



MEETING MINUTES

WINTER BOARD TRAINING CONFERENCE

MEETING AT A GLANCE

MEETING DETAILS

Meeting Led By Governor Diane Dao
Location: Santa Maria Inn
801 S Broadway, Santa Maria, CA 93454

CALL TO ORDER: 10:54 AM PDT
ADJOURNMENT: 12:30 AM PDT

Attendance Report - See Appendix A for a complete report

EXECUTIVES 3/3 **LT. GOVERNORS** 71/78 **LT** 10/11 **GUESTS** 12 **QUORUM** YES

Summation of Leadership Team Topics Discussed

- I. Approval of Parliamentarian
- II. Declaration of Division 22 Hikina Lt. Governor Vacancy
- III. Declaration of Division 28 East Lt. Governor Vacancy
- IV. Approval of Appointment of Division 22 Hikina Lt. Governor, Aria Abe
- V. Approval of Appointment of Division 28 East Lt. Governor, Triston Fuel
- VI. Approval of Board Reports
- VII. Approval of District Policy Manual Updates
- VIII. Approval of Bylaw Proposals
- IX. Approval of Division 38E/38W Realignment
- X. Authorization to use PTP Donations for Dunlap Matching Funds

MEETING MINUTES

MEETING CALLED TO ORDER AT 10:454 AM

Approval of Parliamentarian

RESOLVED: That the CNH Board approves ADA Mr. Marshall Roberson as Parliamentarian [M: D39 Brighton Quintana | S: D28S Jessica Ryn | PASSED]

Pledge of Allegiance

Pledge led by provided by D12S Chloe Ha

Key Club Pledge

Pledge led by provided by D13S Sierianna-Ahlyzah Chea

INVOCATION

Information provided by D13N Kai Noah Jugo

Good morning District Board! My name is Kai Noah Jugo and I proudly serve Division 13 North as their Lieutenant Governor.

Have you realized how lucky we are to live in the CNH? Growing up in the 562, a melting pot of different kinds of people, I attended schools with a similar diversity of classmates. My learning of simple arithmetic and proper punctuation in the classroom was juxtaposed with learning the complexities of different lifestyles predetermined by race, economic status, and prejudice. Thankfully, this has taught me the power and skill of open-mindedness. As servant leaders of our home, schools, and communities, it is our responsibility to diversify, include all, and achieve equity within our divisions by being open-minded.

What makes Key Club different than many other community service based clubs is the lack of a gpa requirements and plethora of leadership opportunities for all people, ensuring that all people can join if they choose to. As Lieutenant Governor of a division ranging four different cities with all distinctive kinds of struggles, I have asked leaders from those cities what issues are most important to them and I recommend applying this to your division as well. By gathering information, the planning and brainstorming process has changed drastically for the better. It has motivated members to continue serving for causes they are passionate about. Even if you can't implement these ideas next month, or the few months after, gather this information for your elect and pass it on for years after.

Now more than ever, as we inch closer and closer to DCON, I'd like to make a call to start fundraising for leaders within our own division. Start the initiative to make change in a member's life to motivate them to serve in Key Club and flourish as greater realized leaders. Provide local service projects and events to limit needing people to pay for transportation fees. Be the first person to provide someone a ride if they need it.

Be approachable, be easy to talk to, be the catalyst in someone's Key Club journey by encouraging them to achieve goals outside of their comfort zones. Provide what's needed for every member so they know that they are cared for in this organization. Allow others to talk to you about the issues they are passionate about so that you can provide what's necessary to them. Use your influence as a leader to show that members can be themselves and stray away from hate which we are all too familiar with.

REMARKS

CNH Children's Fund President Remarks

Information provided by R11 Advisor Carol Farris, CNH Kiwanis Governor Elect

1. Thanks District Board for their efforts and contributions to the Foundation
2. Encourages District Board to keep up with their hard work within their communities

CNH Kiwanis Governor Remarks

Information provided by CNH Kiwanis Governor Valarie Brown-Klingelhofer

1. Thanks District Board for their contribution and support with the rose float decorating
2. Expresses her gratitude towards Key Club members for helping to save costs and decorate floats
3. Encourages District Board to share any issues and events in their communities with their local Kiwanis clubs

SLP Director Remarks

Information provided by SLP Director Timothy Cuning

1. Thanks District Board for their contributions and continued support towards the program

District Administrator Remarks

Provided by District Administrator Doug Gin

2. Reminds District Board to remind their clubs to continue to submit their dues if they haven't already, and also if there are additional incoming members
3. Encourages District Board to continue to work towards the Service Hour and Funds Raised goal, given how there is still much progress to be made
4. Reminds District Board about the policy regarding chaperones and submitting background checks
5. Asks Lieutenant Governors to share their knowledge of their tasks and division with their successes and prepare them for the next year to continue the legacy
6. Thanks all the advisors, assistants, and guests in the meeting for their time, dedication and support
7. Thanks District Board for their continued dedication and work

District Governor Report

Provided by District Governor Diane Dao

Aloha IrreplaceaBEEs!

Thank you all for joining us in the lovely Santa Maria Inn this Winter! I know for a lot of us, we're wrapping up our first semester and starting our second, or already in the second half of school! For seniors, it's crazy that we have come this far and in the blink of an eye, everything is going to be over. For juniors, well, good luck!

It might seem like the time to step back and put your foot on the brakes, but as we approach Conclave season, more than ever we must accelerate. Elect training is of the utmost importance, because leaving our legacy intact includes leaving a prepared candidate behind. DCON might seem like a light year away, but just like SpringBoard, Summer Board, Fall Rally, and here, now at Winter Board, you'll see everything comes quickly. You have four months left in your term, and four months to make it count. quicker than you think. You have four months left in your term, and four months to make it count.

TBH, the Key Club International MUC updates are coming a bit slow, so our membership is looking a little grim. Even with more numbers coming in, we must work in the uphill You have four months left in your term, and four months to make it count. direction to combat membership decline in the sunny CNH. I know it's hard recruiting against the senioritis or junioritis, but it is in the best interests of our District to keep up the hard work. Burnout is okay, and remember to take care of yourself as college app season finally comes to a close and we are able to relax! Sorry again, juniors. Don't worry, I'm more than confident that the future of our District is in good hands with your inspiring leadership next term. Now is the time to think about your next Key Club year, and I hope that you all take some time to consider what you can offer the District next year.

Thank you all for all the hard work you all have put in this term, and for those who have stepped up to be a part of our Board! As always, if you need anything, let me know!
This concludes my Governor Board Report for Winter Board.

District Secretary Report

Provided by District Secretary Ashley Park

Good Morning Irreplaceabees!

I cannot believe that we are already nearing the end of our third quarter, and for many of us, including myself, the end of our final term in Key Club. It has truly been a wonderful term so far, and thank you for all of the hard work and effort you have put into all of your work.

Still, in the final few months that we have left, we have much left to accomplish and finish, such as preparing for DCON, putting those final touches on your committee training manuals, and ensuring that you lead your division and committee towards a strong finish. With the time we have left, let's keep our spirits high and continue on with serving our homes, schools, and communities. With that being said, the following will be my District Secretary Report:

MRFs

Every month, the Lieutenant Governors of California-Nevada-Hawaii have compiled information, reflected, and completed the Division MRF for their respective Divisions. As of the December 10th Submissions, the CNH District has served a total of 214,466 hours according to the current state of Monthly Report Forms. I would like to express a special congratulations to the top 5 divisions in terms of service hours:

- Division 12 South with 9,062 service hours
- Division 30 South with 9,608 service hours
- Division 22 Makai with 12,168 service hours
- Division 7 South with 12,228 service hours
- Division 4 North with 18,233 service hours

Thank you for these divisions' exemplary service. When compared to the District Service Hour Goal of 850,000 service hours, we are at about 25.86% of our goal.

Resources

In addition to the 2022-2023 Secretary Manual that was published earlier this year, 6 installations of the Secretary Series, which covers the basics of the tasks of the MRF, have been released each month. These videos have been sent out in Secretary Update Emails and will continue to be done so until the end of the term. I'd like to take this time to thank DVME Helena and their DVMT for all of their help with this series.

Submissions and Due Dates Reminders

I would like to take this time to recognize board officers for their continued hard work and commitment to the position of Lieutenant Governor. Congratulations to the following board officers who have maintained a 100% On-Time submission rate, This indicates that the Monthly Report Forms, DCM Agendas, and Division Update Forms were submitted by their respective due dates. Thank you so much to the following 27 Lieutenant Governors who have maintained 100% On-Time Submission Status.

- D02N
- D02S
- D04C
- D04N
- D04W
- D05S
- D07N
- D07S
- D10N
- D12S
- D14
- D15S
- D15W
- D16W
- D16S
- D19N
- D21
- D22 Makai
- D26S
- D28S
- D28W
- D34S
- D35E
- D38W
- D42E
- D44W
- D46S

Thank you all for being proactive and fulfilling all of your responsibilities as Lieutenant Governor. Keep up the great work!

As a reminder, The following submissions and reports are due by the 10th of every month by 6:00 PM Local Time:

- Division Monthly Report Forms
- Training Conference Reports (the following month after each training conference)

The following submissions and reports are due by the 15th of every month by 6:00 PM Local Time:

- Articles to the CNH Articles Archive
- Visuals to the CNH Visuals Archive

The following submissions and reports are due by the 20th of every month by 6:00 PM Local Time:

- DCM Agendas to CNH Archive
- Division Update Form
- Division Newsletter to CNH Newsletter Archive

As always, if you require any help or have questions, feel free to reach out, and I am more than happy to help. I am so proud of all of us for what we've done so far, and I can't wait to see where the rest of this term takes us. With that, that concludes my Board Report.

District Treasurer Report

Provided by District Treasurer Marcus Fang

Good morning, Irreplaceabees!

I hope you have all been enjoying your Winter Board experience. Please know that we are extremely proud of every one of you and that your hard work does not go unnoticed. With only a few months until DCON please continue to do your best and prepare your future successor to serve an amazing term just as you have.

And with that, the following is my Treasurer's report:

Dues Report

As of the most recent dues report released by Key Club International on January 4th, 2023, the CNH District has amassed 23,658 members and 542 of the 729 active clubs have paid dues. This is 67.59% of our District goal of 35,000 members. If you are a Lieutenant Governor of a delinquent club, please make sure this status is taken care of. Remember that you MUST be dues paid to hold office.

Resources

As of the last District Board meeting, I have released and sent out 6 new CNH Treasurer's Updates emails to all CNH officers. These emails contain pertinent information, clarification, and resources to all club treasurers and presidents who may have questions or concerns. Additionally, by collaborating with District Visual Media Editor Helena and her DVMT, a new Buzzin Break was published on the CNH Youtube channel on October 25th, 2022 to further assist and guide officers who may have trouble with the Membership Update Center and dues in general.

PTP Update

After both Fall Rally North, Fall Rally South, and our District Wide Fundraiser, I am pleased to share that CNH has raised \$121,815 for PTP. This is roughly 54.14% of our goal. Also, like Mr. Gin said, the final numbers for ticket sales from both Fall Rally North and South are still being worked out so this number may change in the coming weeks. Please keep in mind that our goal is \$225,000 for PTP so please encourage your division to continue working towards this goal.

Vouching

Please remember to continue utilizing your allocated budget to support your Division. If you have any questions about vouching or the vouching process please contact me. As of January 4th, 2023 here are the remaining budgets of each Division:

- | | | | |
|----------------------|----------|---------------------|----------|
| • Division 2 North | \$205.53 | • Division 5 South | \$200.00 |
| • Division 2 South | \$200.00 | • Division 7 North | \$125.00 |
| • Division 3 North | \$125.00 | • Division 7 South | \$184.34 |
| • Division 3 South | \$175.00 | • Division 7 West | \$225.00 |
| • Division 4 Central | \$225.00 | • Division 8 | \$325.00 |
| • Division 4 East | \$250.00 | • Division 10 North | \$125.00 |
| • Division 4 North | \$275.00 | • Division 10 South | \$250.00 |
| • Division 4 South | \$200.00 | • Division 11 | \$250.00 |
| • Division 4 West | \$250.00 | • Division 12 East | \$250.00 |
| • Division 5 North | \$175.00 | • Division 12 South | \$275.00 |

- Division 12 West \$225.00
- Division 13 North \$325.00
- Division 13 South \$250.00
- Division 13 West \$225.00
- Division 14 \$225.00
- Division 15 East \$200.00
- Division 15 North \$200.00
- Division 15 South \$150.00
- Division 15 West \$175.00
- Division 16 East \$225.00
- Division 16 North \$112.85
- Division 16 South \$125.00
- Division 16 West \$150.00
- Division 18 \$128.72
- Division 19 North \$225.00
- Division 19 South \$300.00
- Division 20 \$125.00
- Division 21 \$275.00
- Division 22 H \$200.00
- Division 22 K \$275.00
- Division 22 M \$696.89
- Division 23 \$325.00
- Division 24/29 \$175.00
- Division 26 North \$325.00
- Division 26 South \$131.30
- Division 27 North \$225.00
- Division 27 South \$100.00
- Division 28 East \$200.00
- Division 28 North \$225.00
- Division 28 South \$190.13
- Division 28 West \$250.00
- Division 30 North \$225.00
- Division 30 South \$300.00
- Division 31 \$225.00
- Division 32 \$210.00
- Division 33 \$75.00
- Division 34 North \$400.00
- Division 34 South \$250.00
- Division 35 East \$325.00
- Division 35 West \$350.00
- Division 36 East \$175.00
- Division 36 West \$250.00
- Division 37 East \$225.00
- Division 37 North \$152.89
- Division 37 South \$154.00
- Division 37 West \$250.00
- Division 38 East \$100.00
- Division 38 West \$175.00
- Division 39 \$225.00
- Division 42 East \$225.00
- Division 42 West \$200.00
- Division 43 \$100.00
- Division 44 North \$200.00
- Division 44 South \$275.00
- Division 44 West \$185.04
- Division 45 \$75.00
- Division 46 North \$175.00
- Division 46 South \$225.00
- Division 47 \$125.00

This means that \$17,101.69 are still available to be vouched for. Keep on vouching!

Closing

As we approach the end of the term I would like to commend you all for your dedication and hard work, but it does not end here, continue to strive to finish the year off strong! DCON is just months away and I couldn't be more excited to celebrate a year of success with you all. Thank you all for everything and that concludes my board report. Thank you.

International Trustee Report

Provided by International Trustee Ahmed Eldeeb

This is your International Trustee Ahmed ELdeeb, and I hope you are all having a great time at your winter board, continue cherishing this time with your peers. Before I give some updates and reflections, I would just like to say, I am constantly inspired by all the hard work and dedication you all have shown. From tackling complex issues to supporting your community, I am extremely proud to see the level of commitment and passion that all of you bring every single day.

I would like to share some reflections on what has been accomplished this past year. Key Club International held the Global Engagement Rally where we announced the ICON theme (lights, camera, service) and the announcement of the Philippens-Luzon district. Furthermore, we launched the pilot program, created the first Truly International Taskforce, funded \$48,647 in the first YOF cycle, developed a more elaborative ICON scholarship (more funding and fairer mark scheme), and launched our new Unicef project Start Strong: Zambia, and much more.

Regarding our sistrict, we have formulated three sub-committees with members from all three districts, developed a membership spotlight form, and blog publications, launced trivia Tuesdays, created a sistrict discord/Spotify playlist, and lastly, we are developing a sistrict website with resources. This past year has been full of organizational growth and learning opportunities. I cannot wait for what this year has in store for us!

I have a few important updates for you all. Make sure you are staying up to date with the Sistrict Instagram (@Calnewsin) and reading my newsletters. Also, continue promoting DCON to your clubs, preparing with your committees, and working on fundraising (I will publish a fundraising guide that I have been working on soon). Furthermore, start planning ahead and booking your flights for ICON in Anaheim. ICON will be held from July 5th-9th, unless your district has a tour planned. I can't wait to see you all there!

You all have set an incredible example of what it means to be a leader and to truly make a difference in the world. Your dedication to serving others and making a positive impact in our community is truly inspiring, and it has motivated me to continue to strive for excellence in everything I do. I encourage all of you, to be inspired by the amazing work of each other and to strive to make a positive impact in everything you do. Together, we can achieve great things and create a brighter future for all of us. Keep up the fantastic work, and never forget the incredible power that each and every one of you holds to make a difference. Thank you all so much for your time, and see you all at DCON!

Approval of LTG Appointee Division 22 Hikina

RESOLVED: That Aria Abe has been appointed to the position of Division 22 Hikina Lieutenant Governor

[M: D21 Chloe Kwan | S: D22 Komohana Carly Miyamoto , PASSED]

Approval of LTG Appointee Division 28 East

RESOLVED: That Triston Fuel has been appointed to the position of Division 28 East Lieutenant Governor

[M: D28W Ann Margaret De Guzman | S: D07S Katelynn Evans, PASSED]

Installment of Appointed District Board Officers

Provided by Kiwanis District Governor-Elect Valerie Brown-Klingelhofer

District News Editor

Provided by District News Editor Joanne Do

Newsletters

- As of today, there have been a total of eight issues of The Bumble Times that have been published.
- I have given feedback to all divisions who submit their newsletters or I'm able to find through Issuu. I've also sent emails regarding the newsletter contests to both club and division editors.

Submissions

- Articles and Visuals are due on the 15th of every month by 6 PM. Please remember to submit a minimum of 3 articles and 3 visuals. Otherwise, your submissions won't be counted.
- Newsletters are due on the 20th of each month by 6 PM.
- As of June 20, 2022 and July 20, 2022 respectively, the following 21 divisions have submitted 100% on-time for articles, visuals, and newsletters. On-time submissions entail 3 articles, 3 visuals and 1 newsletter documenting service, recognition and growth within the division.

- Division 2 North
- Division 3 North
- Division 4 Central
- Division 4 North
- Division 7 North
- Division 8
- Division 12 South
- Division 13 North
- Division 16 South
- Division 20
- Division 21
- Division 27 South
- Division 28 South
- Division 28 West
- Division 34 North
- Division 35 East
- Division 37 South
- Division 38 West
- Division 44 North
- Division 44 West
- Division 46 North

- Division Updates and DCM Agendas: due the 20th of each month by 6pm Local time to the Submissions Form.
- Though the term is coming to an end soon, I would like to remind you all that continuing to submit is still very important. Please be sure to encourage your DNEs to submit, and ask for extensions when needed.

Manuals and Guides

- I am in the works of creating an Articles & Visuals guide that goes over writing articles and taking effective visuals. This will be posted on to the CyberKey soon.

District Technology Editor

Provided by District Technology Editor Ashlyn Wong

Hello everyone! I hope you had an amazing holiday season with your loved ones and are looking forward to District Convention 2023! Without further ado, as follows is my Board Report.

Cyberkey Updates

Since the last board meeting, I have created a new page for articles and visuals, which is now available on the Cyberkey under “News” in the menu heading. Many of your divisions’ articles and visuals have already been added from this term, so be sure to take advantage of this and use it as another source of inspiration for events, fundraisers, socials, etc. I have also been and will continue to update the CNH Cyberkey with various information from the Committee Chairs and Kiwanis board members, alongside other aesthetic changes.

