

New York District Key Club International Bylaws

Article I: NAME AND TERRITORIAL LIMITS

Section 1. The name of this organization shall be the New York District of Key Club International.

Section 2. The boundaries within which it shall function shall be coextensive with the boundaries of the New York District of Kiwanis International. It shall be sponsored and supervised by, not a part of, Kiwanis International.

Article II: OBJECTS

Section 1. The objects of this district shall be:

To promote the objects of Key Club International.

To coordinate the projects of member Key Clubs.

To strengthen and extend the Key Club movement. To increase the fellowship and cooperative effort of the clubs within the district.

To promote the participation of the clubs within the district in the general objectives, programs, and policies of the district and of Key Club International.

To accept and promote the Objects of Kiwanis International.

Section 2. The official colors of this organization shall be blue, gold and white. The colors shall represent as follows: blue-unwavering character; gold-service; and white-purity.

Article III: DIVISIONS

Section 1. The territory of this District shall be divided into divisions which shall not be necessarily co-extensive with the boundaries of the divisions of the New York District Kiwanis. The Board of Trustees of both the New York District of Key Club and the New York District of Kiwanis must grant permission to change these boundaries.

Article IV: MEMBERSHIP

Section 1. Each chartered Key Club in this district shall be a member of this district.

Section 2. Any member club more than sixty (60) days in arrears for any indebtedness to Key Club International, or to the New York District, shall be considered not in good

standing.

Section 3. Any member club not in good standing with Key Club International shall be considered not in good standing with this district.

Section 4. Any member in good standing of a chartered club in good standing within this district shall be considered a member of this district.

Section 5. The district treasurer shall report the name of any member club not in good standing with the district at each meeting thereof and shall send notice that such club is not in good standing and the reasons thereof to the president of such club, to the president of the sponsoring Kiwanis Club, and to the Administrator of Key Club International.

Article V: OFFICERS

Section 1. The officers of this district shall be the District Governor, one Lieutenant Governor for each division of the district, the Secretary, the Treasurer, (or the Secretary-Treasurer), and such other non-voting officers as called for in the district bylaws.

Section 2. Each officer shall be an active member in good standing in a club in good standing of the district, and each Lieutenant Governor shall be a member of a club in good standing in the division from which he is elected. No member shall be elected to office who will graduate before the next succeeding convention.

Section 3. The district officers shall be elected in the manner prescribed in the district bylaws. They shall begin their official duties immediately following induction or on April 1st, whichever is later and shall serve for one (1) year or until their successors are duly elected and inducted.

Section 4. Before any District officer shall be nominated or take office they must fully execute and deliver to the District Administrator an agreement of consent form as then in use for such office.

Section 5. No Key Club shall be allowed to have more than one candidate for the same District office. Should more than one person desire to become a candidate for the same District office, an election shall be held within that Key Club prior to the District-wide election for the office in question and that club election shall be binding and will decide which member shall be the candidate.

Section 6. The duties of the officers shall be as follows:

(a) The Governor shall be the executive officer of the district and shall preside at all conventions and at all meetings of the Board of Trustees. He shall be an ex-officio member of all standing and special committees. It shall be his duty to attend any convention of Key Club International.

(b) The Lieutenant Governor shall be the executive officer of the division and shall preside over all division conferences or meetings. He shall carry out the programs and policies of the district Governor and of Key Club International of his division. He shall perform his assigned responsibilities as a member of the District Board of Trustees.

(c) The Treasurer shall make a report at the annual Leadership Training Conference and at such other times as the Governor and the Board of Trustees may require.

(d) The Secretary shall keep all records of the Leadership Training Conference and of the meetings of the Board of Trustees. He shall submit a report to the annual convention and at such other times as the Governor or the Board of Trustees may require. He shall submit to the proper officials and committees all communications received from Key Club International. He shall cooperate with the Governor in forwarding all official reports required by Key Club International. He shall perform such other duties as may be assigned to him by the Governor or the Board of Trustees.

