

# Illinois-Eastern Iowa District Bylaws

## ARTICLE I

### Name and Territorial Limits

1. The name of this organization shall be the Illinois-Eastern Iowa District of Key Club International.
2. The boundaries, within which this organization shall function, and shall be consistent with the boundaries of the Illinois-Eastern Iowa District of Kiwanis International. It shall be sponsored by, but not be a part of Kiwanis International. It shall operate under the responsibility and control of the Kiwanis District Board under which it functions.

## ARTICLE II

### Objects

1. The objects of the District shall be:
  - To promote the objects of Key Club International
  - To coordinate the projects of the member Key Clubs
  - To strengthen and extend the Key Club Movement
  - To increase the fellowship and cooperative effort of the clubs within the District
  - To promote participation of the clubs within the District in the general objective programs, and policies of the District and Key Club International
  - To accept and promote the constitutional objects of Kiwanis International

## ARTICLE III

### Divisions

1. The territory of this District shall be divided into Divisions and these Divisions shall be such territorial limits as shall be delineated from time to time by the I-I District of Key Club Board of Trustees, hereafter referred to as the Board of Trustees.
2. Key Clubs shall be combined into Divisions with each Division being governed by a Lt. Governor.
3. Divisions shall be combined into Regions with each Region administered by an adult Regional Advisor appointed by the Key Club District Administrator, hereafter referred to as the District Administrator.
4. Divisional Boundaries may be changed for the following year as the need arises by a two-thirds (2/3) vote of the District Board present and voting no later than the August Board meeting.
5. Regional boundaries may be changed as the need arises by the District Administrator.

## ARTICLE IV

### Membership

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

2. Any member club more than 60 days in arrears for any indebtedness to Key Club International or to this District shall be considered not in good standing.
3. Any member club not in good standing with Key Club International shall be considered not in good standing with the District.
4. The District shall operate on a fiscal year beginning with the Installation of the Board of Trustees and ending with the retirement of said Board of Trustees at District Convention.
5. Any member club that does not file a monthly report for two consecutive months without adequate excuse shall be considered not in good standing.
6. The District Administrator shall report the name of any member club not in good standing with the District at each meeting thereof, and shall direct the appropriate District Board Representative to send notice that such club is not in good standing with the District and the reasons, therefore, to the sponsoring Kiwanis Club, if available, and to the Administrator of Key Club International.

## ARTICLE V

### Officers

**Section 1.** The officers of this District shall be a Governor, Lt. Governor for each division, a District Secretary, a District Statistical Secretary, a District Treasurer, and *Iolian* Editor, and additional positions to be established by the Governor and District Administrator with the approval of the Board of Trustees at a meeting following the District Convention.

**Section 2.** Each officer shall be an active member in good standing in a club of the District, and each elected Lt. Governor shall be a member of a club of the Division from which he/she is elected. No member shall be elected or appointed to office who will graduate before the next Convention.

**Section 3.** The District Officers shall be elected or appointed in the manner prescribed in the District bylaws. They shall begin their duties immediately following induction and shall serve for one year or until their successors are duly installed.

**Section 4.** The duties of the 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 and special committees. It shall be his/her duty to attend any Convention of Key Club International held during his/her term of office.

(b) The Lt. Governor shall be the Executive Officer of the Divisional conferences and/or meetings.

He/She shall

- Carry out the programs and policies of the District and of Key Club International in his/her Division;
- Perform his/her assigned responsibilities as a member of the District Board of Trustees;
- Shall prepare a report of divisional events and club status at each meeting of the Board of Trustees;
- Shall inform clubs in their Divisions when those clubs are not in good standing.

(c) 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 at such time as the Governor or the Board of Trustees may require;
- Submit to the proper officials and committees all communications received from Key Club International;
- Cooperate with the Governor in forwarding all official reports required by Key Club International;
- Perform such other duties as may be assigned to him/her by the Governor or the Board of Trustees;

- Provide all District Board members with a revised edition of the District Bylaws at the start of each Key Club year;
- Provide a copy of the minutes of all Board of Trustees' meetings to the Board of Trustees.
- He/She shall be responsible for updating the District History, as needed.

