

**Meeting Minutes**  
**2018 – 2019 Key Club International Board**  
**February 2, 2018**

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**February International Board Meeting Minutes**

**I. Call to Order** – President Emily Rice – 7:02

**II. Roll Call**

President Emily Rice  
Vice-President Hannah Nivar  
Trustee Krysta Couzi  
Trustee Braedon Dorchester  
Trustee Yuxman (Alice) Geng  
Trustee Jennifer Harned  
Trustee Foster Hillis  
Trustee Grace Ison  
Trustee Lamiya Kudrati  
Trustee K'lana Schnack  
Trustee Me'Shale Sherwood  
Trustee Xinyu (Cindy) Shou  
Trustee Leslie Truong

Board Counselor Dick Olmstead  
International Director Greg Stowers  
Key Club Specialist Heather McAlister

**III. Approval of the Agenda**

—moved Grace Ison  
—seconded Jennifer Harned  
Motion Passed

**IV. Old Business**

**Approval of the November Board Meeting Minutes**

—moved Me'Shale Sherwood  
—seconded Alice Geng  
Motion Passed

**V. New Business**

**Bylaw Amendments**

**Bylaw Amendment #1 – Recommended**

## 2018 – 2019 Key Club International Board

Clarification of the Golden Rule

**That the Key Club International Board submits the following amendment to the Key Club International Bylaws to be presented to the House of Delegates at the 2019 Key Club International Convention.**

**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.

### Bylaw Amendment #2

To include non-districted clubs and to better word our powers

**That the Key Club International Board submits the following amendment to the Key Club International Bylaws to be presented to the House of Delegates at the 2019 Key Club International Convention.**

**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.~~

### Bylaw Amendment #3

To remove conflict in section 3, additional housekeeping

**That the Key Club International Board submits the following amendment to the Key Club International Bylaws to be presented to the House of Delegates at the 2019 Key Club International Convention.**

**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.

### Bylaw Amendment #4

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

**That the Key Club International Board submits the following amendment to the Key Club International Bylaws to be presented to the House of Delegates at the 2019 Key Club International Convention.**

## 2018 – 2019 Key Club International Board

**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.~~

### Bylaw Amendment #5

To clarify obligations of resigning members

**That the Key Club International Board submits the following amendment to the Key Club International Bylaws to be presented to the House of Delegates at the 2019 Key Club International Convention.**

**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.

### Bylaw Amendment #6

Removed section is previously stated in VII.2

**That the Key Club International Board submits the following amendment to the Key Club International Bylaws to be presented to the House of Delegates at the 2019 Key Club International Convention.**

**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 Clubs International director.~~

## 2018 – 2019 Key Club International Board

### Bylaw Amendment #7

Updated language

**That the Key Club International Board submits the following amendment to the Key Club International Bylaws to be presented to the House of Delegates at the 2019 Key Club International Convention.**

**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.

### Bylaw Amendment #8

Updating terms

**That the Key Club International Board submits the following amendment to the Key Club International Bylaws to be presented to the House of Delegates at the 2019 Key Club International Convention.**

**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.

### Bylaw Amendment #9

Clarification.

**That the Key Club International Board submits the following amendment to the Key Club International Bylaws to be presented to the House of Delegates at the 2019 Key Club International Convention.**

**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.

### Bylaw Amendment #10

Updated language.

## 2018 – 2019 Key Club International Board

**That the Key Club International Board submits the following amendment to the Key Club International Bylaws to be presented to the House of Delegates at the 2019 Key Club International Convention.**

**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.

### **Bylaw Amendment #11**

Clarification, to allow Key Club divisions to exist separately to Kiwanis divisions.

**That the Key Club International Board submits the following amendment to the Key Club International Bylaws to be presented to the House of Delegates at the 2019 Key Club International Convention.**

**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.

### **Bylaw Amendment #12**

To update and match to traditional committee forming process.

**That the Key Club International Board submits the following amendment to the Key Club International Bylaws to be presented to the House of Delegates at the 2019 Key Club International Convention.**

**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.~~

### **Bylaw Amendment #13**

To remove a phrase that is unrecognizable.

**That the Key Club International Board submits the following amendment to the Key Club International Bylaws to be presented to the House of Delegates at the 2019 Key Club International Convention.**

## 2018 – 2019 Key Club International Board

**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.

### Bylaw Amendment #14

Updated Language.

