



CNH | KEY CLUB

CALIFORNIA-NEVADA-HAWAII DISTRICT

8360 Red Oak ~~St.~~ Ste #201, Rancho Cucamonga, CA 91730-0608

Policy Manual

CALIFORNIA-NEVADA-HAWAII DISTRICT

KEY CLUB INTERNATIONAL

Approved by the Board of Trustees
in meeting at Rancho Cucamonga, California on

January 9, 2011

Kiwanis District Board Approval

February 18, 2011



a Kiwanis-family member
Developing competent, capable, and caring leaders since 1925

Table of Contents

California-Nevada-Hawaii Key Club Policies

District Policy.....	6
100. Administration.....	7
101. Definitions.....	7
102. District Policy.....	7
102.1 Revision Procedures.....	7
102.2 Revision Effectiveness.....	7
103. District Bylaws	7
103.1 District Bylaw Revision Procedures.....	7
104. Relation to Kiwanis District	7
104.1 Approval.....	7
104.2 District Administrator	8
104.3 Kiwanis District Officer	8
104.4 Region Advisors	8
104.5 Kiwanis Divisions.....	8
105. Travel and Overnight Functions	9
105.1 Key Club Executive Committee Travel	9
105.5 Key Club Lt. Governor Travel.....	9
105.6 Overnight Functions.....	9
106. Invocations	10
107. District Publications.....	10
108. District Structure	10
109. California-Nevada-Hawaii District	10
109.1 Termination of Office	10
109.2 Boundaries	10
110. Regions	10
111. Divisions	10
112. Clubs.....	11
113. Board of Trustees	11
114. . Members	11
114.1 Selection of Members	11
114.2 Executive Committee	11
114.3 Appointed Members	11
114.4 Honorary Members	11
115. Meetings of the Board	11
115.1 Dress Code	12
115.2 Code of Conduct.....	12
115.3 Agenda	12
116. Duties of the Board and Members	12
116.1 Elected and Appointed Officers.....	12
116.2 Lieutenant Governors.....	12
116.2.1 Duties	13
116.2.2 Replacement of Lt. Governors	14
116.2.3 Service Agreement	14
117. Duties of District Committees	14
117.1 Members	14
117.2 Charter of Committees	14

117.2.1	Member Recognition	14
117.2.2	District Convention (DCON Committee)	14
117.2.3	Service Projects (SP Committee)	15
117.2.4	Policy, International Business & Election (PIE Committee)	15
117.2.5	Kiwanis Family Foundation (KFF Committee)	16
117.2.6	Member Development & Education (MDE Committee)	16
117.2.7	Communications and Marketing (CM Committee)	17
117.3	Committee Operation	17
117.3.1	Meetings	17
117.3.2	Work Accomplishment	17
117.3.3	Chair Duties	17
117.3.4	Organization	17
117.3.5	Reports	17
117.3.6	Committee Mentors	18
118.	District Convention	18
118.1	Purpose	18
118.2	Location	18
118.3	Code of Conduct	18
118.4	Security	18
119.	Convention Planning	19
119.1	District Convention Committee	19
119.2	Sergeant-at-Arms Team	19
120.	Convention Operation	20
120.1	Registration	20
120.2	Policy, International Business, & Elections Committee	20
120.3	Member Recognition Committee	20
120.4	Workshops	21
120.5	Convention Advisors	21
120.6	Board Dinners	21
120.7	Guests	21
121.	Election Process	21
121.1	Candidates Meeting	21
121.2	Sergeant-at-Arms Meeting	21
121.3	Caucus Moderator Meeting	22
121.4	Caucus	22
121.5	Delegates	22
121.6	Nominating Conferences	22
121.7	House of Delegates	23
122.	Member Recognition	24
123.	Election Processes (Pre-Convention)	25
124.	Club Officers	24
125.	Lt. Governor	25
125.1	Service Agreement	25
125.2	Election Procedures	25

125.3	Campaign Material	26
126.	District Officer	26
126.1	Candidates for District Office.....	26
126.2	Campaign Material	26
127.	Financial	26
128.	Member Dues.....	27
129.	District Budget	27
130.	Reimbursement Policy.....	27
130.1	Board Meetings	27
130.2	Region and Committee Expenses	28
130.3	Lt. Governor Division Expenses	28
130.4	Mileage Reimbursement.....	28
130.5	Telephone Expenses.....	28
130.6	Committee Expenses.....	28
131.	District Convention	28
132.	Training.....	29
133.	District Board.....	29
133.1	Governor	29
133.2	Executive Committee.....	29
133.3	Lt. Governor.....	29
133.3.1	Pre-Convention.....	29
133.3.2	Convention	29
133.3.3	First Board Meeting.....	29
134.	Candidate Training Conferences	30
135.	Region Training Conference	30
136.	Clubs and Members.....	30
137.	Administrative Year	30
138.	Election of Officers	30
139.	Club Officers Training	30
140.	Good Standing.....	31
140.1	Financial.....	31
140.2	Conduct.....	31
141.	Reporting.....	31
142.	Division Attendance.....	31
143.	International Convention.....	31
144.	District Tour.....	32
145.	Conduct.....	32
146.	International Candidates.....	32
146.1	Candidate Training	32
146.2	District Endorsement	32
147.	International Elections.....	32
147.1	Delegates	32
147.2	District Caucus	33
148.	Sergeant-at-Arms Participation.....	33
149.	Social Media	32
149.1	Expectations	32
149.2	Personal Use.....	33
149.3	Promotional Use.....	33
149.4	Violation	33
149.5	Consequences of Violation	33
150.	Violation of District Policies and Bylaws.....	34

150.1	Review and Investigation	34
150.2	Due Process	34
150.3	Disciplinary Action	34
150.4	Appeal of Disciplinary Action	34
150.5	Report of Action Taken.....	34
151.	Dismissal of Board Members.....	34

DISTRICT POLICY

MISSION AND PURPOSE

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. Further, these policies are subject to the Bylaws of the California-Nevada-Hawaii District and where these policies paraphrase or refer to the Bylaws of said District, said Bylaws shall be the controlling authority. In addition, this *Policy* 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. These policies shall remain in full force and effect until changed by action of the Board of Trustees of the California-Nevada-Hawaii District. Procedures to be used for changes to these Policies shall be found contained within the body of ~~these policies~~ *this Policy Manual*. These policies and any changes are subject to the approval of the California-Nevada-Hawaii Kiwanis District Policy Committee and Board of Trustees.

This *Policy* Manual shall be the responsibility of the ~~District Policy Committee~~ *Policy, International Business, and Elections Committee*, which shall review its contents for appropriateness and recommend changes ~~hereto~~ *thereafter*. Changes to any portion of this *Policy* Manual shall require a revision date notice on the lower left corner of the page where the change occurs.

100 ADMINISTRATION

101 Definitions

All references in this manual to officers (Governor, Secretary, Treasurer, etc.) refer to the officers of the California-Nevada-Hawaii District of Key Club International. *The Executive Committee is composed of the Governor, Secretary, Treasurer, and District Administrators. The California-Nevada-Hawaii Board of Trustees is composed of the Executive Committee and all Lt. Governors. The District Board is composed of the Board of Trustees and Committee Chairs. Policies are the ways these guidelines are carried out by the California-Nevada-Hawaii Key Club District. These are related to, but separated from bylaws, which are the rules.*

102 District Policy

102.1 Revision Procedures

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 California-Nevada-Hawaii Kiwanis District Office. These proposals will then be forwarded to the Chair of the Policy, International Business, and Elections 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, International Business, and Elections 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~~ *at least* one week 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~~ *in attendance*. (2/11)

102.2 Revision Effectiveness

The date of approval by the Board of Trustees is indicated at the end of each numbered paragraph. (12/84)

103 District Bylaws

103.1 Bylaw Revision Procedures

Any Key Club *or member of the Board of Trustees* in good standing may make a proposal to revise the District Bylaws. ~~In addition, any member of the Board of Trustees may make a proposal to revise the Bylaws.~~ A proposal to revise the Bylaws by a Key Club in good standing must be submitted in writing to the California-Nevada-Hawaii Kiwanis District Office and received no later than November 1st in order to be considered at the following House of Delegates. This proposal must be endorsed by the Key Club Lt. Governor in that Club's Division and the sponsoring Kiwanis Club President. All proposals for revision to the Bylaws received by the District Office shall be forwarded to the Policy, ~~Laws and Regulations~~ *International Business, and Elections* Committee Chair and ~~to~~ the Key Club Governor. Any *proposal* ~~proposals~~ not within the above criteria will be returned with a letter stating the reasons for non-compliance. A proposal to revise the Bylaws by a member of the Board of Trustees must be endorsed by a majority of the Board of Trustees at the Winter Board Meeting. All qualifying proposals shall be submitted by the Policy, International Business, and Elections Committee Chair to the House of Delegates for action. (1/91).

104 Relation to Kiwanis District

104.1 Approval

Copies of the District Bylaws and this Policy Manual and changes shall be submitted to the California-Nevada-Hawaii Kiwanis Policy, *International Business, and Elections* Committee and District Board on a continuing basis for approval. (1/92)

104.2 District Administrator

The Key Club District Administrator is appointed by the Governor-elect of the California-Nevada-Hawaii District of Kiwanis International. This individual shall administer the Key Club District within the Bylaws of Key Club International and the Bylaws of the California-Nevada-Hawaii District of Key Club International. Assistant Administrators may be appointed by the Administrator as required to fulfill specific objectives of the Administrator. (1/98)

104.3 Kiwanis District Office

The Kiwanis District Office and the Director of Service Leadership Programs serve as the salaried personnel of the Kiwanis District (*office*). They are to assist the Key Club District Administrator and committee, the Key Club *California-Nevada-Hawaii District Board Governor*. The District Secretary/Executive Director of Kiwanis shall be responsible for the safe keeping of the assets of the Key Club District together with the necessary accounting records. The Kiwanis District Secretary/Executive Director shall execute any and all contracts on behalf of the Key Club District with the approval of the District Administrator. (2/11)

104.4 Regional Advisors

Regional Advisors shall be nominated by the Key Club District Administrator and appointed by the Kiwanis District Governor-elect. The Regional Advisors shall represent and assist the District Administrator within their Regions and shall act as liaison between the Key Club Lt. Governors and the Kiwanis Lt. Governors. The Regional Advisors shall help coordinate Conclaves, training conferences and other special events within their *assigned* Regions. They shall coordinate the various divisions and see that proper elections are held for Division Lieutenant Governors *protocols are upheld during Conclaves*. The Regional Advisor shall ensure that the Key Club Officers within their Region fulfill the duties of their respective offices, whether those offices are *at* Division, District or International *levels*. In the event of a resignation or failure of any of these officers in the performance of their duties, the *Region* Advisor shall assist in the replacement of that Officer. The Regional Advisor shall assist the District Administrator whenever possible, including serving as Advisor to Board Committees and at Board Meetings, Conventions and Conferences. (2/11)

104.5 Kiwanis Divisions

105 Travel and Overnight Functions

This section governs all inter-division and overnight activities for *all* members of the ~~district~~ *District*. This policy is not intended to limit or discourage *any* events that are traditionally conducted in ~~this~~ *the California-Nevada-Hawaii* District. It has been established for protection from potential insurance claims and/or lawsuits. ~~Therefore, the following policy for the designated members will be used for all travel and overnight functions in this District.~~ *This policy shall be used for all travel and overnight functions in this District.* (2/02)

105.1 Key Club Governor and Executive Committee Travel

All procedures noted ~~herein~~ *below* are the responsibility of the ~~officer~~ *Officer* requesting travel to initiate and ~~implement~~.

