

A photograph of three young people (two men and one woman) smiling and looking towards the right. The man on the left is wearing a dark jacket with a colorful pattern. The man in the middle is wearing a blue jacket over a white shirt. The woman on the right is wearing a white shirt. The background is a solid orange color.

KEY CLUB

2007-08

Guidebook

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SECTION I

KIWANIS FAMILY PROGRAMS AND PROJECTS



Section 1

Kiwanis Family-Programs and Projects

The Kiwanis Family

Key Club

Key Club is a coeducational service organization for high school students, organized and sponsored by a Kiwanis club. It is a self-governing organization and elects its own officers, determines its own service activities, and establishes its own dues structure. Its Objects include the Objects of Kiwanis. Once organized, a Key Club is continuously sponsored by a Kiwanis club. Although the ultimate responsibility for Key Club sponsorship is that of the Kiwanis board of directors, the sponsorship function is most directly carried out by the Kiwanis club Committee on Key Clubs, assisted by a faculty advisor (who may or may not be a Kiwanian) designated by the high school administration.

It was in May, 1925 in Sacramento, California, that the 11 charter members, comprising the first Key Club, met officially for the first time. Prior to that meeting, came a full year's activity through which the idea of Key Club developed and finally reached fruition.

Key Club continues to grow rapidly. There are now clubs located throughout the world. In these groups, thousands of students are receiving training in leadership and service. Key Club is truly an "international" organization. In 1946 the first club was built in Canada, and since that time many more have been added. Every year, led by the international officers, two hundred or more new Key Clubs are added to this fast growing organization, but emphasis is on permanent, active clubs, rather than on mere numbers as such.

CKI (Circle K)

CKI is a coeducational service, leadership development, and friendship organization, organized and sponsored by a Kiwanis club on a college or university campus. It is a self-governing organization and elects its own officers, conducts its own meetings, determines its own service activities, and establishes its own dues structure. Its Objects include the Objects of Kiwanis. Once organized, a CKI club continues to be sponsored by a Kiwanis club. Although the ultimate responsibility for CKI is that of the Kiwanis Board of Directors, the sponsorship function is most directly carried out by the Kiwanis club Committee on CKI Clubs, assisted by a faculty advisor (who may or may not be a Kiwanian) designated by the college or university administration.

District and International Conventions are held each year. At the International Convention, International officers are elected, the Constitution and Bylaws are amended, and CKI members participate in a service project.

Builders Club

Builders Club is a coeducational service program, sponsored by a Kiwanis club, which provides young people between the ages of 12 and 15 the opportunity to help others, serve their school and community, and build a positive future for themselves.

The Kiwanis club role is to initiate organization of a Builders Club in accordance with guidelines provided by Kiwanis International, get the approval of school officials for its establishment as a school organization, recruit initial members, schedule the organizational meeting, file the Petition for Charter, plan for the charter presentation event, and after the club is fully operating, to provide continuous coordination, counsel, and assistance. Additional information, including a Petition for Charter and the Standard Form for Builders Club Bylaws, are included in the "Builders Club Building Kit," free upon request from Kiwanis International.

A Builders Club takes the name of the school in which its members are enrolled, and the school administration names a faculty member to serve as faculty advisor to the Builders Club. For this reason, a Builders Club must be approved by the school administration before it can be organized, and, once organized, it must operate in conformity with school regulations regarding school organizations.

A Builders Club elects its own officers, determines the schedule for its regular meetings, and establishes its own committees. Projects are carried out under the supervision and cooperation of a faculty advisor, school administrator, and sponsoring Kiwanis club. The club may select its own projects, but it also seeks opportunities to work with the sponsoring Kiwanis club, Key Club, Circle K Club, and/or K-Kids Club in joint service or fund-raising activities.

Kiwanis International

Kiwanis is a worldwide service organization comprised of individuals who want to improve their communities. As a group, they can achieve what they cannot do alone.

Kiwanis is not a social club nor a secret or political society. It does not prescribe a way of life for others. It often does, however, act as a forum for diverse ideas.

It performs service beyond the capability of an individual; assistance to the aging, the needy, and to youth; improvement of communities; encouragement of international understanding.

Individuals of good standing in the community, invited by a Kiwanis club itself, are eligible for membership. The cost is low, considering the tremendous satisfaction Kiwanis membership provides.

Kiwanis was founded in Detroit, Michigan, January 21, 1915. It extended into Canada in 1916. Not until 1962 did it serve outside these two nations.

Today Kiwanis numbers more than 300,000 members in over 8,000 clubs. Though Kiwanis serves in countries around the world, the basic principals are the same.

K-Kids

K-Kids, a local Kiwanis club sponsored community service program for elementary school students, has experienced continued growth since its inception in 1990. Begun in Florida, the program soon spread to other districts. K-Kids was adopted as a sponsored program of Kiwanis International on October 1, 1998.

K-Kids clubs operate under school regulations and draw its members from the elementary school student body. K-Kids is sponsored by a local Kiwanis club, working in concert with parents, teachers, and school administrators to provide young children their first experience in service learning, community service, leadership development, and partnering with organizations committed to the welfare of the community.

K-Kids clubs elect a president, vice president, secretary, and treasurer. Each club is supported by one or more faculty and Kiwanis advisors, parents, and a K-Kids Committee from each sponsoring organization. K-Kids may be sponsored by a Kiwanis club and a Circle K club or by a Kiwanis club and a Key Club.

K-Kids is structured only on the local club level but is supported by the Kiwanis International Office in Indianapolis, Indiana. The International Office provides programs, literature, and opportunities to relate to elementary school children from countries all around the world. New club building kits are available through the Kiwanis International Office.

The district may have a district committee chairperson responsible for the K-Kids program on that level. This person serves to promote the K-Kids program, train Kiwanis clubs concerning their role in sponsoring a K-Kids club, and involving Key Clubs and Circle K as cosponsors of K-Kids clubs.

Above all else, K-Kids is a community-service organization whose members are dedicated to improving their communities. The variety of K-Kids service work is as broad as the needs it fills. The elderly, the disabled, and the underprivileged are all benefited by K-Kids sponsored projects. Virtually any unanswered need is a potential target for K-Kids commitment and dedication.

Aktion Club

The Aktion Club program was created by the Florida District of Kiwanis International in 1987 to address the needs of citizens with disabilities. An Aktion Club is a community-service group of adults who are developmentally impaired, and it is co-sponsored by a Kiwanis club or division and an agency that serves people who have disabilities. An Aktion Club program has four primary goals for its members:

- To develop initiative and leadership
- To provide experience in living and working together
- To serve the community
- To prepare for useful citizenship

More information concerning Aktion Club may be obtained from the International Office.

Major Emphasis Program

At Key Club International's first convention in 1946, the organization was given the responsibility of building a program that would bring together all Key Clubs and direct members' efforts and energies into an area that would truly make an international impact. This tradition is still followed today through the development of the Major Emphasis Program (MEP).

The MEP is developed to help improve the lives of children around the world. This program not only sets forth endless opportunities to strengthen the common goal of service but also allows each Key Club member to develop into a well-rounded individual.

Partners in Service

Seasons of Service

Each year Key Club International teams up with other organizations. The Major Emphasis Program focuses on a specific organization during each season of the year. The following partnerships for the Key Club International Major Emphasis Program are as follows:

Spring: March of Dimes – You can help improve the health of babies by supporting the March of Dimes efforts to prevent birth defects and infant mortality.

Summer: Children's Miracle Network – Visit those children in need of expensive medical attention and then conduct a fund raiser to support their cause.

Fall: UNICEF – As Halloween rolls around, gather your friends and the community kids to go Trick-or-Treating for UNICEF.

Winter: Read & Lead – During the summer, be a book buddy for a child in your community.

Youth Opportunities Fund

The Youth Opportunities Fund was established to give Key Clubs an alternate funding source for club projects. Clubs may submit a grant request ranging from US\$200 to US\$2000 to the Key Club International Board for consideration. Grant requests must conform to the Objects of Key Club International and are granted only to Key Clubs and/or club members.

Commitments are made for one year only and funds will not be granted to the same club or individual for more than three consecutive years. The funding cycle will function to accommodate the Key Club calendar. Applications must be postmarked by May 15. A grant application form is found later in this guidebook, Section 4, Forms.

For more information, call 317-875-8755, ext. 244 or toll free in the U.S. and Canada 1-800-KIWANIS ext. 244.



SECTION 2

CLUB RESOURCES



Section 2

Club Resources

Your Resource for Key Club Info

Kiwanis International provides an office for Key Club International which is run by a paid, professional staff. The office, located in Indianapolis, Indiana, oversees the production of the International Convention, Key Leader weekends, the Major Emphasis Program, KEY CLUB magazine, and numerous other programs and materials. Most importantly, the office exists to support each Key Club and sponsoring Kiwanis club. Call 1-800-KIWANIS or 317-875-8755 outside the United States and Canada for the following people:

Key Club International

Mike Downs, Director, x270, mdowns@kiwanis.org
Sharon Dennis, Coordinator, x273, sdennis@kiwanis.org
Laura Zabel, Specialist, x164, lzabel@kiwanis.org

KEYNOTER Magazine

Shanna Mooney, Executive Editor, x176,
keyclubmag@kiwanis.org

Youth Funds Specialist

Gayle Webb, x244, youthfunds@kiwanis.org

New Club Chartering

Lizette Bennett, x125, spgcharter@kiwanis.org

Contest and Awards

Sharon Dennis, x273, sdennis@kiwanis.org

Dues Collection

spdues@kiwanis.org

Builders Club/K-Kids/Aktion Club

Dave Wohler, Director, x163, dwohler@kiwanis.org
Lisa Pyron, Program Specialist, x167, lpyron@kiwanis.org

CKI

Casey Keller, Director, x258, ckeller@kiwanis.org

Conventions and Conferences

Melissa Bear, Youth Conventions Specialist, x142,
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Key Club Supplies and Merchandise

Member Services, x390, supplies@kiwanis.org

KC District Administrators 2007-08

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KEY CLUB

Character Building

Leadership

Inclusiveness

Caring

A SERVICE BULLETIN OF KEY CLUB INTERNATIONAL

COMMUNICATION

Web siteAccess keyclub.org to learn more about Key Club.

E-mail.....Communicate directly with the Key Club Department of Kiwanis International at keyclub@kiwanis.org.

Telephone.. Call the Key Club Department at 317-875-8755 (ext. 390) or 1-800-KIWANIS (ext. 390) between the hours of 8:30 a.m. and 4:45 p.m. US Eastern Time.
Fax: 317-879-0204

Mail.....Key Club International
3636 Woodview Trace
Indianapolis, IN 46268-3196 USA

ON-LINE RESOURCES

Key Solutions. Available via Key Club online at keyclub.org. These publications address Key Club topics such as duties of officers, service projects, fund-raising projects, etc.

PUBLICATIONS

Membership Development Materials. This material is available to Key Clubs and sponsoring Kiwanis clubs.

- **This is Key Club.** This marketing brochure provides a basic overview of Key Club (provided at no cost in quantities of 50 or fewer).
- **Membership Recruitment Poster.** This full-color poster advertises Key Club membership (provided at no cost in quantities of 5 or fewer).
- **Key Club in Brief.** A one-page overview of Key Club, this item easily reproduces on 8 1/2 by 11 inch paper.

Key Club Service Materials. These are available to dues-paid Key Clubs.

- **Major Emphasis Program CD or Manual.** Explaining the Key Club Major Emphasis Program, "Children: Their Future, Our Focus" is provided at no cost, one per club.
- **Values Workbook.** An educational resource for Key Club's core values of character building, leadership, inclusiveness and caring, also provides a variety of club activities, articles, and discussions which can be led by advisors and club leaders. Available at keyclub.org.
- **Youth Opportunities Fund Grant Application.** This package includes a brochure explaining how Key Clubs may prepare and submit a grant application for a club service project.

Resource Guide

Club Administration Material. This is available to dues-paid Key Clubs.

- **Key Club Guidebook.** Mailed to every club in April, this book is a compilation of club administrative documents and other information. Provided at no cost, one per club.

Public Relations Materials. These are available to dues-paid Key Clubs and sponsoring Kiwanis clubs.

- **Public Relations Manual.** Available at keyclub.org, this manual contains a variety of public relations information, examples and ideas.
- **Key Club in Your Community.** This booklet is designed for school administrators, community leaders, and others who want to know more about Key Club.

Club Advisor Resources. These are available to club advisors.

- **Resource CD for Faculty Advisors to Key Club.** This all-purpose CD covers many aspects of advising a Key Club.
- **Resource Guide for Kiwanis Advisors to Key Club.** This booklet provides information supporting a Kiwanis club's requirements for sponsoring a Key Club.

Other Publications available to dues-paid Key Clubs and sponsoring Kiwanis clubs.

- **Advisors/Sponsors Citation Nomination**
- **G. Harold Martin Fellowship Order Form**
- **International Convention Fliers**
(Available January through June)
- **Key Leader Information**
- **Key Club Supplies Catalog**
- **Key of Honor Nomination Criteria**

AVAILABLE THROUGH THE MEMBER SERVICES DEPARTMENT

Supplies at 317-875-8755 (ext. 390) or 1-800-KIWANIS (ext. 390)

New-Club Building Kit. Available to Kiwanis clubs and Key Clubs. Order the kit on the Web site at keyclub.org or by calling Member Services at 1-800-KIWANIS, ext. 390 (US & Canada), or 317-875-8755, ext. 390 (Worldwide).

Officer Planners. These planners are available to Key Club officers, committee chairs, and leaders.

- **Club Officer Planner.** Five planners are provided at no charge in the spring to each Key Club, these planner/guidebooks have been developed to assist club officers during the Key Club year...US\$5.95

Instructions for Online Club Roster and Dues Processing

Every year in August or September, your club will receive a confidential password and the access information that will allow you to update the club's membership roster online via the secure Web site. The web site you will use to update your roster is: keyclub.org.

If your password becomes lost, there is a link on the site that will allow you to request a new one be sent to you. Please provide your club's name and key number with any request for a new password. **Please do not call the International Office for password requests.**

To update your club's roster and generate a membership invoice, visit the Web site and click on the button marked **"Membership Update Center"**.

1. Log in using the instructions on the first screen.
2. After logging in, follow the instructions on each screen. Begin by updating the club advisor information. Next, delete any former members from the roster. Then, update the information for existing members, and finally, add new members. It is important to take adequate time to ensure each step is completed properly. It is possible to stop the process at any point and come back later to complete the work. Names and addresses inputted previously will be saved.

3. After all membership information is completed, generate an invoice. The invoices will be produced in a format that can be easily printed (no other software will be required).
4. As the final step, click on the highlighted link in the center of the invoice that reads **"AFTER PRINTING, CLICK HERE TO CONTINUE."** This should be followed by the message **"You have successfully generated an invoice."** This is the step that loads all member and advisor information into the membership database.
5. Provide payment according to directions on the Web site.

Mail check or money order (**DO NOT SEND CASH**) to the address shown on the invoice. Include a copy of the invoice. **DO NOT MAIL A COPY OF THE ROSTER** with this payment.

OR

Pay using credit card or Paypal following the instructions on the Website. **DO NOT MAIL A COPY OF THE ROSTER** to the International Office.

After generating and printing an invoice, the invoice page is reset at zero so that new members can be added throughout the year. Follow the same steps to enter new members or adjust member addresses.

Early Bird Award

Key Clubs submitting a properly completed invoice and membership roster form on-line and submitting appropriate membership fees to the International Office on or before November 1st, will receive an "Early Bird" patch to display on their Key Club banner.

For more information, go the Key Club Web site keyclub.org and click on Membership Update Center.

Literature Order Form

For Office Use
Order received: 3-120-8600-0300
Taken by:

TO: _____		_____	
Name	Key Club/Kiwanis Club	() _____	
Shipping Address	Telephone		
City	State/Province	Zip/Postal Code	Country
E-Mail Address			

PUBLICATIONS

Key Solutions Series available at keyclub.org. Consists of various publications on Key Club topics such as duties of officers, service projects, fund-raising projects, etc.

Membership Development available to Key Clubs and Kiwanis clubs.

- ☐ **92070 This is Key Club!** No charge for 50 or fewer.
- ☐ **92060 Membership Recruitment Poster**
No charge for 5 or fewer.
- ☐ **92055 Key Club in Brief**
- ☐ **92099 KEY CLUB Magazine**
Annual subscription US\$4.00.

Key Club Service Materials available to dues-paid Key Clubs.

- ☐ **92045 Major Emphasis Program CD/Manual.**
No cost, one per club.
- ☐ **92038 Values Workbook.** No cost, one per club.

Club Administration Materials available to dues-paid Key Clubs.

- ☐ **92042 Key Club Guidebook.**
One per club mailed free in April.

Public Relations Materials available to dues-paid Key Clubs and sponsoring Kiwanis clubs.

- ☐ **92040 Public Relations Manual**
- ☐ **92035 Key Club in Your Community**

Club Advisor Resources available to Key Club advisors.

- ☐ **92080 Resource CD for Faculty Advisor**
- ☐ **92086 Kiwanis Sponsorship Resource Guide for Kiwanis Advisors**

Other Publications available to dues-paid Key Clubs and sponsoring Kiwanis clubs.

- ☐ **92030 G. Harold Martin Fellowship Order Form**
- ☐ **92031 International Convention Flyer**
Available January through June.
- ☐ **92500 Key Leader Brochure**
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SPECIAL INFORMATION

- ☐ **92006 New Club Building Kit #1**
For Kiwanis clubs, and Key Club/Kiwanis district officers.

☐ Visa ☐ Master Card ☐ American Express ☐ Next day shipping US\$10

Account #: _____ Expiration Date: _____

Name on Card: _____ Amount: US\$ _____

KEY CLUB Magazine

KEY CLUB magazine is the official publication of Key Club. The Key Club Department assumes the responsibility of providing an official publication to all members. It contains stories of interest concerning clubs, districts, and Key Club International. Suggestions for projects and feature stories of unusual projects completed by various clubs are included.

KEY CLUB magazine is written by members of the Magazine Department at Kiwanis International under the supervision

of the Key Club Department. Reports, newspaper clippings, and letters from clubs provide the biggest part of the material used. The magazine also provides a medium for official announcements about the convention, international dues, or other business of the organization.

All clubs should regularly submit material for the magazine. Written material should give all pertinent details and be accompanied by good action photographs.

KEY CLUB MAGAZINE REPORT FORM

KEY CLUB OF _____ H.S.

CITY _____ STATE/PROVINCE _____

REPORTER'S NAME _____ OFFICE _____

TELEPHONE w/area code (HOME) _____ (SCHOOL) _____

PROJECT NAME _____

DATE PERFORMED _____ E-MAIL _____

On the back of this form or on a separate sheet of paper, please include:

- A detailed description of the project
- Information about how it was developed
- How much money was spent / how much money was raised and for what cause
- Any other information that would interest readers

Whenever possible, please include color photographs taken during the project—we prefer “Action”-type photos, not posed—and specify if photos should be returned. In addition, be sure to include any newspaper clippings written about the project. Please make copies of this form to submit additional project reports.

RETURN REPORT FORM, ADDITIONAL INFO, AND COLOR PHOTOS TO:

KEY CLUB Magazine
Key Club International
3636 Woodview Trace
Indianapolis, IN 46268-3196



SECTION 3

CONTESTS AND AWARDS



Section 3

Contests and Awards

Recognition Programs for Individuals

Key of Honor

The **Key of Honor** is the highest recognition award presented by Key Club International. The recipient shall be 1) an individual who has made a life-long positive impact upon youth in general and Key Club in specific, or 2) an organization that should be so honored for a long-term support of youth and the Key Club program. When the award is to be presented to an individual within a Key Club district, the highest ranking officer of Key Club International in attendance at the convention of the home Key Club district should provide a formal announcement of the award at the convention. A biography or summary of the award recipient(s) should appear in a pre-convention issue of the KEYNOTER magazine. The award shall be presented at the Key Club International Convention.

Nominations for the award shall be made by an individual Key Club or the member of a Key Club, and shall be according to the following criteria:

A. All nominations must be in notebook or portfolio form. This is for ease of handling only and has no bearing on how the nomination will be judged.

B. All nominations must contain the following:

1. Letter of Nomination: This letter should be written by the nominating Key Club member or a committee of individuals within the nominating Key Club, and should provide a nomination statement, basic overview of the candidate, and the reason for the nomination.

2. Biographical Information: This should include schools/colleges attended, community involvements, occupation/business interests, Kiwanis-family and other youth service affiliations, and other pertinent biographical information.

3. Letters of Recommendation: A maximum of 20 letters may be submitted; however, only the first five will be considered in the award judging. The letters may be divided into any categories desired.

4. Letter of Summation: This letter should be written by the individual or committee who made the nomination. It should summarize the letters of recommendation and the applicant's personal history. It should also include reasons why the nominee is deserving of this highest honor.

5. Additional Information: Up to four pages of additional information including photographs, newspaper clippings, etc., may also be included in the nomination package.

C. No more than two Keys of Honor may be awarded in any year.

D. The selection of the recipient will be made solely upon the presentation received, rather than the International Board's knowledge of the nominee.

Nominations must be received at the International Office on or before the first Friday following January 5 of each year.

Key Club International Honorary Membership

An **Honorary Membership** in Key Club International may be presented, at the discretion of the Key Club International Board, to anyone who has greatly contributed to the International organization. The bestowing of this award must be determined at least three weeks in advance of the presentation by majority vote of the International Board of Trustees and can be given at any location deemed appropriate for the presentation.

Nininger Medal

The **Sandy Nininger Medal** is to be given for special merit only to high school students. (10/86)

Further information is located on page 22.

Oratorical Contest

A. The subject for all orations is to be pre-determined and distributed to the clubs via general mailing.

B. The subject matter of the oration and the presentation must be original and completely developed by each orator. These factors will be considered equally in determining who is to receive the awards.

C. Each orator will be allowed a maximum of five minutes for his/her presentation. Exceeding the time limit may result in a penalty.

D. Each orator must be an official member in good standing with Key Club International and his/her local club.

E. Judging and awarding points will be based on the following criteria:

SPEECH – 75 Points

Clarity of message & projection of idea 20 Points
Depth 10 Points
Originality..... 10 Points
Organization..... 20 Points
Reference 5 Points
Grammar/word choice 10 Points

DELIVERY – 25 Points

Posture (composure and gestures) 10 Points
Voice (tone, effectiveness/pronunciation) 10 Points
Attention of audience 5 Points

F. Any Key Club member in good standing is eligible to audition for the oratory contest. In order to audition, a form including the member's name, club and district, must be received by the International Office by June 1. No member will be allowed to audition without the form. (11/01)

G. During the convention, elimination trials will be held (time and place to be announced in the convention program), and three orators will be selected to appear before the entire convention.

H. The three outstanding orators will receive suitable awards and recognition for their excellence in public speaking.

I. Oratorical finalists will be expected to address the convention.

J. The decision of the judges is final and no changes, alterations, or regradings will take place after the results have been certified by the judges, the Chair of the Contests, and the Board Counselor of this contest. (11/94)

Talent Contest

A. The Key Club International Convention **Talent Contest** will be conducted according to the following rules.

B. Any Key Club member in good standing is eligible to audition for the talent contest.

C. Each Key Club may participate in no more than one act entered in the International Talent Contest.

D. A talent contest entry may take any form as long as it is entertaining and in good taste.

E. All participants in an act must be official members of a Key Club in good standing with Key Club International. In the case of a group act, all members must be from the same club or district.

F. All acts entered in the International Talent Contest will be required to demonstrate their ability and entertainment appeal at preliminary auditions (time and place to be announced in the convention program). At this time, the most entertaining six to eight acts will be selected to appear in the International Talent Show as finalists.

G. Selection of acts by the judges at the preliminary auditions, in so far as they are consistent with high quality performance, will be final.

H. Suitable awards will be presented to each finalist act.

I. The time limit on each performance of the acts at a general session of the convention should not exceed six minutes.

J. Any materials (props, instruments, costumes, etc.) that are needed for each performance must be supplied by the contestants who participate in that performance.

K. Any Key Club entertainment on the convention program prior to the International Talent Show cannot participate as a judged act.

L. Judging for this contest will be based on the following criteria and point values:

Content.....	20 Points
Performance.....	20 Points
Poise.....	20 Points
Audience response.....	20 Points
Personal evaluation.....	20 Points

M. The decisions of the judges are final and no changes, alterations or regradings will take place after the results have been certified by the judges, the Chair of the Contest, and the Board Counselor of this contest. (1/01)

Recognition Programs for Clubs

Club Poster Contest

A. The Key Club International **Poster Contest** will be conducted according to the following rules.

B. The first and second place Key Club Poster contest winners from each of the organized Key Club districts will be eligible to compete in the contest. In the case a district does not hold a district contest using the prescribed rules of this contest, the district may select an entry by other means and so certify by signature of the district administrator. Clubs existing within a non-districted area shall submit their entries to Key Club International. (10/02)

C. The poster should be designed to recruit new members for Key Club, and should not bear the name of any school, community, or district.

D. The poster dimensions should be 17 inches by 22 inches, with the actual height and width not varying more than one-half inch for the prescribed contest dimensions. The poster should not measure more than one-eighth inch in thickness.

E. The following information must be submitted with each entry:

1. Name of the Key Club and district.
2. Contact name and information for the artist producing the poster. The artist must be a Key Club member.

F. Posters will be judged according to the following criteria:

Originality.....	10 points
Creativity.....	10 points
Artistic ability.....	10 points
Promotion of Key Club.....	15 points
Effectiveness for membership recruitment.....	15 points
Ability to reproduce the poster via printing.....	10 points
Overall appearance.....	30 points

G. Suitable awards will be presented to first, second, and third places.

H. Winning entries will become the property of Key Club International, and will not be returned to clubs. Key Club International reserves the right to reproduce any contest winners, providing appropriate credit to the Key Club and artist.

I. All entries shall be in good taste and appropriate to the standards set by the Objects of Key Club International.

J. The decision of the judges is final and no changes, alterations, or regradings will take place after the results have been certified by the judges, the Chair of the Contest, and Board Counselor of this contest. (1/01)

Club Video Contest

A. The Key Club International Club **Video Contest** will be conducted according to the following rules.

B. The first and second place Club Video Contest winners from each of the organized Key Club districts will be eligible to compete in the contest. In the case a district does not hold a district contest using the prescribed rules of this contest, the district may select an entry by other means and so certify by signature of the district administrator. Clubs existing within a non-districted area shall submit their entries to Key Club International. (10/02)

C. The video must be produced by club members only at a cost not to exceed US\$200.

D. The video should be promotional for Key Club as an organization and/or the Key Club within its respective school/community.