**That the Key Club International Board submits the following amendment to the Key Club International Bylaws to be presented to the House of Delegates at the 2019 Key Club International Convention.**

**Article XII. Section 2:** No such affirmative ~~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.

### Bylaw Amendment #15

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

**That the Key Club International Board submits the following amendment to the Key Club International Bylaws to be presented to the House of Delegates at the 2019 Key Club International Convention.**

**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.

### Bylaw Amendment #16

Updating language

**That the Key Club International Board submits the following amendment to the Key Club International Bylaws to be presented to the House of Delegates at the 2019 Key Club International Convention.**

## 2018 – 2019 Key Club International Board

**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.~~

### Bylaw Amendment #17

To remove an unnecessary barrier for potential delegates.

**That the Key Club International Board submits the following amendment to the Key Club International Bylaws to be presented to the House of Delegates at the 2019 Key Club International Convention.**

**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.

### Bylaw Amendment #18

To allow new forms of voting to be considered.

**That the Key Club International Board submits the following amendment to the Key Club International Bylaws to be presented to the House of Delegates at the 2019 Key Club International Convention.**

**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.

### Bylaw Amendment #19

To allow the District Governors who's trustee either was removed or resigned to have a say in the selection process of their new trustee.

## 2018 – 2019 Key Club International Board

**That the Key Club International Board submits the following amendment to the Key Club International Bylaws to be presented to the House of Delegates at the 2019 Key Club International Convention.**

**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.

### **Bylaw Amendment #20**

To clarify language.

**That the Key Club International Board submits the following amendment to the Key Club International Bylaws to be presented to the House of Delegates at the 2019 Key Club International Convention.**

**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.~~

### **Bylaw Amendment #21**

To update article to match practice.

**That the Key Club International Board submits the following amendment to the Key Club International Bylaws to be presented to the House of Delegates at the 2019 Key Club International Convention.**

**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.

### **Bylaw Amendment #22**

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



## 2018 – 2019 Key Club International Board

**That the Key Club International Board submits the following amendment to the Key Club International Bylaws to be presented to the House of Delegates at the 2019 Key Club International Convention.**

**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 specified number of committees by the Key Club International director.

### **Bylaw Amendment #23**

Clarifying duties.

**That the Key Club International Board submits the following amendment to the Key Club International Bylaws to be presented to the House of Delegates at the 2019 Key Club International Convention.**

**Article XVII. 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 regards to Article XVII, Section 3. That Chair Person 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.**

### **Bylaw Amendment #24**

Clarifying to role of committee on elections

**That the Key Club International Board submits the following amendment to the Key Club International Bylaws to be presented to the House of Delegates at the 2019 Key Club International Convention.**

**Article XVII. New Section 3:** The committee on elections chair shall be a member of the International Board. Voting members of the committee on elections shall be as follows: the chairperson, one additional International Trustee, 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 members of the committee shall not be seeking office. All decisions made by the committee shall be also approved by the International Director.

—moved

—seconded Board

Motion Passed

## 2018 – 2019 Key Club International Board

### Bylaw Amendment #25

Clarification

**That the Key Club International Board submits the following amendment to the Key Club International Bylaws to be presented to the House of Delegates at the 2019 Key Club International Convention.**

**Article XVII. Section 6. Subsection B:** The chair of the conference shall be ~~designated by the international president with the approval of the Key Club International director~~ the chairperson of the committee on elections.

—moved

—seconded

Motion Passed

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### Policy Changes

#### Policy Change #1

To incorporate service in our core values

**That the Key Club International Board revises Policy B. Section 3 as shown below.**

**Policy B. Section 3: Core Values:** Caring, Character Building, Inclusiveness, Servant Leadership.

#### Policy Amendment #2

Correction

**That the Key Club International Board revises Policy C. Section 2 as shown below.**

Policy C. Section 2: 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~~ VI, Section 2, of the Bylaws.

