

**Wisconsin Upper Michigan District of Key Club International
Policy Manual**

1.0 Administration

1.1 Definitions

- 1.1.1 Wisconsin-Upper Michigan District of Key Club International shall be referred to as WI-UM District of Key Club International.

1.2 District Policy Revision

- 1.2.1 **Procedures.** Any member of the District Board of Trustees may propose to add or revise items in the District Policy Manual. Proposals shall be sent to the Governor, Administrator, and Chair of the Bylaws, Policy and Regulations committee. The committee will review the proposal, and recommend action to the Board of Trustees at the next board meeting. Approval of the recommendations shall require a majority vote of the District Board members attending and approval of the District Administrator(s). A copy of this policy manual and changes shall be submitted to the Kiwanis District Board whenever additions and/or revisions are made for their approval. 11/10/12
- 1.2.2 **Approval.** The date of approval by the Board of Trustees is indicated at the end of each numbered paragraph. All policies shall become effective on the date of approval unless stated otherwise in the policy. 2/24/01

1.3 Relation to Kiwanis Family

- 1.3.1 **Kiwanis Association.** The WI-UM District of Key Club International shall maintain positive and constant relations with Kiwanis and the Kiwanis Family Organizations. Further, the District shall provide information on workshop(s) regarding Key Club, as requested by the Kiwanis District Organization. 11/10/12

1.4 Key Club Dues

- 1.4.1 **Past Due Status - Suspended.** An active club that does not pay either District or International dues by December 1 will be placed on suspended status if not paid by February 1st. A suspended club must file for reactivation, and pay a reactivation fee in order to be moved to Active status. 11/10/12
- 1.4.2 **Unpaid Dues - Inactive.** If either District or International dues remain unpaid at the time of the Key Club International Convention, the club will be placed on inactive status. An inactive status Key Club must have at least fifteen (15) dues paying members and must re-charter with Key Club International to be moved to Active status. 11/10/12
- 1.4.3 **Member Services – International.** Clubs will work with Member Services through the International Office to complete all paperwork necessary to be added to Active Status list. 11/10/12

1.5 Reimbursement of Qualified Expenses

- 1.5.1 **Qualified Expenses.** The following policy shall apply to all expenses paid to the district board members in the performance of official Key Club duties in the WI-UM District of Key Club International. 2/24/01
- 1.5.1.1 **Administrative Expenses**
- 1.5.1.1.1 **Travel.** Travel expenses will be reimbursed to driver for board meetings, club visits, regional training conferences, committee meetings, and other approved events at thirty cents (\$.30) per mile if by car. If the driver has two or more passengers, they may be reimbursed at forty cents (\$.40) per mile. All those in the vehicle must be listed on the voucher report submitted. Travel by any means other than car will be reimbursed only when approved in advance by the District Administrator. 11/10/12
- 1.5.1.1.2 **Postage.** Postage expenses will be reimbursed only upon approval in advance by the District Administrator. 11/10/12

1.5.1.1.3 **Meals.** Meal expenses to and from WI-UM District of Key Club International Board meetings will be paid via a \$7.00 per meal stipend if group meals are not provided and board member must travel more than one (1) hour. 11/10/12

1.5.1.1.4 **Lodging.** Lodging expenses will be paid for directly by the WI-UM District of Key Club International for district board members attending board/conference meetings. 11/10/12

1.5.1.2 **District Conference/Convention**

1.5.1.2.1 **Registration.** The convention budget will provide complimentary registration for members of the Board of Trustees provided they meet the point total for performance by the end of the year. If a board member should not meet the point total, they will pay a portion of the convention charges based on a percentage of work not completed. (See Appendix XI for point value) 11/10/12

1.5.1.2.2 **Lodging.** Rooms will be provided for members of the Board of Trustees from the convention budget. The District Administrator shall provide a rooming list to the hotel. 2/24/01

1.5.1.2.3 **Meals.** Complimentary meals will be provided for the Board of Trustees from the convention budget. 2/24/01

1.5.1.3 **International Convention**

1.5.1.3.1 **Board Members.** The WI-UM District of Key Club International shall cover the cost of one-third (1/3) of the cost of the District Tour for each board member. The remaining two-thirds (2/3) may come from personal funds, home Key Club, and/or sponsoring Kiwanis club(s). 2/24/01

1.5.1.3.2 **Conditions of Reimbursement.** Reimbursement of the one-third (1/3) cost of the District Tour shall be paid after the last board meeting and after review by the District Administrator. The board member must be actively serving on the board and have performed the minimum duties and responsibilities of the position he or she has been elected in order to receive reimbursement. District Board members will not be reimbursed if the cost was fully paid by Kiwanis Club(s). 11/10/12

1.5.2 **Reimbursement Procedure.** All expenses must be submitted on a reimbursement voucher and sent to the District Financial Advisor for approval and payment within thirty (30) days of the date that expense was incurred. Final vouchers with expenses incurred up to the District Leadership Conference/convention at the end of the term must be submitted at the pre-convention board meeting. Copies of receipts, MapQuest mileage maps, and other proof of expenses must accompany reimbursement vouchers. Vouchers will be paid within thirty (30) days of postmark on the voucher and will include an explanation of expenses paid. Vouchers will be returned unpaid if not signed by the student. Only official Key Club activities can be vouched. 11/10/12

1.6 **District Budget**

1.6.1 The District Secretary-Treasurer and the finance committee, in conjunction with the Governor and District Administrator, must prepare the district budget for the following year. The district budget shall be balanced. The current district board shall present it for recommendation. The new district board shall approve it at their district officer training session. It will then be submitted to the Kiwanis District Board of Trustees for approval. 12/14/08

1.7 Invocation/Benediction

1.7.1 At all formal meetings of the members of the WI-UM District of Key Club International the invocation or benediction is to refer to no particular religious sect or symbol. 2/24/01

1.8 Travel

1.8.1 **Permission to Travel.** WI-UM District of Key Club board members must obtain permission from the Key Club District Administrator for all travel that is paid by the Key Club District. 11/10/12

2.0 District Board of Trustees

2.1 Members. Each person must be active in that office. Their productivity, activity, and conduct are subject to evaluation by the District Governor and the District Administrator. 11/10/12

2.1.1 **Selection of Members.** The district officers are elected or appointed to their positions in accordance with the policy manual and bylaws. The selection of persons to fill vacancies, where not covered in the bylaws, will be determined by the Governor and District Administrator(s). 2/24/01

2.2 Dismissal/Removal from Office.

2.2.1 **Code of Conduct Violations.** Any District Officer violating the code of conduct shall be removed from the board and not allowed to attend the upcoming District Leadership Conference/ Convention. He or she will not be eligible for any awards or scholarships. 11/10/12

2.3 Executive Committee

2.3.1 **Members.** The Executive Committee shall consist of the Governor, Secretary/Treasurer, Bulletin Editor, and Director of Committees. Director of Technology, District Administrator and Assistant Administrator(s) will service as ex-officio members. 11/10/12

2.3.2 **Executive Committee Meetings.** Meetings shall take place before all board meetings and at the discretion of the Governor or three (3) Executive Committee members with proper notice. Meetings may include guests as determined by the Governor and/or District Administrator. The Wisconsin-Upper Michigan Board is permitted to conduct business at other times without physically meeting together by any method that allows all participants to simultaneously hear each other, including teleconference and videoconference, but excluding e-mail. Participation in such a meeting shall constitute attendance. Normal board meeting rules and processes apply. Any votes taken should use the roll-call method to ensure accuracy; however, only adoption or failure must be included in the meeting minutes. If written votes are desired, they may be made by e-mail, fax, or postal mail within a designated period of time determined by the board. 8/3/13

2.3.3 **Duties.** Duties shall include adequate preparation for upcoming board meetings, officer evaluation, the preparation of new business for the board, and work that does not fall under the jurisdiction of any standing committee. The Secretary-Treasurer must record minutes of these meetings. 11/10/12

2.4 Requirements of the Board of Trustees

2.4.1 **Attendance.** All members of the Board of Trustees must attend the following unless excused by the Governor and District Administrator.