Cyberkey Feedback Form

I have created a feedback form for the members of CNH to provide feedback and survey their use of the Cyberkey. Many changes have been made since the start of the term and I am working toward adding more members’ input, as the website was created and maintained for the members themselves. Please encourage your members and even answer the form yourself at <https://tinyurl.com/cnhcyberkeyfeedback>.

CNH Key Club District Board Report

District Convention Website & Instagram Filters (DTT + DVMT)

The creation of the District Convention 2023 is underway with help from the District Technology Team. We are currently working toward creating a base for the site and will later add information from the DCON Committee. We plan to publicize the site for attendees, since it will contain useful information such as the Candidates’ Booklet, map to the convention center, daily schedules, and much more. Please be sure to publicize this to your members who are attending the convention once it is complete!

In addition to the DCON Website, the District Technology Team and District Visual Media Team are working hard to create more Instagram filters for promoting DCON itself and help capture memories. They will be released as the convention approaches, and we look forward to seeing them on your divisions’ social media!

Analytics (DTE + DVME)

As we are now over halfway through the term, District Visual Media Editor Helena and I would like to share analytics from our District social media and the CNH Cyberkey. Regarding the Cyberkey, we have had a total of 115,785 page views since the start of the term. The pages with the most traffic are the Home page with 33,000 views, Graphics & Marketing with 7,000 views, Divisions page with 5,000 views, Fall Rally South with 4,500 views, and Contests page with 3,600 views. Although you all should be familiar with the CNH Cyberkey now, it is constantly being updated and should serve as one of the main sources of information for your members and yourself. With that said, please continue to publicize the site through your social media, websites, newsletters, general meetings, etc.!

District Visual Media Editor

Provided by District Visual Media Editor Helena Teung-Ouk

What’s Poppin’ District Board! I hope your break have been serving you well, and what follows is my Board Report

CNH GIFS + GRAPHICS

The District Visual Media Team and I have finally publicized the CNH GIFS that they have been working on, currently there is progress on having a couple DCON General Gifs in progress. Feel free to use these GIFS on your stories when promoting.

We have also worked on other Bee graphics, which can be found on the Cyberkey. We have lots of DCON Graphics, New Seasonal, Generic Bees, etc.

SLICE OF PIE + PIE WEBINAR

In collaboration with the PIE Committee, my DVMT (Anh Nguyen, Chloe You, Halo Medina, and Cece Yu) worked on editing these videos and graphics. With a total of 482 views throughout the entire series. And a total of 172 views during the PIE Webinar.

BUZZIN BREAK UPDATES

So far we have around 6 episodes of Buzzin Break: Editor, MRF, MUC, K-FAM, Delegates, and upcoming Recognition on Club Level. I want to thank the Leadership Team for participating in this series and providing the information to our members. We have gained a total of 711 views, out of 4/6 episodes. Delegate Webinar presented by PIE Chair Miah Chao is planned to be posted on January 9th.

DCON FILTERS

The District Technology Team and District Visual Media Team are working hard at the DCON filters to promote DCON itself. Created by Joshua Santhirasegari , Wendy Dinh from DVMT and others from DTT.

DCON SERIES + WEBINAR

During this week at Winter Board, DCON Content will constantly be posted, such as the Video Series which includes: dresscode, why, what, and fundraising. With additional information. This is done to include the DCON Registration Webinar will be taking place on January 10th @ 6 PM on Youtube Live.

UPCOMING SP SERIES

Currently in progress with my DVMT and in collaboration with the Service Project Committee is a SP Series, Planning to be released in February.

DCON FILMING

I have been filming throughout the entire Winterboard Conference, for the Parody and Farewell video. I want to take this moment to thank you LTGS for participating and Mr. Chang who has helped me in every step of the way!

FINAL ANALYTICS (DTE + DVME)

I previously mentioned some small statics regarding the series, I will be sharing overview analytics from Youtube Channel and Instagram.

YOUTUBE: Since the start of the term, we have gotten over 15.2K Views and increased 108 subscribers. To provided for insight:

- In total of all Webinars (Editor's, KC101, Scholarship, PIE) equal to 1,908 Views
- In total of What's Poppin' from YT is 960 Views

INSTAGRAM: I will be sharing stats from October 7 to present, we have reached 27.4K accounts and increase of followers 9.6%

To make an estimate from the start of the term I would say we have gained 1.6K followers.

- From this span the CTC Info video was the highest with 10K and the Fall Rally Information following with all 3 with a total of 19,391

- Our IG Reels have gained an average of 5K Views each

The reason to share our analytics is to show that we are connecting with our members! Instagram will be one of the main forms of communication with our members which leads them to Cyberkey and Youtube for more information! All the informational series that you LTGs and Chair have worked on have shown impact to our members. Please continue to publicize the CNH Instagram and Youtube through your social media, websites, newsletters, general meetings, etc.!

Communications and Marketing

Provided by Communications and Marketing Committee Chair Amber Zhao

Hello CNH bees! Can you believe we are nearing the end of the term already?! I hope you had a good holiday season and have continued to maintain strong communication between your members through various media platforms during this time.

Now for my board report:

Communication

CM and I have maintained close communication with other committees to complete graphic requests. I worked with KFF Chair ALyssa Kline to create CNH and Kiwins' Instagram flyers and story templates for a new pen pal highlight on the district Instagram. CM has also worked with DTREAS Marcus Fang on the promotion and countdown for the district fundraiser which reached over 4k accounts.

Committee

CM created a social media package containing Instagram posts for events ranging from club elections day to general meetings. We have recently added onto these existing resources with more versatile templates such as copy and paste premade slides for meeting announcements and customizable Instagram story templates. You can find all of these resources on the graphics and marketing page of the Cyberkey as well as inside the Social Media Resources Folder on the Key Club Public Drive. Please share these resources with your officers! Additionally, the CM committee created new professionalism manuals that will replace the older manuals and forms currently in use on the Graphics and Marketing Page of the Cyberkey. Look out for a revamp of existing infoguides on the CM page during the second week of January.

Projects

Speaking of revamping old manuals, the district editors and I officially updated the CNH Branding Guide, the graphic standards for all of CNH. You can find the newest guide on the Cyberkey's graphics and CNH Key Club District Board Report marketing page. This version is an updated one containing the information we presented on at summer board. I worked with DVME Helena Teung-Ouk to also release the extended branding guide specifically for the district board. I recently sent out an email with directions and the guide attached, so please make sure to star or save that email because you will NOT be able to find this guide on the cyberkey.

For any future district graphics you make for a committee task, you are expected to follow the guidelines stated in this guide in combination with the CNH Branding Guide I mentioned previously. In addition, CM created Holiday graphics to celebrate with all of CNH. Thank you for participating in Bee Thankful Week. We were able to achieve 4.1K reach on the very first post!

Since then, CM has created a winter post and will continue to celebrate holidays with CNH for the rest of the term.

Marketing

CM has currently completed two major marketing campaigns: Join Our Hive and Fall Rally. For the JoinOurHive campaign, we released overlays and have received over 130 requests. The CNH TikTok account was also officially launched with JoinOurHive stitching and CNH promotion. Don't forget to keep promoting Key Club even if JoinOurHive is officially over. For the Fall Rally campaign that followed, CM completed overlay requests and a fall rally marketing resource folder where we included slideshow templates as a new promotional resource in addition to regular graphics. This campaign also consisted of a countdown to Fall Rally North and South as well as a Fall Rally Week. I am excited to report that this series of informational and promotional graphics is one of the most successful CNH Instagram campaigns so far, with over 7.8K, 5.8K, and 5.7K reach in three separate posts. Special thank you to DNE Joanne Do for drawing the cute graphics. The newest marketing campaign that is launched this month is DCON! CM has been working on a DCON Marketing Resource folder with graphics, templates, slideshows, pamphlets, and more to help you and your clubs easily promote DCON. These resources will be released by next week. Overlays of two types, story and post, have been released just today. Members are able to make a request by emailing overlay@cnhkeyclub.org. Make sure to include your photo, name, division, position, and for the story template, your reason for why you are attending DCON. You can include your reason in your caption for the post overlay. Please use #SeaOfService with the first letters of each word capitalized and tag CNH on Instagram when you post your overlays. Please share the overlay graphic with your division, and I look forward to all of your requests! Lastly, make sure to follow the DCON instagram [@cnh_dcon](https://www.instagram.com/cnh_dcon) for future graphics, important announcements, and activities from CM and DCON.

Conclusion

I am proud of all that you have accomplished so far, and I am so excited for what the new year holds! I hope we can end the term strong!

District Convention

Provided by District Convention Chair Anh Nguyen

Hi CNH irreplace-bees! My name is Anh Nguyen and I serve as your DCON chair for the 2022-2023 term and here is my board report.

DCON Merchandise

The DCON Committee finalized the DCON merchandise such as pins, t-shirts, and ribbons. The selections were sent to Mr. Cuning for ordering.

DCON Registration

DCON registration will open on January 9th. The committee created the formstack banner and links for the SAA volunteer sign up, Code of Conduct Form, and Delegate Sign Up. The committee also had a meeting with Mr. Cuning to familiarize ourselves with the registration process for DCON in order to present it at Winter Board.

DCON Video Series

The committee finalized the scripts and filmed videos for the DCON video series. The digital visual media team edited and completed all of the videos. This upcoming week, all the DCON videos will be released on the cyberkey, informing members on everything they need to know about DCON.

DCON Graphics

I have been in contact with CM Chair [Amber Zhao](#) in order to work on different graphics and promotional ideas for DCON including, the DCON registration webinar graphic, DCON overlays, DCON scavenger hunt, and the DCON website.

DCON Registration Webinar

I met with Mr. Chang and Helena regarding the upcoming DCON registration webinar on January 10th. The webinar will cover DCON registration and answer any questions that any members may have. It will occur at 6 pm and will be livestreamed on the CNH youtube channel.

SAA Registration

I worked with SAA coordinator, Caleb Kim, on finalizing the Code of Conduct and volunteer sign up form. Minor changes on the Code of Conduct include in the dress code for Governors Ball regarding maxi dresses and the extent of the formal attire.

DCON Schedule

The DCON schedule was finalized and sent in for approval with a few minor changes due to the difference in location and number of hotels being used.

This finalizes my board report for the Winter Board Training Conference thank you.

Kiwanis Family and Foundation

Provided by Kiwanis Family and Foundation Chair Alyssa Kline

Good morning, bad bees. My name is Alyssa Kline and I proudly serve as your Kiwanis family and foundation chair. The following is my board report.

Key Leader

KFF wrapped up promotion of Key Leader with a few Instagram reels, story countdowns, and a CNH update email. Both Key Leader North and South were very successful, and the first recap video was posted this past month. A second recap video is almost done, and it will be posted in the Fall of next term in order to promote Key Leader 2023.

Kiwanis Scholarships and Grants

KFF began promoting Kiwanis scholarships and grants in September, beginning with a Youth Opportunities Fund graphic in collaboration with SP Committee. KIWIN'S KFF Chair and I co-hosted a grants webinar on October 6th (with 30+ attendees) and a scholarships webinar on November 1st (which has been viewed by over 200 people). A new cyberkey page was created for scholarships and grants, featuring two new guides with step-by-step instructions for each application. Since then, an overview of scholarships and grants deadlines has been posted and an informational email was sent to all CNH reflector groups. A Q+A with past scholarship recipients will be posted on January 16th, and members will be able to actively ask questions in the comment section. Finally, two reminder reels will be posted later in the month, and a story countdown will lead up to the deadline for the CNH and Kiwanis Children's Fund Scholarships.

Preferred Charities, PTP, and YES! Initiative

From October 3rd to October 7th, the KFF Committee collaborated with KIWIN'S to celebrate PTP week with daily spirit challenges and various updates to the CNH Cyberkey page for preferred charities. This includes the addition of the YES! Initiative section, a new YES! Initiative guide, and the reorganization of the UNICEF section. On October 31st, an educational graphic was posted for Trick or Treat for UNICEF, and in November, KFF celebrated prematurity awareness month with a celebratory graphic, a new March of Dimes guide, and service challenges related to prematurity awareness.

Kiwanis Family Month

An informational email was sent to the CNH reflector groups explaining the month's events and its importance. KFF prepared daily Instagram challenges for Key Club Week with hundreds of participants each day. Interactive Instagram quizzes were posted every other day in order to educate members on the Kiwanis Family, and a Key Club Advisor Appreciation video was released featuring photo and video submissions from across CNH. The month before, KFF released a Kiwanis One Day resource folder, which included a graphic, fact sheet, club meeting slides, zoom resources, and an event-planning guide.

KIWIN'S and Circle K

Key Club x KIWIN'S pen pals were released and assigned in September. Each month, outstanding pen pal pairs have been recognized on the CNH Instagram and new monthly challenges are released through email. The final pen pal winners will be announced by the end of January. In addition, a CNH Key Club x Circle K Mentorship Program has been organized and will be released on January 15th.

Chartering KFamily Clubs

Chartering resources have been added as a new section of the CNH Cyberkey, with links to the chartering checklist, paperwork, and guides. Each month, I continue to give personal responses to questions submitted through the chartering help form. KFF was also featured on the November Buzzin' Break, outlining step-by-step how to charter a Builder's or K-Kids Club.

Kiwanis Expo @ DCON 2023

This past month, KFF began planning the Kiwanis Expo, meeting with DCON Chair Anh to plan accordingly. The committee is currently preparing a scavenger hunt, a color-by-number Kiwanis logo project, Kiwanis trivia, and a card-making station for members of the other Kiwanis branches. The Expo will incorporate various stations with freebies and guest presenters on preferred charities, Key Leader, etc. in order to create a more interactive experience.

Aktion 4 Kids Initiative

In February, KFF will launch a new initiative called "Aktion 4 Kids". Its focus is to encourage high school students with disabilities to join Key Club, creating a pathway for future Aktion Club members. Meeting slides, guides, graphics, service challenges, and a District Zoom event are being prepared in order to encourage individual Key Clubs to become more inclusive and reach out to a new sphere of membership.

Keep up the good work, cnh! I am so proud of what we have accomplished thus far. Thank you, and With that, I conclude my board report.

Membership Development and Education

Provided by Membership Development and Education Chair Joshua Placido

Introduction

Hello District Board! My name is Joshua Placido and I serve as the Membership Development & Education Committee chair. The following is my board report.

Meetings & Core Calls

Since Summer Board Training Conference, we have held 5 meetings. At the end of Quarters 2 and 3, core calls were held with each committee member to aid them in division, region, district and committee affairs.

Key Club 101 Webinar

On September 22, a Key Club 101 Webinar was held on the CNH YouTube channel. Members from MDE, KFF, and MR committees presented information about Key Club basics, Kiwanis structure and events, and recognition contests respectively. Key Club International's Global Leadership Certificate was also promoted during this time. New Manual Creations The MDE Committee has been working diligently to provide two brand new resources since Summer Board Training Conference. The NewBEE Advisor Manual aims to address any questions and concerns for starting club advisors, covering topics including the MUC, Youth Protection, COVID waivers, and dues payment. A Fall Rally Guide was also sent out before Fall Rally season, which was dedicated to Lieutenant Governors and covered frequently asked questions, a timeline, and general tips.

Training Conference Presentation Revisions

One new presentation was created by the MDE committee and added to the Region Training Conference folder, called Maintaining Club Relations. All presentations for Region Training Conference and Candidate Training Conference have been reviewed, revised, and released before their respective dates.

DCON Presenter Applications

District Convention presenter applications have been released and extended until January 15, 2023 at 11:59 PM PST. Applicants must go through an interview process which will be held in February and March. Presenters can either provide their own approved presentation or else will be provided one. Members of the MDE Committee and District Board may be required to present if there are not enough presenters.

CNH Information Library

The MDE committee is finalizing a new resource called the Club Master Guide as part of the CNH Information Library. This guide is in efforts to provide clubs new ways to develop, covering topics such as service events, fundraisers, and socials. This is set to be released at the end of January on the Cyberkey.

Region Penpal Systems

After thorough assessment, the MDE committee has discontinued the District Penpal system for this term, and has localized a Region Penpal system instead. Each region has been contacted about setting up their own penpal system, and interested regions were assigned a liaison. These liaisons were invited to a meeting to give a rundown of the logistics of setting up such a system. A manual called Setting Up a Penpal System Guide has also been created and sent out to the District Board.

Closing Remarks

It is an honor to lead such an amazing committee. Our cohesion as a group has translated into our efficiency and production of work. I see success in my members and the committee and I continue to look forward to working with them every day. Thank you.

Member Recognition

Provided by Member Recognition Chair Suyeon Hwang,

Hello District Board, my name is Suyeon Hwang and I proudly serve you as your Member Recognition Chair. The following is my board report.

Communication

All committee tasks were assigned through the committee google classroom. Occasional updates have been posted through the committee messenger group chat.

Region Assignments

On September 21st, each committee member was tasked to send an email to remind Lieutenant Governors to notify their division and club tech editors about the Website contest registration deadline. On September 28th, each committee member was tasked to send an email containing Annual Achievement Report Resources featuring a presentation slideshow and a checklist along with a Member Recognition Challenge that prompted Lieutenant Governors to assist at least one club in their division to Distinguished or Diamond Distinguished status. On October 5th, each committee member was tasked to send an email regarding Division Certificate Templates to their assigned regions.

CNH Contest Archive Google Classroom

As of January 5th, 2023, approximately three months since it's publication to the CNH District, the total number of "students" or potential contest applicants stands at a number of 129. Accounting for applicants that may submit applications for multiple contests, the Member Recognition committee expects around 150 submissions with current enrollment numbers. In comparison to last year's statistics for the total number of contest submissions, we are approximately 23 submissions short. In order to maintain the number of contest submissions and moreover, to increase it, it is a priority of our committee to provide the district board with promotional materials. To add to the effort, we also believe that it is crucial that everyone makes an effort to personally encourage the members and officers that you serve.

Website Contest

The committee received 27 valid website contest registrations and have since been judged periodically by the Website Judging Committee made up by District Tech Editor Ashlyn Wong and other district tech editors serving on the District Tech Team to ensure that all website were being judged by qualified individuals who know the technicalities of websites. In regards to the judging schedule, there was an addition of a judging in December to make up for a month of which the judging period was missed. With respects to the change, the Member Recognition Committee ensured that the rubric was kept fair. This month, the Website Judging Committee will complete its third and final judging. On behalf of the Member Recognition Committee, I would like to thank the District Tech Team for their dedication as judges and cooperation as website judging comes to an end.

Committee Newsletter

As requested by District News Editor Joanne Do, all newsletters for the Member Recognition committee have been created by D04W Lieutenant Governor Athena Tan.

Fall Rally

Throughout the months of September and October, the Member Recognition committee designed and created the winning spirit sticks of Fall Rally North and Fall Rally South in accordance with DCON 2023's theme: Sea of Service.