#### Policy Change #3

Previously stated. NOTE: there are 2 more changes identical to this one, but are not repeated for the sake of avoiding redundancy

**That the Key Club International Board adds as addition to Policy C. Section 4. subsection e. new paragraph 2 as shown below**

**Policy C. Section 4. subsection e. new paragraph 2:** ~~Submission and Approval of Travel Expenses: Approved travel by the President shall be paid by Key Club~~

## 2018 – 2019 Key Club International Board

~~International, with the exception of travel to the Kiwanis International Convention and Council, which shall be paid by Kiwanis International. Appropriate expense reports shall be submitted to the Key Club International director for approval.  
(10/93) (1/13)~~

### Policy Change #4

To allow the executive committee to take disciplinary action if the chair (International President) is in question, consistency.

**That the Key Club International Board revises Policy C. Section 7. Subsection a as shown below**

**Policy C. Section 7. Subsection 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 Key Club International president by submitting in writing a thorough explanation, citing example(s) of misconduct or lack of performing assigned duties to the ~~chair of the~~ executive committee of the Key Club International board and ~~or~~ to the Key Club International director.

### Policy Change #5

To inform club advisors, not sponsors, of disciplinary action; club advisors tend to be the individuals who act on club discipline

**That the Key Club International Board revises Policy C. Section 7. Subsection c. paragraph 1 as shown below**

**Policy C. Section 7. Subsection c. paragraph 1:** The governor and administrator of the assigned districts and the home district as well as the home club ~~sponsor~~ advisor of the officer in question shall be notified.

### Policy Change #6

Clarification

**That the Key Club International Board revises Policy C. Section 7. Subsection c. paragraph 2 as shown below**

**Policy C. Section 7. Subsection c. paragraph 2:** The chair shall notify the board member who has been asked to be removed from office. The Key Club International President may not oversee any meetings of the executive committee if they are the officer in question (Article XVIII, Section 8). After a precise description of the circumstances, the board member may wish to see the motion voted upon.

### Policy Change #7

## 2018 – 2019 Key Club International Board

Revokes the privilege to vote from an international officer under impending removal

**That the Key Club International Board revises Policy C. Section 7. Subsection d. Paragraph 3 as shown below.**

**Policy C. Section 7. Subsection d. paragraph 3:** At the end of the five day review period, the Key Club International Board will either vote by mail, phone, or at an international board meeting, whichever way is more efficient. The officer in question ~~will be allowed to vote.~~ shall not vote.

### Policy Change #8

to allow the International Vice President to delegate communication tasks with districts-in-formation, i.e. the current International Growth Committee

**That the Key Club International Board revises Policy C. Section 8. Subsection d as shown below.**

**Policy C. Section 8. Subsection d:** Maintain and/or delegate communication with districts-in-formation and clubs without the ability to form into districts.

### Policy Change #9

Clarification

**That the Key Club International Board revises Policy C. Section 9 as shown below.**

**Policy C. Section 9:** Key Club International ~~board liaisons~~ trustees shall be responsible for completing the following duties:

### Policy Change #10

Updating wording

**That the Key Club International Board revises Policy C. Section 9. Subsection c as shown below.**

**Policy C. Section 9. Subsection c:** Give an official Key Club International trustee report at each official district board meeting concerning the current state of Key Club International and any topics as deemed necessary by the district governor and/or administrator. This report shall be distributed to the district board even in the absence of the assigned ~~liaison~~ trustee. A copy of the report shall also be submitted to the international vice president, international president and international director.

### Policy Change #11

Updated wording

## 2018 – 2019 Key Club International Board

**That the Key Club International Board revises Policy C. Section 9 Subsection f. as shown below.**

**Policy C. Section 9. Subsection f:** Fulfill the contract drawn up between the ~~liaison~~ trustee and assigned district governor.

### Policy Change #12

Correction.

**That the Key Club International Board revises Policy E. Section 3 as shown below.**

**Policy E. Section 3:** No Key Club district officer may concurrently serve as an officer of any club as defined in Article ~~III~~ VI, Section ~~2~~ 1 of the Bylaws.

### Policy Change #13

To add the district administrator to the approval process of divisional events for safety and clerical benefit.

**That the Key Club International Board revises Policy E. Section 7 as shown below.**

**Policy E. Section 7:** 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 and the district administrator.

### Policy Change #14

To simplify wording

**That the Key Club International Board revises Policy E. Section 8. Subsection f as shown below.**

**Policy E. Section 8. Subsection f:** ~~Other District Secretary, Treasurer, and Lieutenant-Governors~~ Officers customary travel for ~~other district officers~~ the district secretary, treasurer, and lieutenant governors is limited to and may not exceed:

### Policy Change #15

Correction.