- District Leadership Conference/Convention at the beginning and end of the term
- All official meetings of the Board of Trustees
- The International Convention and respective District Officer workshop.
- Training Conferences for District Club Officers.
- Other District Events as stated in individual officer Service Agreements.

2.4.2 **Meetings.**

2.4.2.1 **Invitations.** There shall be a standing invitation to attend all meetings of the board issued to the Kiwanis Key Club Committee, Kiwanis Liaison, Kiwanis District Sponsored Youth Chair, the Kiwanis District Governor, and the Kiwanis District Governor-Elect. 11/10/12

- 2.4.2.2 **Time and Location.** The general times and locations of the meetings of the district board are prescribed below. The exact time and locations are subject to the mutual agreement of the Governor and the District Administrator. 2/24/01
- 2.4.2.3 **Official Board Meetings.** The district board shall hold no less than four official board meetings during the administrative year. These four meetings should be:
- Spring Board Meeting
 - Summer Board Meeting
 - Winter Board Meeting
 - Pre-District Leadership Conference board meeting at the end of term of office. 11/10/12
- 2.4.2.4 **Electronic Board Conferences.** The district board shall also hold at least three board conferences as determined by the District Governor and approved by the District Administrator(s). 11/10/12
- 2.4.2.5 **Other Meetings.** Other meetings may be held at the discretion of the Governor and District Administrator. 2/24/01
- 2.4.2.6 **New Board Training/Board Retreat.** A training weekend will be scheduled following election and appointment of the District Board of Trustees. 11/10/12
- 2.4.2.7 **Code of Conduct** A curfew from midnight to 5am will be enforced. Unnecessary noise at any hour is prohibited. All board members must follow the signed Code of Conduct Form. 11/10/12
- 2.4.2.8 **Agenda.** The official agenda of all official board meetings and conferences shall be written by the District Governor in conjunction with the District Administrator(s). The agenda will be distributed to the District Board no later than fourteen (14) days prior to a meeting. 11/10/12
- 2.4.3 **Service Agreement.** All District Board members will be provided with a Service Agreement stating duties and responsibilities. The board member must have the Service Agreement signed by all parties and submitted to the District Administrator(s) no later than the New Board Training Weekend. If appointed, the Service Agreement will be signed and submitted within (30) days of acceptance of appointment. (See Appendix II - VIII) 11/10/12

2.5 Committee Structure

- 2.5.1 **Standing Committees/Committee Directives.** The District standing committees may be as follows. Leadership of all District Committees will be at the discretion of the Director of Committees. All Committee Chairpersons will be appointed after review of application and an interview. The Director of Committees in conjunction with the District Governor and approved by the District Administrator(s) shall appoint District Chair Members to sit on as non-voting members of the District Board. 11/10/12
- 2.5.1.1 Awards
 - 2.5.1.2 Bylaws, Policies and Regulations
 - 2.5.1.3 Club and Member Services
 - 2.5.1.4 Club Building and Reactivation
 - 2.5.1.5 Finance
 - 2.5.1.6 K-Family and Public Relations
 - 2.5.1.7 Major Emphasis

2.5.2 **Chair Duties.** The chair should become familiar with the directives and requirements of the committee as well as all materials, information, and issues that the committee will work with. The chair shall submit a monthly committee report each month to the Executive Committee. 11/10/12

3.0 **District Leadership Conference/Convention**

3.1 **Elections.** The House of Delegates at District Leadership Conference/Convention shall elect the Governor, Secretary-Treasurer, and Bulletin Editor; along with other board positions as deemed necessary per the District Bylaws. The House of Delegates may also endorse candidates for international office. The following committees shall be enacted at District Leadership Conference/Convention to assist in the election of said officers. 11/10/12

3.1.1 **Elections Committee.** The Governor before District Leadership Conference/ Convention shall appoint the elections committee. This committee shall have representatives from the WI-UM Key Club District Host School. No member of the Elections Committee shall be a candidate for District Office. No member of the Elections Committee shall serve concurrently as a member of the Credentials Committee. The chair shall be appointed by the Governor and shall preside at all meetings of the Elections Committee. The Governor shall serve as an ex-officio member of the committee. The committee shall assume all responsibilities as outlined by the District Administrator(s). 11/10/12

3.1.2 **Credentials Committee.** The Governor before District Leadership Conference/ Convention shall appoint the Credentials Committee. This committee shall have representatives from WI-UM District Host School. No member of the Credentials Committee shall be a candidate for District Office. No member of the Credential Committee shall serve concurrently as a member of the Elections Committee. The Governor shall serve as an ex-officio member of the committee. The committee shall assume all responsibilities as outlined by the District Administrator(s). 11/10/12

3.2 **Candidates.** Any person who is a member in good standing in a Key Club of the WI-UM District may be nominated for an executive office at District Leadership Conference/ Convention or for international endorsement. No member shall be a candidate that is eligible for graduation before the next succeeding convention. To seek candidacy for an executive or international office, the member must file the Intent to Run form with the District Administrator. All members who seek executive office must also file a signed Service Agreement with the District Administrator for the office they wish to hold. This form must have all required signatures by 2pm on the second day of District Leadership Conference/Convention. In order to caucus and run for an executive office or endorsement for international office, each candidate must be certified by the Credentials Committee, the District Administrator, and the Governor as an official candidate. The District Administrator will call the parents of students wishing to run off the floor for office at District Leadership Conference/ Convention to receive appropriate permission. Failure to obtain this certification will forfeit the right to run for an office. 11/10/12

3.2.1 **Nominations.** At the opening session at the Annual District Leadership Conference/ Convention, all candidates for executive office or international endorsement may be nominated. The Governor shall open the floor for nominations for the position of Governor, followed by Secretary-Treasurer, Bulletin Editor, and the positions of International President Endorsement, International Vice President Endorsement, and International Trustee endorsement. The Governor shall ask if there are any nominations for each office. All members seeking the office open for nominations must proceed to a microphone located in the room. Members must be nominated by a member in good standing within the district and seconded by a member in good standing of the district. The chair must first recognize the nominator. The nominator must first state his/her full name, home club, who they are nominating, and what position the nomination is for. The member who seconds the nomination must do the same. The Secretary-Treasurer must record all information to ensure it is correct. The candidate nominated and seconded must then proceed to either decline or accept the nomination. If one candidate or no candidate is nominated for an office, the floor shall be open until the noon luncheon session for that specific office. If no member is nominated by the noon luncheon, nominations for that office shall be closed. If there are two or more candidates for a specific office, the floor shall be closed by the Governor at the opening session after every interested member has been nominated. 11/10/12

3.3 **Nominating Conference.** The nominating conference shall nominate for the House of Delegates two (2) candidates for each office where there are more than 2 candidates running. 11/10/12

3.3.1 **Members.** The nominating conference shall be composed of three (3) members from each division and all district board members. Members from each division shall be chosen by their division at a session of the divisional caucus. Each Lieutenant Governor shall report the names of the elected nominating conference members to the Governor, Secretary-Treasurer, and District Administrator before the nominating conference. 11/10/12

3.3.2 **Officers.** The Governor shall serve as presiding officer of the nominating conference and the Secretary-Treasurer shall record all actions taken by the conference. 7/20/02

3.3.2.1 **Procedure.**

- Only the office in which there are more than two (2) candidates shall be open for voting. All candidates for that office(s) must be present for the nominating conference. Each candidate shall be introduced to the nominating conference, yet will not be able to speak to the conference.
- The elections committee shall distribute all ballots to each member of the nominating conference. Each delegate shall be entitled to one (1) vote for each office in which there are more than two (2) candidates.
- In the event that a ballot is marked for more than two (2) candidates per office or no marking is apparent, the ballot shall not be counted and it shall be considered null and void. All ballots shall be collected by the Elections committee and shall remain in the committee's custody until they are counted and destroyed. Only members of the Election committee shall count the ballots. The number of ballots must match the number of members admitted into the nominating conference. If this match does not occur, the members must be counted again and the ballot procedure must be repeated. The two (2) candidates that have the highest number of votes shall be announced. The ballots shall then be destroyed. If there is a tie between three (3) or more candidates, the election of that office shall be open to the entire House of Delegates. 11/10/12

3.4 **Caucuses.** Caucus is provided so that the members of the district have the opportunity to question and evaluate the candidates' performance and qualifications to serve as an officer for this district. The caucus shall be presided over by current District Board member(s). Those conducting the caucus shall abide by the following rules. 11/10/12

3.4.1 **Explanation of Procedure.** The following rules for attending members shall be thoroughly explained before the first candidate enters the caucus room. The presiding officer shall clarify any questions from the floor regarding caucus conduct during this time.

