

Indiana District Key Club International Board Policies

Preface:

The Policies of the Indiana District of Key Club International are neat to represent the consensus of opinion and general felling of the Indiana District Board as defined in the District Bylaws. These policies are binding and final concerning all aspects of the Indiana District. These policies will also be a working document, subject to change upon approval of the District Board.

Article 1: District Board Meetings and Activities

Section 1: Service Agreement

All Indiana District Board members shall sign a service agreement written by the District and those District Board members serving on the immediate past District Board elections committee, and are responsible for abiding by that contract, as well as the policies and bylaws of the district. Any breach of that contract is subject to discipline or removal; that decision being reserved to the District Administrator and District Governor. The Board member may appeal that decision which will then take the vote to the District Board and the home division, in the case of a Lieutenant Governor, where each club President shall have a vote. In the case of a tie, the Kiwanis Governor shall have the tie-breaking vote.

Section 2: Attendance

All District Board members are required to attend all official meeting of the Indiana District Board in their entirety. The Governor and District Administrator shall consider any exceptions. An absence of any meeting of the District Board will result in the removal of that officer unless the absence was due to extenuating circumstances or previously arranged with the Governor and District Administrator. The District Governor and Administrator shall judge circumstances on a case-by-case basis. If a board member does not give at least three weeks notice of an absence to the Governor, the board member will not be eligible for any reimbursement of expenses occurred while serving as a district officer. It shall be the discretion of the District Administrator on whether the board member shall be invoiced.

Section 3: Board Meeting Reports

Each Lt. Governor must be prepared to give a brief report of divisional events and club status at each meeting of the Indiana District Board. The must also prepare a concise written report detailing upcoming events and interesting service projects that others may wish to participate in and also list the health of each club. The Lt. Governor should also include a list of Kiwanis family events he/she has attended since the last board meeting. A copy should be made for each District Board member and handed out at each meeting of the District Board. These reports are only to be made for the District Board meetings and do not need to be made monthly.

Executive board members must be prepared to give a brief report of what they have and will be accomplishing. This report should also include any plans that the executive board member wishes any other board members to accomplish. The executive officer should also include a report of his/her Lt. Governor advisees.

Section 4: Appointed Board Members

The Governor may appoint additional Indiana District Board members with the approval of the Board and the home clubs in that division in the case of a lieutenant governor. These members must be in good standing and shall be voting members of the board. The Governor may also appoint up to two Key Clubbers to assist him/her with the duties of Governor and cover other projects and items that must be done for the District Board or for the clubs. These individuals must be in good standing and shall be non-voting members of the Board. If the Governor appoints a chairman that is not currently serving on the District Board, he/she must be in good standing and shall be a non-voting member of the Board.

Section 5: Dual Positions

The Indiana District Board requires that all District Officers relinquish any other elected Key Club position they might hold at the Club or International level. Appointed assistants to the Governor are strongly recommended to relinquish elected club positions. A Board member may hold his/her District office and a District chairmanship.

Section 6: Executive Session

It is suggested that the Executive Committee meet in order to prepare suggestions to the full board on matters that require detailed preparation. It is highly recommended that the executive board meet five (5) times or every 6-8 weeks.

Section 7: Officer Misconduct

In the event of the reported misconduct of a member of the Indiana District Key Club Board, it shall be the responsibility of the Executive Committee in consultation with the District Administrator to take action, in accordance with the Bylaws of the Indiana District. The member in question shall be allowed to make their case for remaining in office before the committee, but shall be asked to leave the room during discussion. This shall also apply to any discussion of disciplinary action to be taken against any board member.

Section 8: Violation of Service Agreement

In the event that a Board member has violated his/her service agreement by not performing the duties of office, it shall be the responsibility of the Executive Committee in consultation with the District Administrator to take action in accordance with the Bylaws of the Indiana District.

Section 9: District Theme and Governor's Project

The District Governor may establish a Governor's Project for his/her term but this should occur no later than two months after the beginning of the administrative year.