All travel outside of the home Region of the individual members of the Executive Committee, except as noted below, must be approved in advance in writing or electronic mail by the *District* Administrator. This request must include all travel arrangements including dates, times, details of transportation, and purpose of travel. Specific approval, e.g. hard copy of e-mail must be in possession of the officer when traveling. Exceptions ~~are~~ *include*:

- a. District Board Meetings
- b. *(Governor Only)* Kiwanis Family District Conventions and International Meetings
- c. Key Club District and International Conventions
- d. Special Events excepted by the District Administrator in writing. (2/02)

105.2

No more than two Executive Officers may travel to each Region Training Conference except under special circumstances with permission granted by the District Administrator. (2/02)

105.3

The Governor shall travel to one event in each state of the District. The Executive Officers may travel to one event in each state of the District with permission of the District Administrator and ~~as~~ *if* personal schedules, the *Executive Officers'* budgets, and events permit. (2/11)

105.4

Those in Appointed Positions may not travel outside of their home Regions without specific approval of the District Administrator *and Region Advisor*. This approval must be in writing and in the possession of the member at all times *during the travel period*. (2/02)

105.5 Key Club Lt. Governors Travel

A Lt. Governor may not travel outside the home Division unless attending Regional activities. *to Key Club Events outside his/her division unless he/she completes and is granted permission with an Attendance Request Form.* Regional activities require advance approval ~~of~~ *by* the Regional Advisor assigned to the Lt. Governor. Exceptions ~~are~~ *include*:

- a. District Board Meetings
- b. Key Club District and International Conventions
- c. District Committee Meetings
- d. Region Training Conferences
- e. Special Events excepted by the District Administrator in writing (2/02)

105.6 Overnight Functions

a. Any overnight function operated by or advertised as a Key Club sponsored event must be approved in advance by the *District* Administrator. The organizer of the function shall *complete at least three weeks in advance of the event* and obtain written authority before the event is publicized. The request shall indicate the date, location and purpose of the event, the responsible adult in charge, and the anticipated clubs attending. The District Code of Conduct must be enforced at all events.

b. ~~The submitted Event Request Form Attendance at any Kiwanis Family overnight function or overnight stay to attend a function by any Key Club member~~ must be approved in advance by the Regional Advisor, *and* the District Administrator, or a designated alternate.

c. Extended trips by ~~club~~ *Club* members of more than 24 hours outside the home Division must be approved by the Faculty or Kiwanis Advisor in writing.

d. Approval ~~of~~ **by** the school advisor, principal or other appropriate school official **for overnight functions** must also be obtained in advance.

e. Each Key Club member under the age of 21 must ~~provide the complete District Medical Release/Approval form before gaining admittance to any overnight event. It would be appropriate for every Key Club member to provide this form to avoid any conflicts on entering.~~ **complete the Medical Release Form before entering any Key Club Event. The member must have the form with them at all times during the event.** (2/11)

106 Invocations

At all formal meetings of the members of the California-Nevada-Hawaii District of Key Club International, the invocation or benediction is to refer to no particular religious sect or symbol. (1/91)

107 District Publications

The California-Nevada-Hawaii Key Club District shall be responsible for providing the following publications:

- a. The ~~Cali-Nev-Ha Key~~ **California-Nevada-Hawaii CyberKey**
- b. The ~~Cali-Nev-Ha~~ **California-Nevada-Hawaii** District Guidebook
- c. The ~~Cali-Nev-Ha~~ **California-Nevada-Hawaii** District Officer's Handbook (8/04)
- d. The ~~Cali-Nev-Ha~~ **California-Nevada-Hawaii** District Newsletter
- e. ~~The Cali-Nev-Ha District Yearbook (2/11)~~
- f. Training Manuals (2/11)

108 DISTRICT STRUCTURE

109 ~~Cali-Nev-Ha~~ **California-Nevada-Hawaii** District

The ~~California-Nevada-Hawaii~~ **California-Nevada-Hawaii** Kiwanis District Board of Trustees has the responsibility for and control over the California-Nevada-Hawaii Key Club District, Divisions, ~~clubs~~ **Clubs**, and their activities. The Kiwanis Governor (from October ~~1st~~ to the end of the ~~Key Club District~~ **District** Convention); the Kiwanis Governor-elect (from the end of the ~~Key Club District~~ **District** Convention until September ~~30th~~); and the Kiwanis District Board of Trustees are responsible for counsel and advice, and have final authority for the functioning of the California-Nevada- Hawaii Key Club District. ~~The Kiwanis Governor, for cause, shall have the authority to terminate or remove any elected or appointed officer.~~

109.1 Termination of Office

The Kiwanis Governor, ~~for cause, shall have~~ **has** the authority to terminate or remove any elected or appointed officer. (8/04)

109.2 Boundaries

The boundaries of the Key Club ~~district~~ **District** shall be the same as the Kiwanis District except where modified by action of the Key Club House of Delegates and ~~approved~~ **approved** by the Kiwanis Board of Trustees. (8/04)

110 Regions

Key Club Regions are unique to the ~~Cali-Nev-Ha~~ **California-Nevada-Hawaii** District and shall coincide with the boundaries of Kiwanis Regions as defined by the Kiwanis District Policy. The Regions are led by one or more Kiwanians appointed by the Administrator and approved by the Kiwanis Governor-elect to serve as members of the Kiwanis District Committee on Key Club and to mentor and train the Lt. Governors assigned to that region. (2/11)

111 Divisions

Key Club Division boundaries shall coincide with the boundaries of Kiwanis Divisions as defined by the Kiwanis District Board unless modified for Key Club purposes. When a ~~Key Club Division~~ **division** reaches a level of 16 active clubs, the Key Club District Board may approve a plan to realign and/or create a new division to best meet the objects of the Service Leadership Program with consideration to the needs of the Lt. Governor, the Division, and the Kiwanis Club sponsors. Any realignment of Key Club Divisions shall not be effective until approved by the Kiwanis District Board of Trustees. (2/11)

112 Clubs

There shall be only one Key Club in any ~~High School~~ *high school*. (1/98) A Key Club may be established in a high school or equivalent educational institution upon the ~~petitioning~~ *petitioning* by a Kiwanis club, ~~division~~ *Division*, or ~~district~~ *District* which agrees to provide sponsorship for the proposed club according to the Policies and Procedures set by the Kiwanis International Board of Trustees. A Key Club may be established in a high school or equivalent educational institution without a sponsoring Kiwanis club in accordance with sponsorship rules and guidelines set by the Kiwanis International Board of Trustees; ~~however, The~~ the Lt. Governor, Region Advisor, and Kiwanis ~~division~~ *Division* or ~~region~~ *Region* leadership team shall continue to seek a Kiwanis sponsor for such club.

Clubs shall be assigned to the appropriate ~~division~~ *Division* as determined by the Key Club Governor and District Administrator and agreed to by the sponsor. (2/11)

113 BOARD OF TRUSTEES

114 Members

The members of the District Board of Trustees, as specified in the District Bylaws, shall consist of the ~~three~~ *three* ~~four~~ officers of the District (Governor, Secretary, ~~and~~ *and* Treasurer, ~~and Editor~~) a Lt. Governor for each Division, those persons appointed by the Governor to fulfill special positions, and the District Key Club Administrator. ~~Each person must be active in that office.~~ (2/11)

114.1 Selection of Members

The District Officers are elected or appointed to their positions as deemed appropriate by the procedures for their respective offices. The selection of persons to fill vacancies, where not covered in the bylaws, will be determined by the Governor and the District Administrator. (12/84)

114.2 Executive Committee

The Executive Committee shall consist of the Governor, the Secretary, the Treasurer, ~~the Editor~~ and the District Administrator (~~an ex-officio member~~). The Governor may add such other non-voting appointed officers *to the Executive Committee* with special duties as is deemed appropriate, with the approval of the Board of Trustees. (8/92)

Executive Committee Meetings shall take place before all Board Meetings and at the discretion of the Governor. Meetings may include guests as determined by the Governor and Administrator. (12/84)

Duties *during executive meetings* shall include adequate preparation for Board ~~meetings~~ *Meetings*, officer evaluation, and the preparation of new business for the Board. Minutes ~~of~~ *from* these meetings must be prepared by the Secretary within 10 days *after the meeting*, signed by the Governor and Administrator and distributed to the members of the Executive Committee within 15 days after the meeting. (1/98)

114.3 Appointed Members

Additional officers as deemed necessary and appropriate by the Governor may be appointed by the Governor with the approval of the Board of Trustees. Candidates for appointment ~~shall should~~ be selected after review of a letter of application from the candidate. Appointed persons do not have voting privileges on the Board and are not Delegates at Large at the District Convention. (2/11)

The Leadership Committee shall consist of the Executive Committee, Committee Chairs, *Committee Coordinators*, Committee Mentors, and Administration.

114.4 Honorary Members

Honorary Members of the Board of Trustees may be appointed at the discretion of the Governor and the District Administrator and *may* have no specific duties. (1/98)

115 Meetings of the Board

The District Board shall meet no more than four times during the *Key Club* Administrative year. These four occasions should include: (1) during the ~~Board Training Conference in~~ *month of* May (2) during the summer (3) during the month of January and (4) preceding District Convention. The locations are to be determined by the District Administrator and the Director of Service Leadership Programs. The exact times are subject to the mutual agreement of the District Administrator and the Governor. An invitation to attend all *Board meetings* ~~meetings of the Board~~ should be issued to the members of the Kiwanis Key Club Committee, the Director of Service Leadership Programs, ~~and~~ the Kiwanis Governor, *and if applicable, the Kiwanis Governor-Elect.* (2/11).

