

THE BYLAWS OF THE ALABAMA DISTRICT OF KEY CLUB INTERNATIONAL

ARTICLE I. NAME AND TERRITORIAL LIMITS

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

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

ARTICLE II. OBJECTIVES

Section 1. The objectives of the District shall be:

- (a) To promote the objectives of Key Club International
- (b) To coordinate the projects of member Key Clubs
- (c) To strengthen and extend the Key Club movement
- (d) To increase the fellowship and cooperative effort of the clubs within the District
- (e) To promote participation of the clubs within the District in the general objectives, programs, and policies of the Alabama District of Key Club International
- (f) To accept and promote the Constitutional Objectives of Kiwanis International

ARTICLE III. DIVISIONS

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

ARTICLE IV. MEMBERSHIP

Section 1. Any Key Club chartered through Key Club International that falls within the boundaries of this District shall be a member of this District.

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

Section 3. The District Governor shall report the name of any member club not in good standing within the District at each meeting thereof, and shall direct the District Secretary and Lieutenant Governor to send notice that such club is not in good standing, and the reasons therefore, to the president of such club and to the president of the sponsoring Kiwanis Club.

Section 4. Any Key Club within the Alabama District that wishes to charter a club through Key Club International must have a minimum of fifteen (15) members.

ARTICLE V. OFFICERS

Section 1. The Officers of this District shall be a Governor, a Secretary, a Lieutenant Governor for each

Division, any Officers appointed by the District Governor and approved by the District Administrator, and any Officers appointed by the District Administrator.

Section 2. The District Administrator may appoint any Kiwanian to serve as an Associate District Administrator in an advisory and/or liaison role to the Board of Trustees, students, and/or clubs in a specific area. The Associate District Administrators may also be assigned other responsibilities as determined by the District Administrator.

Section 3. The District Administrator may, from time to time, choose to appoint any Kiwanian to serve as a Board Consultant, on an as-needed basis, with responsibilities as determined by the District Administrator.

Section 4. Each student Officer shall be an active member in good standing of a club in good standing in with the District and International. He/she may not hold any other office during his or her term as a District Officer unless otherwise approved by the home Key Club, the home Key Club's Faculty Advisor, the District Governor, and the District Administrator.

Section 5. Each Lieutenant Governor shall be a member of a club in the Division from which he or she is elected, or be appointed At-Large by the District Governor and approved by the District Administrator.

Section 6. The District Officers shall be elected and/or appointed in the manner prescribed in the District Bylaws. They shall begin their official duties immediately following induction and shall serve for one year or until their successors are duly inducted.

Section 7. The duties of the District Officers shall be as follows:

- (a) The Governor shall be the Chief 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 and special committees. It shall be his/her duty to attend any convention of Key Club International.
- (b) The Secretary shall keep records of the District Convention and of the meetings of the Board of Trustees. He/she shall submit a report at such times as the Governor or the Board of Trustees may require. He/she may be asked to publish and distribute a manual of club and District Officers. He/she shall submit all material received from the International Office to the proper Officers and or committees. He/she shall cooperate with the Governor in forwarding any needed official reports to the proper people. He/she shall perform any other tasks as assigned by the Governor, Board of Trustees, and/or District Administrator.
- (c) The Secretary will send notices that dues have not been paid after December 1st. Any club that has not paid after February 1st will be suspended by Key Club International and by the Alabama District until such dues are paid.
- (d) The Lieutenant Governor shall be the Executive Officer of the Division and shall preside over all Division-wide functions. He/she shall perform his/her assigned responsibilities as a member of the District Board of Trustees set forth by the Governor and approved by the District Administrator. He/She may hold Divisional Rallies within a timeframe approved by the Board of Trustees and the District Administrator.
- (e) Any other Officers of the District shall perform any other tasks or duties as required in the bylaws or as assigned by the Governor, Board of Trustees, and/or District Administrator.

Section 8. Each Officer of this District shall be required to sign a service agreement that outlines the

minimum requirements of their office, that is approved by the District Administrator, before the Officer assumes their office.

Section 9. Any Officer removed from office for just-cause by the Executive Committee and/or District Administrator, shall be prohibited from running for another District Office and from running for Endorsement for International Office. A recommendation will be sent to the Faculty Advisor of the student's home club recommending that the student should be prohibited from running for club office.

