

LAMISSTENN KIWANIS POLICIES SECTION 600: KEY CLUB DISTRICT

600 GEOGRAPHY OF THE DISTRICT

- 600.1** A district is a geographical area in which Key Club clubs are associated for administrative purposes. The activities and organization of a Key Club district shall exist only to help individual Key Club clubs and Key Club International advance the Objects, objectives, Policies and goals of Key Club and shall not diminish services provided by Key Club clubs or individual Key Club members at the club level.
- 600.2** The territorial limits of the Louisiana-Mississippi-West Tennessee ("LaMissTenn") District of Key Club shall be the same as is the territorial limits of the LaMissTenn District of Kiwanis International. Neither the district name nor territorial limits shall be changed unless permission shall first have been obtained from the Kiwanis District Board of Trustees and the Kiwanis International Board of Trustees.
- 600.3** The District shall be sub-divided into smaller administrative units to be known as "divisions." The activities and organization of a Key Club division shall also exist to help individual Key Clubs and Key Club International advance the Objects, objectives, Policies and goals of Key Club, as well as increase fellowship.
- 600.4** The divisional boundaries of LaMissTenn Key Club shall be based upon the current Kiwanis Divisions: with the following exceptions:
- A. Kiwanis Divisions 2 and 5 will be combined into Key Club Division 2.
 - B. Kiwanis Divisions 10A and 10B will be combined into Key Club Division 10.

601 DISTRICT ADMINISTRATION

- 601.1** Operations for the LaMissTenn Key Club District's activities shall be governed by the Kiwanis District Board of Trustees, the Bylaws of Key Club International, and the Key Club district bylaws. The maintenance of all Key Club district records and finances shall be under the supervision of the Kiwanis District Board of Trustees.
- 601.2** The District Administrator, appointed by the Governor (subject to approval by the Kiwanis District Board of Trustees), shall be directly responsible to the Kiwanis District Board for the proper conduct and direction of administrative functioning within the Key Club district, and the coordination of Key Club clubs with sponsoring Kiwanis clubs. The District Administrator or an approved representative of the Kiwanis District Board shall give guidance to all meetings of the Key Club District Board of Officers, the annual Key Club District Convention, and all other authorized district functions.
- 601.3** The LaMissTenn Key Club District's obligations to Key Club International shall be the responsibility of the Key Club District Board and a concern of its sponsoring Kiwanis District Board of Trustees and the District Key Club Administrator.
- 601.4** The Key Club division is an administrative unit of the Key Club district. Each division shall be administered by a Key Club Lieutenant Governor who, by virtue of such office, shall be a Key Club District Officer.
- 601.5 Minimum Standards for District Financial Operations**
- A. **Financial Counselor:** The Kiwanis Executive Director shall serve as the Financial Counselor to the Key Club district. The Financial Counselor shall be an official representative of, and shall be responsible to, the Kiwanis District Board.
 - B. **Budget:** LaMissTenn Key Club District shall work within an established budget of revenues and expenses for operations, conventions, and conferences, which must be approved by both the Key Club and the Kiwanis District Boards. Such budgets shall be prepared with the guidance of the Key Club District Administrator and the Kiwanis Executive Director. Approval by the Key Club District Board shall be no later than October 31st, and the Kiwanis Board shall review the budget for approval at the first Board meeting following Key Club Board approval.
 - C. **Collections and Disbursements:** The collection of district dues and all funds from any other Key Club District activities and the disbursement of district funds shall be the responsibility of the Kiwanis Executive Director on behalf of the Kiwanis District Board of Trustees with the recommendation of the Key Club District Board. Key Club disbursements shall be handled in line with the procedures of the LaMissTenn

Kiwanis District.

- D. **Accounting:** On a continuing basis, a complete and standardized system of financial and accounting records shall be maintained for the LaMissTenn Key Club District by the Kiwanis Executive Director on behalf of the Kiwanis District Board of Trustees. The Kiwanis Executive Director shall submit periodic financial reports of the Key Club District to the Kiwanis District Board.
- E. **District Convention:** In order to assist the Key Club District Administrator and the Key Club District Board, the Kiwanis District Board may appoint a Kiwanian in the host city of the Key Club District Convention to act as the host chair for the event.
- F. **Annual Review:** An annual financial review of the books of accounts of the Key Club District shall be included in the annual financial review of the Kiwanis District.

