

District Convention Packet

BYLAWS
KANSAS DISTRICT
OF
KEY CLUB INTERNATIONAL

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ARTICLE I
NAME AND TERRITORIAL LIMITS

Section 1. The name of this organization shall be the Kansas District of Key Club International.

Section 2. The boundaries within which it shall function shall be co-extensive with the boundaries of the Kansas District of Kiwanis International. It shall be sponsored by, but not a part of, Kiwanis International. It shall operate under the responsibility and control of the Kiwanis District Board under which it functions.

ARTICLE II
OBJECTS

Section 1. The objects of this district shall be:
To promote the objects of Key Club International.
To coordinate the projects of member Key Clubs.
To strengthen and extend the Key Club movement.
To increase the fellowship and cooperative effort of the clubs within the district.
To promote participation of the clubs within the district in the general objectives, programs, and policies of the district and of Key Club International.
To accept and promote the Constitutional Objectives of Kiwanis International.

ARTICLE III
DIVISIONS

Section 1. The territory of this district shall be divided into divisions, the boundaries being those approved by the Kansas District of Kiwanis International. The Key Club District Board shall at all times have the power to officially present divisional revisions to the Kansas District of Kiwanis International.

ARTICLE IV
Membership

Section 1. Each Kiwanis sponsored Key Club in this district shall be a member of this district.

Section 2. Any member more than sixty (60) days in arrears for any indebtedness to Key Club International, or to this district, shall be considered not in good standing.

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Section 3. Any member/that fails for two (2) successive years to have present at least one (1) delegate at the annual convention of this district and does not furnish a satisfactory excuse for such failure to the Board of Trustees within 30 days after an official request therefore, shall be considered not in good standing.

Section 4. Any member club not in good standing with Key Club International shall be considered not in good standing with this district.

Section 5. The district Governor shall report the name of any member club not in good standing with the district at each meeting thereof and shall direct the district secretary to send notice that such club is not in good standing and the reasons therefore to the president of such club, to the president of the sponsoring Kiwanis Club, and the Administrator of Key Club International.

ARTICLE V Officers

Section 1. The officers of this district shall be a Governor, a Lieutenant Governor for each division, a Secretary-Treasurer, and an Editor of the district publication. It is recommended that each of these officers come from a different club.

Section 2. Each officer shall be an active member in good standing in a club of the district, and each Lieutenant Governor shall be a member of a club in the division from which he is elected. No member shall be elected to office who is eligible for graduation before the next succeeding convention.

Section 3. All officers shall enter upon their official duties immediately following induction, and shall serve for a term of one (1) year, or until their successors shall be duly elected and qualified.

Section 4. The duties of the Officers shall be as follows:

(a) The Governor shall be the executive officer of the district and shall preside at all conventions and at all meetings of the Board of Trustees. He/she shall be an ex-officio member of all standing and special committees. It shall be his/her duty to attend any convention of the Key Club International.

(b) The Lieutenant Governor shall carry out all approved programs assigned by the Board in his Division. He/she should attend, if possible, one meeting of every club in his division and all interclub meetings and charter nights in his division. He/she should hold a division training conference at a suitable date for the clubs in his/her division and he/she should compile a list of all the club officer's names for use in communication. The Lieutenant Governor must help in the collection of dues. The Lieutenant Governor should also notify the president of each club in his/her division, at least two weeks in advance, of every district board meeting. The purpose being to ascertain any business wished by the club to be brought before the board by the Lieutenant Governor.