ARTICLE VI. ALABAMA DISTRICT BOARD OF TRUSTEES

Section 1. The Board of Trustees shall consist of the Officers of the District as described in Article 5, Section 1.

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

Section 3. Each member of the Board of Trustees shall attend all meetings of the Board of Trustees as agreed upon in their service agreement.

Section 4. By the end of the final session of the Board Training, the Board of Trustees may propose and adopt a system of evaluation that shall remain in force until the conclusion of following year's Board Training, provided it has met the approval of the Governor and District Administrator.

Section 5. Only elected Officers may serve as voting Delegates on matters that come before the Board of Trustees; however, upon the approval of a two-thirds majority of the elected, voting members of the Board of Trustees, full voting privileges may be extended to any appointed, student Officer for matters that come before the Board of Trustees and for Delegate-at-Large privileges in the House of Delegates. These full voting privileges may also be revoked at the recommendation of the Governor and/or District Administrator, and upon approval of a two-thirds majority of the elected, voting members of the Board of Trustees.

Section 6. In the absence of the Governor from a meeting, the Secretary shall preside while the Board of Trustees shall designate one of their members - with the exception of the District Administrator, and Associate District Administrators - to act as Chairperson.

Section 7. One-half (1/2) of total members of the Board of Trustees will constitute a quorum, and a majority vote of those present shall decide any question with the exception of those questions which require more than a quorum.

Section 8. 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 official actions taken. Copies shall be emailed to the Board of Trustees, the International office of Key Club International, the Kiwanis District Office, and the Circle-K District Officers.

Section 9. In the event the Governor is in any way incapacitated, the Secretary or two-thirds of the Board of Trustees may call a special meeting of the Board of Trustees.

ARTICLE VII. COMMITTEES

Section 1. The District committees shall be the Executive Committee (the Governor, Secretary, and one Officer to be named by the Governor) and other various committees as may be established by the District Governor with the approval of the District Board of Trustees and the District Administrator.

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

- (a) The Executive Committee shall perform such administrative duties and exercise such administrative authority as may be delegated to it by the Board of Trustees.
- (b) The Governor shall determine the directives of all other committees with the approval of the District Administrator.

ARTICLE VIII. CONVENTIONS

Section 1. A convention of the Key Clubs in the District shall be held once in each calendar year at such place and date as shall be agreed upon by the Board of Trustees, in consultation with the District Administrator and/or his/her designee(s).

Section 2. At least sixty (60) days prior to the date of the District Convention, the Board of Trustees shall promote the District Convention to all member clubs, the sponsoring Kiwanis District, the Key Club International Board of Trustees, and any other interested parties. Complete information on all elections, contests, and awards shall also be included. The Board of Trustees shall have full supervision and management of all conventions under the supervision of the District Administrator. Member clubs in the convention area may be awarded hosting responsibilities when deemed appropriate.

Section 3. In the absence of the Governor from any convention of the District, the Board of Trustees shall designate a member of the District Board of Trustees, with the exception of the District Administrator and Associate District Administrator(s), to act as Chairperson.

Section 4. Within thirty (30) days after the convention, the District Administrator shall make a report of the proceedings of the convention including a complete synopsis of all actions taken and shall transmit a copy thereof to the Administrator of Key Club International, and to the past and present members of the Board of Trustees.

Section 5. Each District Convention shall include the following:

- (a) Address by the Governor of the sponsoring Kiwanis District, or his/her representative.
- (b) Recognition of the winning Achievement Reports, Single Service Activity Reports, Scrapbooks, and other activities.
- (c) The nomination, election, and endorsement of Officer for the ensuing year.
- (d) The recommendation by the Board of Trustees of the place and time for holding the next convention of the District.

ARTICLE IX. ELECTIONS PROCEDURES

Section 1. The elections for the offices of Governor and Secretary, and the elections for Endorsement for

International Office shall take place at the District Convention.