115.1 Dress Code

At all District Board training conferences, the dress code shall be business casual unless otherwise determined by the Governor and/or Administrator. At all District Board meetings, the dress code shall be business professional, unless otherwise determined by the Governor and/or Administrator. Dress code definitions and *specifications can be modified* ~~created~~ according to *current modern* ~~modern~~ standards. These definitions and ~~standards~~ *specifications* must be written by the Governor in concurrence with the District Administrator and presented to the District Board by the conclusion of ~~May~~ *the Spring* Board *Training Conference.* (2/11)

115.2 Code of Conduct

The curfew for each District Board function will be determined by the District Administrator. Unnecessary noise at any hour is prohibited. No intoxicants, ~~or~~ tobacco, *or criminal property* of any nature will be permitted in the possession of any Key Club member. ~~MemberRs of the opposite sex may not be in each others' room at any time. The Honor System will be observed by all those attending Board functions.~~ *are not allowed in the rooms of those of the opposite sex. All those attending Board functions are to abide by the Code of Conduct and the Honor System. All attendees* ~~Any Board Member~~ found in violation of these rules and regulations shall be subject to dismissal by the Governor with the Administrator or appropriate Region Advisor's consent. (2/02)

115.3 Agenda

The official agenda of all Board Meetings shall contain a Governor's report, a Secretary's report, a Treasurer's report, ~~an Editor's report,~~ a report on Key Club International activities, and a ~~District Committee~~ *Committee's report.* (2/11)

The official agenda of all Board Training Conferences shall contain opportunities for the District Committees to meet. (2/11)

116 Duties of the Board ~~and~~ Members

The Executive Committee shall determine the official directives *and responsibilities* for the District Committees with the approval of the Administrator. They shall also determine the ~~specific~~ minimum duties *and requirements* for each Lt. Governor. The Lt. Governors and the Secretary ~~are shall be~~ responsible for the creation of a District Directory *that compiles all Club information.* (2/11). *The term for the elected District Board Members run from their retirement installment during District Convention to their retirement during District Convention.*

116.1 Elected and Appointed Officers

The duties of the elected and appointed officers shall be as described in Article V Section 4 of the District Bylaws. (1/98)

116.2 Lieutenant Governors

Each Lt. Governor must be a member in good standing of a club in good standing and have been a member of that club for at least four months prior to the election. Lt. Governors are elected at the ~~division~~ *Division* level to serve as ~~district~~ *District* officers and to coordinate and report on the activities of the ~~clubs~~ *Clubs* within the ~~division~~ *Division.* (1/98)

116.21 Duties

The following are basic requirements for a Lt. Governor. Additional tasks may be assigned by the Governor.
(2/11)

Attendance

- a. Each Lt. Governor must attend: the District Convention where the Lt. Governor is installed, the three subsequent Board Meetings, and the District Convention and Board Meeting at the end of the term.
- b. The Lt. Governor must attend at least one meeting of each club in the ~~division~~ **Division** and complete the Club Visitation Report ~~immediately after the meeting~~ **subsequently**.
- c. The Lt. Governor should attend at least one Kiwanis Division Council Meeting.
- d. The Lt. Governor should try to attend the International Convention during their term of office.

Reports

- a. Reports **listed below** must be completed and submitted to the ~~CNH~~ California-Nevada-Hawaii District Archive and Regional Advisor by 6:00 pm ~~on~~ **on** the 10th of **every** month **during their term**.
- b. The following reports **are to** be submitted.
 - Division Monthly Report **Forms**
 - Training Conference Reports **(To be submitted only on the months that had training conferences)**
 - ~~Division Directory~~
 - ~~Division Budget~~
 - ~~Club Visitations~~
 - ~~Service Report~~

Communication

- a. The Lt. Governor shall publish at least 10 publications per term to keep the Division and all other interested persons informed of Division, District, and International activities.
- b. The Lt. Governor shall communicate with Region Advisor at least twice per month.
- c. The Lt. Governor shall communicate with ~~his/her~~ **their** assigned District Committee at least once per month.
- d. The Lt. Governor shall communicate with each club in the ~~division~~ **Division** **every** month.

Promotion

- a. The Lt. Governor shall carry out the programs of the Governor, the District Executive Committees, and Key Club International.
- b. The Lt. Governor shall promote the organization of new Key Clubs in the Division ~~by providing literature~~ and assisting sponsoring Kiwanis Clubs in establishing the new club.

Meetings & Conferences

- a. The Lt. Governor shall organize and hold at least ~~eight (8)~~ **10** **Division** council meetings.
- b. The Lt. Governor shall organize and hold an Officer Training Conference (OTC) for the ~~club officers~~ **Club Officers** **servng** in the Lt. Governor's Division.
- e. The Lt. Governors in a Region or **nearly** geographical area and the respective Region Advisors shall arrange and conduct a **Region Training Conference** for the ~~club officers~~ **Club Officers** and members within the included Divisions **in between the months of September and October**. ~~All clubs will be invited and encouraged to attend with their advisors. Two District Officers will be invited to attend and participate in the training sessions to conduct workshops pertinent to their respective office.~~

Elections

The Lt. Governor shall hold a Conclave, ~~where a successor~~ **in which** the **succeeding** Lt. Governor is elected. **The Lt. Governor will then** train the **elect** ~~successor~~, and ensure that the Division **duties and important information** files are turned over to the new Lt. Governor.

116.22 Replacement of Lt. Governors

In the event of the resignation of a Lt. Governor or the failure of the division to elect a person to fill that office, the Governor and Region Advisor (with assistance from the local division) will select a person to fill that position. This selection must be approved at the next Board of Trustees meeting. The procedure for ~~removal of a~~ *due process* of a Lt. Governor's *resignation* may be found in Section 214 of this Policy. (1/98)

116.23 ~~Agreement to Serve~~ *Service Agreement*

Every candidate for a District Office must submit a completed and properly signed ~~Agreement to Serve Form~~ *Service Agreement*. This agreement specifies an understanding of the duties and responsibilities of the position and a parent or guardian consent for participation, attendance and medical authorization. The ~~form/s~~(s) as supplied by the *District* must be completed and returned to the *California-Nevada-Hawaii Kiwanis District* office by the date announced each year by the Policy, International Business and Elections Committee. (2/11)

117 Duties of ~~Standing~~ *District* Committees

The Executive Committee shall establish prior to the first Board Meeting how the Standing Committees will be organized during the year and clearly define the general description of work. District Committees shall include: Member Recognition; *District* Convention; *Service District* Projects; Policy, International Business, & Elections; Kiwanis Family & Foundation; *Communications and Marketing*; and Member ~~Relations~~ *Development & Education*. (2/11).

117.1 Members

The Governor shall assign Board Members to serve on ~~Standing~~ *District* Committees. The Governor will appoint one member, who is not part of the Board of Trustees, as *Committee* Chair or, given no appointment, the Committee members may elect one *from the committee*. No Board Member may serve as Chair of more than one committee. The ~~Executive Committee Governor~~ shall assign *board* members to committees. Committee assignments should be announced by the Governor before the ~~Spring~~ *May* Board training conference. Training in the duties of the Committees and committee work procedures shall be established at ~~this~~ *Spring Board* training conference. The Administrator shall assign a member/s of the Kiwanis Key Club Committee to act as Mentor to each committee. (4/94)

117.2 Charter of Committees

Each committee shall have a specific charter established by the Executive Committee. The detailed duties may vary from year to year and expand during the year. (1/98).

117.21 Member Recognition (*MR Committee*)

Develop specific and attainable goals.

- a. *Hold a committee meeting each month (or as necessary) beginning with Spring Board Training Conference.*
- b. Propose revisions to the current Awards guidelines. Present proposed revisions to the *District* Board for their approval and revise the guidelines as approved.
- c. Determine the feasibility of any suggestions made by the *District* Board.
- d. Select suitable awards for winners.
- e. Establish procedures for contest judging and training of contest judges.
- f. Ensure that all proper judging materials and contest directors (Lt. Governors) are prepared and in place at the contest sites.
- g. Ensure that the proper awards and their recipients are recognized and brought together at the District Convention
- h. Be responsible for distributing any awards or certificates not picked up by winners at the previous District Convention. (1/98)

117.22 *District* Convention (*DCON Committee*)

- a. Hold committee meetings each month (or as necessary) beginning with ~~May~~ *Spring* Board Training Conference.

- b. Select a theme and logo for *District Convention*.
- c. Outline, prepare, refine, and revise the agenda for *District Convention*. The complete program of events should be finalized by the Winter Board Meeting. Final adjustments before printing the program should be completed at that meeting.
- d. Approve a budget and registration fees at the Summer Board Meeting.
- e. Select a number of host Key Clubs to ensure that all aspects of the host committee tasks are covered.
- f. Coordinate with other Standing Committees, Task Coordinators and the Executive Committee to ensure that the requirements of all involved are considered.
- g. Select speakers, band/DJ, menus and other arrangements necessary for a successful convention. (1/98)

117.23 ~~District~~ Service Projects (*SP Committee*)

- a. *Hold committee meetings each month (or as necessary) beginning with Spring Board Training Conference.*
- b. Promote the *Governor's Project*, service project ideas, our International Service Partners, and International service initiatives to the Board and Club Officers by means of articles in the District publications, special announcements on the California-Nevada-Hawaii CyberKey and to the officer reflector groups.
- c. *Develop specific and attainable service hour goals.*
- d. *Maintain accurate records through a recording process of Clubs' participation.*
- e. Research and develop the next two-year *Governor's Project* for California-Nevada-Hawaii Key Club which can involve most clubs, promote Key Club to the public as a service organization, promote interest, and be of general welfare. (1/98)

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

This committee is responsible for the maintenance of the District Bylaws and Policy Manual, notifications of International business, and supervision of the Elections process at District Convention. To perform these tasks, three focus areas are identified with required tasks. *This committee will also hold a committee meeting each month (or as necessary) beginning with Spring Board Training Conference.*

Policy

Bylaws

- a. Know, understand and be able to interpret the Bylaws of this District and Key Club International so that they may be properly applied.
- b. Review all proposals for revisions to the Bylaws and recommend action to the Board of Trustees.
- c. Ensure that proper procedures are followed in recommending changes and present the proposal for change to the House of Delegates for action.
- d. Ensure that all approved revisions are documented in the House of Delegates Minutes and incorporated into the District Bylaws.
- e. Ensure that the approved revisions to the District Bylaws and the House of Delegate Minutes are submitted to the Kiwanis Policy Committee and Board of Trustees.

Policy Manual

- f. Maintain and expand the District Policy Manual. Prepare policy where appropriate or request policy preparation by the appropriate person or Committee.
- g. Review all requests for additions or revisions to the Policy Manual. Ensure that proper procedures are employed and present the proposals to the Board of Trustees for action.
- h. Ensure that all revisions are documented in the Board Minutes and incorporated into the Manual.
- i. Ensure that the approved revisions to the Policy Manual and Board Meeting Minutes are submitted to the Kiwanis Policy Committee and Board of Trustees.

International Business

- j. Promote strong relations with Key Club International by educating the District membership about International business, programs, and visions of change.

Elections

- k. Oversee all aspects of the election and voting proceedings conducted at District ~~convention~~ *Convention*.
- l. Ballots shall be counted by advisors and members of the committee. Care shall be taken that the fewest persons possible know the outcome of the balloting until the final announcement. (1/98)
- m. *SAA, caucus room moderators, and House of Delegates moderators have the ability to remove any disrespectful delegates and members.*
- n. *Not only PIE Committee members, but all District Board members help out assist in collecting ballots at House of Delegates.*

117.25 Kiwanis Family & Foundation (KFF Committee)

- a. *Hold a committee meeting each month (or as necessary) beginning with Spring Board Training Conference.*
- b. Inform the District Board members of their *respective* KIWIN'S, Circle K, Builders Club, K-Kids, Aktion and Kiwanis counterparts.
- c. Update the District about Kiwanis Family activities, ways to promote Key Club, project ideas, and current *and upcoming* ~~and current~~ contests.
- d. Insure Kiwanis Family interaction at the Executive Committee level. (1/98)
- e. Promote the California-Nevada-Hawaii Kiwanis Foundation programs, activities, *and* events, *with the* support of the California-Nevada-Hawaii Key Club District.

117.26 ~~Member Relations (MRS Committee)~~ *Member Development & Education (MDE)*

This committee is responsible for promoting membership education, membership growth, new club building, the objects of this organization and the Key Club core values. To perform these tasks, four focus areas are identified with required tasks. *This committee will also hold a committee meeting each month (or as necessary) beginning with Spring Board Training Conference.*

Technology

- a. *Hold committee meetings each month (or as necessary) beginning with Spring Board Training Conference.*
- b. Promote the International *and California-Nevada-Hawaii* graphic standards.
- c. Assist the Technology Editor with the California-Nevada-Hawaii CyberKey to ensure it is up to date, user friendly, and a valuable resource for members and advisors.
- d. Provide templates in various programs using graphic standards for use by Board members, club officers, advisors, and members.
- e. Encourage member participation in the graphics department and convention technology-based internships.

