

# KENTUCKY-TENNESSEE DISTRICT KEY CLUB INTERNATIONAL

## BY-LAWS

### ARTICLE I

#### Name and Territorial Limits

Section 1. The name of the organization shall be the Kentucky-Tennessee District of Key Club International.

Section 2. The boundaries within which it shall function shall be coexistent with the boundaries of the Kentucky-Tennessee 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 II

#### Objectives

Section 1. The objectives of this District shall be:

- To promote the objectives 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 constitutional objectives 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 Kentucky-Tennessee District Key Club Board of Trustees.

Section 2. The divisional board shall consist of the president of each club in the division, and one other member from each club. The Lieutenant Governor of each division shall be the presiding officer at meetings of the divisional board.

## ARTICLE IV

### Membership

Section 1. Each Kiwanis-sponsored Key Club in this District shall be a member of this District, and all members reported to the International office shall pay dues to the 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.

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. 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, with the assistance of the District Treasurer to 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 District Secretary, the District Treasurer, the Editor of the K-T Key, and the District Historian. These officers shall constitute the voting members of the District Board of Trustees.

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

Section 3. All officers shall begin their official duties immediately following induction, and shall serve for a term of one (1) year, or until their successors are duly elected and qualified.

Section 4. The duties of the officers shall be:

- (a) The Governor shall be the chief executive officer of the District, shall preside at all conventions and all meetings of the Board of Trustees. He/She shall be an ex-officio member of all standing committees 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 each 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/her 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 Kiwanis District Key Club Administrator, shall receive all District dues, convention registration fees, and other District income. He/She shall disburse these funds in the manner authorized by the Board of Trustees. The Treasurer's accounts and books shall be open at all times to the inspection of the Governor, the Board of Trustees, the District Administrator, and the Treasurer of the Kentucky-Tennessee District of Kiwanis International, and any authorized auditor. The Treasurer shall make a report at the annual District convention and at such other times as required by the Governor or the Board of Trustees. In states or provinces where the bonding of minors is permitted, he/she shall give a good and sufficient bond to be approved by the Board of Trustees.
- (d) The Secretary shall keep all records of the District convention and of the meetings of the Board of Trustees. 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/her by the Governor or the Board of Trustees.
- (e) The Editor of the K-T Key shall be responsible for the publication of the Official Bulletin in a manner prescribed by and under the direction of the Board of Trustees.
- (f) The Historian shall keep a running account of all events during a given year, which shall include a written description, pictures and publications concerning that administration, and such other duties as may be assigned to him/her by the Governor or the Board of

Trustees. These records shall be passed on to the District Administration.

- (g) All officers, with the exception of the Lieutenant Governors, District Administrator, Historian, and Bulletin Editor, shall be elected at a division caucus held no earlier than December and no later than the last day of the District convention, provided a one-third (1/3) quorum of the division's Key Clubs are represented. If represented, each club shall be entitled to two voting delegates. If a quorum is not achieved, the selection of the Lieutenant Governor shall be the responsibility of the Board of Trustees, who shall seek the advice of the club presidents within the affected division. The District Key Club Administrator shall be designated by the Board of Trustees of the sponsoring Kiwanis District. In the case of the Bulletin Editor and Historian, it will be the prerogative of the Key Club District Board of Trustees to fill the office by election or appointment.

## ARTICLE VI

### Board of Trustees

Section 1. The Board of Trustees shall consist of the District officers, the District Key Club Administrator, and the Kiwanis Financial Advisor.

Section 2. The management and control of the affairs of the District not otherwise provided for in these bylaws shall be vested in the Board of Trustees, subject to the direction of the District Key Club Administrator, the sponsoring Kiwanis District Board, and the Board of Trustees of Key Club International.

Section 3. All official actions of the Board of Trustees taken between board meetings must be approved by two-thirds (2/3) of all voting District officers and the District Key Club Administrator.

Section 4. The Secretary shall notify each member of the Board of Trustees, the Administrator of Key Club International, the International Board Counselor, 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 (1) of their members, except the District administrator, to act as chairman.

Section 6. Two-Thirds (2/3) of the total members of the Board of Trustees shall constitute a quorum, and a majority vote of those present shall decide any question, with the exception of those questions for which a greater proportion is specifically required in these bylaws.

Section 7. Within thirty (30) days after any special or regular meeting of the Board of Trustees, the Secretary shall make a report of all proceedings of the meeting, comprising a complete synopsis of all action taken, and shall transmit a copy thereof to the District Board of Trustees, the Administrator of Key Club International, the International Board Counselor, and the president and 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 must be called by the Secretary or by the combined action of two-thirds (2/3) of the Board of Trustees.

## ARTICLE VII Committees

Section 1. There shall be the following committees:

- (a) Membership Development Committee – to present to the clubs of this District ideas on how to promote membership development within their individual clubs.
- (b) Laws and Regulations Committee – to see that the bylaws of this District are kept in consistent with the International Constitution and Bylaws, and with the Standard Form of Bylaws of Key Club Districts, and to review any other literature published by this District to see that it is pertinent to the needs of this District.
- (c) Public and K-Relations Committee – to publicize appropriate Key Club activities and promote relationships among the K-Family.

