

New York District of Key Club International By-Laws

Article I

“Name and Territorial Limits”

Name

Section 1:

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

Boundaries

Section 2:

The district boundaries within which it shall function shall be co-extensive with the boundaries of the New York District of Kiwanis International. It shall be sponsored by and supervised by, but not a part of, Kiwanis International, but it shall operate under the responsibility and control of the Kiwanis District Board under which it functions.

Colors:

Section 3:

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 II

“Objectives”

The objectives of this District shall be:

- 1 To promote the objectives of Key Club International
- 2 To coordinate the projects of member clubs.
- 3 To cooperate with Key Club International in building clubs and in educating and strengthening clubs within the District and the entire Key Club movement.
- 4 To increase the fellowship and cooperative effort among clubs within the District.
- 5 To promote participation of clubs within the District in the general objectives, programs and policies of the New York District and of Key Club International.

Article III

“Divisions”

Section 1:

The territory of this District shall be divided into divisions which shall not necessarily be co-extensive with the boundaries of the divisions of the New

York District of Kiwanis. The Boards 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”

Clubs

Section 1:

Every Kiwanis-sponsored and chartered Key Club within the territorial limits of this District shall be considered a member of the district.

Good Standing

Section 2:

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

International

Section 3:

Any member club not in good standing with Key Club International shall be considered not in good standing with the District.

Membership

Section 4:

Any member in good standing of a chartered club in good standing within the District shall be considered a member of the District.

Mid-Winter Board Meeting

Section 5:

The District Treasurer shall report the name of any member club not in good standing with the District at the Mid-Winter Board Meeting and send notice that such club is not in good standing and the reason therefore to the president of such club, to the president of the sponsoring Kiwanis Club and copies of such notice to the Director of Key Club International, the Kiwanis Governor and the District Administrator.

Article V “Officers”

Officers

Section 1:

The officers of this District shall be the Governor, District Secretary, District Treasurer, and a Lt. Governor for each Key Club Division.

Officer Requirements

Section 2:

Each officer must be an active member in good standing of a member club of the District in good standing and each Lt. Governor shall be a member of a club in good standing in the division from which he/she is selected or else they shall not be eligible to run for office or be continued in office.

Section 3:

No person shall be elected to an office within the District who has reason to believe that he/she will no longer be a member of Key Club within the District at the time of the following year's District Convention.

Officers District Election Consent

Section 4:

All officers in the District shall be elected in the manner prescribed by the District By-Laws. They shall begin their official duties immediately following induction and shall serve for one (1) year, or until such time as their successors are duly selected and qualified. 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.

Two Candidates From Same Club

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 District officers shall be as follows-

Governor

a. The District Governor

1. The Governor shall be the executive officer of the District.
2. He/she shall be the chairperson of the District Board of Trustees.
3. He/she shall preside at all conventions of the District and all meetings of the Board of Trustees or other official meetings of the District officers.
4. He/she shall be an ex-officio member of all District committees, standing or special.
5. The Governor shall further the objectives of Key Club International and promote the interests of the clubs within the District to the best of his/her ability throughout the District.
6. He/she shall be a member of the International Council of Key Club International and shall attend all meetings of that body.
7. He/she shall be the chairperson of the New York District delegation to the International Convention and shall preside over

the District caucuses.

8. He/she shall officially institute all District projects in which he/she shall have the aid of his/her advisors in the form of the members of the District Board of Trustees and the District Key Club Administrator.
 9. The Governor shall be assisted and advised in any and all Key Club matters by the chairman of the Committee on Key Clubs of the New York District of Kiwanis (District Administrator), who shall be his/her personal advisor.
 10. It shall be the duty of the Governor to assist the Kiwanis District Key Club Administrator in the functioning of his committee.
 11. In the absence of the Governor from a meeting, the Board of Trustees shall designate one of their members, with the exception of the District Administrator, to act as chairperson.
- b. The District Secretary
12. The District Secretary shall keep all records of the District.
 13. He/she shall take the minutes of all meetings of the District Board of Trustees and all District meetings at conventions:

Secretary

He/she shall submit these minutes to the following persons no later than ten (10) days after such board meeting or convention. The Kiwanis District Administrator (four copies), the Kiwanis District Key Club Financial advisor, the Key Club Governor, Key Club International, and other District Board Members and, by the direction of the Governor, to other persons.

He/she shall attach to these minutes such budgets or written documents which were adopted or discussed at that meeting. At conventions, the Secretary shall take minutes of all sessions, District Nominating Conference, House of Delegates and all Board Meetings. Copies of these convention activities shall be submitted within the time limits specified to the persons specified above, but he/she shall cause four (4) copies to be submitted to the District Key Club Administrator.

14. It shall be his/her duty to cause to be published a District Directory which shall consist of the following information: all member clubs, their locations, sponsoring Kiwanis clubs; their Presidents, Secretaries, Treasurers, Kiwanis Advisors, and Faculty Advisors; the members of the District Board of Trustees; Key Club standing or International Board members involved with the New York District; Kiwanis District Officers; the members of the Kiwanis Committee on Key Clubs, and any other information which the Governor and District Administrator feel necessary for efficient communication throughout the District.
15. He/she shall issue official calls to all District functions to all members of the District at least three (3) weeks in advance of the date of each function

16. He/she shall submit to the proper officials and committees all communication received from Key Club International.
17. He/she shall cooperate with the Governor in forwarding all official reports required by Key Club International.
18. He/she shall perform such duties as may be required of him/her by the Governor, Board of Trustees or the Kiwanis District Administrator. .