Resources

- f. Inform the Board and Club Officers about Key Club promotional literature.
- g. Develop a description of an ideal membership and procedures to use to attain that.
- h. Revise and distribute training materials.
- i. Gather resource materials to share with the District membership.

Education

- j. Educate the Board and Club Officers about effective membership drives.
- k. Assist Lt. Governors with RTC workshops.
- l. Plan subjects for Convention workshops and locate speakers. (1/98)
- m. Promote the objects of Kiwanis and Key Club.
- n. Promote the core values of Key Club.
- o. Provide materials to promote understanding of diversity and methods to embrace diversity.

Logistics

- p. *Utilize approved assessment tools to determine areas of strength and areas of improvement as well as effective methods of education.*
- q. *Communicate with the District through established reflectors, Lt. Governors, and the newsletter to obtain accurate information and reporting.*
- r. *Provide feedback, support, and resources based on obtained information.*

- s. *Collaborate with District Coordinators, Editors, and Committees to provide for the District.*
- t. *Collaborate with District Coordinators, Editors, and Committees to provide resources for the District.*

117.27 Communications & Marketing Committee (CM Committee)

The Communications & Marketing Committee will focus on positive, purposeful promotion of the California-Nevada-Hawaii District and the Key Club organization, provide resources for club and district use, provide training materials for the Board, officers and members to use and access; promote the Graphics Department, and research and develop proposals for further district consideration. The Communications & Marketing Committee will also assist other committees with creating publications.

- a. *Hold committee meetings each month (or as necessary) beginning with Spring Board Training Conference.*
- b. *Conduct responsible marketing campaigns in order to externally promote externally the programs and activities of the California-Nevada-Hawaii Key Club District and Key Club International*
- c. *Provide informational guides for the many different club and member resources and materials created by the district.*
- d. *To create and oversee special promotional projects for and at district events.*
- e. *Develop innovative membership recruitment, and membership retention materials.*

117.3 Committee Operation

117.31 Meetings

Each Standing Committee shall meet at least once each month using District sponsored technology or other methods as approved by the Governor and/or District Administrator. Committee meetings shall be held at least once in conjunction with every District Board meeting. Additional meetings may be called by the Chair as necessary during the year. The Committee Secretary shall provide notice of committee meetings to each member of the committee, Executive Committee and Kiwanis Advisor/s at least two weeks prior to the scheduled meeting (this only applies when committee meetings are not held in conjuncture to Board Meetings). *(this applies only to meetings not held at District Board meetings). (2/11) The Committee Chair will also provide an agenda of the meeting at least 24 hours prior to the meeting.*

117.32 Work Accomplishment

Each committee shall create an action plan and set goals to carry out the Executive Committee directives for the year, discuss procedures, and make assignments for the actual work to be done during the year. Work shall primarily be done during the periods between Committee meetings. ~~They will~~ *They should* be done using the district committee reflectors, telephone, or other approved ~~current business practices methods.~~ *Failure of committee members* ~~If a committee member fails~~ *to perform assigned tasks their actions shall* result in disciplinary action or removal from office. (2/11)

117.33 Chair Duties

The Chair of each Standing Committee is appointed by the Governor with the approval of the District Administrator. The Chair should become familiar with the directives of the Committee and discuss the plans for the year with the Mentor who is assigned by the District Administrator. (2/11)

117.34 Organization

The Chair will appoint a Secretary to take minutes at all ~~meetings of the committee~~ *Committee meetings*. These minutes must be submitted to the Governor, *Committee* Mentor, Committee members, District Administrator and District Secretary. The Chair may also appoint subcommittees as necessary to accomplish the work assigned. (2/11)

117.35 Reports

Each standing committee shall present an oral report at each Board Meeting and submit a written report at the discretion of the Governor and District Administrator. The written report, approved by the Governor and Administrator, shall delineate the activities of the previous periods, the number of meetings held, the attendees at each meeting, and the recommendations to the Board. The minutes shall be included as well as any recommendations made to the Board. At the final Board Meeting at the District Convention, each committee shall present a written report of the year's activities and any recommendations for the next year's Board. (2/11)

117.36 Committee Mentors

The District Administrator shall appoint Kiwanians as mentors to each committee. The duties of the mentor shall be to attend all committee meetings, keep in close contact with the Chair during the ~~year~~ *term*, assist the chair in motivating committee members to participate in the work between committee meetings, assist the chair in organizing additional committee meetings, offer advice on matters of committee business, and assist the Chair in the committee reports to the Board. (2/11)

The District Administrator may appoint additional Kiwanians to serve as a support team to each committee. The duties of the support team shall be identified by the individual committee mentor and approved by the District Administrator.

118 DISTRICT CONVENTION

~~In accordance with Pursuant to~~ the provisions of Article 7 of the International Constitution and Article 5 of the International Bylaws, the District shall hold an annual convention at a time and place mutually agreed upon by the District Board of Trustees, the sponsoring Kiwanis District, and the Board of Trustees of Key Club International. (6/16)

118.1 Purpose

The purpose of the District Convention shall be the following:

- a. Transaction of District business, including the preparation and presentation of reports, the election of *District Executive* officers, and the adoption of District Bylaw amendments and resolutions.
- b. Education and inspiration for Key Club activities, reemphasizing the importance and value of the members, Divisions, Regions, the District, and International as a means of improving the efficiency and effectiveness of club operations.
- c. Recognition of members, advisors, clubs, and divisions for their accomplishments.
- d. Fellowship, entertainment, and training of officers and members.
- e. Development and selection of participants, contest winners and reports for the International Convention. (1/98)

118.2 Location

It is the policy of this District to alternate convention sites, according to availability, ~~between Northern and Southern California cities.~~ *California and Nevada cities.* Convention sites will alternate as determined by the *District Board of Trustees.* (2/11)

118.3 Code of Conduct

The District Board will set the code of conduct for the District convention prior to the Convention and shall notify all Key Clubs of the Code, ~~which.~~ *The Code of Conduct* shall be adhered to all persons attending the Convention. This code shall include a mandatory dress code, curfew, substance abuse policy and rules regarding the socializing between persons attending the convention. Violations of the Code may result in expulsion from the Convention, notification of *their home* ~~the~~ Key Club, sponsoring Kiwanis Club and school, and possible exclusion of that club from future conventions. (1/98).

118.4 Security

The responsibility for maintaining security for the convention and the compliance with the rules of conduct for the convention shall be governed by the Sergeant-at-Arms *Coordinator* ~~committee,~~ *District*

Convention Chair and the District Administrator. (1/91).

119 Convention Planning

119.1 *District* Convention Committee

The District Convention Committee, appointed by the Governor, shall have overall responsibility for producing the District Convention with assistance and approval from the *District* Executive Committee, the District Administrator, the *District Convention* Committee Advisor, and the Kiwanis Director of Service Leadership Programs. The *District Convention* Chair shall appoint subcommittees as required to carry out the tasks to be performed at the convention. During the course of the year the committee shall carry out duties necessary to ensure a smooth flow of progress and a well-organized convention. Those duties include but are not limited to: (6/16)

- a. Spend the entire year becoming familiar with the convention site. Know the hotel, convention center and surrounding area *thoroughly*. Become acquainted with the hotel staff. Obtain maps of the hotel and convention meeting rooms to be used. (6/16)
- b. Organize subcommittees. Some functions are carried out by Key Club Standing Committees as described in subsequent subsections of this manual; others must be assigned by the convention committee such as host committee, dinner committee, arrangements, etc.
- c. Arrange the program (sequence of activities) by November 15. This is of primary importance for producing the printed program.
- d. Meet/communicate with the other Key Club committee chairs as necessary to ensure that they are aware of the arrangements and that the convention committee is aware of their responsibilities.
- e. Present the budget and registration fee at the Summer Board meeting.

Host Committee

~~The host committee shall consist of Key Club members and adults assigned as required to perform the duties set forth by the District Convention Chair. Key Club members will be members of clubs in the locality of the convention. The host committee shall provide assistance as assigned by the Convention Committee during the period from pre-registration time to adjournment. (1/98)~~

119.2 Sergeant-at-Arms *Team* Committee

~~The Sergeant-at-Arms *Coordinator* Chair shall be appointed by the District Governor with the assistance of the SergeantAtArms Mentor and approval by the District Administrator. The Sergeant-AtArms Mentor is appointed by the District Administrator. The *Coordinator* Chair is responsible for seeing that the members of the committee *Sergeant-at-Arms Team* shall carry out and enforce the Code of Conduct, ensuring to not abuse the rules themselves. Members of the ~~committee~~ *team* shall be selected/appointed from attendees at the convention. The ~~committee~~ *team* responsibilities include: (6/16)~~

- a. Preservation of order for all convention functions and in all the hotels occupied by Key Club members. The ~~committee~~ *team* will control all entrances for all meetings for the purpose of maintaining an orderly entrance and exit.
- b. Lending assistance to the Policy, International Business, & Elections Committee in maintaining control over the House of Delegates and caucuses.
- c. ~~Assisting~~ *Ensuring* all Key Club members are abiding by the convention Code of Conduct. (2/11)

Expo Committee

~~The District Governor will appoint a College EXPO Coordinator and a Service EXPO Coordinator with the assistance of the College EXPO Coordinator Mentor, Service EXPO Coordinator Mentor, and with the approval of the District Administrator. The District Administrator appoints both the College EXPO Coordinator Mentor and the Service EXPO Coordinator Mentor. Both the College EXPO Coordinator and the Service EXPO Coordinator are responsible for carrying out their duties of arranging and conducting successful EXPOs at District Convention.~~

120 Convention Operation

120.1 Registration

The ~~Cali Nev Ha~~ *California-Nevada-Hawaii* District Office shall post all convention registration forms for all Key Clubs in the District on the ~~CNH~~ *California-Nevada-Hawaii* CyberKey. Each Club shall complete the forms according to instructions and return them with the proper fees prior to the deadline for registration. Any registrations received after the deadline may be returned. *Only members in good standing may register for District Convention.*

The District Office and the Director of Service Leadership Programs will make most arrangements and contracts with the convention hotel(s). Rooming arrangements with the hotel will be coordinated by the District Office directly or through a local Convention Housing Bureau. All convention registrants must be housed in convention approved hotels. (2/11)

120.2 Policy, International Business, & Elections Committee

The District Office will provide a list of preregistered delegates and alternates. The Policy, International Business, & Elections (PIE) Committee will be responsible to certify that no more than two voting delegates from each club are given credentials for voting. ~~This shall be accomplished by providing adequate publicity and identification so that all club delegates check in and receive their identifying ribbons.~~ The PIE Committee shall be responsible to ~~schedule~~ *for scheduling* times for the credentials desk and shall provide ~~adequate personnel~~ *sufficient Key Clubbers* for registering delegates during the convention and prior to the commencement of the House of Delegates. (2/11)

~~One of the most important functions to be performed at the convention is the election of District Officers for the coming year. The responsibility for ensuring that the election of District Executive Officers is conducted in the fairest manner possible falls to the PIE Committee. This committee, and the Chair specifically, have many responsibilities during the three days of the convention. They are~~ *During DCON, the PIE Committee must fulfill these responsibilities:* (2/11)

