

CNH District's Guidebook to:

District Bylaws & Policies
International Bylaws & Policies

Summarized and compiled by
Policies, International, and Elections Committee

Table of Contents

Title Page (Page 1)

Table of Contents (Pages 2-3)

Frequently Asked Questions (Page 4)

CNH District Bylaws Summary (Pages 5-6)

Page 5	Article I: Name and Territorial Limits, Article II: Objects, Article III: Divisions, Article IV: Membership, Article V: Officers, Article VI: Board of Trustees, Article VII: District Policy, Article VIII: Committees, Article IX: Conventions, Article X: Vacancies in Office, Article XI: Revenue
Page 6	Article XII: Rules of Order, Article XIII: Key Club Year, Article XIV: Amendments, Article XV: Approval

CNH District Policy Manual Summary (Pages 7-12)

Page 7	Article 101: Definitions, Article 102: District Policy, Article 103: District Bylaws, Article 104: Relations to Kiwanis District, Article 105: Travel and Overnight Functions, Article 106: Invocations, Article 107: Publications, Article 111: Cali-Nev-Ha District
Page 8	Article 112: Regions, Article 113: Divisions, Article 114: Clubs, Article 121: Members, Article 122: Meetings of the Board, Article 123: Duties of Board and Members, Article 124: Duties of Standing Committees
Page 9	Article 130: District Convention, Article 131: Convention Planning, Article 131: Convention Planning, Article 132: Convention Operations, Article 133: Election Process, Article 134: Contests and Awards
Page 10	Article 135: Workshops, Article 141: Club Officers, Article 142: Lt. Governor, Article 143: District Officers, Article 151: Member Dues, Article 152: District Budget, Article 153: Reimbursement Policies, Article 154: District Conventions, Article 161: District Board
Page 11	Article 162: Candidate Training Conference, Article 163: Regional Training Conferences, Article 170: Clubs and Members, Article 171: Administrative Year, Article 172: Election of Officers, Article 173: Club Officers Training, Article 174: Good Standing, Article 175: Reporting, Article 176: Division Attendance
Page 12	Article 180: International Convention, Article 181: District Tour, Article 182: Conduct, Article 183: International Candidates, Article 184: International Elections, Article 185: Sergeant-at-Arms

Participation, Article 210: Violation of District Policies and Bylaws, Article 214: Dismissal of Board Members

KCI Bylaws Summary (Pages 13-15)

Page 13	Article I: Name and Emblem, Article II: Objects, Article III: Powers, Article IV: Membership of Clubs, Article V: Organizing and Chartering of Clubs, Article VI: Club Operations, Article VII: Discipline of Clubs, Article VIII: Club Members, Article IX: Districts, Article X: International Board Counselor
Page 14	Article XI: Officers, Article XII: Duties of Officers, Article XIII: Board of Trustees, Article XIV: International Council, Article XV: International Convention, Article XVI: Delegates, Article XVII: Convention Procedure, Article XVIII: Nomination and Election of Officers, Article XIX: Vacancies in Office
Page 15	Article XX: Committees, Article XXI: Official Publication, Article XXII: Dues, Article XXIII: Finance and Accounting, Article XXIV: Insurance and Indemnification, Article XXV: Motto, Article XXVI: Auxiliary and Incorporated Bodies, Article XXVII: Authority Beyond Bylaws, Article XXVIII: Amendments to Bylaws

KCI Policies Manual Summary (Pages 16-18)

Page 16	A. Definitions, B. Key Club International, C. Key Club International Board of Trustees, D. Key Club International Board Meetings, E. District and District Structure, F. Club Structure and Activities, G. Key Club International Convention
Page 17	H. Code of Conduct, I. Conduct of Unbecoming a Key Clubber, J. Rules for Becoming Candidates, K. International Conferences Other Events, L. Guidelines for Special Relationships with Other Organizations
Page 18	M. Finance, N. Major Emphasis Program, O. Youth Opportunities Fund, P. Miscellaneous, Q. Changes to Policies

KCI Policies Manual Addendum (Page 19)

Sources (Page 20)

Frequently Asked Questions about Key Club

1. What is Key Club?

A: Key Club is not a club that makes keys. It is an international, non-profit service organization for high school students, which promotes community service and leadership.

