

KEY CLUB[®]



POLICY AND PROCEDURE MANUAL

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Credits

The Policy and Procedure Manual of The Georgia District has been compiled by the District Parliamentarians over nearly two decades. The District Parliamentarian also serves as the Chairperson of the Policies, Rules, and Regulations Committee, and is charged with the revision and drafting of this manual.

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POLICY AND PROCEDURE MANUAL: GEORGIA DISTRICT OF KEY CLUB INTERNATIONAL

The policies of the Georgia District of Key Club International are the principles by which the District shall supervise and control clubs, Divisions, or other groups of chartered clubs and members within said District. These policies are subject to the Constitution, By-laws, and Policies of Key Club International. Furthermore, these policies are subject to the by-laws of the Georgia District and where these policies paraphrase, or refer to the by-laws of the said District, said by-laws shall be controlling. In addition, this 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 Georgia District. Procedures to be used for changes to these policies shall be found within the body of these policies.

This manual shall be the responsibility of the District Contest and Policy committee, which shall review its contents for appropriateness and recommend changes thereto.

Article 1: Administration

1: Definitions

2: District Policy

2.1: Revision Procedures

Any Key Club in good standing or any District Standing Committee may present a proposal to add to or revise items in the District Policy Manual. Proposals by a Key Club in good standing shall be sent to the Kiwanis District Office. These proposals will then be forwarded to the Chair of the Policy and Contests Committee. The Committee will review the proposal and recommend action to the Board of Trustees during 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 Governor and Chair of the Policy and Contests 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 not less than 24 hours 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 attending.

2.2: Revision Effectiveness

The date of approval by the Board of Trustees is indicated at the end of each numbered paragraph. If no date is indicated, the Policy statement is a proposal and will be presented for approval at a subsequent Board of Trustees meeting.

3: By-law Revision Procedure

Any Key Club in good standing may make a proposal to revise the District by-laws. In addition, any member of the Board of Trustees may make a proposal to revise the by-laws. A proposal to revise the by-laws by a Key Club in good standing must be submitted in writing to the Kiwanis District Office and received not later than December 1 in order to be considered at the following House of Delegates. This proposal must be endorsed by the Key Club Lt. Governor in that Club's Division and by the sponsoring Kiwanis Club President. All proposals for revision to the by-laws received by the District Office shall be forwarded to the Contet and Policy Committee Chair and to the Key Club Governor. Any proposals not within the above criteria will be returned with a letter stating the reasons for noncompliance. A proposal to revise the by-laws by a member of the Board of Trustees must be endorsed by the majority of the Board of Trustees at the Winter Board Meeting. All qualifying proposals shall be submitted by the Policies, Laws, and Regulations Committee Chair to the House of Delegates for action.

4: Relation to Kiwanis District

Copies of this Policy Manual and changes thereto shall be submitted to the Kiwanis District Board on a continuing basis of information only, no approval by that Board is deemed necessary. However, the Key Club District by-laws must be approved by the Kiwanis District Board.

4.1: Key Club Administrator

The Key Club District Administrator serves by appointment of the Governor of the Georgia District of Kiwanis International. The administrator shall administer the Key Club District within the by-laws of Key Club International and the by-laws of the Georgia District of Key Club International.

4.2: Assistant Administrators

Assistant Administrators shall be nominated by the Key Club District Administrator and appointed by the Kiwanis District Governor. The Assistant Administrators shall represent and assist the District Administrator and shall act as liaison between the Key Club Lieutenant Governors and the Kiwanis Lieutenant Governors wherever needed. They shall assist the various Divisions and see that proper elections are held for Division Lt. Governors. They shall encourage participation of Key Club members in all District and International functions. The Assistant Administrators shall ensure that the Key Club Officers within their assigned Divisions fulfill the duties of their respective offices, whether those offices are Division, District, or International. In the event of a resignation or the failure of any of these officers in the performance of their duties, they shall assist in the replacement of that Officer. The Assistant Administrators shall assist the District Administrator in the performance of their duties whenever possible including serving as Advisors to Board Committees, at Board Meetings, Conventions and Conferences.

5: Divisions

5.1: Boundaries

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Key Club Divisions Boundaries shall coincide with the boundaries of Kiwanis Divisions as defined by the Kiwanis District Board unless specifically modified for Key Club purposes.

6: Key Club Dues

6.1: Dues and Suspension

Each Key Club is required to pay the amount equal to Key Club International dues per year for District dues for each of its members. 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 December 1. An active club that does not pay either District or International dues within 60 days of December 1 will be said to be not in good standing or have a delinquent status. If either District or International dues remain unpaid at the time of the Key Club International Convention, the club will be placed into a “suspended” status. If, after October 1 of the next year the dues remain unpaid, the charter of the suspended club may be revoked. A revoked status Key Club must have at least 15 dues-paying members before it can be reactivated and removed from the revoked status list. A membership list must accompany the dues payment.

6.2: Each person who registers to attend the District Convention must be a dues-paying member of a club in this District unless specifically invited by the Governor. The District Administrator shall not allow a person to register for the convention if his or her name does not appear on a club roster.

7: District Finances

7.1: District 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 Georgia District.

7.1.2: District Function Expenses

The following policy applies to all expenses commissioned by the Lieutenant Governors and Executive Board Members in pursuing their District Committee Work, duties within their Region, and all other outlined by the Governor. These expenses are paid for by the Key Club District budget funded by Key Club dues. Vouchers must be submitted to the Key Club District Secretary-Treasurer. Expenses related to functions outside the District (except for committee meetings) will not be reimbursed.

- A. Lieutenant Governor Division expenses will be reimbursed on a formula based on dues paid by clubs in that Division.
- B. Telephone expenses will be paid for long distance (and zone) charges only. Duration of any call in excess of 5 minutes (except for the 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 or 2 per 7-day period to the same phone number. Calls of less than 2 minutes are not included in this restriction.

- C. A copy of all receipts must be sent to the Secretary-Treasurer. This includes a copy of the telephone bill with the calls (and the person called) identified.
- D. Expenses incurred as a result of District Committee work must be approved by the Governor and the Committee Chair.

7.1.3: District Convention

In order to receive complimentary registration for the District Convention (to include registration and lodging), Board Members must sell Convention Program ads (amount required to be determined by the District Administrator).

