

Club Bylaw & Policy Guide

CALI-NEV-HA Key Club District

KEY CLUB[®]

Created by the CNH District Policies,
International, & Elections Committee

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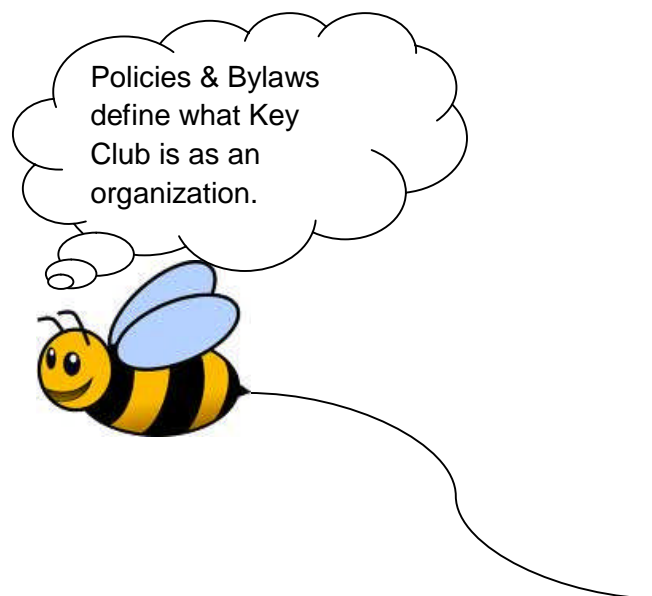
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Why Bylaws and Policies matter?

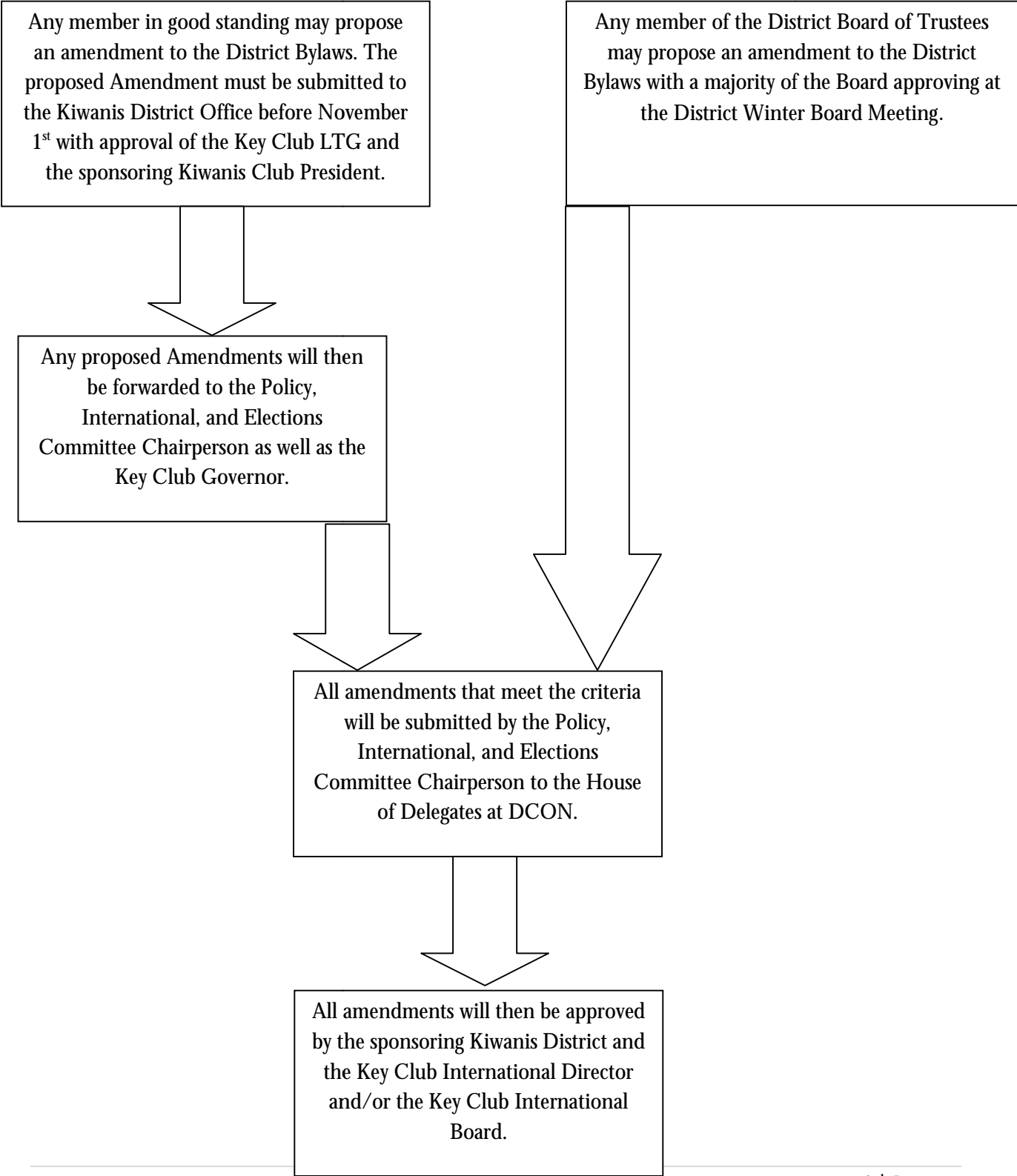
Bylaws and Policies are put into place for the purposes of giving structure, order, and uniformity to our organization that is Key Club. Without these set rules and guidelines, our organization may be disbanded and would have no resource to refer to on how to conduct business and perform certain procedures.