DCON Preparations

In preparation of DCON 2023, the Member Recognition committee has voted on three potential medal styles and have started reviewing the Awards Ceremony script. In addition, backstage passes, certificates, spirit sticks, medals, and flyers have been designed. Finally, we have been in contact with Mr. Roberson to start identifying the contents of the Bee List presentations.

District Judging Committee

The application format of the District Judging Committee has been converted into google forms to make the process seem less daunting in order to boost the number of applicants. In order to ensure a fair judging, the Member Recognition Committee is putting forth a goal of at least one district judge per division for greater diversity in the District Judging Committee. For its promotion, the flyer has been included in the January issue of the Bumble Times and is planned to be posted on the District instagram. In addition, an promotional email template will be sent out to the district board via Region assignments. The deadline for applications is January 15th, 2023 6:00 PM local time but is subject to change.

Member Recognition Program

In result of a discussion about an inquiry from a member, the Member Recognition Committee made the decision to revise the wording on the Member Recognition Program. International Events has been reworded to Activities to broaden the opportunities to complete this requirement. With this change, members can fulfill the requirement by participating in Key Club International initiatives, such as completing the Global Leadership Certificate Program.

Newsletter Contest

In another discussion about an inquiry from a member, the Member Recognition Committee made the decision to allow applicants to substitute the 1st quarter newsletter with a newsletter from the 2nd quarter to accomodate for applicants who were unable to create a newsletter in the 1st quarter due to special circumstances. In addition, the committee made the decision to remove the school address requirement from the division newsletter contest as it was not fitting for a newsletter that was a representation of multiple clubs or schools.

DLTG Guidelines

As requested by District Governor Diane Dao, I have reviewed and submitted suggestions for the Distinguished Lieutenant Governor Guidelines.

MRP Report Spreadsheet

In the month, I have updated the MRP Report spreadsheets for clubs and divisions. The spreadsheets will be distributed along with other important information in an upcoming email. Until then, please remind club secretaries to start gathering MRP information on their MRFs so that they will have an easier time filling out the MRP Report.

Division Judging Manual

The Division Judging Manual is under finalization and will be published in the coming week. The manual has been simplified for clarity and has a step-by-step guide in which you will follow to conduct division judging. In addition, the manual includes an application template as well as multiple email templates that will assist you in promoting division contests and your division judging committee. For those who have started accepting applications, you may refer to last year's division judging manual for specific requirements on the division judging committee. If there are any questions, comments, or concerns, please be sure to reach out.

Closing Remarks

With that, I conclude my board report. Thank you.

Policy, International Business, and Elections

Provided by Policy, International Business, and Elections Chair Miah Chao

Hello, District Board!

The following is my report:

Committee Meetings

Since Summer Board Training Conference, the PIE Committee has held five meetings. Meeting minutes have been recorded and compiled by Committee Secretary D46S Lieutenant Governor Anna Friess.

Core Calls

Quarter 2 core calls were conducted in August with all 10 Lieutenant Governors.

International Trustee Materials

In collaboration with our International Trustee Ahmed Eldeeb, videos have been uploaded on the CNH Instagram introducing our Trustee and highlighting Key Club International's partners, programs, and preferred charities.

District Policy Manual & Bylaw Revisions

The PIE Committee has completed the final round of edits to the District Policy Manual. The final revised version has been emailed to the District Board for review. Two bylaw amendments have also been proposed. The District Board will vote to approve these revisions during this meeting.

Candidate Training Conference Resources

The revised Candidate Training Conference Manual and presentations were sent out at the beginning of November in partnership with MDE Chair Josh. A CTC promotional video was also published. In addition, the forms required for Lieutenant Governor candidates have been published on the CyberKey.

Election Resources

The PIE Committee has compiled a variety of election resources for all levels of Key Club. This includes five new manuals detailing how to run for Club, District, and International positions, updated sample caucus questions for club elections and Conclave, and optional service agreements for club officer candidates. This has all been published on the CyberKey under the "Policy & Elections" tab.

In addition, the PIE Committee held an Elections Webinar on the CNH YouTube channel on December 17th, 2022, with the help of Mr. Chang and DVME Helena. This explained the process of running for positions on all levels of Key Club, as well as included tips on the election process. The recorded live stream is uploaded on the YouTube channel.

Slice of PIE Video Series

In collaboration with the DVMT, Slice of PIE video series was uploaded on the CNH YouTube channel in mid-December. The series explains how to run for different Key Club positions, how to conduct club elections, what policies and bylaws are, and more.

District Officer Candidate Training Conference & International Officer Candidate Training Conference

District Officer Candidate Training Conference, also known as DOCTC, will be held on Saturday, February 4th from approximately 10 AM to 5 PM PT. There will be in-person options at the Kiwanis Family House and District Office, as well as a virtual option available. Promotional materials for DOCTC have been published. Attendance is mandatory for all District Executive candidates.

International Officer Candidate Training Conference, also known as IOCTC, will be held on Saturday, February 25th from 6-7 PM PT. This will be held virtually over Zoom. Registration materials will be published on the CyberKey. Attendance is mandatory for all candidates for International Office.

With that, my board report is concluded. Thank you!

Service Projects

Provided by Service Projects Chair Karen Vo

District Board Introduction:

Hey busy bees! My name is Karen Vo and I proudly serve as your CNH Service Projects Chair, and this starts my board report.

Communication:

The Service Projects committee was separated into subcommittees based on their skill, changing the arrangement of subcommittees every few months. We have kept communication within these groups utilizing Messenger to update one another on our task progress.

At the beginning of each month, I send an update email regarding any new district updates and the committee tasks for that month.

Assigned Regions:

Everyone in our committee is responsible for specifically assigned regions. By starting this initiative, all the regions and their respective LTG's receive monthly updates from our committee regarding the SOSP, new SP resources, and more. Each month the committee members submit confirmation that they are in communication with their assigned regions.

Recognition and Promotion of Service:

The Service on Spotlight Program is continually being promoted on the CNH Cyberkey and Instagram. Remember to continue encouraging your clubs and divisions to participate in the SOSP to get recognized on the District Newsletter. The committee has also worked to promote and recognize service through the SERVE-tember and Youth Opportunities Fund.

Service Project's Database:

Thanks to the help of IP CNH DNE Victor Nguyen, the SP Database Subcommittee was able to decide on a platform for the database and a submission form has been created. With the help of DTE Ashlyn Wong, the SP Database will run like Articles and Visuals to recognize service on the CNH CyberKey. More information regarding the SP Database will be released in the coming months.

"The Service Special" Video Series

Our subcommittee has written and recorded the video clips. With the help of DVME Helena and the DVMT, this video series will be released in the upcoming months. This concludes my board report for WBTC and thank you all for listening.

Approval of Reports

RESOLVED: That the CNH Board approves all appointed and committee reports

[M: D44W Ryan Leung | S: D38W Mari Nuesa PASSED]

Approval of Reports

RESOLVED: That the CNH Board approves all executive committee reports

[M: D20 Morgan Fu | S: D15E Pia Prashanth PASSED]

Approval of the District Policy Manual Update

RESOLVED: That the District Policy Manual Update is approved as presented (See Appendix B)

[M: D27N Jamie Lynn Phan | S: D10N Annabel Lee , PASSED]

Approval of the Bylaw Proposals

RESOLVED: That the Bylaw Proposals are approved as presented (See Appendix C)

[M: D03S Nat Fernandez | S: D28N Kamy Winbush-Kline, PASSED]

Approval of the District 38E Realignment

RESOLVED: That the District 38E Realignment is approved as presented (See Appendix D)

[M: D36W William Lucas | S: D47 Daniel Lee, PASSED]

Approval of the District 38W Realignment

RESOLVED: That the District 38W Realignment is approved as presented (See Appendix D)

[M: D38W Mari Nuesa | S: D03S Nat Fernandez , PASSED]

Approval of the Authorization to use PTP Donations for Dunlap Matching Funds

RESOLVED: That the Authorization to use PTP Donations for Dunlap Matching Funds is approved as presented

[M: D35E Chloe Hartanto | S: D37S Minju Kim, PASSED]

Motion to Adjourn

RESOLVED: That the CNH Board moves to adjourn the District Board Meeting
[M: D27S Angelika Kirsten Irada, PASSED]

MEETING ADJOURNED AT 12:30 PM

Respectfully Submitted By:



Ashley Park
District Secretary
2022-2023



Doug Gin
District Administrator
2022-2023

APPENDIX A: ATTENDANCE

Attendance for this Board meeting was completed by District Secretary Ashley Park

EXECUTIVE COMMITTEE

DISTRICT GOVERNOR Diane Dao
DISTRICT SECRETARY Ashley Park
DISTRICT TREASURER Marcus Fang
DISTRICT ADMINISTRATOR Doug Gin

LIEUTENANT GOVERNORS

DIVISION 2 NORTH Sophia Nguyen
DIVISION 2 SOUTH Gabriela Tadeo
DIVISION 3 NORTH Minseo Seo - **ABSENT**
DIVISION 3 SOUTH Natalie Fernandez
DIVISION 4 CENTRAL Sunny Wang
DIVISION 4 EAST Nhi Le
DIVISION 4 NORTH Lina Tran
DIVISION 4 SOUTH Elena Cheung
DIVISION 4 WEST Athena Tan
DIVISION 5 NORTH Jude Nieves - **ABSENT**
DIVISION 5 SOUTH Aliyah Rodriguez
DIVISION 7 NORTH Kaitlyn Whang
DIVISION 7 SOUTH Katelynn Evans
DIVISION 7 WEST Jennifer Hong - **ABSENT**
DIVISION 8 Yuna Bi
DIVISION 10 NORTH Annabel Lee
DIVISION 10 SOUTH Chloe Liu
DIVISION 11 Darren Paningbatan
DIVISION 12 EAST Jackie Wang
DIVISION 12 SOUTH Chloe Ha
DIVISION 12 WEST Jordan Chan
DIVISION 13 NORTH Kai Noah Jugo
DIVISION 13 SOUTH Sierianna-Ahlyzah Chea
DIVISION 13 WEST Janelle Sangmoah
DIVISION 14 Arushi Garg - **ABSENT**
DIVISION 15 EAST Pia Prashanth
DIVISION 15 NORTH Gerard Day
DIVISION 15 SOUTH Chloe Wu
DIVISION 15 WEST Yahir Perez
DIVISION 16 EAST Rainielle Santos
DIVISION 16 NORTH Caleb Kim
DIVISION 16 SOUTH Joanna Lauren Camacho
DIVISION 16 WEST Jaren Jimenez
DIVISION 18 Sydney Fifield
DIVISION 19 NORTH Rebecca Son
DIVISION 19 SOUTH Isabelle Nguyen
DIVISION 20 Morgan Fu
DIVISION 21 Chloe Kwan
DIVISION 22 HIKINA Aria Abe

DIVISION 22 KOMOHANA Carly Miyamoto
DIVISION 22 MAKAI Abigail Jensen
DIVISION 23 Pharren Porter
DIVISION 24/29 Howard Sardina
DIVISION 26 NORTH Stephanie Dumalig
DIVISION 26 SOUTH Matthew Ayabe
DIVISION 27 NORTH Jamie Lynn Phan
DIVISION 27 SOUTH Angelika Kirsten Irada
DIVISION 28 EAST Triston Fuel
DIVISION 28 NORTH Kamy Winbush-Kline
DIVISION 28 SOUTH Jessica Ryn
DIVISION 28 WEST Ann Margaret De Guzman
DIVISION 30 NORTH Alexis Jung
DIVISION 30 SOUTH Sania Usmani
DIVISION 31 Madeline Lam
DIVISION 32 Diana Nguyen - **ABSENT**
DIVISION 34 NORTH John Hillyard
DIVISION 34 SOUTH Sriya Pillutla - **ABSENT**
DIVISION 35 EAST Chloe Hartanto
DIVISION 35 WEST Henrina Zhang
DIVISION 36 EAST Kasey Serrano
DIVISION 36 WEST William Lucas
DIVISION 37 EAST Livia Iacobelli - **ABSENT**
DIVISION 37 NORTH Cindy Ngo
DIVISION 37 SOUTH Minju Kim
DIVISION 37 WEST Asia Chan
DIVISION 38 EAST Nichole Shek
DIVISION 38 WEST Kotomi Tucker
DIVISION 39 Brighton Quintana
DIVISION 42 EAST Mijir Chowdarapu
DIVISION 42 WEST Sofia Barajas
DIVISION 43 Nathan Rodriguez
DIVISION 44 NORTH Justin Kuo
DIVISION 44 SOUTH Wafa Suhir
DIVISION 44 WEST Ryan Leung
DIVISION 45 Artur Gafurov
DIVISION 46 NORTH Zoei Quach
DIVISION 46 SOUTH Anna Friess
DIVISION 47 Daniel Lee

APPOINTED BOARD

DISTRICT NEWS EDITOR Joanne Do
DISTRICT TECHNOLOGY EDITOR Ashlyn Wong
DISTRICT VISUAL MEDIA EDITOR Helena Teung-Ouk
COMMUNICATIONS AND MARKETING Amber Zhao
DISTRICT CONVENTION Anh Nguyen
KIWANIS FAMILY & FOUNDATION Alyssa Kline
MEMBERSHIP DEVELOPMENT & EDUCATION Joshua Placido
MEMBER RECOGNITION Suyeon Hwang
POLICY, INTERNATIONAL BUSINESS, & ELECTIONS Miah Chao
SERVICE PROJECTS Karen Vo
MEMBERSHIP GROWTH Khanh Tran - **ABSENT**

KIWANIS COMMITTEE

DISTRICT ADMINISTRATOR Doug Gin*
ASSISTANT ADMINISTRATOR Marshall Roberson*
ASSISTANT ADMINISTRATOR Alan Quon* - **ABSENT**
ASSISTANT ADMINISTRATOR Geoff Tobias*
SPECIAL ASSISTANT Marek LeBlanc
SPECIAL ASSISTANT Pete Ballew - **ABSENT**
DISTRICT SLP DIRECTOR Timothy Cuning
REGION 1 Lisa Watson *
REGION 2 Carolyn Qualm*
REGION 2 Majid Azimi
REGION 3 Kathy Kendrick*
REGION 3 Michael Moss
REGION 4 Michael Ballinger
REGION 4 Carmen Castelum
REGION 5 Hanna Santee*
REGION 6 Michael McStroul

*Signifies an Executive/Chair/Editor Mentor

REGION 7 Doug Ridnor
REGION 7 Patricia Larrigan
REGION 8 Elsie Nash
REGION 8 Jackie Acosta
REGION 9 Victor Chan*
REGION 9 Kent Screechfield
REGION 10 Interim support by Alan Quon - **ABSENT**
REGION 11 Carole Farris*
REGION 12 David Hillman
REGION 13 Interim support by Marek LeBlanc
REGION 14 Michelle Sakurada - **ABSENT**
REGION 15 Tricia Shindledecker*
REGION 16 Bruce Mercado*
REGION 17 Rachel Shanley-Giguere*
REGION 17 Erinn Wong
REGION 17 Carissa Yen
REGION 18 Charlene Masuhara*
REGION 18 Joshua Chang*

GUESTS

D30 Cypress Kiwanis Club - Lamonte Miya
D28 Green Valley Kiwanis Club - James Santee
D10 San Gabriel Kiwanis - Patricia Foltyn
Atascadero Kiwanis Club - Brett Wingett
Atascadero Kiwanis Club - Albert Almodolva
Santa Barbara Kiwanis Club - Gary Grey
Foundation President - Gary Jander
CNH Kiwanis Governor - Valarie Brown-Klingelhoef

APPENDIX B: DISTRICT POLICY MANUAL UPDATES

The District Policy Manual Updates were presented by the Policy, International Business, and Elections committee.



CNH | KEY CLUB

District Policy Manual

California-Nevada-Hawai'i District

Key Club International

Approved by the Board of Trustees
in meeting at Santa Maria, California on

January 2022

Kiwanis District Board Approval

8360 Red Oak St. #201, Rancho Cucamonga, CA 91730-0608
PO Box 1327, Rancho Cucamonga, CA 91729

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DISTRICT POLICY

Mission and Purpose

The policies of the California-Nevada-Hawaii, District of Key Club International are the principles by which the District shall supervise Clubs, Divisions, or other groups of chartered Clubs and members within said District. These policies are subject to the Constitution, Bylaws and, Policies of Key Club International. Furthermore, these policies are subject to the Bylaws of the California-Nevada-Hawaii District and where these policies paraphrase or refer to the Bylaws of said District, said Bylaws shall be the controlling authority. In addition, this Policy Manual contains procedures by which the District will conduct its business and shall serve as a guide by which subsequent Board of Trustees may act. These policies shall remain in full force and effect until changed by action of the Board of Trustees of the California-Nevada-Hawaii District. ~~Procedures to be used for changes to these Policies shall be found contained within the body of this Policy Manual.~~ Procedures used to change Policies shall be found within this Policy Manual. These policies and any changes are subject to the approval of the California-Nevada-Hawaii Kiwanis District Policy Committee and Board of Trustees.

This Policy Manual shall be the responsibility of the Policy, International Business, and Elections Committee, which shall review its contents for appropriateness and recommend changes thereafter. Changes to any portion of this Policy Manual shall require a revision date notice on the lower left corner of the page where the change occurs.

100 ADMINISTRATION

101 Definitions

All references in this manual to **executive** officers (**District** Governor, **District** Secretary, **District** Treasurer, etc.) refer to the **executive** officers of the California-Nevada-Hawaii District of Key Club International. The Executive Committee is composed of the **District** Governor, **District** Secretary, **District** Treasurer, and District Administrators. The California-Nevada-Hawaii Board of Trustees is composed of the Executive Committee and all **LT: Lieutenant** Governors. The District Board is composed of the Board of Trustees and Committee Chairs. Policies are the ways these guidelines are carried out by the California-Nevada-Hawaii Key Club District. These are related to, but separated from bylaws, which are the rules.