**That the Key Club International Board revises Policy F. Section 1 as shown below.**

## 2018 – 2019 Key Club International Board

**Policy F. Section 1:** Clubs shall provide payment of Key Club International and district dues in a manner consistent with Article XXI of the Bylaws. Clubs should report the names and membership information of each member using the prescribed form as provided by Key Club International.

### Policy Change #16

To include clubs that do not have a sponsoring Kiwanis club.

**That the Key Club International Board revises Policy F. Section 9. Subsection a as shown below.**

**Policy F. Section 9. Subsection a:** The travel of Key Club members to district and International meetings shall be limited to those approved by the parents or guardians, school administration, and the chairman of the committee on Key Clubs of the sponsoring Kiwanis club (if applicable)

### Policy Change #17

To remove redundancy

**That the Key Club International Board revises Policy F. Section 9. Subsection b as shown below.**

**Policy F. Section 9. Subsection b:** For every ten (10) Key Club members (or a portion thereof) attending any divisional or district activity or function, there shall be not less than one (1) adult advisor. Adult sponsors attending shall be members of the sponsoring Kiwanis club, the Key Club faculty advisor, or other members of the faculty approved by the school or parents or guardians of Key Club members. Key Clubs unable to comply with the above- noted adult advisor policy must contact their Kiwanis Key Club district administrator for permission to be supervised by other acceptable persons. ~~Trips to any such activities or functions should not conflict with either school or personal obligations.~~

### Policy Change #18

To allow invites to bypass unanimous approval.

**That the Key Club International Board revises Policy G. Section 3 as shown below.**

**Policy G. Section 3:** Former members of Key Club shall be admitted to the Key Club International convention only by an invitation extended by a majority of the Key Club International Board or the Key Club International president with the approval of the Key Club International Director.

### Policy Change #19

To match current practice of caucusing

## 2018 – 2019 Key Club International Board

**That the Key Club International Board revises Policy G. Section 4 Subsection a as shown below.**

**Policy G. Section 4. Subsection a:** Each candidate for office will be given ~~at least~~ no more than 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.

### Policy Change #20

To exclude sexual orientation as a category of potential questioning

**That the Key Club International Board revises Policy G. Section 4. Subsection g as shown below.**

**Policy G. Section 4. Subsection g:** Physical contact, hazing, questions pertaining to race, sex, sexual orientation, religion or any other questions unbecoming of a Key Clubber are prohibited. Any form of hazing that occurs in a caucus room must be documented and reported to the Key Club International director for further investigation. The Key Club International Director shall be the ultimate authority for defining and disciplining individuals found to be guilty of hazing.

### Policy Change #21

Third person language.

**That the Key Club International Board revises Policy G. Section 4. Subsection j as shown below.**

**Policy G. Section 4. Subsection j:** At the conclusion of ~~your~~ the assigned caucus, the caucus leader should be certain that the room is neat, and free of trash and other materials, ~~so that it is ready for the group that follows.~~

### Policy Change #22

Updating Language

**That the Key Club International Board revises Policy G. Section 4. Subsection I as shown below.**

**Policy G. Section 4. Subsection I:** The Key Club International Board representative 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 representative, with the governor (s) and director present administrator (or alternate), to be unbecoming to ~~the~~ Key Club organization International.

## 2018 – 2019 Key Club International Board

### Policy Change #23

Clarification.

**That the Key Club International Board revises Policy G. Section 4. Subsection n as shown below.**

**Policy G. Section 4. Subsection n:** The assigned Key Club International Board representative to a district shall be present at that district's caucus. In the event that the assigned international board representative of a district is not able to attend, a suitable replacement shall be appointed by the Key Club International director. The representative's purpose shall be to ensure compliance with all elections procedures.

### Policy Change #24

To update code of conduct in accordance of current technology.

**That the Key Club International Board revises Policy H. Section 1 Subsection b. paragraph 5 as shown below.**

**Policy H. Section 1. Subsection b. paragraph 5:** Members may not possess or use tobacco products (including cigarettes, vapes, etc).