- (a) The candidates for the offices of Governor or Secretary, and candidates for Endorsement for International Office shall be elected and/or endorsed by a majority vote of the credentialed Delegates in the House of Delegates.
- (b) A club may have no more than one member running for each position of Governor, Secretary, or Endorsement for International Office. If multiple members of a given club plan to run for the same aforementioned offices, a club level runoff shall take place prior to the District Convention.
- (c) Any persons planning to run for District Officer or Endorsement for International Office shall not announce their candidacy until the Candidacy Announcement Ceremony at the January Board Meeting of the Board of Trustees. Persons may announce their candidacy at any point between the Announcement Ceremony and the Call for Nominations at the District Convention provided they have notified the Governor.
- (d) Those running for the offices of Governor or Secretary, or Endorsement for International Office, may spend up to \$50.00 for the sole purpose of creating a single candidate's poster for use during the District Convention.
- (e) The candidates for the offices of Governor or Secretary, and candidates for Endorsement for International Office may display one (1) campaign poster (no larger than 16" X 20") at District Convention. Posters shall not be displayed at any other event or any area other than the designated poster area.
- (f) Fliers, or any other form of printed campaign materials, may not be passed out at any other event or the District Convention.
- (g) Campaigning on social media platforms – including the District Convention app - shall be allowed, provided that it will not exceed the candidate's campaign budget. Social media campaigning may not begin until such time as candidates are notified by the Governor.
- (h) During the Call for Nominations, candidates may be nominated by any Key Club member in good standing from any club in good standing who is not currently serving on the Board of Trustees or the Key Club International Board of Trustees.
- (i) The candidates for the offices of Governor or Secretary, and candidates for Endorsement for International Office shall be allotted the following time to speak on behalf of their campaign: a. One (1) minute during the Candidate Introductions during the District Convention; b. Three (3) minutes during each caucusing room, followed by three (3) minutes of caucus questioning; c. Two (2) minutes during the House of Delegates;
 - d. Candidates may not speak on behalf of their campaign anywhere other than the above specified locations and times, except for announcing their candidacy.
- (j) The candidates for the offices of Governor or Secretary, and candidates for Endorsement for International Office shall be allowed to be introduced at each caucus room by a Key Club member in good standing from a club in good standing within the District, who is not currently serving on the Board of Trustees or the Key Club International Board of Trustees. Introductions shall not last longer than thirty (30) seconds.
- (k) Candidates and/or their representatives shall not slander, libel, or speak against another candidate's campaign.
- (l) Any Key Club member in good standing from any club in good standing, within the same District, may campaign in favor of a candidate. No member shall campaign against another candidate.
- (m) Candidates may not be endorsed, in any way, by a member of the Board of Trustees or the Key Club International Board of Trustees, or by non-members of the Alabama District.
- (n) If three (3) or more candidates seek the office of Governor or Secretary, the winner must receive a majority vote of fifty-percent plus one vote (50% + 1). If there is not majority for a single candidate, there shall be a runoff of the two (2) candidates with the highest number of votes.
- (o) If candidates for the office of Governor or Secretary shall receive an equal number of votes, then the Elections Chairperson shall cast the deciding vote.
- (p) Any person seeking Endorsement for International Office from the Alabama District shall obtain that Endorsement by receiving a majority vote of fifty-percent plus one vote (50% + 1).
- (q) If a

majority vote is not received by any candidate for Endorsement for International Office during the first vote, then the District will not give an Endorsement to those candidate(s). There are no runoffs for Endorsement for International Office.

Section 2. The elections for Lieutenant Governors of the various Divisions within the District shall take place at the District Convention.