E. The length of the completed video segment should be either 30 seconds or 60 seconds.

F. The following information must be submitted with each entry:

1. Name of the Key Club and district.
2. Contact name and information for a Key Club member responsible for the submission.
3. Itemized listing of all costs associated with the video production, including cost of the cassette.

G. Videos will be judged according to the following criteria:

Originality.....	10 points
Creativity.....	10 points
Promotion of Key Club.....	20 points
Clarity of message.....	10 points
Quality of production	
a. Projection of idea.....	10 points
b. Sound quality.....	10 points
c. Picture quality.....	10 points
Overall impression.....	20 points

H. Suitable awards will be presented to first, second, and third place.

I. All entries will become the property of Key Club International, and will not be returned to clubs. Key Club International reserves the right to reproduce or broadcast any contest entries.

J. All entries shall be in good taste and appropriate to the standards set by the Objects of Key Club International.

K. The decision of the judges is final and no changes, alterations, or regradings will take place after the results have been certified by the judges, the Chair of the Contest, and the Board Counselor of this contest. (1/01)

Distinguished Club Award

The **Distinguished Club Award** program shall provide recognition to individual Key Clubs for their overall performance in the combined areas of club administration, membership and leadership development, Kiwanis family involvement, service and fund-raising as judged against a pre-established standard of excellence.

A. Entries shall use the official Annual Achievement Report form. All entries in the Club Achievement Awards program shall be dually entered in the Distinguished Club program.

B. Entries shall be judged based upon achieving a percentage of accumulated points in the categories of the club Annual Achievement Report. Clubs achieving a predetermined score shall be designated as a Distinguished Club." The Key Club International Board shall set the minimum number of points required for this designation.

C. Only activities which occurred during the district administrative year shall be included on the report. Clubs existing within a non-districted area shall report activities occurring between May 1 and the following April 30.

D. Judging of each entry in the Club Achievement Awards program shall determine the point total upon which recognition shall be provided as a Distinguished Club.

E. Disqualification from the Club Achievement Award program shall also constitute disqualification from the Distinguished Club Award program.

F. Suitable recognition will be provided by Key Club International to each district for presentation to Distinguished Clubs at the district convention. The decisions of the judges are final.

G. The point value to achieve the Distinguished Club – Diamond Level shall be a predetermined number set by the Key Club International Board of Trustees. (6/99)

Major Emphasis Program Award

The **Major Emphasis Program Award** is given to the Key Club which, through its unselfish efforts, has produced during the year the best Major Emphasis Program Project.

A. Only one winner in the district contest will be eligible for entry in the International competition.

B. Report must be typed. Each section found in Section G must begin on a new page and each page must have a heading specifying the section being described. There is no word limit. The official Major Emphasis Involvement Report cover sheet must accompany all entries. It must be completed in its entirety.

C. The activity described can cover any phase of Key Club Major Emphasis Involvement specifically highlighting personal development and social interaction of children, during the year from district convention to district convention. The report may include newspaper clippings, substantiating photographs, or other pertinent information. (10/02)

D. Reports will be judged according to the amount of Major Emphasis Program activity described in Section G.

Suitable recognition and awards will be presented to the Key Club filing the best Major Emphasis Program Report in compliance with these rules. This award will be given at the International Convention. There are no platinum, silver, gold, or bronze divisions in this contest; instead there are first, second, and third place awards.

E. To be eligible for the International contest, the report that wins the district contest must be received by the Key Club International Office, 3636 Woodview Trace, Indianapolis, IN 46268-3196, no later than the first Friday in May.

F. The decisions of the judges are final, and no changes, alterations, or regradings will take place after the results have been certified by the judges.

G. The section to be described and the points for each are indicated below:

1. THE NEED - To qualify for judging, a statement must establish in what way the project deals with the MEP.

2. THE PLAN (10 points) - Describe how the project was organized.

3. IMPLEMENTATION (20 points) - Describe the steps taken to implement the plan.

4. FINAL RESULTS (25 points) - Describe the benefits of the service rendered.

5. PARTNERSHIPS WITH THE KIWANIS FAMILY AND OTHER ORGANIZATIONS (10 points) - Describe actions and partnerships formed. Describe how the project was publicized.

6. PERCENTAGE OF CLUB MEMBERS PARTICIPATING (10 points)

01-09% = 1 point	50-59% = 6 points
10-19% = 2 points	60-69% = 7 points
20-29% = 3 points	70-79% = 8 points
30-39% = 4 points	80-89% = 9 points
40-49% = 5 points	90-100% = 10 points

7. CLUB'S OVERALL PROGRAM DEALING WITH MEP (25 points) - Describe any other projects/programs your club implemented to address the Major Emphasis Program. Describe how your club worked with MEP during other parts of the year. (5/95)

Partners in Service Award

The **Partners in Service Award** is given to each Key Club which, through its unselfish service efforts, has participated in at least one project with each official partner during an administrative year.

A. The report must be typed and properly certified utilizing the official Partners in Service Award form.

B. The projects must be completed between district convention and district convention.

C. Suitable recognition shall be provided to each club that participates fully in the program.

D. If a club is unable to participate with one of the official partners, a signed statement from the club president and faculty advisor should accompany the official form with

an explanation. The explanation should include a description of a project that takes the place of a project related to the partner in question.

E. To be eligible for the award, the report must be received by the Key Club International Office no later than the first Friday in May.

F. The decisions of the judges are final, and no changes, alterations, or regradings will take place after the results have been certified by the judges. (1/01)

Year in Review Contest

Each Key Club may enter one of the two following contests.

1. Traditional Scrapbook

A. A Key Club may enter a scrapbook containing pictures, souvenirs, examples, newspaper clippings, etc. of its activities during the club administrative year (defined as being from district convention to district convention). Each scrapbook must be subdivided into the following categories: Service to School, Service to Community, Fundraising Projects, Assistance to Kiwanis Projects, Involvement with the Major Emphasis Program, and Miscellaneous. Each category must be tabbed accordingly. The pages must also be numbered with a table of contents included at the beginning. Only the first and second place district winners in each category will be eligible to compete in the International contest. Clubs existing within a non-districted area shall submit their entries to Key Club International. (10/02)

B. Each entry is required to be submitted in a specified scrapbook binder to be determined by the International Office and made available for purchase from Kiwanis International and other designated vendors. The cover may be decorated.

C. Judging of the scrapbook will be on a point system as follows:

FORMAT – 50 Points

Cover artwork.....	10 Points
Interior artwork.....	20 Points
News clippings and photographs.....	20 Points

GENERAL CONTENT – 60 Points

Service to school.....	10 Points
Service to community.....	10 Points
Fundraising projects.....	10 Points
Assistance to Kiwanis projects.....	10 Points
Involvement with Major Emphasis Program.....	10 Points
Miscellaneous.....	10 Points

(10/02)

D. A sheet of paper must be affixed to the inside front cover of the scrapbook containing the following: Key Club name, city, state/province, district and an itemized statement of the total expenditures and donations. If this sheet of paper is not affixed to the inside front cover of the scrapbook, the judges will deduct ten points. This statement must be signed by the Key Club president and faculty advisor, stating the scrapbook's retail cost value (including photographic materials) does not exceed the amount of

US\$150. Work done by Key Club members such as hand-lettering, artwork, etc., need not be included as cost items. Failure to comply with this rule will result in disqualification.

E. Each scrapbook being judged at the International Convention MUST be the exact same scrapbook judged at the district convention. Any alterations in the scrapbook will result in disqualification.

F. Entries shall be submitted to the Key Club Convention Contest Office during specified hours as listed in the convention program.

G. Suitable prizes will be awarded for scrapbooks judged best on the basis of format and general content.

H. The decisions of the judges are final and no changes, alterations, or regradings will take place after the results have been certified by the judges, the Chair of the Contest, and the Board Counselor of this contest.

I. No audio, visual, or computer equipment will be allowed as part of the entry. (10/00)

2. Non-Traditional Scrapbook

A. A Key Club may enter a non-traditional scrapbook or composition of other media containing pictures, souvenirs, examples, newspaper clippings, or other representations of its activities during the club administrative year (defined as being from district convention to district convention). Clubs existing within a non-districted area shall submit their entries to Key Club International. (10/02)

B. Each entry should adequately portray the following categories: Service to School, Service to Community, Fundraising Projects, Assistance to Kiwanis Projects, Involvement with Major Emphasis Program, and Miscellaneous.

C. Judging of the entry will be on a point system as follows:

CREATIVITY – 50 Points

Uniqueness of project presentation 10 Points
Artistic value 20 Points
Participation by club members..... 20 Points

GENERAL CONTENT – 60 Points

Service to school 10 Points
Service to community 10 Points
Fundraising projects..... 10 Points
Assistance to Kiwanis projects 10 Points
Involvement with Major Emphasis Program..... 10 Points
Miscellaneous..... 10 Points
(10/02)

D. A sheet of paper must be submitted with the entry and contain the following: Key Club name, city, state/province, district, and an itemized statement of the total expenditures and donations. This statement must be signed by the Key Club president and faculty advisor, stating the entry's retail cost value (including photographic materials) does not exceed the amount of US\$250. Work done by Key Club members such as hand-lettering, artwork, etc., need not be included as cost items. Failure to comply with this rule will result in disqualification.

E. Entries shall be submitted to the Key Club Convention Office during specified hours as listed in the convention program.

F. Suitable prizes will be awarded for entries judged best on the basis of creativity and general content.

G. The decisions of the judges are final and no changes, alterations, or regradings will take place after the results have been certified by the judges, the Chair of the Contest, and the Board Counselor of this contest.

H. No audio, visual, or computer equipment will be allowed as part of the entry. The entry must be sturdy to allow handling by judges as necessary. (10/00)

Single Service Award

The Club **Single Service Award** program shall provide recognition to individual Key Clubs for their single best service project.

A. A qualifying single service project shall be defined as a club service project, planned, organized and produced by the Key Club occurring on a single day or consecutive days, or recurring on different days. In the case of a recurring project, it is the same project that must be repeated for the purpose of achieving the same service goal.

B. Entries shall use the official Single Service Report form and shall be submitted to the district for competition according to the guidelines as set by the district. Clubs existing within a non-districted area shall submit their entries to Key Club International.

C. Clubs shall compete with other clubs of similar size within four membership categories: Bronze, being 35 members or less; Silver, being 36 to 60 members; Gold, being 61 to 85 members; and Platinum, being 86 members or more.

D. Entries shall be judged based upon an accumulated total of points allocated to the following categories:

Service need..... 10 Points
Project plan..... 20 Points
Project implementation..... 20 Points
Final results..... 25 Points
Public awareness..... 15 Points
Members participation 10 Points

E. Only activities which occurred during the district administrative year shall be included on the report. Clubs existing within a non-districted area shall report activities occurring between May 1 and the following April 30.

F. Judging of all entries within each district shall determine one first place winner, and other levels of recognition as deemed appropriate, in each membership category. Each first place report should be forwarded to Key Club International for competition with other first place winners. No changes may be made in the report by the club, district or judging committee. Reports must be received by the first Friday in May.

G. All entries from non-districted clubs shall be judged to also produce a first place winner in each category. Reports must be received by the first Friday in May.

H. An entry may be disqualified by the judges for reporting incorrect or false information or failure to submit a report according to the rules of the district's competition. Any disqualification at the district level requires the approval of the district administrator or his/her designee. An entry may be disqualified by the judges at the International level for the same reasons, and any disqualification requires the approval of the International administrator.

Suitable recognition should be provided to clubs achieving first place and other places at district and International levels of competition. At each level of judging, the decisions of the judges are final. No changes, alterations or regrading will take place after the results have been certified by the judges. (9/99)

Sandy Nininger

Sandy Nininger – Key Club Member

When a Key Club was organized at Fort Lauderdale High School in January of 1936, Alexander R. "Sandy" Nininger became a charter member. He showed the same dedication to his work at that time he would later show in battle. The school's athletic program had deteriorated. Only 15 candidates, including skinny Sandy, went out for the school football team. Home games seldom attracted more than a hundred spectators.

Sandy decided to change the situation. As chairman of his Key Club's entertainment committee, he arranged a dinner at the school cafeteria to which the town's businessmen were invited. The Key Clubbers asked for help to improve athletics in their community, and within a few weeks had the backing of the people of Fort Lauderdale. The city sold the school board a tract of land two blocks long and one block wide. An electric power company donated poles and electricians gave their services. The rest of the community loaned money for equipment and a grandstand. Finally, a special football game was played before 1500 spectators. Football receipts eventually paid for the field, the fence around it, another new grandstand, and all the athletic expenses.

Sandy Nininger – Lieutenant

Former Key Club member Sandy Nininger died a hero's death at the Battle of Bataan, only one month after the United States entered World War II. His courageous actions during the first few days of fighting may have changed the entire course of the war in the Pacific.

Congress honored Sandy by posthumously awarding the First Congressional Medal of Honor of World War II "for conspicuous gallantry and intrepidity above and beyond the call of duty in action with the enemy near Abucay, Bataan, Phillippine Islands, on January 12, 1942." The Congressional citation tells how Nininger, "though assigned to another company not then engaged in combat, voluntarily attached himself to Company K while the unit was being attacked by enemy forces superior in firepower. Enemy snipers in trees and foxholes had stopped their counterattack to regain part of their position. In hand-to-hand fighting that followed,

Lieutenant Nininger repeatedly forced his way into the hostile territory. Exposed to heavy enemy fire, he continued to attack with rifle and hand grenades and succeeded in destroying several enemy snipers. Although wounded three times, he continued his attacks until he was killed after pushing alone far within the enemy camp. When his body was found after recapture of the position, one enemy officer and two enemy soldiers lay dead around him."

Sandy Nininger – The Award

In the spring of 1942, at a convention of Florida Key Clubs, Kiwanian G. Harold Martin of Fort Lauderdale proposed the Sandy Nininger Medal as an award in his memory. As conceived by Martin, the medal was to be awarded to high school students who distinguished themselves by making the most of their opportunities – disregarding any school average or group standard. Thus the award would recognize individuals in terms of their own abilities and weaknesses, opportunities and lack of opportunity.

In 1946, Key Club International formally named Lieutenant Alexander R. Nininger, Jr., as the ideal Key Club member. At the same time, the Sandy Nininger Medal was also adopted. This gold medal, with Sandy's likeness superimposed upon it, is now given to the high school graduate who most exemplifies the tradition begun by Sandy Nininger. Since 1946, several thousand Sandy Nininger Medals have been presented by Key Clubs and Key Club Districts to outstanding students who have given of themselves "above and beyond the call of duty."

G. Harold Martin Fellowship

Key Club International offers a vehicle to recognize people who have unselfishly contributed to the Key Club program. Kiwanis clubs, Key Clubs, schools, parent groups, communities, and districts are afforded the opportunity to present deserving individuals with a G. Harold Martin Fellowship.

The G. Harold Martin Fellow is available for a US\$250.00 tax deductible contribution to the Kiwanis International Foundation in the Youth Opportunities Fund. The fellowship funding goes directly back to Key Clubs and their members in the form of grants to achieve their service goals and scholarships. G. Harold Martin Fellows receive a pin and plaque and have their names permanently inscribed in the permanent records of Key Club International. Additional donation levels of US\$250 are honored as diamond level fellowships. Fellowships shall receive a recognition item appropriate to the level from Key Club International.

Contact the Youth Funds Specialist to receive a G. Harold Martin Fellowship application form.



SECTION 4

FORMS

All forms are also available via Key Club's Web site at keyclub.org

Key Club Annual Achievement Report

For 2007-08

Every Key Club is required to complete and submit this report prior to its district convention and according to the guidelines set by its own district. **PLEASE READ THE RULES BEFORE COMPLETING THIS FORM.**
Refer to Information on the Key Club Annual Achievement Report for additional information.

KEY CLUB INTERNATIONAL DISTINGUISHED CLUB RULES

1. The filing of the Annual Achievement Report is compulsory for every Key Club, Key Club International Board Policies).
2. Part One and Part Two of the report must be printed in black or blue ink or typed.
3. Part Two report attachments must be produced as computer printed documents.
4. Follow the instructions as indicated on this form. Failure to comply with any rule may result in disqualification from the contest.
5. The Annual Club Report should contain club activities occurring between the 2007 district convention and the 2008 district convention.
6. Upon completion of the report, the club may score its own report according to the scoring directions shown in the right hand column on each page; tabulate the scores from each section in Part Three.
7. This report should be submitted to the Key Club district prior to the district convention and as directed by the proper Key Club district official(s).
8. The district may recognize clubs achieving pre-determined scores as "Distinguished Club" or "Distinguished Club - Diamond Level."

KEY CLUB OF _____ HIGH SCHOOL

DISTRICT _____

Faculty Advisor _____ School Address _____

City _____ State/Province _____ Country _____ Postal Code _____

Telephone: Business (_____) _____ Home (_____) _____

CLUB MEMBERSHIP

1. Enter the total number of actual club members as of
(a) December 1, 2007 _____ (b) February 1, 2008 _____
2. Average the numbers entered in (a) and (b) above. Round to the nearest whole number and enter the average in the box.
This is the number that will be used for calculations elsewhere in this report.

CERTIFICATION

These signatures certify the validity and accuracy of the information contained herein. The school and Kiwanis club signatures cannot be by the same person.

Key Club President

Kiwanis Club President or Advisor

Principal or Faculty Advisor

PART ONE: CLUB INFORMATION

A. KEY CLUB ADMINISTRATION - 25 Points Possible

CLUB MEETINGS

1. How many club meetings were held, described as the following:
 - a. During the school year that were attended by faculty advisor _____
 - b. During the school year that had a speaker or program _____
 - c. During the summer (or other break period) _____
 - d. Special meetings (banquet, etc.) _____
 - e. Board meetings _____
 - f. Average club meeting attendance percentage: _____ %
(Include all regular club meetings, round to nearest whole number)

CLUB REPORTS

2. Reports completed and submitted on time:
 - a. Monthly Activity (submitted monthly to district) _____YES _____NO
 - b. Club Election (submitted to district) _____YES _____NO
 - c. KEYNOTER Report Form (Submitted at least one) _____YES _____NO

DUES PAYMENT

3. Dues payment date: _____

DIVISION INVOLVEMENT

4. Activities in which the club participated:
 - a. Division or Region/Zone Training Conference _____YES _____NO
 - b. Presidents or Divisional Council Meeting(s) _____YES _____NO
 - c. Division-wide rally or service project _____YES _____NO

CLUB COMMUNICATIONS

5. Did the club utilize either of these forms of communications for members?
 - a. Club newsletter with a minimum of six (6) issues _____YES _____NO
 - b. Club Web site (Address: _____) _____YES _____NO

B. CLUB MEMBERSHIP - 16 Points Possible

EDUCATION & DEVELOPMENT PROGRAMS

1. Did the club provide a special program for new member induction, including a ceremony, and pin presentation? _____YES _____NO
2. Did the club provide a formal program for member orientation and education including the new member handbook, KEYNOTER magazine, videos, etc? _____YES _____NO

CONVENTION ATTENDANCE

3. How many attended the 2007 district convention? Voting Delegates: _____
Advisors: _____
4. How many attended the 2007 Key Club International convention in Orlando, FL? Voting Delegates: _____
Advisors: _____

SCORING

Write Point
Total Here

CLUB MEETINGS

1a. 1 point for every five meetings, maximum 5 points	
b. 6 or more is 1 point	
c. 1 or more is 1 point	
d. 1 or more is 1 point	
e. 10 or more is 2 points 5-9 is 1 point	
f. 80% or more is 4 points 60-79% is 3 points 40-59% is 1 point	

CLUB REPORTS

2a. if YES, 1 point	
b. if YES, 1 point	
c. if YES, 1 point	

DUES PAYMENT

3. by Oct 15 th , 3 points by Dec 1 st , 2 points	
--	--

DIVISION INVOLVEMENT

4a. if YES, 1 point	
b. if YES, 1 point	
c. if YES, 1 point	

CLUB COMMUNICATIONS

5a. if YES, 1 point	
b. if YES, 1 point	
TOTAL FOR SECTION A.	

EDUCATION & DEVELOPMENT

1. If YES, 2 points	
2. if YES, 2 points	

CONVENTION ATTENDANCE

3. 1 point per voting delegate (2 points maximum)	
3. An advisor is 1 point (maximum)	
4. 1 point per voting delegate (2 points maximum)	
4. An advisor is 1 point (maximum)	

MEMBERSHIP ACTIVITIES

5. How many club social activities were held for all club members? _____
6. How many interclubs were held with other Key Clubs? _____

MEMBERSHIP GROWTH

7. What is the increase (decrease) of dues paid members over the previous year? _____ members

C. LEADERSHIP DEVELOPMENT - 15 Points Possible

KEY CLUB OFFICER TRAINING

1. Did your club participate in a formal officer training? _____YES _____NO
2. Did the faculty and/or Kiwanis advisor participate in the club officer training? _____YES _____NO
3. Did the president and secretary attend a division or district club officer training workshop or conference? _____YES _____NO

KEY CLUB LEADERSHIP TRAINING & DEVELOPMENT

4. Has your club conducted or participated in:
- a. District or division leadership conference or retreat? _____YES _____NO
 - b. Key Leader event _____YES _____NO
 - c. A club officer/member leadership retreat? _____YES _____NO
5. What percent of members have served in leadership positions including officers, board members, committee & project chairs? _____%
6. Has the club had during the past year:
- a. A candidate for district or International office? _____YES _____NO
 - b. A district officer or committee member? _____YES _____NO
 - c. An International officer or committee member? _____YES _____NO

D. KIWANIS-FAMILY INVOLVEMENT - 14 Points Possible

SPONSORING KIWANIS CLUB INTERACTION

1. Have sponsoring Kiwanis club members attended a minimum of 15 Key Club meetings? _____YES _____NO
2. Have Key Club members attended a minimum of 15 meetings of the sponsoring Kiwanis club? _____YES _____NO
3. Has the Key Club participated in joint service projects with the sponsoring Kiwanis club? _____YES _____NO
4. Has the Key Club jointly sponsored a Builders Club or K-Kids with its sponsoring Kiwanis club? (Name of club _____) _____YES _____NO
5. Has the Key Club participated in at least one service project with a Kiwanis club (other than its sponsor), Circle K, Builders Club, K-Kids or other Kiwanis-family organization? _____YES _____NO

KIWANIS-FAMILY INTERACTION

6. Has the Key Club presented a program at a Builders Club or K-Kids meeting? _____YES _____NO
7. Has the Key Club participated in at least one interclub with a Kiwanis club (other than its sponsoring Kiwanis club), Circle K, Builders Club, K-Kids, or other Kiwanis-family organization? _____YES _____NO

SCORING

Write Point
Total Here

MEMBERSHIP ACTIVITIES

5. 3 or more is 2 points 1-2 is 1 point	
6. more than 5 is 2 points 3-4 is 1 point	

MEMBERSHIP GROWTH

7. The greater of: 10 members or 10% is 2 pts 5 members or 5% is 1 pt.	
TOTAL FOR SECTION B.	

KEY CLUB OFFICER TRAINING

1. if YES, 1 point	
2. if YES, 1 point	
3. if YES, 1 point	

KEY CLUB LEADERSHIP TRAINING & DEVELOPMENT

4. if YES to one of a), b), or c), 2 points; if YES to two of a), b), or c), 4 points.	
5. 50% is 5 pts, 40% is 4 pts, 30% is 3 pts, 20% is 2 pts, 10% is 1 point	
6a. If YES, 1 point	
b. if YES, 1 point	
c. if YES, 1 point	
TOTAL FOR SECTION C.	

SPONSORING KIWANIS CLUB INTERACTION

1. if YES, 2 points	
2. if YES, 2 points	
3. if YES, 3 points	
4. if YES, 1 point	
5. if YES, 2 points	

KIWANIS-FAMILY INTERACTION

6. if YES, 2 points	
7. if YES, 2 points	
TOTAL FOR SECTION D.	

Club Officer Change Form

This form should be submitted to the Key Club International Office when club officers are removed, replaced or when a change of address occurs. Changes are made only when this form is submitted to the International Office.

CLUB: _____ DISTRICT: _____

PERSON REQUESTING CHANGE: _____ DATE: _____

Check appropriate office:

☐ Kiwanis Advisor ☐ Faculty Advisor ☐ President ☐ Vice-President ☐ Secretary ☐ Treasurer ☐ Editor

NAME: _____ PHONE: (____) _____

ADDRESS: _____

City State/Province Zip/Postal Code

E-MAIL: _____

Check appropriate office:

☐ Kiwanis Advisor ☐ Faculty Advisor ☐ President ☐ Vice-President ☐ Secretary ☐ Treasurer ☐ Editor

NAME: _____ PHONE: (____) _____

ADDRESS: _____

City State/Province Zip/Postal Code

E-MAIL: _____

Check appropriate office:

☐ Kiwanis Advisor ☐ Faculty Advisor ☐ President ☐ Vice-President ☐ Secretary ☐ Treasurer ☐ Editor

NAME: _____ PHONE: (____) _____

ADDRESS: _____

City State/Province Zip/Postal Code

E-MAIL: _____

Club Poster Contest Entry Form

Please type or print information on this form and affix the completed form to the back of the poster.

Winning entries become the property of Key Club International and will not be returned. Key Club International reserves the right to reproduce winning entries. Appropriate recognition will be provided to the Key Club and the poster's artist.

Key Club of _____

District: _____

Contact Information:

Please circle one: Faculty Advisor Kiwanis Advisor

Name: _____

Address: _____

Phone Number with area code: _____

E-mail (Optional): _____

Signature of Faculty Advisor or Kiwanis Advisor:

(Signature) (Print name here)

Key Club Artist Producing the Poster:

Name: _____

Address: _____

Phone Number with area code: _____

E-mail (Optional): _____

Signature of Key Club artist attesting to the poster's originality:

(Signature) (Print name here)

This entry was judged at the (_____) District Convention and received: First Place Second Place (Please circle one)

☐ This poster was selected by other means and was approved for entry for International competition by the Key Club District Administrator.

