



Workshops coordinated by the Member Relations
Committee and developed by the CNH District

A Policies, International, & Elections Workshop



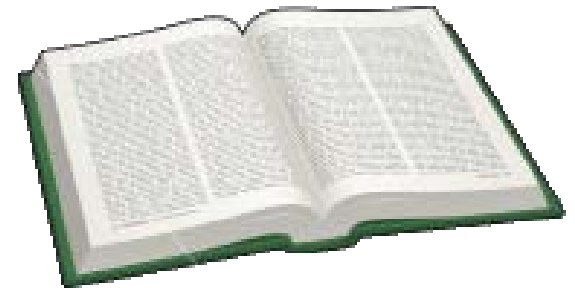
CLUB POLICIES AND BYLAWS

Presented by Albert Adefuin & Nathan Schlaffer

*LISTEN IN ON **KEY** QUESTIONS ANSWERED!*

CLUB POLICIES & BYLAWS

- **Definition:** *A Club's policies and bylaws are rules which determine how a club operates business.*
- **Advantages:**
 - Provides infrastructure and guidance for club activities such as elections, board discipline, and planning club events.
 - Ensures an organized and fair way of operating a Key Club.
 - Rules are subject to change however a club chooses to change their bylaws, to represent their members' best interests.



FREQUENTLY ASKED QUESTIONS

What exactly do club bylaws normally contain that's useful?

Answer: According to Standard Club Bylaws available online at cnhkeyclub.org > Resources Tab > Policy and Forms, regular club bylaws contain the following...

- - Service-leadership Objects or Goals of the Club
- - Club Officers, Club Elections Procedure and Club Officer Duties
- - Club's Committees & Committee Duties (optional)
- - Club Bylaw Amendment Procedure
- - Requirements according to KCI and CNH District Bylaws / Policies (available at cnhkeyclub.org > Resources Tab > Policy and Forms) such as dues payment.

Where do I get a copy of my club's bylaws?

Answer: If your school's ASB office does not have a copy of your club bylaws, call **1-800-KIWANIS**.

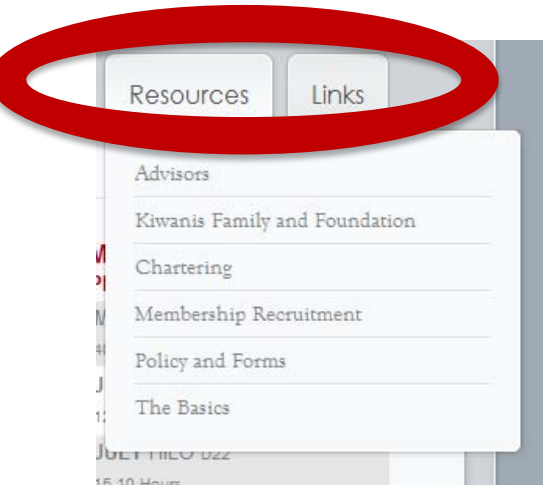
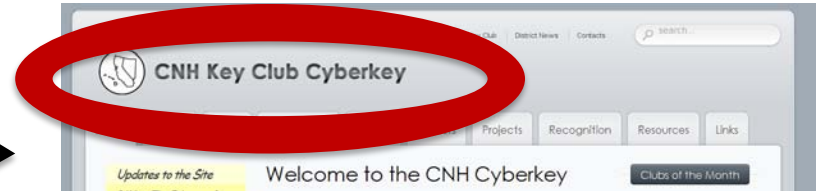
You must have your club ID# handy.



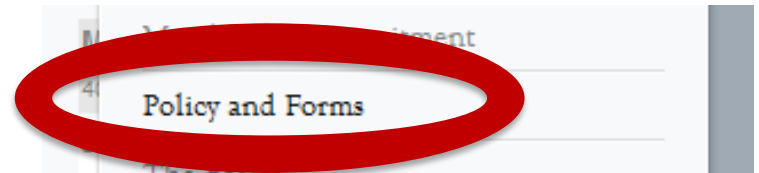
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How to Get to the Bylaws and Policies

1. Go to the Cyberkey at cnhkeyclub.org



2. Go to the Resources tab at the top of the page.



3. Click on the submenu labeled "Policy and Form"

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And there you have all the forms, manuals, Bylaws & Policies and ASF's available for your club's use.