### Policy Change#25

Outdated policy

**That the Key Club International Board revises Policy H. Section 1. Subsection c. Paragraph 5 as shown below.**

**Policy H. Section 1. Subsection c. paragraph 5:** ~~Items within this section may be modified by the Key Club International board with the approval of the international director.~~

### Policy Change #26

Third person language.

**That the Key Club International Board revises Policy H. Section 1. Subsection e. paragraph 4 as shown below.**

**Policy H. Section 1. Subsection e. paragraph 4:** These rules are effective as of the time ~~you~~ Key Club members arrive at the event until the time ~~you~~ Key Club members depart.

### Policy Change #27



## 2018 – 2019 Key Club International Board

Updating language.

**That the Key Club International Board revises Policy H. Section 1. Subsection f. paragraph 1 as shown below.**

**Policy H. Section 1. Subsection f. paragraph 1:** For the Key Club International convention and all events related to the convention, the Key Club International director shall require a minimum ratio of adult chaperones to Key Club members in attendance from each club and/or district in attendance. An adult chaperone for Key Club shall be a Kiwanis member, faculty member, parent, legal guardian, or person who is in *loco parentis*, over the age of twenty-one (21), approved by the school, and registered with and accompanying the Key Club members at the convention. The adult chaperone shall be responsible for the Key Club members assigned to him or her. The Key Club International Administrator ~~director~~ may also require a higher ratio of adult advisors to members for clubs that have been the source of Code of Conduct or other discipline violations at previous district or International conventions. Every Key Club member registered to attend the convention must have a designated chaperone who shall be the individual primarily responsible for the member in attendance. Ultimately, each Key Club district administrator shall have authority for all persons in attendance from his/her respective district.

### Policy Change #28

Clarification

**That the Key Club International Board adds new subsections to Policy J. Section 3 as shown below.**

**Policy J. Section 3. new subsections a, b, c, d, e:**

**a:** No candidate shall seek endorsement by a House of Delegates outside of ~~his/her~~ their district. The district's 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.

**b:** Between the conclusion of the district convention and the conclusion of the following Key Club International convention, the district board shall be the only body with the authority to endorse a candidate from that district for the Key Club International board.

**c:** Candidates must be endorsed for office of Key Club International president, Key Club International vice president, or Key Club International trustee during the twelve months immediately preceding the election.

**d:** Endorsements may only be revoked by the body having made the endorsement or by the endorsed candidate.

**e:** Endorsements are not transferrable

## 2018 – 2019 Key Club International Board

### Policy Change #29

To allow the Key Club International committee on elections to revoke candidacy as appropriate.

**That the Key Club International Board revised Policy J. Section 3 subsection d as shown below.**

**Policy J. Section 3. Subsection d:** Endorsements may only be revoked by the body having made the endorsement, ~~or~~ by the endorsed candidate, or by the Key Club International committee on elections.

### Policy Change #30

Clarification.

**That the Key club International Board revised Policy J. Section 4. Subsection a as shown below.**

**Policy J. Section 4. Subsection a:** No candidate may declare that he/she ~~are~~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 information regarding their candidacy may not be shared with anyone outside their district.~~

### Policy Change #31

To abolish the pre-convention campaigning culture

**That the Key Club International Board revised Policy J. Section 4. Subsection b as shown below.**

**Policy J. Section 4. Subsection b:** The "information on candidates" booklet should be released one week prior to the opening of convention. After the official "information on candidates" booklet is released by Key Club International, endorsed candidates may campaign outside their home district.

### Policy Change #32

Removes the ability to expend any campaign funds

**That the Key Club International Board revised Policy J. Section 4. Subsection c as shown below.**

## 2018 – 2019 Key Club International Board

**Policy J. Section 4. Subsection 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.

### Policy Change #33

Updating language in accordance with past amendments that expand the role of the committee on elections.

**That the Key Club International Board revises Policy J. Section 4. Subsection e as shown below.**

**Policy J. Section 4. Subsection e:** All alleged violations of any campaign procedures shall be reported to the Key Club International ~~director~~ committee on elections.

### Policy Change #34

Clarification

**That the Key Club International Board revises Policy J. Section 6. Subsection a as shown below.**

**Policy J. Section 6. Subsection a:** Any candidate guilty of forgery, fabrication, lying or anything less than total honesty concerning ~~his/her~~ their campaign and the amount of money spent will risk disqualification by the Key Club International ~~board~~ committee on elections.

