

# **Bylaws of the Utah-Idaho District of Key Club International**

## **Article I**

Section 1: The name of this organization shall be the Utah-Idaho District of Key Club International.

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

## **Article II**

Section 1: The objectives of this district shall be:

- To promote the objectives 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 the participation of the clubs in the District in 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**

Section 1: The territory of this District shall be divided into divisions, the boundaries of said divisions being approved by the Utah-Idaho District of Kiwanis International.

## **Article IV**

Section 1: Each Kiwanis-sponsored Key Club in this District shall be a member of this District.

Section 2: Any member club 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.

Section 3: Any member clubs that fails for two consecutive years to have present at least one delegate at the annual convention of this District and does not furnish a satisfactory excuse for such failures to the Board of Trustees within thirty (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 the District and vice-versa.

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 each club, to the president of the sponsoring Kiwanis club, to the principal of the club's high school and to the Administrator of Key Club International.

### **Article V**

Section 1: The officers of this District shall be a Governor, a Lieutenant Governor for each division, a Secretary, and a Bulletin Editor.

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

Section 3: The District officers shall be elected in the manner prescribed in the District Bylaws. They shall begin their official duties immediately following the induction and shall serve for one (1) year or until their successors are duly elected.

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. It shall be his/her duty to attend any convention of Key Club International.

- (b) The Lieutenant Governor shall be the executive officer of the division and shall preside at all division conferences or meetings. He/she shall carry out the programs and policies of the District Governor and of Key Club International in his/her division. He/she shall perform his/her assigned responsibilities as a member of the Board of Trustees.
- (c) The Secretary shall keep all records of the District convention and the meetings of the board of trustees. He/she shall submit a report to the annual convention and at such other times as the Governor or the Board of Trustees may require. He/she shall submit to the proper individuals 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 to him/her by the Governor or Board of Trustees.
- (d) The Bulletin Editor shall be responsible for coordinating, editing, and distributing district publications. This includes ensuring adherence to Key Club graphic standards and notifying contributors of deadlines and requirements. He or she will also be responsible for managing the social media accounts for the district and the district website.
- (e) All officers, with the exception of the Key Club District Administrator, shall be elected at the annual District convention. The Key Club District Administrator shall be designated by the Governor of the sponsoring Kiwanis District.

## **Article VI**

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

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 Key Club District Administrator, the sponsoring Kiwanis District Board, and the Board of Trustees of Key Club International.

Section 3: All official actions of the Board of Trustees between conventions must be signed by the Key Club District Administrator and the Governor. Such actions shall be taken only with a majority concurrence of the Board of Trustees.

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

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 of those present shall decide any question, with the exception of those questions for which a greater proportion is specifically required in these Bylaws.

Section 7: Within thirty (30) days after any special or regular meeting of the Board of Trustees, the Secretary 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 District Board of Trustees, the Administrator of Key club International and the International Board Counselor.

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 or two-thirds (2/3) of the Board of Trustees.

### **Article VII**

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

### **Article VIII**

Section 1: A convention of the Key Clubs of this District shall be held once in each calendar year at such place and date as shall be mutually agreed upon by the District Board of Trustees, the District Administrator, and the

Board of Trustees of the sponsoring Kiwanis District. The Administrator of Key Club International shall be informed of the location and date of each District convention.

Section 2: The Secretary shall transmit 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 Key Club District Administrator and the sponsoring Kiwanis District.

Section 3: Each club in good standing shall be entitled to two delegates, including the president, and two 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: In the absence of the Governor from any convention of the District, the Board of Trustees shall designate a Lieutenant Governor to act as chairperson.

Section 7: A quorum at any convention of the District shall be comprised of the official delegates present and shall represent not less than one-fifth (1/5) of the total number of clubs within the District.

Section 8: Within thirty (30) days after any convention, the Secretary shall make a report of the proceedings of the convention, including a complete synopsis of all action taken and shall transmit a copy to the members of the Board of Trustees and to the Administrator of Key Club International.

Section 9: Each District Convention program shall include the following:

- Address by the Governor of the sponsoring Kiwanis District, or his/her representative
- The reading of the winning Achievement Reports, or a summary thereof, and the making of the reports.

