

I. GEOGRAPHY OF THE LAMISSTENN DISTRICT

- A.** A District is a geographical area in which Key Clubs are associated for administrative purposes. The activities and organization of a Key Club district shall exist only to help individual Key Clubs and Key Club International advance their objects, policies, and goals, and shall not diminish services provided by Key Clubs or individual Key Clubs.
- B.** The District shall be divided into smaller administrative units to be known as divisions. The divisional boundaries of Louisiana-Mississippi-West Tennessee Key Club shall be based upon the current Kiwanis regions and divisions.
- C.** Hereafter, the Louisiana-Mississippi-West Tennessee District will be referred to as LMT.

II. DEFINITIONS

- A.** Policy: A policy is a basic principle by which the district board guides the affairs and organization of the LMT Key Club District. These policies shall remain in effect from year to year until amended or changed by the LMT District Board.
- B.** Scope: These policies are binding and final concerning the aspects of Key Club that they cover.

III. CHANGES TO POLICIES

- A.** LMT Key Club District Board policy is to remain fixed year to year unless specifically altered by LMT Key Club District Board or LMT Kiwanis District Board.
- B.** LMT District Board Policy must be approved by two-thirds majority vote of the LMT District Board.
- C.** No Change of District Board policy will take effect until the District Governors and administrators have had thirty days to review said change.
- D.** Reconsideration of a Policy
 - 1.** Any division desiring reconsideration of proposed changes to District Board Policy, or the standard form for Club Bylaws shall request in writing to District Board reconsideration of proposed change.
 - 2.** Scheduled implementation of the proposed change will be postponed until a review of the request for reconsideration has been taken by the District Board. A written report of the board's subsequent action will be made to those requesting reconsideration. If reversal or modification of the proposed policy is made, notification will be made to all lieutenant governors and administrators.
 - 3.** This document is effective as of September 2017.

IV. MISSION STATEMENT

- A.** To establish programs and policies that support clubs and divisions in order to improve their service to their home, school, and community.

V. POLICIES

A. DUTIES OF DISTRICT BOARD MEMBERS

1. DISTRICT GOVERNOR (executive)

- a)** Work in conjunction with the district administrator, assistant administrator, and executive board for the benefit of the district.
- b)** Strive to make all communications timely, well written, free of mistakes, and follow the Key Club graphics standards.
- c)** Oversee and assist executive officers, appointed positions, and Lieutenant Governors.
- d)** Maintain board correspondence at least once a month.
- e)** Chair all board decisions, discussions, and debates.
- f)** Appoint committees and thoroughly explain committee responsibilities.

- g) Plan and facilitate a District Governor's project.
- h) Attend all required events including as many area rallies as possible.

2. DISTRICT SECRETARY-TREASURER (executive)

- a) Prepare and distribute at least three newsletters to club secretaries and treasurers covering important topics in a timely manner, including the following: Role of Club Secretary, Role of Club Treasurer, Club Roster Collection, District and International Dues Collection, Fundraising Project Ideas.
- b) Strive to make all communications timely, well written, free of mistakes, and follow the Key Club graphic standards.
- c) Assist the Governor with all tasks assigned throughout the term.
- d) Receive and track club secretary monthly report forms.
- e) Take Board Meeting minutes that include attendance, lists of guests attending, all speakers and subjects, committee reports and written oral announcements, and any motion or decisions acted upon by the membership.
- f) Distribute copies of all district board minutes to district board officers and the Kiwanis International Office, preferably within 14 days of the board meeting.
- g) Prepare and distribute most recent monthly financial reports and dues reports to the district board with Kiwanis Executive Director.
- h) Attend all required events including as many regional rallies as possible.
- i) Present a secretary-treasurer's report at all official board meetings including the annual House of Delegates. Submit a District Convention report (including contest winners and election results) to the Kiwanis International Office within 14 days of the convention.
- j) Produce and distribute a club officer directory to clubs and district officers within specified time limits, and produce addendums to the club officer directory as needed.
- k) After Lieutenant Governor elections, notify the boards and district administrators on new contact information.

3. DISTRICT BULLETIN EDITOR (appointed)

- a) Prepare a monthly district magazine to be shared with clubs.
- b) Assign officers to write and contribute articles for district publications.
- c) Help these officers meet your publication standards by sharing suggestions on how to write articles and notifying them of deadlines.
- d) Strive to make all communications timely, well written, free of mistakes, and follow the Key Club graphics standards.