- a. ~~Chair the candidates meeting on Friday to describe the election process.~~ *Describe the election process to District Executive Officer candidates during the candidates meeting on Friday.*
- b. Have a representative at the Sergeant-at-Arms and Caucus Moderators meetings to explain caucus procedures. (2/11)
- c. Have a representative at the credentials desk during registration to ensure that delegate credentials are valid.
- d. Schedule the candidates and monitor the proper conduct of caucuses.
- e. Control the issuance of ballots at the Nominating Conference and House of Delegates.
- f. Conduct the voting and counting of ballots as described in Sections ~~133.6~~ *121.6* and ~~133.7~~ *121.7*. (1/98)

In addition, this committee prepares resolutions to be read and approved at the House of Delegates recognizing those who have had a profound effect on the success of the district and the achievements of the district membership. (2/11)

120.3 Member Recognition Committee

Arrangements for the presentation of awards at the convention are the responsibility of the Member Recognition committee in conjunction with the mentor appointed by the District Administrator. In carrying out these duties, the following should be included:

- a. Make arrangements for judges to be assigned for each contest. Coordinate the selection of Key Club members and Kiwanians with the Governor and District Administrator respectively.
- b. The Chair should ascertain the awards necessary and work with Administration to keep all arrangements in order at least two weeks before the convention.
- c. The Chair should send a memorandum to all judges and contest chairs at least two weeks before the convention reminding them of their responsibilities. They should receive a copy of the judging criteria and be requested to attend a meeting of judges during the convention where their entire duties will be outlined and questions answered. The Chair must ensure that the awards are in the proper places at the proper time for presentation.
- d. The committee must work closely with the Kiwanis Staging Committee to ensure that the entire Awards ceremony is properly planned, scripted, and staged. (1/98)

120.4 Workshops

The Member Relations *Development & Education* Committee, in concert with the *District* Convention Committee, will establish the workshops and seminars, select the presenters, and develop the schedule. The workshops, ~~at a minimum, shall~~ *will* include *at least* a seminar for Presidents, Secretaries, Treasurers and the *District Governor's* Project. ~~Additional workshops, educational in nature, will be planned to fill the time available.~~ (2/11)

120.5 Convention Advisors

The District Administrator will select a *District* Convention Mentor from the Kiwanis Key Club Committee. The mentor will assist the *District* Convention Committee, be the primary aide to the Convention Chair and assist in the conduct of the convention. The mentor will consult with the local Kiwanis Clubs in the convention city to select a Kiwanis Host Committee advisor. The principle purpose of the Kiwanis Host Committee advisor is to provide local adult support and community knowledge for whatever purpose it may be needed, ~~usually~~ *including* evening security, contest judging, and registration. (2/11)

120.6 Board Dinners

Two dinners are ~~usually to be~~ planned for the Thursday evening before the convention opens; *during the New Board training conference*. *One will be* for the current Board which can be termed as a farewell dinner or evening activity. The Board Farewell Dinner is planned by the Convention Committee in conjunction with the Governor and is held at a location near the convention site. The second dinner is for the *Incoming* Board and is an informal affair.

The *Incoming* Board dinner is *to be* planned by the *District* Administrator and is held at the ~~convention hotel or convention center or an approved convention hotel~~. This dinner is provided during the New Board training conference. Some Kiwanis Key Club Committee members ~~usually should~~ attend this dinner and assist in arrangements. (2/11)

120.7 Guests

~~The Key Club image at the convention is very important. This is especially true in relation to the way guests are hosted.~~ The *District* Convention Committee should make arrangements to meet special guests and entertainers and provide ~~for escorts for convention guests as~~ *if* necessary. Reserved seating should be available for guests for each session and ensure that guests are aware of any special seating arrangements. (2/11)

121 Election Process

121.1 Candidates Meeting

The ~~Elections~~ *PIE* Committee Chair shall chair the Candidates Meeting on Friday afternoon of the Convention weekend. *The current District Governor should be in attendance.*

- a. Each candidate must ~~be in attendance during the course of~~ *attend* the meeting. The failure of a candidate to be present shall result in the disqualification of that candidate. The Governor should be in attendance. This should be an informal meeting with the following agenda items:
- b. Candidate ~~affidavit~~ *qualification* check. Every candidate must have ~~previously~~ submitted all required documents *prior to a specified date determined by the Executive Officers* to apply for a District Officer position. ~~No candidate will be permitted to campaign without the prior submission of all documents. The Chair should read the names of candidates and the office for which they are running.~~ (2/11)
- c. The rules of campaigning. The Chair or Governor shall present the rules to be adhered to during campaigning and the penalties for not adhering to them. The ~~Election~~ *PIE* Committee Chair will describe the campaign material posting rules. (8/04)
- d. Caucus rules. The Governor and ~~Election~~ *PIE Committee* Chair will describe the caucus rules to the candidates and discuss timeliness and maintenance of the candidate schedule. Caucus schedules will be prepared by the ~~Election~~ *PIE* Committee and provided to each candidate and Caucus Chair. (1/98)

121.2 Sergeant-At-Arms Meeting

~~An Election~~ The *PIE* Committee representative will attend the Sergeant at Arms meeting on Friday to request assignment of Sergeant-at-Arms at the following meetings: three (3) persons at each Caucus (from the Regions involved), six (6) persons (not voting Delegates) at the Nominating Conference and House of Delegates. (2/11)

121.3 Caucus Moderator Meeting

Persons attending this meeting should be the District Administrator, Governor, ~~Election~~ *PIE* Committee Chair, ~~Elections~~ *PIE* Committee Mentor, the Caucus Moderators, and the Kiwanis Caucus Room Moderators. This should be an informal meeting and include the following items: (2/11)

- a. General Rules. The Administrator, Governor, and ~~Election~~ *PIE* Committee Chair will brief the Caucus Moderators and Kiwanis Caucus Room Moderators on the rules of conduct for the Caucus, the attendance requirements, sample question handout, decorum and the procedure to follow if candidates ~~do not arrive on time~~ *are late*. The room must be clean when the caucus is completed. (2/11)
- b. Door Procedures. Doors to the Caucus Room will be closed when a candidate is present and will not be opened until the candidate leaves. Sergeant-at-Arms on the outside of the room will inform the inside guard of waiting candidates. No one, including adults, will be allowed to enter or leave the Caucus Room when the doors are closed, *except in medical emergencies*. Doors may also be closed because of a private caucus meeting. The same entry rules ~~apply~~ then *apply*.
- c. Introductions. Important visitors should be introduced by the Caucus Chair at the discretion of the Chair or on suggestion of the Regional Advisor present. (1/98)

121.4 ~~Regional~~ Caucuses

The Governor ~~appoints~~ *will appoint* a Moderator and assistant(s) to conduct ~~each Regional~~ Caucus at the District Convention. It is the responsibility of the Moderator to ensure that the members of the Caucus treat the candidates with respect and that the Caucus is conducted in an orderly manner ~~and in good taste~~. To aid the Moderators in attaining these goals, the following ~~policy~~ *policies* shall be followed: (2/11)

- a. Sample questions will be published in the Candidates Booklet. These questions ~~will~~ *must* be approved by the Administrator and Governor. Questions that are personal, in bad taste, or of a harassing nature to the candidate will not be allowed to be answered by the Candidate. The candidates are not to be touched, asked to ingest any material or asked to partake in any behavior which is in poor taste. Rude behavior will not be tolerated. (2/11)
- b. To further assist the Moderator, one of the Regional Advisors will be present during the Caucuses and will be responsible for ensuring that the policies of the District are followed. (2/11)
- c. To ensure that all candidates receive fair and like treatment during the caucus, a timing device will be used for timing candidate appearances. It is the Moderator's responsibility to ensure that the device is started when the candidate starts the presentation. The Moderator should ensure that the candidate is released at the scheduled time. (2/11)

121.5 Delegates

Each Key Club in good standing ~~may qualify~~ *is qualified to have* two delegates to vote at the convention. The voting takes place at the Nominating Conference and the House of Delegates. In addition, each elected member of the Key Club District Board is a delegate-at-large and eligible to vote.

Ballots will be available at ~~the~~ *the* entrance(s) of ~~to~~ the delegate seating areas. Delegates must be wearing a delegate ribbon that was previously issued at delegate registration. As these delegates are admitted, each is given a blank ballot and will be seated in the delegate section of the room. If a person leaves the delegate chamber, the ballot will be surrendered *to a moderator* and reissued upon return, with ~~offices invalidated for candidates that have already appeared~~. There is no proxy voting. (1/98)

121.6 Nominating Conference

There shall be a Nominating Conference only for the District offices for which there are more than two candidates and for International endorsements for which there are more than two individuals seeking endorsement for President/Vice President or more than four individuals seeking endorsement for Trustee. The purpose of the Nominating Conference is to reduce the number of candidates for a District office or International President/Vice President endorsement to two or International Trustee endorsements to four. The finalists shall then compete for that office or endorsement at the House of Delegates. Where there are two or less candidates for a District office or President/Vice President endorsement or *where there* are four or less seeking an International Trustee endorsement, those persons will not appear unless approved by the Governor. The conference shall proceed as follows: (2/11)

~~The Chair shall be the District Governor.~~

~~The Secretary shall be the District Secretary.~~

- a. The membership of the Nominating Conference shall consist of the delegates-at-large and two delegates representing each club in attendance at the convention. Should a delegate leave the Conference prior to adjournment, the ballot shall be returned to the ~~Elections~~ *PIE* Committee. When the delegate returns for reentry, a ballot will be returned with any offices invalidated for which the candidates have already appeared.
- b. The Nominating Conference shall not be a closed session. Entry and exit will be allowed when there are no candidates in the room. Delegates are subject to the ballot restrictions ~~noted in paragraph (a).~~
- c. Observers shall be admitted to the conference at the discretion of the Administrator and Governor and shall be seated in a spectator section, ~~and~~. No interaction with delegates shall be allowed.
- d. The Chair shall be the District Governor.
- e. The Secretary shall be the District Secretary.
- f. In the event that the District Governor is a candidate for office *or absent*, the District Administrator shall select another person as Chair. In the event that the District Secretary is a candidate for an office *or absent*, the District Governor shall appoint a replacement.
- g. The Tellers shall be members of the ~~Elections~~ *PIE* Committee.
- h. The candidates will be introduced to the Conference and voted on in the following order: Governor, Secretary, Treasurer, ~~Editor~~, *and individuals that are seeking International Endorsement*. There will be no speeches or questions. When all the candidates for a given office have been introduced, the delegates shall mark the ballot for that office and the ballots collected and counted by the *Policy, International Business & Elections* Committee. (2/11)
- i. At the conclusion of the voting and selection for a given office, a candidate not selected for that office may ask to be considered a candidate for International Endorsement. If that occurs, the candidate will reappear and be introduced with the International Endorsement. If the candidate declares at the beginning of the conference not to run for Endorsement, the person may remain in the Conference after the voting for that person's office. If the Key Club member is a delegate, the individual shall receive a ballot for all subsequent offices to appear. If the Key Club member is not a delegate, the individual may remain in the visitor section. (1/98)

121.7 House of Delegates

The House of Delegates provides a forum for the candidates for each office to present their final message to the District delegates. At the conclusion of balloting for District offices, the ~~Chair of the Policy, International Business, & Elections~~ Committee *Chair* will present any proposed District Bylaw changes that have been approved for presentation to the delegates. A majority vote by the delegates is needed for adoption of Bylaw additions or revisions. Finally, the ~~Chair of the Policy, International Business, & Elections~~ Committee *Chair* will present the Convention Resolutions for approval by the House of Delegates. (2/11)

- a. The membership of the House consists of the delegates-at-large and two delegates from each club in attendance. The Governor shall be the Chair. The District Secretary shall be the Secretary. In the event that the District Governor is a candidate for office, the District Administrator shall select another person as Chair. In the event that the District Secretary is a candidate for an office, the District Governor shall appoint a replacement.