The collage displays a variety of documents and forms available for Key Clubs. At the top left, there are 'District Bylaws' and an 'Event Request Form'. In the center, the '2010-11 KCI Guidebook' is featured. To the right, a 'CNH District's Guidebook to District Bylaws & Policies' is shown. Below these are several forms: 'Key Club YOF Form', 'Medical Form', 'Photo Release Form', and 'District Policy Manual'. On the far right, 'Standard Club Bylaws' are listed. The bottom section contains several 'Agreement to Serve' forms for different roles: 'Vice President's Agreement to Serve Form', 'Secretary's Agreement to Serve Form', 'Treasurers Agreement to Serve Form', and 'Editor's Agreement to Serve Form'. A 'Club Bylaw & Policy Guide' and a 'What are Agreement to Serve Forms' document are also included in the collage.

FREQUENTLY ASKED QUESTIONS

What should I do if a club officer is not cooperating and we are exploring removal as an option?

Answer: Board removal is the **very last option**.

First, try confronting the officer multiple times on issues to work them out with your club advisors' supervision. If this does not work, discuss board removal as a possibility with your club's board of officers. In almost all cases, there is a set procedure in the club's bylaws which outline the process for club officer discipline.



Conflict Resolution

- When having an officer that maybe having problems or is not performing the tasks of their jobs, try a different route, and try to resolve the problem. Sit down, talk to the person and do ABS.

Access your feelings and thoughts of the situation.

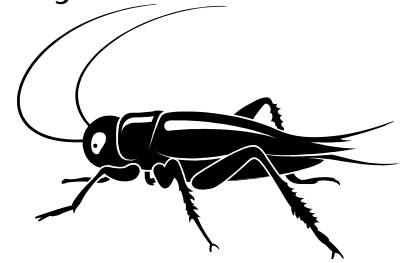
Be considerate and reasonable as to what to say during the intervention.

Seal the deal and come up with solutions for the problem.



AGREEMENT TO SERVE FORMS (ASFs)

- **Definition:**
 - Agreement to serve forms are documents which club officer candidates sign before elections with minimum duties for them to fulfill
 - Available on the Cyberkey under Resources > Policy and Forms
- **Benefits:**
 - To strengthen club officer commitment and to increase the overall funds raised and service performed by our district by holding officers up to higher standards.
- **Statistic:** 84% of CNH's club officers think that having agreement to serve forms is a great idea, according to a recent online survey.



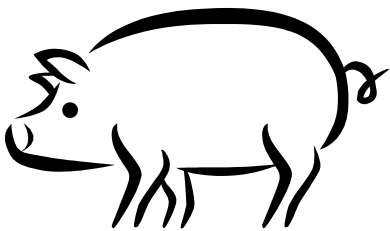
BENEFITS

BENEFITS

Ensures that club growth through officer commitment to service

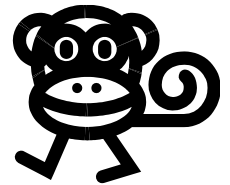
Encourages good divisional relations with Lt. Governor

Increases divisional / district event participation



COMMON QUESTIONS & CONCERNS

- **What if I think the district's version of the agreement to serve forms are too strict?**
 - **Answer:** Currently, the Agreement to Serve Forms are **not required**, but **recommended**. If you would like, you can change the guidelines to suit your club's specific needs and specialized functions.



COMMON QUESTIONS & CONCERNS

- **What if my club is new or small and we have trouble recruiting new officers?**
 - **Answer:** The forms only provide guidelines for officers to follow. The important thing is to exercise patience with new club officer candidates, and to take the time to teach candidates the different responsibilities and duties associated with the office they are running for.



COMMON QUESTIONS & CONCERNS

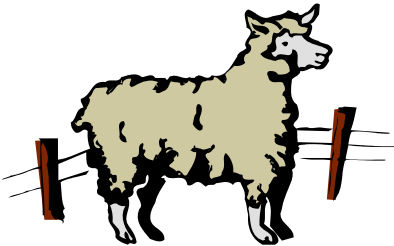
- **What if a club officer does not follow the agreement to serve form's guidelines they signed and committed to?**
 - **Answer:** If an officer does not fulfill his or her responsibilities specified in his or her agreement to serve form, it is up to the club's board to decide what to do.

Removing officers should be the **LAST OPTION**, but if after several confrontations and no results it may be in the club's interest to remove said officer. Refer to your club bylaws for removal steps which is to be used sparingly.

To find a copy of your bylaws, contact your ASB or call 1-800-KIWANIS extension 411 with your club ID# handy.