Section 10: The InKey

The InKey shall be published five (5) times during the fiscal year. The number of issues shall depend on money available with the budget. It is the responsibility of the District Bulletin Editor to compile each issue and arrange the printing and mailing of each issue.

with the approval of the District Administrator. The InKey must be prepared and submitted to the printer three (3) weeks before the mailing is scheduled to be sent out.

Section 11: Transportation

If the District Board member does not have transportation to an event, he/she needs to bring that issue to the attention of the District Administration and the District Governor. Carpooling is always recommended and it is encouraged that the District Board member contacts other nearby District Board members or a Kiwanis representative to find transportation. Mileage may be turned into the district Treasurer for reimbursement.

Section 12: Fall Training Conference

The Indiana District Fall Training Conferences shall be held on Saturdays or Sundays during the month of September or October to be determined by the District Board. The Board shall decide the suitable locations and dates no later than the International Convention.

Section 13: Annual Board Trainer

The Annual Board Trainer shall take place no later than four weeks after the annual District Convention. The District Administrator shall decide the location and date no later than two (2) months before the trainer. The District Governor is responsible for training all District officers and may call upon the help of past Board members for this purpose. Kiwanis family representation is encouraged.

Section 14: District Code of Conduct

The Indiana District Board shall have the authority to approve and enforce a District Code of Conduct at all District functions. This Code of Conduct shall be contained within these Board Policies of the Indiana District (labeled as Addendum I.) This Addendum may be modified at any time by the International Board or by the District Board as described within these policies in Article IX, Section 3.

Section 15: Dress Code

The Indiana District Board Trustees and the membership of the District shall abide by the Dress Code set forth in these policies. The Dress Code shall be:

a. Casual Attire:

Males: shorts, khakis, jeans, t-shirts
Females: shorts, kakis, jeans, t-shirts
No short shorts, sweats, tube tops

b. Business Attire

Males: sweater, dress pants, shirt, and tie
Females: khakis, dress, skirt and blouse, dress pants outfit, suit
No T-shirts, tank tops, sweats, jeans, or shorts

c. Professional Attire

Males: sports coat, dress slacks, shirt, and tie

Females: tea length formal, long formal ball gown, nice dress

The District board with the approval of the District Administrator shall determine the dress for each event. Business Attire is the dress code for District Board meeting unless otherwise noted by the District Governor.

Section 16: Board Relationships

It is highly recommended that there shall be no romantic relationships among the members of the Indiana District Board. Such relationships are not prohibited but could result in disciplinary action if violations incur of the Code of Conduct and/or the Service Agreement.

Section 17: Partnerships/Relationships with other Organizations

Any partnerships or relationships that the Indiana District develops with other organizations shall adhere to the Policies of Key Club International.

Section 18: District Board Meeting Participation

All Indiana District Key Club members with good club standing may attend a Board meeting. However, arrangements must be made ahead of the meeting. The District Board may have a closed session whereas no visitors may be inside the meeting room. The attend Key Club member is responsible for all cost incurred while attend the Board meeting.

Article II: District Committees

Section 1: Composition and Selection of Committees

The committees of the Indiana District Key Club shall be comprised of member of the Indiana District Board, the International Trustee representing Indiana, and upon occasion, members in good-standing of the Indiana District. The District Governor and executive officers along with the District Administrator shall select chairs and members of each committee before or at the Board Trainer.

Section 2: Types of Committees

The Indiana District shall have the standing committees as prescribe in the Indiana District Key Club Bylaws. The Board may construct other special committees. All committees will be given their duties by the District Governor and will report to the Governor and Administrator monthly.

Section 3: Responsibilities of Committee Chairs

Each committee chairperson must be prepared to give a brief report including, but not limited to, committee action, plans, and recommendations to the full board at each meeting of the Indiana District Board. They must also prepare a year-end report to be passed along to next year's committee. All committee materials distributed at the beginning of the Key Club year and those that have been added during the term must be returned to the District Administrator by the end of District Convention.