(f) All officers, with the exception of the Lieutenant Governors, and Bulletin Editor shall be elected at the annual Leadership Training Conference. Each Lieutenant Governor shall be elected at a division caucus held no earlier than December and no later than January 31st, provided a one-third quorum of the division's Key Clubs are represented. Each club shall be entitled to two (2) voting delegates. The incumbent Lieutenant Governor shall vote only in the case of a tie. If a quorum is not achieved, the selection of the Lieutenant Governor shall be the responsibility of the outgoing Board of Trustees who shall seek the advice of the club presidents within the respective division. The District Key Club Administrator shall be designated by the Board of Trustees of the sponsoring Kiwanis District. The editor of the district bulletin, the Empire Key, shall be appointed by the Key Club District Board by a majority vote.

Article VII: COMMITTEES

Section 1. The Key Club District committees shall be the Committee on Finance and Membership and Development, the Committee on Public Relations, the Committee on K-Relations, and other committees as may be established by the Board of Trustees.

Section 2. The duties of the standing committees shall be as follows:

(a) The Committee on Finance and Membership Development shall report of the financial membership status of the Key Club District at the Leadership Training Conference and at all regular meetings of the Board of Trustees and shall perform such other duties as may be assigned by the Board of Trustees.

(b) The Committee on Public Relations shall concern itself with the development of methods to assist the district and local clubs in effectively informing the public of the ideals, objects, programs, and achievements of the Key Club organization. It shall perform other duties as may be assigned by the Board of Trustees.

(c) The Committee on K-Relations shall deal with the matters relating to the relationship between Kiwanis and its sponsored K-Family organizations. It will be responsible for developing projects and programs to expand and strengthen the relations between these organizations.

Article VIII: LEADERSHIP TRAINING CONFERENCES

Section 1. A Leadership Training Conference of the Key Clubs in this district shall be held once in each Calendar year during March or April, such a place and date as shall be mutually agreed upon by the Board of Trustees of the District and the District Administrator.

Section 2. The Secretary shall send to each club, the officers of the New York District Kiwanis, Key Club, the Key Club Committee of Kiwanis, and the Administrator of Key Club International an official call to the annual Leadership Training Conference at least thirty (30) days prior to the date of the Leadership Training Conference. The Board of Trustees shall have full supervision and management of all conventions under the supervision of the District Key Club Administrator and the sponsoring Kiwanis district.

Section 3. Each club in good standing shall be entitled to two (2) delegates, including the president and two (2) alternates for any Leadership Training Conference. Delegates and alternates must be members in good standing of Key Club International, the New York District, and their own clubs.

Section 4. The members of the Board of Trustees shall be delegates-at-large at all Leadership Training Conferences.

Section 5. Each accredited delegate shall be entitled to vote on each question submitted in any Leadership Training Conference. There shall be no voting by proxy.

Section 6. The expenses of each delegate should be paid by the individual and/or the club represented by him.

Section 7. In the absence of the Governor from any Leadership Training Conference of the district, the Board of Trustees shall designate a member of the District Board, with the exception of the District Administrator, to act as chairman.

Section 8. A quorum at any Leadership Training Conference of the district shall comprise the official delegates present and representing not less than one-third ($\frac{1}{3}$) of the total number of clubs within the district.

Section 9. Within thirty (30) days after any convention, the Secretary shall make a report of the proceedings of the Leadership Training Conference, including a complete synopsis of all action taken and shall transmit a copy thereof to the members of the Board of Trustees and to the Administrator of Key Club International.

Section 10. Each Leadership Training Conference program shall include the following:

(a) Address by the Governor of the sponsoring Kiwanis district, or his representative.

(b) The reading of the winning Achievement Reports, or summary thereof, and the making of reports.

(c) An oratorical contest on a subject selected by the Board of Trustees of Key Club International, conducted under rules prescribed by the said Board.

(d) The submitting and judging of the entries in the Scrapbook Contest.

(e) The reading of the winning Single Service Activity Report, or a summary thereof, and the making of reports.

(f) The nomination and election of officers for the ensuing year and the endorsement of a candidate for Key Club International office from the New York District, should the House of Delegates so choose.