2. How do I charter a Key Club?

A: First, go onto the CNH CyberKey and find all the information there under the Resources, then follow all of the steps. Contact a district advisor (contact info found on the CyberKey) and ask which division and region your school would belong to. You should then talk to the Lieutenant Governor of the division you'll be in and the regional advisor. They will then help guide you through the right process of chartering and finding you a sponsoring Kiwanis club.

3. How many people does it take to start a Key Club?

A: In order to charter a Key Club, it requires 15 dues paid members. A club in good standing has at least 15 members who have paid dues by December 1st.

4. How many delegates are allowed to vote at DCON?

A: Every club in good standing is allowed 2 delegates to vote at DCON.

5. How much is the membership fee for Key Club and where does the money go?

A: The cost for dues to become a Key Club member is \$11.00, sent to Key Club International. Of this money, \$4.50 goes to the CNH District and \$6.50 goes to Key Club International.

6. Why do we pay dues to become an "official member", and what are the benefits?

A: Dues help pay for all the events you attend, such as service, training and spirit events, so that your experience will be worthwhile! By becoming an official member you are helping out your Key Club, and get privileges to attend special events such as Fall Rally and DCON as well as a membership card, pin, and subscription to KEYNOTER magazine.

7. Do my friends have to be Official Members to attend events?

A: Yes, your friends should pay their dues to become Official Members of Key Club International to participate in all events, including socials, service projects, ICON, DCON, and training conferences.

8. What does the International Board of Trustees do?

A: The trustees edit our bylaws, enforce the policies of Key Club International, promote Key Club globally, represent their respective districts, and plan the Major Emphasis Project.

9. Why do we have regions?

A: Because our Cali-Nev-Ha District is so large, regions were created to help our Kiwanians contact and work with each individual LTG.

10. When does the Key Club year start and end?

A: The official Key Club year (for District and International business) is from May 1 to April 30, though most clubs define a year (for officer terms, etc.) as the time between one District Convention and the next.

11. Who can suggest revisions to the District Bylaws and Policy Manual?

A: Any club in good standing or District Board member.

CNH District Bylaws Summary

Article I: Name and Territorial Limits

We are the Cali-Nev-Ha District, operating under the Kiwanis District Board.

Article II: Objects

The district will promote the goals of Key Club International, organize service events, spread the Key Club movement, increase unity, and promote participation.

Article III: Divisions

Divisions and regions will share the same boundaries with Kiwanis, but divisions may be further divided.

Article IV: Membership

All Key Clubs are members of our district, unless they are otherwise notified by the District Secretary after 60 days of not paying their dues.

Article V: Officers

The officers of the district are the District Governor, Secretary, Treasurer, and Bulletin Editor (these positions are elected at District Convention), as well as one Lt. Governor per division (elected at a divisional or regional Conclave). These officers must be in good standing, have paid their dues, and will serve for one year.

Article VI: Board of Trustees

The Board of Trustees – District Administrator, executive officers, and Lieutenant Governors – will meet twice a year.

Article VII: District Policy

The District Board of Trustees will enforce policies that comply with the District and International Bylaws.

Article VIII: Committees

Our district will have committees created by the Governor or described in the policy manual.

Article IX: Conventions

Our District Convention will be hosted between mid-March and the beginning of May, and each club that has paid its dues may send as many members as they would like, but only two members per club may be chosen as delegates to vote.

Article X: Vacancies in Office

The Board of Trustees can appoint a new Governor if there is a vacancy; the Governor can appoint a vacancy in the position of Lt. Governor or replace any underperforming officer or board member that has not complied with board policies.

Article XI: Revenue

Each Key Club member sends \$11 for membership dues to Key Club International, and our District will receive \$4.50 for every member that pays their dues.

CNH District Bylaws Summary

Article XII: Rules of Order

"Robert's Rules of Order" shall be the authority for all matters of procedure not specifically covered in these bylaws or in District Policy.

Article XII: Key Club Year

The official Key Club year (for District and International business) is from May 1 to April 30, though most clubs define a year (for officer terms, etc.) as the time between one District Convention and the next.

