



## CALIFORNIA-NEVADA-HAWAI'I DISTRICT

# BYLAWS & POLICIES

## *reference guide*

*Created by the 2022-2023 Policy,  
International Business, & Elections  
Committee.*



## WHAT IS THE REFERENCE GUIDE?

This Reference Guide is provided to help you better comprehend the CNH District Bylaws and Policies. They have been shortened to summaries and simplified in language. Please use this resource along with the original District Policy Manual found on the CNH CyberKey.

([cnhkeyclub.org](http://cnhkeyclub.org) > Resources > Policy & Elections)

*Provided by the 2022–2023 Policy, International Business, and Elections Committee.*

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# DISTRICT BYLAWS

## Article I: Name and Territorial Limits

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### Section 1.

This organization is named the California-Nevada-Hawaii District of Key Club International.

### Section 2.

All boundaries of the District follow that of the California-Nevada-Hawaii Kiwanis District. The organization is sponsored by, but not part of, Kiwanis International and operates under the Kiwanis District Board.

## Article II: Objects

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### Section 1.

The objectives of CNH are to promote the Key Club International objectives, coordinate projects, strengthen and expand Key Club, increase fellowship between clubs, and promote club participation in the goals of the District and Key Club International.

### Section 2.

The District also aims to protect the environment and promote eco-friendly practices.

## Article III: Divisions

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### Section 1.

The District is divided into regions and divisions which align with the boundaries of the Cal-Nev-Ha District of Kiwanis International. Regions will be composed of one or more divisions, and Key Club divisions can be divided or combined if necessary.

## Article IV: Membership

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### Section 1.

Each Key Club chartered in the boundaries of CNH is considered a part of the CNH District.

### Section 2.

If a club is in debt to the District or International for more than 60 days, it is considered not in good standing.

## Article V: Officers

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### Section 1.

The District officers are the District Governor, District Secretary, District Treasurer, Lieutenant Governors, and any other non-voting officers outlined in the Policy Manual or appointed by the District Governor with the approval of the Board of Trustees. District officers can succeed themselves but they cannot hold club office while serving as District officers.

### Section 2.

District officers should be active members in good standing of a club in their division. Members who will graduate during their term cannot be elected.

### Section 3.

The District Governor, Secretary, and Treasurer will be elected at DCON. Lieutenant Governors will be elected at Conclave prior to DCON. Non-voting officers will be nominated by the Governor and approved by the Board of Trustees. Their terms begin immediately after they are elected and will continue until a successor is chosen, except for the District Secretary and Treasurer, who will continue their terms until May 1st.

#### **Section 4.**

The following are the duties of the District officers:

- a. The Governor is a member of each District committee. They hold authority at Board of Trustee meetings and conventions and must attend all Key Club International conventions. They are the executive officer.
- b. The Secretary records information related to DCON and Board of Trustee meetings, informs officials and committees of news from Key Club International, works with the Governor to submit official reports to Key Club International, and completes any other tasks the Governor or Board of Trustees assign.
- c. The Treasurer reviews receipts of district dues, convention registration fees, and income of CNH. They approve uses of the funds in accordance with the Board of Trustees and District Policy. Accounts and deposit books may be inspected by the Executive Committee, Board of Trustees, and the Secretary of the Kiwanis Cal-Nev-Ha District, and any other authorized person. The Treasurer provides a report at the annual convention and any other requested events. Other duties may be assigned by the Governor or the Board of Trustees.
- d. The Lieutenant Governor acts as a division's executive officer and leads all Division Council Meetings. The Lieutenant Governor follows the programs and policies of the District and International. They also carry out their duties on the District Board of Trustees.

### **Article VI: Board of Trustees**

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#### **Section 1.**

The Board of Trustees includes the District Governor, Secretary, Treasurer, Lieutenant Governors, and Key Club District Administrator.

#### **Section 2.**

Powers that are not mentioned in the provided bylaws are controlled by the Board of Trustees and District Policy, with the approval of the District Key Club Administrator, sponsoring Kiwanis District Board, and Board of Trustees of Key Club International.

#### **Section 3.**

The Board of Trustees will hold at least two meetings every year. Other meetings can be called for upon the approval of the Key Club District Administrator.

#### **Section 4.**

The District Secretary will notify the following individuals of any meeting: the Board of Trustees, Key Club International Administrator, International Board Representative, officers of the Cal-Nev-Ha Kiwanis District, the Key Club District Administrator, and the members of the adult Key Club Committee.

#### **Section 5.**

To meet quorum at a Board of Trustees meeting, half of the members must be present. Any actions made by the Board between the district conventions must be approved by the majority of district officers, Key Club District Administrator, District Governor, and District Secretary.

#### **Section 6.**

If the Governor cannot attend a meeting, the Board of Trustees will designate one of their members as Chairperson.

#### **Section 7.**

The District Secretary must submit meeting minutes to the Board of Trustees, District Administrator, Key Club Committee, Key Club International Administrator, and International Board Representative within thirty days after a District Board of Trustees meeting.

## **Section 8.**

If the District Governor is incapacitated, then a special meeting of the Board of Trustees can be called by the District Secretary, the District Administrator, or 2/3 of the Board of Trustees.

## **Article VII: District Policy**

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### **Section 1.**

The Board of Trustees establishes policies in accordance with the bylaws.

### **Section 2.**

The District Policy Manual includes all policies and can be modified by a majority vote at a Board of Trustees meeting.

## **Article VIII: Committees**

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### **Section 1.**

The District Committees follow those in the District Policy Manual and can also be organized by the District Governor.

### **Section 2.**

The duties of the District Committees are outlined in the District Policy Manual.

## **Article IX: Conventions**

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### **Section 1.**

The annual CNH District Convention will be held between the middle of March and the end of May. The location and date will be agreed upon by the Key Club District Board of Trustees and the Cal-Nev-Ha Kiwanis District Board of Trustees.

### **Section 2.**

The District Secretary releases the official call to District Convention at least 60 days prior to the event. The Board of Trustees supervises and manages the event under the supervision of the District Administrator and Key Club Committee.

### **Section 3.**

Each club in good standing can have two delegates and two alternates at DCON.

### **Section 4.**

The Board of Trustees serves as delegates-at-large at DCON.

### **Section 5.**

Each delegate is entitled to vote on all questions. Votes cannot be cast on behalf of another person (proxy voting).

### **Section 6.**

If the Governor is unable to attend District Convention, the Board of Trustees will designate one of their members as an executive officer.

### **Section 7.**

To meet quorum, 1/3 of the clubs in the district must be present and represented by delegates. If a District Convention is not held, the District Board will elect the District Governor, Secretary, and Treasurer.