Treasurer

c. The District Treasurer

19. The District Treasurer shall have as his/her advisor the Kiwanis District Key Club Financial Advisor and the Kiwanis District Administrator. All duties shall be performed under their supervision and direction.
20. He/she shall send notices for the collection and receipt of all District dues and other District income.
21. He/she shall forward all District funds received to the District Financial Advisor for deposit in the official depository of the District.
22. He/she shall compile and cause to be published a District financial report (for each Board meeting; a semi-annual report to be distributed at the Mid-Winter Board Meeting); such other financial reports as may be required by the Governor, District Board of Trustees, Kiwanis District Administrator, or Kiwanis District Financial Advisor, and a monthly financial report which he/she shall prepare and distribute prior to the tenth (10th) of the succeeding month to the Governor, the Kiwanis District Administrator, and the Key Club Financial Advisor. Copies of the financial reports as approved by the Board of Trustees shall be attached to and made a part of the minutes of the Board of Trustees meeting at which they are approved.
23. He/she shall submit a monthly report (in addition to the monthly financial report) listing the names of all Key Clubs in the District and indicating the payment of International and District dues and the number of members of each club. This report shall be on a form approved by the Kiwanis District Administrator and shall be mailed to the Key Club Governor, District Administrator, and Kiwanis Financial Advisor.
24. He/she shall send statements to all clubs in the District concerning annual dues and assessments prior to September 1st of each year. By January 1st he/she shall send a notice of dues to delinquent clubs, with a copy of said notice to the President of the sponsoring Kiwanis Club. He/she shall submit a list of clubs delinquent in International and District dues when directed by the District Administrator, and at each District Board meeting, listing clubs by Division in such reports.
25. He/she shall perform any other tasks or duties as assigned by the

Governor, the Board of Trustees, the Financial Advisor, or the Kiwanis District Administrator.

26. He/she shall, upon receipt of dues deposit slips or other evidence of income, from the Financial Advisor, and if requested, send a receipt of such income to the source of income.

Editor

d. The Editor of the District Publication

27. The Editor of the District Bulletin, the Empire Key, shall be appointed by the Key Club District Board by a majority vote.
28. He/she shall be responsible for publication of all issues of the District Publication, the "Empire Key," up to and including the post convention issue for the convention occurring at the end of his term of office. He/she shall also be responsible for the folding, mailing, etc. of this publication to all Key Club and Kiwanis District officers, all Key Club International officers, all members of the Kiwanis District Key Club Committee, and all past Governors of this District, and shall mail sufficient copies to each Key Club President in the District so that the President may distribute one copy to his/her Key Club chairman and one copy to each paid up member of his/her club. He/she shall send six (6) copies to the District Administrator and shall submit the proofs for each copy to the District Key Club Governor and the District Administrator, obtaining their approval prior to the printing of each issue.
29. The Editor shall, within thirty (30) days of being appointed, obtain samples of prior issues of the Empire Key and submit them to various printers for the purpose of obtaining bids. At least three (3) written bids must be obtained, giving the price for printing as many copies per issue as are required for District purposed. Those bids will be delivered to the District Administrator, with copies to the Governor and District Financial Advisor. No printing of any issue of the Empire Key is authorized unless prior written approval is obtained from the District Administrator to proceed.
The written bids will contain at least the information contained in the following statement: "This office will print four issues of the Key Club, New York District Publication known as the 'Empire Key', such as the sample displayed to us, four times during the coming months to wit, in August, November, January, and May. We will Print _____ copies of each issue in a style and paper similar to that which has been displayed to us. Photographs (black and white, glossy), will be printed at a cost of \$____ each over and above the price of this bid. Printing time, between the times of delivery of copy will be up to _____ days. Copy will be typewritten and will contain instructions as to where each article and/or photograph will be placed. Our price per issue is

§_____.

Officer Duties

- e. It shall be the duty of all District Officers to
 - 30. Attend Key Club International Convention
 - 31. Attend all authorized New York District functions.
 - 32. Meet together at specific times to discuss District plans and projects with the Kiwanis District Administrator, collectively or separately.
 - 33. Keep the Kiwanis District Administrator informed of all activities of the District.
 - 34. Send copies of all correspondence to the Kiwanis District Administrator and in the case of the Treasurer, to the Kiwanis District Key Club Financial Advisor as well.
 - 35. District Officers are not authorized to travel outside of their own Division unless such travel conforms to the current policy of the Kiwanis District Board and Key Club International, and meets the approval of the District Administrator.

Elections

f. Elections

All elected officers, with the exception of the Lt. Governors, shall be elected at the annual District Convention. Each Lt. Governor shall be elected at a Division caucus held *[within the month of January.]* To be official, there must be a quorum of at least one-third (1/3) of the Division's Key Clubs represented. Each club is entitled to two (2) voting delegates. The incumbent Lt. Governor shall vote only in the case of a tie. After the election and prior to the start of the first convention board meeting, the Lt. Governor shall report the name, address, phone number and Key Club of the new Lt. Governor or the failure to achieve a quorum to the District Administrator on a form prescribed for that purpose. If a quorum is not achieved, the selection of the Lt. Governor shall be the responsibility of the Governor who shall seek the advice of the club Presidents within the respective division, and the confirmation of the District Board. In the event that a Lt. Governor is not elected prior to District Convention, he/she will be elected at a special caucus at the District Convention.

District Administrator

- g. The District Administrator, who is designated by the Kiwanis Governor, shall be the personal advisor to all District Officers and the District Board.

Article VI

“Lieutenant Governors”

Section 1:

The executive officer of each division shall be the Lt. Governor at the

divisional level.

