

Pacific Northwest District of Key Club International **Constitution**

Article I *NAME AND TERRITORIAL LIMITS*

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

Section 2. The boundaries within which it shall function shall be coextensive with the boundaries of the Pacific Northwest 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 *OBJECTS*

Section 1. The Objects of this District shall be:

- To promote the objects 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 cooperative effort of the clubs within the district.
- To promote participation of the clubs within the District in general objectives, programs, and policies of the District and of Key Club International.
- To accept and promote the Constitutional Objects of Kiwanis International.

Article III *DIVISIONS*

Section 1. The territory of this District shall be divided into divisions, the boundaries of said divisions being those approved by the Pacific Northwest District of Kiwanis International.

Article IV *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 not be considered in good standing.

Article V *OFFICERS*

Section 1. The officers of this District shall be the District Governor, Secretary, Treasurer, Bulletin Editor, and one Lt. Governor for

each division of the District and such other non-voting officers as called for in the District bylaws.

Section 2. Each officer shall be an active member in good standing in a club of the district, and each Lt. Governor shall be a member of a club in the division from which they are elected. In the event no Lt. Governor has been elected, a representative will be appointed by the District Governor. 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 bylaws. 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 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. They shall be an ex-officio member of all standing and special committees. It shall be their duty to attend any convention of Key Club International.

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

(c) The Treasurer, under the supervision of the Key Club District Administrator, shall monitor the collection of all District dues, and other District income. They shall approve reimbursements to members of the district board in accordance with the district budget, under the supervision of the Key Club District Administrator. The Treasurer's accounts and books shall, at all times, be open to the Treasurer of the Pacific Northwest District of Kiwanis International, and any authorized auditor. The Treasurer shall make a report at all district board meetings.

(d) The Secretary shall keep all records of the District convention and of the District board meetings. He/She shall submit a report of the annual convention within four weeks (30) days and within fifteen (15) days of each board meeting. 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 by the Governor or District Board.

(e) The Bulletin Editor shall be responsible for the District publication in a manner prescribed by and under the direction of the District Board.

Section 5. All officers, with the exception of the Lieutenant Governors and the Key Club District Administrator shall be elected at the annual District convention. Each Lt. Governor shall be elected at a division caucus held no earlier than December and no later than the last day of January provided a two-thirds quorum of the division's Key Clubs are represented. Each club shall be entitled to two (2) voting delegates. If a quorum is not achieved, the selection of the Lt. Governor shall reside with the District Governor (pursuant to 9.2) who shall seek the advice of the club presidents within the division. The Key Club District Administrator shall be designated by the PNW Kiwanis Governor-Elect.

Article VI
THE PACIFIC NORTHWEST DISTRICT BOARD

Section 1. The Pacific Northwest District Board shall consist of the officers, and the Key Club District Administrator.

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

Section 3. All official actions of the District Board between meetings must be approved by two-thirds of all voting District officers and the District Key Club Administrator.

Section 4. The Secretary shall notify each member of the District Board, the Administrator, the Administrator of Key Club

International, the International Board Liaison and the officers of the sponsoring Kiwanis District, in writing, of the time, place, and date of any special meeting, at least two (2) weeks in advance of the date of such a meeting.

Section 5. In the absence of the Governor from a meeting, the District Governor shall designate one of their board members to act as a chairman.

Section 6. Two-thirds (2/3) of the total members of the District Board shall constitute a quorum, and a majority vote of those present shall decide any question, with exception of those questions for which a greater proportion is specifically required in these bylaws.

Section 7. Within fifteen (15) days after any special or regular meeting of the District Board, the Secretary shall make a report of the proceeding of the meeting, comprising a complete synopsis of all action taken, and shall transmit a copy thereof to the District Board, the Administrator of Key Club International, and the International Board Liaison.

Section 8. In the event the Governor is in any way incapacitated, a special meeting of the District Board may be called by the Secretary or two-thirds (2/3) of the District Board.

Article VII COMMITTEES

Section 1. The Key Club District Committees shall be Club Building, Reactivation and Membership, Dues/Finance and Sergeant-at-Arms, K-Family/Public Relations, Convention, Projects, WWW, and various other committees as may be established by the District Board

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

(a) The Club Building, Reactivation, and Membership Committee shall meet at all regular meetings of the District Board and work to achieve the goals of compiling a list of target clubs for building within the District; to get information to Kiwanis Clubs and schools interested in starting Key Clubs; and any other goals as may be established for them by the District Board.

(b) The Dues/Finance and Sergeant-at-Arms Committee shall meet at all regular meetings of the District Board and work to achieve the goals of promoting the collection of dues through dues notices, and information sheets; to provide helpful fundraising ideas to clubs; prepare sergeant-at-arms schedules for each board meeting, and any other goals as may be established for them by the District Board.

(c) The K-Family/Public Relations Committee shall meet at all regular meetings of the District Board and work to achieve the goals of promoting Key Club recognition and awareness through the media; to encourage inter-clubbing with other K-Family members; to promote and organize K-Family activities; and any other goals as may be established for them by the District Board.