3.4.1.1 **Rules for Caucus Attendees.** All Key Club members reserve the right to question candidates for executive office. All members asking questions must rise, state their name and home club before continuing. Attending adult advisors and chaperones do not reserve the right to address candidates or the caucus. Absolutely no hazing shall take place at any time. Hazing is hereby defined as harassment of candidates, badgering, and any physical contact. Questions must pertain specifically to the candidates' qualifications and his/her knowledge of Key Club. Members shall be provided with, but not limited to, acceptable questions in the District Leadership Conference/Convention program. Questions shall not include references to race, gender, sexual orientation, national origin, creed, religion, political alliances, and/or anything unbecoming a Key Clubber. No negative actions by attendees shall be permitted. There shall be no binding obligation on a candidate that is to be enforced outside the caucus.

3.4.1.2 **Dismissal of Attendees.** When it is apparent that any of the aforementioned rules have been violated, the presiding officer shall remove the attendee(s) and report the name(s) and home

club(s) to the District Administrator/Assistant Administrator and the Board of Trustees for further disciplinary action. 12/14/08

- 3.4.1.3 **Attendance.** All attendees of the Wisconsin-Upper Michigan District Leadership Conference/Convention are required to attend any/all caucus sessions conducted. 11/10/12
- 3.4.2 **Recognition of Speakers.** The presiding officer shall have the sole discretion of recognizing each speaker from the floor. The presiding officer must provide an equal opportunity for all caucus members to ask questions. All questions shall be conducted in an orderly fashion, and the presiding officer shall be responsible for maintaining this order.
- 3.4.3 **Recognition of Candidates.** Candidates must have a Key Club member from the district to escort him or her to each caucus room. Upon arrival at each caucus room, the escort must present his or her candidate to the caucus by asking permission from the presiding officers for the candidate to enter. Following approval from the presiding officers, the candidate will be recognized to speak for a total of five (5) minutes for presentation of his or her platform and ideas for the future of this district and organization and questions from the floor. The presiding officers must keep track of time and signal the candidate when time has diminished. 11/10/12
 - 3.4.3.1 **Schedule.** Candidates are expected to follow the caucus time schedule provided by the Parliamentarian. Each candidate will be given a total of five (5) minutes in between visits. In order to allow candidates to remain on schedule, presiding officers shall be responsible for adhering to the assigned schedule. 11/10/12
- 3.4.4 **Conduct.** Those members conducting the caucus must maintain order, dignity, and a high level of professionalism. They shall not be permitted to speak publicly or privately for or against a candidate seeking office at any time during convention. This includes, but is not limited to, inside jokes, snide remarks, prior work performance, character traits, physical appearance, and/or anything else unbecoming of a Key Clubber. 7/20/02
- 3.4.5 **Violations.** Any member of a divisional caucus may report violations of the rules mentioned above to a member of the Executive Committee at any time during District Leadership Conference/Convention. If the violation is presented to the caucus, a motion may be made during caucus to remove the presiding officer. A majority vote shall remove the presiding officer, and another attending Board member shall act as the presiding officer. If the violation is presented to the Executive Committee concerning the conduct of the presiding officer, the Executive Committee shall reserve the right to refuse any reimbursement for the International Convention from the prior year or any other course of action deemed necessary with prior approval of the District Administrators. 11/10/12
- 3.5 **House of Delegates.** The House of Delegates shall have the power to elect the Governor, Secretary-Treasurer, and Bulletin Editor and any other position per the District Bylaws, for the following term. The House shall also have the power to endorse candidates for International office. The House shall also have the power to amend the District's bylaws. The House shall also have the power to enact resolutions pertaining to this organization. 7/20/02
 - 3.5.1 **Attendance**
 - 3.5.1.1 **Membership.** The House of Delegates shall consist of all voting delegates, two (2) delegates elected from each club in good standing in attendance and delegates-at-large. All delegates and delegates-at-large must be certified by the Credentials Committee and must provide the required certification material as determined by the District Board of Trustees upon entry. All certified delegates must be counted by the Credentials Committee and be reported to the House before the election of candidates occurs. 11/10/12

- 3.5.1.2 **Spectators.** A gallery of spectators shall be provided which shall be separate from the delegate seating area. Non-delegate Key Club members and adults will be allowed to view the House of Delegates, and remain quiet at all times. If they fail to do so, the chair may order the removal of these members from the House chambers. The International Trustee or international representative may be seated at the head table, yet he/she shall serve as a non-voting member of the delegation. 11/10/12
- 3.5.1.3 **Entry/Exit.** Any delegate wishing to exit the House chambers shall surrender their ballot to a member of the Elections committee. The ballot will be returned upon re-entry. Entry/exit of spectators shall only be allowed during periods between candidate presentations. No delegate shall be admitted to the House of Delegates following the call to order by the chair. 7/20/02
- 3.5.1.4 **Procedure.** The House of Delegates shall follow the order of proceedings submitted to each delegate upon entry.
- 3.5.2 **Chair.** The Governor shall preside at the House of Delegates as chair. If the Governor cannot fulfill his/her duties at the House of Delegates, he/she shall appoint a qualified member of the district board to preside as chair during his/her absence. The chair shall not vote on matters unless there is a tie. 7/20/02
- 3.5.3 **Secretary-Treasurer.** The Secretary-Treasurer shall take minutes and record all action taken by the delegates. He/she shall be entitled to the full membership of a delegate-at-large. If the Secretary-Treasurer cannot fulfill his/her duties at the House of Delegates, the Governor shall appoint a qualified member of the District Board of Trustees to act as Secretary-Treasurer and fulfill all prescribed duties. 12/14/08
- 3.5.4 **Chair of the Bylaws, Policies, and Regulations Committee.** The Chair of the Bylaws, Policies and Regulations Committee shall be in attendance at the House of Delegates. He/she shall present all proposed amendments to the delegation. He/she shall not speak for or against any amendment within the House chambers. If he/she is a member of the District Board of Trustees, he/she shall be entitled to the full membership of a delegate-at-large. 7/20/02
- 3.5.5 **Speech of Candidates.** When called upon by the chair, a member of the Elections Committee shall escort each candidate into the chamber; unless he or she is a delegate. After speaking, all candidates who are not delegates may be seated in the gallery. Candidates who are certified delegates or delegates-at-large shall be admitted into the designated seating of the delegates and shall be entitled to all rights and privileges of a delegate. Each candidate may address the House of Delegates for one (1) minute. During this time, each candidate shall restate their name, home club, position he/she is running for, and any other information the candidate deems necessary for the delegation. 11/10/12
- 3.5.6 **Elections of Executive Candidates.** The Elections Committee shall distribute all ballots to each delegate. Each delegate shall be entitled to one vote for each office. In the event that a ballot is marked for more than one candidate per office, the ballot shall not be counted and it shall be considered null and void. All ballots shall be collected by the Elections Committee and shall remain in the committee's custody until they are counted and sealed in an envelope. Only members of the Elections Committee shall count the ballots. The number of ballots must match the number of delegates. If it does not, then the ballots must be counted over again until they do match. The candidate who receives a majority of the votes shall be declared the winner. The results shall be placed in individually sealed envelopes and be submitted to the person announcing the result at the time of the announcement. The ballots shall then be kept by the District Administrator for the time of one administrative year. 11/10/12