What is this document and how does it help?

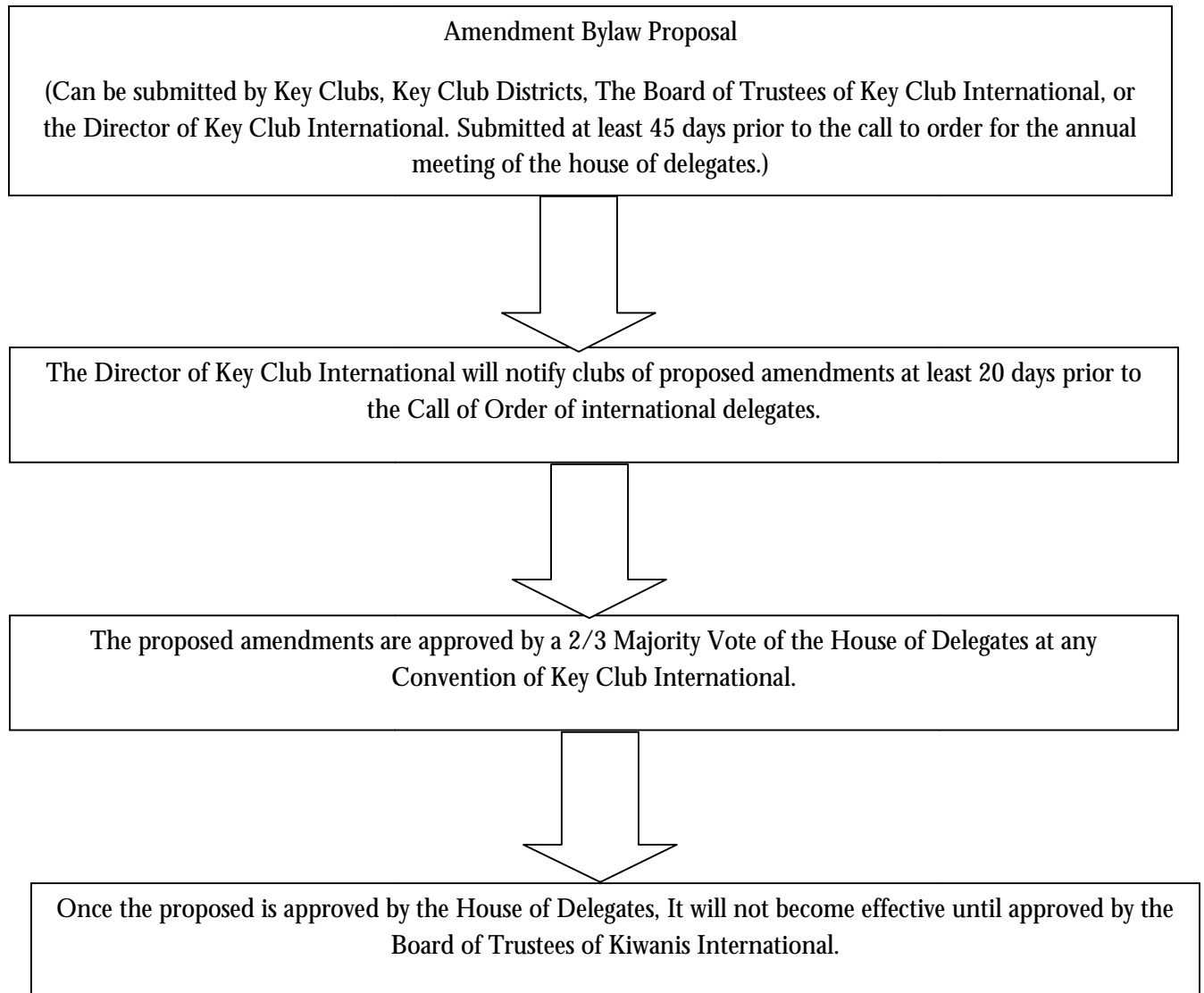
This document's purpose is put to help anyone read the Bylaws and Policies of both the Cali-Nev-Ha Key Club District and Key Club International. In this document you will find ways on how to: read the Bylaws and Policies with ease through the wordy and often complicated language, proper procedures and steps to take when amending the Bylaws and Policies, and how these set rules affect each club and where they individually can find them, as well as how to use these rules.



