickness.

**E.** The following information must be submitted with each entry:

**1.** Name of the Key Club and district.

**2.** Contact name and information for the artist producing the poster. The artist must be a Key Club member.

**F.** Posters will be judged according to the following criteria:

Originality/Creativity..... ..... 25 points

Effectiveness for membership recruitment.....25 points

Overall appearance/artistic expression.....50 points

**G.** Suitable awards will be presented to first, second, and third places.

**H.** Winning entries will become the property of Key Club International, and will not be returned to clubs. Key Club International reserves the right to reproduce any contest winners, providing appropriate credit to the Key Club and artist(s). Although a poster will not be selected based on its ability to be reproduced, keep in mind that a printer-friendly poster is more likely to be circulated following International Convention than one that is difficult to reproduce. (10/12)

**I.** All entries shall be in good taste and appropriate to the standards set by the Objects of Key Club International.

**J.** The decision of the judges is final and no changes, alterations, or regradings will take place after the results have been certified by the judges of this contest. (1/01)

**Club video contest**

**A.** The Key Club International Club video contest will be conducted according to the following rules.

**B.** The first place Club video contest winners from each of the organized Key Club districts will be eligible to compete in the contest. In the case a District does not hold a District contest using the prescribed rules of this contest, the District may select an entry by other means and so certify by signature of the District Administrator. Clubs existing within a nondistricted area shall submit their entries to Key Club International. (10/02)

**C.** The video must be produced by club members only at a cost not to exceed US$300. (10/12)

**D.** The video should be promotional for Key Club as an organization and/or the Key Club within its respective school/community.

**E.** The length of the completed video/DVD segment should be no more than 60 seconds.

**F.** The video must be submitted on a DVD in QuickTime format containing no copyrighted music.
**G.** The following information must be submitted with each entry:
**1.** Name of the Key Club and District.
**2.** Contact name and information for a Key Club member responsible for the submission.
**3.** Itemized listing of all costs associated with the video/DVD production, including cost of the DVD.
**H.** DVDs will be judged according to the following criteria:
Originality..... 10 points
Promotion of Key ..... 20 points
Clarity of message..... 20 points
Quality of production
a. Sound quality..... 10 points
c. Picture quality..... 10 points
Overall impression..... 30 points
(10/12)
**I.** Suitable awards will be presented to first, second and third place at International Convention.
**J.** All entries will become the property of Key Club International, and will not be returned to clubs. Key Club International reserves the right to reproduce or broadcast any contest entries. Winners of the International club video contest shall be uploaded to the KeyTV YouTube channel following International convention provided they are in QuickTime format and contain no copyright music or inappropriate content. (10/12)
**K.** All entries shall be in good taste and appropriate to the standards set by the Objects of Key Club International.
**L.** The decision of the judges is final and no changes, alterations, or regradings will take place after the results have been certified by the judges of this contest. (1/01)

**Major Emphasis Award**

**But we got the** The **Major Emphasis Award** is given to the Key Club which, through its unselfish efforts, has produced during the year the best Major Emphasis Project.
**A.** Only one winner in the district contest will be eligible for entry in the International competition.
**B.** Report must be typed. Each section found in Section G must begin on a new page and each page must have a heading specifying the section being described. There is no word limit.
The official Major Emphasis Involvement Report cover sheet must accompany all entries. It must be completed in its entirety.
**C.** The activity described can cover any phase of Key Club Major Emphasis involvement specifically highlighting personal development and social interaction of children during the year from district convention to district convention. The report may include newspaper clippings, substantiating photographs or other pertinent information. Projects acceptable for this award may include both hands-on service and fundraising efforts. (11/08)
**D.** Reports will be judged according to the amount of Major Emphasis activity described in Section G. Suitable recognition and awards will be presented to the Key Club filing the best Major Emphasis Report in compliance with these rules. This award will be given at the international convention. There are no platinum, silver, gold or bronze divisions in this contest; instead there are first, second and third place awards.
**E.** To be eligible for the International contest, the report that wins the district contest must be received by the Key Club International Office, 3636 Woodview Trace, Indianapolis, IN 46268-3196, no later than the first Friday in May.

**F.** The decisions of the judges are final, and no changes, alterations, or regradings will take place after the results have been certified by the judges.

