

Minnesota-Dakotas District of Key Club International District Board Policies and Procedures

Board Procedures are meant to represent the consensus of Board functioning in the Minnesota Dakotas District. These procedures are amendable by a 2/3 vote of the Key Club Board with the approval of the Kiwanis District Board and the Administrator.

I. Elections

A. Each prospective candidate for the Board will fill out a Statement of Candidacy form as provided in the official Annual Key Club District Convention mailing.

B. Candidacy will be established through the nomination process at the District Convention.

C. Any Candidate seeking a position on the District Board must be in attendance at the Annual Key Club District Convention.

D. No Candidate may display nor distribute campaign materials while at the District Convention.

E. Those running for a position on the District Board are encouraged to submit a one-page (8½x11) Biographical Sketch for publishing in the Candidates Booklet.

F. No Candidate will seek election assistance from any District Board member currently holding an elected or appointed position on the District Board. Any District Board member reported to be helping a Candidate will be immediately removed from the position. Any Candidate reported to be seeking a current District Board member's assistance will jeopardize his or her candidacy for the office being sought.

G. Every Candidate elected to office will be expected to pay the remaining amount after Kiwanis District donation toward his or her Convention registration to attend the annual International Convention.

II. Duty Descriptions

A. District Governor

1. Produce and distribute at least four (4) newsletters to club presidents during the course of the year.

2. Produce and distribute a weekly update via e-mail to all District Board members.

3. Prepare and distribute a tentative agenda for each District Board meeting at least three (3) weeks prior to the meeting.

4. Develop District Board training materials and prepare committee assignments and directives. Give suggested forum ideas to each committee.

5. Attend all Key Club District functions whenever possible.

6. Work on increasing the membership in all District clubs.

7. Help the District Secretary in dues collection

8. Prepare two (2) speeches to be used at Kiwanis Conventions.
9. Prepare a speech that may be used at all Key Club functions.
10. Oversee the production of the Fall Rally and District Convention scripts with the assistance of the District Administrator.
11. Maintain an accurate and up-to-date file on each of the District Board members.
12. Encourage District Board input on District operations.
13. Communicate at least three (3) times per month with the District Administrator, and seek input from the District Administrator for all prepared agendas for District Board meetings.
14. Attend the Governor/Administrator Training Conference (GATC) and attend the International Leadership Training Conference (IndyCon).
15. Correspond with assigned International Trustee in regards to International issues and District issues, and uphold the Trustee/Governor service agreements.
16. Must have access to the internet and e-mail on a regular basis.

B. District Secretary

1. Produce and distribute at least four (4) newsletters to club secretaries.
2. Produce and distribute a weekly update via e-mail to all District Board members.
3. Develop materials for and conduct club secretary workshops at District Convention.
4. Prepare and distribute copies of all District Board minutes to the District Board members and International office within fifteen (15) days following the District Board meeting.
5. Work under the supervision of the District Administrator.
6. Attend all Key Club District functions whenever possible
7. Present the Secretary's Report at all District Board Meetings.
8. Send 1st Delinquent Dues notices to club presidents and advisors by December 1; 2nd Delinquent notices to school principals and sponsoring Kiwanis Clubs by January 31; 3rd Delinquent notices to school principals, advisors, and Kiwanis Lieutenant Governor prior to District Convention.
9. Help the District Administrator prepare a list of contest winners from the District Convention to be sent to the International Office within two (2) weeks following the Convention.
10. Prepare and distribute a District Directory before September 1.
11. Keep accurate records of all clubs monthly and point forms submitted to the District.
12. Must have access to the internet and e-mail on a regular basis.

C. Bulletin Editor

1. Produce and distribute four (4) official publications of the District Bulletin, the *Minn-Kota Key*, during the course of the Key Club year.

2. Collect news articles from the individual clubs of the District to include in the publication.

3. Work with a printing company for the publication of the *Minn-Kota Key*.

4. Have billing sent to the District Administrator.

5. Attend all Key Club District functions whenever possible.

6. Publication distribution dates and content should be: Late August or Early September- summer service projects, International Key Club Convention review, Invitation to Fall Rally; October- Fall Rally, fall activities, holiday activities; January or February- Mid-Winter Conference, official call to District Convention, official call to International Convention. March or April- District Convention, spring service projects, International Convention.

7. Help the District Administrator prepare the official District Convention Mailing.

8. Must have access to the internet and e-mail on a regular basis.

9. Produce and distribute a weekly update via e-mail to all District Board members.

10. In the event the positions of Bulletin Editor and District Webmaster are combined, the Bulletin Editor will complete the additional duties of the District Webmaster.

D. District Webmaster

1. Have billing sent to the District Administrator.

2. Attend all Key Club District functions whenever possible.

3. Prepare the District Convention Slide Show. The District Convention Slide Show should ideally reflect all clubs in the District.

4. Assist with the technological production of Fall Rally and District Convention.

5. Must maintain the District's website on a regular basis.

6. Must have access to the internet and e-mail on a regular basis.

7. Produce and distribute a weekly update via e-mail to all District Board members.

8. In the event the positions of Bulletin Editor and District Webmaster are combined, the District Webmaster will complete the additional duties of the Bulletin Editor.

E. Lieutenant Governors

1. Produce and distribute monthly club newsletters that contain pertinent District information.

2. Make arrangements for training all club officers at the divisional level including position responsibilities committee structure, Kiwanis relations, communication, and Key Club education by January 1.