7.2: Board Meetings

District Board meeting expenses for Lieutenant Governors, the Executive Board (Governor, Secretary-Treasurer, and Bulletin Editor), the Convention and District Project Chairs, as well as any other Board appointee, are paid based on the Key Club budget. Vouchers for these expenses should be submitted directly to the District Secretary-Treasurer. Housing will be provided for one night unless otherwise specified.

- A. Meals may be provided. Meals not provided must be paid for by the Key Club member.
- B. If air transportation is required, the following rules apply:
 - 1. Authorization must be obtained in advance from the District Administrator.
- C. Vouchers for expenses must be submitted to the District Secretary-Treasurer at each Board Meeting.
- D. Expenses will be paid for 4 Board Meetings.

7.3: District Budget

The District Secretary-Treasurer is responsible for the preparation of the District Budget in conjunction with the Governor and District Administrator. The District Budget shall be balanced. It shall be presented for approval of the District Board at the Lieutenant Governors' Training Conference/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 and shall be submitted to the Kiwanis District Board for its approval. Lieutenant Governors' budgets, as a line item in the District Budget, shall be formulated by the District Secretary-Treasurer in a fair and impartial manner in consideration of Division geographical and size considerations. Lieutenant Governors' budgets shall be approved by the District Executive Board before being incorporated into the District Budget.

8: Invocation

At all formal meetings of the members of the Georgia District of Key Club International the invocation or benediction is to refer to no particular religious sect or symbol.

9: Interdivisional and Overnight Activities

This section governs all interdivisional and overnight activities for members of the Georgia District of Key Club International, including members of local clubs.

9.1: Key Club Governor and Members of the Executive Board

All travel outside of the home division of the Governor and individual members of the Executive Board, except as noted below, must be approved in advance by the Administrator. Exceptions are:

- A. District Board Meetings
- B. K-Family District Conventions
- C. Key Club International Convention
- D. Key Club International Leadership Conference

9.2: Lieutenant Governors

All travel outside of the home region of the Lieutenant Governor, except as noted below, must be approved in advance by an Assistant Administrator or the District Administrator. Exceptions are:

- A. District Board Meetings
- B. K-Family District Conventions
- C. Key Club International Convention
- D. Officer Training Conferences
- E. Committee Meetings
- F. Divisional Council Meetings (DCM)
- G. Georgia Leadership Training Conferences (GLTCs)
- H. Georgia District Rallies (GDRs)

9.3: Overnight Functions and Out of Division Functions

- A. All overnight K-Family Functions and functions held outside of the home division must be approved in advance. If the event is within the home region, approval may be obtained from an Assistant Administrator. If the event is outside of the home region, approval must be obtained from the District Administrator or a designated alternate. The organizer of the function shall obtain permission before the event. The request shall indicate the date, location, and purpose of the event, the responsible adult in charge and the proposed attending clubs. The District Code of Conduct must be enforced at all events.
- B. Approval of the school advisor, principal, or other appropriate school official must be obtained in advance.
- C. Each Key Club member under the age of 18 must provide the completed District Medical Release Approval Form before gaining admittance to any overnight event. It would be appreciated if every member, regardless of age, presents the completed form.

Article 2: District Board of Trustees

1: Members of the District Board of Trustees

1.1: Members

The members of the District Board of Trustees, as specified in the District By-Laws, shall consist of the Officers of the District (a Governor, a Lieutenant Governor for each division, a Secretary-Treasurer, and a Bulletin Editor) and the District Administrators. The Governor may appoint additional officers who shall also be declared full members of the Board and subject to the same conditions herein prescribed, (November 1998). Each officer must be active in their respective office. The productivity, activity, and conduct of the officers are subject to evaluation by the Governor, the District Administrator, and the Assistant Administrators, (January 1992).

1.2: 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 By-Laws, will be determined by the Governor and District Administrator.

1.3: Honorary Member

Honorary Members of the Board of Trustees may be appointed at the discretion of the Governor and the District Administrator. They shall have no voting privileges, (May 2004).

1.4: Dismissal of Members

When it has been determined by the Governor or an Assistant Administrator that a member is inactive, that member will be placed on probation by the Governor after a consultation with the District Administrator. A member will be deemed to be inactive, in the absence of unusual circumstances, if he or she does not submit a monthly report or newsletters during a period of three months. The member will be notified by mail, that an improvement in productivity, activity, and conduct will be required during the probationary period. If no improvement is shown, the Governor may dismiss the Board member with the approval of the District Administrator. A member may also be dismissed for cause of 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 vote of the members of the Executive Board, or upon the request of the Governor and/or the 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 the entire board. A special meeting of the Board may be called for this purpose. The term of probationary status shall last for the period of the time left in the individual's term of office, (June 1998).

2: Executive Committee

2.1: Members

The Executive Officers shall consist of the Governor, the Secretary-Treasurer, the Bulletin Editor, and the District Administrator (an ex-officio member). The Governor may

add such other non-voting appointed officers with specified duties as is deemed appropriate, with the approval of the Board of Trustees.

2.2: Meetings

Meeting shall take place before all Board Meetings and at the discretion of the Governor. Meetings may include guests as determined by the Governor and Administrator.

2.3: Duties

Duties shall include adequate preparation for upcoming board meetings, officer evaluation, and the preparation of new business for the Board. The Secretary-Treasurer must report minutes of these meetings to the Governor within 14 days. Minutes are to be approved by the Governor and the Administrator and distributed to the Board of Trustees within 30 days after the meeting.

3: Duties of the Board and Members

The Executive Officers shall determine the official directives for the District Committees with the approval of the Administrator. They shall determine the specific minimum duties required for the Board Members. The Lieutenant Governors and the Secretary shall be responsible for the creation of a District Directory.

4: Meetings of the Board

There shall be a standing invitation to attend all meetings of the board issued to the Assistant Administrators, the Director of Kiwanis Sponsored Youth, the Kiwanis International Divisional Lieutenant Governors, and those Kiwanians who follow Sponsored Youth.

4.1: Time and Location

The District Board shall meet a minimum of four times during the Administrative year. These four occasions should include (1) Spring Training and Board Meeting (2) Summer Board Meeting, (3) Winter Board Meeting, and (4) preceding the District Convention. The exact times are subject to the mutual agreement of the District Administrator and the Governor.