Duties

Section 2:

- The duties of the Lt. Governor shall be as follows-
- a. He/she shall represent the division at the local, club and district level.
 - b. He/she shall prepare the Lt. Governor's Monthly Report, which shall be sent to the New York District Governor and District Administrator by the tenth of the following month. A copy of each report shall be retained for the divisional permanent records and a copy shall also be sent by the Lt. Governor to his/her Kiwanis Lt. Governor.
 - c. He/she shall attend at least one meeting of each club in the division and fill out the Lt. Governor Report of an official visit immediately afterward. He/she shall also attend at least one meeting of each Kiwanis club in the division [*and fill out the Lt. Governor Report of a Kiwanis visit immediately afterward*].
 - d. He/she shall attend all of the following events-
 36. The Regional Training Conference in the area
 37. The Fall Board Meeting
 38. The Mid-Winter Board Meeting
 39. The New York District Convention and Board Meeting
 40. The Key Club International Convention and District Board Meeting
 41. The Spring Board Meeting
 42. All Divisional Meetings (Rallies) held within the division
 - e. He/she shall be responsible to see that all clubs in the division pay District and International dues when due.
 - f. He/she shall answer all correspondence promptly and shall send copies of all correspondence to the local Zone Administrator [*District Governor and District Administrator*]
 - g. He/she shall be responsible for reporting the names, addresses and phone numbers of the newly elected presidents, secretaries, treasurers, faculty advisors, and Key Club Chairman of the clubs within the division to the District Secretary no later than three (3) weeks before the District Convention.
 - h. He/she shall be responsible for the rehabilitation of weak and improperly organized Key Clubs within his/her division. He/she shall attempt to build as many new clubs as possible within the division by cooperating with Kiwanians and school officials. He/she shall endeavor to attend all charter banquets for new Key Clubs within the division and shall advise the Kiwanis Lt. Governor of his/her desire to do so.
 - i. He/she shall cause to be published a divisional newsletter for the purpose of informing the members of the clubs within the division of occurrences in the division.
 - j. He/she shall hold at least four (4) divisional meetings (rallies) during his/her term of office --more are recommended.
 - k. The consent of the person who shall be selected as Lt. Governor must be

obtained at the time of election to that office. Such person shall also agree prior to election that he/she will undertake all of the duties specified in this section and this section shall be read to all delegates and candidates before a vote may be taken at the time of the divisional election.

- l. He/she shall schedule at least two (2) divisional events and assist in making arrangements for inter-club and inter-divisional events.
- m. He/she *[may]* appoint a divisional reporter who is responsible for sending news of regular and special activities of the clubs in the division to the editor of the Empire Key.
- n. He/she shall coordinate the Key Club Week Observance in the division. He/she should attempt to secure proclamations and arrange meetings from and with public officials to honor Key Clubbing during that week.
- o. He/she may appoint a divisional secretary. If so,....
 1. The divisional secretary shall act under the direction of and duties defined by the individual Lt. Governor. However, the office shall not be construed to be extra-divisional in nature, nor encroaching upon the duties and functions of the Lt. Governor.
 2. The divisional secretary shall be designated directly by the appointment of the Lt. Governor.
 3. The divisional secretary should be qualified for office.
- q. He/she shall meet the retiring Lt. Governors and discuss problems, traditions and practices, which are part of the division.
- r. He/she shall make use of the suggested agenda for divisional meetings (Rallies).
- s. He/she shall be responsible for getting publicity for the division and its activities, always working closely with the District Public Relations Chairperson.
- t. He/she shall arrange to speak before the PTA's, school assemblies, citizens' committees, chambers of commerce, etc., to spread the Key Club story.
- u. He/she shall keep permanent divisional files which will be passed on to the successor, which shall include, but not be limited to folders of the following-
 - International Convention
 - Key Club International
 - District Governor
 - District Secretary
 - District Convention
 - Committee Chairpersons
 - Regional Training Conferences
 - Mid-Winter Board Meeting
 - General Correspondence
 - Divisional Public Relations
 - Inter-club activities
 - Each club of the division
 - Kiwanis District Administrator

- Kiwanis Zone Administrator
 - Kiwanis Lt. Governor
 - Fall Board Meeting
 - Spring Board Meeting
 - Dues Reports and Collections
- v. He/she shall prepare for his/her duties by-
1. Becoming thoroughly familiar with the division; its history, traditions, boundaries, perennial problems, the Kiwanis clubs and officers, Key Clubs and their officers, Key Club chairman, Zone Administrator and prospective schools for new clubs.
 2. Knowing the Kiwanis Lt. Governor of the division and working with him/her. Ask to speak at a minimum of one Kiwanis divisional meeting.
 3. Becoming aware of and familiar with the Key Club International Constitution and By-laws.
 4. Having complete and detailed knowledge of the Key Club Manual, and the Lt. Governor's Manual and all the information distributed at the Spring Board Meeting or other training sessions.
 5. Having complete and detailed knowledge of Parliamentary Procedure (Robert's Rules of Order, most recent edition).
 6. Understanding basic Kiwanis and Key Club Organization.
 7. Scheduling and arranging time so that he/she does not lose time from school work.
- x. He/she shall perform such other duties as may be required by the Governor, Board of Trustees, or the Kiwanis District Administrator.

Article VII "Board of Trustees"

Membership

Section 1:

The Board of Trustees of the New York District of Key Club shall consist of the Governor, District Secretary, District Treasurer, and all the Lt. Governors. The District Administrator, [District Editor, District Webmaster, and up to two (2) Executive Assistants] shall be a non-voting member[s]

Powers

Section 2:

The management and control of the affairs of the District not otherwise provided for in these By-laws shall be vested in the Board of Trustees subject to the direction of the District Administrator, the sponsoring Kiwanis District Board and the Board of Trustees of Key Club International.

Meetings

Section 3:

They shall hold at least three (3) meetings during the year at such time

and place as designated by the Governor (as provided for in Article IX), with the approval of the District Administrator.