**G.** The section to be described and the points for each are indicated below:

**1. THE NEED**—To qualify for judging, a statement must establish in what way the project deals with the ME.

**2. THE PLAN (10 points)** —Describe how the project was organized.

**3. IMPLEMENTATION (20 points)** —Describe the steps taken to implement the plan.

**4. FINAL RESULTS (25 points)** —Describe the benefits of the service rendered.

**5. PARTNERSHIPS WITH THE KIWANIS FAMILY AND OTHER ORGANIZATIONS (10 points)**—Describe actions and partnerships formed. Describe how the project was publicized.

**6. PERCENTAGE OF CLUB MEMBERS PARTICIPATING (10 points)**—

01-09% = 1 point 50-59% = 6 points
10-19% = 2 points 60-69% = 7 points
20-29% = 3 points 70-79% = 8 points
30-39% = 4 points 80-89% = 9 points
40-49% = 5 points 90-100% = 10 points

**7. CLUB'S OVERALL PROGRAM DEALING WITH MEP (25 points)**—Describe any other projects/programs your club implemented to address the Major Emphasis. Describe how your club worked with ME during other parts of the year. (5/95)

**Year in Review Contest**

Each Key Club may enter one of the two following contests.

**1. Traditional Scrapbook**

**A.** A Key Club may enter a scrapbook containing pictures, souvenirs, examples, newspaper clippings, etc., of its activities during the club administrative year (defined as being from District Convention to District Convention). Each scrapbook must be divided into these categories: service to school, service to community, fundraising projects, assistance to Kiwanis projects, Major Emphasis involvement and miscellaneous. Each category must be separated accordingly by tabs. Pages must be numbered with a table of contents included at the beginning of the scrapbook. Judges will deduct five points for missing tabs and five points for a missing table of contents. Only the first- and second-place district winners in each category will be eligible to compete in the International contest. Clubs existing within a non-Districted area shall submit their entries to Key Club International. (11/08)

**B.** Each entry is required to be submitted in a scrapbook binder measuring no larger than 14 inches wide and 14 inches high. The cover may be decorated.

**C.** Judging of the scrapbook will be on a point system as follows:

**Visuals–50 Points**

Artwork and decorations..... 30 Points
News clippings and photographs..... 20 Points

**GENERAL CONTENT–60 Points**

Service to school..... 10 Points
Service to community..... 10 Points
Fundraising projects..... 10 Points
Assistance to Kiwanis projects..... 10 Points
Involvement with Major Emphasis Program..... 10 Points
Miscellaneous..... 10 Points
(10/12)

**D.** A sheet of paper must be affixed to the inside front cover of the scrapbook containing the following: Key Club name, city, state/province, district and an itemized statement of the total

expenditures and donations associated with the creation of the scrapbook. If this sheet of paper is not affixed to the inside front cover of the scrapbook, the judges will deduct ten points. This statement must be signed by the Key Club president and Faculty Advisor, stating the scrapbook's retail cost value (including photographic materials) does not exceed the amount of US$300. Work done by Key Club members such as hand-lettering, artwork, etc., need not be included as cost items. Failure to comply with this rule will result in disqualification.

**E.** Each scrapbook being judged at the international convention MUST be the exact same scrapbook judged at the district convention. Any alterations in the scrapbook will result in disqualification.

**F.** Entries shall be submitted to the Key Club convention contest office during specified hours as listed in the convention program.

**G.** Suitable prizes will be awarded for first, second, and third place scrapbooks judged best on the basis of visuals and content. (10/12)

**H.** The decisions of the judges are final and no changes, alterations, or regradings will take place after the results have been certified by the judges of this contest.

**I.** No audio, visual, or computer equipment will be allowed as part of the entry. (10/00)

**2. Non-Traditional Scrapbook**

**A.** A Key Club may enter a non-traditional scrapbook or composition of other media containing pictures, souvenirs, examples, newspaper clippings or other representations of its activities during the club administrative year (defined as being from District Convention to District Convention). Clubs existing within a nondistricted area shall submit their entries to Key Club International. (10/02)

**B.** Each entry should adequately portray the following categories: service to school, service to community, fundraising projects, Kiwanis Family functioning, Major Emphasis involvement and miscellaneous.

**C.** Judging of the entry will be on a point system as follows:

**Presentation–50 Points**

Uniqueness/creativity of project presentation..... 10 Points
Artistic value and visual appearance..... 20 Points
Newspaper clippings and photographs..... 20 Points

**GENERAL CONTENT–60 Points**

Service to school..... 10 Points
Service to community..... 10 Points
Fundraising projects..... 10 Points
Kiwanis Family interaction…….. 10 Points
Involvement with Major Emphasis Program…….. 10 Points
Miscellaneous..... 10 Points
(10/02)

**D.** A sheet of paper must be submitted with the entry and contain the following: Key Club name, city, state/province, district and an itemized statement of the total expenditures and donations. This statement must be signed by the Key Club president and faculty advisor, stating the entry's retail cost value (including photographic materials) does not exceed the amount of US$300. Work done by Key Club members such as hand-lettering, artwork, etc., need not be included as cost items. Failure to comply with this rule will result in disqualification.

