



DELEGATE INFORMATION

to the

*House of Delegates
76th Annual Convention
Key Club International*

*Baltimore Marriott Waterfront
Grand Ballroom*

Saturday, July 6, 2019
Delegate check-in at 1:30 p.m.
Call to Order at 2:00 p.m.

The following items are required for delegate entry into the House of Delegates:

- Convention name badge
- Delegate wrist band

**Standing Rules for the House of Delegates
Key Club International Convention**

Rule 1 - The official language of this convention shall be English.

Rule 2 - Only delegates with official delegate credentials may present or speak on motions and vote.

Rule 3 - Only delegates may be seated in the area designated for delegates. Access by non-delegates shall be limited to those designated by the director of Key Club International.

Rule 4 - The House of Delegates shall remain open. Delegates shall be allowed to leave and re-enter; however, ballots and/or electronic keypads shall not leave the House.

Rule 5 - Delegates may not leave or enter the House of Delegates while any vote is being taken.

Rule 6 - The maker of a motion shall be entitled to speak first in support of such motion or may immediately yield the floor to another delegate.

Rule 7 - No delegate may speak in debate more than five minutes at a time unless allowed to do so by a majority vote of the delegates.

Rule 8 - No delegate may address the assembly a second time on the same question until all delegates who desire to speak on the topic have spoken.

Rule 9 - Debate shall alternate between those speaking for and those speaking against a motion.

Rule 10 - Microphones shall be designated by number. Speakers for the main motion shall use the odd-numbered microphones, and speakers against the main motion shall use the even-numbered microphones. The chair will recognize microphones in rotating order.

Rule 11 - A delegate shall not speak for or against a motion and move to close debate on the same recognition.

Rule 12 - Debate on any proposed resolution or amendment to the Bylaws, including all amendments thereto, shall not exceed 20 minutes.

Rule 13 - A motion to move the previous question shall not be in order until ten (10) minutes of debate has taken place.

Rule 14 - Any main motion or amendment shall be written in English, signed by the maker, and presented to the director before it is moved.

Rule 15 - A member of the Sergeant-at-Arms Committee shall be positioned at each microphone to relay to the chair priority motions, such as a point of order, a request for information, etc.

Rule 16 - Candidates for the offices of president, vice president and trustee shall be allowed to address the House of Delegates as set forth below:

President – 3 minutes

Vice president and trustee – 1 minute

Rule 17 - Any of the above rules may be suspended by a two-thirds (2/3) vote.

Rule 18 - *Roberts Rules of Order Newly Revised* shall be the parliamentary authority for all matters of procedure not specifically covered by the Constitution and Bylaws of Key Club International, the Board Policies and these standing rules.

Proposed Amendments

The current provisions of each Bylaws article and section are shown. Text that would be added by the proposed amendment is underlined and bolded (**underlined and bolded**), and text that would be deleted is lined out (~~lined out~~).

Example:

Original wording: Each club may hold a program.
Proposed changes shown: Each club ~~may~~ **shall** hold a ~~a~~ **an** annual program.
New wording would be: Each club shall hold an annual program.

Amendment #1

Presented by the International Board of Key Club

Article XII. Key Club International Board, Section 1. The Key Club International Board shall meet at least three (3) times annually at such times and places as shall be determined by the Key Club International Board, by call of the president with approval of the Key Club International Director, or by written request of at least half of the board with the approval of the Key Club International Director. A written notice of the time and place of each board meeting shall be mailed **digitally or physically** to the members of the Key Club International Board by the Key Club International director not later than ten days prior to the meeting. (1/15)

Strategic Intent: This will update old policies.

Amendment #2

Presented by the International Board of Key Club

Article XXII. Finances and accounting, New Section 3. **Each Key Club member, excluding honorary members, shall pay their home club, or its designated fiscal agent, annual Club Dues that are less than or equal to the amount charged for International dues. 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 mandatory club fees or assessments of clubs.**

Strategic Intent: This will allow Clubs to charge dues that are less than International dues.

Amendment #3

Presented by the International Board of Key Club

Article IX. Districts, Section 4. In order to form a new district, the proposed area must include at least 15 active Key Clubs, and at least 450 active Key Club members, **and an established district board, as outlined in Article IX, Section 6.** In the event a district fails to maintain this club and membership level for three years, the Key Club International board may decertify the district by two-thirds majority vote.