Article XIV: Amendments

Amendments to the bylaws may be made by any member in good standing or a member of the District Board by submitting a written request to the District Office; the amendment can only be passed by a two thirds majority vote by delegates at District Convention. These amendments must be received by the District Office no later than November 1st.

Article XV: Approval

These bylaws, amendments, or additions won't go into effect until they have been approved by the Kiwanis District Board and the Key Club International Board and Director.

CNH District Policy Manual Summary

Article 101: Definitions

This entire manual applies to all officers of the Cali-Nev-Ha District of Key Club International.

Article 102: District Policy

A club in good standing may recommend a change to the District Policy Manual; a majority vote by the District Board of Trustees is required to pass the amendment. Amendments must be submitted no later than 24 hours before the board meeting during which the amendment will be considered by the District Board.

Article 103: District Bylaws

A club in good standing or a District Board member may motion to revise the District Bylaws by submitting the revision in writing to the District Office; then it will be presented at the House of Delegates.

Article 104: Relations to Kiwanis District

104.1: The Kiwanis District Board needs a copy of this Policy Manual, but does not have to approve it.

104.2: The District Administrator will be appointed by the CNH Kiwanis Governor-elect. The District Administrator can appoint Assistant Administrators to fulfill their objects.

104.3: The District Office employees are the only paid members of the District Board, and will be responsible for maintaining the assets and monies of our district.

104.4: Regional Advisors are nominated by the District Administrator and assist Lt. Governors to coordinate their Conclaves, Rallies, RTCs, and other events.

104.5: Key Clubs are responsible to their sponsoring Kiwanis Clubs, not the Kiwanis division.

Article 105: Travel and Overnight Functions

To protect against potential lawsuits, District Executive Officers and Lt. Governors may only travel with permission from the District Administrator and Regional Advisor, with a copy of this permission in writing carried on their person at all times if necessary. Any overnight functions must be approved by the District Administrator, Regional Advisor(s), and school principal(s), with every Key Clubber in possession of a Medical Release form completed and signed.

Article 106: Invocations

At any formal meetings of the CNH District, a particular religious sect or symbol may not be referenced.

Article 107: Publications

The CNH is responsible for providing the Cali-Nev-Ha Key, the Official District Guidebook, and the Official District Officer's Handbook.

CNH District Policy Manual Summary

Article 111: Cali- Nev-Ha District

The CNH Kiwanis District Board of Trustees is responsible for, and will guide the CNH Key Club District, its clubs, and its officers, meaning it has the final say in any Key Club District decision.

Article 112: Regions

Key Club Regions, led by one or more Kiwanians to advise the Lt. Governors within the region, are unique in the CNH District and are defined by the District Administrator.

Article 113: Divisions

Key Club and Kiwanis divisions share the same boundaries, though Key Club divisions, after reaching a maximum of 15 clubs, can be reorganized (Division 90 East, Division 90 North, Division 90 South, Division 90 West).

Article 114: Clubs

There will only be one Key Club per high school, with a Kiwanis sponsor of good standing.

Article 121: Members

The District Board shall consist of the four Executive officers, a Lt. Governor representing a division, and the District Administrator. Vacancies will be filled with appointed members by the Governor or District Administrator, and additional members without voting rights may be appointed to complete specific duties. Honorary members may also be appointed by the Governor, but have no specific duties.

Article 122: Meetings of the Board

The District Board will meet no more than 4 times a year; appropriate dress code, the code of conduct, and curfew will be strictly enforced. Lt. Governors, Committees, and Executive Officers all have a chance to present their reports.

Article 123: Duties of the Board and Members

Each Lt. Governor must sign an Agreement to Serve that includes conditions, duties, and responsibilities such as paying dues, completing monthly reports, club visitations, publication of newsletters, training conferences, attending board meetings, and preparing the next Lt. Governor for office.

Article 124: Duties of Standing Committees

The Executive Committee will establish committees and assign Board Members to these committees. The committees must include or incorporate: Member Recognition, Convention, District Project, Elections, Kiwanis Family Foundation, Member Relations, and Policies and Bylaws.

CNH District Policy Manual Summary

124.3: Committee Operation

Each committee will have an appointed Chair, Secretary, and Kiwanis advisor. Committee meetings must be held at least twice between board meetings and the committee must accomplish the Executive Committee's directives and goals for the committee.

