



SECTION 5

BYLAWS

INCLUDING BOARD POLICIES
AND AWARDS & RECOGNITION
POLICY ADDENDUM



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 or 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. The principal and sponsoring Kiwanis club 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 of the high school eligible for membership and approved by the principal 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 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.

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 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 one meeting per week on such a day and 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. In the event that unusual conditions prevent a weekly meeting, a club, upon receiving permission from the principal, or his/her designee, may hold one meeting per two week period.

Section 6. In fulfilling the objectives of Key Club International, each club should participate in the Major Emphasis Program 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 or that fails otherwise to conform to the accepted standards for clubs, may have its charter and membership therein suspended or revoked, or may be otherwise disciplined by a two-thirds vote of the entire 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 duly 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, qualified scholastically, of good character, possessing leadership potential, and having such other qualifications as shall be established by the local sponsoring Kiwanis club in cooperation with the proper school official.

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 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), 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 district 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 Treasurer within 30 days after receipt thereof, taking the receipt of the Treasurer, therefore. The records and books of the Director shall at all times be open to the inspection of the President, Secretary, Treasurer, 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 registered 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 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.

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 office 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 and 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 electronic media. 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 no less than four standing 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 standing 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 standing committees shall be defined in the Key Club International Board Policies. All other committees shall be created or dissolved and have their duties defined by the 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. The subscription price of the official publication of Key Club International shall be fixed by the Board of Trustees and shall be payable with the annual dues.

Section 4. Each club shall collect from each of its members the subscription price of the official publication as part of the regular membership dues. Such subscription shall be duly entered upon the books of the club in a special subscription account, and the subscriptions for the official publication shall be forwarded to the Director of Key Club International.

ARTICLE XXII. REVENUE

Section 1. Each Key Club shall pay Key Club International, or its designated fiscal agent, annual dues of six dollars and fifty cents (US\$6.50), 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 Treasurer shall submit their books and vouchers for audit whenever required by the Board of Trustees of Kiwanis International.

ARTICLE XXIV. INSURANCE AND INDEMNIFICATION

Section 1. The Board of Trustees, at its discretion, may purchase a comprehensive or limited general liability insurance program and/or limited blanket accident medical insurance program for the protection of all clubs and Kiwanis-sponsored organizations in the United States and Canada and the members, volunteers, and employees of such clubs and Kiwanis-sponsored organizations. The Board of Trustees, at its discretion, may provide such insurance programs to other parts of the Kiwanis world.

Section 2. Clubs covered by such insurance shall be billed for premiums by Kiwanis International, prorata, based on membership, for the cost of such insurance and administrative costs. Clubs are hereby expressly authorized to allocate from revenue of fund-raising projects all premium charges over and above the sum of twenty-five cents (US\$0.25) per member per annum, which twenty-five cents (US\$0.25) per member per annum must be paid from club administrative funds.

Section 3. The Board of Trustees may provide, through insurance or otherwise, indemnification to the past and present Trustees, Officers, employees, or agents of Kiwanis International to the extent permitted by the laws of the State of Indiana applicable to not-for-profit corporations.

ARTICLE XXV. MOTTO

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

ARTICLE XXVI. 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 non-profit 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 XXVII. 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 XXVIII. 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 01/07

The Board Policies of KEY CLUB INTERNATIONAL

Amended and including changes through January 2006

The Key Club International Bylaws empowers these Board Policies as follows:

ARTICLE 17. AUTHORITY BEYOND CONSTITUTION AND 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 of Trustees. 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.

These policies have been created and adopted by the Key Club International Board of Trustees, and approved by the Kiwanis International Board of Trustees.

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

To develop competent, capable, and caring leaders through the vehicle of service.

3. Core Values

Caring, Character Building, Inclusiveness, Leadership.

C. KEY CLUB INTERNATIONAL BOARD OF TRUSTEES

1. 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 5, Section 2 of the Bylaws, or as an officer of any club as defined in Article 3, Section 2, of the Bylaws.

b. Any Key Club International Officer may run for district office at the district convention following his/her election as an International Officer. (10/02)

2. Board Committee Structure

The following standing committees of the Board of Trustees shall be:

a. The Committee on Communications and Marketing, which shall be responsible for overseeing all communication resources and marketing efforts for Key Club International and other duties as assigned by the Board of Trustees.

b. The Committee on Member Services, which shall be responsible for all club and member services delivered by Key Club International and other duties as assigned by the Board of Trustees.

c. The Committee on Service Programming, which shall be responsible for overseeing the development and approval of all Key Club International service and leadership development programs and other duties as assigned by the Board of Trustees.

d. The Executive Committee 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. 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.