- b. When the Governor ~~convenes~~ *begins* the House of *Delegates*, delegate entry and exit will only be allowed during periods between candidate presentations. If a delegate leaves the House, the delegate's ballot will be surrendered to a member of the *Policy, International Business & Elections* Committee. The ballot will be returned upon reentry with offices invalidated for all candidates that have already appeared regardless of when the delegate left the room.
- c. A spectator section will be provided which is separate from the delegate seating area for non-delegate Key Club members and adults. ~~Quiet~~ *Silence* must be ~~observed~~ *maintained* at all times *during the House of Delegates*. Entry and exit of spectators will only be allowed during periods between candidate presentations.
- d. When each candidate has completed their presentation to the House, they must remain in the House and sit in the delegate section if they are a delegate and be given a ballot for their office and all subsequent offices. If a candidate is not a delegate, the candidate must remain in the spectator section.
- e. When the marking of the ballots is complete, the ballots will be collected by the ~~Elections~~ *PIE* Committee and remain in ~~its~~ *their* custody until counted and destroyed. Ballots must be counted in a manner allowing only the ~~Elections~~ *PIE* Committee members who are not candidates for office and the committee advisor(s) to know the final results. Those results will be placed in individually sealed envelopes and handed to the person announcing the results at the designated time.
- f. The ~~Elections~~ *PIE* Committee chair will collect the Governor's (Chair's) ballot and keep that ballot separate during the counting process. That ballot will only be used in the event of a tie. All ballots ~~will~~ *must* be destroyed at the completion of the convention.
- g. The order of proceedings at the House of Delegates is as follows:
 - Call to Order
 - Flag Salute
 - Inspirational Moment
 - Governor explains the procedures for the House
 - Candidates are called one at a time (Governor, Secretary, Treasurer, ~~Editor~~, *International* Endorsement)
 - Candidates will answer Set Question(s).
 - When the candidates for one office have finished, the delegates shall mark their ballots for that office.
 - Ballots are collected when all candidates have finished ~~making~~ their presentations.
 - Presentation of proposed Bylaw changes.
 - Vote on *proposed* Bylaw changes ~~proposals~~.
 - Presentation of Resolutions.
 - Vote on Resolutions.
 - Announcements
 - Adjournment.
- h. The delegates must vote for one of the choices for each office. The delegates shall have the additional option of voting for "none of the above". This option for offices with only one candidate would mean the delegate is casting a vote of "no-confidence." This option for an individual seeking an International endorsement would mean the delegates ~~does~~ not believe that the candidate should be endorsed by the District. (2/11)

122 Member Recognition

Each Key Club in the District is encouraged to submit an Achievement Report which is included in the club monthly report ~~file~~ *form*, to nominate persons for the individual awards and to compete in District contests. Clubs should plan their yearly activities to take advantage of the most appropriate contests for their own situation. The Member Recognition Guidelines contain a description, prerequisites, and all necessary forms for all contests and awards. Annually, these guidelines are updated by the Member Recognition Committee, incorporated as District Policy by reference, and posted on the ~~CNH~~ *California-Nevada-Hawaii* CyberKey. The

procedures used at the Convention for Judging and presenting awards are found in the District Convention Procedures section of this manual. (2/11)

Workshops

Workshops at the District Convention are designed to educate club and division leaders about particular aspects of the jobs that lie before them. The more they learn at the forums, the more effective the members and adults will be. This should be done by presenting training, ideas and important facts for the members and advisors in attendance. It is expected that each Key Club in attendance will organize their members to attend the appropriate forum. It is also expected that every member in attendance will attend a workshop.

123 ELECTION PROCESSES (PRE-CONVENTION)

124 Club Officers

Club elections should be conducted ~~in January to March~~ *annually and no later than 45 days prior to the start of District Convention* so that the new officers may attend District Convention and attend the training workshops. Club officer candidates must be members in good standing and meet all requirements specified in club bylaws. Club officers are elected by dues paid members of that club at a club conclave following election procedures described in the International, District and club bylaws. New officers should assume office on May 1 and serve until April 30. (2/11)

125 Lt. Governor

125.1 ~~Agreement to Serve~~ *Service Agreement* (08/05)

Each candidate for Lt. Governor must complete ~~an Agreement to Serve~~ *a Service Agreement* form and submit it to the District Office no later than one week prior to the Divisional or Regional Conclave. This form is *to be* available on the ~~CNH~~ *California-Nevada-Hawaii* CyberKey. The form must have all of the required signatures when submitted. (2/11)

125.2 Election Procedures

Each Lt. Governor candidate must be a member in good standing of a club in good standing and have been a member of that club for at least four (4) months. The Lt. Governor is selected at a conclave held ~~in January or February~~ *after the Candidate Training Conference* and no later than ~~four weeks~~ *45 days* prior to ~~the~~ *start of* the District Convention consisting of a maximum of two delegates from each club in good standing from the respective division. A quorum (50% or more) of clubs in good standing, ~~not delegates,~~ must be present in order to proceed with the election process. The following procedures shall be used to elect the new Lt. Governor. (2/11)

- a. In order to run for the office of Lt. Governor, each candidate must submit to the District Office no later than one week prior to their Conclave, the signed ~~Agreement to Serve~~ *Service Agreement* form. Each candidate must attend the Conclave, no video or other electronic means of broadcasting are allowed. (2/11)
- b. In the case where the current Lt. Governor is seeking re-election to office and there are opposition candidates, the Regional Advisor shall conduct the election proceedings. In all other cases, the current Lt. Governor shall be in charge of ~~the Lt. Governor election~~ *Conclave*. (2/11)
- c. Each club in good standing is permitted a maximum of two delegates who shall be identified prior to the candidates' speeches. Each delegate shall vote by secret ballot after all the candidates have spoken and answered questions. All delegates shall have an option of casting a ballot of no confidence. Ballots left blank or contain multiple votes shall not be counted. (2/11)
- d. Each candidate shall speak of their qualifications for three (3) to five (5) minutes in front of the Divisional members at the Conclave. Immediately following the speech, the candidate shall have a period ~~not to exceed~~ *of* four (4) minutes to answer any caucus type questions from conclave members ~~or a randomly drawn pre~~

- ~~approved question from a container.~~ While each candidate is speaking, all other candidates shall *are to* be out of the room. (2/11)
- e. If there are more than two (2) candidates running for Lt. Governor, ~~the delegates shall cast a secret ballot and the two that have the most votes will continue to compete for the office. Additional caucus time not exceeding three (3) minutes should be allowed~~ *then the two (2) candidates with the most votes after the first vote will proceed into nominating conference. The Nominating Conference can include items such as a second speech, more caucus, or other approved (by Region Advisor) campaigning, and is determined by the Lt. Governor Host(s) of the Conclave.*
(2/11)
 - f. The candidate with a majority (50% +1) vote in the secret ballot shall be the winner. ~~If a tie occurs, only one delegate from each club shall be allowed to vote. No additional caucus time will be permitted. If there is an even number of clubs, the Lt. Governor shall cast a vote and give the ballot to the Regional Advisor before the delegates cast their vote. The vote would be counted only if the secret ballot of the delegates results in a tie.~~ *The Lt. Governor will cast a vote, but this vote is to be kept separately and be used only in times of a tie.*
(2/11)
 - g. When the balloting results in a winner, the Lt. Governor shall declare that voting is finished and announce the winner at the proper time in the agenda. (2/11)
 - h. After the Conclave, the Lt. Governor and Regional Advisor shall inform the ~~winning candidate of~~ Lt. Governor-Elect *of the* tasks to be completed before District Convention; ~~This includes complete completing and submitting the Conclave Report to the CNH California-Nevada-Hawaii Archive, and submitting the Lt. Governor-Elect's name to the District Office and District Administrator~~ *through email.* The current Lt. Governor should write thank you letters to the losing candidates, making sure they know about other leadership opportunities. (2/11)
 - i. If there are no candidates for Lt. Governor, the Governor, ~~District Administrator~~ and Regional Advisor shall refer to policy ~~423.22~~ *116.22* and do all in their power to find and appoint a Lt. Governor before the District Convention. (4/94) (Added by the Kiwanis Policy Committee) (2/11)
 - j. The Lt. Governor and Regional Advisor shall confirm *that* the Lt. Governor Elect is registered through his/her home club for convention. Convention housing for the Lt. Governor-Elect shall be arranged by the District Office. (2/11)

125.3 Campaign Material

~~The election process and campaign for the office of Key Club Lieutenant Governor should not be taken lightly.~~ Candidates running for this position must abide by the following campaign rules in order to ensure fair and unbiased elections:

- a. Candidates will only be permitted a Candidate's Profile, *also known as a literature, which will be* included in the Division Candidate Booklet published by the Lt. Governor, as campaign material before and during the election process. The Candidate Profile standards shall be consistent with those used for Executive Officer elections at District Convention. (2/11)
- b. The one piece of literature shall be defined as being one 8.5x11 inch page double sided, or two 8.5x11 inch single sided pages. The piece of literature may be designed in any way that is appropriate. Elements of the literature should include, but are not limited to: biographical information, resume, and platform. ~~The literature may be in either color or black & white print.~~ (2/11)
- c. The candidate will submit his/her candidate profile to the current Lieutenant Governor prior to the conclave to be included in the Division Candidate Booklet. The Lieutenant Governor will then distribute the Candidate Booklet to the division ~~with sufficient time for division clubs to prepare for the conclave delegates.~~ (2/11)
- d. The use of gifts or distribution of any other material (i.e. pins, candy, club visits, etc) is strictly prohibited, and may result in the candidate forfeiting his or her candidacy.
- e. Candidates are ideally *to be* judged based upon their qualifications and attributes at the ~~Divisional~~ conclave. ~~Campaign strategies should keep this in mind.~~

126 District Officers

126.1 Candidates for District Office

Any person who is a member in good standing in a Key Club of good standing of this District may run for an elective office on the District Executive Committee. To do this, the candidate must submit a Statement of Candidacy form stating an intention to run and ~~an Agreement to Serve~~ *Service Agreement*. Information concerning the procedures for running for office and all forms are posted to the ~~CNH~~ *California-Nevada-Hawaii* CyberKey by October 1. All candidates must understand, sign and deliver the Statement of Candidacy to the District Office by the date specified, which will be at least 30 days prior to the start of the District Convention. The parents or guardian of the candidate must also understand and sign the Statement of Candidacy and ~~Agreement to Serve forms~~ *the Service Agreement* in addition to the other required signatures. Failure to deliver these documents on time will result in the disqualification of the candidate. ~~It is suggested that candidates mail these documents to the District Office at least one week prior to the deadline.~~ (2/11).