4.2: Decorum

4.2.1: Dress Code

At all District Board functions the dress code shall be business professional unless otherwise determined by the Governor and the Administrator. Business professional wear shall include dress shoes and, for the men, dress slacks, ties, coats or sweaters, and badge, for the women, skirts and blouses, pants suits, or dresses, and badge.

4.2.2: Code of Conduct

- A. No alcoholic beverages or drugs of any nature with the exception of prescribed medication will be permitted in the possession of anyone attending a Georgia District Key Club function.

- B. A retiring hour no later than 12:00 AM will be observed and enforced. Key Clubbers are expected to be in their rooms at this retiring hour and they are expected to remain there. No Key Clubber should be on balconies after curfew. Unnecessary noises at any hour are prohibited.
- C. Care shall be taken not to deface, or destroy any property, or to throw any objects from windows. The placing of signs or any messages on the windows of hotel rooms is prohibited. No materials may be affixed to hotel walls. Any damages will be paid for by the individual responsible.
- D. Gambling, use of firecrackers, fireworks; in brief, any action unbecoming of a Key Clubber will not be allowed.
- E. All Key Clubbers are expected to behave themselves as responsible young adults, and are expected to attend all sessions and activities. Coat and tie are mandatory for all designated sessions for males and appropriate dress (dresses, skirts, dress slacks/suits) for all females. Clothing which may cause distractions during the convention; in brief, dress apparel unbecoming of a Key Clubber will not be allowed. Slacks and appropriate casual dress (excluding jeans, shorts, cutoffs, T-shirts, and other slovenly dress) will be allowed for specific designated activities.
- F. No Key Clubber may change room assignments without proper permission from the Housing Coordinator.
- G. Every Member will respect the authority of the Sergeant at Arms Committee, Key Club Administrators and designated staff.
- H. Smoking is prohibited. Adults who smoke are asked to do so in their hotel rooms.
- I. The tapping of glasses and dishes with silverware, tying of napkins, writing on tablecloths, and other such disruptive and distracting behavior during meal sessions will not be tolerated.
- J. Infractions of the Code of Conduct will be reported by the Sergeant at Arms Committee to the District Board, respective Administrator, and chaperone. Appropriate actions will be taken for any infractions including the dismissal of any delegate or visitor from the convention or event at the expense of the individual, with a letter to his/her parents, school authorities, the president of the sponsoring Kiwanis Club, Kiwanis Governor, and District Administrator.
- K. These rules are effective from the time the Member arrives until they depart.

4.3: Agenda

The official agenda of all Board Meetings shall contain opportunities for the District Committees to meet at least once. They shall also call for a Governor's report, a Secretary-Treasurer's report, a Bulletin Editor's report, a report on Key Club International activities, and for District Committee reports.

5: Lieutenant Governors

5.1: Duties

The following are duties of a Lieutenant Governor:

- The Lieutenant Governor must strengthen all weak clubs in the division and be sure that every club is organized and properly functioning. This is the MOST IMPORTANT of the Lieutenant Governor's duties.
- Monthly Reports must be completed and sent to the District Governor, the District Administrator, the Assistant Administrators, the District Secretary-Treasurer by the tenth day of the month, from April to March. A copy should be kept each month for the Division file. THESE REPORTS ARE IMPERATIVE AND MUST BE DONE ON TIME.
- The Lieutenant Governor must visit each club in the division and fill out the "Lieutenant Governor Report of an Official Club Visit" immediately after the meeting.
- The Lieutenant Governor should also try to attend at least one meeting of each Kiwanis Club in the Division, always prompting Key Club to the Kiwanians.
- Each Lieutenant Governor must attend: the District Convention where he/she is installed and the Board Meetings immediately thereafter, the Spring Training and Board Meeting, the Summer Board Meeting, the Winter Board Meeting, and the District Convention where he/she leaves office.
- In addition, the Lieutenant Governor should attend International Convention during his/her term.
- The Lieutenant Governor is responsible to and for all clubs in his/her division.
- The Lieutenant Governor must encourage each club in his/her division to pay its dues on time; this includes District and International dues.
- The Lieutenant Governor is responsible for collecting all directory information, compiling a Division Directory, and submitting it to the District Secretary-Treasurer by the Summer Board Meeting.
- The Lieutenant Governor should become a friend to each Club President early in the year to insure a good working relationship throughout the year.
- The Lieutenant Governor must promote the organization of new Key Clubs in the division by providing literature and assisting sponsoring Kiwanis Clubs in establishing a new club.
- The Lieutenant Governor shall publish at least 10 newsletters per term to keep the Division and all other interested persons informed of Division, District, and International activities.
- The Lieutenant Governor must hold at least four Divisional meetings during the year. One of these must train the new club officers.
- The Lieutenant Governor shall carry out the programs of the Governor and the District Executive Board, and Key Club International.
- The Lieutenant Governor shall hold a rally where a successor Lieutenant Governor is elected, help train the successor, and ensure that the Division files are turned over the Lieutenant Governor.

5.2: Election of Lieutenant Governor

Lieutenant Governors are to be selected at a rally (the Georgia District Rally) consisting of club members from that Lieutenant Governor's division. The following procedures shall be used to elect the new Lieutenant Governor when more than one person is seeking the position.

- A. The new Lieutenant Governor should be elected at a Divisional or Regional Rally which shall be set by the Lieutenant Governor and Assistant Administrator no later than one week prior to the district convention.
- B. Each candidate must submit to the current Lieutenant Governor the signed Agreement to Serve form (see Section 2, Article 5.4).
- C. The candidates should speak of their qualifications for two minutes in front of the Divisional members at the Rally. While each candidate is speaking the other candidates should be out of the room.
- D. After speaking the candidates should answer any caucus type questions the rally members have for a period not to exceed three minutes. During the questioning all other candidates should be out of the room.
- E. No more than two delegates from each club in attendance shall vote by secret ballot after all the candidates have spoken and answered questions. Delegates should be identified prior to the candidate speeches.
- F. The current Lieutenant Governor shall be in charge of the Lieutenant Governor's election.
- G. The candidate with a majority vote in the secret ballot shall be the winner. If there is a tie or no candidate receives a majority, there shall be a second secret ballot between the two candidates with the most votes.
- H. If yet another tie occurs, only one delegate from each club shall be allowed to vote. If there is an even number of clubs, the Lieutenant Governor will cast a vote if the secret ballot of delegates results in a tie.
- I. When the balloting results in a winner, the Lieutenant Governor should declare that voting is finished and not announce the winner until the proper time in the agenda.
- J. After the rally, the Lieutenant Governor should inform the winning candidate of his/her responsibilities at the District Convention and submit the winner's name to the District Administrator.
- K. If there are no candidates for Lieutenant Governor elected at the divisional rally, an election shall be held at the divisional caucuses at District Convention via the election procedure outlined in Article 2 Section 5.2 Subsections C-J. As long as one club in good standing is present, an election may occur. These elections should occur at the conclusion of the standard divisional caucus.