(c) The Secretary-Treasurer, under the supervision of the Key Club District Administrator shall receive all district dues, and other district income except convention registration fees. He/she shall disburse these funds in the manner authorized by the Board of Trustees. The Secretary-Treasurer's accounts and books shall at all times be open to inspection by the Governor, the Board of Trustees, the District Key Club Administrator, the Treasurer of the Kansas District of Kiwanis International and any authorized auditor. The Secretary-Treasurer shall make a report to the annual convention and at such other times as the Governor or Board of Trustees may require. In States where the bonding of minors is permitted, he/she shall give good and sufficient bond to be approved by the Board of Trustees. The Secretary-Treasurer shall send a notice of dues to all Key Club presidents on the following dates:

- September 1. First notice to Key Clubs and sponsoring Kiwanis Clubs.
November 1... Second notice to delinquent clubs, delinquency notice to Kiwanis sponsor of said clubs, and Lieutenant Governor of said clubs.
December 1... Third notice to delinquent clubs, second delinquency notice to Kiwanis sponsor of said clubs and the Lieutenant Governor of said clubs.

The Secretary-Treasurer must have the books in order and to the new Secretary-Treasurer thirty (30) days after the convention.

The Secretary-Treasurer shall keep all records of the District Convention and of the Board of Trustees. He/she shall submit to the proper officials and committees, all communications received from Key Club International. He/she shall cooperate with the Governor in forwarding all official reports required by Key Club International. He/she shall perform such other duties as may be assigned, must have the minutes in order and to the new Secretary-Treasurer within thirty (30) days after the Convention.

(d) All officers, with the exception of the District Key Club Administrator, shall be elected at the annual district convention. The District Key Club Administrator shall be designated by the Board of Trustees of the sponsoring Kiwanis District.

(e) Only those Key Club Members in attendance at the District Convention may be candidates for the district office, unless a suitable letter of explanation written by the candidate, co-signed by the Kiwanis Advisor, is submitted to and approved by the Elections Committee.

(f) The Editor of the district shall compose a district publication called "The Sunflower Key". He/she shall adhere to the time schedule set with the District Board and in compliance with the publisher.

(g) The district officers shall remain an ex-officio member of the board in order to lend assistance to the incoming officers after the District Convention, until June 1. Aside from this the past Governor shall be in charge of all International Convention travel arrangements.

Section 5. All candidates must send a proclamation of candidacy stating that said officer if elected will make every attempt to attend the International Convention, that he/she will uphold the duties of his/her office and that he/she will strive to improve Key Clubbing in his/her district. This statement will be sent to the District Key Club Governor, and to the District Key Club Administrator, at least thirty (30) days in advance of the Convention.

ARTICLE VI Board of Trustees

Section 1. The Board of Trustees shall consist of the officers, and the District Key Club Administrator, and the sponsoring Kiwanis District Board.

Section 2. The management and control of the affairs of the district not otherwise provided for in these bylaws shall be vested in the Board of Trustees, subject to the direction of the District Key Club Administrator, the Board of Trustees of Key Club International, and the sponsoring Kiwanis District Board.

Section 3. All official actions of the Board of Trustees between Conventions must be signed by the Governor, and the District Key Club Administrator.

Section 4. The Secretary-Treasurer shall notify each member of the Board of Trustees, the Administrator of Key Club International, and the officers of the sponsoring Kiwanis District, and the assigned International Board Counselor; in writing, of the time, place, and the date of any meeting, at least two (2) weeks in advance of the date of such meeting.

Section 5. In the absence of the Governor from a meeting, the Board of Trustees shall designate one of their members, with the exception of the District Administrator, to act as chairperson.

Section 6. One-half (1/2) of the total members of the Board of Trustees shall constitute a quorum, and a majority vote of those present shall decide any question, with the exception of those questions for which a greater proportion is specifically required by these bylaws.

Section 7. Within thirty (30) days after any special or regular meeting of the Board of Trustees, the Secretary-Treasurer shall make a report of the proceedings of the meeting, comprising a complete synopsis of all action taken, and shall transmit a copy thereof to the Administrator of Key Club International, and a copy to the president and to the secretary of each club within the district.

Section 8. In the event the Governor is in any way incapacitated, a special meeting of the Board of Trustees may be called by the Secretary-Treasurer, or two-thirds (2/3) of the Board of Trustees.

