

Georgia District of Key Club International Bylaws

ARTICLE 1.NAME AND TERRITORIAL LIMITS

Section 1. The name of this organization shall be the Georgia District of Key Club International. Inc.

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

ARTICLE 2.OBJECTIVES

Section 1. The objectives of the district shall be:

- To promote the objectives of Key Club International
- To coordinate the projects of member Key Clubs
- To strengthen and extend the Key Club movement
- To increase the fellowship and cooperative effort of the clubs within the district
- To promote participation of the clubs within the district in the general objectives, programs, and policies of the Georgia District of Key Club International
- To accept and promote the Constitutional Objectives of Kiwanis International.

ARTICLE 3. DIVISIONS

Section 1. The territory of this district shall be divided into divisions as defined by the Georgia District Board of Trustees with the approval of the District Administrator.

ARTICLE 4. MEMBERSHIP

Section 1. Each Kiwanis-sponsored, or non-Kiwanis-sponsored Key Club in this district shall be a member of this district.

Section 2. Any member club not in good standing with Key Club International shall be considered not in good standing with the district.

Section 3. The District Governor shall report the name of any member club not in good standing with the district to the District Administrator, and the District Secretary-Treasurer to send notice that such club is not in good standing and the reasons therefore to the president of such club, to the president of the sponsoring Kiwanis Club, and the Key Club International office.

Section 4. Any Key Club within the Georgia District of Key Club International, to receive a charter, must have a minimum of fifteen (15) members, not more than half (1/2) of these consisting of seniors.

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ARTICLE 5. OFFICERS

Section 1. The officers of this district shall be a Governor, a Secretary-Treasurer, a Key Ring Editor, and a Lieutenant Governor for each division of the district.

Section 2. Each officer shall be an active member in good standing in a club in good standing in the district and may not hold any office during his or her term as district officer, and each Lieutenant Governor shall be a member of a club in the division from which he or she is elected unless he or she is appointed at large.

Section 3. The district officers shall be elected in the manner prescribed by the district by-laws. They shall begin their official duties immediately following induction and shall serve until they are retired or removed.

- a. The Governor, Secretary-Treasurer, and Bulletin Editor for the Georgia District shall be elected at the District Convention. Other officers shall be designated by Governor and approved by the Board of Trustees.
- b. Lieutenant Governors will be elected at the Georgia District Rally preceding the annual district convention.
 1. The Lieutenant Governor of each division within the Georgia District of Key Club International shall hold a divisional rally no later than one (1) week prior to the district convention. The purpose of this rally shall be to elect the new Lieutenant Governor for that division.
 2. A quorum of at least one-third (1/3) of the clubs in good standing within the division must be represented at the rally. Each club in good standing within the division shall be entitled to two (2) delegates at the rally.
 3. If a quorum is not achieved, the Lieutenant Governor shall be elected at District Convention.
 4. If three (3) or more candidates seek the office of Lieutenant Governor, the winner must receive a majority vote. If there is no majority vote for a single candidate, there shall be a run-off of the two (2) candidates with the highest number of votes.
 5. If two candidates for the office Lieutenant Governor shall receive an equal number of votes at the rally, then the Lieutenant Governor shall cast the deciding vote.
 6. Each elected and appointed official on the Georgia District Board of Trustees shall be entitled to full voting privileges.
 7. Each candidate for the office of Lieutenant Governor will give a two minute speech, followed by a three minute question period by club members in good standing within the division, district, and international.
 8. Any Lieutenant Governor elected at the rally shall not be allowed to seek an office at the district or international level before their duties as Lieutenant Governor are fulfilled.
 9. Any District Officer seeking endorsement from each division shall obtain that endorsement by receiving a majority vote. If two or more candidates are

seeking endorsement, the endorsement will be given to the one receiving a majority vote. If no majority is received by a candidate then that division will not give an endorsement.

10. If a Lieutenant Governor for a division is not elected at either the district rally or the district convention, the Lieutenant Governor for the division shall be appointed by the District Governor as a Lieutenant Governor at Large.