District Policy & Bylaw Amendment Flow Chart



International Policies and Bylaw Amendment Procedure Flowchart



This information was gathered from Article XXVIII of the Key Club International Bylaws and Policy Manual.

What are club bylaws?

Every club in Key Club International has bylaws that regulate how a club functions. The “Standard Form for Key Club Bylaws” explains the different officer positions in a club, what standing committees a club should have, as well as the basics of Key Club International.

Why do Clubs have bylaws?

Very simply put a club has bylaws to give the club structure and define basic policies a club must follow.

How do they affect a club?

Club Bylaws affect a club because they set regulations on a club and guide the club on interclub functions. Bylaws also set the framework for

How can a club implement the club bylaws?

A club can implement the club bylaws by reading, learning, and following the provisions set by the bylaws.

Where can a club find their bylaws?

Clubs can normally find a copy of their bylaws by contacting their school’s ASB. If you cannot find your club bylaws, you can always call Key Club International at 1-800-KIWANIS, extension 411. Key Club International has a copy of every club’s original bylaws, although you must have your club ID# in order to request your club’s bylaws.

Interpretive Challenges

KCI Bylaws

When reading the KCI Bylaws, it may get a bit wordy, confusing, and you may just be wondering to yourself what does all this “pish-posh” mean. Well this page will help you tackle any misunderstandings you may have.

1. Article III: Powers, is not meant to be confused as to what International has power over, rather it is meant to be read as to what International has to do.
2. In reference to Article VI: Club Operations, each section refers to a different aspect of what the club should be doing, not separately, but all together.
3. When Referring to Article XI through XII, all officers are of International level, not to be mistaken with club level core board positions.

KCI Policies

While reading International policies there may be difficulties understanding the language in the policies. The difficulties are called interpretive challenges and this guide will help you with the major challenges you may find.

Article IV- 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.

This means a club is a club as determined by the Board of Trustees of Key Club International.

Article V- 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.

This simple means Key Clubs are school based and sponsored by a Kiwanis Club.

Article VII- Section 5: No club shall sponsor in any manner a lottery, raffle, drawing, or game of chance, for the purpose of raising funds, or shall employ a lottery, raffle, drawing, or game of chance in connection with any fundraising activity or engage directly or indirectly in any activity which may impugn or reflect unfavorably on the good name of Key Club or Kiwanis.

