

West Virginia Key Club District

Official Bylaws Of

The West Virginia District of Key Club international

Article I

Name and Territorial Limits

Section 1. The name of this organization shall be the West Virginia District of Key Club International.

Section 2. The Boundaries within which it shall function shall be coextensive with the boundaries of the West Virginia District of Kiwanis International. It shall be sponsored by but not a part of Kiwanis International. It shall operate under the responsibility and control of the Kiwanis District Board under which it functions

Article 11

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 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 Constitutional Objects of Kiwanis International

Article III

Divisions

Section 1. The territory of this district shall be divided into divisions, the boundaries of *said divisions being those approved by* the West Virginia District of Kiwanis International.

Article IV

Membership

Section 1. Each Kiwanis-sponsored 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 this district shall be considered not in good standing by both Key Club International and the West Virginia District of Key Club

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 club not in good standing with the West Virginia District at Key Club shall be considered not in good standing with Key Club International.

Section 5. The District Governor shall report the name of any member club not in good standing with the district at each meeting thereof and shall direct the District Secretary to send notice that such club is not in good standing and the reasons therefore to the president of such club, to the president of the sponsoring Kiwanis Club, to the school Principal and the club Faculty Advisor, 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/Treasurer, the Bulletin Editor, and such other non-voting members as called for in the district bylaws.

Section 2. Each Officer shall be an active member in good standing in a club of the district and each Lieutenant Governor shall be a member of a club in the division from which he is elected. No member shall be elected to office who is eligible for graduation 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 and shall serve for a term of one (1) year, until the offices are filled by duly elected successors or the officers are reelected.

Section 4. All officers, with the exception of the District committee chairs shall be elected at the Annual Convention. The position of District Bulletin Editor shall either be appointed by the District Administrator or elected at the annual Convention.

SECTION 5. The committee chair positions of Special Activities, Convention Promotion, Webmaster and District Project will be appointed positions selected by the outgoing District Governor and the District Administrator- The Governor's Administrative Assistant (GAA) shall be appointed by the District Governor after District Convention. These positions serve at the pleasure of the Governor and District Administrator and can be changed from time to time for a period of two (2) Key Club years without change to these bylaws. After two (2) years, these bylaws may be amended by a 2/3 majority of the District Board of Trustees to include/remove any said position.

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*, except when the subject matter of such a proceeding is directly relevant to the office of Governor, at which the secretary shall preside. He/she shall be an ex-officio *member* of all standing and special committees. It shall be his/her 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/she shall carry out the programs and policies of the District Governor and of Key Club International in his division. He/she shall perform his/her assigned responsibilities as a member of the District Board of Trustees.

- (c) The Treasurer, under the supervision of *the* District Administrator, shall account for all district dues convention registration fees and other district income He/she shall participate in the disbursement of these funds in the manner authorized by the Board of Trustees and as effectuated by either the District Administrator or Assistant Administrator. The Treasurer's accounts and books shall at all times be open to the inspection of the Key Club Governor, the Board of Trustees the District Administrator and the Treasurer of the West Virginia District of Kiwanis International Upon written request by a Faculty Advisor, the District Treasurer in conjunction with the District Administrator shall provide by mad any requested and public report on expenditures for the West Virginia District of Key Club International. The Treasurer shall make a report at the annual convention and at such other times as the Governor or Board of require
- (d) The Secretary shall keep all records of the district convention and of the meetings of the Board of Trustees He/she shall submit a report to the annual convention and at such Other times as the Governor or the Board of Trustees may require He/she shall submit to the proper officials and committees all communications received *from* Key Club International He/she shall cooperate with the Governor in forwarding all official reports required by Key Club International. He/she shall perform such other duties as may be assigned to him by the Governor or the Board of Trustees.
- (e) The Bulletin Editor shall be responsible for the publication of the Official Bulletin in a manner prescribe by and under the direction of the Board of Trustees
- (f) The Special Activities Director shall be responsible for the special activities and projects that occur throughout the West Virginia District of Key Club This includes Fall Rally International Convention District Convention any programs that the district is affiliated with and other events that occur during any given year. It is also the duty of this position to create a special activities manual that will be sent to clubs to use as 0 project resource
- (g) The Every Child a Swimmer Chairman shall be responsible for the program in West Virginia. He/she shall promote water safety, as well as the necessities of proper swimming techniques. This officer shall distribute relevant materials to clubs.
- (h) The District Project Chairman is responsible for the promotion of the district project as well as keeping record of club participation. He/she will stay in contact with clubs and will be the chairman of the. District Project Committee.
- (i) The Convention Promotion chairman is responsible for the promotion of all conventions and should strive for increased attendance. He/she shall compile a list of possible guests' forum topics, and other materials as needed throughout the year.
- (j) The Governor's Administrative Assistant shall be a member of the West Virginia District of Key Club International This officer shall aide the Governor in administrative duties and will be responsible for grading and monitoring all district newsletters and in any other way requested to support the Governor in his/her *official duties and responsibilities*.
- (k) The positions of District Governor and District Secretary/Treasurer, shall be elected at the annual district convention. Each lieutenant Governor shall be elected at a division caucus. In the event of a tie in a contested race for the Lieutenant Governor, for any given division in any caucus whereas in any given caucus there are no less than two members' of the District Board of Trustees present; the-presiding officer will break the tie, unless they are from the same club as either candidate in the aforementioned tied race, in which case

