

## THE GUIDE: To District Bylaws and Policies

### WHAT ARE BYLAWS?

A bylaw is defined by Merriam-Webster as

“a rule adopted by an organization chiefly for the government of its members and the regulation of its affairs”.

Bylaws are the controlling authority of the Cali-Nev-Ha District. Further, the policies listed are subject to the Bylaws of the California-Nevada-Hawaii District and where these policies paraphrase or refer to the Bylaws of said District.

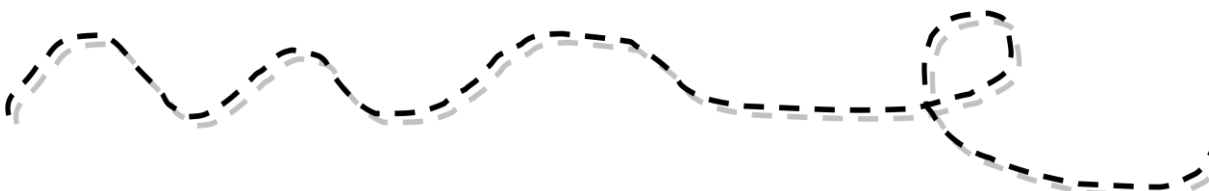
The policies of the California-Nevada-Hawaii District of Key Club International are the principles by which the District shall supervise Clubs, Divisions, or other groups of chartered Clubs and members within said District. These policies are subject to the Constitution, Bylaws and Policies of Key Club International.

In addition, this Manual contains procedures by which the District will conduct its business and shall serve as a guide by which subsequent Board of Trustees may act.

**In summary, the District Policies and Bylaws serve as a guide to how the District should run and operate.**

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# 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.

## 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.

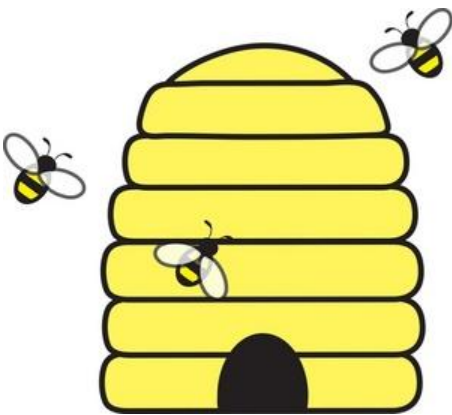
## Article XV: Approval

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.

# How to Revise Bylaws:

As stated in District policy 103.1, and in Articles XIV and V of the CNH District Bylaws, the following procedures must be taken in revising District Bylaws:

**Any Key Club** in good standing or any District Standing Committee may present a proposal to add, delete or revise items in the District Policy Manual. Proposals by a Key Club in good standing shall be **sent to the Kiwanis District Office**. These proposals will then be forwarded to the Chair of the Policy, Laws and Regulations Committee. The Committee will review the proposal and recommend action to the Board of Trustees at the next Board Meeting. Standing Committees of the Board of Trustees may propose changes to the Policy Manual. These proposals shall be submitted to the Governor and Chair of the Policy, **Laws and Regulations Committee** who shall review, submit and recommend action to the Board of Trustees. Proposals for additions or changes shall be provided to each member of the Board for review not less than 24 hours prior to the Board meeting where the matter shall be considered. The Board of Trustees shall review these recommendations for additions or revisions and act upon them. Approval of the recommendations shall require a **majority vote** of the members attending.



## How to understand the Language of Bylaws:

Here are a couple of hints and language choices that will help you understand the bylaws!

- “And/Or”- By adding the choice of “or”, the statement is not mandated. If the bylaw states “and” then the object or group to which it is referring is required to follow the rules dictated by the bylaws.
- “A Quorum” is the minimum number of members of an assembly that must be present to make a meeting valid.
- When “powers” are discussed, it does not mean that the district or KCI has power over a general Key Club population, but rather what they have to do in regards to the membership.
- “Arrears” means unfulfilled obligations.
- When looking at officers “nonvoting” means officers that have been appointed to their position, not elected.

## RESOURCES:

### CNH District and International Bylaws:

[http://cnhkeyclub.org/downloads/Resources/Policy%20and%20Forms/CNH\\_%20District\\_Guidebook%202010.pdf](http://cnhkeyclub.org/downloads/Resources/Policy%20and%20Forms/CNH_%20District_Guidebook%202010.pdf)

### CNH Policy Manual:

<http://cnhkeyclub.org/downloads/Resources/Policy%20and%20Forms/Policy%20Manual%20Oct%202009.pdf>