Key Clubs may participate in lotteries, raffles, drawings, or games of chance only with clubs or districts within the Kiwanis family or organizations sponsored by the Kiwanis family for the purpose of fundraising in accordance with state, local, federal, and provincial laws. Clubs violating the provisions of this section may have their charter revoked or be otherwise disciplined as prescribed by the Board of Trustees of Key Club International or the Board of Trustees of Kiwanis.

This simply means a Key Club cannot have a lottery, raffle, or drawing in any fundraiser or any activity that may harm the good name of Key Club or Kiwanis. Key Clubs may however participate in Kiwanis family events in accordance to state, local, and federal laws.

Article IX 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. This means a club is both a member of its respective district and International as long as they follow both KCI and District Bylaws.

CNH District Bylaws & Policies

The CNH District Guidebook (found at this link: [is the ultimate tool for finding Key Club Policies and Bylaws](#)). This document will give a brief explanation of the bylaws and policies, and is intended to help you understand and interpret these bylaws and policies.

CNH District Bylaws

1. When referring to the to the District Bylaws articles 1 through 3 when talking of the “territorial” area means simply the boundaries that are defined by district on the area of regions, divisions which correspond with that of the Kiwanis regions, divisions
2. In regards to the membership, “arrears” just mean unfulfilled obligations, so the phrase “arrears for any indebtedness” just means unfulfilled obligations due to not paying dues.
3. When looking at officers, nonvoting just means officers that have been appointed there position, not elected, this includes committee chairs, so during Board Meetings, when called for a majority vote to pass a proposal, these officers cannot vote, or discuss/debate during the meeting.

CNH District Policies:

1. In reference to the District Policies regarding Membership, Officers, and the Board of Trustees:
 - Clubs that have are sixty days past the dues payment deadline and have not paid dues to either Key Club international or this district are considered not in good standing. Clubs that are not in good standing shall be notified by the District Secretary.
 - District Officers consist of the District Governor, Secretary, Treasurer, Editor, and Lieutenant Governors. District officers will be elected at District Convention with the exception of the Lieutenant Governors, who are elected at divisional conclaves. The Governor is the executive officer for the district, the secretary is responsible for keeping all records of district meetings and District Convention, The Treasurer is responsible for reviewing all district income, and approving distribution of funds by need of the District Board or by District Policy, the bulletin editor is responsible for all publications of the district, and the Lieutenant Governor is the executive officer of the division.
 - The board of Trustees consists of all district officers listed above, as well as the Key Club administrator. This board may modify the district policies by majority vote at any board meeting.
2. In reference to the District Policies regarding Committees, Convention, Vacancies in District Office,

Revenue, and Rules of Order:

-The District Committees should be organized as specified in the District Policies, or organized by the District Governor.

-The annual District Convention shall be held at a location agreed upon by the board of trustees, and the CNH Kiwanis board of trustees. Clubs in good standing will be sent a call to convention at least sixty days prior to the scheduled convention date, and will receive two delegate votes at the convention, each delegate will be allowed one vote on each proposition made at convention.

-Should a District office be vacant for a given term, the Board of Trustees will appoint a qualified person to fill the vacant position.

-Revenue for the district will be monitored by the District Treasurer, and each club will pay \$4.50 to the district per member in within 60 days of the deadline to remain in good standing.

-For any situation not specified in the bylaws or policies, Robert's Rule of Order will be the main authority in this district.

3. In reference to the District Policies regarding the Key Club Year, Amendments, and Approval of Policies:

-The Key Club Year is defined by the conclusion of one annual District Convention to the conclusion of the next annual District Convention. The Fiscal year for Key Club is defined as July 1st through June 30th.

-Amendments are approved by a 2/3 Majority Vote of the delegates at District Convention. A proposal to amend the district bylaws may be made by any club in good standing, assuming the proposal is endorsed by the division's Lieutenant Governor and the sponsoring Kiwanis Club President.

-Bylaws and amendments are not effective until approved by the sponsoring Kiwanis District Board and the Key Club International Administrator or Key Club International Board.