3. Board Member Reimbursement

a. Postage and Mailing

A yearly stipend of US\$25 (US\$30 for officers from districts 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. (07/05)

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. (07/05)

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\$15 for districts entirely outside the United States) for Trustees (US\$15 for Trustees from districts 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. (11/88) (07/05)

d. E-mail

A monthly stipend of US\$24 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.

4. 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. (10/86)

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 International Board, or to the Key Club International Director. (1/91)

b. After careful study, the Executive Committee, in consultation with the International Director, will determine the validity of the request. At that time the governor and the administrator of the assigned districts of the officer in question will be notified. (10/86)

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

- 1.** The chair will 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. (10/86), OR
- 2.** He/she may wish to resign. If he/she resigns, follow the procedures as stated in the International Bylaws (Article 11 – Vacancies in Office Between Conventions). (10/86)

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. (10/86)

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 any vote may be cast. (2/04)
3. By 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. (2/04)
4. The official vote for action by the end of the five day review period will require a two-third's majority of the International Board of Trustees. There shall be no abstentions. (2/04)
5. The Chair of the Executive Committee will report the final tabulations to the Board. (10/86)
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. (10/86)
7. If an officer is removed from office, there placing of said officer shall be handled as stated in Article 11, of the International Bylaws. (10/86)

5. Duties of Board Members concerning Districts

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

- a. Submission of all monthly district reports to appropriate individuals.
- b. Creation of at least eight monthly one-page handouts for distribution to the Board members of assigned districts in the standard monthly Key Club International newsletter. These handouts, 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, Bylaws, and/or Constitution
 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 and International President.

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 contract drawn up between the liaison and assigned District Governor and administrator.

6. 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, International Vice-President, and International President.

b. Other responsibilities

1. Submit all expense reports on a monthly basis.
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 four standing committees, the Key Club International Strategic Plan, Bylaws, and Policy Code.)

7. Duties of Board Committee Chairs

a. Each Key Club International Committee chair shall submit monthly a 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 Year End 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 adopted by the Key Club International Board.
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.

3. If the Year End Report has not been received by June 15th, the Board member will be relieved of his/her convention assignments and responsibilities and will receive no financial assistance for attending the Key Club International Convention.

8. 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 Vice-President, cataloging the activities of the International Board, and listing the specific recommendations of the International Board. (10/86)

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 board. (10/86)

2. Advance Meeting of the Executive Committee

It is suggested that the Executive Committee meet prior to the full board meeting to discuss the agenda and prepare suggestions to the full board on matters which require detailed preparation. (10/86)

3. Approval of Key Club Charter Revocation

The International Board can consider the disbanding of Key Clubs only at regular meetings. (10/86)

E. DISTRICTS AND DISTRICT STRUCTURE

1. Recognition of a District

An officially organized district of Key Club International shall be a district that has been recognized and approved by both the Key Club and Kiwanis International Boards. (10/86)

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 Key Clubs and one-half of the active members required to form a new district. The District-in-formation shall be coextensive with the boundaries of the sponsoring Kiwanis district, or under the provisions set forth in the Constitution of Key Club International, the sponsoring Kiwanis district may be divided into two or more Key Club districts. (2/98)

a. A District-in-formation shall be entitled to:

1. Attendance at all conferences and meetings of district governors and administrators;
2. All regular mailings 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 representative;

2. Delegate-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 3, Section 2 or 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 bear a postmark that is dated within said administrative year. The administrative year to be used to measure dues collection and membership development for any Key Club district or officer awards recognition shall be October 1st through May 1st. (10/86)

5. Suggested Reorganization of Divisions

The International Board advises the reorganization of divisions if travel distance between local clubs is great. (10/86)

6. Lt. Governor as the Only Administrative Officer 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. (10/86)

7. 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. (10/86)

8. Position of Governor-elect Prohibited

There shall be no position of governor-elect on the district board. (10/86)

9. 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. (10/86)

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 13 of the Constitution. 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 4, 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 60 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 revoked by action of the Board of Trustees at its convention Board meeting, effective September 30th of the same year.
- d. A club which has had its charter revoked by action of the Board of Trustees under c) above may be automatically reinstated if it pays its International dues on or before September 30th.
- 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 c) and d) above.
- f. Official written notification to the sponsoring Kiwanis Club and the proper school authority must be provided upon suspension and revocation of any Key Club charter.
- g. A Key Club which is re-chartered within 90 days of revocation will be reactivated, reassigning the same charter number and original date of charter.