Section 4: Convention Committees

The Convention Committees shall be appointed each year that an Indiana District Key Club Convention is held. The Governor shall appoint these committees no later than six (6) months before a convention. The Governor, with the approval of the District Administrator shall decide the duties of the Convention Committees. The Convention Chairman shall be the District Governor. Convention subcommittees are, but are not limited to, workshops, registration, elections, publicity, script, entertainment, and contests. There shall be no food committee; the Kiwanis Secretary/Treasurer, District Administrator, and District Governor shall determine convention food. The entertainment committee is responsible for obtaining a Keynote speaker, securing a theme, and decorating for convention. Registration includes not only the actual registration taken place at convention but also the registration form that is sent in the primer and souvenirs.

Article IV: District Convention

Section 1: Mission

The mission of the Indiana District Key Club Convention is to unify Key Club members by inspiring them to serve.

Section 2: Convention Committees

The Governor shall appoint Convention Committees to make preparations and decisions for District Convention (Article II, Section 4).

Section 3: Convention Committee and Elections Chairperson

The Governor shall appoint members of the Board to serve as Convention Committee Chairpersons. These persons must be graduating senior. In the event that there are not enough seniors on the board the Governor shall appoint an underclassman board member. The elections chair must be a graduating senior.

Section 4: Caucus Rules

All elected member to the Indiana District Board shall be elected at the District Convention. Elections for Lieutenant Governor may not occur before this point. Specific caucus rules are to be established and sent out to the clubs along with the statement of candidacy packet in the Convention Primer. These rules are to be strictly abided. See more information in Article V.

Section 5: Code of Conduct

The Indiana District Code of Conduct shall be enforced at District Convention. However, the Board of Trustees may alter the Code of Conduct for the purposes of the aforementioned convention (Article II, Section 14).

Section 6: Dignitaries and Guests

Dignitaries shall be the Indian District Kiwanis Governor and spouse, Governor-Elect and spouse, Immediate Past Governor and spouse, District Secretary and spouse, District Treasurer and spouse, Indiana District Circle K Governor, Immediate Past Indiana Key Club Governor, and the Key Club International Trustee representing the Indiana District. Other guests may include the Key Club International President, the parents of the District Governor, and the parents of the District Board.

Section 7: Contests and Awards

District Contests and Awards will take place at every District Convention. District Contest and Awards shall consist of these recommended by Key Club International. However, the Board may add supplementary contest. The rules for judging contests and awards will be those provided by Key Club International Polices.

Section 8: Retirement and Installation of Officers

The current Kiwanis Governor shall retire the District Board at the annual District Convention. The Kiwanis District Governor-elect shall install the officers elected at that District Convention for their term on the Indiana District Board.

Article V: Candidates for District Office

Section 1: Eligibility

Any dues-paid member of a club in good standing who is an underclassman may become a candidate for district office or endorsement for International Office.

Section 2: Endorsement

The number of candidates that may be endorsed for each office will stay consistent with Key Club International Board Policy. In the event that a candidate is unable to seek endorsement for International Office at District Convention, he/she may seek endorsement from the Board following the District Convention.

Section 3: Campaign Staffs

No candidate shall have a campaign staff of more than two (2) people during caucusing. In addition, no member of the Indiana District Board, voting or non-voting, shall be part of any campaign staff at District Convention.

Section 4: Pre-Convention Campaigning

There shall be no campaigning for office before District Convention. A potential candidate may not officially declare his/her candidacy before the candidates meeting at District Convention. In the event of a reported pre-convention campaign, the Elections Committee shall investigate the validity of the report. If the report is found to be true, a potential candidate shall not be permitted to run for office at District Convention. Absolutely no money may be used on the campaign; passing out candy, stickers, ect, is prohibited.