- (a) The candidates for Lieutenant Governor shall be elected by a majority vote of credentialed Delegates solely within their own Division's caucus room during District Convention. (b) Each club within the Division, and in attendance, shall be entitled to two (2) voting Delegates. (c) A club may have no more than one member running for the office of Lieutenant Governor. In the event that multiple members of a given club plan to run for the same aforementioned office, a club level runoff shall take place prior to the District Convention.
- (d) Any candidate, being elected to the office of Lieutenant Governor, shall not be allowed to seek any other office at the District or International levels until the end of their term.
- (e) Any persons planning to run for Lieutenant Governor shall not announce their candidacy until they have first informed and been granted permission to announce by the Governor. (f) Those running for the office of Lieutenant Governor may spend up to \$50.00 for the sole purpose of creating a single candidate's poster for use during the District Convention.
- (g) The candidates for the office of Lieutenant Governor may display one (1) campaign poster (no larger than 16" X 20") at District Convention. Posters shall not be displayed at any other event or any area other than the designated poster area.
- (h) Fliers, or any other form of printed campaign materials, may not be passed out at any other event or the District Convention.
- (i) Campaigning on social media platforms – including the District Convention app - shall be allowed, provided that it will not exceed the candidate's campaign budget. Social media campaigning may not begin until such time as candidates are notified by the Governor.
- (j) During the Division's caucus, candidates may be nominated by any Key Club member in good standing from any club in good standing, within their own Division, who is not currently serving on the Board of Trustees or the Key Club International Board of Trustees.
- (k) Candidates for the office of Lieutenant Governor may speak on behalf of their campaign for up to two (2) minutes and may be caucused for no more than three (3) minutes. Caucus questions shall only be asked by those who are Key Club members within the candidate's Division.
- (l) Candidates and/or their representatives shall not slander, libel, or speak against another candidate's campaign.
- (m) Any Key Club member in good standing from any club in good standing, within the same Division, may campaign in favor of a candidate. No member shall campaign against another candidate. (n) Candidates may not be endorsed, in any way, by a member of the Board of Trustees or the Key Club International Board of Trustees, or by non-members of the Alabama District.
- (o) If three (3) or more candidates seek the office of Lieutenant Governor, the winner must receive a majority vote of fifty-percent plus one vote (50% + 1). If there is not majority for a single candidate, there shall be a runoff of the two (2) candidates with the highest number of votes.
- (p) If candidates for the office of Lieutenant Governor shall receive an equal number of votes, then the presiding District Officer shall cast the deciding vote.
 - a. Should the presiding District Officer have a conflict of interest (i.e., family member, home club's candidate, etc.), then the highest-ranking District Officer in attendance shall cast the deciding vote.
 - b. Should the highest-ranking District Officers present be two current Lieutenant Governors, the Lieutenant Governor from outside of the Division shall cast the deciding vote. (q) Elected and appointed members of the Board of Trustees shall not be entitled to full-voting privileges unless they are representing their home club as a credentialed Delegate.

Section 3. The House of Delegates shall convene annually sometime during the District Convention.

- (a) The House of Delegates shall consist of the voting Delegates of the Alabama District. (b) The Chairperson of the Elections Committee shall serve as the official Chairperson of the House of Delegates.
- (c) Each club in good standing shall be entitled to two (2) voting Delegates and two (2) alternates. (d) The elected Officers of the Board of Trustees, and any other Officer(s) that have been extended voting privileges by the Board of Trustees, shall be considered Delegates-at-Large and shall have full voting privileges.
- (e) Each credentialed Delegate shall be entitled to vote on each question before the House of Delegates. There shall be no voting by proxy.
- (f) Voting Delegates shall be given priority seating in the front of the room and non-voting alternates, members, and/or other attendees will be required to sit or stand in the rear of the room, should space allow.
- (g) Once the Chairperson calls the House of Delegates to order, the doors shall be shut and shall not be opened until the House of Delegates has been adjourned.
- (h) Elections for the offices of Governor or Secretary, and the elections for Endorsement for International Office shall be governed by the procedures outlined in Article 9, Section 1 of the Bylaws.
- (i) Consideration of proposed amendments to the Bylaws shall be governed by the procedures outlined in Article 13 of the Bylaws.
- (j) The counting of votes for candidates and amendments by the House of Delegates will be carried out by the Elections Chairperson, Governor, and District Administrator and/or any of his/her designated Associate District Administrators. However, if any of the Associate District Administrators shall be a Faculty Advisor, family member, or have any other reasonably justifiable conflict of interest with a candidate for District Office or Endorsement for International Office, that individual shall be forbidden from being present during the counting of votes.

Section 4. Non-Key Club members - including Faculty Advisors, Kiwanians, parents, etc. – are strictly forbidden from campaigning and/or taking an active role in any Key Club election.

Section 5. Any violations of the Elections Procedures should immediately be reported to the Governor, District Administrator, Kiwanis Governor, and/or any Associate District Administrator. (a) Any candidate, Key Club member, guest, or other individual(s) found to be in violation of any of these aforementioned procedures may be sanctioned by the District Administrator or Kiwanis Governor, up to and including removal from the ballot, expulsion from the District Convention, and/or being barred from future Key Club activities.

ARTICLE X. VACANCIES IN OFFICES BETWEEN CONVENTIONS

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

shall elect a qualified member of a club to serve for one year. Candidates in the previous District Convention election shall be given first consideration.