### **Section 8.**

Within thirty days after convention, the District Secretary must compile a convention report

to submit to the Board of Trustees, District Administrator, Key Club Committee, and Key Club International Director.

### **Section 9.**

Each District Convention should include:

- a. Address by the Cal-Nev-Ha Kiwanis District Governor or their designated representative.
- b. Nomination and election of officers for the following year.
- c. Other activities as designated by District Policy.

## **Article X: Vacancies in Office Between Conventions**

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### **Section 1.**

If the District Governor position becomes vacant during the term, the Board of Trustees will elect one of their members to fill the vacancy.

### **Section 2.**

If a Lieutenant Governor position becomes vacant during the term, the District Governor will appoint a member from the division to fill the vacancy, with the approval of the Board of Trustees.

### **Section 3.**

If the District Treasurer or Secretary position becomes vacant during the term, the Board of Trustees will elect a member of the District to fill the vacancy.

### **Section 4.**

The Governor will notify and give a warning to any member of the Board of Trustees who is not fulfilling their duties and can proceed with removing and replacing them in accordance with District Policy.

### **Section 5.**

If the Governor is not fulfilling their duties, the Secretary will hold a special Board of Trustees meeting to discuss the situation and may request the resignation of the Governor. The Board, with the approval from the Kiwanis District Governor, will declare the position vacant and will fill the position according to the Bylaws.

### **Section 6.**

If a member violates the Code of Conduct during a Key Club-related event, they may be dismissed with a majority vote of the Executive Board, as requested by the District Governor and District Administrator. The accused member may present a defense to their charges. They may also appeal their dismissal, in which a special meeting can be called to be presented in front of the entire board.

## **Article XI: Revenue**

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### **Section 1.**

Each member will pay district dues each year according to the following schedule:

District dues will be \$4.50 before October 1, 2022.

District dues will be \$5.00 from October 1, 2022 to September 30, 2023.

District dues will be \$5.50 from October 1, 2023 to September 30, 2024.

District dues will be \$6.00 from October 1, 2024 and onward.

These dues will be submitted between October 1st and December 1st by each club every year.

## **Section 2.**

The Board of Trustees determines the cost of district dues, which must be approved by the District Administrator and at District Convention. The cost cannot exceed that of International dues.

## **Section 3.**

A decision to exceed the annual dues amount may only be made by a two-thirds vote of the delegates attending District Convention.

## **Section 4.**

Dues should be paid within 60 days of payment opening.

## **Section 5.**

If a club is chartered during a term, they will pay the district dues for their members.

## **Section 6.**

Dues for members joining clubs that have already paid dues will follow District Policy.

## **Article XII: Rules of Order**

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### **Section 1.**

"Robert's Rules of Order" will guide procedures not mentioned in the bylaws or in District Policy.

## **Article XIII: Key Club Year**

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### **Section 1.**

The CNH District Key Club Year starts at the conclusion of District Convention and ends at the conclusion of the following District Convention.

### **Section 2.**

The Fiscal Year is from July 1 to June 30th of the next year.

### **Section 3.**

The Key Club Administrative Year is determined by Key Club International.

## **Article XIV: Amendments**

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### **Section 1.**

Changes to the District Bylaws may only be made with a two-thirds vote of delegates present at a convention, in accordance with the following:

- a. Key Clubs in good standing and members of the Board of Trustees may make a proposal for a Bylaw revision.
- b. Amendment proposals by a club must be endorsed by the Lieutenant Governor of the club's division and by their sponsoring Kiwanis Club President. Proposals must be submitted in writing to the Cal-Nev-Ha Kiwanis District Office and must be received by November 1st to be considered at the following House of Delegates.
- c. Proposals will be forwarded to the Policy, International Business, & Elections Committee and the District Governor. Proposals that do not follow given requirements will be returned with a letter explaining why they were not processed.
- d. If a Board of Trustees member proposes an amendment, the majority of the Board of Trustees must endorse the revision at the Winter Board Meeting.
- e. All qualifying proposals will be submitted by the Policy, International Business, & Elections Committee to the House of Delegates for approval.

## **Article XV: Approval**

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### **Section 1.**

The Bylaws and any amendments must be approved by the Cal-Nev-Ha Kiwanis District Board, the Key Club International Director, and/or the Key Club International Board in order to be officially implemented.

## **DISTRICT POLICY: Mission and Purpose**

The policies of the California-Nevada-Hawaii District of Key Club International guide District supervision of Clubs, Divisions, other chartered groups, and members. Policies are subject to the Key Club International Constitution, Bylaws, and Policies, as well as the CNH District Bylaws. The District Bylaws are the controlling authority over the policies. The policies contain procedures for District business and help guide the Board of Trustees. They will remain in effect unless changed by the Board of Trustees; procedures to change policies are located in the Policy Manual. Changes must be approved by the CNH Kiwanis District Policy Committee and Board of Trustees.

### **100 ADMINISTRATION**

#### **101 Definitions**

The executive officers referred to in the manual are the District Governor, District Secretary, and District Treasurer. The Executive Committee consists of the executive officers and the District Administrators. The Board of Trustees consists of the Executive Committee and the Lieutenant Governors. The District Board consists of the Board of Trustees and the Committee Chairs. Policies follow the Bylaws, which are the rules of the District.

#### **102 District Policy**

##### **102.1 Revision Procedures**

Any Key Club can add, delete, or revise any section in the District Policy Manual. All proposals should be sent to the Kiwanis District Office, which will be given to the Policy, International Business and Elections (PIE) Committee Chair. The PIE Committee will review them and recommend actions to the Board of Trustees at the next Board meeting. District Committees may also submit proposals to the District Governor and PIE Chair who will review, submit, and propose action to the Board of Trustees. Approval for the recommendations requires a majority vote of the members attending.

##### **102.2 Revision Effectiveness**

The date at the end of each policy indicates when it was approved. The first number represents the month and the second number represents the year.

#### **103 District Bylaws**

##### **103.1 Bylaw Revision Procedures**

Any Key Club or member of the Board of Trustees can propose a revision to the District Bylaws. All proposals must be submitted in writing to the Kiwanis District Office and received no later than November 1st. All proposals must be endorsed by the Key Club's respective Lieutenant Governor and by the sponsoring Kiwanis Club President. All proposals will be forwarded to the Policy, International Business, & Elections Committee Chair and to the Key Club District Governor. Any proposals that do not follow the above criteria will be returned. A proposal for revision to the Bylaws by a member of the Board of Trustees must be endorsed by a majority of the Board of Trustees at Winter Board. Proposals will then be submitted by the Policy, International Business and Elections Committee Chair to the House of Delegates at the next District Convention for action.