Section 5: Campaign Rules

The Indiana District Board may submit and approve campaign rules for District Convention. Should any rules conflict with the rules set forth in this policy, the more restrictive shall be enforced.

Section 6: Lieutenant Governor Elections

Lieutenant Governor elections shall take place Friday night of District Convention unless the Governor grants special permission to a division. Each candidate must follow caucus procedures as outlined in the candidate's packet. Candidates for this office only need to caucus in his/her division's room only. At the conclusion of all Lieutenant Governor

candidates' speeches, the chairman of the room must have the candidates leave the room. Each attendee may vote once for the candidate that he/she desires for his/her division. Attendees are only allowed to vote for a candidate for their division in which they reside in, not each division room. Voting shall take place by secret ballot. Current Lieutenant Governors must collect ballots and immediately deliver them to the elections committee chair. The ballots should be kept confidential and no one should observe any ballot after the Lt. Governor has collected them. The ballots will be tabulated by the elections committee and announced Sunday morning of convention.

Section 7: Caucusing

A caucus is an opportunity for a candidate to promote their candidacy for office. In a caucus, the candidate has time to speak and be questioned by member in the caucus room. A candidate has the right to have an elections entourage, a group of people to assist in perhaps introducing the candidate and keeping the candidate on time and in the right room for caucuses; however this is not necessary. The caucus procedure should be included in the candidacy packet and mailed to each candidate before convention. The procedures shall be composed by the elections committee and approved by the District Board.

Section 8: Nominating Conference

A nominating conference will be conducted on Saturday of the convention. A nominating conference is held with all the candidates, assigned current District Board members, and three (3) delegates from each division. All members attending the convention also reserve the right to be present. The purpose of the nominating conference is to reduce the slate of candidates for each office, if necessary. If there is no executive position with more than two (2) candidates are running for the same position, the nominating conference will not be held.

1. A candidate will have 2 minutes for their speech. (Alphabetical order by last name)
2. The other candidates running for that same office will then have their turn to speak.
3. Depending on the number of candidates, the first candidate will draw a question, which are previously unknown to the candidate, and the will have 30 seconds to think about their answer, then one (1) minute to respond.
4. Following the first candidates answer, the other candidates will have 30 seconds to respond to the same question.
5. This process of questioning will continue until each candidate has had the opportunity to draw one question and respond first.

Section 9: House of Delegates

The House of Delegates will be conducted on Sunday morning of the District Convention. Actual voting takes place at this session. Each club may have two (2) members as voting delegates. Each current District Board member shall be a delegate-at-large and he/she does not count as one (1) of the two (2) voting delegates for a club.

1. Each candidate will have two (2) minutes to speak. (Alphabetical order by last name)

2. Following this speech, the candidate will be asked one (1) questions about the position he/she is running for. The questions shall be previously unknown to the candidate.
3. The candidate will have 30 seconds to think about his/her response and one (1) minute to answer each question.
4. After the speech and question, the candidate will be asked to leave the room.
5. After all candidates have completed this process voting will take place and results will be announced at the closing session.

Article VI: Officer Duties

Section 1: All Executive Officers

All Executive Officers (District Governor, Secretary, Treasurer, Bulletin Editor, and Administrative Assistant(s)) must complete the following duties. If these are not met, it may be cause for removal from the District Board. It is also highly encouraged that the District Executive Officers follow the requirements in the Key Club International Guidebook for the Distinguished Officer award as doing so will complete the following measures.

1. Must send out 10 newsletters to the District Board and 5 club newsletters are to be sent with District mailings.
2. Must attend all District Board meetings, Key Club District Convention at the beginning and end of term, International Convention during term, and all Executive Board meetings.
3. Must run workshop regarding their office on the club level at any training conferences and at their outgoing District Convention.
4. Must attend at least one Division Council Meeting per Lieutenant Governor that they are an executive advisor to. This is a split responsibility between the four executive officers.
5. Must present an oral and written report at all District Board Meetings.
6. Must complete 50 hours of service to home, school, or community.