4. Reactivation of Suspended Status Clubs

A suspended status Key Club must have at least 15 dues paying members before it can be reactivated and removed from the suspended status list. In Key Clubs with less than 40 members, no more than fifty percent of the club membership may be eligible for graduation in the year of reactivation. In Key Clubs with 40 or more members, no more than two-thirds of the club membership may be eligible for graduation in the year of reactivation. A membership list must accompany the dues payment. (10/86)

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. (10/86)

6. Definition of Interclub

Four members must be in attendance at another club's meeting in order to have an official interclub meeting. (10/86)

7. Filing of Annual Achievement Report

The filing of the Annual Achievement Report is compulsory for every Key Club. (10/86)

8. Hazing

The International Board forbids hazing. (1/89)

9. Definition of 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. The time expended in planning a project will not be counted as a reported service hour.

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. (2/97)

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. (1/89)

3. District Caucus Procedures

The following District 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 district in order to allow candidates to remain on schedule. Each district is responsible for adhering to the assigned schedule. (2/03)
- b. The schedules will be selected randomly to assure that prior to the nominating conference each candidate has had the opportunity to visit every district. (2/87)
- 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, governors must maintain order, dignity, and a high level of professionalism. The District Administrator (if he/she is in attendance at the convention or in his/her absence a designee) must be in attendance at their district 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. (11/93)
- d. The District Administrator is the official chaperone for the caucus and must be present at all times in the room. The 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 a room to caucus until it has been determined that the administrator, or an alternate, is present along with the Key Club International assigned representative. (2/03)

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. (2/03)

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. (2/03)

g. Physical contact, hazing, questions pertaining to race, sex, or 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. (2/03)

h. Questioning should be conducted in an orderly fashion. The governor shall be responsible for the method of recognizing the questioner from the floor. (2/87)

i. All members of a district must be in attendance at their district 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 the District Governor and the assigned International Board representative. Attendance must be taken at each session and the names of those not attending should be submitted to the district administrator. (2/03)

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. (2/87)

k. Adults are not permitted to question or comment on candidates. (2/87)

l. As provided in Article 8, Section 1, of the Key Club International Bylaws, the Key Club International Board has the power to take whatever action it deems necessary when the behavior of delegates attending a district caucus has been determined by the Key Club International Board with the governor, director, and Kiwanis International Board Counselor present – to be unbecoming to the Key Club organization. Such action could include the suspension of the governor's right to serve as chair of that caucus. If suspension occurs, then the Key Club International Board has the power to appoint a suitable replacement. (10/86)

m. No district caucus may make a binding obligation on a candidate that is to be enforced outside the caucus. (7/88)

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, and he/she shall not be permitted to participate in the proceedings of the caucus.

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 this 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 rooms 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 room.

b. Female members are not allowed in the room of any male member, 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 5:00 a.m. unless otherwise specified by the hotel. No Key Club member shall be allowed on balconies after curfew.

e. Items within this section may be modified by the Key Club International Board with approval of the International Director.

4. Dress Code

a. All participants are expected to abide by the designated dress code for 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 skirt, 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, skirt 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. An officer candidate cannot extend his/her pre-convention campaigning out of his/her home district.

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. One Key Leader event

b. The Governors/Administrators Training Conference (only current district governors and district administrators may attend this conference) (10/86)

c. Other such conferences having approval of Kiwanis International which permit the attendance of eligible Key Club members (10/86)

In addition, an underclassman, who is a candidate for International office, will be allowed to travel to official Key Club functions in six 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. In the event that the said underclassman is an International officer, and he/she represents two districts, he/she will be allowed to travel to official Key Club functions in six districts during the twelve month period prior to the International Convention at which he/she is a candidate for International office, two of those districts being his/her assigned districts. In the event that the said underclassman is an International officer, and he/she represents three districts, he/she will be allowed to travel to official Key Club functions in six districts during the twelve month period prior to the International Convention at which he/she is

a candidate for International office, three of those districts being his/her assigned districts. (6/89)

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 home 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 12 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. (11/01)

4. Campaign Participation by Key Club Members Only

Only Key Club members may participate in campaigning for candidates for International or district office. (10/86)

5. 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. (2/97)

b. In place of candidate generated campaign material, all candidates for International Office shall fill out and submit to the International Office, by the prescribed date, an 8 1/2 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 will serve to educate the delegates and attendees on the candidates for International Office. (5/95)

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. (11/96)

d. No campaign materials may be displayed in any hospitality suite. (11/96)

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. (11/96)

f. No pre-convention campaigning will be permitted outside of the candidate's home district, with the exception of the candidate's flier which may be posted on the Key Club International Web site only. A potential candidate may correspond with International officers and district governors for the purpose of making a simple announcement of candidacy; however, said candidate is not permitted to explain platforms or seek support in these letters. Candidates who correspond with International officers and/or district governors regarding his/her candidacy must send copies of the correspondence to the International Officer. No other individuals may communicate with the International or district officers either on behalf of the candidate or on their own to publicize the candidacy of any individual prior to the Key Club International Convention. (11/95)

g. 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. (11/96)

h. Every candidate for International office must have submitted a completed Statement of Candidacy, International Officer's Service Agreement, a biographical sketch, and an outline of his/her platform, to give 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 (postmark). The one page flier received from each candidate will be posted on the Key Club Web site as they are received. No modification of the flier may be made once it has been received and posted.

i. At no time shall the International Board endorse or in any way publicly support a candidate for district or International office. (2/96)

6. 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. (10/02)

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 issues 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)

Read & Lead

UNICEF

b. Working Relationship: A working relationship with another organization is defined as: 1) support by Key Clubs 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

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

Ronald McDonald House

Students Against Destructive Decisions (S.A.D.D.)