### **104 RELATION TO KIWANIS DISTRICT**

#### **104.1 Approval**

Copies of the District Bylaws and Policies should be sent to Kiwanis for approval on a regular basis.

### **104.2 District Administrator**

The Key Club District Administrator is appointed by the CNH Kiwanis Governor-elect and shall administer the Key Club District within the District and International Bylaws. Assistant Administrators may be appointed by the Administrator.

### **104.3 Kiwanis District Office**

The Kiwanis District Office and the Director of Service Leadership Programs are paid workers who assist the Key Club District Administrator, District Board, and committees. The Kiwanis District Secretary is responsible for safekeeping all owned items and records of Key Club as well as executing contracts with the District Administrator's approval.

### **104.4 Region Advisors**

Region Advisors will be nominated by the Key Club District Administrator and appointed by the Kiwanis District Governor-Elect. They are the connection between the Key Club and Kiwanis Lieutenant Governors, will help coordinate events within their Region, and will coordinate transportation for District Board members to attend District Convention and District Board training conferences. They will help to see that a Lieutenant Governor is properly elected in each Division and will encourage participation. They will ensure that any officers above the club level within their Region fulfill their duties and help fill vacancies in the case of resignations. They will support the District Administrator, such as by serving as an Advisor to Board Committees and providing assistance at Board Meetings, Conventions, and Conferences.

### **104.5 Kiwanis Divisions**

Kiwanis Division officers and appointees will not lead members of a Key Club Division. When requested, the Kiwanis Lieutenant Governor and Service Leadership Program appointees should assist the Key Club Lieutenant Governor with financing, coordinating, and monitoring activities within the division.

## **105 TRAVEL AND OVERNIGHT FUNCTIONS**

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This section establishes guidelines for all travel, multi-division events, and overnight activities in the District to provide protection from possible insurance claims or lawsuits.

### **105.1 Key Club Executive Committee Travel**

If the District Governor, District Secretary, or District treasurer intends to travel outside their home Region, they must receive permission via email or in writing from the Administrator. This request must include all arrangements including dates, times, details of transportation, and the purpose of travel. A hard copy of the approval must be in possession of the officer when traveling. Exceptions include District Board Meetings, Kiwanis Family District Conventions and International Meetings (Governor only), Key Club Conventions, and Special Events approved by the District Administrator.

### **105.2 Key Club Executive Committee Travel to Region Training Conferences**

Unless a special circumstance is permitted by the District Administrator, a maximum of two executive officers may attend a Region Training Conference.

### **105.3 Key Club Executive Committee Travel to States**

The District Governor must attend an event in each state of the District. The other Executives may do so if permitted.

### **105.4 Appointed Position Travel**

Written approval from the District Administrator and Region Advisor must be obtained before those in Appointed Positions may travel outside their home Region. A hard copy of the approval must be in possession of the officer when traveling.



### **105.5 Key Club Lieutenant Governors Travel**

A Lieutenant Governor may not travel outside their home Division unless attending Region events in which permission must be received by the Region Advisor. Exceptions include District Board Meetings, Key Club Conventions, District Committee Meetings, Region Training Conferences, and other exceptions by the District Administrator.

### **105.6 Overnight Functions**

Any overnight Key Club event must be approved by the District Administrator, using an Event Request Form, at least three weeks before the event and before publicizing it. The request will include the date, location, purpose, chaperones, and the clubs that will be at the event. The District Code of Conduct must be followed at all times. Trips longer than 24 hours outside of the home Division must have written approval by the Key Club member's Faculty or Kiwanis Advisor. School approval must also be received. All members under 21 must complete a Medical Release Form.

## **106 INVOCATIONS**

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There will be no reference to religion at formal meetings of the District.

## **107 DISTRICT PUBLICATIONS**

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The CNH Key Club District is responsible for publishing the CyberKey, District Newsletter, and training manuals.

## **108 DISTRICT STRUCTURE**

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### **109 California-Nevada-Hawaii District**

The CNH Kiwanis District Board of Trustees is responsible for the CNH Key Club District, Divisions, Clubs, and their activities. The Kiwanis Governor, Kiwanis Governor-Elect, and Kiwanis District Board of Trustees provides counseling, advice, and has final authority over the CNH Key Club District.

#### **109.1 Termination of Office**

The Kiwanis Governor can remove any elected or appointed officer.

#### **109.2 Boundaries**

Boundaries of the CNH Key Club and Kiwanis District will be the same unless modified by the Key Club House of Delegates and approved by the Kiwanis Board of Trustees.

### **110 Regions**

Key Club Regions will correspond with Kiwanis Regions set by the Kiwanis District Policy. Appointed Kiwanis member(s) will oversee the Region and serve on the Kiwanis District Committee on Key Club to mentor and train the Lieutenant Governors in their Region.

### **111 Divisions**

Key Club Divisions follow Kiwanis Divisions unless changed for Key Club purposes. A Division may realign if it reaches 16 active clubs but must be approved by the Kiwanis District Board of Trustees before doing so.

### **112 Clubs**

A high school or equivalent education institution may only have one Key Club which can be sponsored by a Kiwanis Club, Division, or District who will support the club. If it is established without a sponsor, a Kiwanis sponsor will be looked for. Once chartered, the club will be assigned to a division.

## 113 BOARD OF TRUSTEES

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### 114 Members

The District Board of Trustees consists of the executive officers, appointed positions, and Lieutenant Governors.

#### 114.1 Selection of Members

Appropriate procedures will be followed for District elections and appointments. Vacancy procedures not covered in the Bylaws will be determined by the Governor and District Administrator.

#### 114.2 Executive Committee

The Executive Committee consists of the District Governor, District Secretary, District Treasurer, and District Administrator, as well as any non-voting members appointed by the District Governor and approved by the Board of Trustees. Their duties are to hold meetings before Board Meetings in which they will prepare, evaluate officers, and plan new business. Meetings will be recorded by the District Secretary within 10 days and distributed within 15 days.

#### 114.3 Appointed Members

The District Governor may appoint additional officers after reviewing their applications and receiving the Board of Trustees' approval. They will not have the same voting rights as the board members. The Leadership Committee consists of the Executive Committee, Committee Chairs, District Editors, Committee Coordinators, Committee Mentors, and Administration.

#### 114.4 Honorary Members

The District Governor and District Administrator can appoint Honorary Members of the Board of Trustees who may have no specific duties.

### 115 Meetings of the Board

The District Board will only meet at Spring Board, Summer Board, Winter Board, and before District Convention. The District Administrator and the Director of Service Leadership Programs will decide the location. The time will be chosen by the District Administrator and Key Club Governor. The Kiwanis Key Club Committee, Director of Service Leadership Programs, and the Kiwanis Governor or Kiwanis Governor-Elect will be invited to attend.