**E.** Entries shall be submitted to the Key Club convention office during specified hours as listed in the convention program.

**F.** Suitable prizes will be awarded for first, second and third place scrapbooks

judged best on the basis of creativity and general content.
**G.** The decisions of the judges are final and no changes, alterations, or regradings will take place after the results have been certified by the judges of this contest.
**H.** No audio, visual, or computer equipment will be allowed as part of the entry. The entry must be sturdy to allow handling by judges as necessary. (10/00)

**Single Service Award**
The **Club Single Service Award** program shall provide recognition to individual Key Clubs for their single best service project.
**A.** A qualifying single service project shall be defined as a club service project, planned, organized and produced by the Key Club occurring on a single day, consecutive days or recurring on different days. Projects acceptable for this award may include both hands-on service projects and fundraising efforts. In the case of a recurring project, it is the same project that must be repeated for the purpose of achieving the same service goal.
**B.** Entries shall use the official Single Service Report form and shall be submitted to the District for competition according to the guidelines as set by the district. Clubs existing within a non-Districted area shall submit their entries to Key Club International.
**C.** Clubs shall compete with other clubs of similar size within four membership categories: Bronze, being 35 members or less; Silver, being 36 to 60 members; Gold, being 61 to 85 members; and Platinum, being 86 members or more.
**D.** Entries shall be judged based upon an accumulated total of points allocated to the following categories:
Service need..... 10 Points
Project plan..... 20 Points
Project implementation..... 20 Points
Final results..... 25 Points
Public awareness..... 10Points
Members participation..... 15 Points
**E.** Only activities which occurred during the district administrative year shall be included on the report. Clubs existing within a non-districted area shall report activities occurring between May 1 and the following April 30.
**F.** Judging of all entries within each district shall determine one first place winner, and other levels of recognition as deemed appropriate, in each membership category. Each first place report should be forwarded to Key Club International for competition with other first place winners. No changes may be made in the report by the club, district or judging committee. Reports must be received by the first Friday in May.
**G.** All entries from non-districted clubs shall be judged to also produce a first place winner in each category. Reports must be received by the first Friday in May.
**H.** An entry may be disqualified by the judges for reporting incorrect or false information or failure to submit a report according to the rules of the district's competition. Any disqualification at the district level requires the approval of the district administrator or his/her designee. An entry may be disqualified by the judges at the international level for the same reasons, and any disqualification requires the approval of the international director.
**I.** Suitable recognition should be provided to clubs achieving first place and other places at district and international levels of competition. At each level of judging, the decisions of the judges are final. No changes, alterations or regrading will take place after the results have been certified by the judges. (9/99)

**Membership Growth Award**
The **Club Membership Growth Award** program shall provide recognition to individual Key Clubs for exhibiting outstanding club membership growth in a single year.
**A.** A qualifying club shall be defined as a Key Club in good standing for at least two years.
**B.** A report on growth will be produced on April 15 to analyze club growth percentages over a one-year period.
**C.** Clubs shall compete with other clubs of similar size within four membership categories based upon membership from the previous year: Bronze, being 35 members or less; Silver, being 36 to 60 members; Gold, being 61 to 85 members, and Platinum, being 86 members or more.
**D.** The club with the largest growth percentage in each of the membership categories shall be deemed the first place winner. Suitable recognition should be provided to clubs achieving first place at international convention. No changes, alterations or regrading will take place after the growth report has been produced.