## ARTICLE VIII Conventions

Section 1. A convention of the Key Clubs in the District shall be held once in each calendar year at such place and date as shall be mutually agreed upon by the Board of Trustees of the District, and the Board of Trustees of the sponsoring Kiwanis District. The Administrator of Key Club International shall be informed of the location and date of each District convention. In determining the site of a given annual convention, the Board of Trustees may be guided and advised by the majority vote of the qualified delegates present and voting at the preceding convention.

Section 2. The Secretary 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 Administrator and the sponsoring Kiwanis District.

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

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

Section 5. Each accredited delegate shall be entitled to vote on each question submitted in any convention. Voting by proxy shall not be permitted.

Section 6. The expenses of each delegate shall be borne by the individual and/or the club he/she represents.

Section 7. In the absence of the Governor from any convention of the District, the Board of Trustees shall designate a Lieutenant Governor to act as chairman.

Section 8. Within thirty (30) days after any convention, the Secretary shall make a report of the proceedings of the convention, including a complete synopsis of all action taken and shall transmit a copy thereof to the members of the Board of Trustees, to the Administrator of Key Club International, and to the secretary of each Key Club.

Section 9. A quorum at any convention of the District shall comprise the official delegates present. A minimum of eighty (80) total delegates and delegates-at-large shall constitute a quorum.

Section 10. Any contest at the District convention shall be announced with all pertinent details to each Key Club and each

sponsoring Kiwanis Club in the District at least sixty (60) days prior to the opening date of the convention, and shall be open only to clubs and members of clubs who are in good standing with the District and with Key Club International at the time of the convention.

Section 11. Each District convention program shall include the following:

- (a) Address by the Governor of the sponsoring Kiwanis District or his/her representative;
- (b) The reading of the winning Achievement Reports, or a 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 said Board;
- (d) Submission and judging of entries in the Scrapbook contest;
- (e) Reading of the winning Singe Service Activity Report, or a summary thereof, and making of reports supported by monthly activity reports submitted during the year;
- (f) Nomination and election of officers for the ensuing year;
- (g) Recommendation to the District Board of Trustees of the time and place for holding the next District convention;
- (h) A talent contest conducted under the supervision and rules of the Board of Trustees;
- (i) Presentation of the Best All-Around Key Clubber Award, based on all-around excellence in participation in school and other youth activities, and service to the school and community during the year;
- (j) Presentation of the Most Outstanding Key Clubber Award, based on services rendered during the year to Key Clubbing at the club, division, District, and International levels;

- (k) Presentation of the Most Outstanding Key Club President Award, based on leadership qualities demonstrated, and the achievements of the individual and the club during the year by a Key Club president;
- (l) Presentation of such other awards and the holding of such other contests as may be approved by the Board of Trustees.

## ARTICLE IX

### Vacancies in Offices between Conventions

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

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

Section 3. If a vacancy occurs between conventions in the office(s) of the Secretary, Treasurer, Bulletin Editor, or Historian, the Board of Trustees shall elect a qualified member of a club to fill the unexpired term.

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

and it appears that the alleged facts are true, the Governor shall have the power, with the approval of the District Administrator, to recommend the suspension of said officer and to nominate a duly qualified replacement to serve the duration of the 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 recommendation at the meeting and action shall be taken. In any such action, neither the officer in question nor his/her suggested replacement shall be allowed to vote.

Section 8. 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, 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 shall request a resignation of said 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 provision in these bylaws.

## ARTICLE X

### Revenue

Section 1. Each member club shall pay to the District for each and every member the identical amount paid to Key Club International per annum as District dues and District publication subscription

fee. These dues shall accrue on October 1, and shall be remitted to the District Treasurer by the individual club not later than December 1 of each year. Dues for new members during the year should be paid within thirty (30) days after admission to the club.

Section 2. The amount of District dues and subscription fees shall be determined by the District Board of Trustees, with the approval of the District Administrator, and subject to approval at the next District convention.

Section 3. Assessments in excess of the annual dues may be levied only upon a two-thirds (2/3) vote of all delegates attending an annual convention. Such assessments shall be for a duration of one (1) year, but each succeeding convention may, by 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 or subscription fees, and must be approved by the Kiwanis District Board, the Key Club International and the Kiwanis International Board.

Section 4. All dues 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 any fiscal year shall be the dues for each and every member for that year.

## ARTICLE XI

### Rules of Order

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

## ARTICLE XII

### Amendments

Section 1. Amendments to these bylaws shall be made only at conventions by a two-thirds (2/3) vote of the delegates present, except that no amendment shall be presented for adoption without the approval of the District Key Club Administrator present at the convention. The proposed amendments shall be submitted to the District Administrator at least 30 days prior to the convention.

## 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.