126.2 Campaign Material

Candidates will only be permitted a Candidate's Profile, published by the Policy, International *Business*, and Elections Committee, as campaign material. Specific instructions for providing material for inclusion into the Candidates Profile will be provided by the District Office and is also available from the *PIE* Chair ~~of the Elections Committee~~. ~~All time requirements and instructions for inclusion into the Candidates Profile must be complied with in order to be included in this packet of material.~~ (8/04)

127 FINANCIAL

128 Member Dues

Each Key Club is required to pay \$4.50 per year for District dues for each of its members. International Dues shall be paid as required by Key Club International. Dues are effective on the date that the member is inducted, or, in the case of a continuing member, on October 1. A membership list, *also known as the roster from the Membership Update Center website*, must accompany the dues payment. ~~Each person who registers to attend the District Convention must be a dues paying member of a club in this District unless specifically invited by the Governor. The District Office shall not allow a person to register for the convention if their name does not appear on a club roster.~~ (4/05)

129 District Budget

The District Administrator is responsible for the preparation of the preliminary District Budget and ~~submittal~~ *submission* of that budget to the Kiwanis District office for preliminary approval and subsequent final approval by the Kiwanis Board of Trustees. ~~The District Budget shall be balanced.~~ It shall be presented for discussion at Executive Committee training and submitted for approval by the Key Club District Board at the first Board Meeting. The Budget shall provide for the needs of the Key Club District in accordance with its ability to provide income from dues and other sources. Lt. Governor budgets, as a line item in the District Budget, shall be formulated by the District Treasurer in a fair and impartial manner in consideration of Division geographical and size considerations. Lt. Governor budgets shall be approved by the District Executive Committee before being incorporated into the District Budget. (1/98)

130 Reimbursement Policy

The following policy shall apply to all expenses paid to Key Club District Board members in the performance of official Key Club duties in the ~~Cali Nev Ha~~ *California-Nevada-Hawaii* District. (8/12).

130.1 Board Meetings

- a. District Board meeting expenses for all members of the ~~Board of Trustees~~ *District Board* are paid by the Kiwanis ~~District Training Fund~~ *California-Nevada-Hawaii Foundation*. Travel costs will be reimbursed.

- Vouchers for these expenses should be submitted directly to the ~~District Office~~ *Foundation Treasurer, c/o the Foundation Office* and not to the Key Club Treasurer. Housing will be provided for one night unless otherwise specified. A meal may be provided. The Key Club member is responsible for meals not provided.
- b. Members are expected to arrange rides *accompanying* ~~sharing with their~~ Region Advisors. ~~Key Club members must obtain permission from the Administrator to drive a personal car to Board Meetings. Mileage will be reimbursed at the rate as set by the Kiwanis District Board of Trustees.~~ (2/11)
 - c. If air transportation is required, the following rules apply:
 - Authorization to fly must be obtained in advance from the District Office or the Administrator.
 - Reservations will be made by the District Office.
 - d. Vouchers for expenses must be submitted to the ~~District~~ *Foundation* Office within ~~ten (10) days of the conclusion~~ *the designated financial quarter* of the Board Meeting.
 - e. Expenses will be paid for three (3) Board Meetings. Expenses for attending the Board meeting at the Convention are not reimbursable by the ~~Training Fund~~ *Kiwanis California-Nevada-Hawaii Foundation*. (2/11)

130.2 Region and Committee Expenses

The following policy applies to all expenses for Lt. Governors in pursuing their duties within their Region and District Committee work and for Executive Board members in the performance of their duties as outlined by the Governor. These expenses are paid by the Key Club District budget funded by Key Club dues. Vouchers must be submitted to the ~~Kiwanis~~ *Key Club* District Treasurer. An electronic notification of all voucher submissions shall be sent to the Key Club District Treasurer, District Administrator, or designated individual, and the Director of Service Leadership Programs. The District Office will not pay any vouchers ~~which that~~ have not been approved by the Treasurer. Expenses related to functions outside the Region (except for committee meetings) will not be reimbursed. (2/11)

Vouchers for expenses must be submitted within ninety (90) days of the date the expense was incurred. ~~For telephone calls, this is ninety (90) days after the date of the bill from the telephone company.~~ Vouchers for expenses incurred ~~during April~~ *from the conclusion of the District Convention* to June at the beginning of the term may not be submitted until July 1. Vouchers for expenses incurred during March and April at the end of the term must be submitted by May 1. Vouchers must be submitted to the Kiwanis District Treasurer. The Treasurer will denote the approved payment and send the voucher to the District Office. (2/11)

130.3 Lt. Governor Division Expenses

These expenses will be reimbursed ~~on a formula determined by the Governor and Treasurer~~ *based on the Key Club General Fund budget*. (8/12)

130.4 Mileage Reimbursement

Mileage reimbursement shall be consistent with the reimbursement rate designated by the Kiwanis District Foundation (8/12)

130.5 Telephone Expenses

Telephone expenses will be paid for long distance (and zone) charges or cell phone overage charges for minutes over the plan limits only. Duration of any call in excess of a time to be determined by the Treasurer and Governor will not be reimbursed unless a special explanatory form has been completed. Reimbursement will not be made for more than one call per day, two (2) per seven (7) day period to the same phone number. Calls of less than two minutes are not included in this restriction. A copy of all receipts must be sent with the voucher. This includes a copy of the telephone bill with the calls (and the person called) identified. (8/12)

130.6 Committee Expenses

Expenses incurred as a result of District Committee work ~~must be approved by the Governor and the Committee Chair~~ *will be reimbursed based on the Key Club General Fund budget*. (8/12)

131 District Convention

Complimentary housing will be provided for the three nights of the Convention for all Lt. Governors-Elects. Complimentary registration and housing will be provided for the three nights of the Convention for elected and appointed District Board members who have completed at least two-thirds of their assigned work for the year and at least 50 hours of community service unless otherwise specified by the District Administrator. This is funded by the Convention budget. No other rooming expenses are provided. No transportation reimbursement to the Convention is provided. If the Lt. Governor has funds remaining in their District budget, expenses for the Convention may be requested by voucher to the District Office and receipts must be provided. Requests for reimbursement must be made by May 1st. (2/11)

132 TRAINING

133 District Board

133.1 Governor

The Governor shall attend a Governors' Training Conference sponsored by Key Club International. The District Administrator will accompany the Governor. Travel expenses are included in the Governor-Elect budget. (12/84)

133.2 Executive Committee

Each Executive Committee member should carefully review the files of the Committee predecessor with that predecessor. The Governor shall provide the criteria used by Key Club International to become "distinguished" and train each member using the outlines provided by International. Each member should attend the International Convention to be trained for such office. (2/11)

133.3 Lt. Governor

There are various types of training, informal and formal sessions, which are available for the Lt. Governors. ~~before, during, and after taking office.~~ *The Lt. Governor is expected to attend most, if not all, of these trainings during his/her term.* (2/11)

Candidates

~~A Candidate Training Conference Coordinator shall be selected by the Governor and approved by the District Administrator. The CTC Coordinator, the District Administrator and other designated individuals shall arrange district sponsored training conferences for potential Lt. Governor candidates as per policy 162.~~ (2/11)

133.31 Pre-Convention

~~When the Lt. Governor is selected at the Divisional or Regional Conclave, the Regional Advisor will make arrangements to meet with the Lt. Governor to provide informal training as to the duties and requirements of the office.~~ *The Region Advisor will make arrangements with the Lt. Governor Elect to provide informal training as to the duties and requirements of the office.* If possible the Regional Advisor should meet with the parents to further describe the Lt. Governor's tasks. (2/11)

The Administrator and designated others shall provide technology-based, formal training sessions on selected topics for Lt. Governors. (2/11)

133.32 Convention

The day before the opening session of the Convention is a mandatory meeting for the ~~new~~ Lt. Governors *Elects*. At this meeting they ~~will~~ *shall* receive formal training in the duties of their office from the District Administrator

and others. (2/11)

133.33 First Board Meeting

A weekend of training will be conducted by the Governor and District Administrator during the month of May after the Convention and is intended to train and motivate the new officers in a positive and creative atmosphere. Other District Officers will assist the Governor in training as will special guest motivational and subjective speakers. A Lt. Governor Manual ~~will~~ *shall* be provided and discussed which ~~will~~ *shall* be used as a reference manual for the remainder of the year. The Lt. Governors ~~will~~ *shall* be introduced to their committees and receive the goals and expectations of those committees. (12/84)

134 Candidate Training Conference

The District will conduct training conferences for all candidates who desire to compete for a District Executive or International office. Every person who intends to be a candidate should, *although not mandatory*, attend a training seminar. Registration, *however*, is mandatory and preliminary assignments may be required. Information and registration forms are available on the ~~CNH~~ *California-Nevada-Hawaii* CyberKey. (2/11)

The Conference for Lt. Governor candidates ~~is held in January~~ *will be held at least 80 days prior to the start of District Convention* at approved locations throughout the District. The conference will last one day and cover all aspects of the duties of the office and the techniques for conducting a campaign. A minimal fee may be charged to cover conference expenses. *Ground* transportation is the responsibility of the attendee. *Required air transportation is covered by the Key Club District Training Budget.* (2/11)

The conference for Executive candidates and those seeking International endorsement ~~is held in February~~ *will be held at least 50 days prior to the start of District Convention* at the Kiwanis Professional Center. The conference will last for one day and cover all aspects of the duties of each office and the techniques for conducting a campaign. Costs at the Conference are covered by the Key Club District Training Budget. Ground transportation is the responsibility of the attendee. Required air transportation is covered by the Key Club District Training Budget. (2/11)

A manual ~~shall~~ *will* be provided to include most of the information covered at the seminar. The manual will only be available at the seminar. Candidates desiring to attend the Candidates Training can make arrangements or obtain information by contacting the California-Nevada-Hawaii Key Club District Office. Non-candidates may attend the seminar by invitation only. (2/11)

135 Region Training Conferences

The Lt. Governors in a Region or geographic area and the respective Regional Advisors shall arrange and conduct a Training Conference for the club officers and members within the included Divisions. These conferences are held on a *weekend* Saturday *and/or* Sunday in *August*, September or October. All clubs in the included Divisions shall be invited and encouraged to attend with their advisors. ~~The~~ *At least one* District officers shall be invited to attend and participate in the training sessions to conduct workshops pertinent to their respective office. (2/11)

136 CLUBS AND MEMBERS

Kiwanis District Policy, Section 722, specifies requirements concerning procedures for Key Clubs when participating in functions outside the normal club operation areas.

137 Administrative Year

The Key Club Administrative Year shall be from ~~the first of May 1~~ until ~~the following~~ April 30 *of the following year* in accordance with Key Club International Policy and Bylaws. (1/92)

138 Election of Officers

Officers for each individual club should be elected ~~in January or February and~~ *annually and at least 45 days prior to*

the start of Convention. The elected officers will serve as "officer-elects" until the conclusion of District Convention or May 1. This period of time should be used to train the officers in their duties and allow them to plan for ~~their year as officers~~ *the upcoming term.* (2/11)

139 Club Officers Training

~~Newly elected club officers~~ *Officer-elects* should *be encouraged to* attend the annual District Convention held immediately following their election. They should attend the relevant training sessions pertaining to their office at the Convention. All officers and interested club members should attend the Regional and Division Officers Training Conferences for additional training. The officers should attend such additional training sessions which may be provided by the Lt. Governor and their sponsoring Kiwanis Club. (1/92).