the other member. of the District Board of Trustees present in the given caucus will cast the deciding vote in the event that *both of* the present members of the District Board of Trustees, excluding the District Governor, are from the same club as either candidate in the given contested race the District Governor will cast the deciding vote.

This will be held no earlier than December and no later than the last day of the district convention provided a one-third quorum of the division's Key Clubs are represented, each by two voting delegates. 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 Administrator shall be designated by the Board of Trustees of the Sponsoring Kiwanis District, in the case of all the other officers it will be the prerogative of the outgoing District Governor and the District Administrator to appoint them.

Article VI

Board of Trustees

Section 1. The Board of Trustees shall consist of the officers of the District and the District Administrator.

Section 2. The management and control of the affairs of the district shall be vested in the Board of Trustees subject to the direction of the District Administrator, who is responsible to the sponsoring Kiwanis District Board and the Board of Trustees of Key Club International.

Section 3. All official actions of the Board of Trustees between conventions must be signed by all officers and the District Administrator.

Section 4; The Secretary and Governor shall notify each member of the Board of Trustees. The Administrator of Key Club International and the officers of the sponsoring Kiwanis District in writing of *the time place*, and date of any meeting, at least two (2) weeks in advance of the date of such meeting

Section 5. In the absence of the Governor from a meeting, the Board of Trustees shall designate one of its members, with the exception of the District Administrator, to act as Chairman.

Section 6. One-half ^(1/2) of the total members of the Board of Trustees shall constitute a quorum, and a majority *vote of* those present shall decide any question unless prohibited by these bylaws from doing so.

Section 7. Within a two (2) week period, after any special or regular meeting of the Board of Trustees, the Secretary shall make a report of the proceedings of the meeting, transmitting a *copy* to the Administrator of Key Club International and a copy to the secretary of each club within the District

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 (2/3) of the Board of Trustees. -

Article VII

Committees

Section 1. There shall be such standing and special committees as shall be authorized *by the Board of Trustees* at the time of authorizing any committee the Governor shall designate the duties of such committee

SECTION 2. The standing committees of the West Virginia Key Club District shall consist of the Executive Board and the committees on

- (a) District project,
- (b) Theme and Major Emphasis.
- (c) New Club Building and Reactivation
- (d) Convention Promotion,
- (e) Public Relations.
- (f) Membership Growth and Development and
- (g) Kiwanis Family Relations

Article VIII

Conventions

Section 1. A convention of the Key Clubs in this district shall be held once in each calendar year at such place and date as shall be mutually agreed upon by the Key Club Board of Trustees the sponsoring Kiwanis District *Board of Trustees* and the Board of Trustees of Key Club international. In determining the location of an annual *convention the Board of Trustees may be guided and advised by the majority* vote of the qualified delegates present and voting at the annual convention.

Section 2. The Governor shall mail to each club and to the Administrator of Key Club International an official call to the annual convention at least thirty (30) days prior to the date of the convention. The Board of Trustees shall have full supervision and management of all conventions under the supervision of the District Key Club Chairman and the Sponsoring Kiwanis District

Section 3. Each club in good standing shall be entitled to two (2) delegates and two (2) alternates in any convention

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

Section 5. Each accredited delegate shall be entities to vote an each question submitted in any convention There shall be no voting by proxy.

Section 6 In the absence of the Governor from any convention, of the District Board of Trustees shall designate a member of the Board of Trustees to act as chairman.

Section 7. A quorum at any convention of the district shall comprise the official delegates present and representing not less than one-third (1/3) of the total number of active clubs within the district.

Section 8. Within thirty (30) days after any convention, the Secretary shall make a report of the proceedings of the convention including a synopsis of all actions taken, and shall transmit a copy thereof to the members of the Board of Trustees and to the Administrator of Key Club International. This report shall be published on the West Virginia District of Key Club International's website.