- 3.5.7 **Endorsement of Candidates.** Each delegate shall also be entitled to vote for as many candidates for Trustee as they wish. The two (2) candidates with the most votes shall be endorsed for International Trustee if both candidates received at least a majority of the Trustee votes. If only one (1) candidate for International Trustee receives a majority of the votes, he or she shall be the only candidate endorsed for International Trustee. If no candidate for International Trustee receives a majority of the votes, no candidate shall be endorsed for International Trustee. Only one candidate may be endorsed for the office of International President or Vice President. The candidate with the most votes for International President or International Vice President shall be endorsed for the office in which he/she sought endorsement. If no candidate receives a majority of the votes, no candidate shall be endorsed for International President or International Vice President. 11/10/12
- 3.5.8 **Consideration of Amendments.** Any Key Club in good standing or the District Board may propose a Bylaw Amendment to be considered before the House of Delegates. The District Administrator before consideration must approve all amendments. Proposed amendments shall be distributed to each voting delegate at the time of registration. The proposed amendments shall be read to the House by the chair of the, Bylaws, Policies, and Regulations committee. After each amendment is read and discussion has followed, the delegates must take action to accept, reject or amend the proposed amendment. A motion to refer the amendment to the committee shall be considered out of order due to time restrictions. The following standing rules shall be observed by the House:
- 3.5.8.1 Each delegate shall be entitled to speak for or against the amendment in question for no more than three (3) minutes unless allowed to do so by a majority vote of the delegates.
- 3.5.8.2 No delegate may address the assembly a second time on the same question until all delegates who desire to speak on the topic have spoken.
- 3.5.8.3 A motion to move the previous question will not be in order until fifteen (15) minutes of debate has taken place.
- 3.5.8.4 Any and all of the above rules may be suspended by a majority vote of the delegates.
- 3.5.8.5 Robert's Rules of Order (latest edition) shall be the parliamentary authority for all matters of procedure not specifically covered by the Bylaws and Policies of the Wisconsin-Upper Michigan Kiwanis District Board and Key Club International and these standing rules. 7/20/02
- 3.5.9 **Approval of Amendments.** Amendments to the District Bylaws shall be made by a two-thirds (2/3) majority vote by the House of Delegates. All amendments approved by the House of Delegates shall not become effective until the Wisconsin-Upper Michigan Kiwanis District Board and Key Club International have approved them. 7/20/02
- 3.5.10 **Consideration of Resolutions.** Any Key Club in good standing or the District Board may propose any resolution to be considered before the House of Delegates. Proposed resolutions shall be read to the House by the chair of the Bylaws, Policies and Regulations committee. After each resolution is read and discussion has followed, the delegates must take action to accept, reject, or amend the proposed resolution. If approved, the resolutions shall become effective immediately. 7/20/02
- 3.6 **Running for International Endorsement.** Any member of Key Club International who is eligible to run for District Office is also eligible to run for International Endorsement from the WI-UM District. 11/10/12
- 3.6.1 **Running for International Endorsement at District Leadership Conference/ Convention.** A candidate who wishes to run for International Endorsement and not any other office at District Convention must obtain an Intent-to-Run form from the District. They shall caucus in the same manner as any candidate for District Office, and shall answer questions relating to how they will serve the International Board. 11/10/12

3.6.2 **Receiving Endorsement for International Office.** Candidates for International Office may receive endorsements from the House of Delegates or the District Board of Trustees following convention prior to the next International Convention. The candidates for International Office shall present their ideas to and may be questioned by the District Board. The District Board shall have the power to accept or reject the endorsement of the candidate. 11/10/12

3.7 **Election of Lt Governor.** Each Division shall hold a Division Council Meeting (DCM) or divisional caucus at the District Leadership Conference/ Convention. Delegates will vote for the election of their own Division Lieutenant Governor. Two (2) delegates from each club in the division will vote for a Lieutenant Governor for their own division. 11/10/12

3.7.1 Candidates are able to vote if they are the designated delegate for their club or a Delegate at Large 12/14/08

4.0 **International Convention.**

4.1 **Attendance.** Every Key Club member of the WI-UM Key Club District is encouraged to attend the Key Club International Convention held each year during July. Registrations may be individually or as a member of the District Tour but all persons attending from this district shall conform to the rules and regulations governing the convention and shall conduct themselves so as to reflect credit to this district. 2/24/01

4.2 **District Tour.** It shall be the policy of the WI-UM District to support the International Convention. The Convention Committee along with the District Administrator or tour leader shall prepare promotional tours to the convention. 2/24/01

4.2.1 **Conduct and Dress.** Every person from the WI-UM District attending the International Convention shall conduct themselves according to the rules of conduct as published by the International Board of Trustees. All attendees shall attend all workshops, caucuses, and sessions held by Key Club International while attending International Convention. Failure to abide by the rules set forth by Key Club International and the rules set forth by this district shall be evaluated by the Governor and Administrator of the district. In addition, they shall obey rules established by the district board and tour leaders. The District Administrator shall carry out any action if necessary. 7/20/02

4.3 **Elections.** The policies and rules governing candidates for international office are published by the International Board of Trustees, and shall be followed by any member of this district who is campaigning for an international office. The following items are recommended for persons who intend to run for an international office.

4.3.1 **District Endorsement.** Persons running for an international office should campaign for district endorsement. Endorsement by the district signifies that the district has evaluated all candidates from that district for international office and finds that only one is most worthy of endorsement by the district to international for support. Endorsement may be received by campaigning during District Leadership Conference/Convention for that purpose. Key Club International policies only allow one person to receive endorsement from the district for any office other than International Trustee where we can endorse (2) two candidates. However, endorsement is not necessary to campaign for international office. 11/10/12

4.4 **Nominating Conference.** Delegates from the WI-UM District to the international nominating conference shall be the Governor and Secretary-Treasurer. If any of these persons cannot attend the International Convention, the Governor shall appoint an appropriate replacement and inform the International office of the selection. 12/14/08

4.5 **Candidate Campaigning Procedure.** No member of the district delegation shall campaign for a specific candidate not from the WI-UM district. However, if it appears to be in the best interests of the WI-UM District for its delegates to support a specific candidate, the delegation should be so informed during a meeting of the entire delegation. The Governor may offer the district support for a candidate from another district in trade for their

support of our candidate(s). If this is to be done, the Governor should provide the reasons and get the support of the WI-UM delegation before making the agreement. 2/24/01

4.6 District Caucus

4.6.1 **Chair.** The Governor shall act as caucus chair at the WI-UM District caucus at the International Convention or, if the Governor is unable to fulfill his/her obligation as caucus chair, he/she shall appoint an acting chair. 2/24/01

4.6.2 **Attendance.** Attendance will be taken at each caucus session. Failure to attend any caucus session will be cause for investigation. If there is not a good reason for the absence(s), the District Administrator/tour leader shall write a letter to the sponsoring Kiwanis and Key Clubs specifying the failure of the Key Club member to act responsibly at the convention. 7/20/02

4.6.3 **Sergeant-at-Arms Participation.** Current Lieutenant Governors will be used to fulfill the district commitment for Sergeant-at-Arms unless other arrangements have been made. 2/24/01

5.0 Recognition - Awards, Contests, and Scholarships

5.1 **Eligibility.** All District Key Clubs and/or its membership, in good standing, are eligible to apply for awards, contests, and scholarships. 11/10/12

5.2 **Criteria.** All award, contest, and scholarship applications/criteria will be posted to the District Website no later than November 30th of each Key Club year. 11/10/12