Key Club District Administrator signature: _____

NOTE: Only District winners are eligible for submission to International competition.

Club Video Contest Entry Form

Please type or print information on this form and affix the completed form to an 8.5" x 11" manila envelope and place the 3/4" videotape or DVD inside the envelope. DVD format is preferred.

Winning entries become the property of Key Club International and will not be returned. Key Club International reserves the right to reproduce winning entries. Appropriate recognition will be provided to the Key Club.

Key Club of _____

District: _____

Contact Information:

Please circle one: Faculty Advisor Kiwanis Advisor

Name: _____

Address: _____

Phone Number with area code: _____

E-mail (Optional): _____

Signature of Faculty Advisor or Kiwanis Advisor:

(Signature) (Print name here)

Key Club Producing the 3/4" Video or DVD:

Club contact name: _____

Address: _____

Phone Number with area code: _____

E-mail (Optional): _____

Signature of Key Club member responsible for attesting to the originality of the 3/4" video or DVD:

(Signature) (Print name here)

Please itemize costs associated with creation of this videotape:

Donations: \$ _____

VHS tape/DVD: \$ _____

Rentals: \$ _____

Other: \$ _____

Other: \$ _____

Other: \$ _____

Total: \$ _____

This entry was judged at the (_____)

District Convention and received: First Place Second Place (Please circle one)

☐ This 3/4" video or DVD was selected by other means and was approved for entry for International competition by the Key Club District Administrator.

Key Club District Administrator signature: _____

NOTE: Only District winners are eligible for submission to International competition.

Major Emphasis Program Award

KEY CLUB INTERNATIONAL MAJOR EMPHASIS PROGRAM (MEP) REPORT COVER SHEET FOR 2007-08

DISTRICT _____ KEY CLUB _____ Number of members in Key Club _____

NAME OF PROJECT _____ Total service hours involved _____

Name of contact person: _____ Telephone (____) _____

E-mail: _____

Brief description of project _____

The Major Emphasis Program Award is given to the Key Club which, through its unselfish efforts, has produced during the year the best Major Emphasis Program Project.

RULES GOVERNING THE KEY CLUB INTERNATIONAL MAJOR EMPHASIS PROGRAM AWARD

A. Only one winner in the district contest will be eligible for entry in the International competition.

B. Report must be typed. Each section found in Section G must begin on a new page and each page must have a heading specifying the section being described. There is no word limit. The official Major Emphasis Involvement Report cover sheet must accompany all entries and may be hand written legibly in black or blue ink pen. It must be completed in its entirety.

C. The activity described can cover any phase of Key Club Major Emphasis Involvement specifically highlighting personal development and social interaction of children, during the year from district convention to district convention. The report may include newspaper clippings, substantiating photographs, or other pertinent information.

D. Reports will be judged according to the amount of Major Emphasis Program activity described in Section G. Suitable recognition and awards will be presented to the Key Club filing the best Major Emphasis Program Report in compliance with these rules. This award will be given at the International Convention. There are no platinum, silver, gold, or bronze divisions in this contest; instead there are first, second, and third place awards.

E. To be eligible for the International contest, the report that wins the district contest must be received by the Key Club International Office, 3636 Woodview Trace, Indianapolis, IN 46268-3196, no later than May 2, 2008.

CERTIFICATION:

This certifies that we, the undersigned, have read this report and that the activity described in this report and preparations for this report were performed by official Key Club members. NOTE: All signatures are required. Signatures from the school representative and the Kiwanis club representative must not be by the same person.

F. The decisions of the judges are final, and no changes, alterations, or regradings will take place after the results have been certified by the judges.

G. The section to be described and the points for each are indicated below:

1. THE NEED - To qualify for judging, a statement must establish in what way the project deals with the MEP.

2. THE PLAN (10 points) - Describe how the project was organized.

3. IMPLEMENTATION (20 points) - Describe the steps taken to implement the plan.

4. FINAL RESULTS (25 points) - Describe the benefits of the service rendered.

5. PARTNERSHIPS WITH THE KIWANIS FAMILY AND OTHER ORGANIZATIONS (10 points) - Describe actions and partnerships formed. Describe how the project was publicized.

6. PERCENTAGE OF CLUB MEMBERS PARTICIPATING (10 points)

01-09% = 1 point

50-59% = 6 points

10-19% = 2 points

60-69% = 7 points

20-29% = 3 points

70-79% = 8 points

30-39% = 4 points

80-89% = 9 points

40-49% = 5 points

90-100% = 10 points

7. CLUB'S OVERALL PROGRAM DEALING WITH MEP (25 points) - Describe any other projects/programs your club implemented to address the Major Emphasis Program. Describe how your club worked with MEP during other parts of the year.

Kiwanis President

Faculty Advisor

Principal

Oratorical Contest Entry Form

In order to participate in the Oratory Contest, this form must be submitted to Key Club International Staff. Only Key Club members in good standing are eligible to participate in the Oratory Contest.

Upon receipt of this form contestants will be added to the list of individuals participating in this contest. Contestants are asked to stop by the Key Club International Convention Contest Office to confirm the time and place of contest judging.

To review a complete list of Oratory Contest rules and to find the current year's Oratory topic, please visit the Key Club Web site at **keyclub.org**.

Each orator will be allowed a maximum of five minutes for his/her presentation. Exceeding the time limit may result in a penalty. Three outstanding orators will be selected to address the entire convention.

Please provide the following information (Please print legibly):

Name: _____		
Address: _____ _____		
City _____	State _____	Postal Code: _____
Country: _____		
Phone: _____		
E-mail: _____		
Key Club: _____		
District: _____		
Name of Convention Chaperone: _____		

Submit completed form to: Key Club International Awards
3636 Woodview Trace
Indianapolis, IN 46268-3196
Phone: 317-875-8755, ext. 390
Toll free U.S. and Canada: 1-800-KIWANIS, ext. 390
Fax: 317-879-0204
Web site: keyclub.org

Partners in Service Award

KEY CLUB PARTNERS IN SERVICE REPORT COVER SHEET FOR 2007-08 CLUB AWARENESS-RAISING

DISTRICT _____ KEY CLUB _____ Number of members in Key Club _____

Name of contact person _____

Telephone (_____) _____ E-mail: _____

The Partners in Service Award is given to each Key Club which, through its unselfish service efforts, has participated in at least one project with each official partner during an administrative year.

RULES GOVERNING THE PARTNERS IN SERVICE AWARD:

A. The report must be produced as a computer printed document. There is no word limit. The report cover sheet must accompany all entries, may be hand written legibly in black or blue ink pen, and must be signed by the individuals indicated below.

B. The activities described must cover the club's participation with the official partners of Key Club International performed between the 2007 district convention and the 2008 district convention. The report may include newspaper clippings, substantiating photographs, or other pertinent information.

C. Suitable recognition will be presented to the clubs that have 100% participation with the official partners. If a club is unable to participate with one of the official partners, a signed statement from the club president and faculty advisor should accompany the official form with an explanation. The

explanation should include a description of a project that takes the place or a project related to the partner in question.

D. The project performed with each partner must be on a separate sheet of paper with the name of the partner at the top of the sheet. A description of the project, total service hours performed and funds collected if applicable should be reported. The four official partners of Key Club International are UNICEF, Children's Miracle Network, March of Dimes, and Read & Lead.

E. To be eligible for the recognition, the report must be received by the Key Club International Office by May 2, 2008.

F. The decisions of the judges are final, and no changes, alterations, or regradings will take place after the results have been certified by the judges.

CERTIFICATION:

This certifies that we, the undersigned, have read this report and that the activity described in this report and preparations for this report were performed by official Key Club members.

NOTE: All signatures are required. Signatures from the school representative and the Kiwanis club representative must not be by the same person.

Kiwanis President

Faculty Advisor

Principal

Single Service Award

KEY CLUB SINGLE SERVICE REPORT COVER SHEET 2007-08

DISTRICT _____ KEY CLUB _____ Number of members in Key Club _____

NAME OF PROJECT _____ Total service hours involved _____

Name of contact person: _____ Telephone (____) _____ E-mail: _____

Brief description of project _____

CLUB MEMBERSHIP

1. Enter the total number of actual club members as of _____ (a) December 1, 2007 _____ (b) February 1, 2008

2. Average the numbers entered in (a) and (b) above. Round to the nearest whole number and enter the average in the box to the right.

3. Use the number in the box to determine the club's membership category. Check the one below that applies:

☐ **35 members or less**
BRONZE

☐ **36-60 members**
SILVER

☐ **61-85 members**
GOLD

☐ **86 members or more**
PLATINUM

The Club **Single Service Award** program shall provide recognition to individual Key Clubs for their single best service project.

A. A qualifying single service project shall be defined as a club service project, planned, organized and produced by the Key Club occurring on a single day or consecutive days, or recurring on different days. In the case of a recurring project, it is the same project that must be repeated for the purpose of achieving the same service goal.

B. Entries shall use the official Single Service Report form cover sheet and shall be submitted to the district for competition according to the guidelines as set by the district. Clubs existing within a non-districted area shall submit their entries to Key Club International.

C. Clubs shall compete with other clubs of similar size within four membership categories: Bronze, being 35 members or less; Silver, being 36 to 60 members; Gold, being 61 to 85 members; and Platinum, being 86 members or more.

D. Entries shall be judged based upon an accumulated total of points allocated to the following categories:

Service Need	10 Points
Project Plan	20 Points
Project Implementation	20 Points
Final Results	25 Points
Public Awareness	15 Points
Members Participation	10 Points

E. Only activities which occurred during the district administrative year shall be included on the report. Clubs existing within a non-districted area shall report activities occurring between May 1 and the following April 30.

F. Judging of all entries within each district shall determine one first place winner, and other levels of recognition as deemed appropriate, in each membership category. Each first place report should be forwarded to Key Club International for competition with other first place winners. No changes may be made in the report by the club, district or judging committee. Reports must be received by May 2, 2008.

G. All entries from non-districted clubs shall be judged to also produce a first place winner in each category. Reports must be received by May 2, 2008.

H. An entry may be disqualified by the judges for reporting incorrect or false information or failure to submit a report according to the rules of the district's competition. Any disqualification at the district level requires the approval of the district administrator or his/her designee. An entry may be disqualified by the judges at the International level for the same reasons, and any disqualification requires the approval of the International Director.

I. Suitable recognition should be provided to clubs achieving first place and other places at district and International levels of competition. At each level of judging, the decisions of the judges are final. No changes, alterations or re-grading will take place after the results have been certified by the judges.

CERTIFICATION:

This certifies that we, the undersigned, have read this report and that the activity described in this report and preparations for this report were performed by official Key Club members. NOTE: All signatures are required. Signatures from the school representative and the Kiwanis club representative must not be by the same person.

Kiwanis President

Faculty Advisor

Principal

Talent Contest Entry Form

In order to participate in the Talent Contest, this form must be submitted to Key Club International Staff. Only Key Club members in good standing are eligible to participate in the Talent Contest.

Upon receipt of this form contestants will be added to the list of individuals participating in this contest. Contestants are asked to stop by the Key Club International Convention Contest Office to confirm the time and place of contest judging.

All contestants entered in the International Talent Contest are required to demonstrate their ability and entertainment appeal. Judges will select the most entertaining six to eight acts, to be featured during the Key Club International Convention.

Only these items will be provided for talent auditions: a dance floor, piano, one microphone, and a CD player. The participating contestant must supply any other materials that are needed for the performance.

Please provide the following information (Please print legibly):

Name: _____		
Address: _____ _____		
City _____	State _____	Postal Code: _____
Country: _____		
Phone: _____		
E-mail: _____		
Key Club: _____		
District: _____		
Name of Convention Chaperone: _____		

For a complete list of Talent Contest rules please visit the Key Club Web site at **keyclub.org**.

Submit completed form to: Key Club International Awards
3636 Woodview Trace
Indianapolis, IN 46268-3196
Phone: 317-875-8755, ext. 390
Toll free U.S. and Canada: 1-800-KIWANIS, ext. 390
Fax: 317-879-0204

Year in Review Cost Sheet

Check One: ☐ TRADITIONAL SCRAPBOOK ☐ NON-TRADITIONAL SCRAPBOOK

KEY CLUB OF _____

CITY _____

STATE/PROVINCE _____

DISTRICT _____

COSTS

PHOTOGRAPHIC MATERIALS US\$ _____

PAGES US\$ _____

SCRAPBOOK BINDER US\$ _____

OTHERS

_____ US\$ _____

_____ US\$ _____

DONATIONS

MATERIALS BY SCHOOL US\$ _____

MATERIALS BY BUSINESSES US\$ _____

OTHERS

_____ US\$ _____

_____ US\$ _____

TOTAL VALUE US\$ _____

SIGNATURES

KEY CLUB PRESIDENT

FACULTY ADVISOR

(ATTACH THIS SHEET TO INSIDE COVER)

Youth Opportunities Fund

GRANT APPLICATION

Contact Name (Must be a Key Club member) _____

**POSTMARK DEADLINE IS
MAY 15.**

Grant Requested for ☐ Individual ☐ Club Club Name _____ Club ID # _____

High School Address _____

City _____ State/Province _____ Zip/Postal Code _____

School Phone Number (_____) _____ Contact's Home Phone Number (_____) _____

How did you find out about the Youth Opportunities Fund? _____

Adult Advisor Information

You must have an adult advisor to apply for a grant. Your adult advisor can be faculty advisor, a Kiwanian, or a school administrator. Please ask your adult advisor to complete the following information.

Name _____

Street Address _____

City _____ State/Province _____ Zip/Postal Code _____

Phone Number - Work (_____) _____ Home (_____) _____ Relationship to Grant Seeker _____

Signature _____ Date _____

PROJECT INFORMATION

Answer the following questions in the space provided. Be complete and give details where appropriate. All answers must be included within this document. Additional sheets of paper are not acceptable and will result in having the entire application returned to the project contact.

Title of Project _____

One-sentence description of project _____

PROBLEM

Describe the problem that your project addresses.

SOLUTION

When and where will your project take place?

What have you done so far to get your project started?

How will your project measurably improve the community, the country, or the world?

How will you measure the success of your project?

How will you build on the success of your project?

Who is working on the project? Please list their names, addresses, and phone numbers. If space does not allow for the entire list, please provide the names, addresses, and phone numbers of the steering committee.

Is there an organization that you will be collaborating with? If so, give the name of the organization, the name of your contact, their position, and phone number.

Give a detailed timeline of your project.

BUDGET

What parts of your project require funding? Give a detailed budget for your proposal. Include price quotes if possible. You cannot request less than US\$200.00 or more than US\$2000.00. What elements of your project are being donated and by whom?

Agreement with Youth Opportunities Fund

By signing this grant proposal, you agree to:

1. Submit a final written report within two weeks of the completion of your project.
2. Use all grant money for the purposes detailed in your application.
3. Keep accurate financial records and include the records in the final report.
4. Allow your project to be used in any media or future Youth Opportunities Fund promotional campaigns.

Contact Signature _____ Date _____

Adult Advisor Signature _____ Date _____

School Principal Signature _____ Date _____

Submit to: **Youth Opportunities Fund**, 3636 Woodview Trace, Indianapolis, IN 46268-3196



SECTION 5

BYLAWS

INCLUDING BOARD POLICIES
AND AWARDS & RECOGNITION
POLICY ADDENDUM



KEY CLUB INTERNATIONAL BYLAWS

ARTICLE I. NAME AND USE OF NAME AND EMBLEM

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

Section 2. The Board of Trustees of Key Club International shall adopt an official emblem and other insignia.

Section 3. The name, emblem, and insignia of Key Club International shall be used for only such purposes as shall be authorized by the Board of Trustees.

Section 4. The official colors of this organization shall be blue, gold, and white. The colors shall represent: blue – unwavering character, gold – service, and white – purity.

ARTICLE II. OBJECTS

Section 1. The Objects of Key Club International shall be:

- To develop initiative and leadership.
- To provide experience in living and working together.
- To serve the school and community.
- To cooperate with the school principal.
- To prepare for useful citizenship.
- To accept and promote the following ideals:
 - To give primacy to the human and spiritual, rather than to material values in life.
 - To encourage the daily living of the Golden Rule in all human relationships.
 - To promote the adoption and the application of higher social, business, and professional standards.
 - To develop, by precept and example, a more intelligent, aggressive, and serviceable citizenship.
 - To provide a practical means to form enduring friendships, to render unselfish service, and to build better communities.
 - To cooperate in creating and maintaining that sound public opinion and high idealism which make possible the increase of righteousness, justice, patriotism, and goodwill.

ARTICLE III. POWERS

Section 1. The powers of Key Club International shall be to direct, manage, supervise, and control its business, property and funds and to create, supervise, and assist Key Clubs and associations of Key Clubs in districts and divisions.

Section 2. All policies and actions of Key Club International shall be subject to control and regulation by the Board of Trustees of Kiwanis International.

ARTICLE IV. MEMBERSHIP OF CLUBS IN KEY CLUB INTERNATIONAL

Section 1. The membership of Key Club International shall consist of clubs which have been accepted by the Board

of Trustees of Key Club International and certified in the manner prescribed in the Bylaws.

Section 2. Each prospective club meeting all requirement and obligations and agreeing to be bound by the Bylaws of Key Club International then and thereafter in force shall be granted an official Key Club charter.

Section 3. Any member club that fails to conform to the Bylaws as adopted and amended, may have its charter and membership in Key Club International suspended or revoked by action of the Board of Trustees of Key Club International.

ARTICLE V. ORGANIZING AND CHARTERING OF CLUBS

Section 1. A Key Club may be established in a high school or equivalent educational institution upon the petitioning by a Kiwanis club or district which agrees to provide sponsorship for the proposed club according to the Policies and Procedures of Kiwanis International.

Section 2. A Key Club may be established only with the approval and support of the high school principal. The principal and sponsoring Kiwanis club shall determine the number of charter members of the club according to the size and conditions of the school in which the club is to be established. The principal shall select or approve all charter members of the club and shall approve of the selection of all future members. He/She shall have full authority over all functions of the club.

Section 3. Before a Key Club may be formed at least 15 students of the high school eligible for membership and approved by the principal must be willing to join the proposed Key Club and accept responsibilities of club membership. The Director of Key Club International shall have the authority to waive these requirements if evidence of hardship is presented.

Section 4. After the members of the proposed Key Club have adopted the Standard Form of Club Bylaws, with only such modifications as may be approved by the Director of Key Club International, elected officers, appointed committees, and completed club organization, the sponsoring Kiwanis club shall submit to Key Club International the standard new club petition form and any required fees.

Section 5. Upon approval of the petition by the Board of Trustees and/or the Director of Key Club International, the Director of Key Club International shall issue a charter and appropriate materials to the new club and membership cards and other materials to the club members, entitling the club and its members to all the privileges and responsibilities of association with Key Club International.

Section 6. In the event a school will not allow the formation or presence of a Key Club, a community-based club may be chartered, in accordance with sponsorship rules and guidelines set by Kiwanis International Board of Trustees.

ARTICLE VI. CLUB OPERATIONS

Section 1. The recognized officers of each Key Club shall be the president, one or more vice-presidents, the secretary,

the treasurer, the editor, and one director from each class. These officers shall constitute the Board of Directors of the club and shall have such duties as shall be prescribed in the club bylaws. All officers shall be active members in good standing of the club.

Section 2. The president, vice-president(s), secretary, treasurer, and bulletin editor of the club should be elected at a meeting in February. These officers-elect shall serve as observing members of the Board of Directors from February to May in order to become more familiar with the administration of the club and shall take office in May, service for one year or until their successors are duly elected. The outgoing president and secretary shall promptly certify to the Director of Key Club International the names of the newly elected officers.

Section 3. The directors of the club shall be elected from and by the classes they represent at the first meeting of the club following the opening of school in the fall and shall serve for one year or until their successors are duly elected.

Section 4. The committees of the club and duties of the committees shall be prescribed in the club bylaws. The club president shall appoint all committee chairs and assign each club member to one or more standing or temporary committees.

Section 5. Each club shall hold one meeting per week on such a day and at such a place as shall be determined by the Board of Directors. It may hold other such meetings as the Board of Directors or membership may desire. In the event that unusual conditions prevent a weekly meeting, a club, upon receiving permission from the principal, or his/her designee, may hold one meeting per two week period.

Section 6. In fulfilling the objectives of Key Club International, each club should participate in the Major Emphasis Program and other service and leadership development programs endorsed by the organization.

Section 7. A club shall not use any name except that designated in its charter.

ARTICLE VII. DISCIPLINE OF CLUBS

Section 1. Any member club more than 60 days in arrears for any indebtedness to Key Club International or for any annual dues to a district thereof, shall be considered not in good standing, and may have its charter and membership herein suspended or revoked by action of the Board of Trustees, provided that notice of said indebtedness shall have been duly sent by mail by the Director of Key Club International to the official club address and the sponsoring Kiwanis club. The Board of Trustees may restore such club to membership in Key Club International upon payment of its indebtedness.

Section 2. Any member club that fails to conform to the Bylaws of Key Club International or that fails otherwise to conform to the accepted standards for clubs, may have its charter and membership therein suspended or revoked, or may be otherwise disciplined by a two-thirds vote of the entire Board of Trustees at a special hearing; provided that a copy of the charges with a notice of the hearing thereon shall have been sent to the last reported president and

secretary of the club 30 days before the said hearing.

Section 3. Any member club may resign from the organization, provided that all financial and other obligations of such club to Key Club International shall have been fulfilled, that all annual dues to any district thereof shall have been paid, and that, if incorporated, the corporation shall have been duly dissolved, and upon resolution of resignation, adopted and approved by a three-fourths vote of the active membership of such club, which resolution shall be certified by the club's secretary to Key Club International. Such resignation shall become effective when accepted by the Board of Trustees, and by such action the club surrenders all rights to the use of the name, emblem, or other insignia of this organization. The Board of Trustees may, upon written application of such club, reinstate the club to membership in Key Club International.

Section 4. Any club whose membership in Key Club International has been terminated in any manner shall forfeit all interest in any funds or other property belonging to Key Club International or its districts and all rights to the use of the name, emblem, or other insignia of this organization.

Section 5. No club shall sponsor in any manner a lottery, raffle, drawing, or game of chance, for the purpose of raising funds, or shall employ a lottery, raffle, drawing, or game of chance in connection with any fundraising activity or engage directly or indirectly in any activity which may impugn or reflect unfavorably on the good name of Key Club or Kiwanis. Key Clubs may participate in lotteries, raffles, drawings, or games of chance only with clubs or districts within the Kiwanis family or organizations sponsored by the Kiwanis family for the purpose of fundraising in accordance with state, local, federal, and provincial laws. Clubs violating the provisions of this section may have their charter revoked or be otherwise disciplined as prescribed by the Board of Trustees of Key Club International or the Board of Trustees of Kiwanis.

ARTICLE VIII. CLUB MEMBERS

Section 1. The membership of individual Key Clubs shall consist of students from the four upper classes (or the five upper classes in the Canadian Provinces where high school is of a five year duration) of the high school in which they are enrolled (or in ungraded schools whose members shall be of age comparable to the four upper classes of high school), interested in service, qualified scholastically, of good character, possessing leadership potential, and having such other qualifications as shall be established by the local sponsoring Kiwanis club in cooperation with the proper school official.

Section 2. Each member of an individual Key Club must be willing to perform at least 50 hours of combined service to his/her home, school, and community annually.

Section 3. The membership of an individual Key Club must be selected without discrimination in accordance to local, state, provincial, and national laws.

Section 4. Any member club within a coed school that does not have the same membership qualifications and

process of admission for membership for both genders, minorities, individuals with religious affiliations, and individuals with diverse sexual orientations, may have its charter and membership in Key Club International suspended or revoked by action of the Board of Trustees of Key Club International.

Section 5. Membership in a club shall automatically cease 14 days after the last day of the Key Club International Convention following graduation from school or August 1st whichever is earlier, when a member fails to meet scholastic, service, or character requirements (as prescribed by the school), or when he/she ceases to be a member of the school in which his/her Key Club is organized.

Section 6. Any person who has performed some distinguished public service may be elected an honorary member of a club for a period of one year. Honorary members shall pay no dues but shall be entitled to all the privileges of full club membership except those of voting and holding office.

Section 7. The selection and discipline of active and honorary members in any club shall be by majority vote of the board of directors and with the approval of school authorities.

ARTICLE IX. DISTRICTS

Section 1. The Board of Trustees of Key Club International shall create, supervise, and assist Key Club districts and regional associations of clubs.

Section 2. Each Key Club district shall be coextensive with one of the district of Kiwanis International and shall be divided into divisions as approved by the sponsoring Kiwanis district. At the request of the sponsoring Kiwanis district and with the approval of the Board of Trustees of Kiwanis International, more than one Key Club district may be created within the sponsoring Kiwanis district. Each Key Club district shall be divided into divisions and have a Key Club Administrator. The Board of Trustees of Key Club International shall be notified of any pending requests pertaining to the restructuring of a Key Club district and to the disposition of the requests. A change in the territorial limits of a district of Kiwanis International shall automatically, and to the same extent, change the territorial limits of the corresponding Key Club district(s).

Section 3. Each Kiwanis district shall be responsible for the proper operation and functioning of its Key Club district.

Section 4. In order to form a new district, the proposed area must include no less than 25 active Key Clubs and no less than 375 active Key Club members. In the event a district fails to maintain this club and membership level for three years, the Key Club International Board may decertify the district by two-thirds majority vote. In such case, the International Director shall provide written notice to the governor and secretary of the sponsoring Kiwanis district and the governor and administrator of the Key Club district at least 120 days prior to any meeting at which the district's decertification shall be considered.

Section 5. Each Key Club shall be a member of the Key Club district sponsored by the Kiwanis district of which

its sponsoring Kiwanis club is a member, so long as such Key Club continues to comply with the Bylaws of Key Club International and the district.

Section 6. The officers of each district shall be the District Governor, one Lieutenant Governor for each division of the district, the Secretary, the Treasurer, (or the Secretary-Treasurer), the Bulletin Editor (where applicable), and such other non-voting officers as called for in the district bylaws. These officers shall constitute the Board of Trustees of the district and shall have such duties as prescribed in the district bylaws. Each officer shall be an active member in good standing.