#### 115.1 Dress Code

The dress code will be business casual at District Board training conferences and business professional at District Board meetings unless otherwise determined by the District

Governor and District Administrator. Dress codes must be defined, modified if desired, and presented to the District Board by the end of Spring Board.

#### 115.2 Code of Conduct

The District Administrator decides the curfew for District Board events. All Key Club members present at a board function cannot not make unnecessary noise at any time, be in the possession of drugs or alcohol of any nature, enter a room of the opposite sex, and must follow the honor system. Anyone who violates this may be dismissed by the District Governor with the permission of the District Administrator and Region Advisor.

#### 115.3 Agenda

Board Meeting agendas will include reports from the executive officers, Leadership Team, and Key Club International updates. Board Training Conferences will include time for committees to meet.

## 116 DUTIES OF THE BOARD MEMBERS

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District Committee directives and Lieutenant Governor duties will be determined by the Executive Committee. The Lieutenant Governors and District Secretary are responsible for creating a District Directory. Elected District Board members are installed at District Convention and retire at the following District Convention.

### 116.1 Elected and Appointed Officers

District Bylaws Article V Section 4 describes the duties of the elected and appointed officers.

### 116.2 Lieutenant Governors

Elected at the Division level to serve as District officers, Lieutenant Governors must be a member in good standing of a club in good standing and have been a member for at least 4 months.

#### 116.21 Duties

Each Lieutenant Governor must attend the District Conventions at the beginning and end of their term, three Board meetings, at least one meeting of each club in the Division, at least one Kiwanis DCM, and try to attend International Convention.

Division Monthly Report Forms and Training Conference Reports (during months in which a training conference was held) must be completed and submitted to the District Archive and Region Advisor on the 10th of every month by 6:00 PM. During the term, 10 newsletters should be published. The Lieutenant Governor should communicate with the Region Advisor, their assigned District Committee, and each club in the Division monthly.

The Lieutenant Governor should execute the programs of the Key Club District and International and promote chartering new Key Clubs. They should hold at least 10 Division Council Meetings, an Officer Training Conference, and a Region Training Conference (RTC). The RTC is held in September or October and invites all clubs in the respective Divisions.

The Lieutenant Governor can appoint a Division Leadership Team (DLT) consisting of Executive Assistants (one per every five dues-paid clubs in good standing), a Division News Editor, and task coordinators based on the Division's needs. The application will be released following District Convention and Region Advisors will oversee this process. All DLT members must be dues-paid and sign a Service Agreement. Resignations or re-appointments will follow the District Due Process Clause. Region Advisor(s) will oversee any removals. In the case of vacancies, a Lieutenant Governor may appoint new officers with the approval of the Region Advisor(s).

The Lieutenant Governor should hold a Conclave in which a successor will be elected. The Lieutenant Governor-elect should be trained and be provided important Division information.

#### 116.22 Replacement of Lieutenant Governors

The District Governor and Region Advisor will select a person to fill any vacancies, which must be approved at the next District Board Meeting.

#### 116.23 Service Agreement

Anyone running for District Office must submit a completed and signed Service Agreement to the District Office by a designated date announced by the Policy, International Business, & Elections Committee.

## 117 DUTIES OF DISTRICT COMMITTEES

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The District Executives will decide how the committees will be organized and define their duties before the first Board Meeting. The following are the District Committees: Member Recognition; District Convention; Service Projects; Policy, International Business, & Elections; Kiwanis Family & Foundation; Communications and Marketing; Membership Growth; and Member Development & Education.

### 117.1 Members

The District Governor will appoint Committee Chairs, who cannot be a part of the Board of Trustees and cannot chair more than one committee. If there is a vacancy, the committee members can elect a Chair from the Committee. The Executive Committee will assign each Lieutenant Governor to a Committee. This will be announced before Spring Board Training Conference, in which committee training and work procedures will be established. Each committee will have a Mentor from the Kiwanis Key Club Committee who is assigned by the District Administrator.

### 117.2 Charter of Committees

Each committee will have specific duties assigned by the Executive Committee, which can change as needed throughout terms.

#### 117.21 Member Recognition (MR Committee)

This committee develops plans to increase award submissions, proposes award guideline revisions to the District Board for approval, judges content submissions, establishes contest judging procedures, trains contest judges, works with Lieutenant Governors to disseminate judging materials, recognizes award winners at District Convention, and distributes awards not received from the previous term.

#### 117.22 District Convention (DCON Committee)

This committee selects a District Convention theme and logo, creates and finalizes the agenda by Winter Board, promotes the event, approves the budget and registration fees at Summer Board, and works with other committees to prepare. The committee selects speakers, a band/DJ, menus, and other necessary arrangements.

#### 117.23 Service Projects (SP Committee)

This committee promotes service project ideas, the preferred charities, District and International Service Initiatives, and Service EXPOs. The committee provides materials to educate clubs on reporting service hours, hosting effective service projects, and applying for the Single Service award. The committee maintains a service database on the CyberKey and develops two-year Governor's Projects to promote Key Club as a service organization.

#### 117.24 Policy, International Business & Elections (PIE Committee)

This committee interprets District and International Bylaws, reviews Bylaw revision proposals, recommends action to the Board of Trustees, and presents the proposals to the House of Delegates. The committee reviews policy revision proposals, revises the Policy Manual as needed, and presents proposals to the Board of Trustees. The committee ensures that all Bylaw and Policy revisions are documented, incorporated, and submitted to the Kiwanis Policy Committee and Board of Trustees.

The committee promotes updates from Key Club International to District members. The committee also oversees the District Convention election process.

#### 117.25 Kiwanis Family & Foundation (KFF Committee)

This committee provides information and updates about the branches of the Kiwanis Family (KIWIN'S, Circle K, Builder's Club, K-Kids, Aktion Club, and Kiwanis), fostering interaction between Key Club and the other branches. The committee promotes the CNH Kiwanis Foundation scholarship and

grant programs, preferred charities, chartering of new Kiwanis Family Clubs, and the Kiwanis Family Award. The committee communicates and collaborates with the Kiwanis Family to strengthen relations.

#### **117.26 Member Development & Education (MDE Committee)**

This committee develops training resources and manuals for the District membership, develops feedback and communication systems for members, promotes member retainment and engagement, assesses and improves elements of Key Club training conferences, and updates resources on the CyberKey. The committee also organizes District Convention workshops and publishes a workshop matrix in the Convention program.

#### **117.27 Communications & Marketing Committee (CM Committee)**

This committee conducts responsible marketing campaigns to promote the District, updates the membership on District and International updates, develops membership recruitment and retention materials, provides educational resources on club communication and marketing, and assists other committees with designing publicity materials. The committee also updates and enforces the CNH graphic standards.