ARTICLE VII Committees

Section 1. There shall be such standing and special committees as shall be authorized by the Board of Trustees. At the time of authorizing any committee, the Board of Trustees shall designate the duties of such committee.

ARTICLE VIII Convention

Section 1. A convention of the Key Clubs in this district shall be held once (1) in each calendar year as such place and date as shall be mutually agreed upon by the Board of Trustees of the District, and the Board of Trustees of Key Club International, and the sponsoring Kiwanis District Board. The Board of Trustees shall call for, at least sixty (60) days prior to convention time each year, bids for the District Convention the following year. These shall be presented to the current convention for discussion. In determining the location of a given annual convention, the Board of Trustees may be guided and advised by the majority vote of the qualified delegation present and voting at the preceding annual convention. No convention date shall be selected unless the Kiwanis Club thereof gives, in advance, its written approval.

Section 2. The Secretary-Treasurer shall mail to each club and to the Administrator of Key Club International, an official call to the annual convention at least thirty (30) days prior to the date of the convention. The Board of Trustees shall have full supervision and management of all conventions under the supervision of the District Key Club Administrator and sponsoring Kiwanis District.

Section 3. Each club in good standing shall be entitled to two (2) delegates, and two (2) alternates in any convention.

Section 4. The members of the Board of Trustees shall be delegates-at-large at all conventions.

Section 5. Each accredited delegate shall be entitled to vote on each question submitted in any convention. There shall be no voting by proxy.

Section 6. At each duly called convention, or prior thereto, the Governor shall appoint a Committee on Credentials, a Committee on Elections, and a Committee on Resolutions, each to consist of members from Key Clubs. The duties of these committees shall parallel the duties of the same International Committees as set out in the Bylaws of Key Club International.

Section 7. In the absence of the Governor from any convention of the district, the Board of Trustees shall designate one of their members to act as Chairperson.

Section 8. A quorum at any convention of the district shall comprise the Official Delegates present and representing not less than one-third (1/3) of the total number of clubs within the district.

Section 9. Each district convention program shall include the following:

- (a) Address by the Governor of the sponsoring Kiwanis District, or his representative.
- (b) The reading of the winning Achievement Reports, or a summary thereof, and the making of reports.
- (c) If the designated number of entries set by the district board is achieved, there shall be an oratorical contest on a subject selected by the International Board of Trustees under the rules prescribed by the Board of Trustees.
- (d) The nomination and election of officers for the ensuing year.
- (e) The recommending to the District Board of Trustees of the time and place for holding the next District Convention.
- (f) There shall be a talent contest under the rules prescribed by the District Board of Trustees, only if enough entries are reached as designated by the District Board of Trustees.
- (g) There shall be one address by the outgoing Governor of the Kansas District of Key Club.
- (h) The following contests will be held at the District Convention: Achievement Report, Impromptu Essay, Oratorical, Single Service Report, Scrapbook, and Talent, along with any other contests so stipulated by the Key Club District Board.
- (i) An address by the Governor of the Circle K District.

Section 10. The finances of the convention, including the convention registration fees, other convention income, and disbursement of expenses, shall be handled by the District Administrator. The cash balance remaining after all convention expenses have been paid shall be placed in the next year's general fund. All conventions shall be planned so as to be financially self-sustaining by registration fees and other convention income in-so-far as possible.

ARTICLE IX

Vacancies in Office Between Conventions

Section 1. In the event of a vacancy in the office of Governor between conventions, any board member who is an active member of a club in the district or past board member who is an active member of a club in the district, may become Governor to the expiration of the term, if approved by a majority vote of the Trustees.

Section 2: In the event of a vacancy in the office of Lieutenant Governor between conventions, a representative from each club in his/her division shall meet to select a new Lieutenant Governor who is an active member of a club in the division.

Section 3. In the event of a vacancy in the office of Editor, or Secretary-Treasurer, any member of Key Club in good standing may be appointed to that position.