102 District Policy

102.1 Revision Procedures

Any Key Club in good standing or any District Standing Committee may present a proposal to add, delete, or revise items in the District Policy Manual. Proposals by a Key Club in good standing shall be sent to the California-Nevada-Hawaii Kiwanis District Office. These proposals will then be forwarded to the Chair of the Policy, International Business, and Elections Committee. The Committee will review the proposal and recommend action to the Board of Trustees at the next Board Meeting. Standing Committees of the Board of Trustees may propose changes to the Policy Manual. These proposals shall be submitted to the **District** Governor and Chair of the Policy, International Business, and Elections Committee who shall review, submit, and recommend action to the Board of Trustees. Proposals for additions or changes shall be provided to each member of the Board for review at least one week prior to the Board meeting where the matter shall be considered. The Board of Trustees shall review these recommendations for additions or revisions and act upon them. Approval of the recommendations shall require a majority vote of the members in attendance. (2/10)

102.2 Revision Effectiveness

The date of approval by the Board of Trustees is indicated at the end of each numbered paragraph. **The first number indicates the month and the second number indicates the year of revision approval.** (12/84)

103 District Bylaws

103.1 Bylaw Revision Procedures

Any Key Club or member of the Board of Trustees in good standing may make a proposal to revise the District Bylaws. ~~In addition, any member of the Board of Trustees may make a proposal to revise the Bylaws.~~ A proposal to revise the Bylaws by a Key Club in good standing must be submitted in writing to the California-Nevada-Hawaii Kiwanis District Office and received no later than November 1st in order to be considered at the following House of Delegates. This proposal must be endorsed by the Key Club's **LT: respective Lieutenant** Governor ~~in that Club's Division~~ and the sponsoring Kiwanis Club President. All proposals for revision to the Bylaws received by the District Office shall be forwarded to the Policy, International Business, and Elections Committee Chair and the

Key Club ~~District~~ Governor. Any proposal ~~not within the above criteria~~ that fails to follow ~~the criteria above~~ will be returned with a letter stating the reasons for non-compliance. A proposal to revise the Bylaws by a member of the Board of Trustees must be endorsed by a majority of the Board of Trustees at the Winter Board Meeting. All qualifying proposals shall be submitted by the Policy, International Business, and Elections Committee Chair to the House of Delegates for action. (1/91)-

104 RELATION TO KIWANIS DISTRICT

104.1 Approval

Copies of the District Bylaws ~~and~~, this Policy Manual, and ~~any~~ changes shall be submitted to the California-Nevada-Hawaii Kiwanis Policy, International Business, and Elections Committee and District Board on a continuing basis for approval. (1/92)

104.2 District Administrator

The Key Club District Administrator is appointed by the Governor-elect of the California-Nevada-Hawaii District of Kiwanis International. This individual shall administer the Key Club District within the Bylaws of Key Club International and the Bylaws of the California-Nevada-Hawaii District of Key Club International. Assistant Administrators may be appointed by the ~~District~~ Administrator as required to fulfill specific objectives of the ~~District~~ Administrator. (2/10)

104.3 Kiwanis District Office

The Kiwanis District Office and the Director of Service Leadership Programs serve as the salaried personnel of the Kiwanis District (office). They are to assist the Key Club District Administrator and committee, ~~and~~ the ~~Key Club~~ California-Nevada-Hawaii ~~Key Club~~ District Board. The District Secretary/Executive Director of Kiwanis shall be responsible for the safekeeping of the assets of the Key Club District together with the necessary accounting records. The Kiwanis District Secretary/Executive Director shall execute any and all contracts on behalf of the Key Club District with the approval of the District Administrator. (2/10)

104.4 Region Advisors

Region Advisors shall be nominated by the ~~current~~ Key Club District Administrator and appointed by the Kiwanis District Governor-elect. The ~~Regionel~~ Advisors shall represent and assist the District Administrator within their Regions ~~and shall~~, act as a liaison between the Key Club ~~LT~~ Lieutenant Governors and the Kiwanis ~~LT~~ Lieutenant Governors, ~~and coordinate transportation for District Board members to attend District Convention and District Board training conferences~~. The ~~Regionel~~ Advisors shall help coordinate Conclaves, training conferences, and other special events within their assigned Regions. They shall coordinate the various divisions and see that proper protocols are upheld during Conclaves. The Region Advisor shall ensure that the Key Club Officers within their Region fulfill the duties of their respective offices, whether those offices are at Division, District or International levels. In the event of a resignation or failure of any of these officers in the performance of their duties, the Region Advisor shall assist in the replacement of that Officer. The Region Advisor shall assist the District Administrator

whenever possible, including serving as Advisor to Board Committees and at Board Meetings, Conventions and Conferences. (1/20)

104.5 Kiwanis Divisions

Kiwanis Division officers and appointees should not be directing in the operation of the Key Club Division. ~~The responsibilities of Key Clubs are for their sponsoring Kiwanis Clubs and not to the Kiwanis Division~~ Sponsoring Kiwanis Clubs, rather than the Kiwanis Division, shall be responsible for overseeing Key Clubs. The Kiwanis ~~†~~ Lieutenant Governor and Service Leadership Program appointees should assist the Key Club ~~†~~ Lieutenant Governor by helping collect funds, assisting in ~~the coordination of Division meetings~~ coordinating Division events when requested by the Key Club ~~†~~ Lieutenant Governor, and monitoring activities within the (Key Club or Kiwanis) Division to ensure proper procedures are followed. (1/20)

105 TRAVEL AND OVERNIGHT FUNCTIONS

This section governs all inter-division and overnight activities for all members of the District. This policy is not intended to limit or discourage any events that are traditionally conducted in the California-Nevada-Hawaii District. It has been established for protection from potential insurance claims and/or lawsuits. This policy shall be used for all travel and overnight functions in this District. (1/20)

105.1 Key Club Executive Committee Travel

All procedures noted below are the responsibility of the Officer requesting travel to initiate.

All travel outside of the home Region of the individual members of the Executive Committee, except as noted below, must be approved in advance in writing or electronic mail by the District Administrator. This request must include all travel arrangements including dates, times, details of transportation, and purpose of travel. Specific approval, e.g. hard copy of e-mail must be in possession of the officer when traveling.

Exceptions include:

- a. District Board Meetings
- b. (District Governor Only) Kiwanis Family District Conventions and International Meetings
- c. Key Club District and International Conventions
- d. Special Events announced by the District Administrator in writing. (1/22)

105.2 Key Club Executive Committee Travel to Region Training Conferences

No more than two ~~E~~executive ~~O~~fficers may travel to each Region Training Conference, except under special circumstances with permission granted by the District Administrator. (2/02)

105.3 Key Club Executive Committee Travel to States

The District Governor shall travel to one event in each state of the District. The Executive Officers may travel to one event in each state of the District with permission of the District Administrator and if personal schedules, the Executive Officers' budgets, and events permit. (1/20)

105.4 Appointed Position Travel

Those in Appointed Positions may not travel outside of their home Regions without the specific approval of the District Administrator and Region Advisor. This approval must be in writing and in the possession of the member at all times during the travel period. (1/20)

105.5 Key Club Lt. Lieutenant Governors Travel

A Lt. Lieutenant Governor may not travel ~~outside the home Division unless attending Regional activities.~~ to Key Club Events outside ~~his/her~~ their division unless ~~he/she~~ they completes and ~~is~~ are granted permission with an Attendance Request Form. Region activities require advance approval by the Region Advisor assigned to the Lt. Lieutenant Governor.

Exceptions include:

- a. District Board Meetings
- b. Key Club District and International Conventions
- c. District Committee Meetings
- d. Region Training Conferences
- e. Special Events announced by the District Administrator in writing (1/22)

105.6 Overnight Functions

- a. Any overnight function operated by or advertised as a Key Club sponsored event must be approved in advance by the District Administrator. The organizer of the function shall complete an Event Request Form at least three weeks in advance of the event and obtain written authority before the event is publicized. The request shall indicate the date, location, and purpose of the event, the responsible adult in charge, and the anticipated clubs attending. The District Code of Conduct must be enforced at all events.
- b. The submitted Event Request Form Attendance must be approved in advance by the Region Advisor, and the District Administrator, or a designated alternate.
- c. Extended trips by Club members of more than 24 hours outside the home Division must be approved by the Faculty or Kiwanis Advisor in writing.
- d. Approval by the school advisor, principal, or other appropriate school official for overnight functions must also be obtained in advance.
- e. Each Key Club member under the age of 21 must complete the Medical Release Form before entering any Key Club Event. The member must have the form with them at all times during the event. (1/20)

106 INVOCATIONS

At all formal meetings of the members of the California-Nevada-Hawaii District of Key Club International, the invocation or benediction is to refer to no particular religious sect or symbol. (1/91)

107 DISTRICT PUBLICATIONS

The California-Nevada-Hawaii Key Club District shall be responsible for providing the following publications:

- a. The California-Nevada-Hawaii CyberKey
- ~~b. The California-Nevada-Hawaii District Guidebook~~
- ~~c. The California-Nevada-Hawaii District Officer's Handbook (8/04)~~
- d. The California-Nevada-Hawaii District Newsletter
- e. Training Manuals (1/20)

108 DISTRICT STRUCTURE

109 California-Nevada-Hawaii District

The California-Nevada-Hawaii Kiwanis District Board of Trustees has the responsibility for and control over the California-Nevada-Hawaii Key Club District, Divisions, Clubs, and their activities. The Kiwanis **District** Governor (from October 1st to the end of the District Convention); the Kiwanis **District** Governor-elect (from the end of the District Convention until September 30th); and the Kiwanis District Board of Trustees are responsible for counsel and advice, and have final authority for the functioning of the California-Nevada-Hawaii Key Club District. (1/20)

109.1 Termination of Office

The Kiwanis Governor has the authority to terminate or remove any elected or appointed officer. (1/20)

109.2 Boundaries

The boundaries of the Key Club District shall be the same as the Kiwanis District except where modified by **the** action of the Key Club House of Delegates and approved by the Kiwanis Board of Trustees. (8/04)

110 Regions

Key Club Regions are unique to the California-Nevada-Hawaii District and shall coincide with the boundaries of Kiwanis Regions as defined by the Kiwanis District Policy. The Regions are led by one or more Kiwanians appointed by the **District** Administrator and approved by the Kiwanis **District** Governor-elect to serve as members of the Kiwanis District Committee on Key Club and to mentor and train the ~~the~~ **Lieutenant** Governors assigned to that region. (2/10)

111 Divisions

Key Club Division boundaries shall coincide with the boundaries of Kiwanis Divisions as defined by the Kiwanis District Board unless modified for Key Club purposes. When a Key Club Division reaches ~~a level of~~ 16 active clubs, the Key Club District Board may approve a

plan to realign and/or create a new division to best meet the ~~objects~~ objectives of the Service Leadership Program with consideration to the needs of the ~~LT~~ Lieutenant Governor, the Division, and the Kiwanis Club sponsors. Any realignment of Key Club Divisions shall not be effective until approved by the Kiwanis District Board of Trustees. (2/10)

112 Clubs

There shall be only one Key Club in any high school. (2/10)

A Key Club may be established in a high school or equivalent educational institution upon the petition by a Kiwanis club, Division, or District which agrees to provide sponsorship for the proposed club according to the Policies and Procedures set by the Kiwanis International Board of Trustees. A Key Club may be established in a high school or equivalent educational institution without a sponsoring Kiwanis club in accordance with sponsorship rules and guidelines set by the Kiwanis International Board of Trustees; however, the ~~LT~~ Lieutenant Governor, Region Advisor, and Kiwanis Division or Region leadership team shall continue to seek a Kiwanis sponsor for such club.

Clubs shall be assigned to the appropriate Division as determined by the Key Club ~~District~~ Governor and District Administrator and agreed to by the sponsor. (2/10)

113 BOARD OF TRUSTEES

114 Members

The members of the District Board of Trustees, as specified in the District Bylaws, shall consist of the three ~~executive~~ officers of the District (~~District~~ Governor, ~~District~~ Secretary, and ~~District~~ Treasurer) a ~~LT~~ Lieutenant Governor for each Division, those persons appointed by the ~~District~~ Governor to fulfill special positions, and the ~~District~~ Key Club ~~District~~ Administrator. (1/20)

114.1 Selection of Members

The District Officers are elected or appointed to their positions as deemed appropriate by the procedures for their respective offices. The selection of persons to fill vacancies, where not covered in the bylaws, will be determined by the ~~District~~ Governor and the District Administrator. (12/84)

114.2 Executive Committee

The Executive Committee shall consist of the ~~District~~ Governor, the ~~District~~ Secretary, the ~~District~~ Treasurer, and the District Administrator. The ~~District~~ Governor may add ~~such~~ other non-voting appointed officers to the Executive Committee, with the approval of the Board of Trustees. (1/20)

Executive Committee Meetings shall take place before all Board Meetings and at the discretion of the ~~District~~ Governor. Meetings may include guests as determined by the ~~District~~ Governor and ~~District~~ Administrator. (12/84)

Duties during ~~e~~Executive ~~Committee~~ ~~Meetings~~ shall include adequate preparation for Board Meetings, officer evaluation, and the preparation of new business for the Board.

Minutes from these meetings must be prepared by the District Secretary within 10 days after the meeting, signed by the District Governor and District Administrator, and distributed to the members of the Executive Committee within 15 days after the meeting. (2/10)

114.3 Appointed Members

Additional officers as deemed necessary and appropriate by the District Governor may be appointed by the District Governor with the approval of the Board of Trustees. Candidates for appointment shall be selected after the review of a letter of application from the candidate. Appointed persons do not have voting privileges on the Board and are not Delegates-at-Large at the District Convention. (1/20)

The Leadership Committee shall consist of the Executive Committee, Committee Chairs, District Editors, Committee Coordinators, Committee Mentors, and Administration.

114.4 Honorary Members

Honorary Members of the Board of Trustees may be appointed at the discretion of the District Governor and the District Administrator and may have no specific duties. (2/10)

115 Meetings of the Board

The District Board shall meet no more than four times during the Key Club Administrative year. These four occasions should include: (1) during the month of May (2) during the summer (3) during the month of January and (4) preceding District Convention. The locations are to be determined by the District Administrator and the Director of Service Leadership Programs. The exact times are subject to the mutual agreement of the District Administrator and the District Governor. An invitation to attend all Board meetings should be issued to the members of the Kiwanis Key Club Committee, the Director of Service Leadership Programs, the Kiwanis District Governor, and if applicable, the Kiwanis District Governor-Elect. (1/20):

115.1 Dress Code

At all District Board training conferences, the dress code shall be business casual unless otherwise determined by the District Governor and/or District Administrator. At all District Board meetings, the dress code shall be business professional, unless otherwise determined by the District Governor and/or District Administrator. Dress code definitions and specifications can be modified according to current standards. These definitions and specifications must be written by the District Governor in concurrence with the District Administrator and presented to the District Board by the conclusion of the Spring Board Training Conference. (1/20)

115.2 Code of Conduct

The curfew for each District Board function will be determined by the District Administrator. Unnecessary noise at any hour is prohibited. ~~No~~ Intoxicants, tobacco, or criminal property of any nature ~~will be permitted~~ is prohibited in the possession of any Key Club member. Members are not allowed in the rooms of those of the opposite sex. All those attending Board functions are to abide by the Code of Conduct and the Honor System. All attendees found in violation of these rules and regulations shall be subject to

dismissal by the **District** Governor with the **District** Administrator or appropriate Region Advisor's consent. (1/20)

115.3 Agenda

The official agenda of all Board Meetings shall contain a **District** Governor's report, a **District** Secretary's report, a **District** Treasurer's report, a report on Key Club International activities, and a District Committee's report. (1/20)

The official agenda of all Board Training Conferences shall contain opportunities for the District Committees to meet. (2/10)

116 DUTIES OF THE BOARD MEMBERS

The Executive Committee shall determine the official directives and responsibilities for the District Committees with the approval of the **District** Administrator. They shall also determine the minimum duties and requirements for each **Lt. Lieutenant** Governor. ~~The Lt. Lieutenant~~ Governors and the **District** Secretary are responsible for the creation of a District Directory that compiles all Club information. (2/10):

The term for ~~the~~ elected District Board Members runs from their ~~retirement~~ installment during District Convention to their retirement during ~~the following~~ District Convention. (1/20)

116.1 Elected and Appointed Officers

The duties of the elected and appointed officers shall be as described in Article V Section 4 of the District Bylaws. (2/10)

116.2 Lieutenant Governors

Each **Lt. Lieutenant** Governor must be a member in good standing of a club in good standing and have been a member of that club for at least four months prior to the election. **Lt. Lieutenant** Governors are elected at the Division level to serve as District officers and coordinate and report on the activities of the Clubs within the Division ~~to the District~~. (1/20)

116.21 Duties

The following are basic requirements for a **Lt. Lieutenant** Governor. Additional tasks may be assigned by the **District** Governor. (2/10)

Attendance

- a. Each **Lt. Lieutenant** Governor must attend: the District Convention where the **Lt. Lieutenant** Governor is installed, the three subsequent Board Meetings, and the District Convention and Board Meeting at the end of the term.
- b. The **Lt. Lieutenant** Governor must attend at least one meeting of each club in the Division and complete the Club Visitation Report subsequently.
- c. The **Lt. Lieutenant** Governor should attend at least one Kiwanis Division Council Meeting.
- d. The **Lt. Lieutenant** Governor should try to attend the International Convention during their term of office.

Reports

- a. Reports listed below must be completed and submitted to the California-Nevada-Hawaii District Archive and Region Advisor by 6:00 pm on the 10th of every month during their term.
- b. The following reports are to be submitted.
 - Division Monthly Report Forms
 - Training Conference Reports (To be submitted only on the months that had training conferences)

Communication

- a. The ~~Lt.~~ Lieutenant Governor shall publish at least 10 publications per term to keep the Division and all other interested persons informed of Division, District, and International activities.
- b. The ~~Lt.~~ Lieutenant Governor shall communicate with Region Advisor at least twice per month.
- c. The ~~Lt.~~ Lieutenant Governor shall communicate with their assigned District Committee at least once per month.
- d. The ~~Lt.~~ Lieutenant Governor shall communicate with each club in the Division every month.

Promotion

- a. The ~~Lt.~~ Lieutenant Governor shall carry out the programs of the District Governor, the District Executive Committees, and Key Club International.
- b. The ~~Lt.~~ Lieutenant Governor shall promote the organization of new Key Clubs in the Division and assist sponsoring Kiwanis Clubs in establishing the new club.

Meetings & Conferences

- a. The ~~Lt.~~ Lieutenant Governor shall organize and hold at least 10 Division council meetings.
- b. The ~~Lt.~~ Lieutenant Governor shall organize and hold an Officer Training Conference (OTC) for the Club Officers serving in the ~~Lt.~~ Lieutenant Governor's Division.
- c. The ~~Lt.~~ Lieutenant Governors in a Region or nearby geographical area and the respective Region Advisors shall arrange and conduct a Region Training Conference for the Club Officers and members within the included Divisions ~~in~~ between ~~the months of~~ September and October.

Division Leadership Team

Each ~~Lt.~~ Lieutenant Governor may be accompanied by a team of division leaders, also known as the Division Leadership Team (DLT). It may consist of an Executive Assistant(s), number based on total home clubs, ~~as well as~~ one Division News Editor, and task coordinators based on the ~~Lt.~~ Lieutenant Governor/Division's needs. The ~~Lt.~~ Lieutenant Governor may release ~~the~~ application after District Convention.

- a. Only dues-paid members may serve on the Division Leadership Team.

- b. Applications and interviews for DLT appointments are required.
- c. Region Advisors should have input in the DLT selection process to ensure it adheres to Kiwanis Guidelines and Policies.
- d. DLT officers must sign the Service Agreement.
- e. Resignations/~~Re~~-appointments must mirror the District Due Process Clause for removing a District officer.
- f. Region Advisors should be notified and have input in the DLT removal process before the official removal.
- g. If a ~~d~~Division ~~e~~Officer ~~may~~ no longer serves in ~~his/her~~ their position, the ~~Lt.~~ **Lieutenant** Governor may appoint **a new officer** with approval from the Region Advisor(s).
- h. Division News Editor (DNE) – Assists the ~~Lt.~~ **Lieutenant** Governor to publish monthly newsletters.
- i. Executive Assistant (EA) – Supports the ~~Lt.~~ **Lieutenant** Governor; specific directives will be created by the ~~Lt.~~ **Lieutenant** Governor at the start of the term. ~~They~~ **re** may be one Executive Assistant per every five dues-paid clubs in good standing in the Division. (1/22)

Elections

The ~~Lt.~~ **Lieutenant** Governor shall hold a Conclave, in which the succeeding ~~Lt.~~ **Lieutenant** Governor is elected. The ~~Lt.~~ **Lieutenant** Governor will then train their elect and ensure that the Division duties and important information are turned over to the new ~~Lt.~~ **Lieutenant** Governor.