130: District Convention

The District Convention, held in alternating convention sites, has the purpose of training and recognizing members and officers, electing district officers, and discussing proposed amendments.

131: Convention Planning

The Convention will be planned by the District Convention Committee, who will familiarize themselves with the site, plan activities, and work with other committees to put Convention together.

132: Convention Operations

132.1: The Cali-Nev-Ha District Office will create the forms necessary for registration and coordinate with the convention site for the housing arrangements of all Key Clubbers in attendance.

132.2: The Elections Committee will prepare registration for up to two delegates per club in good standing.

132.3: The Member Recognition Committee is in charge of award presentations.

132.4: The Member Education Committee will establish workshops. At a minimum these must include Presidents, Secretaries, Treasures, Editors and District Project.

132.5: The District Administrator will select Kiwanians to help run the Convention.

132.6: Two dinners are planned, the first for the current Board and the second for the incoming Board.

132.7: The Convention Committee chair should plan to meet all guests and entertainers, and provide escorts for convention or other requests for these guests if necessary.

133: Election Process

133.1: The Election Committee Chair shall chair the Candidates Meeting on Friday afternoon of the convention. Each candidate must attend to learn about campaigning and caucus rules.

133.2: An Election Committee representative will attend the Sergeant-at-Arms meeting on Friday to ensure there will be SAAs at caucus sessions and the House of Delegates.

133.3: A Caucus Chair meeting will be held with Executive Officers in attendance.

133.4: The Governor will appoint a chairperson for each caucus room. Sample questions directed towards the candidates will be distributed to the audience. The chairperson will make sure that it is conducted in an orderly, timely manner.

133.5: Each Key Club in good standing may qualify two delegates to vote at the convention.

133.6: If there are more than two candidates for the same office, a nominating conference will reduce the number to two.

133.7: The House of Delegates provides a forum for the candidates for each office to present a final message to the District delegates. Afterwards, delegates will cast their secret ballots.

CNH District Policy Manual Summary

134: Contests and Awards

Each Key Club is encouraged to compete in contests, submit an achievement report, and nominate appropriate members for awards. A manual to assist members in this process is released annually.

135: Workshops

Workshops are designed to educate the club and division leaders and prepare them for the job that lies ahead. This should be done by presenting training, ideas, and important facts one needs to know.

141: Club Officers

Club elections should be held in February or March so that newly elected officers may attend the training workshops at District Convention.

142: Lt. Governor

A candidate for Lt. Governor must complete an Agreement to Serve form, create a platform, and run for office at a divisional or regional Conclave. At Conclave, the current Lt. Governor will chair a caucus session where two delegates from each school in the division cast secret ballots.

143: District Officers

Candidates for District Office must be members in good standing, submit a Statement of Candidacy, an Agreement to Serve, and may only use the permitted official candidate's profile in campaigning.

151: Member Dues

On October 1 of each year, each club is required to have a roster of all the official members who have paid \$11 in dues to Key Club International in order to attend any Key Club functions, including Fall Rally and District Convention.

152: District Budget

The District Administrator organizes the preliminary District Budget based on the budgets of Lt. Governors and discussion with the Key Club District Board at Executive Committee training.

153: Reimbursement Policies

Certain Lt. Governor expenses like supplies and travel can be reimbursed by submitting vouchers.

154: District Conventions

Complimentary housing will be provided to Lt. Governor Elects. Complimentary registration and housing will be provided for qualified members of the retiring District Board.

CNH District Policy Manual Summary

161: District Board

161.1: The Governor shall attend a Governors' Training Conference with the District Administrator.

161.2: The other officers of the District Board should carefully analyze their predecessors' work.

161.3: Candidates for Lt. Governor may attend an informal seminar at Kiwanis Mid-Winter meetings. After election at conclave, Lt. Governor Elects will meet with the Regional Advisors for informal training, and then receive formal training on the opening day of District Convention. A weekend of training (May Board) will also be mandatory to train and motivate all new District Officers and Lt. Governors.

162: Candidate Training Conference

The District will conduct training conferences for members that wish to run for District or International Office. These events will be advertised on the CNH CyberKey.