Section 7. The district officers shall be elected at the annual district convention in the manner prescribed in the district bylaws except in such cases where bylaws call for Lieutenant Governor elections at prescribed divisional caucuses prior to the annual convention. In the case of the Bulletin Editor, the district shall have the prerogative of appointing or electing him/her. They shall begin their official duties immediately following induction and shall serve for one year or until his/her successors are duly elected.

Section 8. The standing committees of the district and the duties of the standing committees shall be prescribed in the district bylaws. The District Governor should appoint chairs and assign members to committees within 30 days after the district convention. Temporary committees may be established by the Board of Trustees of the district. The chair and membership of these committees shall be appointed by the District Governor.

Section 9. Each Key Club district shall hold an annual convention in strict accordance with the Bylaws, unless in any year the Board of Trustees of Key Club International determines that the holding of such convention would be inadvisable.

Section 10. The annual convention of each district shall be held at a time and place mutually agreed upon by the Board of Trustees of the district, the sponsoring Kiwanis district, and the Board of Trustees of Key Club International. The dates and sites of the convention shall be submitted to the Director of Key Club International not later than nine months prior to the proposed convention dates.

Section 11. Before the official opening of each district convention the Board of Trustees of the district with Kiwanis counsel shall adopt and publicize rules of convention discipline and shall appoint and fully support a sergeant-at-arms committee, including a Kiwanis advisor, to enforce the rules of convention discipline. The district Board of Trustees or a committee thereof and the District Key Club Administrator shall determine the measure of disciplinary action to be taken in each case in which convention rules may be violated.

Section 12. Each member club in good standing in the district shall be entitled to two voting delegates and two alternate voting delegates at the district convention. These voting delegates shall have the powers and shall be chosen in the manner prescribed in the district bylaws. District officers shall be voting delegates-at-large to the district convention.

Section 13. Each Key Club district, through its convention, shall adopt the Standard Form of District Bylaws with only such modifications as shall be approved by its sponsoring Kiwanis district, by the Key Club International Director and/or the Board of Trustees of Key Club International.

Section 14. Within 30 days after the close of each district convention, district Board meeting, or other district-wide conference, the District Secretary shall submit to the Director of Key Club International a complete report on the proceedings of the gathering including copies of all resolutions and recommendations adopted and a synopsis of all other action taken. This report shall have been approved by the District Administrator.

Section 15. The fiscal year of each district shall be left to the discretion of the Kiwanis District.

ARTICLE X. INTERNATIONAL BOARD COUNSELOR

Section 1. The Kiwanis International Board Counselor shall be the official representative of Kiwanis at all meetings of the Board of Trustees of Key Club International and the International Key Club Convention. He/She shall be appointed by the President of Kiwanis International and be a member of the Kiwanis International Board of Trustees.

Section 2. Kiwanis International Board Counselor shall serve as advisor to the meetings of the Key Club International and the Board of Trustees. He/She shall also perform such other duties as may be assigned by Kiwanis.

ARTICLE XI. OFFICERS

Section 1. The officers of Key Club International shall be the President, Vice-President, the 11 Trustees, the Director of Key Club International, and the District Governors.

Section 2. Each officer, except the Director of Key Club International, shall be an active member in good standing of a Key Club in an organized district and shall be eligible for at least one school year of active membership following his/her election as an International officer.

Section 3. The President, the Vice-President, and the 11 Trustees shall be elected by the voting delegates at the International Convention in the manner prescribed in the Bylaws and shall serve for a period of one year.

Section 4. The Director of Key Club International shall be appointed by the Executive Director of Kiwanis International who shall have the power to fix the Director's salary and appoint and fix the compensation of such other administrative officers as he/she may deem necessary. The Kiwanis International Executive Director shall also have the power to remove from office any person so appointed, including the Director of Key Club International.

Section 5. The District Governors shall be elected at their respective district conventions in the manner prescribed in their district bylaws.

Section 6. All officers, except the Director of Key Club International, shall serve without compensation and accept no remunerative employment from Key Club International.

Section 7. All officers shall serve until their successors are duly elected or appointed.

Section 8. A vacancy occurring in any elective office between conventions shall be filled in the manner prescribed in the Bylaws.

ARTICLE XII. DUTIES OF OFFICERS

Section 1. The Board of Trustees shall consist of the President, the Vice-President, and the 11 Trustees; in addition, the Director of Key Club International shall serve as an ex-officio member of the Board and shall enjoy all privileges of regular Board membership except the right to vote.

Section 2. The Board of Trustees shall define the policies and shall have full administrative authority in all matters concerning Key Club International.

Section 3. The Board of Trustees shall interpret the scope and meaning of the Bylaws, subject to review by the Board of Trustees of Kiwanis International whose decisions shall be final and binding.

Section 4. President. As chief executive, the President shall exercise general supervision, with Kiwanis International approval, over the work and activities of Key Club International. He/She shall preside at the International Convention and all meetings of the International Board of Trustees, the Executive Committee of the Board of Trustees, and the International Council. He/She shall serve as the official representative of Key Club International and shall perform such other duties as usually pertain to the office of President or as may be assigned to him/her by the Board of Trustees.

Section 5. In the event of the inability of the President to perform his/her duties, the Vice-President shall perform the duties of and have the same authority as the President. In the event of the inability of both the President and the Vice-President to perform the duties of the President, the Board of Trustees shall assign a member of the Executive Committee to perform the duties of and have the same authority as the President.

Section 6. Vice-President. The Vice-President shall, in the absence of the President, preside at the International Convention and all meetings of the International Board of Trustees, the Executive Committee of the Board of Trustees, and the International Council. He/She shall serve as chair of at least one standing or temporary committee of the Board of Trustees. The Vice-President shall also serve as the official representative of the organization at such functions as the President may determine and shall also perform other such duties as usually pertain to the office or as may be assigned by the Board of Trustees or the President.

Section 7. Trustees. The Trustees shall help define the administrative policies of Key Club International. Each Trustee shall serve as liaison to at least two Key Club districts, providing communication between the elected leadership of the district and the Key Club International Board of Trustees. Each Trustee shall serve as a member of at least one standing committee of the Board of Trustees and shall perform such other duties as may be assigned by the President with the approval of the Board of Trustees.

Section 8. Director. The Director of Key Club International shall be in charge of the headquarters of Key Club International, under the supervision of the Executive Director of Kiwanis International, and shall be responsible for the selection and supervision of the staff and workers of Key Club International, subject to direction and control by the Executive Director and Board of Trustees of Kiwanis International. He/She shall sign all documents issued by Key Club International, shall affix the corporate seal of the organization when required, shall keep all accounts, shall receive all monies paid to Key Club International, and shall turn over these funds to the Treasurer within 30 days after receipt thereof, taking the receipt of the Treasurer, therefore. The records and books of the Director shall at all times be open to the inspection of the President, Secretary, Treasurer, and Board of Trustees of Kiwanis International, the Board of Trustees of Key Club International, as well as any auditors named by the Board of Trustees of Kiwanis International. Necessary administrative expenses shall be paid from the funds of Key Club International.

Section 9. District Governors. The District Governors shall have the duty of furthering the objectives of Key Club International and promoting the interest of Key Clubs within their districts. They shall work closely with other International and district officers to strengthen and expand the Key Club movement. Each District Governor shall be the chief executive of his/her district, shall appoint all standing committees, and shall preside at the district convention and all meetings of the board of trustees of the district. He/She shall also attend the International Convention and all meetings of the International Council.

ARTICLE XIII. BOARD OF TRUSTEES

Section 1. The Board of Trustees of Key Club International shall meet at such times and places as shall be determined by the Board of Trustees, by call of the President with approval of the Key Club International Director, or by written request of at least half of the Board with the approval of the Director. A written notice of the time and place of each Board meeting shall be mailed to the members of the Board of Trustees by the Director of Key Club International not later than ten days prior to the meeting.

Section 2. The Board of Trustees may, without meeting together, transact business by voting upon proposed resolutions mailed to them by the Director of Key Club International. If within 20 days thereafter a majority of the regular membership of the Board of Trustees shall send to the Director of Key Club International its vote in favor of any such resolution, the resolution shall be deemed carried; otherwise it shall fail. No such affirmative action shall go into effect for ten days after the Director, by registered mail, shall have sent to each member of the Board of Trustees a report of the tabulated result of the vote. The ballots received shall be destroyed at the following meeting of the Board of Trustees.

Section 3. The Board of Trustees may also meet via electronic media for the purpose of transacting business. The Director of Key Club International may call a meeting to

be held via telephone conference providing at least seven days notice of the time, date, and agenda of such meeting. A waiver of the advance notice may be given upon approval by all the members of the Board. Minutes or a transcript of any such meeting shall be recorded.

Section 4. Seven regular members of the Board of Trustees shall constitute a quorum for the transaction of all business, except in case a larger vote is required by the Bylaws.

ARTICLE XIV. INTERNATIONAL COUNCIL

Section 1. The International Council of Key Club International shall consist of the members of the Board of Trustees and the District Governors.

Section 2. Meetings of the International Council shall normally be held in any year in which no International Convention is held. Meetings of the International Council may also be held on the opening date of the annual convention and at such other times and places as shall be determined by the Board of Trustees. For any such meeting of the Council written notice shall be sent to each member of the International Council at least 14 days prior thereto.

Section 3. In any year in which no International Convention is held, the International Council shall have the responsibility of electing the President, Vice-President, and Trustees for the coming year.

Section 4. The President of Key Club International shall preside over meetings of the International Council; in his/her absence, the Vice-President shall be the presiding officer. In the absence of both the President and the Vice-President, the Council shall select one of the members of the Executive Committee to preside.

Section 5. A majority of the Council shall constitute a quorum. In case any District Governor cannot be present at a meeting of the Council, he/she may, with the approval of the Board of Trustees, appoint an elected officer of his/her district to attend in his/her place with like powers. The District Key Club Administrators and District Secretaries may be invited by the Key Club International Board to observe all Council meetings and participate in discussions.

ARTICLE XV. INTERNATIONAL CONVENTIONS

Section 1. Key Club International shall hold a convention once each calendar year at such place and time and in such manner as shall be determined by the Board of Trustees of Key Club International, as provided in the Bylaws, unless in any year the Board of Trustees of Kiwanis International shall determine that the holding of such convention would be inadvisable.

Section 2. The Board of Trustees shall have full supervision over the management of all conventions of Key Club International.

Section 3. Each International Convention shall be held in a city chosen well in advance for its accessibility, interesting and educational setting, appropriate accommodations, and general suitability. The program of the convention shall include worthwhile assemblies featuring addresses by prominent

Kiwanians and Key Club members and other outstanding persons, Key Club training conferences, and general convention business, such as election of officers.

Section 4. Under the direction of the Board of Trustees, the Director of Key Club International shall mail to each member club an official call to the annual convention at least 60 days prior to the opening of the convention.

Section 5. At each duly called convention or prior thereto, the President shall appoint the chairs, members, and advisors for such convention committees, conference committees, and contest judging committees as he/she may deem appropriate or advisable with the approval of the Board of Trustees.

Section 6. The Board of Trustees shall establish a uniform registration fee to be paid to Key Club International by all persons attending the convention. No voting delegate shall be entitled to vote unless his/her registration fee has been paid.

Section 7. The quorum of any convention of Key Club International shall consist of not less than 500 delegates and delegates-at-large.

ARTICLE XVI. DELEGATES AND DELEGATES-AT-LARGE

Section 1. Each Key Club in good standing with Key Club International and its respective district shall be entitled at any Key Club International Convention to two voting delegates, two alternate voting delegates, and as many non-voting delegates as may be allowed by the Director and Board of Trustees.

Section 2. Voting delegates and alternate voting delegates for the International Convention shall be elected by clubs in good standing not later than 60 days prior to the opening of the convention. Each club president and secretary shall promptly certify to the Director of Key Club International the names of those elected to serve. In case any club fails to certify the names of its voting delegates and alternate voting delegates or in case there is any question concerning the seating of delegates, the Committee on Credentials for the conventions shall determine who shall be seated, subject to review by the Board of Trustees.

Section 3. The Immediate Past District Governors and the office members of the International Council, namely the Board of Trustees and the District Governors, shall be voting delegates-at-large to all International Conventions.

Section 4. Each accredited voting delegate and voting delegate-at-large present at a convention shall be entitled to vote on each question submitted to that convention. There shall be no voting by proxy.

ARTICLE XVII. CONVENTION PROCEDURE

Section 1. The official program of convention as approved by the Board of Trustees and the Director of Key Club International shall be the order of the day for all convention sessions.

Section 2. Reports of committees, communications to the convention, resolutions submitted by the Committee

on Resolutions, and all motions except those known as “undebatable” may be debated on the floor of the convention, unless two-thirds vote of the convention decides to dispose of them without debate. No voting delegate or voting delegate-at-large shall speak on and amendment longer than five minutes at one time, except as provided in the order of the day or by majority vote.

ARTICLE XVIII. NOMINATION AND ELECTION OF OFFICERS

Section 1. The official program of the annual convention shall indicate the days and the hours for nomination and election of officers and shall be subject to change only in accordance with the rules of convention procedure.

Section 2. The Committee on Elections shall have general charge of the election and of the printing, the distributing, and the counting of ballots.

Section 3. The President of Key Club International shall, when the program of an annual convention specifies nominations of officers as the order of business, receive nominations from the floor for the several officers to be filled at the convention. All nominees for International office shall be from organized districts and must be in attendance at the 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.

Section 4. A district shall endorse no more than one candidate for the office of President or Vice-President, and two candidates for the office of Trustee.

Section 5. The convention program shall include a caucus of each organized district which shall convene to allow all members in attendance from the district to consider each candidate for President, Vice-President, and Trustee. At the conclusion of the district caucuses, ballots will be distributed to all members of that district in good standing, who have been present for the duration of the caucus. There shall be no voting by absentee ballot. Each member may vote for one candidate for President, one candidate for Vice-President, and from seven to 11 candidates for Trustee. Upon conclusion of the voting, the votes will be tabulated in the same location. Tabulations will be conducted by the District Governor and District Administrator, and will be overseen and verified by the assigned International Board Representative or official designate thereof, and/or an official designate as approved by the Key Club International Director, who is not an active participant in any district caucus. Votes will then be converted to a percentage, based on the number of votes given to each candidate divided by the number of voting members present.

Section 6. The President shall give notice of, and cause to be held, a Nominating Conference of representatives of the various districts to determine and submit to the convention its recommendations for the several offices from among the nominations. The conference to be constituted and to proceed as follows:

- A. The Conference shall consist of three representatives from each of the several districts who have been selected in one of the following ways:

1. In organized districts: by election at the last meeting of the district Board of Trustees immediately prior to the International Convention, and
 2. In unorganized districts: by appointment by the International President with the majority approval of clubs of that district. Notice of the names of the representatives of the several districts will be sent to the Director of Key Club International immediately following their election or appointment. At the time of the annual International Convention, any district which has been unable to select its representatives may hold a caucus of the voting delegates and the delegates-at-large attending the convention from said district to elect representatives to the nominating conference. If, four hours before the nominating conference, any district has not reported its representatives to the Director of Key Club International, he/she shall so inform the International President, who shall have the authority to appoint three representatives from each of the unreported districts.
- B. The chair of the conference shall be designated by the International President with the approval of the Director of Key Club International.
- C. The conference of representatives of the districts shall be held at a time and place to be designated and announced to the convention by the Director of Key Club International. Two-thirds of the selected representatives present at the convention shall constitute a quorum.
- D. Upon completion of the organization as above outlined, the conference shall proceed to select candidates for the offices of President, Vice-President, and Trustees of Key Club International to be submitted to the convention in the following provisions:
1. Each district shall vote by written ballot the percentages obtained at the conclusion of its caucus. Percentage points will be totaled from all districts by the secretary and tellers of the Nominating Conference.
 2. From the nominations made by the convention the conference shall select two candidates for each of the offices of President, and Vice-President, as its recommendations for submission to the convention for voting. No person shall be submitted to the conference as a candidate for any office without the consent of such person being first obtained.
 3. The conference shall next proceed to the consideration of candidates for the office of Trustee. If the Nominating Conference so desires, these selections of Trustee candidates to be submitted to the House of Delegates may include either none or both of the Presidential and Vice-Presidential candidates previously selected by the Nominating Conference, or both of either the Presidential or the Vice-Presidential candidates previously selected by the Nominating Conference. Hence, those dually nominated candidates' names shall appear on the ballot twice. The Conference shall determine the number of candidates to be selected by it and submitted to the convention, provided, however, the number so selected and submitted shall be in accordance with one of the following options:
 - a. In the case that no Presidential or Vice-Presidential candidates become dually nominated, the number so selected shall not be less than the number to be elected plus one and not more than the number to be elected plus three; or
 - b. In the case that either the Presidential or Vice-Presidential candidates become dually nominated, the number so selected and submitted shall not be less than or more than the number to be elected plus three, for a total of 14 nominees; or
 - c. In the case that all of the Presidential and Vice-Presidential candidates become dually nominated, the number so selected and submitted shall not be less than or more than the number to be elected plus five, for a total of 16 nominees.
 4. If in the event that the candidates whose names appeared on the ballot more than once received at least a majority of votes in more than one office, the candidate would be elected to the highest office; and thereby forfeit his/her candidacy for the office of Trustee.
- E. Prior to the convening of the next regular session of the annual convention succeeding the adjournment of the conference, the presiding officer of the conference shall certify to the Vice-President and the Director of Key Club International the result of the conference as to all recommendations for nomination for each office, same to be verified by the tellers and secretary of the conference, said record to be preserved by the Vice-President of Key Club International until the adjournment of the convention.
- F. When the election of officers of Key Club International shall become the order of business of the annual convention, the report of the conference shall be presented by the presiding officer of the conference.
- Section 7.** When the report of the conference is submitted to the convention for voting, there shall be no further nominations from the floor of the convention.
- Section 8.** Before the opening of the polls the Director of Key Club International shall provide the Committee on Elections with a list of voting delegates and voting delegates-at-large present at the convention as shown by the report of the Committee on Credentials.
- Section 9.** The voting shall be by ballot. No person shall be allowed to vote unless his/her name appears on the list of voting delegates or voting delegates-at-large.

Section 10. A majority of all votes cast shall be necessary for the election of the President, the Vice-President and the Trustees. In the event that any ballot cast does not show a majority for any nominee for the foregoing offices, the President shall designate a time and a place for further balloting for such office. Prior to the second ballot, the nominee having the lowest vote on the first ballot shall be dropped; and on each succeeding ballot, the same procedure shall be followed until some nominee shall have received a majority of all votes cast.

Section 11. No ballot shall be counted whereon it appears that the elector has voted for a greater number of nominees for said office than there are vacancies to be filled.

Section 12. Cumulative voting shall not be permitted. There shall be no voting by proxy.

Section 13. The Committee on Elections shall report promptly to the convention the results of the balloting, and the report shall be signed by a majority of the committee. After the committee has so reported, the chair shall deliver all ballots to the Director of Key Club International to be kept by him/her for a period of 90 days after the close of the convention, when the ballots shall be destroyed.

Section 14. The procedure set forth in the preceding sections may be changed or modified if a majority voting delegates and delegates-at-large approve such change and if such change has the approval of the Kiwanis International Board Counselor.

ARTICLE XIX. VACANCIES IN OFFICE

Section 1. In the event of a vacancy in the office of President between conventions, the Vice-President shall become the President for the unexpired term, except that in any year in which no annual convention is held, the International Council shall elect a qualified member of a club to serve for one year or until his/her successor is duly elected.

Section 2. In the event of a vacancy in the office of Vice-President between conventions, the Board of Trustees may elect a qualified member of a club to fill the office for the unexpired term, except in any year in which no annual convention is held, the International Council shall elect a qualified member of a club to serve for one year or until his/her successor is duly elected.

Section 3. In the event of a vacancy in the office of Trustee between conventions, the Board of Trustees may elect a qualified member of a club to fill such office, who shall serve only until the next annual convention, except that in any year in which no annual convention is held, the International Council shall elect a qualified member of a club to serve for one year or until his/her successor is duly elected.

Section 4. In the event of a vacancy in the office of District Governor for any district between district conventions, the position (of governor) shall be filled by a member of the district Board of Trustees or by a qualified member of a club in the district. In any year in which no district convention is held the Board of Trustees shall elect

a qualified member of a club to serve for one year or until his/her successor is duly elected.

Section 5. In the event a member of the Key Club International Board fails to meet the minimum performance or conduct requirements for office, the Executive Committee shall be empowered to consider such failure and determine appropriate disciplinary or corrective action. The Executive Committee shall not be empowered to remove any Board member from office, but shall be required to recommend any removal to the Key Club International Board. In the case that a member of the Executive Committee is the subject of disciplinary action, the member shall be recused from any discussion and vote on the matter.

Section 6. In the event the Executive Committee recommends removal of a member of the Board, written notice shall be provided to the officer. Such notice shall cite the reason(s) for removal and provide appropriate documentation. The Board may consider a recommendation for removal at any regular meeting or a meeting convened and conducted via electronic media. A two-thirds majority vote of the entire Board shall be required to remove an officer.

Section 7. Nothing shall preclude the right of an officer to respond to or participate in discussion by the Board regarding an allegation of inappropriate performance or conduct.

Section 8. In no case shall the President be allowed to preside over a meeting in which his performance or conduct is being considered under the provisions of this Article.

Section 9. In the event a District Governor fails to meet the minimum performance or conduct requirements for office, the district board of trustees, under provisions of the district bylaws, shall be empowered to consider such failure and determine appropriate disciplinary or corrective action.

ARTICLE XX. COMMITTEES

Section 1. The Key Club International Board shall be organized into no less than four standing committees as provided in this Article and the Key Club International Board Policies.

Section 2. An Executive Committee shall consist of the President, who shall preside over the Committee, the Vice-President, two members of the Board of Trustees elected by the Board of Trustees and one member appointed by the President. The Kiwanis International Board Counselor and the Director of Key Club International shall also be members of the Committee and enjoy all privileges of committee membership except the right to vote.

Section 3. The standing committees shall consist of as many members as the President deems necessary, one of whom shall be appointed by the President as chair and confirmed by vote of the Board of Trustees.

Section 4. Other special committees shall consist of members of Key Clubs and adult advisors appointed by the President and confirmed by the Board of Trustees.

Section 5. The duties of all standing committees shall be defined in the Key Club International Board Policies. All other committees shall be created or dissolved and have their duties defined by the Board of Trustees.

ARTICLE XXI. OFFICIAL PUBLICATION

Section 1. The Board of Trustees of Kiwanis International shall have full control of all questions of policy of the official publication.

Section 2. The Director of Key Club International serves as the Editor of the official publication.

Section 3. The subscription price of the official publication of Key Club International shall be fixed by the Board of Trustees and shall be payable with the annual dues.

Section 4. Each club shall collect from each of its members the subscription price of the official publication as part of the regular membership dues. Such subscription shall be duly entered upon the books of the club in a special subscription account, and the subscriptions for the official publication shall be forwarded to the Director of Key Club International.

ARTICLE XXII. REVENUE

Section 1. Each Key Club shall pay Key Club International, or its designated fiscal agent, annual dues of six dollars and fifty cents (US\$6.50), being membership dues and subscription to the Key Club International publication, for every member, but not including honorary members. Fifty cents of the dues of each member shall be deposited into the Youth Opportunities Fund to create an endowment to fund grants to clubs and scholarships. Dues shall be payable during a period of at least 60 days according to a schedule set forth in Key Club International Board Policies and defined for each nation taking into account academic calendar and financial practices of the nation. There shall be no other fees or assessments of clubs.

Section 2. Each Key Club that is a member of a Key Club district shall pay Key Club International, or its designated fiscal agent, annual district dues defined within the district's bylaws and not exceeding Key Club International dues, for every member, but not including honorary members. Dues shall be payable during the same period as set forth for payment of Key Club International dues and as defined in Section 1 of this Article. There shall be no other district fees or assessments of clubs.

Section 3. The dues to be paid to Key Club International and to the district during any fiscal year shall be the dues for that year.

ARTICLE XXIII. FINANCE AND ACCOUNTING

Section 1. The fiscal year of Key Club International shall begin on the first day of October and end on the last day of September.

Section 2. All disbursements shall be made solely by voucher checks, which shall allow the payee, the items of service rendered or material purchased, and the amount of payment.

Section 3. Disbursements shall not exceed the gross amount of the annual budgets.

Section 4. The Board of Trustees of Kiwanis International shall have power to authorize such officers and employment as in its judgment may seem advisable to execute and countersign the voucher checks aforesaid, and to do and perform such other acts as will carry out the purpose and objects of this article.

Section 5. The Board of Trustees of Kiwanis International shall designate the depositories of all funds of Key Club International.

Section 6. The Board of Trustees of Kiwanis International shall also provide for the audit of the books of accounts of Key Club International by certified public accountants annually, or at more frequent periods. The Director of Key Club International and the Treasurer shall submit their books and vouchers for audit whenever required by the Board of Trustees of Kiwanis International.

ARTICLE XXIV. INSURANCE AND INDEMNIFICATION

Section 1. The Board of Trustees, at its discretion, may purchase a comprehensive or limited general liability insurance program and/or limited blanket accident medical insurance program for the protection of all clubs and Kiwanis-sponsored organizations in the United States and Canada and the members, volunteers, and employees of such clubs and Kiwanis-sponsored organizations. The Board of Trustees, at its discretion, may provide such insurance programs to other parts of the Kiwanis world.

Section 2. Clubs covered by such insurance shall be billed for premiums by Kiwanis International, prorata, based on membership, for the cost of such insurance and administrative costs. Clubs are hereby expressly authorized to allocate from revenue of fund-raising projects all premium charges over and above the sum of twenty-five cents (US\$0.25) per member per annum, which twenty-five cents (US\$0.25) per member per annum must be paid from club administrative funds.

Section 3. The Board of Trustees may provide, through insurance or otherwise, indemnification to the past and present Trustees, Officers, employees, or agents of Kiwanis International to the extent permitted by the laws of the State of Indiana applicable to not-for-profit corporations.

ARTICLE XXV. MOTTO

Section 1. The motto of Key Club International shall be "Caring – Our Way of Life."

ARTICLE XXVI. AUXILIARY AND INCORPORATED BODIES

Section 1. There shall be no auxiliary bodies created or organized within this organization.