116.22 Replacement of ~~Lt.~~ **Lieutenant Governors**

In the event of the resignation of a ~~Lt.~~ **Lieutenant** Governor or the failure of the division to elect a person to fill that office, the **District** Governor and Region Advisor (with assistance from the local division) will select a person to fill that position. This selection must be approved at the next Board of Trustees meeting. ~~The procedure for due process of a Lt. Governor's resignation may be found in Section 214 of this Policy.~~ (1/20)

116.23 Service Agreement

Every candidate for a District Office must submit a completed and properly signed Service Agreement. This agreement specifies an understanding of the duties and responsibilities of the position and a parent or guardian consent for participation, attendance, and medical authorization. The form(s) ~~as~~ supplied by the District must be completed and returned to the California-Nevada-Hawaii Kiwanis District ~~e~~Office by the date announced each year by the Policy, International Business, and Elections Committee. (1/20)

117 DUTIES OF DISTRICT COMMITTEES

The Executive Committee shall establish ~~prior to the first Board Meeting~~ how the Standing Committees will be organized during the year and clearly define the general description of work

prior to the first Board Meeting. District Committees shall include: Member Recognition; District Convention; Service Projects; Policy, International Business, & Elections; Kiwanis Family & Foundation; Communications and Marketing; Membership Growth; and Member Development & Education. (1/22)-

117.1 Members

The District Governor shall assign Board Members to serve on District Committees. The District Governor will appoint one member, who is not part of the Board of Trustees, as Committee Chair or, given no appointment, the Committee members may elect one from the eCommittee. No Board Member may serve as Chair of more than one committee. The Executive Committee shall assign board members to committees. Committee assignments should be announced by the District Governor before the Spring Board #Training eConference. ~~Training in the duties of the Committees duty training and ecommittee~~-work procedures shall be established at Spring Board #Training eConference. The District Administrator shall assign a member/s of the Kiwanis Key Club Committee to act as Mentor to each committee. (1/20)

117.2 Charter of Committees

Each committee shall have a specific charter established by the Executive Committee. The detailed duties may vary from year to year and expand during the year. (2/10)-

117.21 Member Recognition (MR Committee)

- ~~a. Develop specific & attainable goals.~~
- ~~b. Hold a committee meeting each month (or as necessary) beginning with Spring Board Training Conference.~~
- ~~c. Propose revisions to the current Awards guidelines. Present proposed revisions to the District Board for their approval and revise the guidelines as approved.~~
- ~~d. Determine the feasibility of any suggestions made by the District Board.~~
- ~~e. Select suitable awards for winners.~~
- ~~f. Establish procedures for contest judging and training of contest judges.~~
- ~~g. Ensure that all proper judging materials and contest directors (Lt. Governors) are prepared and in place at the contest sites.~~
- ~~h. Ensure that the proper awards and their recipients are recognized and brought together at the District Convention~~
- ~~i. Be responsible for distributing any awards or certificates not picked up by winners at the previous District Convention. (1/20)~~
- a. Develop a plan to increase the number of quality submissions.
- b. Propose revisions to the current contest guidelines for approval by the District Board.
- c. Determine the feasibility of any suggestions made by the District Board.
- d. Judge contest submissions based on contest rubrics.
- e. Establish procedures for contest judging and training of contest judges.
- f. Ensure that all Lieutenant Governors share judging materials to clubs and division judges.
- g. Ensure that all awards and their recipients are recognized at District Convention.
- h. Distribute, in a timely manner, any awards or certificates not picked up at DCON.

117.22 District Convention (DCON Committee)

- ~~a. Hold committee meetings each month (or as necessary) beginning with Spring Board Training Conference.~~
- ~~b. Select a theme and logo for District Convention.~~
- ~~e. Outline, prepare, refine, and revise the agenda for District Convention. The complete program of events should be finalized by the Winter Board Meeting. Final adjustments before printing the program should be completed at that meeting.~~
- ~~d. Approve a budget and registration fees at the Summer Board Meeting.~~
- ~~e. Select a number of host Key Clubs to ensure that all aspects of the host committee tasks are covered.~~
- ~~f. Coordinate with other Standing Committees, Task Coordinators and the Executive Committee to ensure that the requirements of all involved are considered.~~
- ~~g. Select speakers, band/DJ, menus and other arrangements necessary for a successful convention. (1/20)~~
- a. Select a theme and logo for District Convention.
- b. Outline, prepare, refine, and revise the agenda for District Convention. The complete program of events should be finalized by the Winter Board Meeting. Final adjustments before printing the program should be completed at that meeting.
- c. Educate the members of the California-Nevada-Hawaii District on District Convention through promotional materials such as infographics, video series, and manuals.
- d. Approve a budget and registration fees at the Summer Board Meeting.
- e. Coordinate with other Standing Committees, Task Coordinators, and the Executive Committee to ensure that the requirements of all involved are considered.
- f. Select speakers, band/DJ, menus, and other arrangements necessary for a successful convention.

117.23 Service Projects (SP Committee)

- ~~a. Hold committee meetings each month (or as necessary) beginning with Spring Board Training Conference.~~
- ~~b. Promote the Governor's Project, service project ideas, our International Service Partners, and International service initiatives to the Board and Club officers by means of articles in the District publications, special announcements on the California Nevada Hawaii CyberKey and to the officer reflector groups.~~
- ~~e. Develop specific and attainable service hour goals.~~
- ~~d. Maintain accurate records through a recording process of Clubs' participation.~~
- ~~e. Research and develop the next two year Governor's Project for California Nevada Hawaii Key Club which can involve most clubs, promote Key Club to the public as a service organization, promote interest, and be of general welfare. (1/20)~~

- a. Educate the District membership about service projects, preferred charities, and related contests.
- b. Educate the District membership on current District and International Service Initiatives through promotional materials such as infographics, video series, and manuals.
- c. Educate clubs on tracking and reporting service hours on the club MRF.
- d. Provide resources on effective service projects, events, and fundraisers that support the preferred charities of Key Club International and the CNH District.
- e. Provide resources for Service EXPOs throughout the year at different events.
- f. Increase the quantity and quality of club Single Service award submissions.
- g. Highlight the service aspect of Key Club and the basis of being a service club to recruit new members.
- h. Research and develop the next two-year Governor's Project for California-Nevada-Hawaii Key Club which can involve most clubs, promote Key Club to the public as a service organization, promote interest, and be of general welfare.
- i. Create a service database available on the Cyberkey.
- j. Create materials providing service opportunities and ideas to the membership through graphics, the Cyberkey, and social media.

117.24 Policy, International Business & Elections (PIE Committee)

~~This committee is responsible for the maintenance of the District Bylaws and Policy Manual, notifications of International business, and supervision of the Elections process at District Convention. To perform these tasks, three focus areas are identified with required tasks. This committee will also hold a committee meeting each month (or as necessary) beginning with Spring Board Training Conference.~~

Policy

Bylaws

- ~~a. Know, understand and be able to interpret the Bylaws of this District and Key Club International so that they may be properly applied.~~
- ~~b. Review all proposals for revisions to the Bylaws and recommend action to the Board of Trustees.~~
- ~~c. Ensure that proper procedures are followed in recommending changes and present the proposal for change to the House of Delegates for action.~~
- ~~d. Ensure that all approved revisions are documented in the House of Delegates Minutes and incorporated into the District Bylaws.~~
- ~~e. Ensure that the approved revisions to the District Bylaws and the House of Delegate Minutes are submitted to the Kiwanis Policy Committee and Board of Trustees.~~

Policy Manual

- ~~f. Maintain and expand the District Policy Manual. Prepare policy where appropriate or request policy preparation by the appropriate person or Committee.~~
- ~~g. Review all requests for additions or revisions to the Policy Manual. Ensure that proper procedures are employed and present the proposals to the Board of Trustees for action.~~
- ~~h. Ensure that all revisions are documented in the Board Minutes and incorporated into the Manual.~~
- ~~i. Ensure that the approved revisions to the Policy Manual and Board Meeting Minutes are submitted to the Kiwanis Policy Committee and Board of Trustees.~~

International Business

- ~~j. Promote strong relations with Key Club International by educating the District membership about International business, programs, and visions of change.~~

Elections

- ~~k. Oversee all aspects of the election and voting proceedings conducted at District Convention.~~
- ~~l. Ballots shall be counted by advisors and members of the committee. Care shall be taken that the fewest persons possible know the outcome of the balloting until the final announcement. (1/20)~~
- ~~m. SAA, caucus room moderators, and House of Delegates moderators have the ability to remove any disrespectful delegates and members.~~
- ~~n. Not only PIE Committee members, but all District Board members help out assist in collecting ballots at House of Delegates. (1/20)~~
- a. Know, understand, and be able to interpret the Bylaws and Policies of this District and Key Club International so that they may be properly applied.
- b. Review all proposals for revisions to the Bylaws, recommend action to the Board of Trustees, and present the proposal for change to the House of Delegates.
- c. Review all requests for additions or revisions to the Policy Manual. Ensure that proper procedures are employed and present the proposals to the Board of Trustees for action.
- d. Maintain and expand the District Policy Manual. Prepare policy where appropriate or request policy preparation by the appropriate person or Committee.
- e. Ensure that all approved Bylaw revisions are documented in the House of Delegates Minutes and incorporated into the District Bylaws.
- f. Ensure that all approval Policy revisions are documented in the Board Minutes and incorporated into the Manual.
- g. Ensure that the approved revisions to the District Bylaws, Policy Manual, and House of Delegate Minutes are submitted to the Kiwanis Policy Committee and Board of Trustees.
- h. Promote strong relations with Key Club International by educating the District membership about International business, programs, and visions of change.

- i. Oversee all aspects of the election and voting proceedings conducted at District Convention.

117.25 Kiwanis Family & Foundation (KFF Committee)

- ~~a. Hold a committee meeting each month (or as necessary) beginning with Spring Board Training Conference.~~
- ~~b. Inform the District Board members of their respective KIWIN'S, Circle K, Builders Club, K-Kids, Aktion and Kiwanis counterparts.~~
- ~~c. Update the District about Kiwanis Family activities, ways to promote Key Club, project ideas, and current and upcoming contests.~~
- ~~d. Insure Kiwanis Family interaction at the Executive Committee level. (1/20)~~
- ~~e. Promote the California-Nevada-Hawaii Kiwanis Foundation programs, activities, and events, with the support of the California-Nevada-Hawaii Key Club District.~~
- a. Inform the District Board members of their respective KIWIN'S, Circle K, Builder's Club, K-Kids, Aktion Club, and Kiwanis counterparts.
- b. Update and educate the District about Kiwanis Family activities and events.
- c. Ensure Kiwanis Family interaction from the District Board to the general membership by providing and publicizing resources and joint events.
- d. Promote and increase participation in the California-Nevada-Hawaii Kiwanis Foundation scholarship and grant programs.
- e. Promote and educate the District membership on California-Nevada-Hawaii's preferred charities.
- f. Promote the chartering of new Kiwanis Family Clubs, such as Builder's Clubs and K-Kids Clubs.
- g. Promote and increase recognition for Kiwanis Family relations, including the Kiwanis Family Award.
- h. Communicate and collaborate consistently with KIWIN'S, Circle K, Builder's Club, K-Kids, Aktion Club, and Kiwanis to increase understanding and overall relations between the Kiwanis Family.

117.26 Member Development & Education (MDE Committee)

~~This committee is responsible for promoting membership education, membership growth, new club building, the objects of this organization and the Key Club core values. To perform these tasks, four focus areas are identified with required tasks. This committee will also hold a committee meeting each month (or as necessary) beginning with Spring Board Training Conference. (1/20)~~

Technology

- ~~a. Hold committee meetings each month (or as necessary) beginning with Spring Board Training Conference.~~
- ~~b. Promote the International and California-Nevada-Hawaii graphic standards.~~
- ~~c. Assist the Technology Editor with the California-Nevada-Hawaii CyberKey to ensure it is up to date, user friendly, and a valuable resource for members and advisers.~~

- d. Provide templates in various programs using graphic standards for use by Board members, club officers, advisors, and members.
- e. Encourage member participation in the graphics department and convention technology based internships.

Resources

- f. Inform the Board and Club Officers about Key Club promotional literature.
- g. Develop a description of an ideal membership and procedures to use to attain that.
- h. Revise and distribute training materials.
- i. Gather resource materials to share with the District membership.

Education

- j. Educate the Board and Club Officers about effective membership drives.
- k. Assist Lt. Governors with RTC workshops.
- l. Plan subjects for Convention workshops and locate speakers. (2/10)
- m. Promote the objects of Kiwanis and Key Club.
- n. Promote the core values of Key Club.
- o. Provide materials to promote understanding of diversity and methods to embrace diversity.

Logistics

- p. Utilize approved assessment tools to determine areas of strength and areas of improvement as well as effective methods of education.
- q. Communicate with the District through established reflectors, Lt. Governors, and the newsletter to obtain accurate information and reporting.
- r. Provide feedback, support, and resources based on obtained information.
- s. Collaborate with District Coordinators, Editors, and Committees to provide for the District.
- t. Collaborate with District Coordinators, Editors, and Committees to provide resources for the District.
- a. Encourage member-to-member interactions throughout the California-Nevada-Hawaii District.
- b. Assess and accordingly adjust elements of Key Club training conferences in order to improve the member experience.
- c. Provide resources and manuals to educate members and develop understanding of club functions.
- d. Develop a system to encourage feedback and communication from the member level to the District level.
- e. Promote member retention and engagement throughout the term.
- f. Organize the logistics for District Convention workshops and publish the workshop matrix in the online convention program.
- g. Revise, update, and/or discontinue the available resources by the District found in the CNH Cyberkey.

117.27 Communications & Marketing Committee (CM Committee)

~~The Communications & Marketing Committee will focus on positive, purposeful promotion of the California-Nevada-Hawaii District and the Key Club organization; provide resources for club and district use; provide training materials for the Board, officers and members to use and access; promote the Graphics Department, and research and develop proposals for further district consideration. The Communications & Marketing Committee will also assist other committees with creating publications.~~

- ~~a. Hold committee meetings each month (or as necessary) beginning with Spring Board Training Conference.~~
- ~~b. Conduct responsible marketing campaigns in order to externally promote the programs and activities of the California-Nevada-Hawaii Key Club District and Key Club International~~
- ~~c. Provide informational guides for the many different club and member resources and materials created by the district.~~
- ~~d. To create and oversee special promotional projects for and at district events:~~
- ~~e. Develop innovative membership recruitment, and membership retention materials. (1/20)~~
- a. Conduct responsible marketing campaigns to externally and internally promote the programs and activities of CNH Key Club and Key Club International.
- b. Update the membership on pertinent District and International updates.
- c. Develop membership recruitment and retention resources for club and division use.
- d. Educate members on topics such as club communication and marketing, newsletters, videos, and websites through manuals and feedback.
- e. Use social media, videos, the Cyberkey, and monthly newsletters to communicate and promote updates to the membership.
- f. Assist other committees with promotion and communication of various projects.
- g. Update, enforce, and teach the CNH graphic standards.
- h. Research the sentiment and attitudes of clubs and membership on concerns facing the
- i. District.

The appointed District News Editor, District Technology Editor, and District Visual Media Editor are a part of the Communications & Marketing Committee. Their respective duties are as follows:

News Editor (DNE)

- a. Create monthly newsletters from submissions from the membership.
- b. Provide feedback on newsletters.

Technology Editor (DTE)

- a. Maintain up-to-date information on the CyberKey.
- b. Create a site or app for use at DCON

- c. Manage the District Technology Team (DTT) to assist with the CyberKey & other technology directives.

Visual Media Editor (DVME)

- a. Maintain an informational video series to inform the District membership.
- b. Coordinate educational content for District membership.
- c. Manage the District Visual Media Team (DVMT) to assist with video production and other content directives.

117.28 Membership Growth Committee (MG Committee)

- ~~a. Hold committee meetings each month (or as necessary) beginning with Spring Board Training Conference.~~
- ~~b. Develop resources, educational materials, and guides for Key Clubs to increase membership through improved marketing and new member onboarding.~~
- ~~c. Develop resources, educational materials, and guides on how to build and charter new Key Clubs.~~
- ~~d. Create manuals on how to reactivate suspended or inactive clubs.~~
- ~~e. Create a strategic plan by the end of the year regarding the main issues of growth within CNH.~~
- ~~f. Collect data on trends within the district regarding membership's opinions and attitudes regarding Key Club and identify new student demographics who are willing to consider joining Key Club. From this information, new marketing and recruitment strategies are to be developed by the committee. (1/22)~~
- a. Develop resources, educational materials, and guides on the following subjects:
 - Increasing membership through improved marketing and new member onboarding
 - Building, chartering, and maintaining new Key Clubs
 - Reactivating and sustaining suspended or inactive clubs
 - Sustaining a Key Club's prominence and activity throughout the term
- b. Create a strategic plan by the end of the year regarding the main issues of growth within the District.
- c. Collect data on trends within the District regarding the membership's opinions and attitudes and identify new student demographics who are willing to consider joining Key Club. From this information, develop new marketing and recruitment strategies.
- d. Investigate reasons as to why certain demographics of students are hesitant to join Key Club and create resources to combat this.
- e. Create and maintain an open support line for members to express their concerns regarding District activities.

117.3 Committee Operation

117.31 Meetings

Each Standing Committee shall meet at least once each month, **beginning with Spring Board Training Conference**, using District-sponsored technology or other methods as approved by the **District** Governor and/or District Administrator.