### Policy Change #35

To allow candidates more time in the completion of candidacy forms.

**That the Key Club International Board revises Policy J. Section 6. Subsection g as shown below.**

**Policy J. Section 6. Subsection 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 Key Club International director ~~by May 15th~~ 45 days prior to the opening of convention (~~received by date not~~ postmarked). The information submitted by

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the candidate should represent their own ideas. No modification of the flier may be made once it has been received and posted.

### Policy Change #36

Updating language in accordance with past amendments that expand the role of the committee on elections

**That the Key Club International Board revises Policy J. Section. Subsection I as shown below.**

**Policy J. Section 6. Subsection i:** All alleged violations of any campaign procedures shall be reported to the Key Club International ~~director~~ committee on elections.

### Policy Change #37

Updating language in accordance with past amendments that expand the role of the committee on elections.

**That the Key Club International Board revises Policy J. Section 8. Subsection a as shown below.**

**Policy J. Section 8. Subsection 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~~ Key Club International committee on elections either in person or through written correspondence.

### Policy Change #38

To match the practice of current YOF grading.

**That the Key Club International Board adds subsection g as shown below.**

**Policy N. Section 4. Subsection g:** Grants should not be used as a reimbursement to the Key Clubs or club members to a project that has already occurred, but as a supplement of a portion of the total cost associated with the future project.

—moved

—seconded

Motion Passed – Not Unanimous

### Policy Change #39

**Policy J. Section 4. Subsection d:** An endorsed candidate may correspond electronically, after the release of the “information on candidates” booklet by

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the International Office, with those outside of theirhis/her district, if the questioning party initiates the contact. The Key Club International Director shall be notified of all official campaign correspondence (including but not limited to social media, and/or email).

—moved Foster Hillis  
—seconded Board  
Motion Passed – Not unanimous

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### Addendum Amendments

#### RECOGNITION PROGRAMS FOR INDIVIDUALS

Listed below are the rules for each respective contest or award.

##### **Key of Honor:**

This formal announcement shall be made by the highest-ranking district officer of Key Club International present at the said convention. Nominations for the award shall be made by a Key Club or an individual Key Clubber, and shall be according to the following criteria:

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

##### **Niniger Medal:**

The Sandy Nininger Medal is to be given for special merit only to high school students. Each District shall create their own guidelines for judging and present the award at their District Convention, if applicable.

##### **Oratorical Contest:**

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

Each orator will be allowed a maximum of five minutes for his/her presentation. Exceeding the time limit by 10 seconds or more may will result in a penalty unless extenuating circumstances exist.

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

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~~ any medium, providing appropriate credit to the orator.

##### **Talent Contest:**

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.

~~Suitable awards will be presented finalist acts.~~

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### Contests with multiple styles/strands:

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

### Non-Digital/Digital Poster:

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.~~

All entries shall be in good taste and appropriate to the standards set by the [Objects Guidebook and Brand Guide](#) of Key Club International.

### Promotional Video:

The video must be submitted on a DVD ~~or online submission in QuickTime format~~ containing no copyrighted music.

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.~~

### Major Emphasis:

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.

### Year in Review:

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

### Membership Growth:

A report on growth will be produced on ~~April 15-May 1~~ to analyze club growth percentages over a one-year period.

### Each distinguished tab, each part a

An evaluation will be made on the basis of the criteria set forth below, ~~binder tab guides should be published on the Key Club International website within 30 days of the closure of International Convention.~~ This is not a contest between District officers, but recognition of an individual's performance.

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## Resolutions

#1

## **2018 – 2019 Key Club International Board**

That the Kiwanis Youth Programs Board electronically and directly informs the International Board of all changes made to the Key Club International Guidebook.

### **Board Passed**

#2

That the Kiwanis Youth Programs Board creates an "opt-in" system to Key Club International Spring & Fall mailing in the Membership Update Center with an exception for our international clubs. International Clubs will receive mailings (by default) until the clubs advise against it.

### **Board Passed**

#3

That the Kiwanis Youth Programs Board increases the "Online Marketing" line of the Key Club International Budget by 10%.

—moved

—seconded

Motion Passed

### **Board Passed**

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## **II. Adjournment 7:16pm**