

MT District Key Club Bylaws 2004



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.

Look in the Kiwanis Guidebook to find these.

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:

A club must attend the annual district convention to be considered in good standing. 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 an appointed, non-voting Bulletin Editor and such other non-voting officers as called for by the Executive Board. 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 until the next district convention. If a vacancy occurs the officer will be replaced as called for in these bylaws.

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 all Montana District events and 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, Montana District 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 Montana District Board of Trustees shall be bound to the duties set down in their service agreements.

(g) All officers, with the exception of the Bulletin Editor, Tech Master, Executive Assistant (The Executive Assistant is an optional position to be employed if deemed necessary by the Governor with the approval of the District Administrator) and the Key Club Administrator, shall be elected at the Annual District Convention. The Bulletin Editor shall be appointed by the newly elected Key Club Board before the first official board meeting. 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 Montana District 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 shall be called by the Secretary and two-thirds (2/3) of the Board of Trustees. At this meeting the current board of trustees shall appoint a new governor, and fill the vacated position if a current board member is appointed. In the event that the next district convention is a month or less away it will be left to the board who will fill in for the incapacitated governor. This person must be approved by the administrator and no one shall actually be appointed.

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 taken and transmit

a copy thereof to the members of the Board of Trustees and to the Administrator of Key Club International.

Section 9: Each convention program shall include the following:

- a. Address by the Governor of the sponsoring Kiwanis District, or his/her representative.
- b. The reading of the winning achievement reports or a summary thereof, and making of reports.
- c. An oratorical contest on a subject selected by the Board of Trustees of Key Club International conducted by rules prescribed by said board.
- d. The submitting and judging of entries in the scrapbook contest.
- e. The reading of the winning single service activity report, or a summary thereof, and the making of reports.
- f. The nomination and election of officers for the ensuing year.
- g. The recommendation of the District Board of Trustees of the time and place for holding the next District Convention.
- h. A candidate clinic and a workshop dealing with the responsibilities of District Officers.

Article 9: Vacancies in office between conventions

Section 1:

In the event between conventions of a vacancy in the office of Governor, the Board of Trustees shall elect a qualified member of a club in the District to become Governor for the unexpired term.

Section 2:

In the event between conventions of a vacancy in the office of Lieutenant Governor, the Executive Committee of the Board of Trustees shall elect a qualified member of a club in the District to become Lieutenant Governor for the unexpired term.

Section 3:

If a vacancy occurs in the offices of Secretary, Treasurer, or Bulletin Editor, the Executive Committee of the Board of Trustees shall elect a qualified member of a club to fill the office for the unexpired term.

Section 4:

Whenever it shall appear to the Governor that any Lieutenant Governor, District Secretary, or District Treasurer, is failing to perform the duties of his/her office, other than the obligations of

the service agreement, the Governor shall give such District officer immediate notice of the fact and shall set a meeting not more than twenty-one (21) days thereafter with the Kiwanis Key Club Administrator to consider any such facts and reasons why the office shall not be declared vacant. If it shall appear that the alleged facts are true, the Governor shall have the power, with the approval of the District Administrator, to recommend suspension of said officer and to nominate a duly qualified replacement for him/her to serve the duration of his/her term. The Governor shall report such recommendations and all facts immediately to the Executive Committee for ratification of said suspension and said nomination, a three fourths ($\frac{3}{4}$) vote being required. In the event that a regularly scheduled meeting of the Board of Trustees is to be held within a reasonable time, the Governor shall submit his/her recommendations at the meeting, and action shall be taken. In any such action, neither the officer in question, nor his/her suggested replacement shall be allowed to vote.

Section 5:

In the event that an officer is not fulfilling their service agreement, the Governor or Administrator shall notify the other officer of the deficiencies and give them at least ten (10) days to correct these. If after this deadline, the deficiencies are not corrected then the executive board shall vote to determine if the officer should be replaced. A two thirds ($\frac{2}{3}$) majority vote is required.

Section 6:

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

Article 10: Revenue

Section 1:

Each member club shall pay the District for each and every member the sum equal to that amount set by International for dues per annum as District dues. These dues shall occur at the same time that International dues occur, and shall be remitted with the clubs International Dues to International no later than the deadline for International dues.

Section 2:

In no case shall the total District dues exceed the amount set for International dues per annum per member.

Section 3:

The dues to be paid to the District by any new club admitted to membership during the fiscal year shall be the dues for each and every member for that year.

Article 11: Rules of Order

Section 1:

"Robert's Rules of Order" (Newly revised) shall be the parliamentary authority for all matter of procedure not specifically covered in these bylaws.

Article 12: General Provisions

Section 1:

Each club of the Montana District must write and submit a monthly report of designated form to the Governor, Secretary, and their respective Lieutenant Governor no later than the tenth of each month. Each club must also submit a report to the District Bulletin Editor, on the months chosen by the Bulletin Editor, to be used in the District publication, by the tenth of the chosen months. To be in good standing with the district, every club must report no less than six (6) secretary reports and no less than three (3) reporter reports in a year.

Article 13: Amendments

Section 1:

Amendments to these By-Laws shall be made only at conventions by a two thirds (2/3) majority of the delegates present, except that no amendment shall be presented for adoption without the approval of the District Key Club Administrator present at the convention. Also, any amendments to be voted on at the convention must be submitted to all club presidents for pre-convention consideration.

Article 14: Approval

Section 1:

These By-Laws and all amendments or additions shall not become effective until they have been approved by the sponsoring Kiwanis District Board and Key Club International.