UNAIDS

Who's Who in American High Schools

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 in any partnership 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. (4/98)

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. (4/98)

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. (4/98)

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. (4/98)

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. (10/86)
- b. The fundraising company's materials** must be approved by the Director of Key Club International. (10/86)
- 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. (10/86)
- d. No more than one company's fund-raising materials** may be added in any one general mailing. (10/86)

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 twenty-five 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 Director. (10/86)

N. MAJOR EMPHASIS PROGRAM

1. Definition of Major Emphasis Program

The Theme and Major Emphasis Program, "Children: Their Future, Our Focus", shall primarily exist in nature for an ongoing period of time. Whereas in the event the service commitment established by the Theme and Major Emphasis Program is fulfilled, the program shall be modified or replaced.

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. (2/96)

2. Structure of Youth Opportunities Fund (YOF)

Three accounts shall be established within the Kiwanis International Foundation collectively designated the Key Club International Youth Opportunities Fund. (2/95)

a. Endowment Account - This account shall be designated as an endowment into which fifty percent of all donations shall be deposited unless otherwise specified. (2/95)

b. Service Account - This account shall be designated as an operating fund from which all withdrawals shall be made. Fifty 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 grant any or all of said funds. (2/96)

c. Scholarship Account - This account shall be designated as a scholarship fund into which all externally-funded academic scholarships and any internally-funded scholarships are deposited. Scholarships will be paid from the account to the college or university designated by the scholarship recipient.

3. Authority to Use Funds

The Key Club International Board shall direct the Key Club International Director to approve withdrawals and expenditures. (2/96)

4. Use of Interest

Interest generated by the endowment account shall be re-invested into the endowment account. (5/95)

5. Grant Review Committee

The Grant Review Committee will be comprised of the members of the Board Committee on Member Services and any other Key Club International Board member(s) as appointed by the Key Club International President. (2/97)

6. Youth Opportunities Fund Club Project Grants

a. The funding cycle will function to accommodate the Key Club calendar. Applications must be postmarked by May 15. (2/97) (10/02)

b. In the funding cycle, the Grant Review Committee may award up to, but no more than, ten percent of the balance of the Youth Opportunities Fund Service Account available at the convening of the Committee. (2/97) (10/02)

c. A grant awarded to a Key Club may be distributed in one of two ways. The club may choose to have the money given directly to their school or Kiwanis Club Foundation or the grant shall be reimbursed 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. (10/02)

7. Youth Opportunities Fund Scholarships

With the approval of the Director, the International Board may designate a portion of the interest income earned by the organization's investments, excluding the gain or loss in market value of equity investment, be transferred to the Youth Opportunities Fund to be made available as academic college scholarships to graduating Key Club students who are not otherwise officers of Key Club International. The Board shall designate the number and amount of the scholarships upon transfer of the moneys, and the designated interest earnings from any given year must be expended as scholarships the following year. 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. (11/01)

9. Service Scholarship

- a. The service scholarship will award up to four one-time, non-renewable \$1,000 USD grants to up to four applicants.
- b. The applicant must be a graduating high school member in good standing who will be attending a post-secondary institution within one year of graduation.
- c. The applicant must have at least 100 hours of community service as defined in the Key Club International Guidebook since January of the previous year. He/she must have 100 documented hours for each year prior to that in which the applicant was a Key Club Member. These hours must be documented and verified by the Key Club faculty advisor. The documentation must be attached to the scholarship application in its entirety.
- d. The applicant must complete two writing prompts. One must describe the effects of his/her service experience and a second must describe the applicant's personal life (up to 300 words each).

- e. The applicant must submit a recommendation from the faculty advisor and/or Kiwanis advisor. 02/06

P. MISCELLANEOUS

1. Sweetheart Contest

There shall be no sweetheart contests on the International level. (10/86)

2. Student Exchange Program

Key Club International shall endorse participation in the Kiwanis International student exchange program. (5/00)

3. 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. (10/86)

2. Approval by Key Club International Board

International Board Policy must be approved by a two-thirds (2/3) majority vote of the International Board. (10/86)

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. (10/86)

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. (10/86)

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 the 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. (10/86)