**Recognition Programs for Districts**
**Distinguished District Bulletin Editor Award**
**A.** An evaluation will be made on the basis of the criteria set forth below. This is not a contest between District officers, but a recognition of an individual's performance.
**B.** Only persons elected or officially appointed to their positions may be submitted for consideration. In order to be eligible for this award, the nominee must have complied with all aspects of the Bylaws and Board Policy Code pertaining specifically to serving as a district officer, and the nominee may not have violated Section 2, Responsible Behavior, of the Key Club International code of conduct. Nominations must be received at Key Club International no later than the first Friday in May.
**C.** Copies of all required documents must accompany the nomination. In order to be considered for this award, the nominee must accumulate a total of at least 720 points out of the 900 possible points. (10/02) (07/05)
**D.** Information must be submitted in a single binder, not to exceed four inches, keeping the information in accordance with each individual heading described below.
**E.** Criteria
**1. Board Correspondence**—Produce and distribute at least five articles of correspondence for District Board members. The following are to be taken into consideration. (100 points maximum)
**a.** Publication deadlines (10 points)
**b.** Suggestions on how to write articles (i.e. advice on topics, providing templates, etc.) (30 points)
**c.** Notifications to officers of articles they are responsible to write for District publications (20 points)
**d.** Observation of graphic standards (15 points)
**e.** Timeliness of covered materials (15 points)
**f.** spelling/grammar (10 points)
**2. District Publications** (300 points maximum)—Produce and distribute publication(s) to clubs. If one publication is produced, it will be judged out of 250 points. If two are produced, each will each be judged out of 140 points, and if three are produced, each will each be judged out of 100 points. In order to receive points for publications, graphic standards must be observed. If more than three publications are produced, please indicate which three are to be judged and each will be worth 100

points. The following should be taken into consideration.
**a.** Content (required in all publications)
**1.** Major Emphasis and Key Club International Service Partners
**2.** Youth Opportunities Fund
**3.** International representative's message/Governor's message
**4.** Club/Division highlights
**5.** District updates
**6.** Promotion of Key Club Vision Partners
**b.** Content (required in only one publication)
**1.** District Convention summation
**2.** International Convention promotion
**3.** International Convention summation
**4.** District Convention promotion
**5.** Promotion of Key Club Co-Sponsors two times per year each, minimum
**c.** Spelling/grammar (all publications)
**d.** Timeliness of covered material (all publications)
**e.** Neatness
**f.** Creativity
**3. Required attendance**—(150 points maximum, 50 points for each event attended)
**a.** District Convention at the beginning and end of term
**b.** International Convention during term
**c.** All District Board meetings
**4. Reporting**—Present the Bulletin Editor's report at all official Board meetings. If not in attendance at a Board meeting, reports must be presented at the Board meeting. (100 points maximum, 25 points for each report submitted)
**5. Service to home, school and community**—Perform at least 50 hours of service to home, school, and community through Key Club activities. Verification shall consist of a description of service performed certified by the club president and Faculty Advisor. Deduct 5 points for every hour below 50. (150 points if service is verified)
**6. Miscellaneous*—**Submit evidence of performance above and beyond the call of duty including recommendations and documentation of achievements, such as sending the bulletin to other District Bulletin Editors and the International Office. Points shall be awarded at the discretion of the judges. (100 points maximum) (6/00)
*Note: If you would like special consideration for any or all of the criteria, please include an explanation signed by the district administrator.

**Distinguished District Governor's Award**
**A.** An evaluation will be made on the basis of the criteria set forth below. This is not a contest between District officers, but a recognition of an individual's performance.
**B.** Only persons elected or officially appointed to their positions may be submitted for consideration. In order to be eligible for this award, the nominee must have complied with all aspects of the Bylaws and Board Policy Code pertaining specifically to serving as a district officer, and the nominee may not have violated Section 2, Responsible Behavior, of the Key Club International code of conduct. Submissions must be received at Key Club International no later than the first Friday in May.
**C.** Proof in hard copy of all criteria specified below must accompany the submission. In order to receive this award, the nominee must accumulate a total of at least 1056 points out of the 1320 possible points. (11/01) (10/03) (07/05)(11/13)
**D.** Information must be submitted in a single binder, not to exceed four inches, keeping the information in accordance with each individual heading described below.
**E. Criteria**
**1. Club Correspondence**—Produce and distribute, via the postal service or email, at least four formal communiqués (flyers, newsletters, letters, diagrams, etc.) to