Strategic Intent: This includes the formation of a district board in the list of requirements of establishing district-ship

Amendment #4
Presented by the International Board of Key Club

Article II. Section 1: To encourage the daily living of the Golden Rule of treating others as they want to be **treated in all human relationships.**

Strategic Intent: Clarification of the Golden Rule

Amendment #5

Article III. Section 1: The powers of Key Club International shall be to create, supervise and assist Key Clubs and associations of Key Club **member clubs** ~~in districts and divisions.~~

Strategic Intent: To include non-districted clubs and to better word our powers.

Amendment #6
Presented by the International Board of Key Club

Article V. 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 organization 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 **and/or the faculty advisor** shall select or approve all charter members of the club and shall approve of the selection of all future members. ~~He/She~~ **The principal and faculty advisor** shall have full authority over all functions of the club.

Strategic Intent: To remove conflict in section 3, additional housekeeping

Amendment #7
Presented by the International Board of Key Club

Article VII. Section 3: Any member club may resign from the organization, provided that all financial and other obligations of such club shall have been fulfilled, that all annual dues to any district thereof shall have been paid, and that, if incorporated, the corporation shall have been fully dissolved, and upon resolution of resignation, adopted and approved by a three-fourths vote of the active membership of such club, which resolution shall be certified by the club's secretary to Key Club International **and their district secretary—if applicable.** Such resignation shall become effective when accepted by the Key Club International Board, and by such action the club surrenders all rights to the use of the name, emblem or other insignia of this organization. The Key Club International Board may, upon written application of such club, reinstate the club to membership in Key Club International **after any rechartering financial obligations have been fulfilled.**

Strategic Intent: To clarify obligations of resigning member clubs

Amendment #8
Presented by the International Board of Key Club

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

Strategic Intent: Removed section is previously stated in VII.2

Amendment #9
Presented by the International Board of Key Club

Article VIII. 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~~ **all** genders, minorities, individuals with religious affiliations and individuals with diverse sexual orientations may have its charter and membership in Key Club International suspended or revoked by action of the Key Club International Board.

Strategic Intent: Updated language

Amendment #10
Presented by the International Board of Key Club

Article VIII. Section 5: Membership in a club shall automatically cease: 14 days after the last day of the Key Club International convention following graduation from school or August 1st whichever is earlier; when a member fails to meet scholastic, service or character requirements (as prescribed by the school **their club's charter**); when ~~he/she they~~ ceases to be a member of the school in which ~~he/she their~~ Key Club is organized (**if applicable**); or when ~~he/she also becomes they become~~ a member of a Circle K club or Kiwanis club **another Kiwanis Family club**.

Strategic Intent: Updating terms

Amendment #11
Presented by the International Board of Key Club

Article VIII. Section 7: The selection and discipline of active and honorary members in any club shall be by majority vote of the board of directors and with the approval of school authorities, **if the club is chartered in a school.**

Strategic Intent: Clarification.

Amendment #12
Presented by the International Board of Key Club .

Article IX. Section 1: The Key Club International Board shall create, supervise and assist Key Club districts and regional associations of non-Districted clubs, subject to the approval of the Key Club International director.

Strategic Intent: Updated language.

Amendment #13
Presented by the International Board of Key Club

Article IX. Section 2: Each Key Club district shall be coextensive with one of the districts of Kiwanis International unless other boundaries have been approved by the Key Club International Board prior to the review by the Kiwanis Youth Programs Board or Kiwanis International Board. Key Club districts shall be divided into divisions as approved by the sponsoring Kiwanis district and shall have a Key Club district administrator appointed by the Kiwanis district.

Strategic Intent: Clarification, to allow Key Club divisions to exist separately to Kiwanis divisions.

Amendment #14
Presented by the International Board of Key Club

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

Strategic Intent: To update and match to traditional committee forming process.

Amendment #15
Presented by the International Board of Key Club

Article XI. Section 8: District governors. The district governors shall have the duty of furthering the objectives of Key Club International and promoting the interest of Key Clubs within their districts. They shall work closely with other International and district officers to strengthen and expand 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 district board. He/She shall also attend the international convention and all meetings of the international council.