5.3 **District Recognition.** It will be the responsibility of the Awards Committee to determine and/or revise criteria for all District sponsored awards and contents. 11/10/12

5.4 **International Recognition.** Specific criteria for the following International contest and recognition can be found in the International Key Club Guidebook. 11/10/12

5.4.1 **Club.** Club awards must first be submitted to the District and judged at the District Leadership Conference/Convention. Winning submissions are then eligible for entry at the International Level for the following (11/10/12):

- 5.4.1.1 Video Contest
- 5.4.1.2 Non-Digital Poster Contest
- 5.4.1.3 Digital Poster Contest
- 5.4.1.4 Major Emphasis Award
- 5.4.1.5 Single Service Award (all categories)
- 5.4.1.6 Traditional Scrapbook
- 5.4.1.7 Non-Traditional Scrapbook

5.4.2 **Individual.** Individual awards must first be submitted to the District and judged at the District Leadership Conference/Convention. Winning submissions are then recognized at the following International Convention (11/10/12):

- 5.4.2.1 Distinguished Club Officers
- 5.4.2.2 Outstanding Faculty Advisor
- 5.4.2.3 Robert F Lucas (Distinguished Lt. Governor)
- 5.4.2.4 Annual Achievement Report Diamond Level

5.4.3 **Individual Contest.** The following contest winners from the District can move on to the International Level of competition; however, it is not a requirement to have won at the District Level. Any student in good standing can compete at the International Level (11/10/12):

- 5.4.3.1 Oratorical
- 5.4.3.2 Talent

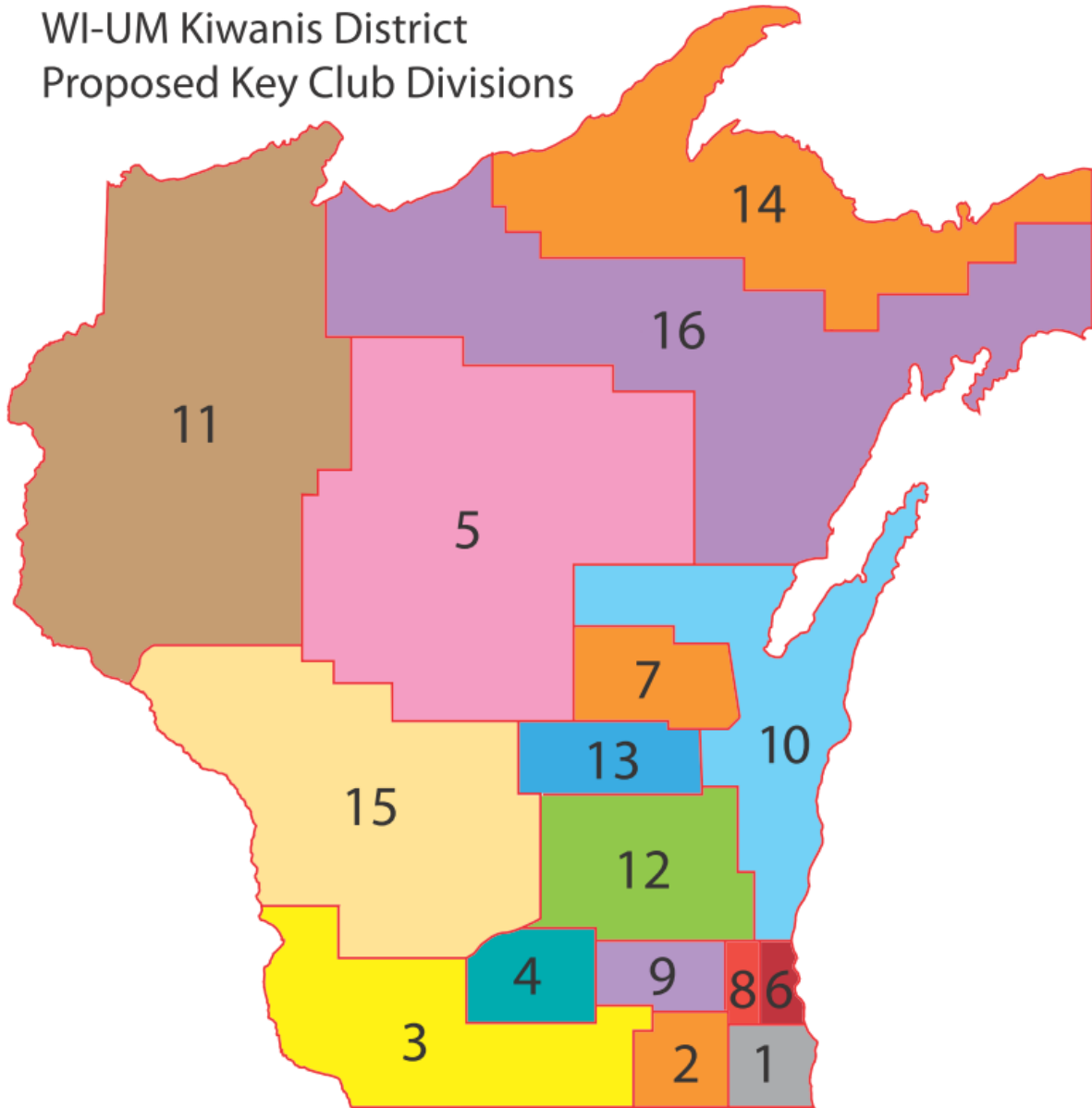
5.4.4 **District Executive Committee Officer.** The following District Executive Officers are then eligible for entry at the International Level by fulfilling and submitting a binder. Binder tabs and specific criteria for each can be found on the International Website (11/10/12):

- 5.4.4.1 District Governor
- 5.4.4.2 District Secretary
- 5.4.4.3 District Treasurer
- 5.4.4.4 District Secretary/Treasurer
- 5.4.4.5 District Bulletin Editor

5.5 **Judging.** Awards shall be judged according to the criteria established by the board. Awards shall be judged, at the discretion of the Governor, by the entire board, the Member Services and Recognition committee, or the District Administrator(s), unless the Governor authorizes another standing or temporary committee to judge for specific awards. Decisions of the committees directed to judge are considered final unless overturned by a two-thirds (2/3) majority vote of the Board. In the case of a tie, when committees that are directed to judge are utilized, the entire District Board shall judge the award. 7/20/02

5.6 **Confidentiality.** The identities of all awards, contests, and scholarship winners shall be confidential until the time of award presentation. 7/20/02

WI-UM Kiwanis District
Proposed Key Club Divisions



Appendix II
Wisconsin-Upper Michigan Key Club District
Governor Service Agreement

Must attend all District Board meetings, District Board conferences, the new Board training session, and the District Leadership Conference during the term of office.. Attend, if possible, the International Convention during the term of office unless formally excused by the District Administrator. Failure to attend meetings or perform the following duties and responsibilities will result in the initiation of removal from the District Board.