163: Regional Training Conferences

The Lt. Governors in a Region must conduct a Regional Training Conference between September and November in order to train and motivate prospective officers within the region.

170: Clubs and Members

There may be specific requirements for Key Club events outside the normal division or region.

171: Administrative Year

The Key Club Administrative Year shall be from May 1st to April 30th.

172: Election of Officers

Officers for each individual club should be elected in February and will serve as officer elects until May.

173: Club Officers Training

Newly elected club officers should attend District Convention, held after their election.

174: Good Standing

Good Standing is a status rewarded to clubs and members; to receive this, the member must pay their dues, and the club must have submitted the members' dues (at least 15 per year) to Key Club International. For members to receive the good standing status, they must also abide by all the rules and codes of conduct for our District and Key Club International.

175: Reporting

Club Monthly Report Forms (MRF) are due on the 5th of each month to each respective Key Club Lt. Governor, sponsoring Kiwanis Club and the Regional Advisor.

CNH District Policy Manual Summary

176: Division Attendance

Any interested member, especially club officers, should attend DCMs, Conclave, Conventions, and interclubbing events for invaluable information.

180: International Convention

All members are encouraged to sign up for International Convention, but must follow all rules regarding Convention and this district.

181: District Tour

The Cali-Nev-Ha District will support International Convention by hosting and promoting a District Tour.

182: Conduct

All members attending the District Tour will follow the code of conduct for International Convention, as well as the rules of the Cali-Nev-Ha District and Key Club International.

183: International Candidates

Before District Convention, a training seminar will be held for anyone who wants to run for a district or international office. Any member running for International Office must also campaign for endorsement and support by the District.

184: International Elections

There will only be three delegates at the Nominating Conference at ICON – the Immediate Past Governor, the Governor and the District Secretary –, but each club may send two members to register as delegates for the House of Delegates. The Governor will lead the District Caucus which is mandatory for all attendees.

185: Sergeant-at-Arms Participation

Current Lt. Governors and Club Presidents are required to be Sergeant-at-Arms, but additional volunteers will also be accepted.

210: Violation of District Policies and Bylaws

A member of the District Board will receive a mail notice of their violation and have 7 days to respond to their violation and may request for a hearing or appeal by the District or International Board of Trustees.

214: Dismissal of Board Members

District board members will be given a two week probation period for failing to follow rules, pay dues, maintain grades, or perform the duties of the office; if no improvement is made after probation, the member may be given a hearing before the entire board or dismissed by the Governor and Administrator.

KCI Bylaws Summary

Article I: Name and Emblem

Our organization is named Key Club International. We have an official emblem and insignia designated for special Key Club use only, and our official colors are blue, gold, and white.

Article II: Objects

The objectives of Key Club International are to develop leadership, provide experience in working together, to serve the school and community, to prepare for useful citizenship, and promote ideals of justice, patriotism, and goodwill.

Article III: Powers

The Key Club International Board manages, directs, and guides Key Club members, divisions, and districts, but is also controlled by the Kiwanis International Board of Trustees.

Article IV: Membership of Clubs

A club becomes a member of Key Club International after being accepted by the Board of Trustees and granted an official club charter; all clubs must follow the International Bylaws or face its charter being revoked.

Article V: Organizing and Chartering of Clubs

To charter a Key Club, the club must have sponsorship from a local Kiwanis club, have a minimum of 15 students from the high school, and adopt a set of Club Bylaws.

Article VI: Club Operations

Each club has a President, one or more Vice Presidents, a Secretary, Treasurer, Editor, and one director from each class; each club should have a weekly meeting and participate in service initiatives given by International or the District.

Article VII: Discipline of Clubs

A club that has not paid dues for more than 60 days, or does not conform to the International Bylaws can have its charter and membership revoked. A club may also resign from the organization with a majority vote of the club members. A club with its membership revoked no longer has permission to use any Key Club affiliated resources.

Article VIII: Club Members

Each member of Key Club is recommended to complete 50 hours of service. Clubs cannot limit membership and anyone who has performed exceptional service may be elected an honorary member, who does not have to pay dues.