Strategic Intent: To remove a phrase that is unrecognizable.

Amendment #16
Presented by the International Board of Key Club

Article XII. Section 2:

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

Strategic Intent: Updated Language.

Amendment #17
Presented by the International Board of Key Club

Article XII. Section 3: The Key Club International Board may also meet via electronic media but not for the purpose of transacting business. The Key **Club International president with approval of the** International director 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.

Strategic Intent: To allow the International President to call an online meeting, to match practices.

Amendment #18
Presented by the International Board of Key Club

Article XV. Section 1: Each Key Club in good standing with Key Club International and its respective district, **if applicable**, shall be entitled at any Key Club International convention to two voting delegates, two alternate voting delegates and as many non-voting delegates as may be allowed by the International director and Key Club **International** Board. ~~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.~~

Strategic Intent: Updating language

Amendment #19
Presented by the International Board of Key Club

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

Strategic Intent: To remove an unnecessary barrier for potential delegates.

Amendment #20
Presented by the International Board of Key Club

Article XVII. Section 9: The voting shall be by ~~ballet~~ **a means approved by the Key Club International Committee on Elections and International director.** No person shall be allowed to vote unless his/her name appears on the list of voting delegates or voting delegates-at-large.

Strategic Intent: To allow new forms of voting to be considered.

Amendment #21
Presented by the International Board of Key Club

Article XVIII. Section 3: In the event of a vacancy in the office of trustee between conventions, the Key Club International Board, **with the consultation of the affected governors,** may select a qualified member to fill such office, who shall serve only until the next annual convention, except that in any year in which no annual convention is held, the international council shall elect a qualified members of a club to serve for one year or until his/her successor is duly elected.

Strategic Intent: To allow the District Governors whose trustee either was removed or resigned to have a say in the selection process of their new trustee.

Amendment #22
Presented by the International Board of Key Club

Article XVIII. Section 4: In the event of a vacancy in the office of district governor for any district between district conventions, the position (of governor) shall be filled by a member of the district board or by a qualified member of a club in the district. In any year in which no district convention is held the district board shall elect a qualified member of a club to serve for one year or until his/her successor is duly elected. **The district board, under provisions of the district bylaws, shall be empowered to appoint a qualified member of the district until their successor is duly elected.**

Strategic Intent: To clarify language.

Amendment #23
Presented by the International Board of Key Club

Article XIX. Section 2: An executive committee shall consist of the president, who shall preside over the committee, the vice president, two members of the Key Club International Board elected by the Key Club International Board and one member appointed by the president. The Key Club International Director **and Kiwanis International Board Counselor** shall also be a member of the committee and enjoy all privileges of committee membership except the right to vote.

Strategic Intent: To update article to match practice.

Amendment #24
Presented by the International Board of Key Club

Article XIX. Section 3: The committees shall consist of as many members as the president deems necessary, one of whom shall be appointed by the president as chair and confirmed by vote of the Key Club International Board. **All Key Club International board members must serve on at least one (1) standing committee, but no more than a number of specified committees by the Key Club International director.**

Strategic Intent: To allow new committee structures to be considered while protecting the right to serve

Amendment #25
Presented by the International Board of Key Club

Article XVII. Nomination and Election of Officers, 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 **their** home club is located. **Candidates shall not be Endorsed by their District Board for International Office if they ran for another Endorsement position at their District Convention.**

Strategic Intent: This will eliminate the chance of double jeopardy for people running for International Board positions.

Amendment #26
Presented by the International Board of Key Club

Article XXVI. Amendments to bylaws, Section 1. The Key Club International Bylaws may be amended by a two-thirds vote of the voting delegates and voting delegates-at-large present and voting at any convention of Key Club International. No such action shall become effective until approved by the Kiwanis Youth Programs Board of Directors. Proposed amendments to the Bylaws may be submitted by Key Clubs, Key Club Districts, the Key Club International Board or the Key Club International director and shall be received by the Key Club International director at least 45 days prior to the call to order of the annual House of Delegates. **At the time of submission, the club, district, International Board, the International director, or body that submits the amendment, forfeits the right to amend the amendment that they will propose in House of Delegates to include changing or clarifying language.** 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.