4. DISTRICT WEBMASTER (appointed)

- a) Update the District Website as frequently as possible. Do everything possible to ensure that it is user friendly. Strive to make all communications timely, well written, free of mistakes, and follow the Key Club graphic standards.
- b) Maintain the District Social Media pages.

5. DIVISION LIEUTENANT GOVERNOR

- a) The Lieutenant Governor shall assist the Governor in the work of the district within his/her respective division and shall attend all conventions, conferences, and meetings of the Board of Trustees including:

- b)** LMT District Convention at the beginning and end of term
- c)** District Lieutenant Governor's forum at the International Convention
- d)** All district board meeting
- e)** Each Lieutenant Governor shall preside at all divisional meetings and hold a minimum of five such meetings, which may include Presidential Council Meeting (PCMs) to plan and inform members, about division, district, and international activities during the term in office.
- f)** Note: One divisional meeting shall be held in January or February for the purpose of electing a successor to the office of Lieutenant Governor prior to the LaMissTenn District Convention.
- g)** Be an enthusiastic supporter of Key Club to the division in planning and promoting rallies, service projects, and social activities in the division.
- h)** Submit monthly reports updating on division and district activities.
- i)** Participate actively on district committees and complete all assigned directives.
- j)** Publish a monthly newsletter to be sent to club presidents, faculty and Kiwanis advisor(s), and the corresponding zone administrator.
- k)** Encourage all club officers to fulfill their district outlined responsibilities, including the submission of monthly reports and club dues.
- l)** Assist in chartering new Key Clubs in division.
- m)** Strive to make all communications timely, well written, free of mistakes, and follow the Key Club graphics standards.

B. BOARD COMMITTEE STRUCTURE

- 1.** Committee Chairs are expected to:
 - a)** i. Submit a report as required by the District Governor. If asked for, the report should include a brief summary of the work the committee has done as well as recommendations for the following year. The District Governor may also ask for further information to be included in the report.
 - b)** Maintain timely communication with the District Board and his/her committee.
 - c)** Host consistent meetings with his/her committee.
 - d)** Work to further the goals outlined by the committee's respective Committee Directives published by the Executive Committee at the beginning of each year.
- 2.** Committee members are expected to:
 - a)** Have a working knowledge concerning his/her committee's purpose, goals and relationship to the PNW Key Club Strategic 5-Year Plan.
 - b)** Maintain monthly communication with the members and chair of each assigned committee and fulfill the contract drawn up between all committee members.

C. DISTRICT BOARD REIMBURSEMENT

- 1.** Requests for reimbursement must be submitted with a completed voucher and copies of all receipts attached. They will be sent to the District Treasurer for review and should be in line with the approved budget.
- 2.** Meals should be limited as a reimbursable item. Only meals that have been incurred as a result of Key Club business should be submitted.

3. All postage and miscellaneous expenses submitted must have a receipt. If they do not have a receipt, they will not be honored.
4. When possible, the District will help to offset the cost of the International Convention. If a Key Club District Board Member is removed or resigns from office during his/her term, he/she must reimburse the district in full.
5. It is the responsibility of the board member to arrange transportation to any Key Club or Kiwanis events. If there are problems arranging transportation, the board member should contact the district administrators and executive board members.

VI. CODE OF CONDUCT

- A. All events sponsored by the LMT Key Club District will follow Key Club International Code of Conduct.
- B. In the event of the reported misconduct of a member of the LMT District Key Club Board, or when a district board member is not performing his/her assigned duties. It will be the responsibility of the executive committee in consultation with the LMT District Administrator to take action.
- C. Any member in the LMT Key Club District may propose the removal of a LMT District Board Member by submitting a thorough, written explanation, citing example(s) of misconduct or lack of performing assigned duties to the executive board, district board, or to the LMT District Key Club District Administrator. After careful study, the executive board, in consultation with the district administrator, will determine the validity of the request. Should the request be found valid, the Kiwanis Club sponsor of the officer in question and the club officers under the supervision of the Lieutenant Governor shall be notified. The governor shall notify the board member who has been asked to be removed from office. After a precise description of the circumstances, the board member may wish to see the motion voted upon.
- D. If the board member decides not to resign, the District Board will take appropriate action.
 1. A main motion must be made (which requires a second) by one member of the LMT District Board. The motion is debatable, amendable and can be reconsidered if a negative vote appears.
 2. Once such a motion is made, the governor will send notice to the district board for a review period, during which time no vote may be cast.
 3. At the end of the review period, the district board will either vote by mail, phone, or at a district board meeting, whichever way is more efficient. The officer in question will be allowed to vote.
 4. The official vote for action at the end of the review period will require a two-thirds majority of the district board. There shall be no abstentions.
 5. The governor will report the final tabulations to the board.
 6. In the event the board member in question is the district governor, one of the executive committee members shall preside over the district board and the executive board until the issue is decided.
 7. If an officer is removed from office, the replacing of said officer shall be handled following the direction of the Governor and District Administrator.

