



cali-nev-ha key club

FREQUENTLY ASKED QUESTIONS

Policies & Bylaws

Manual Introduction

Here is a list of commonly asked questions and answers about Key Club policies and bylaws!

If you have any more questions about policies or bylaws, you can direct them to your Lieutenant Governor, the District Executives, or the Policy, International Business, and Elections Chair. Their contact information can be found on the CNH CyberKey [cnhkeyclub.org].

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Section 1

GENERAL QUESTIONS

What is the importance of the policy manual?

Policies exist to maintain order and consistency across all the different clubs. Overall, policies are there to protect you, the member, and eliminate any confusion you may have regarding Key Club processes.

How will educating members about the policies help them?

Educating members about policies will allow them to understand how the club is organized and learn about procedures for any club action. Policy knowledge can also prevent any misconduct, ensuring that all members are in good standing.

Who can I talk to if I have specific questions about the policies?

If you have any specific questions about the policies you may ask the Lieutenant Governor of the Division you serve. You can also contact the District Executives or the Policy, International Business, and Elections Committee Chair. Their emails can be found on the CNH CyberKey.

Section 2

**CLUB
OFFICERS**

What are the steps to the Due Process?

Due Process (the formal removal of officers) should only be utilized as a last resort. Any member may recommend the removal of a club officer to the Board of Directors. The Due Process may differ depending on each club's bylaws, however, the typical process listed in the Standard Form Club Bylaws is as follows:

- 1** The President, Kiwanis Advisor, and Faculty Advisor shall meet with the officer in question to privately discuss how the officer can improve their performance.
- 2** If the officer continues to neglect their responsibilities, the Board of Directors must hold a meeting to either approve or reject the recommendation. If approved, a meeting should be held with the entire club to vote on the removal of an officer. A majority vote of 2/3 of dues-paid members is required for the removal to be approved.
- 3** In the event that any officer is removed from office, they will be notified by the secretary in writing.
- 4** The school, advisors, and Lt. Governor should be notified of the removal.

What is the difference between electing and appointing officers?

Elected club officers include Presidents, Vice Presidents, Secretaries, and Treasurers, and Editors. Each club must conduct elections for these officers before a new Key Club term. Appointed club officers vary by club and can include Historians, additional Editors, Class Representatives, Committee Chairs, and other positions, depending on a club's needs. These officers may be appointed by the club officers or advisors and may not be required to run in an election.

Section 3

**CLUB
BYLAWS**

Where can I find my club's bylaws?

Contact your Faculty Advisor, Kiwanis Advisor, Club President, Club Secretary, or school administration to find your club's bylaws. If your club does not have existing bylaws, refer to Key Club International's Standard Form Club Bylaws to create and adopt new bylaws. The new bylaws must be approved by a quorum consisting of 2/3 of the club's paid membership and a majority vote.

How can I change my club's bylaws?

Proposed amendments should either be read at a regular meeting or sent to each member in writing. After at least one week from the initial proposal, a 2/3 vote of dues-paid members present at a regular meeting will allow amendments to be adopted.

Section 4

**DISTRICT
POLICIES &
BYLAWS**

What is the difference between policies & bylaws?

A bylaw defines the governing rules of an organization. Policies detail the operations of the organization. Policies are more detail-oriented and more adaptable, whereas bylaws are more high-level and rigid. Bylaws take precedence over policies.

Where can I find the District policies & bylaws?

To find the District policies & bylaws, refer to the [CNH District Policy Manual](#) and [CNH District Bylaws](#). Both can be accessed on the CNH CyberKey under “Resources” then the “Policy & Manuals” tab. The updated versions will be continuously posted on the “Policy & Elections” tab of the CyberKey.

How can a District policy or bylaw be added or revised?

To revise District policy, any Key Club in good standing may present a proposal to add, delete, or revise items in the District Policy Manual and all proposals must be sent to the Kiwanis District Office.

To revise District bylaws, any Key Club in good standing can make a proposal to revise the District bylaws. The proposal must be endorsed by the club's respective Lieutenant Governor and sponsoring Kiwanis Club President. The proposal must be submitted in writing to the Kiwanis District Office no later than November 1st in order for it to be considered at the House of Delegates at District Convention [DCON].

Address for Kiwanis District Office:
[PO Box 1327, Rancho Cucamonga, CA 91729]

What are the consequences of breaking a policy?

Any member or club that fails to follow policies and bylaws will not be considered in good standing. The club may also be suspended or have its charter revoked.

If any of the above happens, members will no longer be in good standing, which may result in removal from office and ineligibility to run for office, attend International or District Convention, and vote at Division Conclave.

What is a member in "Good Standing?"

Good Standing is when a club or member is in good graces with the District and International. In order to be in good standing, clubs and members must pay all dues by December 1st and meet Key Club standards. Members are also recommended to complete a minimum of 50 hours of service annually.

Acknowledgements

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Thank you for reading!