Section 2: District Governor

This officer must divide his/her focus between their duties, the Board's duties, and Kiwanis family interaction. This office can be much work or very little depending how much time the Governor is willing to devote to his/her duties and the District. The bare minimum performance includes:

1. Prepare and facilitate a Board Training
2. Develop agendas and materials for all District Board Meetings

3. Provide written directives and assist District Committees in their operation.
4. Must hold 5 Executive Board Meetings
5. Must attend both the Kiwanis and Circle K District Convention while in office, GATC, and 2 Kiwanis and 1 Circle K Board meeting.
6. Communicate twice monthly with the International Board liaison.
7. Attend as many Kiwanis Governor Visits as possible.

Section 3: District Secretary

Provide a constant stream of information to keep all Board and club members on the same communication link is the main duty of the District Secretary. The minimum duties for this office include:

1. Must gather club officer information sheets and send out a District Directory in November and an addendum to that directory by February.
2. Complete and submit Board meeting minutes to the Board and KI within 15 days of the adjournment of the meeting.
3. Submit convention reports within 30 days after their outgoing District Convention.
4. Address their outgoing District Convention with a State of the District.

Section 4: District Treasurer

This officer must communicate to the clubs about dues, delinquencies, and money usage. The Treasurer must also keep the District Board informed of the District's Financial status at all board meetings.

1. Formulate and District Budget and District Convention Budget and obtain approval from the Key Club and Kiwanis Board.
2. Work with Kiwanis District Secretary-Treasurer to create a voucher form for District Board members to use to be reimbursed for expenses.
3. Encourage dues collection
4. Assist Kiwanis Secretary-Treasurer in handling the District's money.
5. Send notification of delinquent status to delinquent Key Club presidents and faculty advisor by December 31.
6. Prepare and deliver a Treasurer's Report at the opening of your convention.

Section 5: District Bulletin Editor

Prepare and compile five (5) District Publications to be sent out to each club. Additionally, publicize District Convention, Training Conferences, and District projects. All publications should be completed three (3) weeks before publication needs to be mailed.

Section 6: Administrative Assistant

Assist the Governor and do as he/she wishes. Work as a District Historian and prepare a slide show of the year or Indiana District's Key Club background for the District Convention.

Section 7: Lieutenant Governor

A Lieutenant Governor should follow the requirements listed in the Key Club International Guidebook for the Robert F. Lucas award. The bare minimum of what should be completed is as follows.

1. Attend the District Key Club Conventions, both at the beginning and end of the Lieutenant Governor's term of office.

2. Attendance at the Key Club International Convention during the Lieutenant Governor's term of office is required, as a District Tour participant
3. Attend all Indiana District Key Club Board Meetings, including the District Board Training.
4. Complete and file all Lieutenant Governor division monthly reports with the Key Club Governor, Secretary, and Administrator.
5. Visit each club in your division a minimum of two (2) times.
6. Hold a minimum of one (1) division rally.
7. Assist in the planning and conducting of the Fall Rally Training Conference (FRTC).
8. Have a minimum of two (2) delegates per club in the division at the District Convention.
9. Communicate with all officers of each club in the division at least once per month, and must correspond with each club's president at least once per week.
10. Collect and turn in all completed Key Club Officer Information Forms from your division on or before June 1, 2004.
11. Hold a minimum of ten (10) Division Council Meetings.
12. Publish a minimum of ten (10) monthly newsletters to the Key Clubs of the Division.
13. Maintain close communication and form a partnership with your Kiwanis Lieutenant Governor.
14. Ensure reasonable progress towards payment of both District and International dues by December 1, 2004.
15. Abide by all Key Club International rules and the Code of Conduct.
16. Serve on and carry out the functions of District committees as appointed by the Key Club Governor.
17. Attend your respective Kiwanis Division Governor Visit from the Indiana District Kiwanis Governor.