140 Good Standing

Good Standing is a club or member status ~~that depicts,~~ *depicting* that the club or member is in good graces with the District and International with regards to financial status and ~~well as conduct~~ in meeting Key Club standards. Nothing in this section prevents or overrules any action taken by club, school, or Kiwanis authorities on the local level. (1/98)

140.1 Financial

Any member or club more than sixty (60) days in arrears for ~~any~~ indebtedness to Key Club International or to the ~~Cali-Nev-Ha~~ *California-Nevada-Hawaii* District or for any annual dues to either International or the District, shall be considered not in good standing. All members of a club not in good standing are ineligible to attend ~~either~~ *both* the International ~~or~~ *and* District Conventions; its members are ineligible to vote at their Division Conclave, to receive any scholarships that are designated for Key Club members or to campaign for any *Division, District or International* office.

The club may be reinstated to good standing by paying *off* their ~~indebtedness~~ *debts* to International and/or the *District.* ~~and the members whose names appear on the club roster submitted with the dues payment will also be reinstated.~~ *Members on the rosters of each club will also be reinstated.* (1/98)

140.2 Conduct

Any member or club that fails to conform to the Constitution and Bylaws *and Policies* of Key Club International or the ~~Cali-Nev-Ha~~ *California-Nevada-Hawaii* District, ~~or these policies,~~ or that fails otherwise to conform to the ~~accepted~~ *established* standards and rules ~~established for clubs and/or members~~ shall be considered not in good standing.

The club may have its charter and any member may have its membership suspended or revoked, or may be otherwise disciplined by a two-thirds (2/3) vote of the Board of Trustees at a special hearing; provided that a copy of the charges with a notice of hearing shall be ~~sent by mail~~ *mailed* by the District Administrator to the last reported President and Secretary of the Key Club and sponsoring Kiwanis Club thirty (30) days before the hearing. (1/98)

141 Reporting

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

~~The Club Officer Information~~ *New Officer Information Form (NOIF)* shall be submitted electronically on the ~~CNH~~ *California-Nevada-Hawaii* CyberKey by May 1st. Any revisions may be submitted during the administrative year electronically on the ~~CNH~~ *California-Nevada-Hawaii* CyberKey. (2/11)

Additional reports may, from time to time, be requested by the individual Lt. Governors or Sponsoring Kiwanis Clubs. These should be filed per the requested schedule. (1/98)

142 Division Attendance

Attendance at Division Council Meetings (DCM), Conclaves, and Conventions should be accomplished by the officers of all chartered Key Clubs. All members should be encouraged to attend as well. Invaluable information for the operation of every club is obtained at these meetings. (2/11)

Interclubbing is a worthy social and educational experience. All club members should be encouraged to attend. (1/98)

143 INTERNATIONAL CONVENTION

Every Key Club member of the ~~Cali-Nev-Ha~~ *California-Nevada-Hawaii* Key Club District is encouraged to attend the Key Club International Convention held each year during June or July. Registration may be done individually or as members of the District tour but all persons attending from this District shall conform to the rules and regulations governing the Convention and shall conduct themselves such as to reflect *positive* credit to this District. (2/11)

144 District Tour

It shall be the policy of the California-Nevada-Hawaii District to support the International Convention. Promotional tours to the convention shall be prepared by the District Administrator and the Director of Service Leadership Programs. The Key Club *District* Governor and the Board of Trustees shall promote the convention in publications and on the California-Nevada-Hawaii CyberKey. The Governor shall lead the tour and be the responsible Key Club leader of the tour. The District Administrator, or their alternates, shall attend as tour leaders. (1/98)

145 Conduct

Every person from the California-Nevada-Hawaii District attending the International Convention shall conduct themselves according to the rules of conduct as published by the International Board of Trustees. In addition, they shall obey rules established by the District Board or tour leaders and attend any District meetings as publicized. (1/98)

146 International Candidates

The policies and rules governing candidates for International Office are published by the International Board of Trustees and shall be followed by any member of this District who is campaigning for an International office. The following items are recommended for persons who intend to run for an International office. (1/91)

146.1 Candidate Training

Each year prior to the District Convention, a *Candidate Training Conference* is held ~~in February~~ *at least 50 days prior to the start of District Convention* at the Kiwanis Professional Center to assist those ~~persons who~~ *wishing* to campaign for a District endorsement to run for an International office. Notice of the date and location is posted on the ~~CNH~~ *California-Nevada-Hawaii* CyberKey and published in District publications. ~~Persons~~ *Those who are* interested in ~~increasing their probability of being elected~~ *attending, to gain knowledge on the role of Lieutenant Governor and helpful tips about Conclave*, should plan to attend. Information may be obtained from the ~~Cali-Nev-Ha~~ *California-Nevada-Hawaii* Key Club District Office. (2/11)

146.2 District Endorsement

~~Persons~~ *Those who are* running for an International Office shall campaign for District Endorsement. Endorsement by the District signifies that the District has evaluated all candidates from that District for International Office and finds that one person is ~~most worthy~~ *worthiest* of endorsement by the entire District and is recommended by the District to International for support. All District endorsements shall be in compliance with Key Club International Bylaws. (2/11)

147 International Elections

147.1 Delegates

The International Nominating Conference allows only three delegates from a district to vote. The ~~Cali-Nev-Ha~~ *California-Nevada-Hawaii* District delegates shall be the Immediate Past Governor, the Governor, and the District Secretary. If any of these persons do not attend the International Convention, the Governor shall confer with the Administrator as to the appropriate replacement and inform the International Office of the selection. To support a specific candidate in the Nominating Conference, the Governor shall confer with all delegates during a meeting of the entire delegation.

The International House of Delegates allows two delegates from each club registered for the convention in addition to the International delegates-at-large. The persons selected by their clubs as delegates should be sure to register as delegates at the convention and participate in the discussion at the Caucuses and House of Delegates.

No member of the District delegation shall campaign for a specific candidate not from the ~~Cali-Nev-Ha~~ *California-Nevada-Hawaii* District: unless there are no candidates from this District or specific permission is given by the Governor. (1/98)

147.2 District Caucus

The Governor shall act as Caucus Chair at the ~~Cali-Nev-Ha~~ *California-Nevada-Hawaii* District Caucus at the International Convention, or, if the Governor is unable to fulfill the obligation as Caucus Chair, the Governor shall appoint an acting chair, *preferably the District Secretary and Immediate Past Governor.*

The Governor shall not appear in any District Caucus in support of a candidate other than one from the ~~Cali-Nev-Ha~~ *California-Nevada-Hawaii* District. The Caucus Chair shall not ask questions of a candidate unless there are no questions from the floor.

Attendance will be taken at each Caucus session. Failure to attend more than one caucus session will be cause for investigation. If there is not a ~~good~~ *valid* reason for the absence(s), the Administrator/Tour Leader shall write a letter to the sponsoring Kiwanis and Key Clubs specifying the failure of the Key Club member to act responsibly at the Convention. (1/91)

148 Sergeant-at-Arms Participation

Current Lt. Governors and Club Presidents will be used to fulfill the District commitment for Sergeant-at-Arms. Other volunteers will be accepted. It is not District policy to require past Lt. Governors to participate in this activity. (1/93)

149 Social Media

149.1 Expectations

Members of California-Nevada-Hawaii District should conduct themselves on social media in an appropriate and professional manner.

149.2 Personal Use

Displaying of illicit behavior is not acceptable for California-Nevada-Hawaii Key Club members: which includes but are not limited to drugs, alcohol, sexual content, inappropriate language or any illegal activity should be present online. Cyber bullying is prohibited including pictures, videos, language, or reposting.

149.3 Promotional Use

Acceptable social media programs for California-Nevada-Hawaii Key Club promotion includes Facebook, Twitter, Pinterest, Instagram, YouTube, Tumblr, and Remind. The District Administrator must approve any additional social

media sites. Members of California-Nevada-Hawaii Key Club should refer to California-Nevada-Hawaii Graphic Standards when promoting on social media. When using music or images that are mixed with Key Club images, ensure that all copyright information is attached and embedded.

149.4 Violation

If a California-Nevada-Hawaii Key Club Member witnesses a violation of the Social Media Policy, they are suggested to notify an advisor or Key Club officer.

149.5 Consequences of Violation

The consequences of violation may include, but are not limited to, dismissal.

150 VIOLATION OF DISTRICT POLICIES AND BYLAWS

150.1 Review and Investigation

The **Key Club** Governor, District Administrator and Director of Service Leadership Programs, upon receipt of written information concerning an alleged violation of District Policy or Bylaws by a Key Club member holding either an appointed or elected District position will commence an investigation concerning the alleged violation. The District Administrator and Director of Service Leadership Programs, will immediately notify the Kiwanis Governor and Kiwanis District Secretary of the alleged violation and status of any investigation. This investigation will proceed only if the Governor and Administrator determine that official action is required. Such investigation will commence within seven (7) days after receipt of the alleged violation and shall include the Region Advisor for the **Region** involved. (2/02)

150.2 Due Process

Upon conclusion of the investigation, the alleged violator(s) will be notified of the violation by certified mail. Within seven (7) days after receipt of notification of the investigation, the alleged violator(s) may respond to the allegations(s) and request a due process hearing. Such response must be in writing to the Governor and District Administrator. (2/02)

150.3 Disciplinary Action

The Governor, District Administrator, and Region Advisor will render a decision relative to the alleged violation and any disciplinary action to be taken within seven (7) days after the above response time has elapsed. The alleged violator(s) will be notified in writing within three (3) days after the determination is made. (2/02)

150.4 Appeal of Disciplinary Action

The alleged violator(s) will have an opportunity to appeal to the Key Club Board of Trustees any disciplinary action taken. Such appeals must be made at the first Trustees meeting following notification of disciplinary action taken.(2/02)

150.5 Report of Action Taken

After conclusion of the investigation and disciplinary action, a report will be made to the Kiwanis District Secretary and the chairperson of the Kiwanis Policy Committee. Such report will be made within ten (10) days of the conclusion of the above process (excluding appeal). (2/02)

151 Dismissal of Board Members

When it has been determined by the Governor or the Region Advisor that a member is not active, that member will be placed on a two week probation by the Governor after consultation with the District Administrator. A member will be deemed to be not active, **and** in the absence of unusual circumstances, if he or she does not submit a monthly report form or a newsletter or hold a DCM during a period of three months or does not submit a division directory by October 1. The member will be notified in writing, by certified mail, return receipt requested, that an improvement in productivity, activity and conduct will be

required during that probationary period. If no improvement is shown, the Governor may dismiss the Board member with the approval of the District Administrator. (2/11)

A member may also be dismissed for cause for violating the Code of Conduct during any Key Club function or while acting as a representative of Key Club. A dismissal for cause may be made by a majority of the elected members of the Executive Board upon request of the Governor and District Administrator. The accused member may present a defense to the charge at this time. Any member may appeal the decision dismissing him or her to a hearing before the entire board. A special meeting of the Board may be called for this purpose. (2/11)

A member may be dismissed for the following reasons:

- a. conduct unbecoming *of* a Key Club member,
- b. failure to pay individual or Club dues,
- c. failure to maintain required scholastic standing,
- d. failure to perform required duties of the office.

Notification of the existence of any of these reasons can come from several sources, faculty or Kiwanis advisors, a member of the Board, Region Advisor, or the District Administrator. In each case the member shall be notified in writing, a hearing will be held the reporting person, and the results of the hearing will be provided to the accused within ten (10) days.