Strategic Intent: When a body submits an amendment, it should be in its final form and should not be allowed to be changed by that sponsored body.

Amendment #27
Presented by the International Board of Key Club

Article V. Section 3: Before a Key Club may be formed at least 15 **11** students approved for membership must be willing to join the proposed Key Club must accept responsibilities of club membership. **The Key Club International director shall have the authority to waive these requirements if evidence of hardship is presented.**

Strategic Intent: To allow the formation of clubs with less than 15 members.

Amendment #28
Presented by the International Board of Key Club

ARTICLE XVII. 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. **The President (with approval of the Key Club International Director) shall appoint a member to chair the committee in regard to Article XVII, Section 3. That Chairperson shall have general oversight of the committee, be in charge of providing information to candidates before and at convention, chair the Nomination Conference, and have other duties as assigned by the President or Director.**

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

Section 34. 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 45. 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 56. The convention program shall include a caucus of each organized district which shall convene to allow all members in attendance from the district to consider each candidate for president, vice president, and trustee. At the conclusion of the district caucuses, ballots will be distributed to all members of that district in good standing, who have been present for the duration of the caucus. There shall be no voting by absentee ballot. Each member may vote for one candidate for president, one candidate for vice president, and from seven to 11 candidates for trustee. Upon conclusion of the voting, the votes will be tabulated in the same location. Tabulations will be conducted by the district governor(s) and district administrator(s), and will be overseen and verified by the assigned International board representative or official designate thereof, and/or an official designate as approved by the Key Club International director **Committee on Elections**, who is not an active participant in any district caucus. Votes will then be converted to a percentage, based on the number of votes given to each candidate divided by the number of voting members present.

Section 67. 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 immediately prior to the international convention, and
2. In unorganized districts: by appointment by the International president with the majority approval of clubs of that district. Notice of the names of the representatives of the several districts will be sent to the Key Club International director immediately following their election or appointment. At the time of the annual international convention, any district which has been unable to select its representatives may hold a caucus of the voting delegates and the delegates-at-large attending the convention from said district to elect representatives to the nominating conference. If, four hours before the nominating conference, any district has not reported its representatives to the Key Club International director, 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 Key Club International director~~ **the Committee on Elections Chairperson.**

C. The conference of representatives of the districts shall be held at a time and place to be designated and announced to the convention by the Key Club International director. Two-thirds of the selected representatives present at the convention shall constitute a quorum.

D. Upon completion of the organization as above outlined, the conference shall proceed to select candidates for the offices of president, vice president and trustees of Key Club International to be submitted to the convention in the following provisions:

1. Each district shall vote by written ballot the percentages obtained at the conclusion of its caucus. Percentage points will be totaled from all districts by the ~~secretary and tellers of the nominating conference~~ **Committee on Elections.**
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~~ **Committee on Elections Chairperson** shall certify to the president, vice president and the Key Club International Director 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.

Strategic Intent: This will ensure the Elections Chairperson is knowledgeable about elections & give them power in the election's procedures.

Amendment #29
Presented by the Carolinas District of Key Club International

INTERNATIONAL BYLAWS ARTICLE XVII. NOMINATION AND ELECTION OF OFFICERS

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:

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:

3. The conference shall next proceed to the consideration of candidates for the office of Trustee **from the candidates nominated by the convention. The numbers so selected shall be no less than the number to be elected plus one, and not more than the number to be elected plus three. These candidates shall be solely listed**

for the position of International Trustee. Hence, candidates for both the presidential and vice presidential offices shall be restricted from having their names appear on the ballot twice. 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, these 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 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.

Resolution
Presented by the International Board of Key Club

Whereas the Key Club Pledge exists outside of the Key Club Bylaws or Policies and the Key Club Board believes that delegates should have authority over any changes to the Pledge.

Whereas the first revision will remove the reference to one type of religious belief and make Key Club more inclusive for all religious beliefs, personal philosophies, and world views.

Whereas the second revision will change the tone of the Pledge to be less aggressive.

Therefore be it resolved that the Key Club Pledge be revised to read as follows:

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~~ **the world**;
And ~~combat~~ **resist** all forces which tend to undermine these institutions.