(d) The Statistical Secretary shall be responsible for receiving the monthly reports and grading these reports. He/She shall forward the grade results to the District Officers and the District Key Club Administrator and a copy to the individual clubs within 30 days after the deadline for the reports.

Board of Trustees, and the District Key Club Administrator, the Treasurer of the Illinois-Eastern Iowa Kiwanis District, and any authorized auditor. The Treasurer shall make a report at the Annual Convention and at such other times as the Governor or the Board of Trustees may require.

(f) The *Iolian* Editor shall be responsible for the publication of the Official Bulletin in a manner prescribed by and under the supervision and direction of the Board of Trustees.

(g) The additional appointed officer positions shall perform those duties as outlined by the Governor and District Administrator. They will serve as non-voting members of the Board of Trustees and the Executive Committee.

## ARTICLE VI

### Executive Board

**Section 1.** The Executive Board shall consist of the District Administrator and the District officers with the exception of the Lt. Governors.

**Section 2.** The Executive Board shall be responsible for business between meetings of the Board of Trustees.

**Section 3.** The District Administrator shall serve as ex-officio member of the Executive Board.

**Section 4.** All actions of the Executive Board shall be approved by the District Administrator and may be overturned by a two-thirds (2/3) vote by the Board of Trustees.

## ARTICLE VII

### Board of Trustees

**Section 1.** The Board of Trustees shall consist of the District Officers and the District Administrator.

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

**Section 3.** All official actions of the Board of Trustees between Conventions must be signed by the Governor and District Administrator.

**Section 4.** A representative of the Executive Board shall notify each member of the Board of Trustees, the Director of Key Club International, and the officers of the sponsoring Kiwanis District in writing of the time, place, and date of any meeting of the Board of Trustees, at least two weeks prior to the meeting.

**Section 5.** In the absence of the Governor from the meeting, the Board of Trustees shall designate a District officer to act as Chairperson.

**Section 6.** A majority of the total members of the Board of Trustees shall constitute a quorum and a majority vote of these present shall decide any question unless a greater proportion is specifically required in these Bylaws.

**Section 7.** Within 30 days after any special or regular meeting of the Board of Trustees, the District Secretary shall draft a complete synopsis of all action taken and shall transmit a copy thereof to the President of Key Club International, all members of the Board of Trustees, and the President and Secretary of each club in the District.

**Section 8.** An International Officer with jurisdiction in the Illinois-Eastern Iowa District of Key Club International shall be an ex-officio member of the Board of Trustees.

**Section 9.** In the event the Governor is in any way incapacitated, a special meeting of the Board of Trustees shall be called by the Secretary or two-thirds of the Board of Trustees with the approval of the District Administrator. The Board of Trustees shall select an Acting Governor by a two-thirds vote of the members present and voting.

## **ARTICLE VIII**

### **Committees**

There shall be such standing committees as shall be authorized by the Board of Trustees. At the time of the authorization of any committees, the Board of Trustees shall designate the duties of such committees.

## **ARTICLE IX**

### **Conventions**

**Section 1.** A Convention of the Key Clubs in the District shall be held once in each calendar year. The District Administrator is accountable for the determination of such place and date.

**Section 2.** The Convention Chairperson(s) shall mail the date and place of the Convention to each club and the Administrator of Key Club International at least 45 days prior to the date of the Convention. The Board of Trustees shall have the Key Club Administrator's and the sponsoring Kiwanis District's full supervision and management of all Conventions under their jurisdiction.

**Section 3.** Each club in good standing shall be entitled to two delegates, as well as two alternates at any Conventions.

**Section 4.** The members of the Board of Trustees, excluding appointed Executive Officers, shall be delegates at large at all Conventions.

**Section 5.** Each accredited delegate shall be entitled to vote on each question submitted at any Convention. There shall be no voting by proxy.

**Section 6.** In the absence of the Governor from any Convention, the Board of Trustees shall designate a District Officer to act as Chairperson.