Article VII: Revenue

Section 1: Dues

District Dues shall be set equivalent to International dues for each member of the Indiana District Key Club.

Section 2: Dues Delinquency

Any member club who has not paid District dues shall be considered delinquent and not in good standing. The consequences and penalties of delinquency for District dues shall be the same for that of International dues in accordance with District and International Bylaws.

Section 3: Budget Surplus

Any surplus in the Indiana District budget at the end of the fiscal year shall be transferred into the Key Club reserve account. It shall carry over into next year's budget.

Article VIII: Reimbursement

Section 1: Eligibility

Reimbursement shall be limited to District Board members and Adult Committee Members unless otherwise authorized by the Board. Unless otherwise restricted by the **budget**, other polices (Article 1, Section 2), or the Bylaws of this District, all persons eligible reimbursement shall receive full reimbursement for all expenses related to and necessary for them to perform their duties as a District Officer.

Section 2: Limitations

Reimbursement is limited for the following expenses: Only phone calls made on behalf of the District or to other Indiana District board embers for the purpose of Key Club shall be reimbursed. Mileage reimbursement is limited to the volunteer rate of .375 cents per mile.

Section 3: Budget Minimums

The Budget shall be reevaluated and accordingly modified by the District Treasurer and approved by both the Key Club and Kiwanis District Boards.

Section 4: Expense Reports

Every officer will receive a large envelope to store all receipts and received. Each receipt should be recorded on the front of the envelope in the proper spot stated. NO REIMBURSEMENT will be made unless it is in this envelope.

There will be four times a Key Club year that reimbursements will be made, the August Board Meeting, the November board meeting the January Board Meeting and four weeks prior to district convention (This would all be sent by mail). If any officer is not present when the reimbursement envelopes are collected he/she has five (5) days to provide their envelope to the district treasurer or his/her representative. All officers wishing to be reimbursed should completely fill out and seal their envelope with all of the receipts enclosed. When the district treasurer or his/her representative has received all envelopes he/she will review each envelope and determine if it follows procedure and the officer wishing to be reimbursed still remains inside his/her budget. If any officer goes over his/her budget the district treasurer or his/her representative will determine with the officer what the officer can be reimbursed for. If the officer feels that he/she should be reimbursed for more than what he/she's budget states than the officer must submit the proper forms to the district board for review. The district board, including the district administrators, shall decided if the officer is eligible to be reimbursed for the outstanding amount of monies.

If the district treasurer or his/her representative approves the envelope submitted he/she will sign the envelope in its proper spot and will forward it on to the district administrator or assistant administrator for a co-signature of approval. After approval of the district administrator or assistant administrator the envelope will be forwarded onto the Kiwanis' Treasurer where he/she shall write and mail the reimbursement check.

Section 5: Approval:

The District Treasurer, District Administrator, and the Kiwanis Secretary reserve the right to not approve any questionable or inappropriate expenditure.

Section 7: Special Request

In the event that the District Board wishes to request funds or budget changes for leadership training, special traveling, ect., the District Governor should provide a written request to the Kiwanis Board for their approval.

Article IX: Miscellaneous

Section 1: Scope

These policies shall cover all members of the Indiana District of Key Club International at official District functions and at any time that they are representing Key Club.

Section 2: Proper Use of Insignia

The Key Club International name, emblem, and insignia shall not be used for any purpose other than authorized by the Board.

Section 3: Revision Policy

These Policies may be changed only by a majority vote of the Indiana District Board. Any sections added or amended must also note the Month and Year that the District Board approved the addition or change.

Section 4: Effective Date-General

All changes to policy go into affect immediately following adoption unless otherwise specified.

Section 5: Effective Date-Budget Specific

Any changes to these policies that affect the Budget shall go into affect the start of the next fiscal year.

Adopted May 2004

Amended Article 6, Section 1, Item 4: November 18, 2018: added clarifying statement.