club presidents. The following are to be taken into consideration. (100 points maximum)
**a.** Observation of graphic standards. (10 points)
**b.** Content covered throughout the year. All content need not appear in the every publication; points will be awarded as long as each content point is distributed four times, but no more than once per publication. (70 points)
**i.** Major Emphasis and International Preferred Charities
**ii.** Youth Opportunities Fund
**iii.** Kiwanis family
**iv.** District convention
**v.** International convention
**vi.** District and International dues payment
**vii.** Club membership growth
**viii.** Promotion of Key Club Vision Partners four times per year each, minimum
**ix.** Promotion of Key Club Co-Sponsors two times per year each, minimum
**b.** Timeliness of covered materials (15 points)
**c.** Spelling/grammar (5 points)
**2. Board Correspondence**—Produce and distribute, via the postal service or email, at least ten formal communiqués (flyers, newsletters, letters, diagrams, etc.), to the District Board. The following are to be taken into consideration. (100 points maximum)
**a.** Observation of graphic standards (10 points)
**b.** Content covered throughout the year (70 points)
**1.** Major Emphasis and International Preferred Charities
**2.** Youth Opportunities Fund
**3.** Kiwanis family
**4.** New club building and reactivation
**5.** District convention
**6.** International convention
**7.** District and International dues collection
**8.** Promotion of Key Club Vision Partners four times per year each, minimum
**9.** Promotion of Key Club Co-Sponsors two times per year each, minimum
**c.** Timeliness of covered materials (15 points)
**d.** Spelling/grammar (5 points)
**3. Board meeting agenda**—Prepare a tentative agenda for each District Board meeting and distribute this agenda to the District Board at least one week in advance of the Board meeting. Provide a copy of each agenda and documentation of its distribution to be awarded points. (50 points maximum)
**4. District officer training**—Distribute the criteria for all Distinguished Officer awards (25 points) and develop materials and institute a training program for District officers (100 points). The prescribed training must at a minimum include the following: (125 points maximum, deduct 25 points if training does not occur before International Convention, deduct 20 points for each topic not addressed)
**a.** Major Emphasis and International Preferred Charities
**b.** Youth Opportunities Fund
**c.** Kiwanis family
**d.** Planning service projects and programs (i.e. rallies, Divisional Training Conferences, Divisional Projects, etc.)
**e.** Suggested calendar
**f.** Position responsibilities
**g.** Emphasis on club building and reactivation
**h.** Guidelines for divisional meetings and face-to-face contact
**i.** Distribution of Distinguished Officer awards
**j.** Distribution of Key Club corporate partner descriptions and logos (25 points)
**5. District Committees**—Provide written directives for and assist District

Committees in their operation. (100 points maximum)
**a.** Appoint at least the following standing committees, or at least four committees with very similar functions. (40 points)
**1.** Membership Development
**2.** International Connections/Applications and International Preferred Charities and Corporate Partners/Sponsors
**3.** Service Planning
**4.** Convention Planning
**b.** Thoroughly explain committee responsibilities and provide committees with available resources (20 points)
**1.** Schedule committee meetings at District Board meetings and provide directives for each in conjunction with the committee chairs (20 points)
**2.** Require committee members to complete regular reports to be recorded in the District minutes (20 points)
**6. Required attendance**—The District Governor must attend the following: (175 points maximum—25 points for each event attended)
**a.** District Convention at the beginning and end of term as Governor
**b.** Governor/Administrator Training Conference
**c.** International Convention during his/her term as Governor
**d.** Key Club Leadership Conference
**e.** All District Board meetings
**f.** Kiwanis District Convention or Midwinter Conference during term in office
**g.** CKI District Convention during term in office**.**
**7. District Board Performance** (70 points maximum)
**a.** Institute a program of monthly reporting for Lieutenant Governors (20 points)
**b.** Provide each board member with an evaluation of their performance quarterly (including but not limited to interviews at board meetings, email evaluation reports, etc.) (50 points)
**8. Kiwanis-family relations** (140 points maximum)
**a.** Hold at least one meeting with Kiwanis Governor (20 points)
**b.** Hold at least one meeting with CKI Governor (20 points)
**c.** Attend at least one Kiwanis District Board meeting (20 points)
**d.** Attend at least one CKI District Board meeting (20 points)
**e.** Participate in at least one Kiwanis service project for the current Kiwanis global campaign (20 points)
**f.** Provide education on Circle K International to the membership during at least one district event throughout the term (20 points)
**g.** Provide education on Kiwanis International to the membership during at least one district event through the term (20 points)
**9. International Trustee** (80 points maximum)
**a.** Provide written directives for his/her International Trustee outlining how he/she can assist the District (20 points)
**b.** Provide time at board meeting for the International Trustee's report (10 points)
**c.** Communicate at least two times per month with the International Trustee (40 points)
**d.** Provide opportunity at District Convention for the International Trustee to address the entire convention (10 points)
**10. Reporting**—File all reports (International Board questionnaires, surveys, requests for information, etc.) required by the Key Club International Office or Board within specified time limits. Nominees should request confirmation of report submissions from the International Office at least 45 days prior to the deadline for award submission. (50 points maximum—5

points for each report submitted on time)