Section 2. (a) If permitted by state or provincial law a club after receiving its charter may incorporate as a non-profit corporation subject to the approval of the Board of Trustees, but only by the name designated in its charter,

such as Key Club of (name) High School, and said club shall agree, as a condition precedent to incorporation, that it will as an incorporated body abide by the Bylaws of Key Club International then in force or thereafter, from time to time, amended.

(b) Districts may incorporate in the same manner and upon the same condition as in this section provided for clubs.

ARTICLE XXVII. AUTHORITY BEYOND BYLAWS

Section 1. The Key Club International Board shall create Board Policies which shall define policies and procedures for organized operation and management of Key Club International for member clubs and districts. These policies shall be set by majority vote of the Key Club Board and, where required, be approved by the Kiwanis International Board. These policies shall remain in effect from year to year until amended or changed by the Key Club International Board or Kiwanis International Board. In no case shall any policy contradict a provision of the Bylaws of Key Club International.

Section 2. The latest edition of “Robert’s Rules of Order” shall be the parliamentary authority for all matters of procedure not specifically defined by the Bylaws or Board Policies of Key Club International.

ARTICLE XXVIII. AMENDMENTS TO BYLAWS

Section 1. The Bylaws of Key Club International may be amended by a two-thirds vote of the voting delegates and voting delegates-at-large present and voting at any convention of Key Club International. No such action shall become effective until approved by the Board of Trustees of Kiwanis International. Proposed amendments to the Bylaws may be submitted by Key Clubs, Key Club Districts, the Board of Trustees of Key Club International, or the Director of Key Club International and shall be received by the Director of Key Club International at least 45 days prior to the Call to Order of the annual House of Delegates. The Director shall then provide notice of any proposed amendments to all clubs via mail or electronic media not later than 20 days prior to the Call to Order of the annual House of Delegates.

Effective 01/07

The Board Policies of KEY CLUB INTERNATIONAL

Amended and including changes through January 2006

The Key Club International Bylaws empowers these Board Policies as follows:

ARTICLE 17. AUTHORITY BEYOND CONSTITUTION AND BYLAWS

Section 1. The Key Club International Board shall create Board Policies which shall define policies and procedures for organized operation and management of Key Club International for member clubs and districts. These policies shall be set by majority vote of the Key Club Board and, where required, be approved by the Kiwanis International Board of Trustees. These policies shall remain in effect from year to year until amended or changed by the Key Club International Board or Kiwanis International Board. In no case shall any policy contradict a provision of the Bylaws of Key Club International.

These policies have been created and adopted by the Key Club International Board of Trustees, and approved by the Kiwanis International Board of Trustees.

A. DEFINITIONS

1. Policy

A policy is a basic principle by which the International Board guides the affairs and organization of Key Club International.

2. Scope

These policies are binding and final concerning the aspects of Key Club International that they cover.

B. KEY CLUB INTERNATIONAL

1. Mission Statement

Key Club is an international, student-led organization providing its members with opportunities to perform service, build character, and develop leadership.

2. Vision Statement

To develop competent, capable, and caring leaders through the vehicle of service.

3. Core Values

Caring, Character Building, Inclusiveness, Leadership.

C. KEY CLUB INTERNATIONAL BOARD OF TRUSTEES

1. International Officers Holding Only One Office

a. No Key Club International Board Member may concurrently serve as a voting officer of any district as defined in Article 5, Section 2 of the Bylaws, or as an officer of any club as defined in Article 3, Section 2, of the Bylaws.

b. Any Key Club International Officer may run for district office at the district convention following his/her election as an International Officer. (10/02)

2. Board Committee Structure

The following standing committees of the Board of Trustees shall be:

a. The Committee on Communications and Marketing, which shall be responsible for overseeing all communication resources and marketing efforts for Key Club International and other duties as assigned by the Board of Trustees.

b. The Committee on Member Services, which shall be responsible for all club and member services delivered by Key Club International and other duties as assigned by the Board of Trustees.

c. The Committee on Service Programming, which shall be responsible for overseeing the development and approval of all Key Club International service and leadership development programs and other duties as assigned by the Board of Trustees.

d. The Executive Committee shall be responsible for the financial oversight of the organization and review the performance of all elected and appointed members of the Board of Trustees. It shall consider any and all amendments to the Bylaws and must approve all proposed amendments to the Board Policies before submission to the Board of Trustees. Shall also be responsible for the annual Key Club International Convention, issues affecting district conventions, and all conferences sponsored by Key Club International and other duties as assigned by the Board of Trustees.

3. Board Member Reimbursement

a. Postage and Mailing

A yearly stipend of US\$25 (US\$30 for officers from districts outside of the United States) shall be paid for the months of August through June as reimbursement for postage and mailing costs incurred by the officer. The stipend shall be paid only for those months in which the obligations set forth in the officer's service agreement have been fulfilled. Requests for additional reimbursement may be approved by the International Director based on demonstrated need. (07/05)

b. Correspondence Reproduction

A monthly stipend of US\$5 for Trustees and US\$15 for the President and Vice-President shall be paid for the months of August through June as reimbursement for correspondence reproduction costs incurred by the officer. The stipend shall be paid only for those months in which the obligations set forth in the officer's service agreement have been fulfilled. Requests for additional reimbursement may be approved by the International Director based on demonstrated need. (07/05)

c. Telephone

Reimbursement is for long distance calls only and not for monthly charges related to telephone rental, hook-up charges, etc. A monthly stipend of US\$10 per assigned district (US\$15 for districts entirely outside the United States) for Trustees (US\$15 for Trustees from districts outside of the United States), US\$50 for the President, and US\$50 for the Vice-President

shall be paid for the months of August through June as reimbursement for telephone long distance costs incurred by the officer. The stipend shall be paid only for those months in which the obligations set forth in the officer's service agreement have been fulfilled. Requests for additional reimbursement may be approved by the International Director based on demonstrated need. (11/88) (07/05)

d. E-mail

A monthly stipend of US\$24 for officers shall be paid for the months of August through June as reimbursement for e-mail costs incurred by the officer. The Board shall have the authority to require certain conditions be met for reimbursement (i.e., use of a specific service provider). Requests for additional costs, such as additional telephone connection fees may be approved by the International Director. The stipend shall be paid only for those months in which the obligations set forth in the officer's service agreement have been fulfilled.

4. Disciplinary Action for Board Member Misconduct

In the event of the reported misconduct of a member of the Key Club International Board of Trustees, or when an International Board member is not performing his/her assigned duties, it will be the responsibility of the Executive Committee in consultation with the Director of Key Club International for action. (10/86)

a. Any member in Key Club International may propose the removal of a Key Club International Trustee, the Key Club International Vice-President, or the Key Club International President by submitting, in writing, a thorough explanation, citing example(s) of misconduct or lack of performing assigned duties to the chair of the Executive Committee of the International Board, or to the Key Club International Director. (1/91)

b. After careful study, the Executive Committee, in consultation with the International Director, will determine the validity of the request. At that time the governor and the administrator of the assigned districts of the officer in question will be notified. (10/86)

c. Should the request be found valid, then immediately following the study period:

1. The chair will 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. (10/86), OR

2. He/she may wish to resign. If he/she resigns, follow the procedures as stated in the International Bylaws (Article 11 – Vacancies in Office Between Conventions). (10/86)

d. If the Board member decides not to resign, the Board of Trustees will take appropriate action.

1. A main motion must be made (which requires a second) by one member of the International Board

of Trustees. The motion is debatable, amendable, and can be reconsidered if a negative vote appears. (10/86)

2. Once such a motion is made, the chair will send notice to the International Board of Trustees for a five day review period, during which time any vote may be cast. (2/04)
3. By the end of the five day review period, the Board of Trustees will either vote by mail, phone, or at an International Board Meeting, whichever way is more efficient. The officer in question will be allowed to vote. (2/04)
4. The official vote for action by the end of the five day review period will require a two-third's majority of the International Board of Trustees. There shall be no abstentions. (2/04)
5. The Chair of the Executive Committee will report the final tabulations to the Board. (10/86)
6. In the event the Board member in question is the International President, one of the Executive Committee members shall preside over the Board of Trustees and the Executive Committee until the issue is decided. (10/86)
7. If an officer is removed from office, there placing of said officer shall be handled as stated in Article 11, of the International Bylaws. (10/86)

5. Duties of Board Members concerning Districts

International Board liaisons shall be responsible for completing the following duties:

- a. Submission of all monthly district reports to appropriate individuals.
- b. Creation of at least eight monthly one-page handouts for distribution to the Board members of assigned districts in the standard monthly Key Club International newsletter. These handouts, as well as any articles requested by the Key Club International President and/or Staff, shall include timely information concerning the following:
 1. The Major Emphasis Program
 2. The Youth Opportunities Fund
 3. Kiwanis Family
 4. District and International Events
 5. Dues Collection
 6. International Committee actions and decisions
 7. Changes or proposed changes to the International Policy Code, Bylaws, and/or Constitution
 8. Any other pertinent District and International information
- c. Give an official International Liaison report at each official District Board of Trustees meeting concerning the current state of Key Club International and any topics as deemed necessary by the District Governor and/or Administrator. This report shall be distributed to the District Board of Trustees even in the absence of the assigned liaison. A copy of the report shall also be submitted to the International Vice-President and International President.

d. Informing the District Governor and Administrator of the proposed committee actions and discussion/ information items as listed on the International Board meeting agendas at least one week prior to all International Board meetings.

e. Provide his/her assigned District Board of Trustees with a summary of the actions taken within two weeks of an International Board meeting.

f. Fulfill contract drawn up between the liaison and assigned District Governor and administrator.

6. Duties of Board Members concerning responsibilities to the International Board

International Board members shall be responsible for completing the following duties:

a. Responsibilities pertaining to International Committees:

1. Submission of all monthly International Board Committee reports to appropriate individuals.
2. Committee members will be expected to have a working knowledge concerning his/her committee purpose, goals, and relationship to the Key Club International Strategic Plan.
3. Maintain monthly communication with the members and chair of each assigned committee and fulfill contract drawn up between all committee members, International Vice-President, and International President.

b. Other responsibilities

1. Submit all expense reports on a monthly basis.
2. Maintain monthly communication with the Key Club International President, the Key Club International Vice-President, and International Director aside from newsletters and reports in the form of electronic media, mailed letters, and/or phone calls.
3. Maintain a current understanding of the workings of Key Club International (i.e. the Key Club International budget, the four standing committees, the Key Club International Strategic Plan, Bylaws, and Policy Code.)

7. Duties of Board Committee Chairs

a. Each Key Club International Committee chair shall submit monthly a report of the actions taken by his/ her committee to the Key Club International President, Vice-President, and Director.

b. Each Key Club International committee chair shall submit a synopsis, which shall be known as the Year End Report of the committee's activities for the current year as well as committee directives and recommendations for the following year.

1. All Year End Reports must be submitted to the Key Club International Vice-President by June 15th on the form as adopted by the Key Club International Board.
2. If an International Committee Chair fails to complete the Year End Report by June 15th he/ she will receive no reimbursements until the said reports are received.

3. If the Year End Report has not been received by June 15th, the Board member will be relieved of his/her convention assignments and responsibilities and will receive no financial assistance for attending the Key Club International Convention.

8. Annual Report of the Board

The International Board shall at the Board meeting immediately prior to the International Convention adopt an Official Report of the International Board for the administrative year, drafted by the Vice-President, cataloging the activities of the International Board, and listing the specific recommendations of the International Board. (10/86)

D. KEY CLUB INTERNATIONAL BOARD MEETINGS

1. Required Attendance at Board Meetings

Each International board member is required to attend every official function of that board in its entirety. Exceptions will be considered by the board. (10/86)

2. Advance Meeting of the Executive Committee

It is suggested that the Executive Committee meet prior to the full board meeting to discuss the agenda and prepare suggestions to the full board on matters which require detailed preparation. (10/86)

3. Approval of Key Club Charter Revocation

The International Board can consider the disbanding of Key Clubs only at regular meetings. (10/86)

E. DISTRICTS AND DISTRICT STRUCTURE

1. Recognition of a District

An officially organized district of Key Club International shall be a district that has been recognized and approved by both the Key Club and Kiwanis International Boards. (10/86)

2. District-in-formation

When deemed in the best interest of Key Club International and the Key Clubs involved, and upon written application by the Kiwanis District Board, the Key Club International Board may create a "District-in-formation," consisting of at least one-half of the active Key Clubs and one-half of the active members required to form a new district. The District-in-formation shall be coextensive with the boundaries of the sponsoring Kiwanis district, or under the provisions set forth in the Constitution of Key Club International, the sponsoring Kiwanis district may be divided into two or more Key Club districts. (2/98)

a. A District-in-formation shall be entitled to:

1. Attendance at all conferences and meetings of district governors and administrators;
2. All regular mailings to district officers; and
3. Support from Key Club International Office and staff for district organization, new club building and membership development.

b. A District-in-formation shall not be entitled to:

1. Assignment of an International Board representative;

2. Delegate-at-large status for its governor or immediate past governor at the Key Club International Convention;
3. Voting privileges at any meeting of the International Council; and
4. Participation in any International awards or contests in which districts may compete.

3. District Officers Holding Only One Office

No Key Club district officer may concurrently serve as an officer of any club as defined in Article 3, Section 2 or the Bylaws.

4. District Administrative Statistics

The administrative year used to measure new club building for any Key Club district or officer awards recognition shall be May 1 through April 30. In order to receive credit for clubs built during this time, the Petition for Charter must bear a postmark that is dated within said administrative year. The administrative year to be used to measure dues collection and membership development for any Key Club district or officer awards recognition shall be October 1st through May 1st. (10/86)

5. Suggested Reorganization of Divisions

The International Board advises the reorganization of divisions if travel distance between local clubs is great. (10/86)

6. Lt. Governor as the Only Administrative Officer Within a Division

The lieutenant governor shall be the head administrative officer within the division and all subsequent uniting groups within the division, whether city-wide or divisional. He/she shall be the only elected officer of the division and there shall be no divisional treasury. (10/86)

7. No Division or Other Area Dues

A division, a divisional council, or a city-wide council shall not collect dues from the individual Key Club members or solicit any mandatory funds from individual clubs which are represented on the council. (10/86)

8. Position of Governor-elect Prohibited

There shall be no position of governor-elect on the district board. (10/86)

9. One-Day Limit to Divisional Events

No divisional convention, workshop, or any other get-together shall exceed a one day limit, except in those cases where approval is obtained from the principals of each of the schools involved in the meeting. (10/86)

F. CLUB STRUCTURE AND ACTIVITIES

1. Payment of Dues

Clubs shall provide payment of Key Club International and district dues in a manner consistent with Article 13 of the Constitution. Clubs should report the names and membership information of each member using the prescribed form as provided by Key Club International.

2. Membership Information

Consistent with the Procedures of the Kiwanis International Board of Trustees, membership lists may be used only for the use of Key Club International and the delivery of membership information, materials and benefits, and may not, under any circumstances, be sold, rented, or provided in any manner to any third party for any other purpose.

3. Determination of Club Membership Status

The membership status of any club which is in arrears under Article 4, Section 1, of the Key Club International Bylaws is set forth as follows:

- a.** An active club that does not pay International dues for every regular member within 60 days after October 1st shall be considered “past due.”
- b.** Any club that remains “past due” for an additional 60 days shall have its charter suspended, and all privileges and benefits of membership in Key Club International shall be suspended until the dues are paid.
- c.** Any club charter that remains suspended at the time of the Key Club International Convention may be revoked by action of the Board of Trustees at its convention Board meeting, effective September 30th of the same year.
- d.** A club which has had its charter revoked by action of the Board of Trustees under c) above may be automatically reinstated if it pays its International dues on or before September 30th.
- e.** Upon written request by a Key Club District Board, the Board of Trustees may revoke a charter for non-payment of district dues under the guidelines set forth under c) and d) above.
- f.** Official written notification to the sponsoring Kiwanis Club and the proper school authority must be provided upon suspension and revocation of any Key Club charter.
- g.** A Key Club which is re-chartered within 90 days of revocation will be reactivated, reassigning the same charter number and original date of charter.

4. Reactivation of Suspended Status Clubs

A suspended status Key Club must have at least 15 dues paying members before it can be reactivated and removed from the suspended status list. In Key Clubs with less than 40 members, no more than fifty percent of the club membership may be eligible for graduation in the year of reactivation. In Key Clubs with 40 or more members, no more than two-thirds of the club membership may be eligible for graduation in the year of reactivation. A membership list must accompany the dues payment. (10/86)

5. Non Payment of District Dues

Key Clubs that pay their International dues, but not their district dues, are not in good standing with Key Club International. (10/86)

6. Definition of Interclub

Four members must be in attendance at another club's meeting in order to have an official interclub meeting. (10/86)

7. Filing of Annual Achievement Report

The filing of the Annual Achievement Report is compulsory for every Key Club. (10/86)

8. Hazing

The International Board forbids hazing. (1/89)

9. Definition of Service Hour

A service-hour constitutes any hour of service performed by an individual Key Club member with the approval of his/her club's Board of Directors. The time expended in planning a project will not be counted as a reported service hour.

G. KEY CLUB INTERNATIONAL CONVENTION

1. Mission Statement for Convention

The mission of the Key Club International Convention is to unify Key Club members by inspiring them to serve. (2/97)

2. Convention Definitions

All persons registered for and attending Key Club International Conventions must stay in hotels designated by Key Club International 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. (1/89)

3. District Caucus Procedures

The following District Caucus procedures will be published and enforced at the International Convention:

- a.** Each candidate for office will be given at least five minutes to visit each district in order to allow candidates to remain on schedule. Each district is responsible for adhering to the assigned schedule. (2/03)
- b.** The schedules will be selected randomly to assure that prior to the nominating conference each candidate has had the opportunity to visit every district. (2/87)
- c.** The time allotted to the caucus is to be used to interview and evaluate candidates. As caucuses are an important part of the Key Club International Convention, governors must maintain order, dignity, and a high level of professionalism. The District Administrator (if he/she is in attendance at the convention or in his/her absence a designee) must be in attendance at their district caucuses but may not ask questions of candidates. Candidates should be given the opportunity to present their platforms and to share their ideas for the future of the organization. (11/93)
- d.** The District Administrator is the official chaperone for the caucus and must be present at all times in the room. The District Administrator shall also certify in writing to the Director of Key Club International two alternate chaperones for the caucus in the event

that the administrator has to leave the room. No candidate will be allowed to enter a room to caucus until it has been determined that the administrator, or an alternate, is present along with the Key Club International assigned representative. (2/03)

e. The candidate will be allowed to have one additional Key Club member enter the room with him/her, however, this individual may not participate in the caucus. The candidate must remain behind the podium in the room for the duration of his/her time in the room. (2/03)

f. 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. No candidate may request information from a district which could be used during a caucus. (2/03)

g. Physical contact, hazing, questions pertaining to race, sex, or religion, or any other questions unbecoming of a Key Clubber are prohibited. Any form of hazing that occurs in a caucus room must be documented and reported to the Director of Key Club International for further investigation. The Kiwanis International Board Counselor shall be the ultimate authority for defining and disciplining individuals found to be guilty of hazing. (2/03)

h. Questioning should be conducted in an orderly fashion. The governor shall be responsible for the method of recognizing the questioner from the floor. (2/87)

i. All members of a district must be in attendance at their district caucus. All members of a caucus must be visible at all times to the candidate. No member of a caucus shall be within three feet of a candidate at any time, with the exception of the District Governor and the assigned International Board representative. Attendance must be taken at each session and the names of those not attending should be submitted to the district administrator. (2/03)

j. At the conclusion of your assigned caucus, be certain that the room is neat, and free of trash and other materials, so that it is ready for the group that follows. (2/87)

k. Adults are not permitted to question or comment on candidates. (2/87)

l. As provided in Article 8, Section 1, of the Key Club International Bylaws, the Key Club International Board has the power to take whatever action it deems necessary when the behavior of delegates attending a district caucus has been determined by the Key Club International Board with the governor, director, and Kiwanis International Board Counselor present – to be unbecoming to the Key Club organization. Such action could include the suspension of the governor's right to serve as chair of that caucus. If suspension occurs, then the Key Club International Board has the power to appoint a suitable replacement. (10/86)

m. No district caucus may make a binding obligation on a candidate that is to be enforced outside the caucus. (7/88)

n. The assigned International Board representative to a district shall be present at that district's caucus. In the event that the assigned International Board representative of a district is not able to attend, a suitable replacement shall be appointed by the International Director. The Representative's purpose shall be to ensure compliance with all elections procedures, and he/she shall not be permitted to participate in the proceedings of the caucus.

H. CODE OF CONDUCT

The following rules shall be published and enforced for all events sponsored by Key Club International and shall be known as the "Code of Conduct."

1. General Statement

Key Club members, adult advisors and invited guests are expected to demonstrate behavior consistent with the high ideals of Key Club and should abide by the provisions of this Code while in attendance at any Key Club International event. Every member will respect the authority of the Sergeant at Arms Committee, Key Club Administrators, and designated staff.

2. Responsible Behavior

a. All participants are expected to abide by all government laws and regulations.

b. Members must respect the personal property of others as well as the property of any meeting or lodging facility. The placing of signs or messages on the windows of the hotel rooms is prohibited. No material may be affixed to any hotel walls. Any damage caused by a member must be paid for by that member.

c. Members may not possess or consume any alcoholic beverages.

d. Members may not possess or use any drugs or other controlled substance, with the exception of medication prescribed for the attendee.

e. Members may not possess or use tobacco products.

f. Members are expected to abstain from any activity of a sexual nature.

g. Members are expected to not tolerate hazing or any action that creates unnecessary physical or mental discomfort, embarrassment, harassment or ridicule of others.

h. Members may not possess weapons, firecrackers, or anything of a dangerous nature or act in any way unbecoming of a Key Club member.

3. Lodging

a. Members staying in a hotel or other lodging facility must sleep in their assigned room.

b. Female members are not allowed in the room of any male member, and male members are not allowed in the room of any female member.

c. Male and female members may be present together in hospitality suites when an adult chaperone is present.

d. All members are expected to abide by a curfew beginning at midnight and lasting until 5:00 a.m. unless otherwise specified by the hotel. No Key Club member shall be allowed on balconies after curfew.

e. Items within this section may be modified by the Key Club International Board with approval of the International Director.

4. Dress Code

a. All participants are expected to abide by the designated dress code for each session.

b. "Professional" refers to dress shirt, slacks, neck tie, sport or suit coat and appropriate shoes for males, and dress or suit, skirt or slacks, blouse, and appropriate shoes for females.

c. "Business Casual" refers to slacks, collared shirt, and appropriate shoes for males, and slacks, skirt or skirt, blouse or collared shirt and appropriate shoes for females.

d. "Casual" refers to shorts or jeans, collared shirts, sweatshirts, or appropriate tee-shirts and casual footwear for males, and shorts, skirt, skirt or jeans, collared shirt, sweatshirt, or appropriate tee-shirt and casual footwear for females.

e. At no time will any clothing with inappropriate language, or graphics be allowed. Any shirts, shorts, or skirts deemed to be of inappropriate length will not be allowed.

f. All participants are required to wear name badges for all convention events.

5. Enforcement

a. Violations of this Code will result in notification to the respective district administrator and event chaperone.

b. Violations involving destruction of property, possession, consumption or use of alcoholic beverages or controlled substances will result in dismissal of the attendee from the event.

c. Notification, in writing, will be made by the Key Club International Director or his/her representative to the school, Kiwanis sponsor and parents of any member disciplined under this section.

d. These rules are effective as of the time you arrive at the event until the time you depart.

I. CONDUCT UNBECOMING OF A KEY CLUB MEMBER

1. Key Club Member Conduct

"Conduct unbecoming of a member of Key Club," is defined as any conduct that:

a. is incompatible with the best interests of the public or of members of the Key Club and/or the Kiwanis family; or

b. tends to threaten to harm the standing or reputation of Key Club and/or Kiwanis family in the local or global community.

Violation of the policy defining "conduct unbecoming of a member of Key Club" may result in the disciplinary action against the offending member. Disciplinary action can result in a private reprimand, a public reprimand, or dismissal from the organization. A private reprimand is communicated to the individual violating the "conduct policy" as a warning. A public reprimand requires notification of the district board or district governor of the individual violating the "conduct policy." Dismissal means removal from the member's office or club.

Any individual receiving written notice as provided in the applicable bylaws shall be permitted to hear all evidence against him or her and be afforded the opportunity to provide evidence in his or her defense. The appropriate ruling body shall hear the evidence and determine what sanction, if any, shall be imposed, and such decision shall be final.

J. RULES FOR CANDIDATES

1. Candidates for International Office

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

2. Travel by Candidates for International Office

When visiting other districts or Key Club functions outside his/her home district, an individual is not permitted to be introduced as a candidate for International office. If qualified, he/she will be permitted to travel to the following Key Club functions:

a. One Key Leader event

b. The Governors/Administrators Training Conference (only current district governors and district administrators may attend this conference) (10/86)

c. Other such conferences having approval of Kiwanis International which permit the attendance of eligible Key Club members (10/86)

In addition, an underclassman, who is a candidate for International office, will be allowed to travel to official Key Club functions in six districts during the twelve month period prior to the International Convention at which he/she is a candidate for International office, one of those districts being his/her home district. In the event that the said underclassman is an International officer, and he/she represents two districts, he/she will be allowed to travel to official Key Club functions in six districts during the twelve month period prior to the International Convention at which he/she is a candidate for International office, two of those districts being his/her assigned districts. In the event that the said underclassman is an International officer, and he/she represents three districts, he/she will be allowed to travel to official Key Club functions in six districts during the twelve month period prior to the International Convention at which he/she is

a candidate for International office, three of those districts being his/her assigned districts. (6/89)

Anyone in violation of this policy may forfeit his/her right to be an International officer candidate and his/her name will not be permitted to be placed in nomination at the Nominating Conference at the International Convention. Exceptions to this policy will be considered by the Executive Committee of the Key Club International Board.

3. Endorsement of Candidates for International Office

No candidate shall seek endorsement by a House of Delegates outside of his/her home district.

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. 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.