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 all conventions and at all meetings of the Board of Trustees. He shall be an ex-officio member of all standing and special committees. It shall be their duty to attend any convention of Key Club International.
- b. The Lieutenant Governor shall be the Executive Officer of the Division and shall preside over all Division Conferences or meetings. They shall perform their assigned responsibilities as a member of the District Board of Trustees.
- c. The Secretary-Treasurer shall keep records of the District Convention and of the meetings of the Board of Trustees. They shall submit a report at such times as the Governor or the Board of Trustees may require. They shall be required to publish and distribute the Georgia District Manual, the "Building Blocks," (See Article 15. Publication). They shall submit all material received from the International Office to the proper officers and or committees. They shall cooperate with the Governor in forwarding and needed official report to the proper people. They shall perform any other tasks as assigned by the Governor or Board of Trustees.
- d. The Secretary-Treasurer, under the supervision of the District Administrator and the Georgia Kiwanis Executive Director shall oversee the finances of the district.
 - 1. The Treasurer will send notices of dues payment on the following dates:
 - August 26.....first notice
 - September 26.....second notice
 - October 26.....third notice
 - November 26.....club no longer in good standing
 - 2. The Secretary-Treasurer will compile a financial report monthly, and send copies to the Administrator and the Georgia District Kiwanis Executive Board members.
 - 3. The Secretary-Treasurer will submit quarterly financial reports to the Kiwanis and Key Club district Boards showing itemized receipts and expenditures before retiring from office.
- e. The Bulletin Editor shall be responsible for the publication of the Official Bulletin in a manner prescribed by and under the direction of the Board of Trustees.

Section 5. Each officer of this district shall be required to sign a service agreement that outlines the minimum requirements of their office and that is approved by the District Administrator before the said officer assumes their responsibilities. Failure to comply with

any part of the service agreement may result in the removal of the officer from the Board of Trustees.

ARTICLE 6. BOARD OF TRUSTEES

Section 1. The Board of Trustees shall consist of the officers, committee chairs, District Key Club Administrator and Assistant Administrators

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

Section 3. Each member of the Board of Trustees shall be notified in writing not less than two weeks before a Board of Trustees meeting.

Section 4. In the absence of the Governor from a meeting, the Secretary-Treasurer shall preside as chairman, and in the case in which neither the Governor, nor the Secretary-Treasurer are present, the Board of Trustees with the exception of the District Administrator, or Assistant Administrator(s), shall designate one of their members to act as chairman.

Section 5. One-half (1/2) of total members of the Board of Trustees will constitute a quorum, and a majority vote of those present shall decide any question with the exception of those questions which require more than a quorum.

Section 6. Within fifteen (15) days after any special or regular meeting of the Board of Trustees, the Secretary-Treasurer shall make a report of the proceedings of the meeting, comprising a complete synopsis of all official action taken. Copies shall be mailed to the Key Club District Board of Trustees, Director of Key Club International, the Key Club International Trustee assigned to the Georgia District, the Circle-K District Governor, and the Kiwanis District Governor.

Section 7. In the event the Governor is in any way incapacitated, a special meeting of the Board of Trustees may be called by the Secretary-Treasurer or two-thirds of the Board of Trustees.

ARTICLE 7. COMMITTEES

Section 1. The Key Club District committees shall be Public Relations, Policies and Contests, District Events, Kiwanis Family, Major Emphasis Projects, and other various committees as may be established by the District Governor with the approval of the District Board of Trustees and the District Administrator.

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

- a. The Executive Committee shall perform such administrative duties and exercise such administrative authority as may be delegated to it by the Board of Trustees.
- b. The Committee on Public Relations shall concern itself with the development of methods to assist the district and local clubs in effectively informing the public of

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the ideals, objects, programs, and achievements of the Key Club organization. It shall perform other duties as may be assigned by the Board of Trustees.

- c. The Committee on Kiwanis Family Relations and the committee on Major Emphasis Projects shall deal with the matter to the relationship between Kiwanis and its sponsored Kiwanis Family organizations. It will be responsible for developing projects and programs to expand and strengthen the relations between these organizations. It shall perform duties relating to the district's major emphasis projects as assigned by the Board of Trustees.
- d. The Committee on Policies and Contests shall review the By-laws each year with the purpose of recommending appropriate amendments or revisions wherever necessary. It will be responsible for the upkeep and oversight of contests, awards, and scholarships given out by the district. It shall also perform such other duties as may be assigned by the Board of Trustees.
- e. The District Projects Committee is responsible for the implementation and promotion of the district-wide project determined by the District Board. The committee fulfills these responsibilities by educating the Georgia Key Club members and setting specific goals for each project.
- f. The District Events Committee is responsible for planning and executing the events held by the Georgia District, such as the District Convention. This committee works throughout the year to ensure that each event held is thoroughly thought ahead so that it will run smoothly. It must also pick the locations and themes of the annual District Convention as well as plan and execute the Georgia Leadership Training Conference.