Section 2. In the event between conventions of a vacancy in the office of Secretary, the Board of Trustees, directed by the District Administrator, shall elect a qualified member of a club in the District to become Secretary for the unexpired term. In any year in which no District convention is held, the Board of Trustees shall elect a qualified member of a club to serve for one year. Candidates in the previous District Convention election shall be given first consideration.

Section 3. In the event between conventions of a vacancy in the office of Lieutenant Governor, the Governor shall appoint a qualified member of a club in good standing from within the same Division, to fill the office for the unexpired term with the approval of the District Administrator. Lieutenant Governors may only serve outside their Division with the approval of the District Administrator. Candidates in the previous Division election shall be given first consideration.

Section 4. Whenever it shall appear to the Governor that any Lieutenant Governor, the Secretary, or appointed Officer is failing to perform the duties of their office, is in violation of their service agreement, and/or in violation of any system of evaluation established by the Board of Trustees, the Governor shall warn them and contact the District Administrator and appropriate Associate District Administrator. They shall set a period to see improvement and, if none is seen, then the Governor may ask the Officer to resign. In the event that a resignation is not voluntarily offered, the Governor, with the approval of the District Administrator, shall declare the office vacant and the vacancy shall be filled in accordance with the provisions contained in these Bylaws.

Section 5. 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 Secretary, with the approval of the Kiwanis District Governor and the District Administrator, to call a special meeting of the Board of Trustees to consider all facts and any reasons why the office shall be declared vacant. In the event that the District Board of Trustees shall find the alleged facts to be true, the Board of Trustees will request the resignation of the Governor. In the event that a resignation is not voluntarily offered, the Board of Trustees shall, with the approval of the Kiwanis Governor, declare the office vacant and the vacancy shall be filled in accordance with the provisions contained in these Bylaws.

ARTICLE XI. REVENUE

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

Section 2. Each member club shall pay the annual fee prescribed by the Board of Trustees as District dues and subscription fees.

Section 3. All dues will be declared payable by the first day of October, and shall be remitted to Key Club International no later than the first day of December.

Section 4. Any new clubs admitted to membership during the fiscal year shall not pay dues to the Alabama District until the next year.

Section 5. The Governor, Secretary, and District Administrator – or his/her designee - shall prepare an

annual budget to be approved by the Board of Trustees.

ARTICLE XII. RULES OF ORDER

Section 1. Robert's Rules of Order (Newly Revised) shall be the parliamentary authority for all matters of procedure not specifically covered in these Bylaws.

ARTICLE XIII. AMENDMENTS

Section 1. Amendments to these Bylaws shall be made only at District Convention by a two-thirds vote of the Delegates in the House of Delegates having voted in the affirmative, provided, however, that no Amendment shall be presented for adoption without the approval of the District Administrator prior to the convening of the House of Delegates.

Section 2. When sponsoring an Amendment to the Bylaws of the District, the sponsoring Delegate shall be given up to three (3) minutes to speak on behalf of the proposed Amendment.

Section 3. Those Delegates wishing to speak in favor of the proposed Amendment or in opposition to the proposed Amendment shall be entitled to one (1) minute of speaking time and shall not speak more than once on each Amendment; Speakers shall alternate back and forth beginning with those in favor of the proposed Amendment.

ARTICLE XIV. ANNUAL REVIEW

Section 1. These Bylaws shall be reviewed annually by the Governor of the District and/or by his or her designee(s), wherein any suggested changes may be presented directly to the House of Delegates for their consideration at the next District Convention, provided the District Administrator has approved of the proposed Amendment(s).

Section 2. These Bylaws shall be reviewed annually by a committee selected by the Board of Trustees, wherein any suggested changes that are endorsed by the Board of Trustees shall be presented to the House of Delegates for their consideration at the next District Convention, provided the District Administrator has approved of the proposed Amendment(s).

ARTICLE XV. APPROVAL BY KCI AND/OR ALABAMA KIWANIS

Section 1. These Bylaws and Amendments shall not become effective until they have been approved by the designated representative(s) of Key Club International and/or the Alabama District of Kiwanis International.

ARTICLE XVI. DISTRICT PROJECT

Section 1. The Board of Trustees shall, annually, propose and adopt a District Project that serves the children of Alabama in some manner.

Section 2. Along with any selected District project, it is recommended to also include both fundraising and visitation to Children's of Alabama.