Section 9. Each district convention program shall include the following;

- (a) Address by the Governor of the West Virginia District of Kiwanis or his representative,
- (b) Achievement Report Contest. The filing of an Achievement Report is mandatory even if a club is not represented at the district convention,
- (c) An Oratorical Contest,
- (d) The submitting and judging of entries in the Scrapbook Contest.
- (e) Single Service Contest,
- (f) Essay contest,
- (g) Presentation of the Outstanding Club. Officer/Distinguished Presidents Award,
- (h) Presentation of the Outstanding Advisor Awards,
- (i) Presentation of the Sandy Ninninger Award.
- (j) Presentation of the Fr. Charles E. McCallister Award,
- (k) The nomination and election of officers for the coming year, and
- (l) Other contests and awards that the District Board of Trustees might deem necessary in a given year.

Article IX

Vacancies

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

Section .2. In the event, between conventions, of a vacancy in the Office of Lieutenant Governor, the Board of Trustees may elect a qualified member 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 Secretary/Treasurer or Bulletin Editor between conventions the Board of Trustees shall elect a qualified member of a club or a member of the Board of Trustees to fill the office for the unexpired term as recommended to them by the Governor and District Administrator.

Section 4. Whenever it shall appear to the Governor and District Administrator that any Lieutenant Governor District Secretary/Treasurer, District Bulletin Editor, or any District Committee Chair is failing to perform the duties of his/her office, the Governor shall give such district officer immediate notice of the fact and shall set a meeting not more than twenty one (21) days thereafter with such officer and the District Administrator to consider such facts and reasons why the office shall not be declared vacant. *If the said officer shall refuse to attend and if it shall appear that the alleged facts are true the*

Governor shall have the power, with the approval of the District Administrator, to recommend suspension of said officer and to nominate a duly qualified replacement for him/her to serve the duration of his/her term The Governor shall report such recommendations and all facts immediately to the District Board of Trustees for ratification of said suspension and said nomination, a majority vote being required In the event that a regularly scheduled meeting of The Board of Trustees is to be held within a reasonable time the Governor shall submit his/her recommendations at the meeting and action shall be taken In any such action neither the officer in question nor his suggested replacement shall be allowed to vote.

Section 5. Whenever it shall become apparent to the Board of Trustees and the District Administrator that the Governor is failing to perform his/her duties, it shall be the responsibility of the District Secretary/Treasurer, with approval of the District Administrator and 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 District Administrator and the Kiwanis Governor, declare the office vacant and the vacancy shall be filled in accordance with the provisions as contained in these bylaws.

Article X Revenues

Section 1. Each member club shall pay to the district for each and every member the sum of \$7.00 per annum as district dues and district publication subscription fees. These dues and subscription fees shall accrue on October 1 and shall be remitted to the Key Club District by the individual club not later than December 1 of each year.

Section 2. The amount of the district dues and subscription fees shall be determined by the District Board of Trustees, with approval of the District Administrator. District Dues shall be the same as, but not more than International dues.

Section 3. Assessments in excess of the annual dues ^{maybe} made only upon a two-thirds (2/3) vote of all delegates at tending an annual convention or by a two-thirds (2/3) vote of the clubs in the district between conventions

Section 4. All dues shall be paid r within sixty (60) days after *the some 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 for that year.

Article XI Official Publication

Section 1. The official publication of the West Virginia District of Key Club International shall be called THE KEY CONNECTION.

Section 2 The District Bulletin Editor shall have complete charge of, and responsibility for the issuance of the official publication, subject to the direction and control of the Board of Trustees.

Section 3. The District Publication shall be printed at least three (3) times each Key Club year.

Article XII.

District- Endorsed Projects

Section 1. The Key Club District shall endorse numerous programs and projects. These projects shall be under the discretion of the Board of Trustees These bylaws need not be amended for projects.

Section 2. The District Governor shall have the discretion of selecting the District Governors Project. This project shall *emphasize service* as opposed to fundraising.

Section 3: The District Project Committee shall be responsible for maintaining the District Project. The District Governor, upon taking *office shall* work to select a District Project It is under his and the Executive Committee to compile ci list of potential projects The District Board of Trustees by a simple majority, will then select the project.

**Article. XIII
Rules of Order**

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

**Article XIV
Amendments**

Section 1. Amendments to. these bylaws shall be made at a convention by a two-thirds (2/3) vote of delegates present except that no amendment shall be presented for adoption without the approval of the District Administrator present at the Convention.

Section 2. Amendments to these Bylaws may be made by a two-thirds (2/3) vote of the clubs in the district between conventions, provided that such proposed amendments have the approval of the District Administrator. These bylaws amendments, or additions become effective upon approval of the sponsoring Kiwanis District and by Key Club International
Section 3. In the event that policy changes or Key Club International approves amendments that contradict these bylaws they may be brought up to date by a special committee formed by the District Governor and approved by 2/3 of the Board of Trustees. These amendments may not change the functioning of the District.

Respectfully submitted:

Signature: _____ Position: _____

Date: _____