5.3: Training of Lieutenant Governors

- The Lieutenant Governors must participate in training set forth in Article 5, Section 1.3. (Page36)

5.4: Agreement to Serve

Each Lieutenant Governor must complete an Agreement to Serve form and submit it to the current Governor no later than one-week after Georgia District Rally. This form is available from the District Administrator and the Assistant Administrator. The form must have all of the required signatures when submitted.

5.5: Duties

The following are duties of a Lieutenant Governor-At-Large:

- The Lieutenant Governor-At-Large must perform all the duties of a Lieutenant Governor for his/her assigned divisions.

5.6: Appointment of Lieutenant Governor-At-Large

Lieutenant Governors-At-Large shall be appointed by the Governor for divisions who lack a Lieutenant Governor. Candidates for the office shall submit a letter and/or fill out an application requesting appointment to the Governor immediately following the District Convention. The Governor shall appoint each Lieutenant Governor-At-Large and assign each his/her respective divisions. Lieutenant Governors-At-Large may be appointed to preside over any division within the District including their own.

5.7: Training of the Lieutenant Governors

The Lieutenant Governor or Lieutenant Governor-At-Large must participate in training as set forth in Section 5, Article 1.3. (Page 36)

5.8: Agreement to Serve

Each Lieutenant Governor must complete an Agreement to Serve form and submit it to the current Governor no later than one week after the Georgia District Rally. Each Lieutenant Governor-At-Large must also complete and submit an Agreement to Serve form to the current Governor no later than one week after appointment. This form is available from the District Administrator and the Assistant Administrator. The form must have all of the required signatures when submitted.

6: Committee Structures

6.1: Standing Committee

The District Committees may be District Events, District Project, K-Family, Public Relations, and Contest and Policy. Regulations as well as any other ones the Governor shall deem timely.

6.2: Members

The Governor shall assign Board Members to serve on standing committees. The Governor shall have the authority to appoint any Georgia District Key Club member in good standing as Committee Chair for any standing committee. The Governor shall consider specific request to serve on given committees but shall attempt to assign members to their committees based on their geographical location. This would facilitate committee meetings at times other than Board Meetings. Committee assignments should be announced by the Governor at Spring Training and Board Meeting. Training in the duties of the Committees and committee work procedures should be established at this meeting.

6.3: Charter of Committees

6.4: District Events

1. Encourage the establishment of subcommittees at the summer Board Meeting for staging, sergeant at arms, hospitality, Board Dinners, host committee, and others as necessary.
2. Outline, prepare, refine, and revise the agenda for the 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.
3. Set the final budget and registration fees at the Winter Board Meeting.
4. Determine an incentive plan to promote the selling of ads for the District Convention Program.
5. Promote the selling of ads to the Board and Club Presidents by means of articles, special announcements in general, District, Club and Board mailings, etc.
6. Determine a deadline in cooperation with the printer designated to print the District Convention Program.
7. Make available the appropriate ads contract forms to at least all Lieutenant Governors with a self-explanatory cover letter for all the forms.
8. Produce the final printed program pursuant to the direction of the Governor.
9. All income derived from the sale of the ads in the convention programs will be dispersed to the Key Club budget.
10. And any other duties assigned by the Governor.

6.5: Committees

6.5.1: District Project

1. Determine the District Project that can involve most clubs, can promote Key Club to the public as a service organization, can promote interest, and can be monitored by the Committee.
2. Develop specific and attainable goals, hourly and monetarily.
3. Promote the District Project to the Board and Club Presidents by means of articles in the “Key Ring”, special announcements in general District, Club, and Board mailings, and in articles in the Governor’s newsletter.
4. Maintain accurate records through recording process of Club Participation, hourly and momentarily.
5. Publish a complete description and prompt ideas for Club Presidents.

6.5.2: Kiwanis Family

1. Inform the District members of their Circle-K, Builder’s Club, K-Kids, Aktion Club, and Kiwanis counterparts.
2. Update the District about K-Family activities, project ideas, and current contests.
3. Insure K-Family interaction at the Executive Board level.

6.5.3: Public Relations

1. Develop a monthly public relations campaign to encompass district-wide goals using social media posts and various promotional graphics
2. Assist the Lt. Governors in promoting and advertising the Key Ring

3. Create content for social media
4. Create a promotional plan for all district and international events
5. Create content for the Key Ring and Lt. Governor's monthly newsletter

6.5.4: Contests and Policy

This committee is responsible for maintenance of the District By-Laws and the Policy and Procedures Manual, as well as determining and promoting the contests and scholarships that will be offered each year. This committee will also be tasked with judging all contests and awards - with the exception of scholarships and individual student recognition awards, which will be judged by the Key Club Adult Committee. To perform these tasks, the following is required:

By-Laws

1. Know, understand and be able to interpret the By-Laws of this District and Key Club International so that they may be properly applied.
2. Call proposals for revisions to the By-Laws and recommend action to the Board of Trustees.
3. Ensure that proper procedures are followed in recommending changes and present the proposal for change to the House of Delegates for action.
4. Serve as Parliamentarian at all District Functions.

Policy and Procedures Manual

1. Maintain and expand the District Policy and Procedures Manual. Prepare policy where appropriate or request policy preparation by the appropriate person or committee.
2. Review all requests for additions or revisions to the Policy and Procedures Manual. Ensure that proper procedures are employed and present the proposals to the Board of Trustees for action.