**Section 7.** A quorum at any Convention of the District shall be comprised of the official delegates present and representing not less than one-third of the total number of clubs in good standing within the District.

**Section 8.** Within 30 days after any 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 President of Key Club International and to the members of the Board of Trustees.

**Section 9.** Each District Convention shall include the following:

- (a) Address by the Governor of the Kiwanis sponsoring District or his/her representative
- (b) Announcement of the winning Achievement Reports, Single Service Project reports with summary of projects, and Major Emphasis reports, and the filing of winning reports with Key Club International.

- (c) Oratorical contest on a subject selected by the Board of Trustees of Key Club International with the winning oratorical being presented before the Convention body.
- (d) The submitting and judging of entries in the Scrapbook Contest.
- (e) Nomination and election of elected District officers for the ensuing year.
- (f) Any other material deemed necessary by the District Governor, approved by the District Administrator.

## **ARTICLE X**

### **Nominations and Election of Officers**

**Section 1.** All district officers, with the exception of the District Administrator, Lt. Governors, and all appointed district officers, shall be elected at the annual District Convention.

**Section 2.** The official program of the annual Convention shall indicate the day and the hour for the election of officers and shall be subject to change only by the District Governor with the approval of the District Administrator.

**Section 3.** A Committee on Elections shall have general charge of the election and of the printing and distribution and counting of the ballots.

**Section 4.** To be eligible for District Office, each candidate must come from a Key Club in good standing. The candidate shall also send to the District Board, two statements supporting the candidate's candidacy. These letters may come from any of the following people: the candidate's Faculty Advisor, the school principal, the Kiwanis Advisor, or the candidate's counselor. At least one statement must come from either the Kiwanis or the faculty advisor.

**Section 5.** Sometime during the Convention, all Lt. Governors-elect will have an orientation meeting.

**Section 6.** Preceding the convening of the House of Delegates, the candidates for District Governor, District Secretary, District Statistical Secretary, District Treasurer, District Iolian Editor, and the candidates seeking District endorsement for an International Office shall address the Convention body.

**Section 7.** Each Lt. Governor shall be elected at a Division caucus held no earlier than December and no later than the last day of the District Convention.

(a) Notice of election shall be sent to each Key Club in good standing in the Division at least two weeks prior to the meeting date.

(b) One-third of the Division's Key Clubs in good standing shall represent a quorum.

(c) Each club in good standing shall be entitled to two (2) voting delegates.

(d) If a quorum is not achieved, the selection of the Lt. Governor shall be the responsibility of the outgoing Board of Trustees, who shall seek the advice of the club presidents within the respective Division.

**Section 8.** At a time preceding the convening of the House of Delegates, each Division shall hold a caucus for the purpose of questioning candidates for District Governor, District Secretary, District Statistical Secretary, District Treasurer, District Iolian Editor, and candidates seeking endorsements of the District for an International Office and other such divisional business as may be necessary.

**Section 9.** At the time of convening the House of Delegates, the Delegates shall, by majority vote, determine which nominee(s) are endorsed for International office in accordance with International Bylaws.

**Section 10.** A candidate seeking the endorsement of the district for an International Office must be a qualified member of Key Club International in the Illinois-Eastern Iowa District and must possess the qualifications required for the office he/she is seeking in Key Club International.

**Section 11.** A majority of all votes cast shall be necessary for the election of all District Officers except the appointed officers. In the event that any ballot cast does not show a majority for any candidate for the foregoing office, the District Governor with the approval of the District Administrator will designate a time and place for further balloting for such office. Prior to the second ballot the candidate receiving the least number of votes shall be dropped and on each succeeding ballot, the same procedure shall be followed until some nominee shall receive a majority of all votes cast.

**Section 12.** The Committee on Elections shall report promptly to the Convention body the results of the balloting. After the Committee has so reported, the Committee on Elections shall deliver all ballots to the District Administrator to be kept by him or her for a period of nine days after the close of the convention when the ballots shall be destroyed.

**Section 13.** The District Key Club Administrator shall be appointed by the Governor of the sponsoring Kiwanis District.

**Section 14.** All District Governor appointments shall be approved by the District Administrator and a majority vote by the Board of Trustees.