Article IX: Districts

The Board of Trustees of Key Club International supervises Key Club districts, which are coexistent with Kiwanis districts, and are further divided into divisions. A new district requires 25 active Key Clubs and 375 active members. A district has the officer positions of Governor, Lt. Governors, Secretary, Treasurer, Bulletin Editor, and appointed positions. A district convention must be held by each district annually.

Article X: International Board Counselor

KCI Bylaws Summary

The Kiwanis International Board Counselor is the official representative of Kiwanis at all Key Club International conventions and meetings. They are appointed by the President of Kiwanis International.

Article XI: Officers

The officers of Key Club International are the President, Vice President, 11 Trustees, the Director of Key Club, and the District Governors. These positions must be chosen at International Convention, except for the Director and the District Governors. The Director of Key Club International is appointed by the Executive Director of Kiwanis International. The District Governor is elected at their respective district conventions.

Article XII: Duties of Officers

The International Board of Trustees consists of the President, Vice President, and 11 Trustees. They define policies and control all matters of Key Club International. The President and Vice President supervise Key Club International, while the Trustees serve as liaisons to at least two Key Club Districts.

Article XIII: Board of Trustees

The Board of Trustees of Key Club International will hold physical and electronic meetings and vote on proposals given to them by the Director of Key Club International.

Article XIV: International Council

The International Council of Key Club International consists of members from the Board of Trustees and the District Governors. They will elect the International Board of Trustees for the next year if there is no International Convention.

Article XV: International Conventions

The International Board of Trustees will host an International Convention annually.

Article XVI: Delegates

Each club in good standing is allowed two delegates for voting at International Convention.

Article XVII: Convention Procedure

Any debatable item may be debated unless the delegates vote by two thirds consensus not to debate. There is a five minute limit per person speaking on each topic.

Article XVIII: Nomination and Election of Officers

The committee on Election will make ballots to be used in the House of Delegates. Every district can endorse up to one candidate for President, one candidate for Vice President, and two candidates for Trustee.

Article XIX: Vacancies in Office

If the office of President becomes vacant, the Vice President assumes the office. If the office of Vice President or Trustee becomes vacant, the Board of Trustees may elect a club member to assume the office. Officers that fail to meet minimum performance or break the conduct requirements of office, they may be removed or face disciplinary action.

KCI Bylaws Summary

Article XX: Committees

International Board should have four committees as defined by the Key Club International Board Policies.

Article XXI: Official Publication

The official publication should be printed two times a year. The cost for the publication is covered by dues.

Article XXII:

Each Key Club should pay \$6.50 in annual dues to Key Club International in addition to district dues set by each District, but are not to exceed the price of international dues. Dues paid that year should cover the entire fiscal year.

Article XXIII: Finance and Accounting.

The Key Club fiscal year runs from October 1 to the last day of September. Reimbursements can be made their voucher checks made by the International Board of Trustees. The Kiwanis International Board of Trustees will audit Key Club International's books and accounts by third parties from time to time.

Article XXIV: Insurance and Indemnification

The Board of Trustees can purchase a limited blanket accident medical insurance program to protect all clubs and Kiwanis-sponsored organizations in the U.S. and Canada in the case of medical accidents during the course of a service event.

Article XXV: Motto

Key Club International's Motto is "Caring - Our Way of Life."

Article XXVI: Auxiliary and Incorporated Bodies

No internal organizations or secondary, smaller organizations may be formed within Key Club International. In compliance with state laws, a member club may consider itself a non-profit corporation receiving its chart and abiding by the bylaws of Key Club International.

Article XXVII: Authority Beyond Bylaws

In congruence with the International Bylaws, the International Board of Trustees will create a Board Policy Manual by which all business will be conducted by. "Robert's Rules of Order" will be used in parliamentary settings.

Article XXVII: Amendments to Bylaws

The International Bylaws can be amended after a two thirds vote by delegates voting at Key Club International Convention. A copy of the proposed amendment must be received 45 days before the House of Delegates, and will not go in effect until approved by the Board of Trustees after its passing.

KCI Policies Manual Summary

A. Definitions

These policies are basic principles to guide the International Board and are binding and final.