Notice of Meetings

Section 4:

The District Secretary shall notify all members of the Board, the Governor of the New York District of Kiwanis, the Director of Key Club International, and the Key Club International Trustee assigned to this District, in writing, of the time, place and date of any Board Meeting, at least three (3) weeks in advance of the date of such meeting.

Chairperson

Section 5:

In the absence of the Governor from a meeting of the Board, the Board shall designate one of their members, with the exception of the District Administrator, to act as chairperson.

Quorum

Section 6:

One half (1/2) of the total members of the Board shall constitute a quorum and a majority vote of those present shall decide a question.

Special Meetings

Section 7:

A special meeting of the Board of Trustees may be called by the Governor or upon the written request of two-thirds (2/3) of the Board, if approved by the District Administrator.

Section 8:

In the event the Governor is in any way incapacitated, a special meeting of the Board of Trustees may be called by the Secretary or two-thirds of the Board of Trustees with the approval of the Kiwanis District Administrator.

Section 9:

Proxy voting will not be permitted at any Board meeting.

Section 10:

No District Officer shall be entitled to- (a) be officially installed (b) be present at any Board Meeting (c) be reimbursed for any expense or (d) be recognized in any way as a District Officer unless he/she has first filed with the District Administrator the following- (1) consent form for that office on a form approved by the District, (2) a biography on a form approved by the District.

Section 12:

The Board of Trustees of this District and the individual members thereof, shall not release the names, addresses, or phone numbers of any Key

Clubber, Kiwanis or Faculty Advisor to any organization for the purpose of attempting to enroll such Key Clubber, Kiwanian or Faculty Advisor in any solicitation campaign for any charitable organization, no matter how worthy the cause. Although New York District is supportive of all charitable causes, local Key Clubs and their school and club leadership must be allowed to decide for themselves what causes they shall assist in this manner, if any. A notice shall be printed in each annual Directory of this District warning that the Directory must be used for Key Club purposes only and may not be used for commercial purposes or copied or duplicated for such purposes.

Article VIII “District Committees”

Committees

Section 1:

There shall be standing Committees of the New York District. They are-

- a. Advocacy Committee
- b. District Convention Committee
- c. District Project Committee
- d. Governor’s Project Committee
- e. K-*[Family]* Relations Committee
- f. Laws and Regulations Committee
- g. New Club Building *[and Reactivation Committee]*
- h. Public Relations Committee
- i. *[Distinguished Key Clubber Committee]*
- j. *[International Projects and Programs Committee]*
- k. *[District Elections Committee]*

Special Committees

Section 2:

There shall be such special committees as shall be authorized by the Governor or the Board with the approval of the District Administrator. At the time of authorizing any District Committee, the purpose of that committee must be specified and its duties designated with the approval of the District Administrator.

Chairpersons

Section 3:

The Governor shall appoint the Chairpersons of all standing and special committees. They may be removed from such position by the Governor with the approval of the District Administrator or by the District Administrator, if the Governor fails to act, with the approval of the Kiwanis District Governor.

Section 4:

The chairpersons of all standing District Committees shall report at each Board Meeting, in the discretion of the Governor, with the approval of the

Kiwanis District Administrator.

Article IX

“District Conventions, Meetings and Functions”

Section 1:

Convention Sites

- a. The annual New York District Convention shall be held at such place and date, during the months of March or April, as shall be agreed upon by the board and the Kiwanis District Administrator. In determining the location of a District Convention, the Board will be guided by the recommendation of the District Administrator. In compliance with all laws governing the size of the convention, accommodations shall be reserved for the two delegates each club is entitled to under subdivision (e) of this section. In order to receive these accommodations, delegates must have registered by the established deadline set forth in the convention registration form sent to each club. In addition, accommodations shall be reserved for the District Board, *[Kiwanis Committee Representatives and Administrators]*, Kiwanis and faculty Advisors, and official guests of Kiwanis and Key Club as determined by the Key Club Governor and the District Administrator. After the establishment deadline, registrations will be accepted in the order in which they are received until the legal capacity of the hotel or other facility has been reached. All delegates and guests are subject to approval by the New York District Key Club Board, the District Administrator, and the Kiwanis Convention Director.

Official Call

- b. The District Secretary shall mail to the President of each club in the District, the officers of the New York District of Kiwanis and Key Club, and the members of the Key Club Committee of Kiwanis an official call to the District Convention at least thirty (30) days prior to the opening of the convention, together with a registration form for the convention.

Governor’s Mailing

- c. The District Governor shall mail to the same persons listed in subsection b, a reminder of the District Convention at least forty-five (45) days prior to the date of the opening of Convention, with a copy to the President of each sponsoring Kiwanis Club, together with a registration form for the convention.

Chairperson Mailing

- d. *The Chairperson of the convention shall mail to each member club in the District a call to convention at least sixty (60) days prior to the date of the opening of the convention, enclosing a registration form, athletic contest announcement, etc.*

Delegates

- e. Each member club in the District shall be entitled to two (2) delegates to the House of Delegates of the District Convention. One alternate may be chosen for each delegate from the same club. The delegates and alternates must be elected from their club during the month of February and shall be reported to the Director of Conventions, no less than two (2) weeks prior to the date of the opening of convention on a form provided by the District which shall be mailed together with one of the calls to the convention. These delegates and alternates must be members in good standing of Key Club International, the New York District, and their own club. Each delegate shall be entitled to one vote in the House of Delegates.

Authorized Persons

- f. No former Key Clubber or non-Key Clubber who is not a Kiwanian, Faculty Advisor or parent of a Key Clubber may attend a District Convention without approval of the District Administrator.