**Section 15.** In the case of any emergency or problem situation arising during the time from convention to convention concerning the elections of district officers, the procedures set forth in the proceeding section of the Article may be changed or modified if a two-thirds majority of the Board of Trustees approves such a change or modification and it has the approval of the District Administrator.

## **ARTICLE XI**

### **Vacancies in office between conventions**

**Section 1.** In the event of a vacancy in the elected District Executive offices, with the exception of the Governor, the Board of Trustees shall elect, by majority vote, an officer who is an active member of a Key Club in good standing in the District, to fill the vacancy for the unexpired term.

**Section 2.** In the event between conventions of a vacancy in the office of Lt. Governor, the District Governor under advisement will, if possible, appoint a qualified member of a club of the same division to fill the office for the unexpired term.

**Section 3.** If a vacancy occurs in the office of any appointed office, the District Governor shall, with the approval of the District Administrator, appoint an active member of a Key Club in good standing to fill the office for the unexpired term who must then be approved, by a majority vote, by the Board of Trustees.

**Section 4.** Whenever it shall appear to the Governor that any Lieutenant Governor or District Executive Officer is failing to perform the duties of the office, the Governor shall give such Lieutenant Governor or District Executive Officer immediate notice of the fact and shall set a meeting not more than 21 days thereafter with such officer and the District Administrator to consider any such facts and reasons why the office shall not be declared vacant. If the said officer shall refuse to attend or it appears that the alleged facts are true, the Governor shall have the power, with the approval of the District Administrator, to recommend the suspension of said official and 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 District Board of Trustees for ratification of said suspension and said nomination, a majority 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.** 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 District Administrator and the Kiwanis District Governor to call a special meeting of the District Board of Trustees to consider all facts and any reasons why the office shall not be declared vacant. In the event that the District Board of Trustees finds the alleged facts to be true, the District Board of Trustees will request the resignation of the said District Governor. In the event that a resignation is not voluntarily offered, the District Board of Trustees shall, with the approval of the District Administrator and the Kiwanis Governor, declare the office vacant, and the vacancy shall be filled in accordance with the provision as contained in these Bylaws.

## **ARTICLE XII**

### **Revenue**

**Section 1.** Each member club shall pay to the District, for each member, the sum of five dollars (\$5.00) per annum as the District dues and subscription fees. These dues and subscription fees shall cover a fiscal year ending on April 30 and shall be remitted to Key Club International by the individual club no later than December 1 of each year.

**Section 2.** Assessments in excess of the annual dues may be made only upon a two-thirds vote of all delegates attending an annual convention or by two-thirds vote of the clubs in the District between conventions.

**Section 3.** All dues and subscription fees shall be paid within 60 days after the same become payable.

## **ARTICLE XIII**

### **Rules of Order**

*Robert's Rules of Order, newly revised*, shall be the parliamentary authority for all matters of procedure not specifically covered in these Bylaws.

## **ARTICLE XIV**

### **Amendments**

**Section 1.** Proposed amendments to the District bylaws shall be presented to the District Administrator by the Key Clubs or by the members of the Board of Trustees on or before the first District Board meeting of the new calendar year. The District Administrator shall forthwith study said proposals and shall draft bylaws amendments for consideration at the next District Convention. Such redrafted proposals shall be, in substance, the same as the original proposals.

**Section 2.** Proposed amendments shall become part of these Bylaws by a two-thirds (2/3) vote of the House of Delegates.

## **ARTICLE XV**

### **Approval by Key Club International**

These bylaws and all amendments or additions shall not become effective until approved by Key Club International and the Kiwanis District Board.

As amended in accordance with the vote of the House of Delegates:

39<sup>th</sup> Annual District Convention, April 9, 1989

48<sup>th</sup> Annual District Convention, April 4, 1998

49<sup>th</sup> Annual District Convention, April 10, 1999

60<sup>th</sup> Annual District Convention, April 10, 2010

61<sup>st</sup> Annual District Convention, April 9, 2011

63<sup>rd</sup> Annual District Convention, March 3, 2013