Contests, Awards, and Scholarships

1. Determine the list of District contests and scholarships each year at the Summer Board Meeting and set a deadline for all contests and scholarships to be due.
2. Inform the District of all available contests and scholarships and promote them to clubs throughout the District.
3. Choose a suitable, fair judge for each contest and scholarship and have these approved by the District Administrator and Governor at the Winter Board Meeting.

6.5.5: Major Emphasis

1. Become familiar with the District Endorsed Projects along with the District Project at Board Training.
2. Become thoroughly educated about the new Major Emphasis Program (MEP) every two years and educate the District Board about the new Major Emphasis Program (MEP).

3. Develop literature explaining the Major Emphasis Program and Endorsed Projects and mail it to all clubs at Summer Board Meeting and Winter Board Meeting.
4. Discuss ways to promote the Endorsed Projects along with the District Project during all committee meetings.
5. Develop sample projects involving the Major Emphasis Program, Endorsed Projects, and District Project and distribute to clubs throughout the District.

6.5.6: District Events Committee

Georgia Leadership Training Conference

1. Organize various tasks for district members in conjunction with the district governor by the Summer Board Meeting.
2. Develop PowerPoint and script at least two weeks before Georgia Leadership Training Conference and send to the district governor and administrator.
3. Create resources to effectively promote the Georgia Leadership Training Conference.

District Convention

1. Brainstorm convention themes and board training and present a list of at most three ideas to the District Board at summer Board meeting to be voted on.
2. Outline, prepare, refine, and revise the agenda for the convention. The complete program of events should be finalized by the Winter Board Meeting.
3. Prepare materials which can be used to promote District Convention to clubs and members.

International Convention

1. Finalize a pin and t-shirt design for the convention.

6.6: Work Procedure

6.6.1: Meetings

Committee meetings shall be held at least once in conjunction with every District Board Meeting. Additional meetings may be called by the Chairs as necessary during the year. The Committee Chair shall provide notice of committee meetings to each member of the committee and the Executive Board and Kiwanis Advisor at least two weeks prior to the scheduled meeting (this only applies when committee meetings are not held in conjunction with Board Meetings).

6.6.2: Work Accomplishment

The committee shall set goals to carry out the Executive Board's 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. This will be best done by mail or telephone or special committee meetings. Failure of committee members to perform assigned tasks shall result in disciplinary action or removal from office.

6.7: Chair Duties

The Chair of each Standing Committee are to be appointed by the Governor with the assistance of the Executive Board and the approval of the District Administrator. The Chair should become familiar with the charter and requirements of the Committee and discuss the plans for the year with the Adult Advisor.

6.8: Organization

The Chair may appoint a Secretary to take minutes at all meetings of the committee. These minutes must be submitted to the Governor and the District Secretary. The Chair may also appoint subcommittees as necessary to accomplish the work assigned.

6.9: Reports

Each standing committee, as appointed by the Governor, shall submit a written report at each Board Meeting. This report shall designate the activities of the previous periods, the number of meetings held and the attendees at each meeting. 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 for next year's Board.

6.10: Advisor (Assistant Administrators to Committee)

The District Administrator shall appoint Assistant Administrators as advisors to each committee. The duties of the advisor shall be as follows: Attend all committee meetings, keep in close contact with the Chair during the year, 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 and assure a report to the Board.

Article 3: DISTRICT CONVENTION

Pursuant to the positions of Article 7 of the International Constitution Article 5 of the International By-Laws, 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. Care should be taken so that the District Convention dates do not conflict with any religious holy days, statewide events, national testing days, etc.

1: District convention

1.1: Purpose

The purpose of District Convention shall be as follows:

1. The transaction of District business, including the preparation and presentation of reports, the election of officers, and the adoption of District by-law amendments and resolutions.
2. Education and inspiration of Key Club activities, re-emphasizing the importance and value of the members of Divisions, and the District and International, as a means of improving the efficiency of club operations.

3. Fellowship, entertainment, and training of officers and members.
4. Development and selection of participants and reports for the International Convention.

2: Responsibilities

The District Events Committee, appointed by the Governor, shall have overall responsibility for producing the District Convention with assistance and approval from the Executive Board, the District Administrator, the Committee Advisor, and the Kiwanis Coordinator of Sponsored Youth. The Chair shall appoint subcommittees as delineated below to carry out duties necessary to ensure a smooth flow of progress and a well-organized convention. Those duties include:

1. Spend the entire year becoming familiar with the convention site. Know the hotel, convention center and surrounding area intimately. Become acquainted with the hotel staff. Obtain maps of the hotel and convention meeting rooms to be used.
2. Arrange the program 30 days prior to convention. This includes color guard, dance, band, agenda, etc.
3. Meet with the other Key Club committee chairs at the Winter Board Meeting to ensure that they are aware of the arrangements and that the district events committee is aware of their responsibilities.
4. Set the budget and registration fee at the Winter Board Meeting.
5. Make final decisions on Board dinners at the Winter Board Meeting, if possible.
6. One month before the convention, double check that all manpower needed to conduct the convention is selected and knows their responsibilities.

2.1: Credentials Committee

The District Administrator will provide a list of pre-registered delegates and alternates who will be given the necessary credentials for voting. The credentials committee will be responsible to:

- Certify that no more than two voting delegates from each club are given credentials for voting.
- Provide adequate publicity and identification so that all club delegates check in and receive their identifying ribbons.
- Have a representative at the credentials desk during registration to ensure that delegates' credentials are valid.
- Be accountable for maintaining a correct number of accredited delegates and delegates-at-large which shall be certified by the Governor.

2.2: Sergeant-at-Arms Committee

The Sergeant-at-Arms shall be appointed by the District Administrator or his designee to serve at the Convention. He will work in close cooperation with the advisor appointed by the District Administrator. The committee responsibilities include:

1. Preservation of order for all convention functions and in all hotels occupied by Key Club members. The committee will control all entrances for all meeting for the purpose of maintaining an orderly entrance and exit.

2. The committee will lend assistance in maintaining control over the House of Delegates.
3. Lend assistance in maintaining order in the caucus rooms.
4. Responsible for assisting all Key Club members in abiding by the convention Code of Conduct.
5. The Chair is responsible for seeing that the committee carries out its duties with courtesy and that the members of the committee do not abuse the rules themselves.