Delegates at Large

- g. The members of the Board shall be delegates at large at the District Convention and in the House of Delegates.
- h. In the absence of the Governor from the District Convention, the Board shall elect one of its members to serve as chairperson.

Quorum

- i. A quorum at any House of Delegates session at a District Convention shall be the representatives of one-third (1/3) of the clubs in good standing in the District.

Program

- j. Each convention program shall include the following-
 1. Welcome of the Governor of the New York District of Kiwanis or his representative.
 2. The announcement of the winning Achievement Reports and Single Service Award.
 3. The nomination and election of District 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. The convention program will be printed after approval by the Governor and District Administrator and a copy will be distributed to each person attending convention.

Awards

- k. Competition of the following awards shall be held at the District Convention-
 1. The Walter B. Weyant Award of the New York District
 2. The NY District William O. Hamilton Award
 3. The NY District International Achievement Awards: Platinum, Gold, Silver, and Bronze sections
 4. The NY District Governor's Award
 5. The NY District Impromptu Essay Award

6. The NY District George Martin Talent Show Award
7. The NY District Oratorical Award
8. The NY District Robert F. Cunningham III Convention Attendance Award
9. The NY District Scrapbook Award
10. The NY District Inter-Clubbing Award
11. Athletic Contest Awards as designated by the Board with approval of the District Administrator.
12. Other Awards as may be approved by the Board of Trustees with the consent of the District Administrator
13. The Richard G. Hill Outstanding Kiwanis Lt. Governor Award
14. The Judge Michael M. D'Auria Outstanding Key Club President Award
15. Vincent B. Forest Key Club Vice-President's Award
16. Robert Rosenthal Key Club Secretary's Award
17. Patrick Vallee Key Club Treasurer's Award
18. Chris Henske Key Club Member Award
19. Richard Pucher Distinguished Lt. Governor Award
20. Richard Pucher Scholarship Award given by the NYD Kiwanis and Kiwanis International
21. Key Club NY District Directory Cover Contest
22. The NY District Distinguished Key Clubber Award
23. The NY District Advocacy Award
24. The NY District Public Relations Award
25. The NY District K-Relations Award
26. Key Club NY District Novice Club Award
27. Key Club NY District Single Service Award

Achievement Reports

1. Any club which has not submitted its club election report form, and paid both District and International dues prior to the convention shall not be entitled to seat its delegates at the House of Delegates.

Board Meeting

- m. At least one meeting of the District Board will be held at the convention. One meeting of the new District Board will also be held at the convention.

Guests

- n. A person who is not a member in good standing of a chartered club in good standing within this District shall not be invited as a guest or speaker at any District event without the prior express written consent of the District Administrator.

Board Supervision

- o. The Board shall have full supervision and management of all conventions, under the supervision of the District Administrator.

Proxy voting

- p. There shall be no voting by proxy at District Convention, either in conference, meeting, caucus or House of Delegates.

Talent Contest

- r. At the time scheduled in the Official Convention Program for the presentations for the finalists for the Talent Contest, only the top five (5) finalists will be permitted to perform.

Regional Training Conferences

Section 2:

- a. Conferences. Regional Training Conferences shall be held at such time, place and date as determined by the District Administrator for the purpose of training and giving useful information to the officers of the individual Key Clubs in the New York District.
- b. There shall be three (3) official calls to each Regional Training Conference-
 1. The first by the Chairperson of the area conference committee at least four (4) weeks prior to the date of the conference.
 2. The second, by the Governor at least three (3) weeks prior to the opening of the first conference with copies to the Presidents of all sponsoring Kiwanis Clubs.
 3. The third, by the District Secretary at least two (2) weeks prior to the opening of the first conference.
 4. Each call of the Governor and the District Secretary shall include the date, time and place of all Regional Training Conferences.

Attendance

- c. The President, Secretary, and Treasurer of each Key Club shall attend at least one conference each year Faculty Advisors will be invited and are welcome to attend.

Agenda

- d. Conferences shall consist of a training program as developed by the Governor and the District Administrator.

The Fall Board Meeting

Section 3:

Time & Place

- a. An annual Fall Board Meeting shall be held at such time, place and date as determined by the Kiwanis Governor during the months of September, October or November. This Board Meeting shall be held in conjunction with the Kiwanis and Circle K Boards at the "Tri-K" weekend meeting.

Attendance

- b. All members of the Board of Trustees shall attend this meeting.

Official Call

- c. The call to this meeting will be sent out prior to the date of the meeting by the Chairperson of the Fall Board Meeting working in conjunction with the Kiwanis District Secretary. The District Secretary shall send the official call of this meeting no more than

four (4) weeks prior to the date of this meeting.

The Mid-Winter Board Meeting

Section 4:

Time & Place

- a. An annual Mid-Winter Board Meeting shall be held at such time, place and date as determined by the Governor, subject to the approval of the District Administrator [*within the month of February.*]

Attendance

- b. All members of the Board of Trustees shall attend this meeting together with the Kiwanis District Financial Advisor.

Official Call

- c. The call to this meeting will be sent out no less than five (5) weeks prior to the date of the meeting by the Chairperson of the Mid-Winter Board Meeting. The District Secretary shall send the official call of this meeting no more than four (4) weeks prior to the date of the meeting.

The Spring Board Meeting

Section 5:

Time & Place

- a. An annual Spring Board Meeting shall be held at such time, place and date as determined by the Governor, subject to the approval of the District Administrator [*later than District Convention and earlier than International Convention.*]

Attendance

- b. All members of the Board of Trustees shall attend this meeting together with the Kiwanis District Financial Advisor.

Official Call

- c. The call to this meeting will be sent out no less than three (3) weeks prior to the date of the meeting by the Chairperson of the Spring Board Meeting. The District Secretary shall send the official call of this meeting no more than four (4) weeks prior to the date of the meeting.