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

**a.** Contact the administrator prior to each board meeting to prepare the agenda (20 points)

**b.** Communicate at least three times per month with the administrator (60 points)

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

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

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

**Distinguished District Secretary's Award**

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

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

**C.** Proof in hard copy of all criteria specified below must accompany the submission. In order to receive this award, the nominee must accumulate a total of 900 points out of 1125 possible points. (07/05)

**D.** Information must be submitted in a single binder, not to exceed four inches, keeping the information in accordance with each individual heading described below. (11/01)(10/03)

**E.** Criteria

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

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

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

**i.** Role of club secretary (i.e. general correspondence and minutes)

**ii.** Club roster collection

**iii.** Upcoming District events

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

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

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

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

**b.** Content—All content need not appear in every publication; points will be awarded as long as each content

point is distributed four times, but no more than once per publication. (70 points)
**1.** Role of club secretary (i.e. general correspondence and minutes)
**2.** Club roster collection
**3.** Upcoming District events
**c.** Timeliness of covered materials (15 points)
**d.** Spelling/grammar (5 points)
**3. Club secretary's workshop**—Develop materials for and conduct a club secretary's workshop at the District Convention at the end of his/her term of office. (100 points maximum)
**4. Board minutes**—Distribute copies of all District Board minutes to District Board officers and submit electronically to the International Office. (100 points maximum)
**a.** Within 15 days of the board meeting (100 points)
**b.** Within 30 days of the board meeting (50 points)
**c.** Within 45 days of the board meeting (25 points)
**d.** Later than 45 days (10 points)
**e.** No report (0 points)
**5. Required attendance**—The District Secretary must attend the following: (75 points maximum, 25 points for each event attended)
**a.** District Convention at the beginning and end of term
**b.** International Convention during term (unless prior approved to not attend by the District Administrator).
**c.** All District Board meetings
**6. Reporting**—Present the Secretary's report at all official Board meetings. If not in attendance at a Board meeting, reports must be presented at the Board meeting. (100 points maximum, 25 points for each report submitted)
**7. End of Year Report**—Compile the final reports of all the committees of the District Board. Create a master report which lists each committee, its directives for the year, and what work has been done to address those directives and distribute this list to the incoming District Governor and the District Administrator. (100 points maximum)
**8. Club officer directory**—Produce and distribute a club officer directory for distribution to clubs and District officers. (150 points maximum)
**a.** Before November 15 (150 points)
**b.** Before December 1 (100 points)
**c.** After December 1 (40 points)
**9. Club officer directory addendums**—Produce addendums to the club officer directory with updated information for distribution to clubs through Lieutenant Governors or District mailings. (25 points maximum)
**10. International Trustee**—Send all copies of the District Secretary's Board newsletter to the International Trustee. (25 points maximum) (11/01)
**11. Service to home, school and community**—Perform at least 50 hours of service to home, school, and community through Key Club activities. Verification shall consist of a description of service performed certified by the club president and Faculty Advisor. Deduct 5 points for every hour below 50. (150 points if service is verified)
**12. Miscellaneous***—Submit evidence of performance above and beyond the call of duty including recommendations and documentation of achievements not covered by these criteria. Points shall be awarded at the discretion of the judges. (100 points maximum) (6/00)
*Note: If you would like special consideration for any or all of the criteria, please include an explanation signed by the District Administrator.

**Distinguished District Treasurer's Award**
**A.** An evaluation will be made on the basis of the criteria set forth below. This is not a contest between District officers,

but a recognition of an individual's performance.

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

**C.** Copies of all required documents must accompany the nomination. In order to receive this award, the nominee must accumulate a total of 1000 points out of 1250 possible points. (10/03) (07/05)

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

**E.** Criteria

**1. Monthly reports**—Prepare and distribute most recent monthly financial reports and dues reports to the District Board. The financial reports can be part of the monthly newsletter but will be judged separately. (200 points maximum—20 points for each item submitted)

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

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

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

**i.** Role of club treasurer (i.e. dues collection and club budget)

**ii.** District and International dues collection

**iii.** Fundraising project ideas

**iv.** Upcoming District events

**v.** Divisional dues payment status updates

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

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

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

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

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

**i.** Role of club treasurer (i.e. dues collection and club budget)

**ii.** District and International dues collection

**iii.** Fundraising project ideas

**iv.** Registering and paying for upcoming District events

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

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

**4. Club treasurer's workshop**—Develop materials for and conduct a club treasurer's workshop at the District Convention at the end of his/her term of office. (100 points maximum)