3. Visit every club in the division at least once.

4. Attend all Key Club District functions whenever possible.

5. Encourage all clubs to attend the annual Key Club District Convention.

6. Work toward 100% dues collection within the division without impeding the collection of dues by the District Secretary.
7. Work on membership growth - 5% per club from the pervious year.
8. Work toward chartering two (2) clubs within the Division.
9. Help the District Secretary obtain all new club officer information by May 15.
10. Host a Division Rally with a goal of at least 80% club attendance.
11. Communicate committee progress as established at the District Board training session as directed by the District Governor.
12. Prepare forum materials for District Convention.
13. Hold at least three (3) President's Council Meetings (PCMs) throughout the Key Club year.
14. Produce and distribute a weekly update via e-mail to all District Board members.
15. Must have access to the internet and e-mail on a regular basis.
16. Must recruit at least one Key Club member from the Division to take their place as Lieutenant Governor before the District elections at Spring Convention

III. Meetings and Activities

A. Each elected or appointed officer is required to attend every official function of the District Board in its entirety. Exceptions will be considered by the District Governor and the District Administrator.

B. Each District Board member will be expected to attend the following official functions:

1. District Board training session
2. International Key Club Convention
3. Minnesota-Dakotas Kiwanis Convention
4. Fall Leadership Training Conference (Fall Rally)
5. Kiwanis Mid-Winter Conference / Tri-K Board meeting
6. Key Club District Convention

C. The District Governor will be expected to attend GATC with the District Administrator, and the International Leadership Training Conference (IndyCon). The District Governor may attend special Governor training sessions at the discretion of District Administrator.

D. Before each Minnesota-Dakotas official function, Kiwanis of Key Club, a District Board meeting will be called. The District Governor will publish and distribute a District Administrator approved agenda three (3) weeks prior to each official District Board Meeting.

E. Each Lieutenant Governor will be expected to hold a club officer/advisor training conference within his or her division at a date determined by the Lieutenant Governor in conference with the District Governor. Executive District Board members and the District Administrator will be invited to these conferences.

F. The Minnesota-Dakotas Code of Conduct will be in effect at all times at all official Key Club functions and District board meetings. No exceptions will be granted except as approved by the District Administrator. Ignorance of the Code of Conduct will

not result in leniency for any District Board member.

IV. Reimbursable Expenses of the Minnesota-Dakotas Key Club Board

A. It is suggested that District Board members make every attempt to conserve the budget as much as possible. It is also suggested the budget be used in this manner: 1/3 for duplication and forums; 1/3 for correspondence and newsletter publication and distribution; 1/3 for travel and telephone expenses. In conserving the budget in this manner, a board member should have sufficient funds to last throughout the Key Club year. No other funds will be provided. Once the budget is gone, it is gone.

B. Travel will be reimbursed by the rate of thirty (30) cents per mile.

C. Meals

1. Any and all meals eaten while in transit or at a function not already provided for by the District may be vouchered.

2. Voucher must include all corresponding receipt(s).

D. Postage and Mailing

1. First class postage is to be used for personal correspondence and newsletters

2. Voucher must include all corresponding receipt(s).

E. Duplication

1. Only printing, duplication, and/or production costs in relation to newsletters, forums, or assigned duties may be vouchered.

2. Voucher must include all corresponding receipt(s).

F. Telephone

1. Reimbursement is for long distance calls only and not for monthly charges related to telephone rental, hook-up charges, etc.

2. The maximum reimbursement time for any call made by a District Board member will be fifteen (15) minutes.

3. Long distance calls should be limited as much as possible to those within the division for Lieutenant Governors. Other District Board members should try to limit long distance calls to not more than ten (10) or (15) minutes per month depending upon the issue of each call.

4. Absolutely no long distance calls outside the District will be able to be reimbursed except for five-minute calls made by the District Governor to the International Trustee.

5. All reimbursable calls must be justified on the voucher form. Justification will include a copy of the actual telephone bill with the reimbursable calls clearly indicated.

V. Attitude

A. District Board members will exhibit an attitude of cooperative spirit with each other at all times.

B. If difficulties arise between District Board members, those members are expected to meet and discuss their difficulties. If the difficulties cannot be resolved through mutual discussion, the following procedures are to be followed:

1. If the dispute is between board members who are not members of the

District Administrative team, those members in dispute will present that difference to the District Governor for discussion and possible resolution. The District Governor will immediately notify the District Administrator of the dispute. The District Governor may consult with the District Administrator or the Assistant Administrators to help with any possible resolutions. If no resolution can be reached, the matter will be referred to the District Administrator for discussion and possible resolution.

2. If the dispute is between a District Board member who is not a member of the District Administrative Team and a member of the District Administrative Team other than the District Administrator, those individuals in dispute will present that difference to the District Administrator for discussion and possible resolution.

3. If the dispute is between a board member other than the District Administrator and the District Administrator, the District Board member and the Administrator will consult the Kiwanis District Governor for discussion and possible resolution.

C. At no time will a District Board member become a divisive element in the team. Should a District Board member proceed to divide District Board members against each other or against the District Administrator, the District Board member will be asked to resign immediately.

VI. Administrative Support and Disciplinary Action

A. It will be the responsibility of the District Administrator to complete a mid-term review of each board member's progress. Issues such as communication, work ethic, and club level participation should be addressed, and solutions proposed.

B. In an effort to encourage a strong work ethic and mutual respect amongst board members:

1. The District Administrator will have the authority to place members of the District Board on probation or suspension for failing to perform their duties or for inappropriate action.

2. Any additional disciplinary action is allowed with a majority vote of the District Board