International Convention

Section 6:

All Key Clubs are urged to send delegates to the International Key Club Convention.

Article X

“Nomination and Election of District Officers”

Candidates

Section 1:

Prior to the District Convention, the District Governor shall cause an

announcement to be made to all Key Clubs in the District advising that any Key Clubber desiring to run for District or International Office to advise the District Administrator of this fact. The Administrator shall cause the rules governing campaigning to be sent to each announced candidate. Violation of any of said rules shall be cause for the District Board, with the approval of the District Administrator, to declare a candidate disqualified for running for office. There shall be no campaigning outside of each candidate's home division prior to the District Convention, with the exception of a statement of candidacy letter to members of the District Board. A violation of any of the above will cause the District Board to review the candidacy of any individual with the right to disqualify such candidates if they find that they are in violation of same.

Caucuses

Section 2:

The Governor shall, on the first day of the District Convention, give notice of and cause to be called, Divisional caucuses. The time and place of each shall be announced by the Lt. Governor of each Division for the purpose of determining the representatives of each division to the District nominating conference. The procedure shall be-

- a. The Divisional caucus shall be presided over by the Lt. Governor of the Division. If the Lt. Governor is absent from the District Convention, the chairperson of the meeting shall be designated by the Governor. All delegates in attendance at the District Convention from clubs in good standing within a given division shall be eligible to attend the Divisional caucus of that Division. One-third (1/3) of these delegates shall constitute a quorum at such meeting; and a majority of such persons present at such meeting shall decide all choices and questions at such meeting.
- b. The meeting shall proceed forthwith, upon nomination from the floor and a vote, to elect three (3) registered delegates in attendance at the convention from clubs within each Division, to the District Nominating Conference. Such delegates may include delegates-at-large from their own Divisions. Delegates-at-large, however, shall not automatically be delegates to the District Nominating Conference except for the Key Club Governor and Key Club District Secretary, both of whom shall be delegates-at-large to the District Nominating Conference.
- c. The chairperson of the Divisional caucus shall then, immediately upon adjournment, certify the names of three said delegates to the District Nominating Conference to the District Secretary on the form prescribed.
- d. Upon receiving such certification, the District Secretary shall further certify all such representatives' names to the chairperson of the convention Sgt-at-Arms Committee on the form prescribed and no person other than those whose names are so certified (except the District Administrator, the presiding officer of the District Nominating Conference and the District Secretary) shall be permitted to attend the District Nominating Conference, except as otherwise noted in section 4, and those guests approved by the Governor and District Administrator.

Nominating Caucus - District Convention

Section 3:

The District Nominating Conference-

- a. The chairperson of the conference shall be the Governor. In the event of the absence of the Governor, the conference shall elect one of its members to act as a chairperson. The District Secretary shall serve as secretary for the conference. The Governor or chairperson shall not have the right to vote.
- b. Two-thirds (2/3) of the representatives as certified to the District Secretary shall constitute a quorum at the conference.
- c. Upon completion of the organization as above outlined, the conference shall proceed to select the candidates for the offices of District Governor, District Secretary, and District Treasurer. The candidates are to be selected and submitted to the House of Delegates in accordance with the following provisions-
 - 1) The Conference shall submit to the House of Delegates all candidates for the offices of District Governor, District Secretary, and District Treasurer, however if more than two (2) candidates are suggested to the conference for any of said offices, the conference shall vote (by means as the conference shall decide) on the candidates for such office separately and in such voting the two (2) candidates receiving the highest number of votes for such office shall be submitted by the conference to the House of Delegates. In case of a tie vote, for those receiving the first and/or second and/or third highest votes, the other candidates shall be eliminated and a revote take for those candidates who have had a tie vote.
 - 2) No person shall be nominated without the written consent of said person being first obtained, nor without the assurance from the said person that he/she will fulfill the obligations and responsibility of his office as outlined in these By-laws.
- d. The District Nominating Conference shall be held after the first sessions of zone and Divisional caucuses.
- e. The District Administrator shall be present at the conference and shall serve as parliamentarian of the conference. His decisions shall be final.
- f. Upon the request of the District Administrator, Kiwanis officials may be admitted without a vote or say in the proceedings.

Candidates as Delegates

- g. Candidates for District Office may not be delegates to the Nominating Conference, nor may they be present in the room except when making their own presentation to the members of the conference.

Time Limit

- h. At the discretion of the Conference, the candidates for nominations

may be admitted to the Nominating Conference to speak for not longer than two (2) minutes each, and may be questioned for no longer than three (3) minutes each with two (2) pre-set questions from the conference.

Report of Conference

- i. When the election of the District Officers shall become the order of business of the annual District Convention, the report of the conference shall be presented by the District Secretary or the Elections Chairperson.

Consent Forms

- j. No persons' name shall be submitted to the House of Delegates as a candidate for any office without the written consent of the candidate, having been obtained beforehand on the forms prescribed by the District which must be signed by his/her parent or guardian, faculty advisor, high school principal and Kiwanis Advisor or Kiwanis Club President. In addition, each candidate must file a biographical sketch on the form prescribed.

Zone Caucuses

Section 4:

At the District Convention, there shall be held caucuses of either the zones or the Divisions for the purpose of allowing the candidates for District and International office to present their candidacy to the delegates and members in attendance at the convention. The Lt. Governor of the division or the Lt. Governors of the zone shall preside over said caucuses. If the Lt. Governor(s) are not present at the convention or are either candidates for office or serving in some other capacity at the convention and are therefore not available, the members of the zone or division shall elect one of their members to serve as chairperson, or, if they cannot decide upon a chairperson, the Governor will appoint a chairperson for these caucuses. The chairperson shall be responsible for decorum at these caucuses and no questions on politics, sex or religion shall be allowed, nor shall any candidate be subject to any physical act. During the caucus, the rules of the caucus session adopted to the District shall be enforced. These rules will be ready by the chairperson of each caucus to all in attendance before each caucus commences.