Committee meetings shall be held at least once in conjunction with every District Board meeting. Additional meetings may be called by the Chair as necessary during the year. The Committee Secretary or Chair shall provide notice of committee meetings to each member of the committee, Executive Committee, and Kiwanis Advisor~~s~~(s) at least two weeks prior to the scheduled meeting (this applies only to meetings not held at District Board meetings and trainings). The Committee Chair will also provide an agenda of the meeting at least 24 hours prior to the meeting. (1/20)

117.32 Work Accomplishment

Each committee shall create an action plan and set goals to carry out the Executive Committee directives for the year, discuss procedures, and make assignments for the actual work to be done during the year. Work shall primarily be done during the periods between Committee meetings. They should be done using the eDistrict eCommittee reflectors, telephone, or other approved methods. If a committee member fails to perform assigned tasks their actions shall result in disciplinary action or removal from office. (1/20)

117.33 Chair Duties

The Chair of each Standing Committee is appointed by the District Governor with the approval of the District Administrator. The Chair should become familiar with the directives of the Committee and discuss the plans for the year with the Mentor who is assigned by the District Administrator. (2/10)

117.34 Organization

The Chair will appoint a Secretary to take minutes at all Committee meetings. These minutes must be submitted to the District Governor, Committee Mentor, Committee members, District Administrator, and District Secretary. The Chair may also appoint subcommittees as necessary to accomplish the work assigned. (1/20)

117.35 Reports

Each standing committee shall present an oral report at each District Board Meeting and submit a written report at the discretion of the District Governor and District Administrator. The written report, approved by the District Governor and District Administrator, shall delineate the activities of the previous periods, the number of meetings held, the attendees at each meeting, and the recommendations to the Board. The minutes shall be included as well as any recommendations made to the Board. At the final Board Meeting at the District Convention, each committee shall present a written report of the year's activities and any recommendations for the next year's Board. (2/10)

117.36 Committee Mentors

The District Administrator shall appoint Kiwanians as mentors to each committee. The duties of the mentor shall be to attend all committee meetings, keep in close contact with the Chair during the term, assist the chair in motivating committee members to participate in the work between committee meetings, assist the chair in

organizing additional committee meetings, offer advice on matters of committee business, and assist the Chair in the committee reports to the Board. (1/20)

The District Administrator may appoint additional Kiwanians to serve as a support team to each committee. The duties of the support team shall be identified by the individual committee mentor and approved by the District Administrator.

118 DISTRICT CONVENTION

In accordance with the provisions of Article 7 of the International Constitution and Article 5 of the International Bylaws, the District shall hold an annual convention at a time and place mutually agreed upon by the District Board of Trustees, the sponsoring Kiwanis District, and the Board of Trustees of Key Club International. (1/20)

118.1 Purpose

The purpose of the District Convention shall be the following:

- a. Transaction of District business, including the preparation and presentation of reports, the election of District Executive officers, and the adoption of District Bylaw amendments and resolutions.
- b. Education and inspiration for Key Club activities, reemphasizing the importance and value of the members, Divisions, Regions, the District, and International as a means of improving the efficiency and effectiveness of club operations.
- c. Recognition of members, advisors, clubs, and divisions for their accomplishments.
- d. Fellowship, entertainment, and training of officers and members.
- e. Development and selection of participants, contest winners and reports for the International Convention. (1/20)

118.2 Location

It is the policy of this District to alternate convention sites, according to availability, between California and Nevada cities. Convention sites will alternate as determined by the District Board of Trustees. (1/20)

118.3 Code of Conduct

The District Board ~~will~~ shall set the code of conduct for the District convention prior to the Convention and shall notify all Key Clubs of the Code. The Code of Conduct shall be ~~adhered to~~ followed by all persons attending the Convention. This code shall include a mandatory dress code, curfew, substance abuse policy, and rules regarding the socializing between persons attending the convention. Violations of the Code may result in expulsion from the Convention, notification of their home Key Club, sponsoring Kiwanis Club, and school, and possible exclusion of that club from future conventions. (1/20):

118.4 Security

The responsibility for maintaining security for the convention and the compliance with the rules of conduct for the convention shall be governed by the Sergeant-at-Arms Coordinator, District Convention Chair, and the District Administrator. (1/20):

119.1 District Convention Committee

The District Convention Committee, appointed by the District Governor, shall have overall responsibility for producing the District Convention with assistance and approval from the District Executive Committee, the District Administrator, the District Convention Committee Advisor, and the Kiwanis Director of Service Leadership Programs. The District Convention Chair shall appoint subcommittees as required to carry out the tasks to be performed at the convention. During the course of the year the committee shall carry out duties necessary to ensure a smooth flow of progress and a well-organized convention. Those duties include but are not limited to: (1/20)

- a. Spend the entire year becoming familiar with the convention site. Know the hotel, convention center and surrounding area thoroughly. Become acquainted with the hotel staff. Obtain maps of the hotel and convention meeting rooms to be used. (1/20)
- b. Organize subcommittees. Some functions are carried out by Key Club Standing Committees as described in subsequent subsections of this manual; others must be assigned by the convention committee such as host committee, dinner committee, arrangements, etc.
- c. Arrange the program (sequence of activities) by November 15. This is of primary importance for producing the printed program.
- d. Meet/communicate with the other Key Club committee chairs as necessary to ensure that they are aware of the arrangements and that the convention committee is aware of their responsibilities.
- e. Present the budget and registration fee at the Summer Board meeting.

119.2 Sergeant-at-Arms Team

The Sergeant-at-Arms Coordinator shall be appointed by the District Governor and approved by the District Administrator. The Sergeant-At-Arms Mentor is appointed by the District Administrator. The Coordinator is responsible for seeing that the Sergeant-at-Arms Team shall carry out and enforce the Code of Conduct, ensuring to not abuse the rules themselves. Members of the team shall be selected/appointed from attendees at the convention. The team responsibilities include: (1/20)

- a. Preservation of order for all convention functions and in all the hotels occupied by Key Club members. The team will control all entrances for all meetings for the purpose of maintaining an orderly entrance and exit.
- b. Lending assistance to the Policy, International Business, & Elections Committee in maintaining control over the House of Delegates and caucuses.
- c. Ensuring all Key Club members are abiding by the convention Code of Conduct. (2/10)

~~College EXPO Coordinator and Service EXPO Coordinator~~

~~The District Governor will appoint a College EXPO Coordinator and a Service EXPO Coordinator with the assistance of the College EXPO Coordinator Mentor, Service EXPO Coordinator Mentor, and with the approval of the District Administrator. The District Administrator appoints both the College EXPO Coordinator Mentor and the Service EXPO Coordinator Mentor. Both the College EXPO Coordinator and the Service EXPO Coordinator are responsible for carrying out their duties of arranging and conducting successful EXPOs at District Convention. (1/20)~~

120 CONVENTION OPERATION

120.1 Registration

The California-Nevada-Hawaii District Office shall post all convention registration forms for all Key Clubs in the District on the California-Nevada-Hawaii CyberKey. Each Club shall complete the forms according to the instructions and return them with the proper fees prior to the deadline for registration. Any registrations received after the deadline may be returned. Only members in good standing may register for District Convention.

The District Office and the Director of Service Leadership Programs will make arrangements and contracts with the convention hotel(s). Rooming arrangements with the hotel will be coordinated by the District Office directly or through a local Convention Housing Bureau. All convention registrants must be housed in convention approved hotels. (2/10)

120.2 Policy, International Business, & Elections Committee

The District Office will provide a list of pre registered delegates and alternates. The Policy, International Business, & Elections (PIE) Committee will be responsible to certify that no more than two voting delegates from each club are given credentials for voting. The PIE Committee shall be responsible for scheduling times for the credentials desk and shall provide sufficient Key Clubbers for registering delegates during the convention and prior to the commencement of the House of Delegates. (1/20)

The responsibility for ensuring that the election of District Executive Officers is conducted in the fairest manner possible falls to the PIE Committee. During DCON, the PIE Committee must fulfill these responsibilities: (1/20)

- a. Describe the election process to District Executive Officer candidates during the candidates meeting on Friday.
- b. Have a representative at the Sergeant-at-Arms and Caucus Moderators meetings to explain caucus procedures.
- c. Have a representative at the credentials desk during registration to ensure that delegate credentials are valid.
- d. Schedule the candidates and monitor the proper conduct of caucuses.
- e. Control the issuance of ballots at the Nominating Conference and House of Delegates.
- f. Conduct the voting and counting of ballots as described in Sections 121.6 and 121.7. (1/20)

In addition, this committee prepares resolutions to be read and approved at the House of Delegates recognizing those who have had a profound effect on the success of the district and the achievements of the district membership. (2/10)

120.3 Member Recognition Committee

Arrangements for the presentation of awards at the convention are the responsibility of the Member Recognition committee in conjunction with the mentor appointed by the District Administrator. In carrying out these duties, the following should be included:

- a. Make arrangements for judges to be assigned for each contest. Coordinate the selection of Key Club members and Kiwanians with the District Governor and District Administrator respectively.
- b. The Chair should ascertain the awards necessary and work with Administration to keep all arrangements in order at least two weeks before the convention.
- c. The Chair should send a memorandum to all judges and contest chairs at least two weeks before the convention reminding them of their responsibilities. They should receive a copy of the judging criteria and be requested to attend a meeting of judges during the convention where their entire duties will be outlined and questions answered. The Chair must ensure that the awards are in the proper places at the proper time for presentation.
- d. The committee must work closely with the Kiwanis Staging Committee to ensure that the entire Awards ceremony is properly planned, scripted, and staged. (1/20)

120.4 Workshops

The Member Development & Education Committee, in concert with the District Convention Committee, will establish the workshops and seminars, select the presenters, and develop the schedule. The workshops will include at least a seminar for Presidents, Secretaries, Treasurers and the Governor's Project. (1/20)

120.5 Convention Advisors

The District Administrator will select a District Convention Mentor from the Kiwanis Key Club Committee. The mentor will assist the District Convention Committee, be the primary aide to the Convention Chair, and assist in the conduct of the convention. The mentor will consult with the local Kiwanis Clubs in the convention city to select a Kiwanis Host Committee advisor. The principle principal purpose of the Kiwanis Host Committee advisor is to provide local adult support and community knowledge for whatever purpose it may be needed, including evening security, contest judging, and registration. (1/20)

120.6 Board Dinners

Two dinners are to be planned for the Thursday evening before the convention opens, during the New Board training conference. One will be for the current Board, which can be termed as a farewell dinner or evening activity. The Board Farewell Dinner is planned by the Convention Committee in conjunction with the District Governor and is held at a

location near the convention site. The second dinner is for the Incoming Board and is an informal affair.

The Incoming Board dinner is to be planned by the District Administrator and is held at the center or an approved convention hotel. This dinner is provided during the New Board training conference. Some Kiwanis Key Club Committee members should attend this dinner and assist in arrangements. (1/20)

120.7 Guests

The District Convention Committee should make arrangements to meet special guests and entertainers and provide escorts if necessary. Reserved seating should be available for guests for each session and ensure that guests are aware of any special seating arrangements. (1/20)

121 ELECTION PROCESS

121.1 Candidates Meeting

The PIE Committee Chair shall chair the Candidates Meeting on Friday afternoon of the Convention weekend. The current District Governor should be in attendance.

- a. Each candidate must attend the meeting. The failure of a candidate to be present shall result in the disqualification of that candidate. The District Governor should be in attendance. This should be an informal meeting with the following agenda items:
- b. Candidate qualification check. Every candidate must have submitted all required documents prior to a specified date determined by the Executive Officers to apply for a District Officer position. (1/20)
- c. The rules of campaigning. The Chair or District Governor shall present the rules to be adhered to during campaigning and the penalties for not adhering to them. The PIE Committee Chair will describe the campaign material posting rules. (1/20)
- d. Caucus rules. The District Governor and PIE Committee Chair will describe the caucus rules to the candidates and discuss timeliness and maintenance of the candidate schedule. Caucus schedules will be prepared by the PIE Committee and provided to each candidate and Caucus Chair. (1/20)

121.2 Sergeant-At-Arms Meeting

The PIE Committee representative will attend the Sergeant at Arms meeting on Friday to request assignment of Sergeant-at-Arms at the following meetings: three (3) persons at each Caucus (from the Regions involved), six (6) persons (not voting Delegates) at the Nominating Conference and House of Delegates. (1/20)

121.3 Caucus Moderator Meeting

Persons attending this meeting should be the District Administrator, District Governor, PIE Committee Chair, PIE Committee Mentor(s), the Caucus Moderators, and the Kiwanis Caucus Room Moderators. This should be an informal meeting and include the following items: (1/20)

- a. General Rules. The District Administrator, District Governor, and PIE Committee Chair will brief the Caucus Moderators and Kiwanis Caucus Room Moderators on the rules of conduct for the Caucus, the attendance requirements, sample question handout, decorum and the procedure to follow if candidates are late. The room must be clean when the caucus is completed. (1/20)
- b. Door Procedures. Doors to the Caucus Room will be closed when a candidate is present and will not be opened until the candidate leaves. Sergeant-at-Arms on the outside of the room will inform the inside guard of waiting candidates. No one, including adults, will be allowed to enter or leave the Caucus Room when the doors are closed, except in medical emergencies. Doors may also be closed because of a private caucus meeting. The same entry rules then apply.
- c. Introductions. Important visitors should be introduced by the Caucus Chair at the discretion of the Chair or on suggestion of the Region Advisor present. (1/20)

121.4 Caucus

The District Governor will appoint a Moderator and assistant(s) to conduct Caucus at the District Convention. It is the responsibility of the Moderator to ensure that the members of the Caucus treat the candidates with respect and that the Caucus is conducted in an orderly manner. To aid the Moderators in attaining these goals, the following policies shall be followed: (1/20)

- a. Sample questions will be published in the Candidates Booklet. These questions must be approved by the District Administrator and District Governor. Questions that are personal, in bad taste, or of a harassing nature to the candidate will not be allowed to be answered by the Candidate. The candidates are not to be touched, asked to ingest any material or asked to partake in any behavior which is in poor taste. Rude behavior will not be tolerated. (1/20)
- b. To further assist the Moderator, one of the Region Advisors will be present during the Caucuses and will be responsible for ensuring that the policies of the District are followed. (2/10)
- c. To ensure that all candidates receive fair and like treatment during the caucus, a timing device will be used for timing candidate appearances. It is the Moderator's responsibility to ensure that the device is started when the candidate starts the presentation. The Moderator should ensure that the candidate is released at the scheduled time. (1/20)

121.5 Delegates

Each Key Club in good standing is qualified to have two delegates to vote at the convention. The voting takes place at the Nominating Conference and the House of Delegates. In addition, each elected member of the Key Club District Board is a delegate-at-large and eligible to vote.

Ballots will be available at the entrance(s) of the delegate seating areas. Delegates must be wearing a delegate ribbon that was previously issued at delegate registration. As these delegates are admitted, each is given a blank ballot and will be seated in the

delegate section of the room. If a person leaves the delegate chamber, the ballot will be surrendered to a moderator and reissued upon return, with no proxy voting. **SAA, caucus room moderators, and House of Delegates moderators have the ability to remove any disrespectful delegates and members.** (1/20)

121.6 Nominating Conference

There shall be a Nominating Conference only for the District offices for which there are more than two candidates and for International endorsements for which there are more than two individuals seeking endorsement for President/Vice President or more than four individuals seeking endorsement for Trustee. The purpose of the Nominating Conference is to reduce the number of candidates for a District office or International President/Vice President endorsement to two or International Trustee endorsements to four. The finalists shall then compete for that office or endorsement at the House of Delegates. Where there are two or less candidates for a District office or President/Vice President endorsement or where there are four or less seeking an International Trustee endorsement, those persons will not appear unless approved by the **District** Governor. The conference shall proceed as follows: (1/20)

- a. The membership of the Nominating Conference shall consist of the delegates-at-large and two delegates representing each club in attendance at the convention. Should a delegate leave the Conference prior to adjournment, the ballot shall be returned to the PIE Committee. When the delegate returns for reentry, a ballot will be returned with any offices invalidated for which the candidates have already appeared.
- b. The Nominating Conference shall not be a closed session. Entry and exit will be allowed when there are no candidates in the room. Delegates are subject to the ballot restrictions.
- c. Observers shall be admitted to the conference at the discretion of the **District** Administrator and **District** Governor and shall be seated in a spectator section. No interaction with delegates shall be allowed.
- d. The Chair shall be the District Governor.
- e. The Secretary shall be the District Secretary.
- f. In the event that the District Governor is a candidate for office or absent, the District Administrator shall select another person as Chair. In the event that the District Secretary is a candidate for an office or absent, the District Governor shall appoint a replacement.
- g. The Tellers shall be members of the PIE Committee.
- h. The candidates will be introduced to the Conference and voted on in the following order: **District** Governor, **District** Secretary, **District** Treasurer, and individuals that are seeking International Endorsement. There will be no speeches or questions. When all the candidates for a given office have been introduced, the delegates shall mark the ballot for that office and the ballots collected and counted by the Policy, International Business & Elections Committee. (2/10)
- i. At the conclusion of the voting and selection for a given office, a candidate not selected for that office may ask to be considered a candidate for International

Endorsement. If that occurs, the candidate will reappear and be introduced with the International Endorsement. If the candidate declares at the beginning of the conference not to run for Endorsement, the person may remain in the Conference after the voting for that person's office. If the Key Club member is a delegate, the individual shall receive a ballot for all subsequent offices to appear. If the Key Club member is not a delegate, the individual may remain in the visitor section. (2/10)

121.7 House of Delegates

The House of Delegates provides a forum for the candidates for each office to present their final message to the District delegates. At the conclusion of balloting for District offices, the Committee Chair will present any proposed District Bylaw changes that have been approved for presentation to the delegates. A majority vote by the delegates is needed for the adoption of Bylaw additions or revisions. Finally, the Committee Chair will present the Convention Resolutions for approval by the House of Delegates. (2/10)

- a. The membership of the House consists of the delegates-at-large and two delegates from each club in attendance. The District Governor shall be the Chair. The District Secretary shall be the Secretary. In the event that the District Governor is a candidate for office, the District Administrator shall select another person as Chair. In the event that the District Secretary is a candidate for an office, the District Governor shall appoint a replacement.
- b. When the District Governor begins the House of Delegates, delegate entry and exit will only be allowed during periods between candidate presentations. If a delegate leaves the House, the delegate's ballot will be surrendered to a member of the Policy, International Business & Elections Committee. The ballot will be returned to the delegate upon reentry with offices voting invalidated for all candidates that have already appeared regardless of when the delegate left the room.
- c. A spectator section for non-delegate Key Club members and adults will be provided which is separate from the delegate seating area ~~for non-delegate Key Club members and adults~~. Silence must be maintained at all times during the House of Delegates. Entry and exit of spectators will only be allowed during periods between candidate presentations.
- d. When each candidate has completed their presentation to the House, they must ~~remain in~~ exit the House room. If the candidate is a delegate, they must ~~and~~ sit in the delegate section ~~if they are a delegate~~ and be given a ballot for their office and all subsequent offices. If a candidate is not a delegate, the candidate must remain in the spectator section.
- e. When the marking of the ballots is complete, the ballots will be collected by the PIE Committee and remain in their custody until counted and destroyed. Ballots must be counted in a manner allowing only the PIE Mentor(s), District Administrator, and Director of Service Leadership Programs to know the final results. Other Kiwanis members may be informed of the final results at their discretion. Those results will be placed in individually sealed envelopes and handed to the person announcing the results at the designated time. (1/22)