B. Key Club International

Key Club International is a student-led organization that wants to develop competent, capable, and caring leaderships who promote caring, leadership, character building, and inclusiveness through their community service

C. Key Club International Board of Trustees

- 1: International officers may only serve in one position and serve in a voting position of a district.
- 2: They will be assigned a committee as recommended by the International President.
- 3: Trustees will be given a monthly stipend to help cover costs associated with postage, mailing, telephone, and e-mail.
- 4: Any Key Club member may make a written report about the lack of performance of any Trustee, which will be reviewed by the International Board of Trustees, upon which appropriate action will be taken.
- 5: International Trustees are responsible to make monthly reports, create one-page handouts for newsletters, inform their Districts about International updates, and give an official International Liaison report
- 6: Trustees must fulfill their tasks on their given committee and have a good knowledge of their committee's purpose.

D. Key Club International Board Meetings

All International board members are expected to show up at meetings, with a few exceptions given by the President.

E: District and District Structure

- 1: A district must be recognized by both Key Club and Kiwanis International Boards.
- 2: Key Club International may create a "District-in-formation" in preparation of a district's split.
- 3: A District officer cannot also serve as a club officer.
- 4: The administrative term to be used to measure dues collection and membership development for any Key Club district office and recognition shall be October 1st to May 1st.
- 5: The Lt. Governor is the only officer of a division, and there is no divisional treasury.
- 6: Divisions may not collect dues from their members.

F: Club Structure and Activities

- 1: Clubs should report dues and membership information using the forms from Key Club International.
- 2: Membership lists may be used only by Key Club International for the delivery of information.
- 3: A club in good standing has paid dues to International and their District.
- 4: A suspended club must pay for its entire membership to be returned to active state.
- 5: If a club only pays dues to International and not District, it is not in good standing.
- 6: The International board forbids hazing.
- 7: Each club's board can determine what is qualified as a "service hour".

G: Key Club International Convention

- 1: The goal is to unite Key Club members by inspiring them to serve.

KCI Policies Manual Summary

- 2: All persons registered for International Convention must stay in specifically designated hotels.
- 3: Caucus procedures will be published and enforced at International convention. Each candidate has five minutes to caucus. The schedule will be selected randomly. The time allotted to caucusing is to be used to interview and evaluate the candidates. Caucus questions must pertain specifically to the candidates qualifications and his/her knowledge of Key Club.

H: Code of Conduct

- 1: All members will respect the Code of Conduct and respect the authority of Sergeant-at-Arms Committee, Key Club administrators, and designated staff.
- 2: Members are expected to follow all government laws and respect all property. They may not possess alcohol, tobacco, or weapons, must abstain from sexual activities, and may not threaten or harass others.
- 3: Members must stay in the assigned hotel room. Males and females may not be present in the same room and all members must follow a curfew from midnight to 5 a.m.
- 4: Members must abide by the specific dress code advertised for the specific function.
- 5: Violation of these rules will result in notification of proper authority and dismissal.

I: Conduct Unbecoming a Key Clubber

A member is unbecoming a Key Clubber if their conduct conflicts with the interests of Key Club International, or threatens the reputation of their home Key Club or Kiwanis sponsors.

J: Rules for Becoming Candidates

- 1: Any member in good standing is eligible to run for office.
- 2: A candidate cannot introduce themselves as a candidate for International office outside their own District.
- 3: A candidate must seek endorsement from their own District.
- 4: Only Key Club members may participate in campaigning for any candidates.
- 5: Candidates may not spend any money on their campaign fund, and the only item allowable for distribution is a single paper, your platform. Candidates may not distribute any other materials.
- 6: Candidates may not participate in the oratory contest at International Convention.

K: International Conferences and Other Events

The Governors/Administrators Training Conference will be held in May after the last District Convention to train incoming Governors and Administrators. A month after International Convention, a Key Club International Leadership Conference will be held, providing education and team building for Key Club International Officers.

L. Guidelines for Special Relationships with Other Organizations

- 1: KCI can have one of two different types or relationships with other organizations, a partnership or a working relationship.

KCI Policies Manual Summary

2-3: A partnership with an outside organization is defined as a relationship in which KCI participates in the promotion of the opportunities provided by the relationship, and requires KCI approval.

4: A working relationship with another organization is defined as having the support of a KC organization, and active communication between KCI and other high levels of leadership.