3: Location

This is the Best Key Club District in International and consequently has the best District Convention of any. Because of the large numbers of registrants, and the facilities required to conduct the best convention, it is extremely difficult to find hotels and cities capable of handling this convention. In an effort to keep the cost and fees as low as possible, it is necessary to schedule facilities several years in advance. With that in mind, it is the policy of this District to alternate convention sites. Convention sites will alternate as determined by the board.

4: Registration

The District Administrator shall design, print, and mail out the registration forms for the convention to all Key Clubs in the District. Each club shall complete the forms according to instruction and return them with the proper fees prior to the deadline for registration. Any registrations received after the deadline will be accepted and subject to space available. Rooming arrangements with the hotel will be coordinated by the District Administrator directly or through a Convention Bureau. Registration at the convention will be handled by the District Administrator.

5: Candidates for District Office

Any person who is a member in good standing in a Key Club of this District may run for an elective office on the District Executive Board. To do this, the candidate must submit a Statement of Candidacy to either the District Administrator or the Governor prior to adjournment of the Candidates meeting prior to the opening session of the District Convention. The parents of the candidate must also understand and sign the Statement of Candidacy. Failure to deliver the Statement of Candidacy prior to the Opening Session will preclude the nomination of that candidate for any office at the Convention. It is suggested that candidates mail their Statement of Candidacy to the District Administrator or Governor at least one week prior to the opening of the Convention.

6: Candidate Nominations

6.1: Intent to Run

All candidates who furnish the signed Statement of Candidacy and attend the candidate meeting on the day of Convention Opening Session may campaign for office prior to the Nominating Conference unless that person wishes to be nominated from the floor.

6.2: Nominations From the Floor

Nominations from the floor will not be allowed unless the candidate can submit a signed valid Statement of Candidacy at the conclusion of the opening session of the Convention as prescribed above. Nominations from the floor will be allowed only at the Opening Session. When there are no more nominations from the floor, nominations will be closed for the Convention. If a person requests to be nominated from the floor, that person may not distribute or have displayed any campaign literature after the Opening Session has been adjourned, and the campaign material has been checked by the Credentials Committee.

6.3: Campaign Material

The rules governing all campaign materials used at the District Convention are described here. Campaign material may not be displayed or distributed until after that campaign material has been presented and checked and approved at the Candidates Meeting that is held prior to the Opening Session. Rules governing the distribution and display of material will be further described at the Candidates Meeting. If a person desires to be nominated from the floor at the Opening Session, then that person's campaign material may not be displayed until after that Opening Session. Violation of these rules will result in disqualification of the candidate.

6.4: Monetary Limits

The total cost of all campaign material (as described in this Policy) to be used at the District Convention must not exceed \$65.00 value. An itemized receipt must be provided to the Regional Administrator at the Candidates Meeting that lists the cost of each type of material used. If the Election Committee questions the total cost and independent printer will be consulted or by mutual agreement, certain items on the list may be deleted, according to the itemized receipt, to bring the total cost within the \$65.00 limit.

6.5: Type of Material

The following types of campaign material are allowed:

- Flyers: Maximum quantity of seven hundred (700). Maximum size unfolded is 8 ½ by 11 inches.

All materials will be identified by the Election Committee with a distinctive mark to preclude the introduction of additional material during the convention. Any other material as permitted by the committee will be acceptable.

6.6: Food, Candy, and Stickers are not permitted.

6.7: Candidate Endorsements

6.7.1: Candidates are not allowed to solicit and advertise endorsements from their own Division and local club only.

6.8: Caucus Conduct

6.8.1: Each Caucus at the District Convention is presided over by a Chair and a timer appointed by the Governor. It is the responsibility of the Chair to ensure that the members of the Caucus treat the candidates with respect and that the Caucus is conducted in an orderly manner and in good taste. To aid the Chair in attaining these goals, the following policy shall be followed:

- A. Sample questions will be distributed at each caucus by the Chair. These questions will be approved by the Administrator and Governor. No questions will be allowed to be answered by the candidate that are of a personal nature, not in good taste, or of a harassing nature to the candidate. Rude behavior will not be tolerated.
- B. To further assist the Chair, one of the Assistant Administrators or assistants will be present during the Caucuses and will be responsible for ensuring that the policies of the District are followed. It is also expected that a member of the District Executive Board, when possible, will be present in the Caucus Room.
- C. To ensure that all candidates receive fair and like treatment during the caucus, an audible alarm device should be used for timing candidate appearances. It is the Chair's responsibility to ensure that the device is started when the candidate starts the presentation. The Chair should ensure that all persons in the room can hear the signal to cease and that the candidate is released at that time.

7: Contests and Awards

Each Key Club in the District is encouraged to compete in at least one of the Contests conducted at the District Convention or to nominate a person for one of the individual awards. Clubs should plan their yearly activities to take advantage of the most appropriate contests for their own situation. Every Key Club in the District should submit an Achievement Report before District Convention. The Resource Manual contains a description of all contests and awards conducted and presented at the District Convention. This manual is updated yearly by the Policy and Contests Committee and the District Board and is incorporated in the District Policy by reference. Copies of the Manual are distributed every year to clubs in the District. More in-depth descriptions of the awards, the prerequisites for the awards and sample forms to be used to enter the contests are available on the District website. The procedures used at the Convention for judging and presenting awards are found in the District Convention Procedures section of this manual.

8: Code of Conduct

The District Board will set the code of conduct for the District Convention prior to the convention and shall notify all Key Clubs of the Code, which shall be adhered to 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 the expulsion from the convention and notification of the Key Club, sponsoring Kiwanis Club, and school. The Sergeant-at-Arms shall be charged to enforce this code.

9: Convention Procedures

9.1: Hotel Rooms

The District Office and Coordinator of Sponsored Youth will make most arrangements and contracts with the convention hotel(s). Sleeping room arrangements are made by the District Office at the request of the registrants, while selection of meeting rooms is coordinated with the District Board committees to ensure that the latest policies of the District Board are implemented as much as possible.

9.2: Convention Advisors

The District Administrator will select a Convention Advisor from one of his staff. The advisor will assist the District Events Committee in whatever manner desired and will be the primary aide to the Convention Chair and assist him in the conduct of the convention.