1. Serve as the executive officer of the Wisconsin-Upper Michigan District Board of Trustees. Serve as a Key Club International Council member. Preside at all District Board Meetings/Conferences/Convention.
2. Must attend the Key Club International Governor/Administrator Training Conference (GATC), and the International Leadership Conference (LeadCon). Attend meetings of the International Council, when requested.
3. Must be willing and available to address groups and organizations within the District when requested. This will include the Kiwanis District Convention and all conferences.
4. Attend Division meetings, functions, and events within the District, whenever feasible.
5. Plan and distribute the agenda for all Board of Trustee meetings to the Board members a minimum of fourteen (14) days in advance along with a packing list. For District Board member planning purposes, twenty (20) days in advance would be preferable.
6. Have a working knowledge of Robert's Rules of Order, Revised.
7. Keep in close contact with district officers, and promote International Preferred Charities, promote new club building within the Divisions, and maintain correspondence on a monthly basis with Club Presidents/Vice Presidents. Ensure all Club Presidents/Vice Presidents are properly trained so they are prepared to perform their duties.
8. Be an ex-officio member of all special and standing committees. Work with the Director of Committees along with the chair of each committee to encourage completion of committee assignments. Attend Committee meetings as possible.
9. Maintain an updated set of records and files to be passed on to your successor.
10. Meet with the District Administrator or appointed mentor on a weekly basis. The schedule to be set with consideration of the schedules of all involved.
11. Work closely with the Key Club Administrator(s), the District Financial Consultant, and assigned District Parliamentarian in all Club Board activities.
12. Communicate with members of the District by submitting the following:
 - A. An article in each "Key to Caring" Key Club District Publication;
 - B. A quarterly newsletter to all Key Club presidents on May 15, September 15, December 1, and February 1;
 - C. Submit an article on a quarterly basis to the District Kiwanis publication, (Kiwaneews);
 - D. Submit an article on a quarterly basis to the Circle K District publication (Circle of Sharing).
13. Sit as a non-voting member of the Kiwanis District Board. Must attend all Kiwanis Board meetings as possible or send a representative. Submit a written report on Key Club to the Kiwanis District Executive Director at least two (2) weeks prior to the Kiwanis Board meeting.
14. Performance of the board, individually and as a whole, is the responsibility of each board member. Therefore, the board will hold each member to a reasonable standard of performance.
15. Complete a total of fifty (50) hours of service to your home, school, and community during the term of office.
16. Abide by the Key Club Code of Conduct at all Kiwanis-Family functions. And act in a professional manner in all social media postings.
17. Maintain a good quality of schoolwork and stay up-to-date so permission may be obtained from parents, Faculty Advisor, and school authorities for occasional absence for Key Club business.

18. Ability and access to a computer for a minimum one (1) hour daily for the purpose of reviewing and responding to Key Club related email messages within 48 hours of receipt.
19. I, along with the undersigned have read, understand, and agree to follow the daily/weekly/monthly/event schedule along with any special requests that may be made by the District Board/Administrator.

Daily:

1. Review and respond to Key Club related email messages. Suggested time allotment, minimum one hour daily.

Weekly:

1. Meet with Administrator – via phone or social media outlet
2. Meet with the International Trustee – via phone or social media outlet
3. Send meeting reminders to the District Board, Administrators, and Adult Committee members via phone/email, text service, and Facebook beginning 2 weeks prior (a reminder each week and then one a day before the event creating excitement about attending)

Monthly:

1. Discuss the topics for the next monthly update with Administrator (should be done by the 20th of each month prior to board due date)
2. Send topics for the next monthly update via email to the board and Administrators (should be done by the 30th of each month prior to board due date)
3. Reminder to submit Board MRFs – via email and text service (should be done by 5th of each month)
4. Reminder to submit Update Draft – via email and text service (should be done by 10th of each month)
5. Monitor and contact board members late on submitting forms – via phone
6. Monitor and contact committee members workload – via phone
7. Send remarks to board members after reading their Board MRFs – encouragement, congratulations, recommendations, assistance with issues – within 24 hours of receipt
8. Send revisions to LTG after reading monthly updates along with approval to send to clubs (within 48 hours of receipt – combine your comments with those of the Administrator)
9. Newsletter to Board
10. Newsletter to Club Presidents
11. Remind board members of upcoming meetings dates and times for the month ahead.
12. Attend all committee meetings that are organized by board members
13. Attend all workshop meetings set up for Fall Rallies and DCON

Quarterly:

1. Update on District Goals progress (could be a separate email or a part of the current monthly newsletter to Board)
2. Review with Administrators on Board Progress – disciplinary actions if needed

Meeting Preparation:

1. Create agendas and packing list – send to Administrator for approval/revision/addition at least one month in advance. (start planning 2 months advance)
2. Write speech (if applicable) and send to Administrator for approval/revision/addition at least one month in advance (start planning 2 months advance), Once approved rehearse, rehearse, rehearse.
3. Create documents to be given to board during meeting and send to Administrators for approval/ revision/addition at least one month in advance. (start planning 2 months in advance)
4. Schedule Exec Board Meeting a minimum of 1 hour prior to board arrival.
5. Notify Executive Board and Administrator of meeting time and agenda at least 14 days prior to the meeting date
6. Send Agenda and packing list to the board at least 14 days in advance of meetings as a reminder to the board to ask off work or back away from other commitments.
7. Meet with Administrator regarding Club Training Opportunities, District Board Meetings, Run Through and DCON at least 7 days prior to the event to discuss the topics in depth to ensure understanding and all available options.

These are highlights of topics that need to be done on a regular basis. The individual event duties will vary. The ability to have regular communication with the Administrator(s) is important throughout, especially as event dates get closer.

Appendix III
Wisconsin-Upper Michigan Key Club District
Secretary-Treasurer Service Agreement

Must attend all District Board meetings, District Board conferences, the new Board training session, and the District Leadership Conference during the term of office.. Attend, if possible, the International Convention during the term of office unless formally excused by the District Administrator. Failure to attend meetings or perform the following duties and responsibilities will result in the initiation of removal from the District Board.

1. Maintain all District records in an up-to-date, orderly, and well-conditioned manner. The records should be prepared for an official inspection by any District Board member, the District Governor, and the District Administrator(s) at each District Board Meeting, and/or upon request.
2. Work closely with the District Administrator(s) and Financial Consultant in the preparation of the District Budget.
3. Record and distribute the complete minutes of the District Board meeting to the board members, Kiwanis Committee, District Administrator(s), no later than (15) fifteen days after each board meeting. A summary of each board meeting will be available upon request to all Key Club secretaries and treasurers.
4. Publish and distribute the District Club Officer Directory to District Board members, and necessary Kiwanis Family members, before October 1st.
5. Record and maintain a service hour log for all clubs within the District. Report, by division, the total service hours completed at each Board Meeting and District Leadership Conference. Send each online Club MRF (Monthly Report Form) to the appropriate Lt Governor (LTG) within 48 hours of receipt.
6. Distribute a quarterly newsletter to all Key Club secretaries and treasurers by May 15th, September 15th, December 1st, February 1st, and submit an article for each issue of the "Key to Caring". Ensure all Club Secretaries and Treasurers are trained so they are prepared to perform their duties.
7. Must be able to travel to various Divisional and District Key Club functions including DCMs (Division Council Meetings) when requested by the LTG (Lt Governor). Provide the necessary report forms to all LTGs when requested.
8. Must attend and participate in all meetings and activities of the Executive Committee; and serve on such committees as appointed by the Key Club District Governor and approved by the District Administrator.
9. Performance of the board, individually and as a whole, is the responsibility of each board member. Therefore, the board will hold each member to a reasonable standard of performance.
10. Complete a total of fifty (50) hours of service to your home, school, and community during the term of office.
11. Abide by the Key Club Code of Conduct at all Kiwanis-Family functions. And act in a professional manner in all social media postings.
12. Maintain a good quality of schoolwork and stay up-to-date so permission may be obtained from parents, Faculty Advisor, and school authorities for occasional absence for Key Club business.
13. Must have the ability and access to a computer for a minimum one (1) hour daily for the purpose of reviewing and responding to Key Club related email messages within 48 hours of receipt.

Appendix IV
Wisconsin-Upper Michigan Key Club District
Bulletin Editor Service Agreement

Must attend all District Board meetings, District Board conferences, the new Board training session, and the District Leadership Conference during the term of office.. Attend, if possible, the International Convention during the term of office unless formally excused by the District Administrator. Failure to attend meetings or perform the following duties and responsibilities will result in the initiation of removal from the District Board.

1. Hold direct responsibility for publishing the official District publication, the "Key to Caring". After approval from the District Governor and the District Administrator(s), distribute the publication to the District Director of Technology, the District Board, and Division Facebook pages. The publications will follow this schedule unless other such time as requested by the District Governor with approval from the District Administrator.

