

CNH Policy Manual Justification Sheet

Edit: 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 District Policy Committee and Board of Trustees.

Justification: To keep consistency, all mentions of the Policy Manual were corrected to say the official name.

Edit: (MISSION AND PURPOSE)

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.

Justification: The original version contained a dated name for the Policy, International Business, & Elections Committee.

Edit: 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)

Justification: All mentions of CNH or Cali-Nev-Ha were changed to the official name of California-Nevada-Hawaii.

Edit: 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.*

Justification: The text was added to clarify who the Executive Committee, the Board of Trustees, and the District Board is composed of and what the Policy Manual is for.

Edit: 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)

Justification: Advisors are referred to as Region Advisors, not Regional. Elections for Lieutenant Governors are referred to as Conclaves.

Edit: 105 Travel and Overnight Functions

This section governs dinner, 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)

Justification: The Travel and Overnight Functions policy applies to all members, not designated ones.

Edit: 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 requests 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)

Justification: The District Governor is the only board member permitted to attend Kiwanis Family District Conventions and International Meetings.

Edit: 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)

Justification: Board members must receive approval from their Region Advisor(s) and have written approval on their persons at all times

Edit: 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 *do 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)

Justification: A Lt. Governor may complete an Attendance Request Form for attending events outside of the division they serve.

Edit: 114 Members

shall consist of the *three* ~~four~~ officers of the District (Governor, Secretary, *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)

114.2 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)

Justification: The Executive Committee only consists of three officers and the position of Editor is appointed.

Edit: 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 person in the 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)

Justification: Criminal property was added to include illegal weapons and other possessions in the substances not permitted. The Code of Conduct must also be followed.

Edit: 116 Duties of the Board and Members

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 installment during District Convention to their retirement during District Convention.*

Justification: The last sentence was added to clarify the length of service.

Edit: Reports (116.21)

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 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~~
- ~~Club Visitations~~
- ~~Service Report~~

Justification: The reports with strikethrough are included on the Division Monthly Report Forms.

Edit: Promotion (116.21)

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.

Justification: Literatures are not used in the new club training process. A manual is provided on the California-Nevada-Hawaii CyberKey.

Edit: Meetings & Conferences (116.21)

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 serving** in the Lt. Governor's Division.

c. The Lt. Governors in a Region or **nearby** geographical area and the respective Region Advisors shall arrange and conduct a **Region Training**

~~Club Officers~~
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.

Justification: The California-Nevada-Hawaii District now requires Lt. Governors to

Edit: 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).

Justification: The Member Relations Committee was renamed the Member Development & Education Committee.

117.24
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.

Justification: If any members are acting disrespectfully, including asking inappropriate questions during caucus session, they may be removed from the

ballots.

Edit: *Logistics (117.26)*

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 reflection, Governance, 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.

Justification: The section was added to specify how the Member Development & Education committee is able to measure areas of strength and weakness and thus respond.

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 Cali-Nev-Ha Key Club District and Key Club International
- c. Provide informational guides for the many different club and member resources and materials available 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.

Justification: The original Policy Manual did not include the addition of the

Edit: 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.

Justification: The last sentence was added to clarify the timeframe the Committee Chair must release an agenda in.

Edit: 118.4 Security

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).

Justification: There is no longer a Sergeant-at-Arms Committee, only a Coordinator and a Team of SAA Captains and SAAs.

Edit: ~~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)~~

Justification: It is no longer required to have a host committee in the area where District Convention is held.

Edit: ~~Expo Committee~~ *College EXPO Coordinator and Service EXPO Coordinator*

~~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.

Justification: It is no longer required to have a College EXPO Coordinator and Service EXPO Coordinator to perform duties at District Convention.

Edit: 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.*

Justification: The last sentence was added to clarify who is able to register for District Convention: members in good standing (dues-paid and 50 confirmed hours of service).

Edit: (120.2)

~~One of the most important responsibilities to be performed on the 5th day 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.*~~

Justification: The District Executive Officer candidates are to be explained the process of election on Friday.

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

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*.

Justification: A medical emergency is the highest priority in any situation and shall be treated as such.

Edit: (121.6)

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)

Justification: There are four positions candidates can run for at District Convention: Governor, Secretary, Treasurer, and International Endorsement for any of the positions on the International Board.

Edit: Workshops

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.

Justification: There is no need for a section outlining the workshops at District Convention.

Edit: **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)

Justification: Members must be elected to office at least 45 days prior to District Convention to give adequate time to train and make arrangements to attend.

Edit: **(125.2)**

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~~

~~conduct a nominating conference for the Lt. Governor position. The nominating conference shall be held within the first (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)

Justification: There shall be a Nomination Conference if there are more than two candidates running. The Lt. Governor Host(s) may decide what the conference entails. There will not be an additional round of voting in the event of a tie. The Lt. Governor's vote will be used to break said tie.

Edit: (134)

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)

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)

Justification: The conference for Executive candidates shall be at least 50 days prior to the start of District Convention to give adequate time to prepare and make arrangements to attend. The conference for Lt. Governor candidates shall be at least 80 days prior to the start of District Convention to prepare for Conclave and make arrangements to attend.

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

Justification: The Club Officer Information was renamed as the New Officer Information Form.

Edit: 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 *Cal Nev Ha California-Nevada-Hawaii* Key Club District Office. (2/11)

Justification: Candidate Training Conference shall be held at least 50 days prior to the start of District Convention to prepare for Conclave and make arrangements to attend.

Edit: 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 ~~Repin.it~~. 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.

Justification: Because social media is much more prevalent currently than when the original Policy Manual was written, this section was added to address how