The appointed District News Editor, Technology Editor, and Visual Media Editor are a part of this committee. The District News Editor creates monthly newsletters and provides feedback on newsletters. The District Technology Editor updates the CyberKey, creates a website or app for District Convention, and oversees the District Technology Team. The Visual Media Editor creates informational video series, coordinates educational content, and oversees the District Visual Media Team.

#### **117.28 Membership Growth Committee (MG Committee)**

This committee develops resources to increase membership, charter new Key Clubs, reactivate suspended or inactive clubs, and sustain Key Club activity throughout the term. The committee collects data on membership trends and demographics, then uses this information to create a strategic plan and resources to address membership growth within CNH. The committee also maintains a support line for members to express their concerns on the District.

### **117.3 Committee Operation**

#### **117.31 Meetings**

Each committee meets monthly beginning with Spring Board through any approved method. There is at least one committee meeting at each District Board meeting. Additional meetings can be held as needed. The Committee Secretary or Chair sends out notification of meetings two weeks before. The Committee Chair provides meeting agendas at least 24 hours in advance.

#### **117.32 Work Accomplishment**

Each committee will create an action plan to carry out throughout the term. The work will be done in between meetings using approved technology. Failure to complete assigned tasks will result in disciplinary action or removal from office.

#### **117.33 Chair Duties**

The Committee Chairs will be appointed by the District Governor and have mentors assigned by the District Administrator. They will become familiar with and discuss directives and plans together.

### **117.34 Organization**

A Committee Secretary will be appointed by the Chair to take meeting minutes, which are submitted to the District Governor, Mentor, Committee, District Administrator, and District Secretary. Subcommittees may be appointed.

### **117.35 Reports**

Each committee will present and submit a report at Board Meetings, approved by the District Governor and District Administrator. The written report includes previous activities, number of meetings held, attendees at each meeting, recommendations to the Board, and minutes. The report at the final Board Meeting at District Convention should include the year's activities and recommendations for the next year's Board.

### **117.36 Committee Mentors**

A Kiwanis member will be appointed as a mentor of each committee who must attend all meetings and frequently communicate with and assist the Chair. Additional Kiwanis members may be appointed by the District Administrator as a support team.

## **118 DISTRICT CONVENTION**

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The District will hold an annual convention at a time and location agreed on by the District Board of Trustees, the sponsoring Kiwanis District, and the Board of Trustees of Key Club International.

### **118.1 Purpose**

The purpose of the District Convention is to educate, inspire, recognize, and train members. The next District executive officers will be elected, reports will be presented, and District bylaw amendments and resolutions will be adopted.

### **118.2 Location**

Convention sites should alternate between California and Nevada, as determined by the District Board of Trustees.

### **118.3 Code of Conduct**

All Key Clubs will be notified of the Code of Conduct before District Convention, which must be followed by all attendees. The code includes a dress code, curfew, substance abuse policy, and rules on socialization. Violators may be removed from the Convention, have their home Key Club, sponsoring Kiwanis Club, and school notified, and their club may also be banned from future conventions.

### **118.4 Security**

The Sergeant-at-Arms Coordinator, District Convention Chair, and the District Administrator, will maintain security and make sure the Code of Conduct is followed.

## **119 CONVENTION PLANNING**

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### **119.1 District Convention Committee**

This committee is responsible for planning District Convention with the assistance and approval from the Executive Committee, District Administrator, committee mentor, and Kiwanis Director of Service Leadership Programs. The committee will complete tasks throughout the term. Committee duties include becoming familiar with the Convention location, organizing subcommittees, creating the program by November 15th, working with other committees, and presenting the budget and registration fee at Summer Board.

## **119.2 Sergeant-at-Arms Team**

The Sergeant-at-Arms Coordinator is appointed by the District Governor, with approval from the District Administrator, and is responsible for overseeing that the Sergeant-at-Arms Team carries out their duties and does not break rules. Appointed team members will consist of Convention attendees. The committee will maintain order in all functions and hotels, assist the Policy, International Business, & Elections Committee during House of Delegate and caucus, and make sure all members are following the convention Code of Conduct.

## **120 CONVENTION OPERATION**

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### **120.1 Registration**

Convention registration forms will be published on the CNH CyberKey by the District Office and must be turned in on time, following the instructions and with the proper fees, or they may be declined. The District Office and Director of Service Leadership Programs will be in charge of making arrangements with hotels where all attendees must stay. The District Office or a Convention Housing Bureau will arrange rooming arrangements.

### **120.2 Policy, International Business, & Elections Committee**

This committee will ensure that there are no more than two voting delegates from each club and will use the list provided by the District Office of all pre registered delegates and alternates. This will be accomplished by registering delegates at a credentials desk during the Convention and before House of Delegates.

The committee ensures that fairness is maintained during the election of the District executive officers and does this by describing the elections process during a candidates meeting on Friday, having a representative explain caucus procedures during the Sergeant-at-Arms and Caucus Moderators meetings, having a representative ensure that delegate credentials are valid during delegate registration, scheduling candidates and monitoring conduct of caucuses, and issuing and counting ballots during Nominating Conference and House of Delegates. The committee also prepares resolutions for approval at House of Delegates that recognizes those who have made outstanding contributions to District success.

### **120.3 Member Recognition Committee**

This committee will arrange award presentations at District Convention. To do this, the committee organizes judges for each contest, determines award winners at least two weeks beforehand, reminds contest judges of their tasks and judging criteria two weeks beforehand, ensures that all awards are ready for presentation, and works with the Kiwanis Staging Committee to plan, script, and stage the awards ceremony.

### **120.4 Workshops**

The Member Development & Education Committee will coordinate with the District Convention Committee to organize workshop and seminar presenters and schedules. The workshops must include training on Presidents, Secretaries, Treasurers, and the Governor's Project.

### **120.5 Convention Advisors**

The District Convention Mentor will be appointed from the Kiwanis Key Club Committee by the District Administrator, who will assist the District Convention Committee and Chair. The Mentor will help select a Kiwanis Host Committee advisor who will provide local adult support and knowledge in areas such as security, contest judging, and registration.

## **120.6 Board Dinners**

Two dinners will be planned for the Thursday evening before the convention opens: one for the current board and one for the incoming board. The District Convention Committee and District Governor plan the farewell dinner while the District Administrator plans the informal Incoming Board dinner, which occurs during New Board training.

## **120.7 Guests**

Arrangements at the Convention will be made to meet special guests, provide them with escorts, and reserve special seating as needed.