First edition:	May 15	(New Board Introductions)
Second edition:	September 15	
Third edition:	December 1	(DCON Edition)
Fourth edition:	February 1	

2. Solicit articles and respect the opinions of all articles sent for publication from clubs, District Board members, and other Kiwanis Family members.
3. Write an article of interest in each "Key to Caring" issue, maintaining the spirit of the District throughout each publication.
4. Submit at least one article during the term of office to both the "Kiwanews" and the "Circle of Sharing".
5. Send quarterly newsletter to District Club Bulletin Editors. Ensure all Club Bulletin Editors are trained so they are prepared to perform their duties.
6. Must own or have access to a computer and/or laptop with Internet service in the home; along with programs available to create the publication.
7. Must be able to travel to various Divisional and District Key Club functions.
8. Must attend and participate in all meetings and activities of the Executive committee; and serve on such committees as appointed by the Key Club District Governor and approved by the District Administrator(s).
9. Performance of the board, individually and as a whole, is the responsibility of each board member. Therefore, the board will hold each member to a reasonable standard of performance.
10. Complete a total of fifty (50) hours of service to your home, school, and community during the term of office.
11. Abide by the Key Club Code of Conduct at all Kiwanis-Family functions. And act in a professional manner in all social media postings.
12. Maintain a good quality of schoolwork and stay up-to-date so permission may be obtained from parents, Faculty Advisor, and school authorities for occasional absence for Key Club business.
13. Must have the ability and access to a computer for a minimum one (1) hour daily for the purpose of reviewing and responding to Key Club related email messages within 48 hours of receipt.

Appendix V
Wisconsin-Upper Michigan Key Club District
Lieutenant Governor Service Agreement

Must attend all District Board meetings, District Board conferences, the new Board training session, and the District Leadership Conference during the term of office.. Attend, if possible, the International Convention during the term of office unless formally excused by the District Administrator. Failure to attend meetings or perform the following duties and responsibilities will result in the initiation of removal from the District Board.

1. Submit a written divisional report if requested by the Governor, and be prepared to present a brief summary. File a monthly Board report to the Key Club Executive Committee by the 10th of each month detailing plan of action to communicate with the Division clubs.
2. Ensure all Club officers receive appropriate training so they are prepared to perform their duties.
3. Either visit each club in the division twice throughout the year; and/or, conduct phone, Skype, or other social network meetings with Club Presidents at least once per month. Best practice would include a combination of visits and social media meetings.
4. Correspond with club members and Advisors via the Division Facebook page weekly.
5. Plan and hold no less than four (4) Division Council Meetings (DCMs) by June 1st, Oct 1st, Dec. 1st, and Feb. 1st respectively.
6. Serve on such committees as appointed by the Key Club District Director of Committees, approved by the District Governor and Key Club District Administrator.
7. Prepare and distribute monthly updates to the Division Key Clubs, sponsoring Kiwanis clubs, and the Executive Committee. The format of this communication will be determined by the District Board with approval from the District Governor and District Administrator.
8. Identify and assist with building new clubs, and reactivating where possible in the Division. Assist in strengthening weak clubs within the Division. Send reminders to clubs with regard to submission of District/International reports and dues.
9. Obtain New Officer Information Sheet (NOIS) from the clubs in the division for the District Directory.
10. Provide support, and assistance to ensure the success of all clubs within the division.
11. Must have the approval and ability to travel to various Divisional and District Key Club meetings and functions.
12. Attend minimum required Training Conferences throughout the District as determined by the District Board, and approved by the District Governor and District Administrator.
13. Recruit at least one potential candidate for Lieutenant Governor of the Division for election at the District Convention at the end of your term.
14. Performance of the board, individually and as a whole, is the responsibility of each board member. Therefore, the board will hold each member to a reasonable standard of performance.
15. Complete a total of fifty (50) hours of service to your home, school, and community during the term of office.
16. Abide by the Key Club Code of Conduct at all Kiwanis-Family functions. And act in a professional manner in all social media postings.
17. Maintain a good quality of schoolwork and stay up-to-date so permission may be obtained from parents, Faculty Advisor, and school authorities for occasional absence for Key Club business.
18. Must have the ability and access to a computer for a minimum one (1) hour daily for the purpose of reviewing and responding to Key Club related email messages within 48 hours of receipt.

Appendix VI
Wisconsin-Upper Michigan Key Club District
Director of Committees Service Agreement

Must attend all District Board meetings, District Board conferences, the new Board training session, and the District Leadership Conference during the term of office.. Attend, if possible, the International Convention during the term of office unless formally excused by the District Administrator. Failure to attend meetings or perform the following duties and responsibilities will result in the initiation of removal from the District Board.

1. Hold direct responsibility for appointing Committee Chairs from the District membership to each committee set by the District Governor and District Administrator.
2. Discuss and create directives for each committee with Committee Chairs, District Governor, and District Administrator.
3. Hold bi-monthly meetings with each Committee Chair to discuss upcoming opportunities and their progress on directives.
4. Direct responsibility for the work of the Committee and report monthly to the District Executive Committee. Ensure that useful documents are being created for clubs and regular emails are being sent out.
5. Ensure each Committee Chair writes an article of interest in each "Key to Caring" issue.
6. Hold workshops at District Functions regarding club committee formation and operation.
7. Write article of interest regarding committee structure and options in each "Key To Caring" issue
8. Work with the District Governor and District Administrator regarding Committees' assistance to the Lt Governors in their Divisions.
9. Act in the role of Assistant to the Governor helping with the day to day duties as requested.
10. Must be able to travel to various Divisional and District Key Club functions.
11. Must attend and participate in all meetings and activities of the Executive committee:
12. Performance of the board, individually and as a whole, is the responsibility of each board member. Therefore, the board will hold each member to a reasonable standard of performance.
13. Complete a total of fifty (50) hours of service to your home, school, and community during the term of office.
14. Abide by the Key Club Code of Conduct at all Kiwanis-Family functions. And act in a professional manner in all social media postings.
15. Maintain a good quality of schoolwork and stay up-to-date so permission may be obtained from parents, Faculty Advisor, and school authorities for occasional absence for Key Club business.
16. Must have the ability and access to a computer for a minimum one (1) hour daily for the purpose of reviewing and responding to Key Club related email messages within 48 hours of receipt.

Appendix VII
Duties & Responsibilities of District Administrator

Board Training Session:

1. Announce the training session date at the initial new board meeting right after convention (planned in advance based on the Circle K Training and Kiwanis Board Meeting session – try to get them on the same dates/location so they can meet their counterparts right off the bat). If too many of the members cannot attend on the date chosen, re-accommodate board training to a new date.
2. Make arrangements with facility (Camp Wawbeek – book the castle for sleeping and the small room in the Nature Center for the meeting).
3. Order new board materials from International and put together all training materials.
4. Order board name badges from Kiwanis Store. Gold badge with magnetic back is item #20366
5. Update board contact list and send to International and give a copy to each new board member.
6. Set up who will handle which section of the training.
7. Work with the new Governor to see what they'd like included.
8. Make arrangements for meals.
9. Ensure the Governor sends out agenda, packing list, activities list, etc. at least 2 weeks prior to training session. Ask students to respond back as to who is attending and how they are getting to the training session. Those that cannot attend, because it is a mandatory meeting must have a very good reason for not being there. It is up to the Administrator's discretion to accept the reason and set up an individual training session for that board member(s).
10. Remain at event until all students have left and/or been picked up by parents.

Board Retreat:

1. Not a mandatory event. The board will decide at their training session if they want a retreat.
2. Typically held prior to International convention giving board members another opportunity to bond.
3. The Governor and board decide where and what they'd like to do. The Administrator approves or makes alternate suggestions.
4. Make arrangements with the designated location.
5. Send announcement to the board asking who will and will not be attending and how they are getting there.
6. Work with the Governor on what they'd like to have happen (teambuilding events, side trips, etc.). The Governor will communicate all activities, packing list, etc. to the board.