9.3: Registration

The Key Club District is responsible for mailing and receiving convention registration information. The District will then make available registration information to the Board. Subsequent duties for the Board are: Stuff convention packets with information supplied. Provide manpower for registration tables at the convention. Additional table locations are necessary for credentials, adults, VIPs, late registration (for adults only), and trouble. Late registration and trouble locations will be manned by adults.

9.4: Prepare a typed badge for every person registered.

9.5: Guests

9.5.1: The Key Club image at the convention is very important. This is especially true in relation to the ways guests are hosted. The district events committee will:

- Make arrangements to meet special guests and entertainers.
- See that there are escorts for all convention guests.
- Ensure that guests are aware of any special seating arrangements.

9.6: Other Tasks

Prepare place cards for the head tables and guest tables for each session. Be sure to inform the people that will be seated at special places. Assist the district events committee in providing chaperones for the Governor's Ball.

9.7: Election Process

9.7.1: Candidates Meeting

There will be a Candidates meeting on Friday afternoon of the Convention weekend. Each candidate must be in attendance. The Governor must be in attendance. This should be an informal meeting with the following agenda items.

9.7.2: Candidate Affidavit Check

Every candidate must have submitted by mail or brought to this meeting a completed affidavit and statement of candidacy. No candidate will be permitted to

campaign without one. The Chair should read the names of candidates and the office they are running for after ensuring that the affidavits are complete.

9.7.3: The Rules of Campaigning

The Governor shall present the rules to be adhered to during campaigning and the penalties for not adhering to them. The campaign material posting rules will be described to the candidates. Only posters are allowed to be displayed by the candidate.

9.7.4: Caucus Rules

The Governor will describe the caucus roles to the candidates (having done the same previously to the Caucus Chairs) and discuss timeliness and maintenance of the candidate schedule. Caucus schedules will be prepared and provided to each candidate and Caucus Chair. An audit will be performed on the candidate's literature to ensure that it meets the rules governing literature. This will be accomplished before the candidates leave the meeting.

9.7.4.1: Caucus Chair Meeting

Persons attending this meeting should be the Assistant Administrator, Governor, and the Caucus Chairs. This should be an informal meeting and include the following items:
General Rules. The Administrator and Governor will brief the Caucus Chairs on the rules of conduct for the Caucus, the attendance requirements, sample question handout, decorum, and the procedure to follow if candidates do not arrive on time. The room must be cleaned out when the caucus is completed.

9.7.4.2: 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 inside guard of waiting candidates. No one including adults will be allowed in the Caucus Room when the doors are closed because of a candidate present in the room.

9.7.4.3: Introductions

Important visitors should be introduced by the Caucus Chair at the discretion of the Chair or on suggestion of the Regional Administrator present.

9.7.4.4: Candidate Relations

Caucus Chair will use a timer with buzzer to control the time for each candidate schedule.

9.7.5: Credentials Desk at Registration

The District Administrator will supply the Credentials desk with a list of clubs (alphabetically arranged) with the preregistered delegates (and alternates) names printed. At registration, these lists will be updated with the names verified by the attending club members and new names added.

9.7.5.1: Nominating Conference and House of Delegates

The lists provided from the Credentials Desk will be supplied. When delegates arrive, check the name badge against the registration roster and give the delegate a blank ballot. This is the admission slip and the delegates should go directly to the session. If a person leaves the delegate chamber, there will be no readmission.

9.8: Nominating Conference

9.8.1: There shall not be a Nominating Conference if there are no more than two candidates for each of the three offices to be voted on. In the event that more than two candidates compete for any office or endorsement of the District Convention, a Nominating Conference shall be called to select two candidates who shall compete for each respective office for the final ballot of the House of Delegates. All candidates shall appear before the Nominating Conference even though there may be only two or less candidates before the Nominating begins. The conference shall proceed as follows:

- A. The membership of the Nominating Conference shall consist of the delegates-at-large and two delegates representing each division in attendance. The delegates shall be certified by the Credentials Committee. Should a delegate leave the conference prior to adjournment, no re-admittance will be allowed. There shall be no admittance to anyone except candidates after the Chair has ordered the doors closed (November 1991).
- B. A limited number of adult observers shall be admitted to the conference at the discretion of the Administrator and the Governor.
- C. The Chair shall be the District Governor.
- D. The Secretary shall be the District Secretary-Treasurer.
- E. 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-Treasurer is a candidate for an office, the District Governor shall appoint a replacement.
- F. The Timers shall be the Administrator(s). (December 1998)
- G. It is recommended that the following order of appearance be followed
 1. Bulletin Editor
 2. District Secretary-Treasurer
 3. Governor

9.8.2: Each candidate shall leave the Nominating Conference after giving his/her presentation and shall not be present when any other candidate is giving a presentation

for the same office. The candidate shall not be permitted into the Nominating Conference (except delegates-at-large who, by their position on the Board, have the right to be a voting delegate-at-large) until the results of any office for which he/she may be a candidate have been announced. Each candidate shall have 2 minutes to speak; gubernatorial candidates shall have 3 minutes.

9.8.3: 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. Questions are not allowed. At the conclusion of balloting for District offices, the Chair of the Policy and Contest Committee will present any proposed District By-Law changes that have been approved for presentation to the delegates. A majority vote by the delegates is needed for adoption of additions or revisions. Finally, the Chair of the Policy and Contests Committee will present the Convention Resolutions for approval by the House of Delegates (majority vote).

- A. The membership of the House consists of the delegates-at-large and two delegates from each club in attendance and in good standing.
- B. When the Governor convenes the House, 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 the District Administrator. The ballot will not be returned.
- C. A delegate may only vote for those offices for which he/she has heard all of the candidates' speeches. The portions of the balloting not attended by the delegate will be voided.
- D. A spectator section will be provided which is separate from the delegate sitting area. Non-delegate Key Club members and adults will be allowed and silence must be observed at all times. Entry and exit of spectators will only be allowed during periods between candidate presentations.
- E. When each candidate has completed their presentation to the House, they may remain in the House and sit in the delegate section if he/she is a delegate. If the candidate is not a delegate, he/she may remain in the spectator section. However, no two candidates for the same office shall be in the room together during speeches.
- F. When the marking of the ballots is complete, the ballots will be collected by the District Administrator and remain in their custody until counted and destroyed. Ballots must be counted in a manner that only the Administrators know the final results. Those results will be placed in individually sealed envelopes and handed to the person announcing the results.
- G. The order of Proceedings at the House of Delegates is as follows:
 1. Call to Order
 2. Flag Salute
 3. Invocation
- H. Governor explains the procedures for the House:
 - Candidates are called one at a time.