(g) The recommendation to the District Board of Trustees of the time and place for holding the next Leadership Training Conference.

Article IX: VACANCIES IN OFFICE BETWEEN LEADERSHIP TRAINING CONFERENCES

Section 1. In the event between conventions of a vacancy in the office of Governor, the Board of Trustees shall elect a qualified member, in good standing, of a club in the district, to become Governor for the unexpired term.

Section 2. In the event between Leadership Training Conferences of a vacancy in the office of Lieutenant Governor, the Board of Trustees shall elect a qualified member in good standing of a club of the same division to fill the office for the unexpired term.

Section 3. If a vacancy occurs in the office of the Secretary, Treasurer or Bulletin Editor between Leadership Training Conferences, the Board of Trustees shall elect a qualified member in good standing of a club to fill the office for the unexpired term.

Section 4.

a) Whenever it shall appear to any Key Club member that a District Board Member is failing to perform the prescribed duties of a respective office, the general member shall inform the District Governor and Administrator in written form of the exact extent of the breach of duties.

b) Immediately upon receipt of above letter, the governor shall notify the person in question of the allegations brought forth. This notification is to be performed via letter sent by certified mail with a return receipt requested and a follow-up telephone call by either the District Governor or Administrator.

c) The Governor, with the approval of the District Administrator, shall call a meeting of the District Executive Committee, District Administrator, and the person in question. A telephone conference is acceptable for the meeting. This meeting shall be held within ten days of the receipt of notification the individual in question.

d) The District Board is to be notified, prior to the impending meeting. This notification is to be done in written form.

e) In addition to the District Board, the parents of the person in question, the school principal and Key Club faculty advisor, the sponsoring Kiwanis Club President, and the Kiwanis District Governor and counterpart shall be notified in written form by the District Governor with the approval of the District Administrator.

f) Within one week of the meeting of the Executive Committee, the Committee shall vote by mail on the recommendation for removal. The person in question has the right to vote on the ballot if on the Executive Committee.

g) In order for the removal process to continue, the Executive Committee must have a simple majority (one-half plus one) in favor of bringing the motion to a vote of the full board.

h) The full board is to receive a ballot by mail postmarked within one week of the Executive Committee decision, to vote on the person in question. The person in question has the right to vote.

i) The board is to return their ballots to a central authority within two weeks of receipt of the ballot.

j) In order for the person to be removed from office, a two-thirds majority must be reached by the full board.

k) Within one week of the time the ballots are tabulated, the person in question, the Key Club District Board, the parents of the person in question, the school principal and Key Club faculty advisor, the sponsoring Kiwanis Club President, and the Kiwanis Governor are to be notified. If the vote was in favor of removal, Key Club International is to be notified as well.

l) The Kiwanis District Executive Committee must verify the voting and can override the vote of the Key Club District Board.

Section 5. Whenever it shall become apparent to the Board of Trustees and District Administrator that the Governor is failing to perform his duties, it shall be the responsibility of the District Secretary, with the approval of the Kiwanis District Governor, to call a special meeting of the District Board of Trustees to consider all facts and any reasons why the office shall not be declared vacant. In the event that the District Board of Trustees shall find the alleged facts to be true, the District Board of Trustees will request the resignation of said District Governor. In the event that a resignation is not voluntarily offered, the District Board of Trustees shall, with the approval of the Kiwanis Governor, declare the office vacant and the vacancy shall be filled in accordance with the provisions as contained in these bylaws.

Section 6. No District Officer may hold more than one District Office at the same time, nor may any such officer hold any International Office or Local Club Office. However, shall a person be elected to District Office, they shall have 15 days thereafter to resign any other Key Club office they hold. In violation of this section should they fail to resign from other office within the time specified, they may be immediately removed from the District Office by action of the Key Club District Governor with the approval of the District Administrator.

Section 7. Should there be no qualified candidate elected at the convention as Governor, Secretary, or Treasurer of the Leadership Training Conference, the

Administrator shall declare that a vacancy exists for that office, and the office shall be filled in the same manner as specified in Sections 1, 2 and 3 of this article.