# **121 ELECTION PROCESS**

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## **121.1 Candidates Meeting**

The Policy, International Business, and Elections Committee Chair will lead the Candidates Meeting on Friday afternoon of District Convention in which the District Governor and candidates must be in attendance. The meeting will check that every candidate submitted the proper documents on time, explain the campaigning rules and penalties for not adhering to them, and explain the caucus rules and schedule.

## **121.2 Sergeant-At-Arms Meeting**

A Policy, International Business, & Elections Committee representative will attend the Sergeant-At-Arms meeting to request assignments at Caucus (3 people) and Nominating Conference and House of Delegates (6 non-delegates).

## **121.3 Caucus Moderator Meeting**

The District Administrator, District Governor, Policy, International Business, and Elections Committee Chair and Mentor, Caucus Moderators, and the Kiwanis Caucus Room Moderators should all be in attendance. Rules of conduct, attendance requirements, question handouts, behavior, and consequences will be explained. During Caucus, doors will not be closed when a candidate is present and will only be opened when a candidate is entering or exiting, outside Sergeant-at-Arms are informing inside guards of a waiting candidate, or medical emergencies. No one else may enter or exit. Introduction of visitors will be made if necessary.

## **121.4 Caucus**

A Caucus Moderator and assistant(s) will be appointed by the District Governor, who will ensure that candidates are treated with respect and that order is maintained during Caucus. To do this, sample questions will be published in the Candidates Booklet, Region Advisors will be present, and a timing device will be used to ensure scheduled times are followed. Candidates will not answer inappropriate questions, such as personal or harassing questions.

## **121.5 Delegates**

Each club in good standing can have two delegates to vote at the Nominating Conference and House of Delegates. Elected members of the District Board are also qualified to vote as delegates-at-large. Each delegate must wear a delegate ribbon and will receive a blank ballot when entering seating areas. Delegates who leave the room must surrender their ballots to a moderator until they return and cannot vote for offices for which candidates already appeared. Disrespectful delegates or members can be removed by SAA, caucus moderators, or House of Delegates moderators.

## **121.6 Nominating Conference**

A Nominating Conference will take place to narrow down the number of candidates to two per each District Office, two for International President/Vice President endorsement, Endorsement, and four for



International Trustee endorsement. If there are less candidates than this for an office, then those candidates will not appear in Nominating Conference.

During the conference, delegates may enter and leave when there are no candidates in the room but must not take the ballot outside and cannot vote for offices in which candidates have already appeared. Any observers will be seated separately from delegates and cannot interact with them. The District Governor serves as the Chair and District Secretary serves as the Secretary unless they are running for a position, in which case the District Administrator or District Governor will appoint replacements. The PIE Committee will be the Tellers. The order in which candidates appear and are voted on is the following: District Governor, Secretary, Treasurer, and then those for International Endorsement. There are speeches or questions. The PIE Committee will collect and count ballots. Candidates not selected to move on may be considered for International Endorsement and will be introduced for the office if desired.

### **121.7 House of Delegates**

Candidates will present their final message to the House of Delegates. The House of Delegates is made up of delegates, District Governor who is the Chair, and the District Secretary who is the Secretary. Delegates can only enter and leave the room when a candidate is not speaking and must give their ballots to the PIE Committee for pickup at return. They cannot vote for offices in which candidates have already appeared. All non-delegates are seated in a spectator section. They can only leave when a candidate is not speaking.

After the call to order, flag salute, and inspirational moment, the District Governor explains the procedures and then candidates will be called in to answer questions. After speaking, candidates will exit the room. Delegates vote and ballots are then collected. Delegates must vote for one choice for each office, but there is a "none of the above" option if they feel that an unopposed candidate is unqualified or a candidate should not have endorsement for International Office. After voting, ballots will be collected, counted, and then destroyed. The results will only be known to the PIE Mentor(s), District Administrator, Director of Service Leadership Programs, and other approved Kiwanis members, and then sealed in separate envelopes for announcement. The District Governor's ballot will be used if there is a tie. Following this, Bylaw amendment proposals and resolutions will be presented and voted on. After announcements, the House of Delegates will be adjourned.

### **122 Member Recognition**

Key Clubs are encouraged to plan for and submit an Achievement Report, nominate members for awards, and participate in District contests. Member Recognition Guidelines will provide all necessary information and will be updated by the Member Recognition Committee, incorporated into District Policy, and published on the CyberKey. Judging and award presentation procedures are located in the District Convention Procedures section of this manual.

## **123 ELECTION PROCESSES (PRE-CONVENTION)**

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### **124 Club Officers**

Club elections should be held annually and at least 45 days prior to District Convention to allow new officers to attend. Candidates must be members in good standing and meet all requirements specified in club bylaws. Dues-paid members elect officers in accordance with election procedures in the International, District, and club bylaws. Club officers will be in office from May 1 until April 30.

## **125 Lieutenant Governor**

### **125.1 Service Agreement**

Lieutenant Governor Candidates must complete, receive all required signatures, and submit a Service Agreement form to the District Office at least a week before Conclave. The form will be on the CyberKey.

### **125.2 Election Procedures**

Each Lieutenant Governor candidate must be a good standing member of a club in good standing for at least 4 months in order to run at Conclave, which should occur at least 45 days before District Convention. At least 50% of clubs in good standing must be present to meet quorum and have a valid election. All candidates must submit a signed Service Agreement form to the District Office at least a week before Conclave and attend Conclave in person. The current Lieutenant Governor will host the election unless they are seeking re-election, in which the Region Advisor(s) will be in charge.

Candidates will speak of their qualifications and then answer caucus questions from members for a time period determined by the Lieutenant Governor and Region Advisor(s) which cannot exceed 10 minutes. All other candidates must be out of the room when a candidate is speaking. Each club can have up to two delegates, who will vote and will also have an option of "no confidence." Blank ballots or those containing multiple votes will not be counted. If there are more than two candidates, a Nominating Conference will be held, in which the two candidates with the most votes from the first round will proceed into a second round containing items (more speeches, caucus, etc.) determined by the Lieutenant Governor and Region Advisor(s). The candidate with a majority vote will win. The Lieutenant Governor's ballot will be kept and will only be used in times of a tie.

The winning candidate will be announced, informed of their tasks before District Convention, and will register through their home club for District Convention in which their housing will be paid for by the District. The current Lieutenant Governor will submit a Conclave Report, email the Lieutenant Governor-Elect's information to the District Office and District Administrator, and write thank you notes to all losing candidates. If there are no candidates, the District Governor and Region Advisors will look for and try to appoint a Lieutenant Governor before District Convention.

### **125.3 Campaign Material**

Candidates will only be allowed to have a literature as campaigning material. This is an 8.5 x 11 inch double-sided paper which includes biographical information, a resume, and platform, and is submitted to the current Lieutenant Governor. Other campaigning materials such as gifts and posters are prohibited and can result in disqualification.

