

# MT District Key Club Bylaws 1991



## **Article 1: Name and Territorial Limits**

Section 1:

The name of this organization shall be the Montana District of Key Club International.

Section 2:

The boundaries shall be determined by the Montana District of Kiwanis International, and shall be subject to the approval of Kiwanis International. It shall be sponsored by, but not part of, Kiwanis International.

## **Article 2: Objects**

Section 1: The objectives of this District shall be:

- To promote the objectives of Key Club International
- To coordinate the projects of member Key Clubs
- To strengthen and extend the Key Club Movement
- To increase the fellowship and co-operative effort of clubs within the district in general objectives, programs, and policies of the District and Key Club International
- To accept and promote the constitutional objectives of Kiwanis International

## **Article 3: Territory**

Section 1:

The territory of this district shall be divided into divisions corresponding to the Montana District of Kiwanis divisions. The boundaries of these divisions shall be subject to approval of the Board of Trustees of the Montana District of Kiwanis International.

## **Article 4: Membership**

### Section 1:

Each Kiwanis sponsored Key Club in this District shall be a member of this district.

### Section 2:

Any member club more than sixty (60) days in arrears for any indebtedness to Key Club International, or to this District, shall be considered not in good standing.

### Section 3:

Any member club that fails for two (2) successive years to have present at least one (1) delegate at the annual convention of this district and does not furnish satisfactory excuse for such failure to the Board Of Trustees within thirty (30) days after an official request therefore, shall be considered not in good standing.

### Section 4:

Any member club not in good standing with Key Club International shall be considered not in good standing with this District.

### Section 5:

The District Governor shall report the name of any member club not in good standing with the District at each meeting therefore and shall direct the District Secretary to send a notice that such club is not in good standing and the reason therefore to the President of such club, to the President of the sponsoring Kiwanis Club, and to the Administrator of Key Club International.

## **Article 5: Officers**

### Section 1:

The officers of this District shall be a Governor, a Lieutenant Governor for each division, a Secretary, a Treasurer and a Bulletin Editor and such other non-voting officers as called for in the District By-Laws. There will be no divisional treasury established and no divisional officer other than the Lieutenant Governor.

### Section 2:

Each officer shall be an active member in good standing in a club of the district, and each Lieutenant Governor shall be a member of a club in the division from which he/she is elected. No member shall be elected to office who is eligible for graduation before the next succeeding convention.

### Section 3:

The district officers shall be elected in the manner prescribed in the District By- Laws. They shall begin their official duties immediately following induction and shall serve for one (1) year, or until their successors are duly elected.

### Section 4:

The duties of the District 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/She shall be an ex- officio member of all standing special committees. It shall be his/her duty to attend the Convention of Key Club International during his/her term.

(b) The Lieutenant Governor shall be the executive officer of the division and shall preside over all division conferences or meetings. He/She shall carry out the programs and policies of the District Governor and of Key Club International in his/her division. He/She shall perform his/her assigned responsibilities as a member of the District Board of Trustees.

(c) The Treasurer, under the supervision of the Kiwanis District Key Club Administrator, shall receive all district dues, convention registration fees, and other District income. He/She shall disperse these funds in the manner authorized by the Board of Trustees. The Treasurer's accounts and books shall, at all times, be open to the inspection of the Governor, the Board of Trustees, the District Key Club Administrator, the Treasurer of the Montana District of Kiwanis International and any authorized auditor. The Treasurer shall make a report at the annual convention and at any time as the Governor or Board of Trustees may require.

(d) The Secretary shall keep all records of the District Convention and of the meetings of the Board of Trustees. He/She shall submit a report to the annual convention and such

other times as the Governor or Board of Trustees may require. He/She shall submit to the proper officials and committees all communications received from Key Club International. He/She shall cooperate with the Governor in forwarding all official reports required by Key Club International. He/She shall perform such other duties as may be assigned to him/her/hers by the Governor or Board of Trustees. He/She must read and grade all reports of the clubs each month and organize the District Ladder to be sent to all club secretaries and the Board of Trustees. The Governor will be responsible for distributing the Ladder to all club Presidents. Details of the rest of the duties of the Secretary shall be left up to the Governor.

(e) The Bulletin Editor shall be responsible for the editing and production of the Mon-Key, the Montana District publication. He/She shall produce no less than four and no more than six issues in his/her elected term of office. He/She shall send this publication to the District Administrator for reproduction and mailing

(f) All members of the Board of Trustees shall be bound to the duties set down in their service agreements.

(g) All officers, with the exception of the Key Club Administrator, shall be elected at the Annual District Convention. The District Key Club Administrator shall be designated by the Board of Trustees of the sponsoring Montana Kiwanis District

## **Article 6: Board of Trustees**

### Section 1:

The Board of Trustees shall consist of the officers and the District Key Club Administrator.

### Section 2:

The management and control of the affairs of the District not otherwise provided for in these By-Laws shall be vested in the Board of Trustees, subject to the discretion of the District Key Club Administrator, the sponsoring Kiwanis District Board, and the Board of Trustees of Key Club International.

### Section 3:

All official actions of the Board of Trustees between conventions must be brought before all officers and the District Key Club Administrator.

### Section 4:

The Secretary shall notify each member of the Board of Trustees, the Administrator of Key Club International, the International Board Counselor, and the officers of the sponsoring Kiwanis District, in writing, of the time, place, and date of any meeting at least two (2) weeks in advance of the date of such meeting.

### Section 5:

In the absence of the Governor from a meeting, the Board of Trustees shall designate one of their members, with the exception of the District Administrator to act as chairman.

### Section 6:

One-half of the total members of the Board of Trustees shall constitute a quorum and a majority vote of those present shall decide any question with the exception of those questions for which a greater proportion is specifically required in these By-Laws.

### Section 7:

Within thirty (30) days after any special or regular meeting of the Board of Trustees, the Secretary shall make a report of the proceedings of the meeting, comprising a complete synopsis of all action taken and shall submit a copy thereof to the Administrator of Key Club International, the District Board of Trustees, and to any President within the District upon request.

### Section 8:

In the event the Governor is in any way incapacitated a special meeting of the Board of Trustees may be called by the Secretary and two-thirds (2/3) of the Board of Trustees.

## **Article 7: Committees**

### Section 1:

There shall be such standing and special committees as shall be authorized by the Board of Trustees. At the time of authorizing any such committee, the Board of Trustees shall designate the duties of such committee, or leave this designation to the Governor.

## **Article 8: Conventions**

### Section 1:

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

### Section 2:

The Governor shall mail to each club and to the Administrator of Key Club International an official call to the Annual Convention at least fifty (50) days prior to the date of the convention. The Board of Trustees shall have full supervision and management of all conventions under the supervision of the District Key Club Administrator, and the Montana Kiwanis District.

### Section 3:

Each club in good standing will be entitled to two (2) delegates and two (2) alternates to the House of Delegates in any Convention.

### Section 4:

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

### 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 Lieutenant Governor to act as chairman.

### Section 7:

A quorum at any convention of the District shall comprise the official delegates present and representing not less than one third (1/3) of the total number of clubs within the district.

### Section 8:

Within thirty (30) days after any convention, the Secretary shall make a report of the proceedings of the convention, including a complete synopsis of all action