COMMON QUESTIONS & CONCERNS

- **If I think the agreement to serve forms are a good idea, how I can I make sure that it will be implemented every year?**
 - **Answer:** You may incorporate your ASF's into your club bylaws by inserting a phrase into the bylaws saying that officers must sign and stay true to the agreed contract.

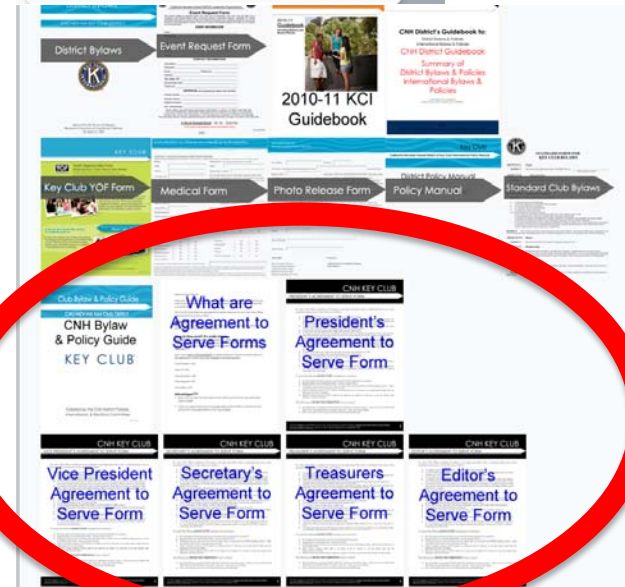
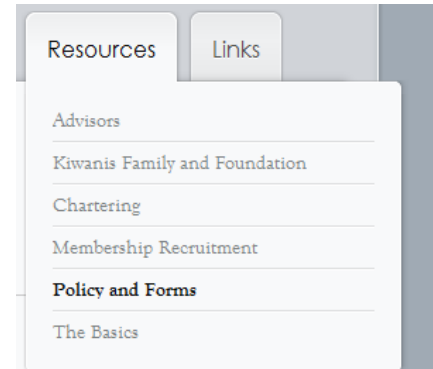


Where can I Find ASF's



1. Under Each officer position is the respective Agreement to serve forms.

2. Under Resources > Policies and Forms, you can find all the ASF's together. Please read the document labeled "What are ASF" which accompany any location the ASF is found on the Cyberkey.

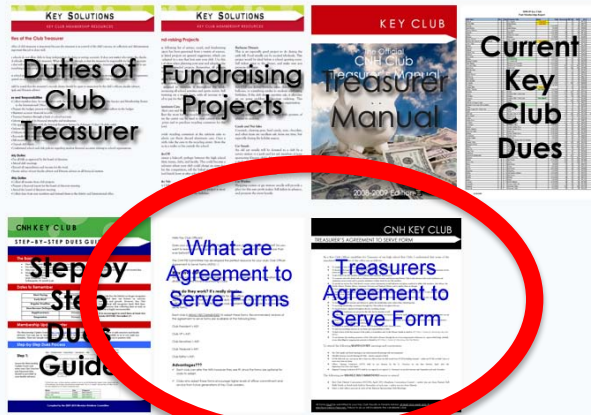


Treasurer

Treasurer

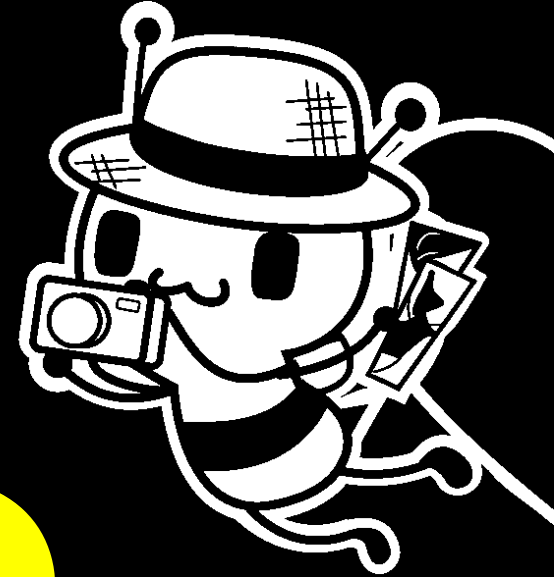
REFLECTOR 2010-2011: Please join @
<http://groups.google.com/group/cnh-kc-treasurers?hl=en>

Click on the images below. To save the file, right click the image and click save file/target as.



QUESTIONS COMMENTS OR CONCERNS

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Thank you for listening!

If you should have any questions, please feel free to contact us at..

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