VII. LMT KEY CLUB DISTRICT CONVENTION

- A. Mission Statement for Convention: The mission of the LMT District Key Club convention is to unify Key Club members by inspiring them to serve.
- B. All persons registered for and attending LMT Key Club District Conventions must stay in hotels designated by the LMT District Key Club unless approved in advance of the convention by the District Governor and District Administrator

during the official dates of the convention. First day of the convention is the day that the registration booth opens and the final day is the day the last official function concludes.

C. Qualification of Candidates for District Office

1. Qualified candidates for District office are those that have made an application for a position on the executive board. The application was received by the District Administrator and/or Assistant District Administrator on or before the due date and approved by the District Administrator.
2. Furthermore, the candidate, along with his/her club advisors, were required to attend a Candidate's meeting, which was held prior to convention.
3. Candidates for Key Club International office shall be an active member in good standing of a Key Club in LMT District and shall be eligible for at least one school year of active membership following his/her election as an International officer. All nominees for International office must be in attendance at the International Convention. Prior to nomination, each nominated candidate for president, vice president and trustee must have received the endorsement of the district in which his/her home club is located.

D. Caucusing Procedures

1. The time allotted to the caucus is to be used to interview and evaluate candidates. The time will be set by the incumbent governor and district administrator. As caucuses are an important part of the LMT District Key Club District convention, caucus leaders must maintain order, dignity and a high level of professionalism. The district administrator(s) (if he/she is in attendance at the convention or in his/her absence a designee) must be in attendance at convention. Candidates should be given the opportunity to present their platforms and to share their ideas for the future of the organization.
2. Caucus questions must pertain specifically to the candidate's qualifications and his/ her knowledge of Key Club. Candidates should be quizzed on their knowledge of the mission, vision and core values of the organization as well as the strategic plan for Key Club.
3. Questioning should be conducted in an orderly fashion. The caucus leader shall be responsible for the method of recognizing the questioner from the floor. Adults are not permitted to question or comment on candidates.
4. The caucus leader may deem questions inappropriate and ask that the Candidate disregard said questions if necessary.

VIII. RULES FOR CANDIDATES

A. Candidates for International and District Office

1. Any member in good standing who is may become a candidate for international and district office. An officer candidate cannot extend his/her pre-convention campaigning out of his/her home division.

B. Endorsement of Candidates for International Office

1. No candidate shall seek endorsement by a House of Delegates outside of his/her district.
2. The District House of Delegates shall be the only body with the authority to endorse a candidate from that district for the Key Club International board in the time between the conclusion of the previous year's Key Club International convention and the conclusion of the district convention that year.
3. Between the conclusion of the district convention and the conclusion of the following Key Club International convention, the district board of trustees shall be the only body with the authority to endorse a candidate from that district for the Key Club International board.

4. Candidates must be endorsed for the office of Key Club International president, Key Club International vice president, or Key Club International trustee during the twelve months immediately preceding the election.
5. Endorsements may only be revoked by the body having made the endorsement or by the endorsed candidate.
6. Endorsements are not transferable.

C. Campaigning at Louisiana-Mississippi-West Tennessee District Convention

1. Each candidate may spend no more than \$100 for the purchase of campaign materials for distribution at district convention.
2. Campaign materials include: posters, flyers, buttons, stickers, ribbons, campaign literature and all other campaign materials on behalf of any candidate. Campaign funds are defined as any funds, materials, gifts, donations or in-kind service
3. No pre-convention campaigning will be permitted outside of the candidate's home division.
4. A potential candidate may correspond with district officers and lieutenant governors for the purpose of making a simple announcement of candidacy; however, said candidate is not permitted to explain platforms or seek support in these letters.
5. Any candidate guilty of forgery, fabrication, lying or anything less than total honesty concerning his/her campaign and the amount of money spent will risk disqualification by the LMT District Board.

D. Participation in Convention Contests

1. No candidate may participate in Louisiana-Mississippi-West Tennessee District Convention talent or oratory contest during the district convention in the year he/she is a candidate, except in years when the House of Delegates is held prior to the presentation of finalists.