**5. Delinquent Dues Notifications**—(300 points maximum, 100 points for each notification)

**a.** First notification of delinquent status sent to presidents and advisors of delinquent clubs no later than December 31.
**b.** Second notification of delinquent status sent to presidents and advisors of delinquent clubs no later than January 31.
**c.** Third notification of delinquent status sent to presidents and advisors of delinquent clubs prior to District Convention.
**6. Required attendance**—The District Treasurer must attend the following: (75 points maximum, 25 points for each event attended)
**a.** District Convention at the beginning and end of term
**b.** International Convention during his/her term (unless prior approved to not attend by the District Administrator).
**c.** All District Board meetings
**7. Reporting**—Present the Treasurer's report at all official Board meetings. If not in attendance at a Board meeting, reports must be presented at the Board meeting. (100 points maximum, 25 points for each report submitted)
**8. International Trustee**—Send all copies of the District Treasurer's Board newsletter to the International Trustee (25 points maximum) (11/01)
**9. Service to home, school and community**—Perform at least 50 hours of service to home, school, and community through Key Club activities. Verification shall consist of a description of service performed certified by the club president and faculty advisor. Deduct 5 points for every hour below 50. (150 points if service is verified)
**10. Miscellaneous***—Submit evidence of performance above and beyond the call of duty including recommendations and documentation of achievements not covered by these criteria. Points shall be awarded at the discretion of the judges. (100 points maximum)

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

**Distinguished District Secretary-Treasurer's Award**
**A.** An evaluation will be made on the basis of the criteria set forth below. This is not a contest between District officers, but a recognition of an individual's performance.
**B.** Only persons elected or officially appointed to their position may be submitted for consideration. In order to be eligible for this award, the nominee must have complied with all aspects of the Bylaws and Board Policy Code pertaining specifically to serving as a district officer, and the nominee may not have violated Section 2, Responsible Behavior, of the Key Club International code of conduct. Nomination forms must be received by Key Club International no later than the first Friday in May.
**C.** Copies of all required documents must accompany the nomination. In order to receive this award, the nominee must accumulate a total of 1260 points out of 1575 possible points. (11/01) (10/03) (07/05)
**D.** Information must be submitted in a single binder, not to exceed four inches, keeping in accordance with each individual heading described below.
**E.** Criteria
**1. Board Correspondence**—Produce and distribute, via the postal service or email, at least ten formal communiqués (flyers, newsletters, letters, diagrams, etc.) for District Board members. (100 points maximum)
**a.** Observation of graphic standards (10 points)
**b.** Content—All content need not appear in the every publication; points will be awarded as long as each

content point is distributed four times, but no more than once per publication. (70 points)
**i.** Role of club secretary (i.e. general correspondence and minutes)
**ii.** Role of club treasurer (i.e. dues collection and club budget)
**iii.** Club roster collection
**iv.** District and International dues collection
**v.** Fundraising project ideas
**vi.** Registering and paying for upcoming District events
**vii.** Divisional dues payment status updates
**c.** Timeliness of covered materials (15 points)
**d.** Spelling/grammar (5 points)
**2. Club Correspondence**—Produce and distribute, via the postal service or email, at least four newsletters to both club secretaries and club treasurers. The following are to be taken into consideration. (100 points maximum)
**a.** Observation of graphic standards (10 points)
**b.** Content—All content need not appear in the every publication; points will be awarded as long as each content point is distributed four times, but no more than once per publication. (70 points)
**i.** Role of club secretary (i.e. general correspondence and minutes)
**ii.** Role of club treasurer (i.e. dues collection and club budget)
**iii.** Club roster collection
**iv.** District and International dues collection
**v.** Fundraising project ideas
**vi.** Registering and paying for upcoming District events
**c.** Timeliness of covered materials (15 points)
**d.** Spelling/grammar (5 points)
**3. Club secretary-treasurer's workshop**—Develop materials for and conduct a club secretary-treasurer's workshop at the District Convention at the end of term in office. (100 points maximum)
**4. Board minutes**—Distribute copies of all District Board minutes to District Board officers and submit them electronically to the International Office. (50 points maximum)
**a.** Within 15 days of the board meeting (50 points)
**b.** Within 30 days of the board meeting (35 points)
**c.** Within 45 days of the board meeting (25 points)
**d.** Later than 45 days (10 points)
**e.** No report (0 points)
**5. Monthly reports**—Prepare and distribute most recent monthly financial reports and dues reports to the District Board. The financial reports can be part of the monthly newsletter but will be judged separately. (200 points maximum, 20 points for each item submitted.)
**6. Required attendance**—The District Secretary-Treasurer must attend the following: (75 points maximum—25 points for each event attended)
**a.** District Convention at the beginning and end of term
**b.** International Convention during term (unless prior approved to not attend by the District Administrator).
**c.** All District Board meetings
**7. Reporting**—Present a Secretary-Treasurer's report at all official Board meetings. If not in attendance at a Board meeting, reports must be presented at the Board meeting. (100 points maximum, 25 points for each report submitted)
**8. End of Year Report**—Compile the final reports of all the committees of the District Board. Create a master report which lists each committee, its directives for the year, and what work has been done to address those directives and distribute this list to the incoming District