Candidates must be endorsed for the office of Key Club International President, Key Club International Vice-President, or Key Club International Trustee during the 12 months immediately proceeding the election. Endorsements may only be revoked by the body having made the endorsement or by the endorsed candidate. Endorsements are not transferable. (11/01)

4. Campaign Participation by Key Club Members Only

Only Key Club members may participate in campaigning for candidates for International or district office. (10/86)

5. Campaigning at Key Club International Convention

a. No campaign funds shall be expended by candidates for the purchase of campaign materials for distribution at International Convention. 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 services. (2/97)

b. In place of candidate generated campaign material, all candidates for International Office shall fill out and submit to the International Office, by the prescribed date, an 8 1/2 X 11 inch photo-ready piece of literature. Said forms shall be compiled into an "Information on Candidates" booklet, reproduced and distributed to attendees at the International Convention. This booklet will serve to educate the delegates and attendees on the candidates for International Office. (5/95)

c. Candidates having access to confidential information which will be unveiled at the International Convention shall not use this information to their advantage in the campaign. (11/96)

d. No campaign materials may be displayed in any hospitality suite. (11/96)

e. No meal function may be held to promote the candidacy of any member with delegates from districts other than the candidate's home district. (11/96)

f. No pre-convention campaigning will be permitted outside of the candidate's home district, with the exception of the candidate's flier which may be posted on the Key Club International Web site only. A potential candidate may correspond with International officers and district 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. Candidates who correspond with International officers and/or district governors regarding his/her candidacy must send copies of the correspondence to the International Officer. No other individuals may communicate with the International or district officers either on behalf of the candidate or on their own to publicize the candidacy of any individual prior to the Key Club International Convention. (11/95)

g. 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 Key Club International Board. (11/96)

h. Every candidate for International office must have submitted a completed Statement of Candidacy, International Officer's Service Agreement, a biographical sketch, and an outline of his/her platform, to give the International Director prior to any campaigning at the International Convention. A prospective candidate wishing to have his/her name and personal information included in the "Information on Candidates" which will be inserted in the registration packet of voting delegates at the convention must submit the above forms to the International Director by May 15th (postmark). The one page flier received from each candidate will be posted on the Key Club Web site as they are received. No modification of the flier may be made once it has been received and posted.

i. At no time shall the International Board endorse or in any way publicly support a candidate for district or International office. (2/96)

6. Participation in Convention Contests

No candidate may participate in the Key Club International Talent or Oratory contest during the International 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. (10/02)

K. INTERNATIONAL CONFERENCES AND OTHER EVENTS

1. Purpose of International Conferences

Key Club International sponsors several conferences for the purpose of offering training and education, leadership development, and organizational growth and reinforcement for members and leaders of Key

Club at the club, division and district levels. Each shall meet the requirements of control, management and liability protection as defined by Key Club International and Kiwanis International.

2. Governors/Administrators Training Conference

The Governors/Administrators Training Conference, to be held in May following the last Key Club District Convention, shall provide a training and education curriculum for incoming Key Club governors and their district administrators. Included in the curriculum should be topics related to the operational management of a Key Club district, formulation of plans and goals for the Key Club year, and interaction with other governors and administrators.

3. Key Club International Leadership Conference

The Key Club International Leadership Conference, to be held within one month following the Key Club International Convention, shall provide a Key Club organizational issues and team building education and development program for Key Club International officers.

L. GUIDELINES FOR SPECIAL RELATIONSHIPS WITH OTHER ORGANIZATIONS

1. Definitions of Relationships

Key Club International can have one of two different types of relationships with other organizations, and each relationship is defined by the level of support provided by Key Club International.

a. Partnership: A partnership with an outside organization is defined as a relationship in which Key Club International participates in the promotion of the opportunities provided by the relationship, and requires International Board approval.

Qualifying organizations are:

Children's Miracle Network (CMN)

March of Dimes (MOD)

Read & Lead

UNICEF

b. Working Relationship: A working relationship with another organization is defined as: 1) support by Key Clubs for a program of another organization; or 2) special support of Key Club programs, events or scholarships; and 3) communication between Key Club International and the highest levels of leadership in the other organization.

Qualifying organizations are:

American Red Cross

AYUSA

Big Brothers Big Sisters

Boys and Girls Clubs

Children's Wish Foundation International

Every Child A Swimmer

Habitat for Humanity International

International Committee of the Red Cross

National Association of Secondary School

Principals (NASSP)

National Association of Student Councils

National FFA Organization

Ronald McDonald House

Students Against Destructive Decisions (S.A.D.D.)

UNAIDS

Who's Who in American High Schools

Young Children Priority One Advisory Council

2. Definition of a Partnership

A partnership with another organization requires the approval of the Key Club International Board of Trustees. A partnership with any organization may occur if:

a. The relationship must offer something of advantage to Key Club International clubs and/or membership.

b. Key Club International cannot bind its clubs or membership to participate in any partnership with any organization.

c. The support needed for a service partnership must be that which the average Key Club may achieve.

d. The goals of the partnership must reflect the interests of Key Club and be compatible with the Objects of Kiwanis and Key Club International.

e. In partnerships which involve fund-raising, the partnering organization must offer a method of raising funds for individual Key Clubs.

f. If through the partnership, products are offered for sale, these products must be appropriate for high school audiences, and are in general good taste.

g. The partnering organization must provide Key Club International with information regarding all aspects of its operations.

h. The partnering organization or company should provide evidence of sound financial status and liability coverage of at least \$1 million.

i. The partnering organization must not participate in any activities which are contrary to the objects of Key Club International, or which are inappropriate for high school audiences.

j. The organization must be available to clubs throughout a significant portion of Key Club International. (4/98)

3. Approval of Partnerships

a. Those seeking partnerships with Key Club International must submit a formal proposal, in writing, to the Key Club International Director. All proposals meeting the criteria set by these guidelines will be submitted to the Key Club International Board of Trustees for approval.

b. Partnerships, once approved by the Key Club International Board of Trustees, and meeting guidelines set by the Kiwanis International Board of Trustees, may exist for a period of time, not to exceed five years. However, the Key Club International Board of Trustees will review partnerships annually. (4/98)

4. Definition of Working Relationships

Working relationships do not require International Board approval. Staff will monitor club activity and communicate with organizations that have Key Club

support. If staff discovers that an organization's policies are in conflict with the policies or Objects of Key Club or Kiwanis International, this finding will be reported to the Board, as well as to districts and clubs. (4/98)

5. Organizations Not Known to Key Club International

Guidelines used by the International Office in responding to inquiries concerning organizations that are not known to or do not have a special relationship with Kiwanis International are as follows:

- a. Endorsements:** Generally, Key Clubs should not endorse the policies and programs of other organizations.
- b. Speakers:** Inviting speakers to appear before the club is not considered an endorsement. Key Clubs may use their meeting program as an "open forum" for the presentation of all aspects of a problem and all points of view. (4/98)

6. Commercial Fund-Raising Organizations

In the event that a commercial fund-raising company requests approval for its company's material to be added in a Key Club International general mailing, it must abide by the following guidelines:

- a. Fund-raising materials** may only be added in a general mailing if the mailing is underweight. Key Club material should not be precluded because of these materials. (10/86)
- b. The fundraising company's materials** must be approved by the Director of Key Club International. (10/86)
- c. The fundraising company** must pay for a portion of the cost of sending the general mailing. This rate will be established by the Director of Key Club International. (10/86)
- d. No more than one company's fund-raising materials** may be added in any one general mailing. (10/86)

M. FINANCE

1. Use of Fund Balances (Reserves)

Generally, the Key Club International Board should approve a proposed budget which is balanced or contains a surplus. If specific reasons exist, up to twenty-five percent of the fund balance may be budgeted as expenses for the administrative year. A report explaining such reason and why a balanced budget has not been proposed must accompany the proposed budget. It must be approved by a two-thirds vote of the Key Club International Board and by the Key Club Director. (10/86)

N. MAJOR EMPHASIS PROGRAM

1. Definition of Major Emphasis Program

The Theme and Major Emphasis Program, "Children: Their Future, Our Focus", shall primarily exist in nature for an ongoing period of time. Whereas in the event the service commitment established by the Theme and Major Emphasis Program is fulfilled, the program shall be modified or replaced.

O. YOUTH OPPORTUNITIES FUND

1. Purpose of the Youth Opportunities Fund

The Youth Opportunities Fund (YOF) shall be held by the Kiwanis International Foundation in a restricted fund and shall provide financial support to Key Club International, individual clubs and members through service grants, academic scholarships and other special projects. (2/96)

2. Structure of Youth Opportunities Fund (YOF)

Three accounts shall be established within the Kiwanis International Foundation collectively designated the Key Club International Youth Opportunities Fund. (2/95)

a. Endowment Account - This account shall be designated as an endowment into which fifty percent of all donations shall be deposited unless otherwise specified. (2/95)

b. Service Account - This account shall be designated as an operating fund from which all withdrawals shall be made. Fifty percent of all donations shall be deposited into said account unless otherwise specified. Donations shall be divided upon receipt individually. Moneys may remain in this fund from year to year with the stipulation that the Key Club International Board may grant any or all of said funds. (2/96)

c. Scholarship Account - This account shall be designated as a scholarship fund into which all externally-funded academic scholarships and any internally-funded scholarships are deposited. Scholarships will be paid from the account to the college or university designated by the scholarship recipient.

3. Authority to Use Funds

The Key Club International Board shall direct the Key Club International Director to approve withdrawals and expenditures. (2/96)

4. Use of Interest

Interest generated by the endowment account shall be re-invested into the endowment account. (5/95)

5. Grant Review Committee

The Grant Review Committee will be comprised of the members of the Board Committee on Member Services and any other Key Club International Board member(s) as appointed by the Key Club International President. (2/97)

6. Youth Opportunities Fund Club Project Grants

a. The funding cycle will function to accommodate the Key Club calendar. Applications must be postmarked by May 15. (2/97) (10/02)

b. In the funding cycle, the Grant Review Committee may award up to, but no more than, ten percent of the balance of the Youth Opportunities Fund Service Account available at the convening of the Committee. (2/97) (10/02)

c. A grant awarded to a Key Club may be distributed in one of two ways. The club may choose to have the money given directly to their school or Kiwanis Club Foundation or the grant shall be reimbursed to the

club upon presentation of receipts, invoices or other documentation of expenditure, or shall be paid to any designated vendor, as directed and approved by the club. A grant shall expire one year after the date of the application deadline for the designated funding cycle, and any unused funds shall become available for grants in the next funding cycle. (10/02)

7. Youth Opportunities Fund Scholarships

With the approval of the Director, the International Board may designate a portion of the interest income earned by the organization's investments, excluding the gain or loss in market value of equity investment, be transferred to the Youth Opportunities Fund to be made available as academic college scholarships to graduating Key Club students who are not otherwise officers of Key Club International. The Board shall designate the number and amount of the scholarships upon transfer of the moneys, and the designated interest earnings from any given year must be expended as scholarships the following year. The application shall utilize the same form, deadlines and selection process as existing Key Club International scholarship programs.

8. G. Harold Martin Fellowship

The G. Harold Martin Fellowship shall be attained through a donation of US\$250 to the Youth Opportunities Fund. Additional donation levels of US\$250 are honored as diamond level fellowships. Fellowships can be obtained through a donation in honor of an individual or by an individual.

Fellowships shall receive a recognition item appropriate to the level from Key Club International. 1995-96 shall be the Martin Fellowship Charter Year and all Fellows attained during that year shall be known as Charter Fellows. (11/01)

9. Service Scholarship

- a. The service scholarship will award up to four one-time, non-renewable \$1,000 USD grants to up to four applicants.
- b. The applicant must be a graduating high school member in good standing who will be attending a post-secondary institution within one year of graduation.
- c. The applicant must have at least 100 hours of community service as defined in the Key Club International Guidebook since January of the previous year. He/she must have 100 documented hours for each year prior to that in which the applicant was a Key Club Member. These hours must be documented and verified by the Key Club faculty advisor. The documentation must be attached to the scholarship application in its entirety.
- d. The applicant must complete two writing prompts. One must describe the effects of his/her service experience and a second must describe the applicant's personal life (up to 300 words each).

- e. The applicant must submit a recommendation from the faculty advisor and/or Kiwanis advisor. 02/06

P. MISCELLANEOUS

1. Sweetheart Contest

There shall be no sweetheart contests on the International level. (10/86)

2. Student Exchange Program

Key Club International shall endorse participation in the Kiwanis International student exchange program. (5/00)

3. Key Club International Honorary Membership

An **Honorary Membership** in Key Club International may be presented, at the discretion of the Key Club International Board, to anyone who has greatly contributed to the International organization. The bestowing of this award must be determined at least three weeks in advance of the presentation by majority vote of the International Board of Trustees and can be given at any location deemed appropriate for the presentation.

Q. CHANGES TO POLICIES

1. Policies Remain Constant from Year to Year

Key Club International Board Policy is to remain fixed year to year unless specifically altered by the Key Club International Board of Trustees. (10/86)

2. Approval by Key Club International Board

International Board Policy must be approved by a two-thirds (2/3) majority vote of the International Board. (10/86)

3. Effective Date

No change of International Board Policy will take effect until the district governors and administrators have had 30 days to review said change. (10/86)

4. Reconsideration of a Policy

Any district desiring reconsideration of proposed changes to International Board Policy, the Standard Form for District Bylaws or the Standard Form for Club Bylaws shall request in writing to the International Office reconsideration of proposed change. Said request shall include a thorough explanation of the district's concerns, and alternatives to the policy. (10/86)

Scheduled implementation of the proposed change will be postponed until a review of the request for reconsideration has been taken by the International Board of Trustees. A written report of the Board's subsequent action will be made to those requesting the reconsideration. If reversal or modification of the proposed policy is made, notification will be made to all district governors and administrators in writing through the International Office. (10/86)

Addendum to The Board Policies of KEY CLUB INTERNATIONAL

KEY CLUB INTERNATIONAL RECOGNITION & AWARDS PROGRAMS

Amended and including changes through January 2006

Eligibility. No individual or group that receives remuneration from Key Club International may be eligible for any award listed in this addendum in the same year in which payment was received for services offered.

Recognition Programs for Individuals

Key of Honor

The **Key of Honor** is the highest recognition award presented by Key Club International. The recipient shall be 1) an individual who has made a life-long positive impact upon youth in general and Key Club in specific, or 2) an organization that should be so honored for a long-term support of youth and the Key Club program. When the award is to be presented to an individual within a Key Club district, the highest ranking officer of Key Club International in attendance at the convention of the home Key Club district should provide a formal announcement of the award at the convention. A biography or summary of the award recipient(s) should appear in a pre-convention issue of the KEYNOTER magazine. The award shall be presented at the Key Club International Convention.

Nominations for the award shall be made by an individual Key Club or the member of a Key Club, and shall be according to the following criteria:

- A. All nominations must be in notebook or portfolio form. This is for ease of handling only and has no bearing on how the nomination will be judged.
- B. All nominations must contain the following:
 1. **Letter of Nomination:** This letter should be written by the nominating Key Club member or a committee of individuals within the nominating Key Club, and should provide a nomination statement, basic overview of the candidate, and the reason for the nomination.
 2. **Biographical Information:** This should include schools/colleges attended, community involvements, occupation/business interests, Kiwanis-family and other youth service affiliations, and other pertinent biographical information.
 3. **Letters of Recommendation:** A maximum of 20 letters may be submitted; however, only the first five will be considered in the award judging. The letters may be divided into any categories desired.
 4. **Letter of Summation:** This letter should be written by the individual or committee who made the nomination. It should summarize the letters of recommendation and the applicant's personal history. It should also include reasons why the nominee is deserving of this highest honor.

5. **Additional Information:** Up to four pages of additional information including photographs, newspaper clippings, etc., may also be included in the nomination package.

- C. No more than two Keys of Honor may be awarded in any year.
- D. The selection of the recipient will be made solely upon the presentation received, rather than the International Board's knowledge of the nominee. Nominations must be received at the International Office on or before the first Friday following January 5 of each year.

Nininger Medal

The **Sandy Nininger Medal** is to be given for special merit only to high school students. (10/86)

Oratorical Contest

- A. The subject for all orations is to be predetermined and distributed to the clubs via general mailing.
- B. The subject matter of the oration and the presentation must be original and completely developed by each orator. These factors will be considered equally in determining who is to receive the awards.
- C. Each orator will be allowed a maximum of five minutes for his/her presentation. Exceeding the time limit may result in a penalty.
- D. Each orator must be an official member in good standing with Key Club International and his/her local club.
- E. Judging and awarding points will be based on the following criteria:

SPEECH – 75 Points

Clarity of message & projection of idea 20 Points
Depth.....10 Points
Originality.....10 Points
Organization 20 Points
Reference..... 5 Points
Grammar/word choice10 Points

DELIVERY – 25 Points

Posture (composure and gestures)10 Points
Voice (tone, effectiveness/pronunciation) 10 Points
Attention of audience 5 Points

- F. Any Key Club member in good standing is eligible to audition for the oratory contest. In order to audition, a form including the member's name, club and district, must be received by the International Office by June 1. No member will be allowed to audition without the form. (11/01)
- G. During the convention, elimination trials will be held (time and place to be announced in the convention program), and three orators will be selected to appear before the entire convention.
- H. The three outstanding orators will receive suitable awards and recognition for their excellence in public speaking.

- I. Oratorical finalists will be expected to address the convention.
- J. The decision of the judges is final and no changes, alterations, or regradings will take place after the results have been certified by the judges, the Chair of the Contests, and the Board Counselor of this contest. (11/94)

Talent Contest

- A. The Key Club International Convention **Talent Contest** will be conducted according to the following rules.
- B. Any Key Club member in good standing is eligible to audition for the talent contest. In order to audition, a form including the member's name, club and district, must be received by the International Office by June 1. No member will be allowed to audition without the form. (11/01)
- C. Each Key Club may participate in no more than one act entered in the International Talent Contest.
- D. A talent contest entry may take any form as long as it is entertaining and in good taste.
- E. All participants in an act must be official members of a Key Club in good standing with Key Club International. In the case of a group act, all members must be from the same club or district.
- F. All acts entered in the International Talent Contest will be required to demonstrate their ability and entertainment appeal at preliminary auditions (time and place to be announced in the convention program). At this time, the most entertaining six to eight acts will be selected to appear in the International Talent Show as finalists.
- G. Selection of acts by the judges at the preliminary auditions, in so far as they are consistent with high quality performance, will be final.
- H. Suitable awards will be presented finalist acts.
- I. The time limit on each performance of the acts at a general session of the convention should not exceed six minutes.
- J. Any materials (props, instruments, costumes, etc.) that are needed for each performance must be supplied by the contestants who participate in that performance.
- K. Any Key Club entertainment on the convention program prior to the International Talent Show cannot participate as a judged act.
- L. Judging for this contest will be based on the following criteria and point values:

Content.....	20 Points
Performance.....	20 Points
Poise.....	20 Points
Audience response.....	20 Points
Personal evaluation.....	20 Points
- M. The decisions of the judges are final and no changes, alterations or regradings will take place after the

results have been certified by the judges, the Chair of the Judges, and the Board Counselor of this contest. (1/01)

Recognition Programs for Clubs

Club Poster Contest

- A. The Key Club International **Poster Contest** will be conducted according to the following rules.
- B. The first and second place Key Club Poster contest winners from each of the organized Key Club districts will be eligible to compete in the contest. In the case a district does not hold a district contest using the prescribed rules of this contest, the district may select an entry by other means and so certify by signature of the district administrator. Clubs existing within a non-districted area shall submit their entries to Key Club International. (10/02)
- C. The poster should be designed to recruit new members for Key Club, and should not bear the name of any school, community, or district.
- D. The poster dimensions should be 17 inches by 22 inches, with the actual height and width not varying more than one-half inch for the prescribed contest dimensions. The poster should not measure more than one-eighth inch in thickness.
- E. The following information must be submitted with each entry:
 - 1. Name of the Key Club and district.
 - 2. Contact name and information for the artist producing the poster. The artist must be a Key Club member.
- F. Posters will be judged according to the following criteria:

Originality.....	10 points
Creativity.....	10 points
Artistic ability.....	10 points
Promotion of Key Club.....	15 points
Effectiveness for membership recruitment.....	15 points
Ability to reproduce the poster via printing.....	10 points
Overall appearance.....	30 points
- G. Suitable awards will be presented to first, second, and third places.
- H. Winning entries will become the property of Key Club International, and will not be returned to clubs. Key Club International reserves the right to reproduce any contest winners, providing appropriate credit to the Key Club and artist.
- I. All entries shall be in good taste and appropriate to the standards set by the Objects of Key Club International.
- J. The decision of the judges is final and no changes, alterations, or regradings will take place after the results have been certified by the judges, the Chair of the Contests, and Board Counselor of this contest. (1/01)

Club Video Contest

- A. The Key Club International Club **Video Contest** will be conducted according to the following rules.
- B. The first and second place Club Video Contest winners from each of the organized Key Club districts will be eligible to compete in the contest. In the case a district does not hold a district contest using the prescribed rules of this contest, the district may select an entry by other means and so certify by signature of the district administrator. Clubs existing within a non-districted area shall submit their entries to Key Club International. (10/02)
- C. The video/DVD must be produced by club members only at a cost not to exceed US\$200.
- D. The video/DVD should be promotional for Key Club as an organization and/or the Key Club within its respective school/community.
- E. The length of the completed video/DVD segment should be either 30 seconds or 60 seconds.
- F. The video may be submitted on a VHS formatted video cassette or on a DVD.
- G. The following information must be submitted with each entry:
 - 1. Name of the Key Club and district.
 - 2. Contact name and information for a Key Club member responsible for the submission.
 - 3. Itemized listing of all costs associated with the video/DVD production, including cost of the cassette or DVD.
- H. Videos/DVDs will be judged according to the following criteria:

Originality.....	10 points
Creativity.....	10 points
Promotion of Key Club.....	20 points
Clarity of message.....	10 points
Quality of production	
a. Projection of idea.....	10 points
b. Sound quality.....	10 points
c. Picture quality.....	10 points
Overall impression	20 points
- I. Suitable awards will be presented to first, second, and third place.
- J. All entries will become the property of Key Club International, and will not be returned to clubs. Key Club International reserves the right to reproduce or broadcast any contest entries.
- K. All entries shall be in good taste and appropriate to the standards set by the Objects of Key Club International.
- L. The decision of the judges is final and no changes, alterations, or regradings will take place after the results have been certified by the judges, the Chair of the Contest, and the Board Counselor of this contest. (1/01)

Distinguished Club Award

The **Distinguished Club Award** program shall provide recognition to individual Key Clubs for their overall performance in the combined areas of club administration, membership and leadership development, Kiwanis family involvement, service and fund-raising as judged against a pre-established standard of excellence.

- A. Entries shall use the official Annual Achievement Report form. All entries in the Club Achievement Awards program shall be dually entered in the Distinguished Club program.
- B. Entries shall be judged based upon achieving a percentage of accumulated points in the categories of the club Annual Achievement Report. Clubs achieving a predetermined score shall be designated as a "Distinguished Club." The Key Club International Board shall set the minimum number of points required for this designation.
- C. Only activities which occurred during the district administrative year shall be included on the report. Clubs existing within a non-districted area shall report activities occurring between May 1 and the following April 30.
- D. Judging of each entry in the Club Achievement Awards program shall determine the point total upon which recognition shall be provided as a Distinguished Club.
- E. Disqualification from the Club Achievement Award program shall also constitute disqualification from the Distinguished Club Award program.
- F. Suitable recognition will be provided by Key Club International to each district for presentation to Distinguished Clubs at the district convention. The decision of the judges are final.
- G. The point value to achieve the Distinguished Club – Diamond Level shall be a pre-determined number set by the Key Club International Board of Trustees. (6/99)

Major Emphasis Program Award

The **Major Emphasis Program Award** is given to the Key Club which, through its unselfish efforts, has produced during the year the best Major Emphasis Program Project.

- A. Only one winner in the district contest will be eligible for entry in the International competition.
- B. Report must be typed. Each section found in Section G must begin on a new page and each page must have a heading specifying the section being described. There is no word limit. The official Major Emphasis Involvement report cover sheet must accompany all entries. It must be completed in its entirety.
- C. The activity described can cover any phase of Key Club Major Emphasis Involvement specifically highlighting personal development and social interaction of children, during the year from district convention to district convention. The report may include newspaper clippings, substantiating photographs, or other pertinent information. (10/02)

- D.** Reports will be judged according to the amount of Major Emphasis Program activity described in Section G. Suitable recognition and awards will be presented to the Key Club filing the best Major Emphasis Program Report in compliance with these rules. This award will be given at the International Convention. There are no platinum, silver, gold, or bronze divisions in this contest; instead there are first, second, and third place awards.
- E.** To be eligible for the International contest, the report that wins the district contest must be received by the Key Club International Office, 3636 Woodview Trace, Indianapolis, IN 46268-3196, no later than the first Friday in May.
- F.** The decisions of the judges are final, and no changes, alterations, or regradings will take place after the results have been certified by the judges.
- G.** The section to be described and the points for each are indicated below:
- 1. THE NEED** - To qualify for judging, a statement must establish in what way the project deals with the MEP.
 - 2. THE PLAN** (10 points) - Describe how the project was organized.
 - 3. IMPLEMENTATION** (20 points) - Describe the steps taken to implement the plan.
 - 4. FINAL RESULTS** (25 points) - Describe the benefits of the service rendered.
 - 5. PARTNERSHIPS WITH THE KIWANIS FAMILY AND OTHER ORGANIZATIONS** (10 points) - Describe actions and partnerships formed. Describe how the project was publicized.
 - 6. PERCENTAGE OF CLUB MEMBERS PARTICIPATING** (10 points)

01-09% = 1 point	50-59% = 6 points
10-19% = 2 points	60-69% = 7 points
20-29% = 3 points	70-79% = 8 points
30-39% = 4 points	80-89% = 9 points
40-49% = 5 points	90-100% = 10 points
 - 7. CLUB'S OVERALL PROGRAM DEALING WITH MEP** (25 points) - Describe any other projects/programs your club implemented to address the Major Emphasis Program. Describe how your club worked with MEP during other parts of the year. (5/95)

Partners in Service Award

The **Partners in Service Award** is given to each Key Club which, through its unselfish service efforts, has participated in at least one project with each official partner during an administrative year.

- A.** The report must be typed and properly certified utilizing the official Partners in Service Award form.
- B.** The projects must be completed between district convention and district convention.
- C.** Suitable recognition shall be provided to each club that participates fully in the program.
- D.** If a club is unable to participate with one of the official partners, a signed statement from the club president and faculty advisor should accompany the official form with an explanation. The explanation should include a description of a project that takes the place of a project related to the partner in question.
- E.** To be eligible for the award, the report must be received by the Key Club International Office, no later than the first Friday in May.
- F.** The decision of the judges are final, and no changes, alterations, or regradings will take place after the results have been certified by the judges. (1/01)

Year in Review Contest

Each Key Club may enter one of the two following contests.