- f. The PIE Committee chair will collect the **District** Governor's (Chair's) ballot and keep ~~that ballot~~ it separate during the counting process. ~~That~~ This ballot will only be used in the event of a tie. All ballots must be destroyed at the completion of the convention.
- g. The order of proceedings at the House of Delegates is as follows:
 - Call to Order
 - Flag Salute
 - Inspirational Moment
 - **District** Governor explains the procedures for the House
 - Candidates are called one at a time (**District** Governor, **District** Secretary, **District** Treasurer, International Endorsement)
 - Candidates will answer Set Question(s)
 - When the candidates for one office have finished, the delegates shall mark their ballots for that office
 - Ballots are collected when all candidates have finished their presentations.
 - Presentation of proposed Bylaw changes
 - Vote on proposed Bylaw changes
 - Presentation of Resolutions
 - Vote on Resolutions
 - Announcements
 - Adjournment
- h. The delegates must vote for one of the choices for each office. The delegates shall have the additional option of voting for "none of the above." This option for offices with only one candidate would mean the delegate is casting a vote of "no-confidence." This option for an individual seeking an International endorsement would mean the delegates do not believe that the candidate should be endorsed by the District. (2/10)

122 Member Recognition

Each Key Club in the District is encouraged to submit an **Annual** Achievement Report which is included in the club ~~Monthly Report Form~~, to nominate persons for the individual awards and to compete in District contests. Clubs should plan their yearly activities to take advantage of the most appropriate contests for their own situation. The Member Recognition Guidelines contain a description, prerequisites, and all necessary forms for all contests and awards. Annually, these guidelines are updated by the Member Recognition Committee, incorporated as District Policy by reference, and posted on the California-Nevada-Hawaii CyberKey. The procedures used at the Convention for Judging and presenting awards are found in the District Convention Procedures section of this manual. (2/10)

123 ELECTION PROCESSES (PRE-CONVENTION)

124 Club Officers

Club elections should be conducted annually and no later than 45 days prior to the start of District Convention so that the new officers may attend District Convention and attend the training workshops. Club officer candidates must be members in good standing and meet all requirements specified in club bylaws. Club officers are elected by dues paid members of

that club at a club conclave following election procedures described in the International, District and club bylaws. New officers should assume office on May 1 and serve until April 30. (2/10)

125 ~~LT~~ Lieutenant Governor

125.1 Service Agreement ~~(08/05)~~

Each candidate for ~~LT~~ Lieutenant Governor must complete a Service Agreement form and submit it to the District Office no later than one week prior to the Division or Region Conclave. This form is to be available on the California-Nevada-Hawaii CyberKey. The form must have all of the required signatures when submitted. (2/10)

125.2 Election Procedures

Each ~~LT~~ Lieutenant Governor candidate must be a member in good standing of a club in good standing and have been a member of that club for at least four (4) months. The ~~LT~~ Lieutenant Governor is ~~selected~~ elected at a conclave held after the Candidate Training Conference and no later than 45 days prior to the start of the District Convention. ~~The conclave shall consist~~ing of a maximum of two delegates from each club in good standing from the respective division. A quorum (50% or more) of clubs in good standing; must be present in order to proceed with the election process. The following procedures shall be used to elect the new ~~LT~~ Lieutenant Governor: (2/10)

- a. In order to run for the office of ~~LT~~ Lieutenant Governor, each candidate must submit ~~the signed Service Agreement form~~ to the District Office no later than one week prior to their Conclave, ~~the signed Service Agreement form~~. Each candidate must attend the Conclave, no video or other electronic means of broadcasting are allowed. (2/10)
- b. In the case where the current ~~LT~~ Lieutenant Governor is seeking re-election to office and there are ~~opposition~~ opposing candidates, the Region Advisor shall conduct the election proceedings. In all other cases, the current ~~LT~~ Lieutenant Governor shall be in charge of Conclave. (2/10)
- c. Each club in good standing is permitted a maximum of two delegates who shall be identified prior to the candidates' speeches. Each delegate shall vote by secret ballot after all the candidates have spoken and answered questions. All delegates shall have an option of casting a ballot of no confidence. Ballots left blank or containing multiple votes shall not be counted. (2/10)
- d. ~~Each candidate shall speak of their qualifications for three (3) to five (5) minutes in front of the Division members at the Conclave. Immediately following the speech, the candidate shall have a period of four (4) minutes to answer any caucus questions from conclave members.~~ Each candidate shall speak of their qualifications in front of the Division members at the conclave. Immediately following the speech, the candidate shall answer any caucus questions from conclave members. The Lieutenant Governor Host(s) and Region Advisor(s) of the conclave will determine the maximum amount of time for the speech and caucus sessions, which should not exceed 10 minutes per candidate. While each candidate is speaking, all other candidates are to be out of the room. (2/10)

- e. If there are more than two (2) candidates running for ~~the~~ Lieutenant Governor, there will be a nominating conference (refer to policy 121.6). The two (2) candidates with the most votes after the first round of voting will proceed into House of Delegates. House of Delegates can include items such as a second speech, more caucus, or other approved (by Region Advisor) campaigning, and is determined by the ~~the~~ Lieutenant Governor Host(s) of the Conclave. (1/22)
- f. The candidate with a majority (50% +1) vote in the secret ballot shall be the winner. The ~~the~~ Lieutenant Governor will cast a vote, but this vote is to be kept separately and be used only in times of a tie. (2/10)
- g. When the balloting results in a winner, the ~~the~~ Lieutenant Governor shall declare that voting is finished and announce the winner at the proper time in the agenda. (2/10)
- h. After the Conclave, the ~~the~~ Lieutenant Governor and Region~~al~~ Advisor shall inform the ~~the~~ Lieutenant Governor-Elect of the tasks to be completed before District Convention. This includes completing and submitting the Conclave Report to the California-Nevada-Hawaii Archive, and submitting the ~~the~~ Lieutenant Governor-Elect's name to the District Office and District Administrator through email. The current ~~the~~ Lieutenant Governor should write thank you letters to the losing candidates, making sure they know about other leadership opportunities. (2/10)
- i. If there are no candidates for ~~the~~ Lieutenant Governor, the District Governor, and Region Advisor shall refer to policy 116.22 and do all in their power to find and appoint a ~~the~~ Lieutenant Governor before the District Convention. (4/94) (Added by the Kiwanis Policy Committee) (2/10)
- j. The ~~the~~ Lieutenant Governor and Region Advisor shall confirm that the ~~the~~ Lieutenant Governor-Elect is registered through ~~his/her their~~ home club for convention. Convention housing for the ~~the~~ Lieutenant Governor-Elect shall be arranged by the District Office. (2/10)

125.3 Campaign Material

Candidates running for this position must abide by the following campaign rules in order to ensure fair and unbiased elections:

- a. Candidates will only be permitted a Candidate's Profile, also known as a literature, which will be included in the Division Candidate Booklet published by the ~~the~~ Lieutenant Governor, as campaign material before and during the election process. The Candidate Profile standards shall be consistent with those used for Executive Officer elections at District Convention. (1/20)
- b. The one piece of literature shall be defined as being one 8.5x11 inch page double sided, or two 8.5x11 inch single sided pages. The piece of literature may be designed in any way that is appropriate. Elements of the literature should include, but are not limited to: biographical information, resume, and platform. (2/10)
- c. The candidate will submit ~~his/her their e~~Candidate's ~~o~~Profile to the current Lieutenant Governor prior to the conclave to be included in the Division Candidate Booklet. The Lieutenant Governor will then distribute the Candidate Booklet to the division delegates. (1/20)

- d. ~~Outside of the literature, no campaigning of any kind is permitted. For example, the~~ use of gifts or distribution of any other material (i.e. ~~posters~~, pins, candy, club visits, etc.) is strictly prohibited, and may result in the candidate forfeiting ~~his or her~~ their candidacy.
- e. Candidates are ideally to be judged based upon their qualifications and attributes at the Division conclave.

126 District Officers

126.1 Candidates for District Office

Any person who is a member in good standing in a Key Club of good standing of this District may run for an elective office on the District Executive Committee. To do this, the candidate must submit a ~~signed Service Agreement and a~~ Statement of Candidacy form stating an intention to run ~~and Service Agreement~~. Information concerning the procedures for running for office and all forms are posted to the California-Nevada-Hawaii CyberKey by October 1. All candidates must understand, sign and deliver the Statement of Candidacy to the District Office by the date specified, which will be at least 30 days prior to the start of the District Convention. The parents or guardian of the candidate must also understand and sign the Statement of Candidacy and the Service Agreement in addition to the other required signatures. Failure to deliver these documents ~~fully signed and~~ on time will result in the disqualification of the candidate. (1/20)

126.2 Campaign Material

Candidates will only be permitted a Candidate's Profile, published by the Policy, International Business, and Elections Committee, as campaign material. Specific instructions for ~~providing material for inclusion into the~~ information included in the Candidate's Profile will be provided by the District Office and is also available from the PIE Chair. (1/20)

127 FINANCIAL

128 Member Dues

~~Each Key Club is required to pay \$4.50 per year for District dues for each of its members.~~ Each Key Club shall pay the district dues for each of its members according to the following schedule:

Prior to October 1, 2022 the district dues will be \$4.50 per annum.

From October 1, 2022 to September 30, 2023 the district dues will be \$5.00 per annum.

From October 1, 2023 to September 30, 2024 the district dues will be \$5.50 per annum.

From October 1, 2024 and going forward the district dues will be \$6.00 per annum.

International Dues shall be paid as required by Key Club International. Dues are effective on the date that the member is inducted, or, in the case of a continuing member, on October 1. A membership list, also known as the roster from the Membership Update Center website, must accompany the dues payment. (1/20)

129 District Budget

The District Administrator is responsible for the preparation of the preliminary District Budget and submission of that budget to the Kiwanis District office for preliminary approval and subsequent final approval by the Kiwanis Board of Trustees. It shall be presented for discussion at Executive Committee training and submitted for approval by the Key Club District Board at the first Board Meeting. The Budget shall provide for the needs of the Key Club District in accordance with its ability to provide income from dues and other sources. ~~†~~ **Lieutenant** Governor budgets, as a line item in the District Budget, shall be formulated by the District Treasurer in a fair and impartial manner in consideration of Division geographical and size considerations. ~~†~~ **Lieutenant** Governor budgets shall be approved by the District Executive Committee before being incorporated into the District Budget. (1/20)

130 Reimbursement Policy

The following policy shall apply to all expenses paid to Key Club District Board members in the performance of official Key Club duties in the California-Nevada-Hawaii District.

~~Reimbursement instructions will be provided to the Key Club District Board members by the Key Club District Treasurer.~~(1/20):-

130.1 Board Meetings

- a. District Board meeting expenses for all members of the District Board are paid by the Kiwanis California-Nevada-Hawaii Foundation. Travel costs will be reimbursed. Vouchers for these expenses should be submitted directly to the Foundation Treasurer, c/o the Foundation Office and not to the Key Club **District** Treasurer. Housing will be provided for one night unless otherwise specified. A meal may be provided. The Key Club member is responsible for meals not provided.
- b. ~~Members are expected to arrange rides accompanying their Region Advisors.~~ **Region Advisors are expected to arrange rides for their respective Key Club District Board members.** (1/20)
- c. If air transportation is required, the following rules apply:
 - Authorization to fly must be obtained in advance from the District Office or the **District** Administrator.
 - Reservations will be made by the District Office.
- d. Vouchers for expenses must be submitted to the Foundation Office within the designated financial quarter of the Board Meeting.
- e. Expenses will be paid for three (3) Board Meetings. Expenses for attending the Board meeting at the Convention are not reimbursable by the Kiwanis California-Nevada-Hawaii Foundation. (1/20)

130.2 Region and Committee Expenses

The following policy applies to all expenses for ~~†~~ **Lieutenant** Governors in pursuing their duties within their Region and District Committee work and for Executive Board members in the performance of their duties as outlined by the **District** Governor. These expenses are paid by the Key Club District budget funded by Key Club dues. Vouchers must be submitted to the Key Club District Treasurer. An electronic notification of all voucher submissions shall be sent to the Key Club District Treasurer, District Administrator, or designated individual, and the Director of Service Leadership Programs. The District

Office will not pay any vouchers that have not been approved by the **District** Treasurer. Expenses related to functions outside the Region (except for committee meetings) will not be reimbursed. (1/20)

Vouchers for expenses must be submitted within ninety (90) days of the date the expense was incurred. Vouchers for expenses incurred from the conclusion of the District Convention to June at the beginning of the term may not be submitted until July 1. Vouchers for expenses incurred during March and April at the end of the term must be submitted by May 1. Vouchers must be submitted to the Kiwanis District Treasurer. The **District** Treasurer will denote the approved payment and send the voucher to the District Office. (1/20)

130.3 ~~Lt.~~ Lieutenant Governor Division Expenses

These expenses will be reimbursed based on the Key Club General Fund budget. (1/20)

130.4 Mileage Reimbursement

Mileage reimbursement shall be consistent with the reimbursement rate designated by the Kiwanis District Foundation (1/20)

130.5 Telephone Expenses

Telephone expenses will be paid for long distance (and zone) charges or cell phone overage charges for minutes over the plan limits only. Duration of any call in excess of a time to be determined by the **District** Treasurer and **District** Governor will not be reimbursed unless a special explanatory form has been completed. Reimbursement will not be made for more than one call per day, **and for more than two (2) calls** per seven (7) day period to the same phone number. Calls of less than two minutes are not included in this restriction. A copy of all receipts must be sent with the voucher. This includes a copy of the telephone bill with the calls (and the person called) identified. (1/20)

130.6 Committee Expenses

Expenses incurred as a result of District Committee work will be reimbursed based on the Key Club General Fund budget. (1/20)

131 District Convention

Complimentary housing will be provided for the three nights of the Convention for all ~~Lt.~~ **Lieutenant** Governors-Elects. Complimentary registration and housing will be provided for the three nights of the Convention for elected and appointed District Board members who have completed at least two-thirds of their assigned work for the year and at least 50 hours of community service unless otherwise specified by the District Administrator. This is funded by the Convention budget. No other rooming expenses are provided. No transportation reimbursement to **and from** the Convention is provided. If the ~~Lt.~~ **Lieutenant** Governor has funds remaining in their District budget, expenses for the Convention may be requested by voucher to the District Office and receipts must be provided. Requests for reimbursement must be made by May 1st. (1/20)

133 District Board**133.1 District Governor**

The District Governor shall attend a Governors' Training Conference sponsored by Key Club International. The District Administrator will accompany the District Governor. Travel expenses are included in the District Governor-Elect budget. (1/20)

133.2 Executive Committee

Each Executive Committee member should carefully review the files of the Committee predecessor with that predecessor. The District Governor shall provide the criteria used by Key Club International to become "distinguished" and train each member using the outlines provided by International. Each member should attend the International Convention to be trained for such office. (1/20)

133.3 Lt. Lieutenant Governor

There are various types of training, informal and formal sessions, which are available for the Lt. Lieutenant Governors. The Lt. Lieutenant Governor is expected to attend most, if not all, of these trainings during his/her their term. (1/20)

133.31 Pre-Convention

The Region Advisor will make arrangements with the current Lieutenant Governor and the Lt. Lieutenant Governor Elect to provide informal training as to the duties and requirements of the office. If possible, the Region Advisor should meet with the parents to further describe the Lt. Lieutenant Governor's tasks. (1/20)

The District Administrator and designated others shall provide technology-based, formal training sessions on selected topics for Lt. Lieutenant Governors. (1/20)

133.32 Convention

The day before the opening session of the Convention is a mandatory meeting for the Lt. Lieutenant Governor Elects. At this meeting they shall receive formal training in the duties of their office from the District Administrator and others. (1/20)

133.33 First Board Meeting

A weekend of training will be conducted by the District Governor and District Administrator during the month of May after the Convention and is intended to train and motivate the new officers in a positive and creative atmosphere. Other District Officers will assist the District Governor in training as will special guests, such as motivational and subjective speakers. A Lt. Lieutenant Governor Manual shall be provided and discussed which shall be used as a reference manual for the remainder of the year. The Lt. Lieutenant Governors shall be introduced to their committees and receive the goals and expectations of those committees. (1/20)

134 Candidate Training Conference

The District will conduct training conferences for all candidates who desire to compete for a District Executive or International office. Every person who intends to be a candidate should, although not mandatory, attend a training seminar. Registration, however, is mandatory and preliminary assignments may be required. Information and registration forms are available on the California-Nevada-Hawaii CyberKey. (1/20)

The Conference for ~~Lt.~~ Lieutenant Governor candidates will be held at least 80 days prior to the start of District Convention at approved locations throughout the District. The conference will last one day and cover all aspects of the duties of the office and the techniques for conducting a campaign. A minimal fee may be charged to cover conference expenses. Ground transportation is the responsibility of the attendee. Required air transportation is covered by the Key Club District Training Budget. (1/20)

The conference for Executive candidates ~~and those seeking International endorsement~~ will be held at least 50 days prior to the start of District Convention at ~~the Kiwanis Professional Center~~ approved locations throughout the District. The conference will last for one day and cover all aspects of the duties of each office and the techniques for conducting a campaign. Costs at the Conference are covered by the Key Club District Training Budget. Ground transportation is the responsibility of the attendee. Required air transportation is covered by the Key Club District Training Budget. (1/20)

~~The conference for those seeking District endorsement to run for an International Office will be held virtually at least 50 days prior to the start of District Convention. The conference will be planned by the Policy, International Business, and Elections Committee. The conference will cover all aspects of the duties of each office and the techniques for conducting a campaign.~~

A manual shall be provided to include most of the information covered at the seminar. The manual will only be available at the seminar. Candidates desiring to attend the Candidates Training can make arrangements or obtain information by contacting the California-Nevada-Hawaii Key Club District Office. Non-candidates may attend the seminar by invitation only. (1/20)

135 Region Training Conference

The ~~Lt.~~ Lieutenant Governors in a Region or geographic area and the respective Region Advisors shall arrange and conduct a Training Conference for the club officers and members within the included Divisions. These conferences are held on a weekend Saturday and/or Sunday in August, September or October. All clubs in the included Divisions shall be invited and encouraged to attend with their advisors. At least one District officer shall be invited to attend and participate in the training sessions to conduct workshops pertinent to their respective office. (1/20)

136 CLUBS AND MENTORS

Kiwanis District Policy, Section ~~722~~ 721, specifies requirements concerning procedures for Key Clubs when participating in functions outside the normal club operation areas.

137 Administrative Year

The Key Club Administrative Year shall be from May 1 until April 30 of the following year in accordance with Key Club International Policy and Bylaws. (1/20)

138 Election of Officers

Officers for each individual club should be elected annually and at least 45 days prior to the start of Convention. The elected officers will serve as "officer-elects" until the conclusion of District Convention or May 1. This period of time should be used to train the officers in their duties and allow them to plan for the upcoming term. (1/20)

139 Club Officers Training

Officer-elects should be encouraged to attend the annual District Convention held immediately following their election. They should attend the relevant training sessions pertaining to their office at the Convention. All officers and interested club members should attend the Regional and Division Officers Training Conferences for additional training. The officers should attend such additional training sessions which may be provided by the ~~LT~~ Lieutenant Governor and their sponsoring Kiwanis Club. (1/20)

140 Good Standing

Good Standing is a club or member status, depicting that the club or member is in good graces with the District and International with regards to financial status and in meeting Key Club standards. Nothing in this section prevents or overrules any action taken by club, school, or Kiwanis authorities on the local level. (1/20)

140.1 Financial

Any member or club more than sixty (60) days in arrears for indebtedness to Key Club International or to the California-Nevada-Hawaii District or for any annual dues to either International or the District, shall be considered not in good standing. All members of a club not in good standing are ineligible to attend both the International and District Conventions; its members are ineligible to vote at their Division Conclave, to receive any scholarships that are designated for Key Club members or to campaign for any Division, District or International office.