ARTICLE 8. CONVENTIONS

Section 1. A convention of the Key Clubs in the district shall be held once in each calendar year at such place and date as shall be agreed upon by the Board of Trustees. The Board of Trustees may be advised of possible locations by an experienced conventioneer.

Section 2. The Secretary-Treasurer shall mail to each club and to the Administrator of Key Club International an official call to the convention at least sixty (60) days prior to the date of the convention. Complete information on all elections, contests, and awards shall also be included. The Board of Trustees shall have full supervision and management of all conventions under the supervision of the District Key Club Administrator and the sponsoring Kiwanis District personnel. Key Clubs in the convention area may be assigned responsibility in conduction of the convention.

Section 3. Each club in good standing shall be entitled to two (2) voting delegates, including the president as one of the two, and two (2) alternates at any convention.

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

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

Section 6. In the absence of the Governor from any convention of the district, the Board of Trustees shall designate a member of the district board, with the exception of the District Administrator or Assistant Administrators, to act as chairman.

Section 7. A quorum at any district convention shall comprise the official delegates present and representing not less than one-third of the total number of clubs in good standing within the district.

Section 8. Within thirty (30) days after the convention, the District Secretary-Treasurer shall make a report of the proceeding of the convention including a complete synopsis of all actions taken and shall transmit a copy thereof to the Administrator of Key Club International, and to the members of the Board of Trustees.

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

- a. Address by the Governor of the sponsoring Kiwanis District, or their representative.
- b. Recognition of the winning Achievement Reports, Single Service Activity Reports, Scrapbooks, and other activities.
- c. An oratorical contest on a subject selected by the International Board of Trustees, conducted under rules prescribed by the said Board.
- d. The nomination and election of officers for the ensuing year.
- e. The recommendation of the District Board of Trustees of the place and time for holding the next district convention.
- f. A Talent Contest with the preliminaries in the morning of the second day of the convention. Only one entry per Key Club in good standing will be allowed.

Section 10. Nominating Caucus

- a. Any candidate seeking election of a district office shall subscribe a biographical sketch to the District Board two (2) weeks before the convention.
- b. Any person seeking election of a district office will go before regional caucus on the first night of convention.
- c. No placement of campaign material will be permitted until time of registration.
- d. Upon the second night of convention, all candidates seeking election to a district office shall appear before the Nominating Caucus.
- e. The Nominating Caucus shall be composed of two (2) delegates selected from each division by caucuses on the first night of the convention and all district officers.
- f. The Nominating Caucus will serve to seek out the best qualified Key Clubbers for each office. In the event that there is more than one candidate running for the office of Governor, Secretary-Treasurer or Bulletin Editor, delegates will vote by secret ballot to narrow the number of candidates to appear before the House of Delegates. The two candidates receiving the most votes will be placed on the

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ballot in the House of Delegates and will be allowed to address the House of Delegates.

- g. Candidates for district office will be given two (2) minutes for speeches and four (4) minutes for questioning in both the Regional and Nominating Caucuses.

Section 11. House of Delegates

- a. The House of Delegates will meet by the morning of the last day of the district convention.
- b. The Governor will be official chairman of this meeting.
- c. The House of Delegates shall consist of the official two delegates from each club and the District Board.
- d. The speeches of the candidates for Governor will be no more than three (3) minutes and the speeches for all other officers will be no more than one (1) minute long.
- e. Counting of the votes for the House of Delegates will be carried out by the Governor and each Assistant Administrator, appointed by the District Administrator. If an Assistant Administrator is a faculty advisor and has a candidate for district office, that administrator will not be allowed to count that officer's votes.