Board Meetings/RTC/Rallies:

Not in any specific order.

1. Work with Governor on agenda, functions outside the meeting, and packing lists. The Governor will send this info to the board.
2. Make hotel room reservations for the board along with meeting room reservations. Work with your committee members and elicit help here. There may be contracts involved.

3. The Governor will determine the rooming list (especially those staying in their room). You can move students around other than the Governor's room to complete 4 per room or as many as the property allows. Don't give the students this info before arrival.
4. Advise the hotel to take out any alcoholic beverages from the room (amenities), and ask them to turn off the phone from making outside calls. Students cannot add anything to their room charge. Key Club pays only room and tax. Students are billed for movies (not recommended to be ordered), food, calls, etc. They are to pay these charges to the District prior to departing from the hotel.
5. Assist with making travel arrangements (as in the KDCON where there is a district bus) to get board members to the meeting in the most cost efficient method. This may mean contacting parents to discuss these arrangements.
6. Request students to advise in writing or response to email as to whether or not they are attending and how they are getting there.
7. Work with and advise hotel to never give room keys to students without an adult whether at check in or loss of keys.
8. Arrive early to check everyone in and get the room keys. Some hotels only give 3 keys to a room. You may need to work with management to get each student a key.
9. Arrange for snacks, beverages, AV equipment needed.
10. Bring Key Club District files, supplies, prizes, etc. necessary for the meeting.
11. Arrange for 1 chaperone for each 10 students. Use your committee members for this or elicit Kiwanians if necessary.
12. Board meetings are mandatory attendance. Administrator will have final say if an excused absence will be necessary. Too many unexcused absences could mean dismissal from the board.
13. Sit in on the one-on-one sessions with the Governor. The Governor and board student should do most all of the talking during these evaluation sessions. The administrator is there as a witness to the conversation. If the administrator has comments regarding students that need to be made, discuss with the Governor in advance.
14. Must be in attendance during all board meeting time where decisions might happen to approve or recommend revision. No decisions can be made by the students when the administrator and/or assistant administrator are not present.
15. Depending upon when the meeting is scheduled, work with other Kiwanis Family members to coordinate meals, functions, etc. with that team's leadership.
16. Represent Key Club for all Service Leadership Workshops held at Kiwanis Midwinter and KDCON events. Be prepared to discuss at the workshop the Key Club District state of the union, any new clubs in process needed Kiwanis sponsors, upcoming Key Club events, asking for support in the Key Club Outreach program for Kiwanis Clubs not sponsoring a Key Club.
17. Work with all committees that the Key Club District has set up to make sure what they want to do for the year fits into the district bylaws and policies. The students will make decisions but the Administrator will approve or ask for revisions.

New Club Building:

1. Send a welcome email to those requesting info and offer assistance in getting their club started.
2. Advise the Key Club & Kiwanis Governor of the request. Ask the Governor, affected Division Lt. Governor, and the district's New Club Building chair of the possible new club. The New Club Building Chair and that Division's Lt. Governor will also need to send a welcome letter and offer assistance.

3. It is the Administrator's responsibility to assist a new club in finding a Kiwanis sponsor club if they don't already have those arrangements made. Work with the sponsoring Kiwanis Club as often they have no idea what their responsibilities really are. Either attend or have district representation at setup meetings for the new club as often as possible.
4. Maintain a contact list of all potential new clubs so that administrator can match and keep accurate records within the district and advise Kiwanis Governor of ongoing new club building activity. Often, for whatever reason, International's records are not accurate.
5. Because we are WI-UM, our district also gets requests from all of Michigan for new club building kits. I delete those truly lower Michigan requests. No need to keep track for them.
6. I created several pieces of literature that I send to a high school or Kiwanis club about Key Club and starting of a new club. These get sent to all requestors when I send the welcome note.

General Info:

1. Work closely with Faculty and Kiwanis Advisors.
2. Send a quarterly newsletter out to Faculty & Kiwanis Advisors regarding upcoming events.
3. Talk to board member's parents/guardians to keep them in the loop as to when and where their child will be for Key Club events. Send a letter along with the Key Club District calendar to parents/guardians sometime between new board training and before RTC sessions.
4. Handle any issues between students and adults with regard to Key Club whether it be an advisor, chaperone, parent, Kiwanian.
5. Meet with the Governor, weekly, by phone or in person to update each other on issues, situations, etc.

	APR BD MRF	MAY BD MRF	JUN BD MRF	JUL BD MRF	AUG BD MRF	SEP BD MRF	OCT BD MRF	NOV BD MRF	DEC BD MRF	JAN BD MRF	YR END REP	KEY LEADER	ICON	SP Senate Hrs	Directives Created	Adm'l Position Duties	Ballies - 4pts each	KTC Article	KTC Article	KTC Article	KTC Article	Info letter	Newsletter - May	Newsletter - Sep	Newsletter - Dec	Newsletter - Feb	NEWS BD TRNG/MAKE UP	APR MITG	AUG MITG	NOV MITG	FEE RUN THRU	PRE-DCON MITG	DCON PD MIN 100 PTS

Total Minimum Possible Points - 128
(See Group Add'l Duties for Column "R" point total)

- 4 = On Time/Attended
- 3 = Late/Excused
- 1 = Draft Submitted/Not Sent to Clubs
- 0 = Did not submit/Not Attended-Not Excused

Additional Point Value for Duties of Executive Group/Committee Chairs

Governor (Additional Position Duties Section):	Point Value	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Attend GATC	4 points												
Attend Kiwanis Board Meetings	2 points each												
Attend New Club Charter Presentation/Meeting	2 points each												
Prepare with Administrator and Distribute 14 days advance (Board Meeting Agenda/Packing List)	2 points each												
Weekly meeting with Administrator	2 points each												
Meet with Director of Committees	2 points each												
Submit article to Kiwanews and/or Circle of Sharing	2 points each												
Submit monthly report to International Trustee (advise Administrator when submitted)	2 points each												
Provide Board with topics for monthly updates/newsletters (approval of Administrator)	2 points each												
Send Board reminders of due dates	2 points each												
Monthly newsletters to Club President/Vice President	2 points each												
LTG DCM Attendance	4 points each												
Secretary/Treasurer (Additional Position Duties Section):	Point Value	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Attend Executive Committee Meetings as scheduled	4 points each												
Approved Board Meeting Minutes distributed	4 points each												
Publish/Maintain District Club Directory (Publish quarterly with revisions)	4 points each												
Monthly update of MRF Report on Google Docs/send Club MRFs to appropriate LTG	4 points/mo												
LTG DCM Attendance	4 points each												
Bulletin Editor (Additional Position Duties Section):	Point Value	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Attend Executive Committee Meetings as scheduled	4 points each												
Approval of KTC Issue (week advance of publication - publication on Exec Group Report)	4 points each												
Attend Executive Committee Meetings as scheduled	4 points each												
LTG DCM Attendance	4 points each												
Director of Committees (Additional Position Duties Section):	Point Value	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Attend Executive Committee Meetings as scheduled	4 points each												
Contact with Committee Chairs (Must advise Administrator/Governor of meeting schedule)	2 points each												
Create Committee Workshop Identifying need for Committee Structure and Duties	4 points												
Ensure Committee Directives are created and followed	4 points each												
Meet & Update District Governor/Administrator on Committee work being completed	4 points each												
LTG DCM Attendance	4 points each												

Committee Chair (Additional Position Duties Section):	Point Value	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Post information on Division Facebook Pages	4 points each												
Meet with Director of Committees	4 points each												
Promote Committee Events to Board for inclusion in monthly updates (approval of Gov/Admin)	4 points each												
Article in Kiwanews and/or Circle of Sharing	4 points each												
Create workshop	4 points each												
Identify additional Committee membership needs	2 points each												
Meet with Committee members	2 points each												