1. Traditional Scrapbook

- A.** A Key Club may enter a scrapbook containing pictures, souvenirs, examples, newspaper clippings, etc. of its activities during the club administrative year (defined as being from district convention to district convention). Each scrapbook must be subdivided into the following categories: Service to School, Service to Community, Fundraising Projects, Assistance to Kiwanis Projects, involvement with the Major Emphasis Program, and Miscellaneous. Each category must be tabbed accordingly. The pages must also be numbered with a table of contents included at the beginning. Only the first and second place district winners in each category will be eligible to compete in the International contest. Clubs existing within a non-districted area shall submit their entries to Key Club International. (10/02)
- B.** Each entry is required to be submitted in a specified scrapbook binder to be determined by the International Office and made available for purchase from Kiwanis International and other designated vendors. The cover may be decorated.
- C.** Judging of the scrapbook will be on a point system as follows:

FORMAT – 50 Points	
Cover artwork.....	10 Points
Interior artwork	20 Points
News clippings and photographs	20 Points
GENERAL CONTENT – 60 Points	
Service to school	10 Points
Service to community	10 Points
Fundraising projects.....	10 Points
Assistance to Kiwanis projects	10 Points
Involvement with Major Emphasis Program	10 Points
Miscellaneous.....	10 Points

 (10/02)
- D.** A sheet of paper must be affixed to the inside front cover of the scrapbook containing the following: Key Club name, city, state/province, district and an itemized statement of the total expenditures and donations. If this sheet of paper is not affixed to the inside front cover of the scrapbook, the judges will

deduct ten points. This statement must be signed by the Key Club president and faculty advisor, stating the scrapbook's retail cost value (including photographic materials) does not exceed the amount of US\$150. Work done by Key Club members such as hand-lettering, artwork, etc., need not be included as cost items. Failure to comply with this rule will result in disqualification.

- E. Each scrapbook being judged at the International Convention MUST be the exact same scrapbook judged at the district convention. Any alterations in the scrapbook will result in disqualification.
- F. Entries shall be submitted to the Key Club Convention Contest Office during specified hours as listed in the convention program.
- G. Suitable prizes will be awarded for scrapbooks judged best on the basis of format and general content.
- H. The decisions of the judges are final and no changes, alterations, or regradings will take place after the results have been certified by the judges, the Chair of the Contest, and the Board Counselor of this contest.
- I. No audio, visual, or computer equipment will be allowed as part of the entry. (10/00)

2. Non-Traditional Scrapbook

- A. A Key Club may enter a non-traditional scrapbook or composition of other media containing pictures, souvenirs, examples, newspaper clippings, or other representations of its activities during the club administrative year (defined as being from district convention to district convention). Clubs existing within a non-districted area shall submit their entries to Key Club International. (10/02)
- B. Each entry should adequately portray the following categories: Service to school, Service to community, Fundraising projects, Assistance to Kiwanis projects, Involvement with Major Emphasis Program and Miscellaneous.
- C. Judging of the entry will be on a point system as follows:

CREATIVITY – 50 Points

Uniqueness of project presentation 10 Points
 Artistic value 20 Points
 Participation by club members 20 Points

GENERAL CONTENT – 60 Points

Service to school 10 Points
 Service to community 10 Points
 Fundraising projects 10 Points
 Assistance to Kiwanis projects 10 Points
 Involvement with Major Emphasis Program.. 10 Points
 Miscellaneous 10 Points
 (10/02)

- D. A sheet of paper must be submitted with the entry and contain the following: Key Club name, city, state/province, district, and an itemized statement of the total expenditures and donations. This statement must be signed by the Key Club president and faculty advisor, stating the entry's retail cost value (including

photographic materials) does not exceed the amount of US\$250. Work done by Key Club members such as hand-lettering, artwork, etc., need not be included as cost items. Failure to comply with this rule will result in disqualification.

- E. Entries shall be submitted to the Key Club Convention Office during specified hours as listed in the convention program.
- F. Suitable prizes will be awarded for entries judged best on the basis of creativity and general content.
- G. The decisions of the judges are final and no changes, alterations, or regradings will take place after the results have been certified by the judges, the Chair of the Contest, and the Board Counselor of this contest.
- H. No audio, visual, or computer equipment will be allowed as part of the entry. The entry must be sturdy to allow handling by judges as necessary. (10/00)

Single Service Award

The **Club Single Service Award** program shall provide recognition to individual Key Clubs for their single best service project.

- A. A qualifying single service project shall be defined as a club service project, planned, organized and produced by the Key Club occurring on a single day or consecutive days, or recurring on different days. In the case of a recurring project, it is the same project that must be repeated for the purpose of achieving the same service goal.
- B. Entries shall use the official Single Service Report form and shall be submitted to the district for competition according to the guidelines as set by the district. Clubs existing within a non-districted area shall submit their entries to Key Club International.
- C. Clubs shall compete with other clubs of similar size within four membership categories: Bronze, being 35 members or less; Silver, being 36 to 60 members; Gold, being 61 to 85 members; and Platinum, being 86 members or more.
- D. Entries shall be judged based upon an accumulated total of points allocated to the following categories:
 Service need 10 Points
 Project plan 20 Points
 Project implementation 20 Points
 Final results 25 Points
 Public awareness 15 Points
 Members participation 10 Points
- E. Only activities which occurred during the district administrative year shall be included on the report. Clubs existing within a non-districted area shall report activities occurring between May 1 and the following April 30.
- F. Judging of all entries within each district shall determine one first place winner, and other levels of recognition as deemed appropriate, in each membership category. Each first place report

should be forwarded to Key Club International for competition with other first place winners. No changes may be made in the report by the club, district or judging committee. Reports must be received by the first Friday in May.

- G.** All entries from non-districted clubs shall be judged to also produce a first place winner in each category. Reports must be received by the first Friday in May.
- H.** An entry may be disqualified by the judges for reporting incorrect or false information or failure to submit a report according to the rules of the district's competition. Any disqualification at the district level requires the approval of the district administrator or his/her designee. An entry may be disqualified by the judges at the International level for the same reasons, and any disqualification requires the approval of the International Director.
- I.** Suitable recognition should be provided to clubs achieving first place and other places at district and International levels of competition. At each level of judging, the decisions of the judges are final. No changes, alterations or regrading will take place after the results have been certified by the judges. (9/99)

Recognition Programs for Districts

District Kiwanis Family Relations Award

The Kiwanis Family Relations Award was established to honor the districts which work to enhance the mutually beneficial relationships with Kiwanis International and the Kiwanis Family.

- A.** The evaluation will be made on the basis of the criteria set forth below. This is not a contest between districts, but a recognition of an individual district's performance in the field of Kiwanis Family Relations. Each tabulation and claim must be substantiated through signed letters, pictures and by other appropriate means.
- B.** In order to receive this award the nominee must accumulate a total of 385 out of 460 possible points.
- C.** District Kiwanis Family Project
 - a.** Explanation - a thorough detail of the project must be included
 - 1. Overview of project10 points
 - 2. Plan/goal10 points
 - 3. Implementation10 points
 - 4. Provision of contact information for the Kiwanis, Circle K and Key Club Governor.....10 points
 - b.** Publication - provide samples of publication of the project in the following media
 - 1. Kiwanis Family Publications.....5 points each, 20 points maximum
 - 2. Kiwanis Family Web sites5 points each, 20 points maximum
 - 3. Miscellaneous PR material10 points maximum

c. Participation

1. Computation of hours served/funds raised throughout district

- a. completion of the goal 20 points
- b. within 5%15 points
- c. within 10%10 points
- d. within 15%..... 5 points

2. Family Participation (50 points total)

- a. Kiwanis.....10 points
- b. Circle K.....10 points
- c. Builders10 points
- d. K-Kids.....10 points
- e. Aktion.....10 points

D. Kiwanis Family Attendance

a. Key Club District Convention (50 points maximum) - points are awarded when an official representative from each of these organizations were invited and spoke at convention

- 1. Kiwanis10 points
- 2. Circle K.....10 points
- 3. Builder's.....10 points
- 4. K-Kids.....10 points
- 5. Aktion10 points

b. Key Club Governor – the Key Club Governor should attend the following:

- 1. Circle K District Convention..... 20 points
- 2. Circle K District Event (training, board meeting)20 points
- 3. Kiwanis District Convention..... 20 points
- 4. Kiwanis District Midwinter Meeting.. 20 points
- 5. Kiwanis District Event..... 20 points
- 6. Other branch of the Kiwanis Family Event (training, induction, etc.)10 points each, 50 points maximum

E. Miscellaneous (maximum of 100 points)

a. Submit evidence of performance above and beyond the normal Kiwanis Family Relations, including documentation of achievements not covered by criteria afore mentioned. Points shall be awarded at the discretion of the judges.

*Note: If you would like special consideration for any or all of the criteria, please include an explanation signed by the District Governor and Administrator.

Distinguished District Bulletin Editor Award

- A.** An evaluation will be made on the basis of the criteria set forth below. This is not a contest between district officers, but a recognition of an individual's performance.
- B.** Only persons elected or officially appointed to their positions may be submitted for consideration. In order to be eligible for this award, the nominee must have complied with all aspects of the Constitution, Bylaws and Board Policy Code pertaining specifically to serving as a district officer, and the nominee may

not have violated Section 2, Responsible Behavior, of the Key Club International Code of Conduct.

Nominations must be received at Key Club International no later than the first Friday in May.

- C.** Copies of all required documents must accompany the nomination. In order to be considered for this award, the nominee must accumulate a total of at least 900 points out of the 1000 possible points. (10/02) (07/05)

- D.** Information must be submitted in no more than one binder, not to exceed four inches, keeping the information in accordance with each individual heading described below.

E. Criteria

1. Board Correspondence (100 points maximum)

Produce and distribute at least five articles of correspondence for district board members. Examples include: memos, newsletters and reports. The following are to be taken into consideration.

- a.** Appearance (10 points)
- b.** Content (70 points)
 - Role of club officer
 - Importance of club newsletters
- c.** District publication promotion
 - Upcoming district events
 - Other responsibilities/duties of club editor or club historian (if applicable)
- d.** Timeliness of covered materials (15 points)
- e.** Spelling/Grammar (5 points)

2. District Publications (300 points maximum) -

Produce and distribute publication(s) to clubs. If only one publication is produced, it will be judged out of 300 points. If two publications are produced, each will be worth 150 points. If three publications are produced, each will be worth 100 points. If more than three publications are produced, please indicate which three are to be judged and will be worth 100 points each. The following should be taken into consideration.

- a.** Content (required in all publications)
 - 1.** Major Emphasis Program
 - 2.** Youth Opportunities Fund
 - 3.** International Representative's Message
 - 4.** Governor's Message
 - 5.** Club/Division Highlights
- b.** Content (required in only one publication)
 - 1.** District Convention Summation
 - 2.** International Convention Promotion
 - 3.** International Convention Summation
 - 4.** District Convention Promotion
- c.** Spelling/Grammar (all publications)
- d.** Appearance (all publications)
- e.** Timeliness of covered material (all publications)

3. Required Attendance (200 points maximum, deduct 50 points for each event not attended)

- a.** District Convention at the beginning and end of term
- b.** International Convention during term

c. District Bulletin Editors forum at International Convention

d. All District Board Meetings

- 4. Reporting** (100 points maximum, deduct 25 points for each report not submitted) - Present the Bulletin Editors Report at all official board meetings.

5. KEYNOTER (100 points maximum) - File the Core Value Report Form for the KEYNOTER within the specified time limit. (10/03)

- 1 submitted:25 Points
- 2 submitted:50 Points
- 3 submitted:75 Points
- 4 submitted:100 Points

6. Service to Home, School, Community (100 points if service verified) - Perform at least 50 hours of service to home, school and community through Key Club activities. Verification shall consist of a description of service performed certified by the club president and faculty advisor. Deduct 5 points for every hour below 50.

7. Miscellaneous* (100 points maximum) - Submit evidence of performance above and beyond the call of duty including recommendations and documentation of achievements such as sending the bulletin to other district bulletin editors and the International Office. Points shall be awarded at the discretion of the judges. (6/00)

*Note: If you would like special consideration for any or all of the criteria, please include an explanation signed by the district administrator.

Distinguished District Governor's Award

- A.** An evaluation will be made on the basis of the criteria set forth below. This is not a contest between district officers, but a recognition of an individual's performance.
- B.** Only persons elected or officially appointed to their positions may be submitted for consideration. In order to be eligible for this award, the nominee must have complied with all aspects of the Constitution, Bylaws and Board Policy Code pertaining specifically to serving as a district officer, and the nominee may not have violated Section 2, Responsible Behavior, of the Key Club International Code of Conduct. Nominations must be received at Key Club International no later than the first Friday in May.
- C.** Copies of all required documents must accompany the nomination. In order to receive this award, the nominee must accumulate a total of at least 1269 points out of the 1410 possible points. (11/01) (10/03) (07/05)
- D.** Information must be submitted in no more than one binder, not to exceed four inches, keeping the information in accordance with each individual heading described below.
- E. Criteria**
 - 1. Club Newsletters** - Produce and distribute at least four newsletters to club presidents. The following are to be taken into consideration. (90 points maximum)

- a. Appearance (10 points)
- b. Content covered throughout the year (60 points)
 1. Major Emphasis Program
 2. Youth Opportunities Fund
 3. Kiwanis Family
 4. New Club Building
 5. District Convention
 6. International Convention
- c. Timeliness of Covered Materials (15 points)
- d. Spelling/Grammar (5 points)
- 2. Board Newsletters** - Produce and distribute at least ten monthly newsletters to district Board. The following are to be taken into consideration. (90 points maximum)
 - a. Appearance (10 points)
 - b. Content covered throughout the year (60 points)
 1. Major Emphasis Program
 2. Youth Opportunities Fund
 3. Kiwanis Family
 4. New Club Building
 5. District Convention
 6. International Convention
 - c. Timeliness of Covered Materials (15 points)
 - d. Spelling/Grammar (5 points)
- 3. Board Meeting Agenda** - Prepare and distribute a tentative agenda for each district Board meeting. (100 points maximum)
- 4. District Officer Training** - Develop materials and institute a training program for district officers. The prescribed training must at a minimum include the following. (100 points maximum, deduct 25 points if training does not occur before International Convention):
 - a. Major Emphasis Program
 - b. Youth Opportunities Fund
 - c. Kiwanis Family
 - d. Planning Service Projects and Programs
 - e. Suggested Calendar
 - f. Position Responsibilities
 - g. Emphasis on Club Building and Reactivation
 - h. Guidelines for Divisional Meetings
- 5. Committee Directives** - Provide written directives and assist district committees in their operation. (120 points maximum)
 - a. Appoint at least the following standing committees (20 points)
 1. Public Relations
 2. Kiwanis Family Relations
 3. Major Emphasis Program
 - b. Appoint convention committees during term as needed (20 points) (*If the district chooses not to appoint convention committees, a letter from the administrator is required to be eligible for the 20 points.)
 - c. Thoroughly explain committee responsibilities (20 points)
 - d. Schedule committee meetings at district board meetings (20 points)
 - e. Provide follow-up directives on a quarterly basis (20 points)
 - f. Use a committee report form and record in district minutes (20 points)
- 6. Required Attendance** - The district governor must attend the following: (175 points maximum - deduct 25 points for each event not attended)
 - a. District Convention at the beginning and end of term as governor
 - b. Governor/Administrator Training Conference
 - c. International Convention during his/her term in office
 - d. Governors forum at the International Convention
 - e. All district Board meetings
 - f. Kiwanis district convention or Mid-Winter conference during term in office
 - g. Circle K district convention during term in office
- 7. Active Clubs** (40 points maximum)
 - a. Net increase of 5% in the number of active clubs (20 points)
 - b. Net increase of 2% in the number of active clubs (10 points)
 - c. No decrease in the number of active clubs (5 points)
 - d. Publicity and promotion of new clubs (20 points)

*School consolidations or closing should be reported for consideration.
- 8. Membership** (20 points maximum)
 - a. Net increase of 1% in club membership (20 points) (11/01)
- 9. Percentage of Dues Collection by May 1** (50 points maximum)
 - a. One quarter of the percentage of dues collected by May 1 (25 points)
 - b. Publicity and promotion of dues collection (25 points)
- 10. Kiwanis Family Relations** (125 points maximum)
 - a. Hold at least one meeting with Kiwanis governor (25 points)
 - b. Hold at least one meeting with Circle K governor (25 points)
 - c. Attend at least one Kiwanis District Board Meeting (25 points)
 - d. Attend at least one Circle K District Board Meeting (25 points)
 - e. Hold a district wide Kiwanis Family event (25 points) (10/02)
- 11. Board Liaison** (100 points maximum)
 - a. Provide written directives for board liaison outlining how he/she can assist the district (25 points)
 - b. Provide time at board meeting for board representative liaison's report (25 points)
 - c. Communicate at least two times per month with the board liaison (25 points)

d. Provide opportunity at district convention for the board liaison to address the entire convention (25 points)

12. Reporting (100 points maximum - deduct 25 points for each report submitted late and 50 points for each report not submitted). File all reports (International Board committee questionnaires, surveys, etc.) required by the Key Club International Office or Board within specified time limits.

13. Administrator (100 points maximum)

a. Contact the administrator prior to each board meeting to prepare the agenda (50 points)

b. Communicate at least three times per month with the administrator (50 points)

14. Service to Home, School, and Community

(100 points if service is verified) - Perform at least 50 hours of service to home, school, and community through Key Club Activities. Verification shall consist of a description of service performed certified by the club president and faculty advisor. Deduct 5 points for every hour below 50.

15. Miscellaneous* (100 points maximum) - Submit evidence of performance above and beyond the call of duty including recommendations and documentation of achievements not covered by these criteria. Points shall be awarded at the discretion of the judges. (6/00)

*Note: If you would like special consideration for any or all of the criteria, please include an explanation signed by the district administrator.

Distinguished District Secretary's Award

A. An evaluation will be made on the basis of the criteria set forth below. This is not a contest between district officers, but a recognition of an individual's performance.

B. Only persons elected or officially appointed to their position may be submitted for consideration. In order to be eligible for this award, the nominee must have complied with all aspects of the Constitution, Bylaws and Board Policy Code pertaining specifically to serving as a district officer, and the nominee may not have violated Section 2, Responsible Behavior, of the Key Club International Code of Conduct. Nomination forms must be received at Key Club International no later than the first Friday in May.

C. Copies of all required documents must accompany the nomination. In order to receive this award, the nominee must accumulate a total of 878 points out of 975 possible points. (07/05)

D. Information must be submitted in no more than one binder, not to exceed four inches, keeping the information in accordance with each individual heading described below. (11/01) (10/03)

E. Criteria

1. Board Newsletters - Produce and distribute at least ten monthly newsletters for district board members.

The following are to be taken into consideration. (100 points maximum)

a. Appearance (10 points)

b. Content (70 points)

Role of club secretary

(i.e. general correspondence and minutes)

Club roster collection

Upcoming district events

Other responsibilities/duties of club secretary

c. Timeliness of covered materials (15 points)

d. Spelling/Grammar (5 points)

2. Club Newsletters - Produce and distribute at least three newsletters to club secretaries. The following are to be taken into consideration. (100 points maximum)

a. Appearance (10 points)

b. Content (70 points)

Role of club secretary (i.e. general correspondence and minutes)

Club roster collection

Upcoming district events

Other responsibilities/duties of club secretary

c. Timeliness of covered materials (15 points)

d. Spelling/Grammar (5 points)

3. Club Secretary's Workshop - Develop materials for and conduct a club secretary's workshop at the district convention at the end of his/her term of office. (100 points maximum)

4. Board Minutes - Distribute copies of all district board minutes to district board officers and the International Office. (100 points maximum)

a. Within 15 days of the board meeting (100 points)

b. Within 30 days of the board meeting (50 points)

c. Within 45 days of the board meeting (25 points)

d. Later than 45 days (10 points)

e. No report (0 points)

5. Required Attendance - The district secretary must attend the following: (75 points maximum - deduct 25 points for each event not attended)

a. District convention at the beginning and end of term

b. District secretary's forum at the International Convention

c. All district board meetings

6. Reporting - Present the secretary's report at all official board meetings. (100 points maximum - deduct 25 points for each report not submitted)

7. Submission of District Convention Reports - Submit a completed copy of contest winners, election results, and district convention report to the International Office as required by Key Club Bylaws, after the completion of your term. (50 points maximum)

a. Within 30 days of the convention (50 points)

b. Within 45 days of the convention (25 points)

c. Later than 45 days or no report (0 points)

8. Club Officer Directory - Produce and distribute a club officer directory for distribution to clubs and district officers. (100 points maximum)

Districts with 100 clubs or less

- a. Before October 1 (100 points)
- b. Before November 1 (70 points)
- c. After November 1 (25 points)

Districts with 101 clubs or more

- a. Before November 1 (100 points)
- b. Before December 1 (70 points)
- c. After December 1 (25 points)

9. Club Officer Directory Addendums (25 points maximum) - Produce addendums to the club officer directory with updated information for distribution to clubs through lieutenant governors or district mailings.

10. Board Liaison (25 points maximum)

- a. Communicate at least once per month with the board liaison (10 points)
- b. Send all copies of the district secretary's board newsletter to the liaison (15 points) (11/01)

11. Service to Home, School, and Community (100 points if service is verified) - Perform at least 50 hours of service to home, school, and community through Key Club activities. Verification shall consist of a description of service performed certified by the club president and faculty advisor. Deduct 5 points for every hour below 50.

12. Miscellaneous* (100 points maximum) - Submit evidence of performance above and beyond the call of duty including recommendations and documentation of achievements not covered by these criteria. Points shall be awarded at the discretion of the judges. (6/00)

*Note: If you would like special consideration for any or all of the criteria, please include an explanation signed by the district administrator.

Distinguished District Treasurer's Award

- A.** An evaluation will be made on the basis of the criteria set forth below. This is not a contest between district officers, but a recognition of an individual's performance.
- B.** Only persons elected or officially appointed to their position may be submitted for consideration. In order to be eligible for this award, the nominee must have complied with all aspects of the Constitution, Bylaws and Board Policy Code pertaining specifically to serving as a district officer, and the nominee may not have violated Section 2, Responsible Behavior, of the Key Club International Code of Conduct. Nomination forms must be received by Key Club International no later than the first Friday in May.
- C.** Copies of all required documents must accompany the nomination. In order to receive this award, the nominee must accumulate a total of 1193 points out of 1325 possible points. (10/03) (07/05)
- D.** Information must be submitted in no more than one binder, not to exceed four inches, keeping the information in accordance with each individual heading described below.

E. Criteria

1. District Dues Collection - All active clubs in the district must have paid Key Club International and district dues by May 1. This date is for the purpose of this award only. Points awarded will be equal to the percentage of dues collected by May 1st. (100 points maximum)

2. International Dues Collection - All active clubs in the district must have paid Key Club International dues by May 1. This date is for the purpose of the award only. Points awarded will be equal to the percentage of dues collected by May 1. (100 points maximum)

3. Monthly Reports - Prepare and distribute most recent monthly financial reports and dues reports to the district board. The financial reports can be part of the monthly newsletter but will be judged separately. (200 points maximum - deduct 25 points each item not submitted)

4. Board Newsletters - Produce and distribute at least ten monthly newsletters for district board members. The following are to be taken into consideration. (100 points maximum)

- a. Appearance (10 points)
- b. Content (70 points)
 - Role of club treasurer (i.e. dues collection and club budget)
 - District and International dues collection
 - Fundraising project ideas
 - Upcoming district events
 - Other responsibilities/duties of club treasurer
- c. Timeliness of covered materials (15 points)
- d. Spelling/Grammar (5 points)

5. Club Newsletters - Produce and distribute at least three newsletters written to club treasurers. The following are to be taken into consideration. (100 points maximum)

- a. Appearance (10 points)
- b. Content (70 points)
 - Role of club treasurer (i.e. dues collection and club budget)
 - District and International dues collection
 - Fundraising project ideas
 - Upcoming district events
 - Other responsibilities/duties of club treasurer
- c. Timeliness of covered materials (15 points)
- d. Spelling/Grammar (5 points)

6. First Delinquent Dues Notification - Send notification of delinquent status to delinquent Key Club presidents and faculty advisors by December 31. (100 points)

7. Second Delinquent Dues Notification - Send notification of delinquent dues status to the school principal and president of the sponsoring Kiwanis club by January 31. (100 points)

8. Third Delinquent Dues Notification - Send notification to school principal and faculty advisor prior to district convention. (100 points)

9. Required Attendance - The district treasurer must attend the following: (100 points maximum - deduct 25 points for each event not attended)

- a. District convention at the beginning and end of term
- b. International Convention during his/her term
- c. District treasurer's forum at the International Convention
- d. All district board meetings

10. Reporting - Present the treasurer's report at all official board meetings. If not in attendance at board meeting, reports must be presented at the board meeting. (100 points maximum - deduct 50 points for each report not submitted)

11. Board Liaison (25 points)

- a. Communicate at least once per month with the board liaison (10 points)
- b. Send all copies of the district treasurer's board newsletter to the liaison (15 points) (11/01)

12. Service to Home, School, and Community - Perform at least 50 hours of service to home, school, and community through Key Club activities. Verification shall consist of a description of service performed certified by the club president and faculty advisor. Deduct 5 points for every hour below 50. (100 points if service is verified)

13. Miscellaneous* - Submit evidence of performance above and beyond the call of duty including recommendations and documentation of achievements not covered by these criteria. Points shall be awarded at the discretion of the judges. (100 points maximum)

*Note: If you would like special consideration for any or all of the criteria, please include an explanation signed by the district administrator.