Purpose of House of Delegates

Section 5:

House of Delegates-

- a. The several purposes of the House of Delegates shall be-
 - 1) To elect the District Governor, Secretary, and Treasurer and a candidate or candidates endorsement for International offices, if any
 - 2) To vote on proposed amendments to the constitution and By-Laws of the New York District and Key Club International.

Composition

- b. The House of Delegates shall be comprised of no more than two (2) delegates from each Key Club in the New York District in good standing as certified to the District. Each Lt. Governor, as well as the District Secretary and Treasurer, shall be delegates-at-large to the House of Delegates. The District Governor shall be the presiding officer.

Time to Convene

- c. The House of Delegates shall convene as called for in the official District Convention Program.

Election Procedures

- d. Election procedures will be as follows-

- 1) The candidates for the several District offices and International offices will be allowed to speak to the delegates in order to summarize their candidacy before the election. The order of speeches and time allotments shall be-
 - a. Candidates for District Secretary and District Treasurer- two (2) minutes each.
 - b. Candidates for endorsement for International office- two (2) minutes each.
 - c. Candidates for District Governor- three (3) minutes each.
 - d. No candidate may be questioned from the floor during the House of Delegates.

Voting

- 2) After all of the candidates for a particular office have spoken, the delegates shall vote for that office; voting is to be done on separate ballots provided in a voting booklet provided by the District. The members of the Sgt-at-arms Committee shall collect the ballots before the candidates for the next office speak and, without opening them, shall deliver them to the two (2) tellers appointed by the Governor who shall count them in presence of an observer appointed by the District Administrator. They shall record and verify the tally for subsequent announcement of the successful candidate. A nominee receiving a plurality shall be declared the winner. In case of a tie vote, the Board shall vote to break the tie and elect the District Officer. The final vote in all cases shall be written on the form prescribed, signed by the tellers and the appointee of the District Administrator, and delivered to the District Administrator only.

Eliminated Candidates

- 3) If a candidate has been eliminated by the Nominating Conference, his name may not be re-submitted by nomination from the floor. Such candidates may only receive votes in the House of Delegates by means of a write-in ballot and may not

be allowed to speak as are candidates who are reported by the Nominating Conference.

Election Results

- 4) Results of the elections are to be announced at the farewell luncheon.

Disqualification

- 5) Any candidates whose posters or other campaign materials remain attached to or displayed on the walls or other parts of the convention premises at the time of the opening of that session of the House of Delegates when elections of District officers are to be held or who have failed to file the proper statement of candidacy, consent form and biographical form, shall be declared ineligible to be a nominee for office.

Resolutions

- e. Resolutions which have not been submitted in writing to the District Governor for presentation to the Resolutions Committee for discussion prior to the House of Delegates session, will not be presented, discussed or voted upon. No resolution will be permitted from the floor.

Discussion and Voting

- f. The required vote for the passage of a resolution shall be a simple majority of the delegates present and voting. Discussion on resolutions shall be limited to ten (10) minutes per resolution or amendment to that resolution and each speaker to a maximum of forty-five (45) seconds each.

Resolutions Committee

- g. The Laws and Regulations Committee appointed by the Governor will act as the Resolutions Committee, which shall meet at least once during the convention and shall report all resolutions to the House of Delegates. The Governor will deliver all resolutions received by him/her to this committee, provided such resolutions are received prior to the opening of the House of Delegates. The chairperson of the Laws and Regulations Committee shall serve as chairperson of this committee.

Procedure

- h. No resolutions will be presented by the Governor to the Resolutions Committee until it has been put into written format and shown to the District Administrator. Both the Governor and the District Administrator shall meet with the chairperson of the Resolutions Committee prior to the opening of the House of Delegates session for voting on resolutions. If either shall raise a question concerning any resolution, they may call the Resolutions Committee back in session.

Article XI

“Vacancies in District Office between Conventions”

Governor

Section 1:

In the event between conventions of a vacancy in the office of Governor, the Board shall elect one of its members who shall be a member in good standing of a club in good standing, to become Governor for the unexpired term.

Lt. Governor

Section 2:

In the event of a vacancy in the office of Lt. Governor, the Governor may appoint a new Lt. Governor from among the qualified Key Clubbers in good standing in the division where the vacancy occurs, subject to approval of the District Board by majority vote at the next regular Board Meeting.

Other Officers

Section 3:

In the event between elections of a vacancy in the office of District Secretary or Treasurer, the District Board shall be notified of such vacancy in writing within ten (10) days after the resignation or removal of such officer. Members of the District Board may submit the names and qualifications of candidates to fill such vacancy to the Governor. The Governor shall submit the candidate whom he/she determines to be the most qualified to fill such vacancy and his/her appointment may be made only after ten (10) days from the date of the mailing referred to above, and shall be subject to the approval of the Board at the next Board Meeting.

Removal of District Officer

Section 4:

When it appears to the Governor, with the consent of the District Administrator, that a District Officer should be removed from office, then the Governor shall give notice in writing by certified mail, with a return receipt requested, to the officer at his/her last known official address. The notice shall advise the person to be removed that he/she is automatically removed from office twenty-one (21) days after the Governor's notice unless the District Administrator has received the 21 days notice in writing sent by certified mail, return receipt requested that the officer desires a hearing to determine if the office should be declared vacant. Upon receipt of such notice, the District Administrator will set a time and place reasonably convenient to all parties at which the District Administrator, Governor and the officer shall be present. After presentation and discussion, the District Administrator and Governor will confer. If they both agree that the officer should still be removed from office, then he/she shall be notified of the fact in writing within one week. If the said officer shall fail to request a hearing, or after having requested a hearing fail to appear at the time and place specified by the District Administrator, and if it shall appear that the alleged facts are true, then the Governor shall have the power, with the approval of the District Administrator, to recommend the

removal and said officer and to nominate a duly qualified replacement to serve for the balance of the unexpired term.