Governor and the District Administrator. (100 points maximum).
**9**. **Club Officer Directory**—Produce and distribute a club officer directory for distribution to clubs and District officers. (150 points maximum)
**a.** Before November 1 (150 points)
**b.** Before December 1 (100 points)
**c.** After December 1 (40 points)
**10. Club officer directory addendums**—Produce addendums to the club officer directory with updated information for distribution to clubs through Lieutenant Governors or District mailings. (25 points maximum)
**11. Delinquent Dues Notifications**—(300 points, 100 points for each notification)
**a.** First notification of delinquent status sent to presidents and advisors of delinquent clubs no later than December 31.
**b.** Second notification of delinquent status sent to presidents and advisors of delinquent clubs no later than January 31.
**c.** Third notification of delinquent status sent to presidents and advisors of delinquent clubs prior to District Convention.
**12. International Trustee**—Send all copies of the District Secretary-Treasurer's board newsletter to the liaison (25 points maximum) (11/01)
**13. Service to home, school and community**—Perform at least 50 hours of service to home, school, and community through Key Club activities. Verification shall consist of a description of service performed certified by the club president and Faculty Advisor. Deduct 5 points for every hour below 50. (150 points if service is verified)
**14. Miscellaneous***—Submit evidence of performance above and beyond the call of duty including recommendations and documentation of achievements not covered by these criteria. Points shall be awarded at the discretion of the judges. (100 points maximum) (6/00)
*Note: If you would like special consideration for any or all of the criteria, please include an explanation signed by the district administrator.

**Robert F. Lucas Outstanding Lieutenant Governor's Award**
**A.** The **Robert F. Lucas Outstanding Lieutenant Governor's Award** has been established to recognize outstanding work and exceptional character in District Lieutenant Governors. An evaluation will be made on the basis of the criteria set forth below. These criteria points should serve as goals for all Lieutenant Governors. Furthermore, such goals have been chosen as criteria because of the ability to judge them objectively. However, notice that many important duties of Lieutenant Governors (speaking skill and the ability to motivate, for example) have not been included in the criteria, for objective judging would not be possible. The International Board recommends consulting the District Governor and District Administrator for further duties than are outlined in these criteria.
**B.** The decision to give or not to give an outstanding officer award to any particular Key Club member should, by no means, be the ultimate determination of the quality of his or her year. There will always be a great number of exceptional District officers who, for reasons outside their own powers, do not meet the Robert F. Lucas Outstanding Lieutenant Governor's Award criteria. While this award is certainly an honor, the Key Club International Board hopes that all officers receive more reward from the satisfaction of serving others than could be given in any plaque.

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

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

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

**G.** Criteria

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

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

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

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

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

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

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

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

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

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

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

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

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

The Lieutenant Governor must attend the following:

**a.** District Convention at the beginning and end of his/her term as Lieutenant Governor.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Distinguished Club Award**

The **Distinguished Club Award** shall provide recognition to individual Key Clubs for their overall performance in the combined areas of club administration, membership and leadership development, Kiwanis family involvement, service, and fundraising as judged against a pre-established standard of excellence.

**A.** Entries shall use the official Annual Achievement Report form. All entries in the Club Achievement Awards program shall be dually entered in the Distinguished Club program.

**B.** Entries shall be judged based upon achieving a percentage of accumulated points in the categories of the club Annual Achievement Report. Clubs achieving a predetermined score shall be designated as a Distinguished Club. The Key Club International Board shall set the minimum number of points required for this designation.

**C.** Only activities which occurred during the District administrative year shall be included on the report. Clubs existing within a non-Districted area shall report activities occurring between May 1 and the following April 30.

**D.** Disqualification from the Club Achievement Award program shall also constitute disqualification from the Distinguished Club Award program.

**E.** Suitable recognition will be provided by Key Club International to each District for presentation to Distinguished Clubs at the District Convention. The decision of the judges is final.
**F.** The point value to achieve the Distinguished Club–Diamond Level shall be a pre-determined number set by the Key Club International Board of Trustees. (6/99) (10/12)