Section 4. Whenever it shall appear to any district officer that the Governor, any Lieutenant Governor, District Secretary-Treasurer, or District Editor is failing to perform the duties of his office, the complaining officer shall give the questioned officer immediate notice of the fact and shall set a meeting not more than twenty-one (21) days thereafter with the questioned officer and District Key Club Administrator to consider any such facts and reasons why the questioned office shall not be declared vacant. If the questioned officer shall refuse to attend and if it shall appear that the alleged facts are true, then the complaining officer shall have the power, with the approval of the District Key Club Administrator, to recommend the suspension of the questioned officer and to nominate a duly qualified replacement for him to serve the duration of the term. The complaining officer shall report such recommendations and all facts immediately to the District Board of Trustees by mail and shall simultaneously ballot the District Board of Trustees for ratification of said suspension and said nomination, a majority vote being required. In the event that a regularly scheduled meeting of the board of trustees is to be held within a reasonable time, the complaining officer shall submit his recommendation at the meeting, and action shall be taken. In any such action, neither the officer in question, nor his suggested replacement shall be allowed to vote.

Section 5. Whenever it shall become apparent to the Board of Trustees and District Key Club Administrator that the Governor is failing to perform his/her duties, it shall be the responsibility of the District Secretary-Treasurer, with the approval of the Kiwanis District Governor, to call a special meeting of the District Board of Trustees to consider all facts and any reasons why the office shall not be declared vacant. In the event that the District Board of Trustees, by an unanimous vote, shall find the alleged facts to be true, the District Board of Trustees will request the resignation of said District Governor. In the event that a resignation is not voluntarily offered, the District Board of Trustees shall, with the approval of the Kiwanis District Governor, declare the office vacant and the vacancy shall be filled in accordance with the provisions as contained in these bylaws.

Section 6. If by mid-term of school, it becomes apparent that any Board Member is not fulfilling his/her duties, it shall become the responsibility of the Board of Trustees to take appropriate action.

ARTICLE X Revenue

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Revenue

Section 1. The amount of district dues shall be determined by the Board of Trustees, not to exceed two dollars and fifty cents (\$2.50), subject to the approval of the next district convention. Each member club shall pay to the district for each and every member, the sum of two dollars and fifty cents (\$2.50) per annum as district dues. These dues shall accrue on October first (1) and shall be remitted to the Key Club Administrator by the individual club not later than December first (1), of each year.

Section 2. Assessments in excess of the annual dues may be made only upon a two-thirds ($\frac{2}{3}$) vote of all delegates attending an annual convention, or by two-thirds ($\frac{2}{3}$) vote of the clubs in the district between conventions.

Section 3. The dues to be paid to the district by any new club admitted to membership during the fiscal year, shall be the dues for each and every member for the year, except that clubs chartered after January 1, of any given year shall not pay more than one-half ($\frac{1}{2}$) the yearly dues of the district.

Section 4. The board shall present a budget for the upcoming year at the beginning of each upcoming year to each club in the district and to the District Key Club Administrator in September.

ARTICLE XI

Rules of Order

Section 1. Robert's Rules of Order Newly Revised shall be the parliamentary authority for all matters of procedure not specifically covered in these bylaws.

ARTICLE XII

Amendments

Section 1. Amendments to these bylaws shall be made only at conventions by a two-thirds ($\frac{2}{3}$) vote of delegates present, provided however, no amendment shall be presented for adoption without the approval of the District Key Club Administrator.

ARTICLE XIII

Approval of Key Club International

Section 1. These bylaws and all amendments, or additions, shall not become effective until they have been approved by Key Club International

ARTICLE XIV

Definition of the Term "Majority"

Section 1. Whenever the term "majority" is used in these bylaws, and is not explicitly defined, it shall be construed as meaning a two-thirds ($\frac{2}{3}$) majority in the event of a quorum, and a simple ($\frac{1}{2}$) majority when concerning the board as a whole.

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