“Whether the District Administrator and the Governor agree or disagree concerning the removal, the Governor shall report the recommendations of both and add all facts immediately to the District Board of Trustees for ratification of the action to be taken. However, the officer in question shall stand suspended until the Board has approved of appropriate action, which approval must be by majority vote of the total number of Board Members entitled to vote. Should the Board vote to retain the District officer involved, that officer shall immediately be restored to the position previously held. Should the Board vote for the removal of said officer, the District Governor shall declare the position of that District Officer vacated and a successor to that office shall be selected as provided for in these By-Laws.”

Should a District Officer, other than a Lt. Governor, resign or be removed from office, the Governor, (or the District Administrator, if the Governor resigns or is removed from office), shall report such fact to the District Board by mail, including any recommendation concerning a replacement, and shall simultaneously ballot the District Board for ratification of the appointment and/or recommendations of such appointment. In the event that a regularly scheduled meeting of the District Board is to be held within a reasonable time, the recommendation shall be submitted at that meeting and action taken to fill the vacancy. In such action, neither the officer who has resigned or is to be removed, nor the suggested replacement shall be allowed to vote.

Discipline of District Governor

Section 5:

Whenever it shall become apparent to the Board of Trustees that the Governor is failing to perform his/her 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 reason why the office shall not be declared vacant. In the event that the Board of Trustees shall find the alleged facts to be true, the District Board of Trustees will request the resignation of said Governor within ten (10) days. In the event that the resignation is not voluntarily offered within the ten (10) day period, the District Board of Trustees shall, with the approval of the Kiwanis District Governor, declare the office vacant and the vacancy shall be filled in accordance with the provisions as contained in these By-Laws.

Holding More Than One Office

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.

No Candidate Elected

Section 7:

Should there be no qualified candidate elected at the convention as Governor, Secretary, or Treasurer of the District Convention, then 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.

Charges by Board Members

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/she 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 XII “Revenue”

Dues

Section 1:

Each member of the club shall pay to the District for each member, the sum of [*Five dollars (\$5.00)*] per annum as District dues. These dues shall accrue on October 1st and shall be remitted to the District by the individual club no later than December 1st of each year.

Section 2:

The amount of District dues shall be determined by the Board of Trustees subject to the approval at the next District Convention, and Kiwanis District and Key Club International approval thereafter.

Assessments

Section 3:

Assessments in excess of the annual dues may be made only upon a two-thirds (2/3) vote of the clubs in the Districts between conventions.

Payment

Section 4:

All dues and assessments shall be paid within sixty (60) days after the same shall become due and payable. *[Newly chartered clubs do not pay dues in their first service year of operation.]*

Article XIII
"Finance"

Fiscal Year

Section 1:

The fiscal year of the District shall begin on the first day of May of each year.

Budget

Section 2:

At the first meeting of the Board of Trustees after the District Convention, a budget of estimated income and expenditures for the year shall be approved and adopted by the Board. This budget is subject to the approval of the Kiwanis District Board.

Vouchers

Section 3:

All disbursement for the District shall be made solely by voucher and check which shall show the payee, the budget line number for the amount of the payment.

Depository

Section 4:

The Board of Trustees shall determine the official depository of all funds of the District, subject to the approval of the District Administrator.

Reimbursement for Expenses

Section 5:

The necessary expenses of the District officers shall be paid for by the District as provided for in the budget. No District Officer shall be paid any amount in excess of the budget allocation without the written authorization of the District Administrator.

Section 6:

No District Officer may be reimbursed for any expenses incurred on behalf of the District unless (a) the expense itself was authorized, and (b) a proper voucher, on a form prescribed by the Financial Advisor, together with acceptable proof of the expenditure is filed with the Financial Advisor, and (c) the voucher is filed within the fiscal year during which the expenditure was made. Should such a request for reimbursement be made after the end of the fiscal year, the person making the request will be notified that such request cannot be recognized without the majority vote of the then District Board,

authorizing the Treasurer and District Financial Advisor to re-open the books of the District for this purpose. The person making the request will also be notified to contact the then Governor, explaining the reasons for the tardy request and asking that it be added to the next Board Agenda.

Article XIV

Parliamentary Procedure

Section 1:

The most recent edition of “Robert’s Rules of Order” shall be the parliamentary authority for all matters of procedure not specifically covered in these By-Laws.

Article XV “Amendments”

Amendments

Section 1:

Amendments to these By-Laws shall be made only at conventions by a two-thirds (2/3) vote of delegates present and voting, provided, however, no amendments shall be presented for adoption unless presented to the Key Club Governor and District Administrator at least thirty (30) days prior to the opening of the District Convention.

Article XVI

“Approval of Kiwanis and Key Club International”

Kiwanis and Key Club

Section 1:

These Bylaws and all amendments shall not become effective until they have been approved by both Key Club International and Kiwanis, New York District

International

Section 2:

These By-Laws shall supersede any and all previous By-Laws of the New York District and Key Club International

Section 3:

These By-Laws may not be set aside or suspended without the approval of the Kiwanis, New York District and Key Club International.

Article XVII

Marginal Titles

Section 1:

The descriptive marginal titles are made a part of these By-Laws only for the purpose of facilitating the location of the various sections of this document, and for no other purpose.