602 KEY CLUB DISTRICT BOARD OF TRUSTEES

602.1 Under the supervision of the Kiwanis District Board of Trustees, the Key Club District Board shall be responsible for the administration of the Key Club District. The Board also shall study and suggest methods to build and strengthen the district administration and its Key Club clubs and to secure active participation in sponsorship by Kiwanis clubs and members. Worthwhile local Key Club activity and administrative suggestions should be disseminated in written form to all Key Clubs and sponsoring Kiwanis clubs in the district. The development, distribution, and control of a Key Club district directory, if one is produced, shall be the responsibility of the Key Club District Board, and should be economically produced.

602.2 The Key Club District Board should hold no more than four (4) meetings annually (excluding meetings held in conjunction with the district convention). Such meetings shall be approved by the District Administrator. Any additional meetings must be approved by the District Administrator and Kiwanis District Board of Trustees. The District Administrator or an approved representative of the Kiwanis District Board shall be in attendance at any official district board meeting.

602.3 Travel and Other Expenses

- A. Official travel by Key Club is defined as travel as part of conducting the business of the Key Club district and/or for the purpose of promoting the work and betterment of Key Club International.
 - 1. All official travel by a member of the Key Club District Board to a destination outside the boundaries of his/her home division is directed by these policies. Travel should be planned in order to minimize the number of academic days missed due to travel.
- B. Within the limits of the approved Key Club district budget, travel and other expenses may be paid to district officers to carry out their office responsibilities; to attend district board meetings, conventions, and training conferences; and to visit counseled clubs. All requests for the payment of travel and other expenses shall be approved by the Key Club District Secretary-Treasurer, in accordance with the District Administrator and Kiwanis Executive Director.
- C. **Customary Travel for District Governor:** Within the limits of the approved district budget, and upon approval of the district administrator and Kiwanis Executive Director, customary travel for the District Governor should be limited to and not exceed:
 - 1. Key Club district board meetings and training conferences;
 - 2. Key Club divisional rallies;
 - 3. Key Club district convention;
 - 4. Key Club International Convention;
 - 5. Kiwanis district convention;
 - 6. Circle K district convention; and
 - 7. If invited, Clubs within the governor's district.
- D. **Customary Travel for the District Secretary-Treasurer, and Lieutenant Governors:** Within the limits of the approved district budget, and upon approval of the district administrator and Kiwanis Executive Director, customary travel for the District Secretary-Treasurer, and Lieutenant Governors should be limited to and not exceed:
 - 1. Key Club district board meetings and training conferences;
 - 2. Key Club district convention;
 - 3. Key Club International Convention;

4. Key Club divisional rallies; and
 5. Visits to regular meetings and to board of directors meetings of clubs in their Key Club division (lieutenant governors only).
- E. Additional Travel:** Excessive travel by district officers must be limited. Except for customary travel authorized by this Policy, additional travel by district officers requires advance approval by the district administrator and Kiwanis Executive Director.
- E. Submission and Approval of Travel Expenses:** Approved travel by the District Board Members shall be paid by the Key Club District. Appropriate expense reports shall be submitted to the District Secretary/Treasurer for approval within the published time constraints.
- F. Suspension of Travel Privileges:** Failure by the Key Club District Board Members to perform the duties of office as outlined in the Key Club District Officer Service Agreement, to adhere to travel procedures, or to meet proper academic standards, at the discretion of the Key Club Administrator, may result in the suspension of travel privileges.

603 KEY CLUB DISTRICT ACTIVITIES

- 603.1** The LaMissTenn Key Club District shall adopt a code of conduct for their conventions and events consistent with the Key Club International Code of Conduct.
- 603.2** A Key Club Officers Training Conference may be scheduled on a weekend or during a vacation period. Prior approval of the Kiwanis District Board or the Key Club District Administrator shall be obtained before scheduling such conference.