- An oratorical contest on a subject selected by the Board of Trustees of Key Club International, conducted under rules prescribed by said Board.
- The submitting and judging of entries in the scrapbook contest.
- The reading of the winning Single Service Activity Report, or a summary thereof, and the making of the reports.
- The nomination and election of officers for the ensuing year
- The recommendation to the District Board of Trustees of the time and place for holding the next District convention.

### **Article IX**

Section 1: In the event between conventions of a vacancy in the office of Governor, the Board of Trustees shall elect a qualified member of a club in the District to become Governor for the unexpired term.

Section 2: In the event between conventions of a vacancy in the office of Lieutenant governor, the Board of Trustees shall elect a qualified member of a club of the same division to fill the office for the unexpired term.

Section 3: If a vacancy occurs in the office of Secretary, or Bulletin Editor between conventions, the Board of Trustees shall elect a qualified member of a club to fill the office for the unexpired term.

Section 4: Whenever it shall appear to the Governor that any Lieutenant Governor, Secretary, or Bulletin Editor if failing to perform the duties of his/her office, the Governor shall give such District Officer immediate notice of the fact and shall set a meeting not more than twenty-one (21) days thereafter with such officer and the Key Club District Administrator to consider any such facts and reasons why the office shall not be declared vacant. If the said officer shall refuse to attend and if it shall appear that the alleged facts are true, then the Governor shall have the power, with the approval of the District Administrator, to recommend the suspension of said officer and to nominate a duly qualified replacement for him/her to serve the duration of the term. The Governor shall report such 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 with reasonable time, the Governor shall submit his/her recommendations at the meeting and action shall be taken. In any such action, neither the officer in question nor his/her suggested replacement shall be allowed to vote.

Section 5: Whenever it shall become apparent to the Board of Trustees and District Administrator that the Governor is failing to perform his/her duties, it shall be the responsibility of the District Secretary, 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 shall find the alleged facts to be true, the District Board of Trustees will request the resignation of said Governor. In the event that a resignation is not voluntarily offered, the District Board of Trustees shall, with the approval of the Kiwanis Governor, declare the office vacant and the vacancy shall be filled in accordance with these Bylaws.

## **Article X**

Section 1: Each member club shall pay to the District for each and every member the sum of \$6.00 per annum as District dues. These dues shall accrue on October 1 and shall be remitted to the Key Club District by the individual club not later than December 1 of each year.

Section 2: The amount of District dues and subscription fees shall be determined by the District Board of Trustees, with the approval of the Key Club District Administrator, and subject to approval at the next district convention. In no case shall the total district dues and subscription fees exceed the maximum amount paid for each member in International dues.

Section 3: Assessments in excess of the annual dues may be made only upon a two-thirds (2/3) vote of all delegates attending an annual convention, or by a two-thirds (2/3) vote of the clubs in the District between conventions. All such assessments must be for extraordinary items not normally covered by dues, and must be approved by the Kiwanis District

Board, the Key Club International Board, and the Kiwanis International Board.

Section 4: All dues shall be paid within sixty (60) days after the same shall become payable.

Section 5: The dues to be paid to the District by any new club admitted to membership during any fiscal year shall be the dues for each and every member for that year.

### **Article XI**

Section 1: Robert's Rules of Order (Newly Revised) shall be the parliamentary authority for all matters of procedure not especially covered in these Bylaws.

### **Article XII**

Section 1: Proposed amendments to these Bylaws must be submitted to the District Secretary sixty (60) days prior to the beginning of the annual District convention. Amendments to these Bylaws may be submitted by the Board of Trustees or by clubs which are members in good standing of the Utah-Idaho District of Key Club International.

Section 2: Amendments to these Bylaws shall be made only at convention by a two-thirds (2/3) vote of delegates present, except that no amendment shall be presented for adoption without the approval of the Key Club District Administrator present at the convention.

### **Article XIII**

Section 1: These Bylaws and all amendments or additions shall not become effective until they have been approved by two-thirds (2/3) of the District clubs, the sponsoring Kiwanis District Board, and the Key Club International Board.



Approved by House of Delegates  
March 7, 2020

Approved by U-I Kiwanis Board  
April 7, 2017