- Candidates will each make a short speech (1 minute, 3 for Governors).
 - When the candidates for all offices have finished, the delegates shall mark their ballots. Ballots are collected when all candidates have finished making their presentation.
 - Presentation of proposed By-Law Changes.
 - Vote on By-Law change proposals.
 - Presentation of Resolutions.
 - Vote on Resolutions.
 - Announcements.
 - Adjournment.
- I. The delegates shall vote for one of the candidates for all offices; provided, however, that the delegates shall have the additional option of voting for “none of the above” for International Endorsement if the delegate does not believe that the candidate should be endorsed by the District at the International Convention.

10: 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 committee and the District Administrator.

11: Contests and Awards

Contests and awards for the Convention shall be established by the District Administrator.

Article 4: INTERNATIONAL CONVENTION

Every Key Club member of the Georgia District of Key Club International is encouraged to attend the Key Club International Convention held each year during July. Registration may be made 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 credit to this District. All persons attending are required to attend all sessions, all District meetings, and adhere to the code of conduct. Those not on the tour must have a chaperone.

1: District Tour

It shall be the policy of the Georgia District to support the International Convention. Promoting the tour to the convention shall be prepared by the District Administrator and the Administrative Assistant. The Key Club Governor and the Board of Trustees shall promote the convention in newsletters and bulletins. The incoming District Board shall attend the International Convention. The District Administrator and spouse, or their alternate, shall attend as host and hostess for the tour.

1.2: Conduct and Dress Code

Every person from the Georgia District attending the International Convention shall conduct themselves according to the rules of conduct as published by the

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International Board of Trustees. In addition, they shall obey rules established by the District Board or tour leaders.

1.3: Elections

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 office. The following items are recommended for persons who intend to run for an International office.

2: District Endorsement

Persons running for an International Office should 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 only one is most worthy of endorsement by the entire District and is recommended by the District to International for support. Endorsement may be received by campaigning during District Convention for that purpose. Key Club International policies only allow one person to receive endorsement from the District for any office other than President but endorsement is not necessary to campaign for International office.

3: International Elections

The 3 delegates from the Georgia District to the International Nominating Conference shall be the Governor, Secretary-Treasurer, Bulletin Editor. If any of these persons cannot attend the International Convention, the Governor shall confer with the Administrator as to the appropriate replacement and inform the International Office of the selection. No member of the District delegation shall campaign for a specific candidate not from the Georgia District. However, if it appears to be in the best interest of the Georgia District for it to delegate to support a specific candidate, the delegates should be so informed, with the reasons, during a meeting of the entire delegation. The Governor may offer the District support for a candidate from another District in trade for their support of our candidate(s). If this is to be done, the Governor should provide the reasons and get the support of the Georgia delegation before making the agreement.

4: District Caucus

The Governor shall act as Caucus Chair at the Georgia District Caucus at the International Convention or, if the Governor is unable to fulfill his/her obligation as Caucus Chair, he/she shall appoint an acting chair. The Governor shall not appear in any District Caucus in support of a candidate other than one from the Georgia District, the Caucus Chair shall not ask questions of a candidate unless there are no questions from the floor. Attendance will be taken at each Caucus session. Failure to attend a caucus session will be cause for investigation. If there is not a good reason for the absence(s), the 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.

5: Sergeant-at-Arms Participation

Current Lieutenant Governors and Club Presidents will be used to fulfill the District commitment for Sergeant-at-Arms, other volunteers will be accepted. It is not District policy to require past Lieutenant Governors to participate in this activity.

Article 5: TRAINING

1: Board

1.1: Governor

The Governor shall attend a Governors' Training Conference sponsored by Key Club International. The District Administrator will accompany the Governor. Travel expenses should be included in the Governor-elect budget.

1.2: Executive Board

Each executive Board member should carefully review the files of his/her predecessor with that predecessor. The 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 his office.

1.3: Lieutenant Governors

When the Lieutenant Governor is elected at the Georgia District Rally or a regional/divisional rally, the current Lieutenant Governor will make arrangements to meet with the new Lieutenant Governor to provide informal training as to the duties and requirements of the office. If possible, the current Lieutenant Governor should meet with the parents to further describe the Lieutenant Governor's tasks; this may be completed at the incoming/outgoing board meeting immediately following the farewell session. Formal training will also be conducted at the training session within the 1st month following the District Convention.

1.4: Convention

On the day of the farewell session of the Convention, a mandatory meeting for the new Lieutenant Governors will be called. At this meeting, they will receive information as to the duties of their office from the District Administrator and others.

1.4.1: Training Weekend

A weekend of training will be conducted by the Governor and District Administrator before the end 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 Governor in training as will special guest motivational and subjective speakers. A Lieutenant Governor Manual will be provided and discussed which will be used as a reference manual for the remainder of the year. The Lieutenant

Governors will be introduced to their committees and receive the goals and expectations of those committees.

2: Club Officers

2.1: Newly elected officers should attend the annual District Convention held immediately following their election. They should attend the relevant training sessions pertaining to their office at the Convention.

2.2: All officers and interested club members should attend the Region or Division Officer's Training Conference for additional training.

2.3: The officers should attend such additional training sessions, which may be provided by the Lieutenant Governor.

3: Regional/Divisional Officer's Training Conferences

3.1: The Lieutenant Governor's in a Region of geographic area and the respective Assistant Administrators shall arrange and conduct an Officer's Training Conference for the club officers within the included Divisions. All clubs in the included Divisions shall be invited and encouraged to attend with their advisors by the Lieutenant Governor.

3.2: The District officers shall be invited to attend and participate in the training sessions.

Article 6: CLUB POLICIES

1: Administrative Year

The Key Club Administrative Year shall be from convention to convention in accordance with Key Club International Policy and By-Laws.

2: Election of the Officers

Officers for each individual club should be elected in February and serve as "officer-elect" until May when they are inducted. This period of time should be used to train the officers in their duties and allow them to plan for their year as officers