Distinguished District Secretary-Treasurer's Award

- A. An evaluation will be made on the basis of the criteria set forth below. This is not a contest between district officers, but a recognition of an individual's performance.
- B. Only persons elected or officially appointed to their position may be submitted for consideration. In order to be eligible for this award, the nominee must have complied with all aspects of the Constitution, Bylaws and Board Policy Code pertaining specifically to serving as a district officer, and the nominee may not have violated Section 2, Responsible Behavior, of the Key Club International Code of Conduct. Nomination forms must be received by Key Club International no later than the first Friday in May.
- C. Copies of all required documents must accompany the nomination. In order to receive this award, the nominee must accumulate a total of 1049 points out of 1165 possible points. (11/01) (10/03) (07/05)
- D. Information must be submitted in no more than one binder, not to exceed four inches, keeping in accordance with each individual heading described below.

E. Criteria

1. Board Newsletters - Produce and distribute at least ten monthly newsletters for district board members. (100 points maximum)

- a. Appearance (10 points)
- b. Content (70 points)
 - Role of club secretary (i.e. general correspondence and minutes)
 - Role of club treasurer (i.e. dues collection and club budget)
 - Club roster collection
 - District and International dues collection
 - Fundraising project ideas
 - Upcoming district events
 - Other responsibilities/duties of club secretary and club treasurer
- c. Timeliness of Covered Materials (15 points)
- d. Spelling/Grammar (5 points)

2. Club Newsletters - Produce and distribute at least three newsletters to club secretaries and at least three newsletters to club treasurers or at least four newsletters to both club secretaries and club treasurers. See list of criteria below. (100 points maximum)

- a. Appearance (10 points)
- b. Content (70 points)
 - Role of club secretary (i.e. general correspondence and minutes)
 - Role of club treasurer (i.e. dues collection and club budget)
 - Club roster collection
 - District and International dues collection
 - Fundraising project ideas
 - Upcoming district ideas
 - Other responsibilities/duties of club secretary and club treasurer
- c. Timeliness of Covered Materials (15 points)
- d. Spelling/Grammar (5 points)

3. Club Secretary's Workshop - Develop materials for and conduct a club secretary's workshop at the district convention at the end of term in office. (50 points maximum)

4. Board Minutes - Distribute copies of all district board minutes to district board officers and the International Office. (50 points maximum)

- a. Within 15 days of the board meeting (50 points)
- b. Within 30 days of the board meeting (35 points)
- c. Within 45 days of the board meeting (25 points)
- d. Later than 45 days (10 points)
- e. No report (0 points)

5. District Dues Collection - All active clubs in the district must have paid Key Club International and district dues by May 1. This date is for the purpose of this award only. (50 points maximum. Points awarded will be based on the percentage of dues collected.)
Percentage of district dues collected by May 1 divided by 2.

6. **International Dues Collection** – All active clubs in the district must have paid Key Club International dues by May 1. This date is for the purpose of the award only. (50 points maximum – points awarded will be based on the percentage of dues collected.) _____
Percentage of International dues collected by May 1 divided by 2.
7. **Monthly Reports** – Prepare and distribute most recent monthly financial reports and dues reports to the district board. The financial reports can be part of the monthly newsletter but will be judged separately. (100 points maximum – deduct 15 points each item not submitted.)
8. **Required Attendance** – The district secretary-treasurer must attend the following: (100 points maximum – 25 points for each event attended)
 - a. District convention at the beginning and end of term
 - b. International convention during term
 - c. Either the district secretary's forum or the district treasurer's forum at the International convention
 - d. All district board meetings
9. **Reporting** – Present a secretary-treasurer's report at all official board meetings. (100 points maximum –deduct 25 points for each report not submitted)
10. **Submission of District Convention Reports** – Submit a completed copy of contest winners, election results, and district convention report to the International Office as required by Key Club Bylaws, after the completion of your term. (25 points maximum)
 - a. Within 30 days of the convention (25 points)
 - b. Within 45 days of the convention (13 points)
 - c. Later than 45 days or no report (0 points)
11. **Club Officer Directory** – Produce and distribute a club officer directory for distribution to clubs and district officers. (50 points maximum)

Districts with 100 clubs or less

 - a. Before October 1 (50 points)
 - b. Before November 1 (25 points)
 - c. After November 1 (0 points)

Districts with 101 clubs or more

 - a. Before November 1 (50 points)
 - b. Before December 1 (25 points)
 - c. After December 1 (0 points)
12. **Club Officer Directory Addendums** – Produce addendums to the club officer directory with updated information for distribution to clubs through lieutenant governors or district mailings. (15 points maximum)
13. **First Delinquent Dues Notification** – Send notification of delinquent status to delinquent Key Club presidents and faculty advisors by December 31. (50 points)
14. **Second Delinquent Dues Notification** – Send notification of delinquent dues status to the school principal and president of the sponsoring Kiwanis club by January 31. (50 points)
15. **Third Delinquent Dues Notification** – Send notification to school principal and faculty advisor prior to district convention. (50 points)
16. **Board Liaison** – (25 points maximum)
 - a. Communicate at least once per month with the board liaison (10 points)
 - b. Send all copies of the district secretary-treasurer's board newsletter to the liaison (15 points) (11/01)
17. **Service to Home, School and Community** – Perform at least 50 hours of service to home, school and community through Key Club activities. Verification shall consist of a description of service performed certified by the club president and faculty advisor. (100 points if service is verified – deduct 5 points for every hour below 50.)
18. **Miscellaneous*** – Submit evidence of performance above and beyond the call of duty including recommendations and documentation of achievements not covered by these criteria. Points shall be awarded at the discretion of the judges. (100 points maximum) (6/00)

*Note: If you would like special consideration for any or all of the criteria, please include an explanation signed by the district administrator.

Robert F. Lucas Outstanding Lieutenant Governor's Award

A. The Robert F. Lucas Outstanding Lieutenant Governor's Award has been established to recognize the outstanding work by district officers. An evaluation will be made on the basis of the criteria set forth below. These criteria points should serve as goals for all lieutenant governors. Furthermore, such goals have been chosen as criteria because of the ability to judge them objectively. However, notice that many important duties of lieutenant governors, speaking skill and the ability to motivate for example, have not been included in the criteria for objective judging would not be possible. The International Board recommends consulting the governor and administrator for further duties to be outlined in this criteria.

B. The decision to give or not to give an outstanding officer award to any particular Key Club member should, by no means, be the ultimate determination of the quality of his or her year. There will always be a great number of exceptional district officers who, for reasons outside their own powers, do not meet the Robert F. Lucas Outstanding Lieutenant Governor's Award criteria. While this award is certainly an honor, the Key Club International Board hopes that all officers receive more reward from the satisfaction of serving others than could be given in any plaque.

C. Only persons elected or officially appointed to their position may be submitted for consideration. In order to be eligible for this award, the nominee must have complied with all aspects of the Constitution, Bylaws and Board Policy Code pertaining specifically to serving as a district officer, and the nominee may not have violated Section 2, Responsible Behavior, of the Key Club International Code of Conduct. Nominations are NOT limited to one per district and there exists no time requirement for which the lieutenant

governor must serve in office. Applications must be received by Key Club district administrator no later than the first Friday in May.

D. Copies of all required documents must accompany the nomination. In order to be considered for this award, the nominee must accumulate a total of 1040 points out of the 1300 possible points. If a nominee accumulated less than 1040 points and still feels that he/she should be considered for the award because of extenuating circumstances, he/she must submit in writing why he/she has not accumulated the total number of points along with his/her other requirements.

E. The Robert F. Lucas Award will not merely be given to those who have received the required number of points. It shall seek to recognize those who excel in personal qualifications as well.

F. Information must be submitted in notebook form. Keeping the information in accordance with each individual heading described below.

G. Criteria

- 1. Club Newsletter** - Produce and distribute at least ten monthly newsletters for his/her club presidents. The following are to be taken into consideration. (100 points maximum)
 - a. Appearance
 - b. Content including: Major Emphasis Program, Youth Opportunities Fund
 - c. Timeliness of covered materials
 - d. Spelling/Grammar
- 2. Club Officer Training** - (100 points maximum) - By November 15, the lieutenant governor must work with Kiwanis to provide the prescribed training of all club officers at a divisional training conference or at a pre-arranged meeting with club officers. This can be held in conjunction with regional or zone conferences or can be done individually with the club. The prescribed training should at a minimum include position responsibilities. Committee structure, executing meetings, Kiwanis relations, communication, Major Emphasis Program, Youth Opportunities Fund, and Key Club and Kiwanis education. NOTE: Include proof of Kiwanis involvement in your effort to train club officers. The percentage of clubs receiving training will equal the total number of points awarded. (100 points maximum).
- 3. Club Visitation** - The lieutenant governor must have visited every club within the division at least once. The percentage of clubs visited will equal the total number of points awarded. (100 points maximum).
- 4. Required Attendance** - The lieutenant governor must attend the following: (200 points maximum - deduct 50 points for each event not attended)
 - a. District Convention at the beginning and end of his/her term as lieutenant governor.
 - b. International Convention during his/her term in office including all meetings and training sessions for lieutenant governors.
 - c. All district board meetings.
 - d. District Officers Training Conference.

- 5. Delegates at District Convention** - Each club within the division must be represented by at least two voting delegates at the district convention. (100 points maximum)
- 6. Dues Collection** - The average percentage of district and International dues collected by December 1 will equal the total number of points awarded. (100 points maximum)
- 7. Club Growth** - Work with Kiwanis to increase the number of active clubs within the division during the administrative year as defined by Key Club International Policy 2.3 by either building new clubs or reactivating suspended clubs. (100 points maximum)
 - a. Increasing number of active clubs by 1 (50 points)
 - b. Increasing number of active clubs by more than 1 (100 points)Clubs on suspended status before the lieutenant governor's term, revoked at International Convention, will not affect points awarded. However, clubs reactivated from suspended status during the lieutenant governor's term will still receive points.
- 8. Submission of New Club Officer Information** - New club officer information must be submitted by all clubs within the division to the International Office. (100 points maximum)
 - a. By June 15 (100 points)
 - b. By October 1 (75 points)
 - c. By November 1 (50 points)
 - d. Later than November 1 (0 points)
- 9. Division-Wide Function** - Lieutenant governors are encouraged to hold a division-wide function. President's Council Meetings do not count. (100 points maximum). The percentage of clubs participating will equal the total number of points awarded. (100 points maximum).
- 10. Committee Correspondence** - Lieutenant governors are encouraged to communicate with members of their district committees regularly and to report the committees' progress in the district. (50 points maximum - 5 points awarded for each piece of correspondence)
- 11. President's Council Meetings** - President's Council Meetings should be held by lieutenant governors on a regular basis.
 - a. At least 5 meetings held (100 points)
 - b. At least 4 meetings held (80 points)
 - c. At least 3 meetings held (60 points)
 - d. At least 2 meetings held (40 points)
 - e. At least 1 meeting held (20 points)
 - f. No meetings held (0 points)President's Council Meetings can be held in conjunction with a divisional meeting. However, in order for points to be awarded for a meeting, a two-thirds quorum must be present. Agendas must accompany the nomination.

12. Service to Home, School, and Community

(100 points if service is verified) - Perform at least 50 hours of service to home, school, and community through Key Club activities. Verification shall consist of a description of service performed certified by the club president and faculty advisor. Deduct 5 points for every hour below 50.

13. Miscellaneous (50 points maximum) - Submit evidence of performance above and beyond the call of duty including recommendations and documentation of achievements not covered by these criteria. Points shall be awarded at the discretion of the judges. (6/00)

STANDARD FORM FOR KEY CLUB BYLAWS

ARTICLE I: Name

Section 1. The name of this organization shall be the Key Club of _____.
(Same name as High School, Collegiate Institute or Secondary School)

ARTICLE II: Organization

Section 1. Its form of organization, its ideals, and its purpose shall be similar to those of the Kiwanis Club of _____.
(Kiwanis Club Sponsor)

Section 2. It shall be sponsored by, but not a part of, the Kiwanis Club of _____.

ARTICLE III: Objects and Activities

Section 1. The objects of the Key Club shall be:

- To develop initiative and leadership.
- To provide experience in living and working together.
- To serve the school and community.
- To cooperate with the school principal.
- To prepare for useful citizenship.
- To accept and promote the following ideals:
 - To give primacy to the human and spiritual, rather than to the material values of life.
 - To encourage the daily living of the Golden Rule in all human relationships.
 - To promote the adoption and application of higher standards in scholarship, sportsmanship, and social contacts.
 - To develop, by precept and example, a more intelligent, aggressive, and serviceable citizenship.
 - To provide a practical means to form enduring friendships, to render unselfish service, and to build better communities.
 - To cooperate in creating and maintaining that sound public opinion and high idealism which make possible the increase of righteousness, justice, patriotism, and good will.

Section 2. The activities of the Key Club shall be in accord with its Objects. They should include those suggested by Key Club International, plus such additional activities as might be adopted by the Key Club and approved by the school principal.

ARTICLE IV: Motto

Section 1. The motto of the Key Club shall be "Caring-Our Way of Life."

ARTICLE V: Membership

Section 1. Membership shall be limited to the high school students as apportioned from the senior, junior, sophomore, and freshmen classes (or the five upper classes in Canada where high school is of a five-year duration) by the Board of Directors, who possess the qualifications prescribed by Article 6, Section 1 of the Constitution of Key Club International.

Section 2. Those scholastically qualified students, as prescribed in Section 1 of this Article, of their respective classes interested in service, with good character and leadership ability, and so certified by the principal, shall be eligible for membership.

Section 3. Subject to review and approval by the principal, the Board of Directors shall have the power to suspend or expel a member for non-payment of dues, for non-attendance at meetings without valid excuse, for conduct unbecoming a member, or for ceasing to meet the scholastic requirements of the school.

Section 4. When organizing a new Key Club the sponsoring Kiwanis committee shall ask the proper school official of the high school to recommend, using the criteria suggested in sections one and two of this Article, a list of students he believes would be qualified to become members.

ARTICLE VI: Officers

Section 1. Officers shall be president, vice-president, secretary, treasurer, and bulletin editor. They shall serve for one (1) year or until their successors are elected and qualify.

Section 2. Each officer shall be a member in good standing. No other restrictions or limitations shall be placed on these officers.

Section 3. There shall be a Board of Directors, composed of the above officers and one director to be elected from each class.

Section 4. The duties of the officers shall be such as are usually performed by similar office holders, and as outlined by Key Club International and Kiwanis Sponsored Youth, Club Materials on Key Clubs: Duties of Club Officers.

Section 5. The Board of Directors shall approve the budget, approve all bills, take counsel with committees, discipline members, review and report to Kiwanis the performance of the club officers, and perform such other duties as shall be referred to it by the club, in compliance with these Bylaws and the requirements of Key Club International.

Section 6. All action by the club and the Board of Directors shall be subject to the approval of the principal and the Kiwanis committee. The Board of Directors shall meet at least once monthly at a time and place selected by the Board.

Section 7. Any general member may recommend the removal of a club officer to the Board of Directors. The Board of Directors shall hold a meeting at which the officer in question shall be heard. If approved, the recommendation shall be presented to the club and voted on by two-thirds (2/3) vote of the quorum. In the event any officer should be removed from office, the officer shall be notified in writing by the secretary.

Section 8. The Faculty and Kiwanis Advisor shall serve as ex-officio members of the club Board of Directors, retaining all rights of that membership without the right to vote.

ARTICLE VII: Election of Officers

Section 1. Election of new officers (president, vice-president, secretary, treasurer and bulletin editor) should be held at a meeting in February and they should take office in May.

Section 2. Election of directors (one from each class) shall be held at the first meeting following the opening of school in the fall.

Section 3. All officers and directors who are members in good standing shall be eligible for re-election.

ARTICLE VIII: Meetings

Section 1. The club shall hold regular weekly meetings at such time and place as shall be determined by the club with the approval of the principal.

ARTICLE IX: Committees

Section 1. There should be at least the following standing committees:

- a) Kiwanis Family Relations Committee
- b) Program Committee
- c) Project Committee
- d) Public Relations Committee
- e) Social Committee
- f) Membership Development Committee
- g) Major Emphasis Committee

Section 2. The duties of the standing committees shall be as follows:

- a) The Kiwanis Family Relations Committee shall work with the Program and Project Committees in preparing interclub activities with Kiwanis and Circle K (if one exists in the area) and shall see that the membership of the Key Club and its sponsoring Kiwanis Club are cognizant of all areas of each organization thereof.
- b) The Program Committee shall plan and present programs at all regular meetings, club inductions, and interclubs with Key Clubs and other service groups in the school and community, unless otherwise directed by the president. The committee shall arrange for a suitable place for club luncheons and see that the space occupied is made orderly after each meeting.
- c) The Project Committee shall formulate worthwhile activities, and upon approval by the principal, shall recommend them to the club. The projects adopted by the club shall be initiated and completed under the direction of the Project Committee with the aid of the club membership.
- d) The Public Relations Committee shall be responsible for informing the public of the Key Club's activities and goals through the use of articles, photographs, the local newspaper, talks with school officials, radio and television.
- e) The Social Committee shall plan the social activities of the club, such as banquets honoring the fathers and mothers of the members, dances, etc., and entertainment for club meetings.
- f) The Membership Development Committee shall devise effective plans to obtain new members on a regular basis to provide the necessary manpower for an effective program of service.
- g) The Major Emphasis Committee shall plan projects and activities promoting and supporting the Key Club International Theme and Major Emphasis programs during their administrative years.

ARTICLE X: Annual Dues

Section 1. Total amount dues shall be US\$_____ per member, which is the sum of US\$_____ for district dues, US\$_____ for International dues, and US\$_____ for individual club dues.

NOTE ON DUES: It is recommended that club dues should not exceed Key Club International dues (for current dues amounts, refer to www.keyclub.org.)

ARTICLE XI: Amendments

Section 1. Amendments to these Bylaws shall be adopted by two-thirds (2/3) vote of the members present at any regular meeting held one week or more after a regular meeting at which the proposed amendment or amendments were read, or after giving written notice thereof to each member one week prior to the action on such amendment or amendments.

Section 2. These Bylaws and all amendments or additions thereto shall not become effective until they have been approved by the high school principal and by Key Club International.

APPROVED:

_____ Principal

_____ High School

_____ City _____ State/Province

APPROVED:

Director of Key Club International
Kiwanis International

Please return two signed copies to Key Club International. One copy will be signed by Key Club International Director and returned to the club.

Revised: 10/04
Standard Form Club Bylaws



SECTION 6

GLOSSARY



Section 6

Key Club Glossary of Terms

Advisor Link

The Advisor Link is an online newsletter publication of information for advisors to Key Club. Found exclusively online on the Key Club Web.

Aktion Club

The Aktion Club is the newest member of the Kiwanis Family. Aktion Club is a community-service group for adult citizens who live with a disability. The clubs have a dual mission. First, they work to provide these adults with an opportunity to develop initiative and leadership skills and serve their communities. Secondly, they allow the adults to be better integrated into society and demonstrate the dignity and value of citizens living with disabilities.

Annual Achievement Report

This report provides each club with an ability to evaluate its performance as a club and an opportunity to compete with other Key Clubs for overall excellence in the areas of club administration, membership growth, leadership development, Kiwanis-family involvement, and most importantly, club service. It is compulsory for each club to submit a report according to district rules.

AYUSA Youth Exchange

AYUSA is a service project of Kiwanis International that allows young people to learn about other cultures and develop an international perspective. AYUSA does this by providing opportunities to host an exchange student, study abroad and/or organize a group educational trip. For more information visit: www.AYUSA.org or call (888)-55-AYUSA.

Builders Club

Junior high/middle school students make up this branch of the Kiwanis Family. A Builders Club can be sponsored by a Key Club, a Circle K club or a Kiwanis club. The Builders Club has no international structure, but they do pay club dues. For more: www.buildersclub.org.

Children's Miracle Network (CMN)

CMN is one of our partner organizations. It is also the summer Season of Service. CMN has 170 children's hospitals worldwide and works to raise money to treat more than 14 million children afflicted with diseases, injuries and birth defects of every kind. You can visit those children in need of expensive medical care and/or conduct a fundraiser. For more information visit: www.cmn.org.

CKI

Circle K is a service, leadership development and friendship organization made up of college and university students. The clubs are sponsored by Kiwanis clubs and follow the same objectives as the parent organization. They have an international and district infrastructure similar to that of Key Club International. For more information visit: www.circlek.org.

Core Values

The core values of Key Club International are leadership, character building, caring and inclusiveness.

G. Harold Martin Fellowship

This is an award to recognize people who have contributed unselfishly to the Key Club program. It is available for a US\$250.00 contribution to the Kiwanis International Foundation. All the funds go into the Youth Opportunities Fund. More contribution and ordering information can be found in this book under Key Club International Board Policies.

Guidebook

The Key Club International Guidebook contains valuable resources that will help you and your Key Club have a successful year. Forms, contest rules, and general information are all included.

International Convention

This is an annual event where all clubs are invited to participate. Delegates from various clubs come together to elect the new International Board, amend the governing documents, learn more about our organization and make lasting memories.

K-Kids

K-Kids clubs are part of the youngest branch of the Kiwanis family. The members are elementary school students who are dedicated to helping their homes, schools and communities. For more information visit: www.kkids.org.

Key Club Board Policies

The board policies are a set of governing documents of Key Club International. In order to amend the policies, two-thirds of the International Board must vote to do so.

Key Club Bylaws

The Bylaws are another set of governing documents of Key Club International. In order to amend the Bylaws, the two-thirds of the House of Delegates at International Convention must pass it. The Bylaws can be found in this book.

Key Club Week

This is a week set up each November for Key Clubbers to celebrate their accomplishments and continue to serve their communities. There is no specific outline of events for the week, but ideas include days of service to the home, school, and community as well as a media blitz sometime during the week.

Key Leader

Key Leader events are planned throughout the year in different parts of the Key Club world. These events are designed to offer leadership growth opportunities to Key Club and non-Key Club members. For more information about the Key Leader program, check the Key Leader Web site, www.key-leader.org, or call the Kiwanis International Office at 1-800-KIWANIS, ext. 330.

Key of Honor

The highest recognition award presented by Key Club International. The recipient shall be an individual who has made a lifelong positive impact upon youth in general and Key Club specifically, or an organization that should be so honored for long-term support of youth and the Key Club program.

KEY CLUB Magazine

The KEY CLUB magazine is Key Club International's magazine includes articles on specific clubs and their projects, as well as International program information. Every club can, and should, submit their project information and photographs to be considered for the KEY CLUB magazine. Information can be submitted online, or through the report form located in Section 2, Club Resources, of this book.

Kiwanis International

Kiwanis is Key Club's parent organization. Kiwanis clubs can be found in over 90 countries and they have more than 8,400 clubs. This branch has an International board, as well as district boards. Kiwanis clubs work closely with Key Clubs, providing financial and moral support. For information: www.kiwanis.org.

Kiwanis International Foundation

The Foundation is the part of Kiwanis International that financially supports the organization and its sponsored programs, provide grants to organizations with common goals, and to provide disaster relief worldwide. The Foundation does this with its mission in mind, "to assist Kiwanis International in serving the children of the world." For more information visit: kif.kiwanis.org.

Leaderlink

Leaderlink is a newsletter publication for district and officers. Produced monthly and mailed to district officers.

Major Emphasis Program (MEP)

An international program to help improve the lives of children around the world. This program not only sets forth endless opportunities to strengthen the common goal of service but also allows each Key Club member to develop into a well-rounded individual. There are two components of the MEP, our service partners and service initiative; which "High Five for Health" is this year's focus.

March of Dimes (MOD)

March of Dimes is the spring Season of Service. You can help improve the health of babies by supporting the March of Dimes efforts to prevent birth defects and infant mortality. Visit: www.modimes.org.

Mission Statement

This is one sentence that explains who we are and what we do. "Key Club is an international student-led organization which provides its members with opportunities to provide service, build character and develop leadership."

Public Relations Manual

The PR Manual is a special club resource. It includes sample newspaper tips, radio announcements and other ways to get the word out about your club and its activities.

Read & Lead

Read & Lead encourages high school and college students to mentor elementary school students with a chance to combat illiteracy by focusing on "Youth helping Youth". It is the winter Season of Service. The signature project "Be a Book Buddy!" is recommended for December through February. For more information: www.readandlead.org.

Robert F. Lucas Award

This is a prestigious award bestowed upon distinguished lieutenant governors of all the districts in Key Club. The guidelines for the award include publishing newsletters, making club visits and the successful completion of all the duties of a lieutenant governor. They can be found in the Addendum to the Key Club International Board Policies in Section 5 of this Guidebook.

Sandy Nininger Award

This award was established in honor of a former Key Club member, Sandy Nininger, who died a hero's death at the Battle of Bataan. The medal is to be awarded to high school students who distinguished themselves by making the most of their opportunities - disregarding any school average or group standard. Thus, the award recognizes individuals in terms of their own abilities and weaknesses, opportunities, and lack of opportunity.

Seasons of Service (SOS)

The four organizations that Key Club International has paired up with in order to help the children of the world make up the SOS. Winter is Read & Lead, fall is UNICEF, summer is Children's Miracle Network, and spring is March of Dimes.

Key Solutions

These are informational resources on specific aspects of our organization. Resources range from the duties of a club president to tax information for Key Clubs to service projects. The resources can be found online on the Key Club Web site.

Service of Champions Day

Service of Champions Day is the signature project designated for a Saturday in January. Members collect monetary pledges for service hours, then go around their communities and serve. All proceeds from this twofold project go to Children's Miracle Network (CMN).

UNICEF

The United Nations International Children's Emergency Fund (UNICEF) is in place in order to help protect the rights of children around the world and improve their lives. UNICEF is the fall Season of Service. The signature project is Trick-or-Treat for UNICEF in October. To learn more visit: www.unicefusa.org.

Vision Statement

To develop competent, capable, and caring leaders through the vehicle of service.

Youth Opportunities Fund (YOF)

YOF is a fund that provides money to Key Club's that need it to get a service project off the ground. Clubs apply for grants between US\$200 and US\$2000 and monies are distributed at the discretion of the International Board. More information can be found in Section 4 of this book entitled Forms or can be obtained by calling 1-317-875-8755, ext. 244 or toll free in the U.S. and Canada 1-800-KIWANIS, ext. 244.

N^oTES

N^oTES

N^oTES

N^oTES

N^oTES

Character Building

Leadership

Inclusiveness

Caring



a Kiwanis-family member
Serving the Children of the World
keyclub.org

3636 WOODVIEW TRACE INDIANAPOLIS, IN 46268 USA
1-317-875-8755 • US AND CANADA: 1-800-KIWANIS
E-Mail: keyclub@kiwanis.org