5: Key Club will not generally endorse other organizations, but can invite speakers to appear before a club.

6: Fund-raising organizations' materials may be placed in an official Key Club publication, but only if there is a lack of actual Key Club content.

M: Finance

The Key Club International Board will propose an annual budget that is balanced or contains a surplus.

N: Major Emphasis Program

The Theme and Major Emphasis Program "Children: Their Future, Our Focus" will stay in place until it is fulfilled, when it will be replaced with a new project.

O: Youth Opportunities Fund

1: The Youth Opportunities Fund will provide financial support to clubs through grants and scholarships.

2: The Youth Opportunities Fund will be held within the Kiwanis International Foundation and no more than 10% will be used for administrative costs.

3-4: The Key Club International Director and Board will determine withdrawals and expenditures from the YOF through the Grant Review Committee.

5: Applications must be received by October 15.

6: Interest made by Key Club International's investments may be used for scholarships.

7: The G. Harold Martin Fellowship is obtained through a \$250 donation to the YOF.

P: Miscellaneous

1: Key Club International will support Kiwanis International's exchange student program.

2: The Key Club International Board can award an individual who has greatly contributed to Key Club with Honorary Membership.

Q: Changes to Policies

Policies remain constant from year to year unless a change is made by the International Board of Trustees. A district may also propose a change of policies through a written request of a change to the International Office.

Addendum to the KCI Policy Manual Summary

Applications

All contests and award applications can be found on the Key Club International or CNH CyberKey websites.

Eligibility

No individual that has been commissioned or paid for their services can compete for a Key Club International award. We encourage all members of the Cali-Nev-Ha District to apply for these awards at DCON; the winners move on to ICON.

Recognition Programs for Individuals

1. **Key of Honor** – Highest award given to an individual who has made a life-long positive impact on youth and Key Club.
2. **Sandy Nininger Medal** – Given to high school students who have displayed great special merit
3. **Oratorical Contest** – An award given to an orator who has prepared a speech on a given topic, which changes per year.
4. **Talent Contest** – A talent contest open to all Key Clubbers! Acts must be in good taste.

Recognition Programs for Clubs

* All entries become property of Key Club International, will be kept by KCI, and may be displayed or reproduced.

** In the CNH District, you will be nominated for International contests after winning the same contest at DCON

1. **Club Poster Contest** – A contest to create a club poster designed to recruit new members for Key Club.
2. **Club Video Contest** – A contest to create a video promoting Key Club as an organization OR your own local club.
3. **Distinguished Club Award** – Awards a club for their effective leadership, membership involvement, positive interaction with Kiwanis, service, and fund-raising; based on the Annual Achievement Report Form.
4. **Major Emphasis Program Award** – An award for the club that hosts the best Major Emphasis Program service project.
5. **Partners in Service Award** - An award for each club serving in one service project with each of the official partners.
6. **Traditional Scrapbook Contest** – An award for the best physical scrapbook (put together in a traditional scrapbook binder) containing pictures, souvenirs, examples, newspaper clippings, etc.
7. **Nontraditional Scrapbook Contest** – An award for the best non-traditional scrapbook, capturing the club's memories through a non-traditional means, such as a collage, structure, mobile, mosaic, etc.
8. **Single Service Award** – Recognition for Key Clubs who have hosted one of the best single service projects.
9. **Membership Growth Award** – Recognition to Key Clubs who have shown outstanding membership growth in a year.

Recognition Programs for the District

1. **Distinguished District Bulletin Editor Award**
2. **Distinguished District Governor's Award**
3. **Distinguished District Secretary's Award**
4. **Distinguished District Treasurer's Award**
5. **Distinguished District Secretary-Treasurer's Award**
6. **Robert F. Locus Outstanding Lieutenant Governor's Award**

CNH District Guidebook Sources

1. CNH District Bylaws - [click here](#)
2. CNH District Policy Manual - [click here](#)
3. Key Club Guidebook 2009-2010 - [click here](#)

Available for download and viewing at cnhkeyclub.org > Resources > Policy and Forms

Please note these are summaries of Key Club Bylaws & Policies, and not the actual documents. They should only be referenced and interpreted as guides, not actual law.