## **126 District Officers**

### **126.1 Candidates for District Office**

All District Office candidates must be members in good standing of a club in good standing. All candidates must submit a signed Service Agreement with all required signatures and a Statement of Candidacy form, which will be published on the CyberKey alongside the procedures for running for office. The deadline for the Statement of Candidacy will be at least 30 days prior to District Convention.

### **126.2 Campaign Material**

The only form of campaigning allowed is the Candidate's Profile. The PIE Chair and District Office provides instructions for and publishes the Candidate's Profile.

**128 Member Dues**

Each Key Club must pay District Dues. District Dues will increase by \$0.50 on October 1st of each year from 2022-2024 starting from \$4.50 and ending with \$6.00. In addition to District Dues, clubs must pay International Dues set by Key Club International. A membership roster must be submitted with the dues payment on the Membership Update Center.

**129 District Budget**

The District Administrator prepares the District Budget, which is submitted to the Kiwanis District Office for approval and then submitted to the Kiwanis Board of Trustees for final approval. The budget is presented at Executive Committee training and is submitted for approval at the first District Board Meeting. The budget will cover all the financial needs of the Key Club District depending on the amount of income of the District. The District Treasurer formulates Lieutenant Governor budgets, with the approval of the District Executive Committee, which fairly considers the size of divisions.

**130 Reimbursement Policy**

The following applies to the expenses of Key Club District Board members. Reimbursement instructions are provided by the District Treasurer.

**130.1 Board Meetings**

The CNH Kiwanis Foundation pays for District Board meetings, except for the meeting at District Convention. Vouchers for travel cost must be submitted to the Foundation Treasurer during the financial quarter of the Board Meeting. Transportation should be coordinated by the Region Advisor. Air transportation reservations will be made by the District Office and authorization must be obtained from the District Office or District Administrator. Housing will be provided and some meals may be provided.

**130.2 Region and Committee Expenses**

Lieutenant Governors and Executive Board members may vouch for expenses used for their duties within 90 days of the date the expense occurred. Vouchers must be sent to the Key Club District Treasurer for approval. An electronic notification of all submissions must also be sent to the Key Club District Treasurer, District Administrator, and the Director of Service Leadership Programs. The District Office will then pay the vouchers in accordance with the Key Club District Budget. Expenses must be within the Region of the District Board member, except for committee meetings.

Vouchers for expenses at the beginning of the term until June cannot be submitted until July 1st. Vouchers for expenses from March to the end of the term must be submitted by May 1st.

**130.3 Lieutenant Governor Division Expenses**

These expenses will be reimbursed based on the Key Club General Fund budget.

**130.4 Mileage Reimbursement**

Mileage reimbursement will follow the rate determined by the Kiwanis District Foundation.

**130.5 Telephone Expenses**

Only long-distance telephone call expenses or cell phone plan minute overage charges will be reimbursed. Excessively long calls, more than one call a day, or more than twice in a week to the same number will not be reimbursed. Calls less than two minutes do not count. Copies of receipts need to be sent with the voucher for reimbursement.

**130.6 Committee Expenses**

Expenses from District Committee work will be reimbursed based on the Key Club General Fund budget.

### **131 District Convention**

Housing is paid for all Lieutenant Governors-Elects. If current District Board members have completed two-thirds of their assigned work and at least 50 service hours, District Convention registration and housing will be paid for with the Convention budget. Transportation is not paid for, but if Lieutenant Governors still have funds left in their District budget, the transportation fee can be vouched for with proof of receipts by May 1st.

## **132 TRAINING**

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### **133 District Board**

#### **133.1 District Governor**

The District Governor will attend Key Club International Governor's Training Conference with the District Administrator. Travel expenses are covered by the District Governor-Elect budget.

#### **133.2 Executive Committee**

The Executive Committee will review the files of the immediate past Committee with them. The District Governor will provide the International Distinguished award guidelines and train each member accordingly. Each member will also attend International Convention for training.

#### **133.3 Lieutenant Governor**

Lieutenant Governors are expected to attend the various types of trainings during their term.

##### **133.31 Pre-Convention**

The Region Advisor(s) will coordinate with the current Lieutenant Governor and Lieutenant Governor-Elect to provide training. The Region Advisor should meet with the Lieutenant Governor-Elect's parents to describe their duties. The District Administrator and others will also provide online training sessions for the Lieutenant Governor-Elects.

##### **133.32 Convention**

Lieutenant Governor-Elects are required to receive training from the District Administrator and others on the day before District Convention.

##### **133.33 First Board Meeting**

The Lieutenant Governors will be trained by the District Governor, District Administrator, other District Officers, and special guests during a weekend in May. A Lieutenant Governor Manual will be provided as a reference for the rest of the year. The Lieutenant Governors will also be introduced to their committees and associated duties.

### **134 Candidate Training Conference**

Training conferences will be held for District Executive or International candidates. Attendance is not mandatory but highly recommended. Registration is mandatory and preliminary assignments may be required. Information will be published on the CyberKey.

A one-day training conference for Lieutenant Governor candidates is held at least 80 days before District Convention at approved locations throughout the District. The event covers the duties of the position and how to run. A minimal fee may be charged to cover expenses. Attendees must organize their own ground transportation, but air transportation is covered by the Key Club District Training Budget. The same guidelines apply to the conference for Executive candidates, with the only differences being that it is held at least 50 days before District Convention and the Key Club District Training Budget covers costs.

The one-day conference for those seeking District endorsement to run for an International Office is held at least 50 days before District Convention on a virtual format. It is planned by the PIE Committee and covers the duties of each office, as well as how to run.

A manual will be created that covers the information from the training, which will only be provided at the event. Non-candidates may only attend the training conferences if they are invited.

### **135 Region Training Conference**

The Lieutenant Governors and Region Advisors in a Region will arrange and conduct a Training Conference on a weekend during August to October for their respective club officers and members. District officers will be invited to participate and present workshops.

## **136 CLUBS AND MENTORS**

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Section 721 of Kiwanis District Policy outlines requirements for functions outside a Key Club's normal club operation areas.

### **137 Administrative Year**

The Key Club Administrative Year lasts from May 1 until April 30 of the following year.

### **138 Election of Officers**

Club officers should be elected annually, at least 45 days before District Convention. The elected officers will begin their term at the conclusion of District Convention or May 1st. Until then, they should be trained and should plan for the upcoming term.

### **139 Club Officers Training**

It is recommended that all newly elected club officers attend District Convention and all of the training sessions relevant to their office. Attendance at Region and Division Officers Training Conferences is also recommended for additional training.