ARTICLE 9. VACANCIES IN OFFICES BETWEEN CONVENTIONS

Section 1. In the event between conventions of a vacancy in the office of Governor, the Board of Trustees, directed by the District Administrator, shall elect a qualified member of a club in the district to become Governor for the unexpired term. In any year in which no district convention is held, the Board of Trustees shall elect a qualified member of a club to serve for one year.

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

Section 3. In the event between conventions of a vacancy in the office of Secretary-Treasurer, or Bulletin Editor, the Board of Trustees shall elect a qualified member of a club in good standing to fill the office for the unexpired term.

Section 4. Whenever it shall appear to the Governor that any Lieutenant Governor, District Secretary-Treasurer, or Key Ring Editor is failing to perform the duties of their office, the Governor shall set a meeting not more than twenty-one days thereafter with such officer and the Kiwanis-Key Club Administrator to consider the facts why the office shall not be vacated. If the said officer shall refuse to attend this meeting and it will appear the alleged facts are true, the Governor shall have the power, with approval of the District Administrator, to recommend the suspension of said officer and to nominate a duly qualified replacement for him to serve the duration of their term. The Governor shall report such recommendations and all facts immediately to the District Board of Trustees for ratifications of said suspension and said nomination, a majority vote being

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required. In the event that a regularly scheduled meeting of the Board of Trustees is to be held within a reasonable time, the Governor shall submit their recommendation at the meeting, and action shall be taken. In any such action, the suggested replacement shall not be allowed to vote unless he is a district officer. The officer in question will be allowed voting and debating privileges.

Section 5. Whenever it shall become apparent to the Board of Trustees and District Administrator that the Governor is failing to perform their duties, it shall be the responsibility of the District Secretary-Treasurer, 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 by-laws.

ARTICLE 10. REVENUE

Section 1. Each member club shall pay to Key Club International, the fee prescribed by the International Board of Trustees, for each member per annual, as International dues and subscription fees.

Section 2. Each member of a club shall pay the annual fee prescribed by the Georgia District Board of Trustees as district dues and subscription fees. These should be paid by local Key Clubs in Georgia, not by individual member to the district. These dues will be declared payable by the first day of October, and shall be remitted to Key Club International no later than December first.

Section 3. The amount of the district dues shall be determined by the Georgia District Board of Trustees subject to the approval of the District Administrator. The amount prescribed will comply with the stipulations and limits of Key Club International.

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

Section 5. The dues to be paid to the district by any new clubs admitted to membership during the fiscal year shall be the dues for each and every member for that year.

Section 6. Clubs newly formed during the year, reactivated clubs and members elected into a club shall pay district dues for one full year.

Section 7. Members who are elected into a club after the district convention will be considered unofficial members until the following year with full membership privileges.

Section 8. The District Governor, Secretary-Treasurer, and Administrator shall prepare a budget to be approved by Board of Trustees on both Key Club and Kiwanis levels.

ARTICLE 11. RULES OF ORDER

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Section 1. “Robert’s Rules of Order” (Newly Revised) shall be the parliamentary authority for all matters of procedure not specifically covered in these by-laws.

ARTICLE 12. AMENDMENTS

Section 1. Amendments to these by-laws shall be made only at convention by a two-thirds vote of delegates present, provided, however, no amendment shall be provided for adoption without the approval of the Key Club Administrator present at the convention.

ARTICLE 13. APPROVAL BY THE GEORGIA DISTRICT BOARD OF TRUSTEES

Section 1. This set of proposed bylaws has been drafted by the Policy and Contests Committee of the district. These bylaws are to be discussed and reviewed if necessary.

ARTICLE 14. APPROVAL BY KEY CLUB INTERNATIONAL

Section 1. These by-laws and amendments, or additions shall not become effective until they have been approved by Key Club International.

ARTICLE 15. DISTRICT PUBLICATIONS

Section 1. The official name of the manual of the Georgia District shall be called the “BUILDING BLOCKS.” It shall include the names and addresses of the Georgia District Board of Trustees, and the Bylaws of the Georgia District. It shall be compiled yearly by the District Secretary-Treasurer and distributed no later than September 30th of each year.

Section 2. The official news publication of the Georgia District shall be called the “KEY RING.” It shall be a bimonthly publication done by the District Editor. It must include an update from each division, highlights of service throughout the Georgia District, and newsletters from the executive board.

As of March 20, 2016.