The club may be reinstated to good standing by paying off their debts to International and/or the District. Members on the rosters of each club will also be reinstated. (1/20)

140.2 Conduct

Any member or club that fails to conform to the Constitution, ~~and~~ Bylaws, and Policies of Key Club International or the California-Nevada-Hawaii District, or that fails otherwise to conform to the established standards and rules shall be considered not in good standing.

The club may have its charter and any member may have its membership suspended or revoked, or may be otherwise disciplined by a two-thirds (2/3) vote of the Board of Trustees at a special hearing; provided that a copy of the charges with a notice of hearing shall be mailed by the District Administrator to the last reported President and Secretary of the Key Club and sponsoring Kiwanis Club thirty (30) days before the hearing. (1/20)

141 Reporting

Club Monthly Report Forms (MRF) are due on the 5th of each month to the respective Key Club ~~LT~~ Lieutenant Governor, sponsoring Kiwanis Club, and Region Advisor.

~~The Officer Information Form (NOIF) shall be submitted electronically on the California-Nevada-Hawaii CyberKey by May 1st. Any revisions may be submitted during the administrative year electronically on the California-Nevada-Hawaii CyberKey Directory Form shall be submitted electronically by the platform and deadline determined by the District Secretary. (1/20)~~

Additional reports may, from time to time, be requested by the individual ~~LT~~ Lieutenant Governors or Sponsoring Kiwanis Clubs. These should be filed per the requested schedule. (1/20)

142 Division Attendance

Attendance at Division Council Meetings (DCM), Conclaves, and Conventions should be accomplished by the officers of all chartered Key Clubs. All members should be encouraged to attend as well. Invaluable information for the operation of every club is obtained at these meetings. (1/20)

Interclubbing is a worthy social and educational experience. All club members should be encouraged to attend. (1/20)

143 INTERNATIONAL CONVENTION

Every Key Club member of the California-Nevada-Hawaii Key Club District is encouraged to attend the Key Club International Convention held each year during June or July. Registration may be done individually or as members of the District tour. ~~but~~ All persons attending from this District shall conform to the rules and regulations governing the Convention and shall conduct themselves such as to reflect positive credit to this District. (1/20)

144 District Tour

It shall be the policy of the California-Nevada-Hawaii District to support the International Convention. Promotional tours to the convention shall be prepared by the District Administrator and the Director of Service Leadership Programs. The Key Club District Governor and the Board of Trustees shall promote the convention in publications and on the California-Nevada-Hawaii CyberKey. The District Governor shall lead the tour and be the responsible Key Club leader of the tour. The District Administrator, or their alternates, shall attend as tour leaders. (1/20)

145 Conduct

Every person from the California-Nevada-Hawaii District attending the International Convention shall conduct themselves according to the rules of conduct as published by the International Board of Trustees. In addition, they shall obey rules established by the District Board or tour leaders and attend any District meetings as publicized. (1/20)

146 International Candidates

The policies and rules governing candidates for International Office are published by the International Board of Trustees and shall be followed by any member of this District who is campaigning for an International eOffice. The following items are recommended for persons who intend to run for an International eOffice. (1/20)

~~146.1 Candidate Training~~

~~Each year prior to the District Convention, a Candidate Training Conference is held at least 50 days prior to the start of District Convention at the Kiwanis Professional Center to assist those who wish to campaign for a District endorsement to run for an International office. Notice of the date and location is posted on the California Nevada Hawaii CyberKey and published in District publications. Those who are interested in attending, to gain knowledge on the role of Lieutenant Governor and helpful tips about Conclave, should plan to attend. Information may be obtained from the California Nevada Hawaii Key Club District Office. (1/20)~~

~~146.2~~ 146.1 District Endorsement

Those who are running for an International Office shall campaign for District Endorsement. Endorsement by the District signifies that the District has evaluated all candidates from that District for International Office and finds that one person is worthiest of endorsement by the entire District and is recommended by the District to International for support. All District endorsements shall be in compliance with Key Club International Bylaws. (1/20)

147 International Elections

147.1 Delegates

The International Nominating Conference allows only three delegates from a district to vote. The California-Nevada-Hawaii District delegates shall be the Immediate Past District Governor, the District Governor, and the District Secretary. If any of these persons do not attend the International Convention, the District Governor shall confer with the District Administrator as to the appropriate replacement and inform the International Office of the selection. To support a specific candidate in the Nominating Conference, the District Governor shall confer with all delegates during a meeting of the entire delegation. (1/20)

The International House of Delegates allows two delegates from each club registered for the convention in addition to the International delegates-at-large. The persons selected by their clubs as delegates should be sure to register as delegates at the convention and participate in the discussion at the Caucuses and House of Delegates. (1/20)

No member of the District delegation shall campaign for a specific candidate not from the California-Nevada-Hawaii District, unless there are no candidates from this District or specific permission is given by the District Governor. (1/20)

147.2 District Caucus

The District Governor shall act as Caucus Chair at the California-Nevada-Hawaii District Caucus at the International Convention, ~~or, if the District Governor is unable to fulfill the obligation as Caucus Chair, the District Governor shall appoint an acting chair, preferably the District Secretary and or Immediate Past District Governor.~~ (1/20)

The District Governor shall not appear in any District Caucus in support of a candidate other than one from the California-Nevada-Hawaii District. The Caucus Chair shall not ask questions of a candidate unless there are no questions from the floor. (1/20)

Attendance will be taken at each Caucus session. Failure to attend more than one caucus session will be cause for investigation. If there is not a valid reason for the absence(s), the District Administrator/Tour Leader shall write a letter to the sponsoring Kiwanis and Key Clubs specifying the failure of the Key Club member to act responsibly at the Convention. (1/20)

148 Sergeant-at-Arms Participation

Current ~~LT~~ Lieutenant Governors and Club Presidents ~~will be~~ shall used to fulfill the District commitment for Sergeant-at-Arms. Other volunteers will be accepted. It is not District policy to require past ~~LT~~ Lieutenant Governors to participate in this activity. (1/20)

149 SOCIAL MEDIA

149.1 Expectations

Members of California-Nevada-Hawaii District should conduct themselves on social media in an appropriate and professional manner. (1/20)

149.2 Personal Use

Displaying of illicit behavior, including but not limited to drug and alcohol promotion, sexual content, inappropriate language, and illegal activity, is not acceptable for California-Nevada-Hawaii Key Club members and should not be seen online: ~~which includes but are not limited to drugs, alcohol, sexual content, inappropriate language or any illegal activity should be present online.~~ Cyber bullying is prohibited including pictures, videos, language, or reposting. (1/20)

149.3 Promotional Use

Acceptable social media programs for California-Nevada-Hawaii Key Club promotion includes Facebook, Twitter, Pinterest, Instagram, YouTube, Tumblr, TikTok, and Remind. The District Administrator must approve any additional social media sites. Members of California-Nevada-Hawaii Key Club should refer to California-Nevada-Hawaii Graphic Standards when promoting on social media. When using music or images that are mixed with Key Club images, ensure that all copyright information is attached and embedded. (1/20)

149.4 Violation

If a California-Nevada-Hawaii Key Club Member witnesses a violation of the Social Media Policy, they are suggested to notify an advisor or Key Club officer. (1/20)

149.5 Consequences of Violation

The consequences of violation may include, but are not limited to, dismissal. (1/20)

150 VIOLATION OF DISTRICT POLICIES AND BYLAWS

150.1 Review and Investigation

The Key Club **District** Governor, District Administrator, and Director of Service Leadership Programs, upon receipt of written information concerning an alleged violation of District Policy or Bylaws by a Key Club member holding either an appointed or elected District position, will commence an investigation concerning the alleged violation. The District Administrator and Director of Service Leadership Programs, will immediately notify the Kiwanis **District** Governor and Kiwanis District Secretary of the alleged violation and status of any investigation. This investigation will proceed only if the **District** Governor and **District** Administrator determine that official action is required. Such investigation will commence within seven (7) days after receipt of the alleged violation and shall include the Region Advisor for the Region involved. (1/20)

150.2 Due Process

Upon conclusion of the investigation, the alleged violator(s) will be notified of the violation by certified mail. Within seven (7) days after receipt of notification of the investigation, the alleged violator(s) may respond to the allegations(s) and request a due process hearing. Such response must be in writing to the **District** Governor and District Administrator. (1/20)

150.3 Disciplinary Action

The **District** Governor, District Administrator, and Region Advisor will render a decision relative to the alleged violation and any disciplinary action to be taken within seven (7) days after the above response time has elapsed. The alleged violator(s) will be notified in writing within three (3) days after the determination is made. (1/20)

150.4 Appeal of Disciplinary Action

The alleged violator(s) will have an opportunity to appeal **any disciplinary action taken** to the Key Club Board of Trustees ~~any disciplinary action taken~~. Such appeals must be made at the first Trustees meeting following notification of disciplinary action taken. (1/20)

150.5 Report of Action Taken

After conclusion of the investigation and disciplinary action, a report will be made to the Kiwanis District Secretary and the chairperson of the Kiwanis Policy Committee. Such report will be made within ten (10) days of the conclusion of the above process (excluding appeal). (1/20)

151 DISMISSAL OF BOARD MEMBERS

When it has been determined by the District Governor or the Region Advisor that a District Board Member is not active, that member will be placed on a two week probation by the District Governor after consultation with the District Administrator. A member will be deemed ~~to be not active inactive, and~~ in the absence of unusual circumstances, if ~~he or she~~ they does not submit a Monthly Report Form or a newsletter or hold a DCM during a period of three months or does not submit a division directory by October 1. The member will be notified in writing, by certified mail, return receipt requested, that an improvement in productivity, activity, and conduct will be required during that probationary period. If no improvement is shown, the District Governor may dismiss the Board member with the approval of the District Administrator. (1/20)

A member may also be dismissed for cause for violating the Code of Conduct during any Key Club function or while acting as a representative of Key Club. A dismissal for cause may be made by a majority of the elected members of the Executive Board upon request of the District Governor and District Administrator. The accused member may present a defense to the charge at this time. Any member may appeal the decision dismissing him or her to a hearing before the entire board. A special meeting of the Board may be called for this purpose. (1/20)

A member may be dismissed for the following reasons:

- a. conduct unbecoming of a Key Club member,
- b. failure to pay individual or Club dues,
- c. failure to maintain required scholastic standing,
- d. failure to perform required duties of the office.

Notification of the existence of any of these reasons can come from several sources: faculty or Kiwanis advisors, a member of the District Board, Region Advisor, or the District Administrator. In each case the member shall be notified in writing, a hearing will be held with the reporting person, and the results of the hearing will be provided to the accused within ten (10) days. (1/20)

APPENDIX C: BYLAW AMENDMENT PROPOSALS

The District Bylaw Updates were presented by the Policy, International Business, and Elections committee.



CNH | KEY CLUB

District Bylaws

California-Nevada-Hawai'i District
Key Club International

Approved by the House of Delegates meeting
in convention at Reno, Nevada on
April 2, 2022

8360 Red Oak St. #201, Rancho Cucamonga, CA 91730-0608
PO Box 1327, Rancho Cucamonga, CA 91729

Section 2. Any member club more than sixty (60) days in debt to Key Club International, or to California-Nevada-Hawaii District, shall be considered not in good standing with California-Nevada-Hawaii District.

Article V: OFFICERS

Section 1. The officers of California-Nevada-Hawaii District shall be the District Governor, the District Secretary, and the District Treasurer, one Lieutenant Governor for each division of the California-Nevada-Hawaii District. Additional non-voting officers as called for in the District Policy Manual, or as deemed necessary by the District Governor may be appointed by the Governor with the approval of the Board of Trustees. Any district officer shall be eligible to succeed themselves. No District officer shall be eligible to be a club officer in their own Key Club for the year which they were elected or appointed to district office.

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/she~~ they will serve. No member shall be elected to office who will graduate during ~~his/her~~ their term as officer of California-Nevada-Hawaii District.

Section 3. District Governor, District Secretary, and District Treasurer are to be elected at the District Convention. Each Lieutenant Governor shall be elected at Conclave prior to the District Convention. The non-voting officers of California-Nevada-Hawaii District shall be nominated by the Governor and approved by the Board of Trustees. All elected officers shall be inducted at the conclusion of the District Convention and shall begin their official duties immediately. They shall serve the following District, except for the District Secretary and Treasurer, who shall continue in office until May 1, following the Convention.

Section 4. The duties of the officers shall be as follows:

- a. The Governor shall be the executive officer of the district and shall preside at California-Nevada-Hawaii District conventions and at all Board of Trustees meetings. ~~He/She~~ They shall be an ex-officio member of all standing and special committees. It shall be ~~his/her~~ their duty to attend any convention of Key Club International.
- b. The Secretary shall keep all records of the California-Nevada-Hawaii district convention and of the meetings of the Board of Trustees. ~~He/she~~ They shall submit to the proper officials and committees all communications received from Key Club International. ~~He/She~~ They shall cooperate with the Governor in forwarding all official reports required by Key Club International. ~~He/She~~ They shall perform such other duties as may be assigned to ~~he/she~~ them by the Governor or the Board of Trustees.
- c. The Treasurer, shall review the receipt of all district dues, convention registration fees, and other district income and shall approve the disbursement of these funds as provided by the Board of Trustees or District Policy. The accounts and books shall, at all times, be open to the inspection of the Governor, Board of Trustees, The California-Nevada-Hawaii District Key Club Administrator, the Secretary or Treasurer of the California-Nevada-Hawaii District of Kiwanis International, and any authorized auditor. The Treasurer shall make a report at the annual convention and at such other times as the Governor or Board of

Trustees may require. ~~He/She~~ They shall perform such other duties as may be assigned by the Governor or the Board of Trustees.

- d. The Lieutenant Governor shall be the executive officer of the division and shall preside over all division meetings. ~~He/She~~ They shall carry out the programs and policies of the District Governor and of Key Club International in ~~his/her~~ their division. ~~He/she~~ They shall perform their assigned responsibilities as a member of the District Board of Trustees.

Article VI: BOARD OF TRUSTEES

Section 1. The Board of Trustees shall consist of the District Governor, District Secretary, District Treasurer, and Lt. Governors officers of the District. The Key Club District Administrator, or designee of California-Nevada-Hawaii Kiwanis governor, will serve as the ex-officio member of trustee.

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 and in District Policy, 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. The Board of Trustees shall hold at least two meetings during each administrative year, at such times and places shall be mutually agreed upon by the District Governor and the District Key Club Administrator. Upon the approval of the District Key Club Administrator, other meetings may be called if needed.

Section 4. The District Secretary shall notify each member of the Board of Trustees, the Administrator of Key Club International, the International Board Representative, the officers of the sponsoring Kiwanis District, the Key Club Administrator and the members of the Key Club Committee, in writing, of the time, place, and date of any meeting-

Section 5. A quorum at a District Board of Trustees Meeting shall be composed of one half (1/2) of the total number of members of the Board of Trustees, the provisions of section 4 having been complied with. All official actions of the Board of Trustees between conventions must be approved by a majority of district officers and the District Key Club Administrator. All official actions of the Board of Trustees between conventions must be signed by the District Governor, the District Secretary, and the District Key Club Administrator.

Section 6. 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.

Section 7. Within thirty (30) days after any special or regular meetings of the Board of Trustees, the Secretary shall make a report of the 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 District Administrator, members of the Key Club Committee, Administrator of Key Club International, and the International Board Representative.

district. In any year in which no district convention is held the District Board shall elect a qualified member of a club to serve for one year or until their successor is duly elected.

Section 8. Within thirty (30) days after any convention, the District 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, the Key Club District Administrator, members of the Key Club Committee, and to the Director of Key Club International.

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

- a. Address by the Governor of the California-Nevada-Hawaii Kiwanis district, or the acting executive officer as designated by the Board of Trustees.
- b. The nomination and election of officers for the ensuing year.
- c. Such other activities as may be specified in District Policy.

Article X: VACANCIES IN OFFICE BETWEEN CONVENTIONS

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 the Board of Trustees to become Governor for the unexpired term.

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

Section 3. If a vacancy occurs in the office of the District Secretary, or District Treasurer between conventions, the Board of Trustees shall elect a qualified member of a club in the district to fill the office for the unexpired term.

Section 4. Whenever it shall appear to the Governor that any Lieutenant Governor, District Secretary, District Treasurer, or other elected or appointed officer of the district is failing to perform the duties of their office, the Governor shall give such officer immediate notice of the fact and shall follow District Policy in removing and replacing said officer with a duly qualified replacement to complete the term of office.

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

Section 6. A member may also be dismissed for cause for violating the Code of Conduct during any Key Club function or while acting as a representative of Key Club. A dismissal for cause may be made by a majority of the elected members of the Executive Board upon request of the

Governor and District Administrator. The accused member may present a defense to the charge at this time. Any member may appeal the decision dismissing ~~him/her~~ them to a hearing before the entire board. A special meeting of the Board may be called for this appeal.

Article XI: REVENUE

Section 1. Each member club shall pay to the district for each and every member based upon the below district dues schedule:

Prior to October 1, 2022 the district dues will be \$4.50 per annum.

From October 1, 2022 to September 30, 2023 the district dues will be \$5.00 per annum.

From October 1, 2023 to September 30, 2024 the district dues will be \$5.50 per annum.

From October 1, 2024 and going forward the district dues will be \$6.00 per annum.

These dues shall accrue on October 1 and shall be remitted to the California-Nevada-Hawaii Key Club District Office by the individual club not later than December 1 of each year.

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

Section 3. Assessments in excess of the annual dues may be made only upon a two-thirds (2/3) vote of all delegates attending an annual convention.

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 during any fiscal year shall be the dues for each and every member for that year.

Section 6. Dues for members joining existing clubs, said clubs having already paid their dues obligation, shall be determined by District Policy.

Article XII: RULES OF ORDER

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

Article XIII: KEY CLUB YEAR

Section 1. The California-Nevada-Hawaii District Key Club Administrative Year shall be from the conclusion of the annual District Convention to the conclusion of the next annual District Convention.

Section 2. The Fiscal Year shall be from July 1 through June 30.

Section 3. The Key Club Administrative Year shall be as specified by Key Club International.

APPENDIX D: D38E/38W Realignment

Realignment plan was presented by D38W Lieutenant Governor Sara-Marie Nuesca

Division 38 East: - University Preparatory, Apple Valley, Cobalt Institution of Math & Science, Barstow, Granite Hills, Serrano, Silverado, Victor Valley, Academy of Academic Excellence - 9 clubs.

Division 38 East will be realigned with Region 4 and renamed as Division 36 North

Division 38 West: Antelope Valley, Desert Sands Charter, Highland, Lancaster, Littlerock, Paraclete, Pete Knight, Quartz Hill, SOAR, Sherman Burroughs
- 10 clubs.

Division 38 West will be realigned with Region 7 and renamed as Division 16 Oasis