(d) The Convention Committee shall meet at all regular meetings of the District Board and work to achieve the goals of planning all aspects and promotion of the District Convention; and any other goals as may be established for them by the District Board.

(e) The Projects Committee shall meet at all regular meetings of the District Board and work to achieve the goals of developing ideas and suggestions on how clubs can participate in and promote the Major Emphasis Program, District Project and other such designated projects to all Key Clubs within the District; and any other goals as may be established for them by the District Board.

Article VIII CONVENTIONS

Section 1. A Convention of the Key Clubs in this District shall be held once in each Calendar year at such a place and date as shall be mutually agreed upon by the Key Club District Administrator and the Pacific Northwest Kiwanis District Board. The Administrator of Key Club International and the current District Board shall be informed of the location and date of each District convention.

Section 2. The Convention Committee shall mail to each club and the Administrator of Key Club International an official call to the annual convention at least ninety (90) days prior to the date of Convention. The District Board shall have full supervision and management of all conventions under the supervision of the District Administrator and the Pacific Northwest Kiwanis District.

Section 3. Each club in good standing shall be entitled to two (2) delegates, and two (2) alternates at any convention.

Section 4. The members of the District Board 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. The expense of each delegate should be paid by the individual, and/or his or her represented club.

Section 7. In the absence of the Governor from any convention of the District, the District Board shall designate one of its members, with the exception of the District Administrator, to act as chairman.

Section 8. A quorum at any convention of the district shall comprise the official delegates present and representing not less than one-third of the total number of clubs within the district.

Section 9. 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 shall transmit a directory of the members of the District Board to the Administrator of Key Club International.

Section 10. Each district convention program shall include the following:

- (a) Address by the Governor of the sponsoring Kiwanis District, or his representative.
- (b) An oratorical contest on a subject selected by the Board of Trustees of Key Club International, conducted under rules prescribed by the said Board.
- (c) The submitting and judging of entries in the Year in Review Contest.
- (d) The reading of the winning Single Service Report, or a summary thereof, and the making of reports.
- (e) The election of officers for the ensuing year.
- (f) An address by the International Board Liaison.
- (g) The presentation of other club, individual, and District awards.

Article IX
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 Lt. Governor, the District Governor shall appoint a qualified member of a club from within the district to fill the office for the unexpired term. The appointment must be ratified by the District Board of Trustees at their next regularly scheduled meeting.

Section 3. If a vacancy occurs in the office of Secretary, Treasurer, or Editor between conventions, the District Governor shall appoint a qualified member of a club from within the district to fill the office for the interim until the next regularly scheduled board meeting.

The appointment must be ratified by the District Board of Trustees at their next regularly scheduled meeting.

Section 4. Whenever it shall appear to the Governor that any Lt. Governor, District Secretary, District Treasurer, or District Bulletin Editor is failing to perform the duties of his/her office as stated in the signed service agreement, the Governor shall give such District officer immediate notice of the fact and provide the board member not more than twenty-one days thereafter to complete the deficiencies outlined and provide any facts and circumstances why the office should not be declared vacant. If the said officer shall fail to cure the deficiencies, then the Governor shall have the power, with the approval of the Key Club District Administrator, to dismiss the said officer and to nominate a duly qualified replacement to serve the duration of the term. The Governor shall report such recommendations and all facts immediately to the District Board of Trustees by mail or electronic means, and shall simultaneously ballot 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 the Key Club District Administrator that the Governor is failing to perform his/her duties as stated in the signed service agreement, 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 reasons 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 the District Governor. In the event that a resignation is not voluntarily offered, the District 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 as contained in these bylaws.

Article X
REVENUE

Section 1. Each member club shall pay the District for each and every member, the sum of \$ 5.00(U.S.) per annum as District dues. The District dues will never exceed the sum of International dues. These dues shall accrue on October 1, and must be remitted to Key Club International in a combined dues remittance no later than December 1 of each year.

Section 2. The amount of District dues shall be determined by the District Board, with the approval of the Key Club District Administrator, and subject to approval at the next District convention. In no case shall the total District dues exceed the maximum amount paid for each member in International dues.

Section 3. Assessments in excess of the annual District dues may be made only upon a two-thirds (2/3) vote of all delegates attending an annual convention. Such assessments shall be for a duration of one year, but each succeeding convention may, by a two-thirds (2/3) vote of all delegates in attendance, renew the assessment. All such assessments, must be for extraordinary items not normally covered by dues, and must be approved by the Kiwanis District Board, by the Key Club International Board, and the Kiwanis International Board.

Article XI
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 by these bylaws.

Article XII
AMENDMENTS

Section 1. Amendments to these bylaws shall be made only at convention by a two-thirds (2/3) vote of delegates present, except that

no amendment shall be presented for adoption without the approval of the District Key Club Administrator present at convention.

Article XIII
APPROVAL

Section 1. These bylaws and all amendments and additions shall not become effective until they have been approved by the sponsoring Kiwanis District Board and the Key Club International Administrator and/or the Key Club International Board.

As Amended at District Convention
April 6, 2002