### **140 Good Standing**

Good Standing is a status that means a club or member is dues-paid meets Key Club standards. The policies in this section do not prevent or overrule any action taken by club, school, or Kiwanis authorities on the local level.

#### **140.1 Financial**

Any club or member that is in debt to either Key Club International or the CNH District for more than 60 days for annual dues will be considered not in good standing and lose the following privileges: attending International and District Convention, voting at their Division's Conclave, receiving Key Club scholarships, and running for Division, District, or International Office. The club or member may be restored to good standing by paying their debt.

#### **140.2 Conduct**

Any member or club that fails to follow any Key Club rules, including the Constitution, Bylaws, and Policies of Key Club International and the CNH District, will be considered not in good standing. The club's charter or the member's membership can be suspended, taken away, or disciplined in another way determined by a two-thirds vote of the Board of Trustees. Notification of this hearing will be made to the club President and Secretary 30 days beforehand.

### **141 Reporting**

The Club Monthly Report Form (MRF) is due on the 5th of each month to the Lieutenant Governor, the sponsoring Kiwanis Club, and the Region Advisor. The Officer Directory Form is submitted electronically

according to the guidelines determined by the District Secretary. Additional reports can be requested by Lieutenant Governors or Sponsoring Kiwanis Clubs.

#### **142 Division Attendance**

All Key Club officers and members are encouraged to attend Division Council Meetings, Conclaves, Conventions, and interclub opportunities.

### **143 INTERNATIONAL CONVENTION**

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All members of the District are encouraged to attend the annual Key Club International Convention during June or July and are expected to follow any rules and regulations. Members may register individually or as members of the District tour.

#### **144 District Tour**

A promotional tour for International Convention will be prepared by the District Administrator and the Director of Service Leadership Programs. The convention itself will be promoted through publications and on the CyberKey. The District Governor, the District Administrator, and other designated individuals will be tour leaders.

#### **145 Conduct**

Members of the District attending International Convention must follow the rules established by the International Board of Trustees, District Board, and tour leaders. They should also attend any publicized District Meetings.

#### **146 International Candidates**

Candidates for International Office are to follow rules published by the International Board of Trustees. The following items are recommended to them.

##### **146.1 District Endorsement**

International Office Candidates must campaign for endorsement from the District, in accordance with Key Club International Bylaws. Endorsement signifies that the candidate will be recommended to International.

#### **147 International Elections**

##### **147.1 Delegates**

The CNH District delegates for the International Nominating Conference will be the Immediate Past District Governor, current District Governor, and current District Secretary. If they are not available, the District Governor and District Administrator will select replacements. The District Governor can meet with all delegates to support a specific candidate in the Nominating Conference.

In the House of Delegates, there will be up to two delegates from each club and the International delegates-at-large. Delegates must register at the convention and participate in Caucuses and the House of Delegates.

Delegates from the District cannot campaign for a candidate from a different District unless there are no CNH candidates or permission is given by the District Governor.

##### **147.2 District Caucus**

The District Governor will be the Caucus Chair at the CNH District Caucus at International Convention. If they are unavailable, the District Governor will preferably appoint the District Secretary or Immediate

Past District Governor. The District Governor cannot support a candidate from another District during any District Caucus. The Caucus Chair will only ask questions if there are none.

Attendance will be recorded and members who do not attend more than one caucus session will be investigated. A letter will be written by the District Administrator/Tour Leader to the sponsoring Kiwanis Club and home club describing the member's failure to act responsibly.

#### **148 Sergeant-at-Arms Participation**

Current Lieutenant Governors, Club Presidents, and other volunteers will act as Sergeant-at-Arms. Past Lieutenant Governors are not required.

### **149 SOCIAL MEDIA**

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#### **149.1 Expectations**

CNH members are expected to use social media appropriately and professionally.

#### **149.2 Personal Use**

Posting of inappropriate content, including but not limited to drugs, alcohol, sexual content, inappropriate language, illegal activity, and cyberbullying, is not acceptable for all members.

#### **149.3 Promotional Use**

Approved social media platforms for CNH Key Club promotion include Facebook, Twitter, Instagram, YouTube, Tumblr, TikTok, and Remind. Other sites can be approved by the District Administrator. The CNH Graphic Standards should be followed on social media. Information regarding copyrighted material, such as music or images, should be attached and embedded.

#### **149.4 Violation**

Members should notify an advisor or club officer if they notice a violation of Social Media Policy.

#### **149.5 Consequences of Violation**

Violation may result in consequences such as dismissal.

### **150 VIOLATION OF DISTRICT POLICIES AND BYLAWS**

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#### **150.1 Review and Investigation**

If a District Officer is reported for violating a Policy or Bylaw, they will be investigated by the District Governor, District Administrator, and Director of Service Leadership Programs. The Kiwanis District Governor, Kiwanis District Secretary, and respective Region Advisor(s) will also be notified. The investigation will take place, if necessary, within 7 days of notice.

#### **150.2 Due Process**

Violators will be notified through mail. They may respond to this, in writing, within seven days of receipt to request a hearing. This must be sent to the District Governor and District Administrator.

#### **150.3 Disciplinary Action**

The Governor, District Administrator, and Region Advisor will make a decision on disciplinary action within seven days after the previous response time and will notify the violator within three days following the decision.

#### **150.4 Appeal of Disciplinary Action**

Violators may appeal disciplinary action to the Key Club Board of Trustees which will be made at the next Trustees meeting.

### **150.5 Report of Action Taken**

Excluding appeals, a report must be made to the Kiwanis District Secretary and Kiwanis Policy Committee Chair within ten days of the conclusion of investigation and disciplinary action.

## **151 DISMISSAL OF BOARD MEMBERS**

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District Board members may be dismissed for violating the Code of Conduct during a Key Club-related activity, failing to pay dues, failing to maintain scholastic standing, or failing to perform their required duties. Reports of this can come from faculty or Kiwanis advisors, District Board members, Region Advisor(s), or the District Administrator. Accused members will be notified, have a hearing, and the results of the hearing will be announced within 10 days.

If a District Board member is considered inactive by the District Governor or Region Advisor(s), they will be placed on a two week probation and notified that improvement in activity is required. Inactivity can be defined by failing to submit a Monthly Report Form or newsletter for three months, not holding a DCM for three months, or not submitting a division directory by October 1st. If no improvement is demonstrated, the member may be dismissed by the District Governor, with approval from the District Administrator.

If a District Board member violates the Code of Conduct during a Key Club activity or while representing Key Club, the elected Executive Board may vote to dismiss the member, following the request of the District Governor and Administrator. The accused member can present a defense and any member can appeal the dismissal which may occur at a special Board hearing.