Section 8. Should any member of the District Board desire to file charges against any other member of the District Board, he must notify the Governor that he desires this matter to be placed on the agenda for the next regular District Board Meeting. A copy of this notice shall be mailed at the same time to the District Administrator who shall cause a notice to be sent to the officer against whom charges are filed at least 5 days prior to the Board Meeting advising that officer that this matter will be heard at the Board Meeting. At the Board Meeting, the removal of the Board Member must be a majority vote of the Board, present and voting.

Article X: REVENUE

Section 1. Each member club shall pay to the district for each and every member the sum of \$6.00 per annum as district dues. These dues shall accrue on October 1 and shall be remitted to the Key Club District Treasurer by the individual club not later than December 1 of each year.

Section 2. The amount of district dues and subscription fees shall be determined by the District Board of Trustees, with approval of the district Key Club Administrator, and subject to approval at the next Leadership Training Conference. In no case shall the total district dues and subscription fees exceed the maximum amount paid for each member in International dues.

Section 3. Assessments in excess of the annual dues may be made only upon a two-thirds (2/3) vote of all delegates attending an annual convention. Such assessments shall be for a duration of one year, but each succeeding convention may, by a two-thirds (2/3) vote of all delegates in attendance, renew the assessment. All such assessments, in addition, must be for extraordinary items not normally covered by dues, and must be approved by the Kiwanis District Board, by the Key Club International Board and by the Kiwanis International Board.

Section 4. All dues and assessments shall be paid within sixty (60) days after the same shall become payable.

Section 5. The dues to be paid to the district by any new club admitted to membership during any fiscal year shall be the dues for each and every member payable upon the beginning of the fiscal year following charter.

Article XI: RULES OF ORDER

Section 1. "Robert's Rules of Order" (Newly Revised) shall be the parliamentary authority for all matters of procedure not specifically covered in these bylaws.

Article XII: AMENDMENTS

Section 1. Amendments these bylaws shall be made only at Leadership Training Conference by a two-thirds (2/3) vote of delegates present, provided, however, no amendments shall be presented for adoption unless properly presented to the Key Club Governor and District Administrator at least thirty (30) days prior to the opening of the Leadership Training Conference.

Article XIII: APPROVAL

Section 1. These bylaws and all amendments or additions shall not become effective until they have been approved by the sponsoring Kiwanis District Board and the Key Club International Administrator and/or the Key Club International Board.

Section 2. These Bylaws shall supercede any and all previous Bylaws of the New York District and Key Club International.

Section 3. These Bylaws may not be set aside or suspended without the approval of the Kiwanis, New York District and Key Club International.

Ammanda Spice
Key Club International Director
6-19-14

Kiwanis

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To: NY District Key Club Governor Jacob Spencer

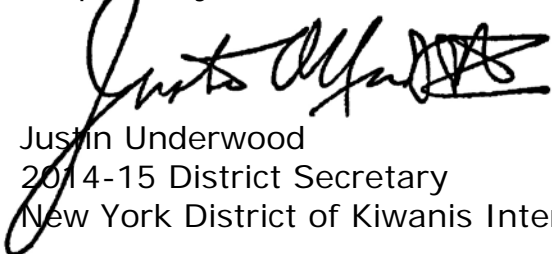
From: NY District Kiwanis Office

RE: New York District Key Club Bylaws approved at your 2014 LTC

We are pleased to inform you that on May 4, 2014 the 2014-15 Board of Directors of the New York District of Kiwanis International did formally review and gave their approval to your amended bylaws as passed by the New York District Key Club House of Delegates.

We apologize for the delay.

Respectfully,



Justin Underwood
2014-15 District Secretary
New York District of Kiwanis International

cc: Eric Paul, 2014-15 NY District Kiwanis Governor
Joe Aiello, 2013-14 NY District Kiwanis Governor
Ann Sewert, 2013-14 NY District Secretary
John Goldstein, NY District Key Club Administrator
Jason Steiner, NY District Key Club Committee Member

Kiwanis is a global organization of volunteers dedicated to



changing the world one child and one community at a time.