

## MEETING MINUTES

### KEY CLUB INTERNATIONAL BOARD

**January 24, 2015**

A meeting of the Board of Trustees of Key Club International was held in Detroit, MI on January 24, 2015.

Those present for the board session: President Maria Palazzolo, Vice-President Kevin Zhang, and Trustees Jenalee Beazley, Gary Cheng, Renisha Daley, Tashrima Hossain, Laken Kelly, Nicole Lema, Rip Livingston, Shane Meyers, Liz Moore and Barry Seng. Also present were Amanda Spice, Key Club International Director, Charli Lehman, Key Club Leadership Development Specialist, John Shertzer, Kiwanis Chief Programs Officer, Patti Barsotti, Kiwanis International Board Counselor and Barb Thompson, Kiwanis International Board Trustee.

President Maria Palazzolo called the meeting to order at 2 p.m. on January 24, 2015.

#### **REPORT OF THE COMMITTEE CABINET**

##### **Approval of the Key Club International Board October meeting minutes**

The committee reviewed the October Key Club International Board meeting minutes.

**RESOLVED: That the Key Club International Board approve October Key Club International Board Meeting Minutes.**

*ADOPTED*

#### **REPORT OF THE EDUCATION AND DEVELOPMENT COMMITTEE**

##### **Approval of the Amendments to the Key Club International Addendum to Board Policies**

The board approves the changes to the Key Club International Addendum to Board Policies listed below.

**RESOLVED: That the Key Club International Board approves changes to the Distinguished Bulletin Editor, Governor, Secretary, Treasurer, Secretary-Treasurer and Robert F. Lucas Outstanding Lieutenant Governor's Awards.**

*ADOPTED*

**Strategic Intent:** Critical Issue #6: Member Education

**Governance:** None

**Capacity:** No change

**Finance:** No impact

**Metrics:** Changes will be reflected in the Key Club International Guidebook

**Effective Date:** May 2015

### **Distinguished District Bulletin Editor Award**

**A.** An evaluation will be made on the basis of the criteria set forth below. This is not a contest between District officers, but a recognition of an individual's performance.

**B.** Only persons elected or officially appointed to their positions may be submitted for consideration. In order to be eligible for this award, the nominee must have complied with all aspects of the Bylaws and Board Policy Code pertaining specifically to serving as a district officer, and the nominee may not have violated Section 2, Responsible Behavior, of the Key Club International code of conduct. Nominations must be received at Key Club International no later than the first Friday in May.

**C.** Copies of all required documents must accompany the nomination. In order to be considered for this award, the nominee must accumulate a total of at least ~~720~~ **672** points out of the ~~900~~ **840** possible points. (10/02) (07/05)

**D.** Information must be submitted in a single binder, not to exceed four inches, keeping the information in accordance with each individual heading described below.

**E.** Criteria

#### **1. Personal Statement – Provide a comprehensive review of your year as District Bulletin Editor, including, but not limited to:**

**a. What you accomplished**

**b. What you learned**

**c. What you would do differently**

**d. Your goals as a District Executive officer**

**e. Extenuating circumstances**

**Limit 500 words. (50 points maximum)**

**1.2. Board Correspondence**—Produce and distribute at least five articles of correspondence for District Board members. The following are to be taken into consideration. (~~100 points maximum~~) **(85 points maximum)**

a. Publication deadlines (10 points)

b. Suggestions on how to write articles (i.e. advice on topics, providing templates, etc.) (30 points)

c. Notifications to officers of articles they are responsible to write for District publications (20 points)

d. Observation of graphic standards **where applicable** (15 points)

e. Timeliness of covered materials (15 points)

e. spelling/grammar (10 points)

**2.3. District Publications (280 points maximum)**—Produce and distribute **at least two** publication(s) to clubs. ~~If one publication is produced, it will be judged out of 250 points. If two are produced, each will each be judged out of 140 points, and if three are produced, each will each be judged out of 100 points.~~ In order to receive points for publications, graphic standards must be observed. If more than **three two** publications are produced, please indicate which **three two** are to be judged and each will be worth ~~100~~ **140** points. **If there is content that needs to be considered for judging from other publications, please only submit the page(s) including this information.** The following should be taken into consideration.

a. Content (required in all publications)

1. Major Emphasis and Key Club

International Service Partners

**2. Youth Opportunities Fund**

3. International representative's message/Governor's message

4. Club/Division highlights

**5. District updates**

**5. Promotion of Key Club Co-Sponsors**

6. Promotion of Key Club Vision Partners

**7. Contact information for all District Executive Officers**

b. Content (required in only one publication)

1. District Convention summation

2. International Convention promotion

3. International Convention summation

4. District Convention promotion

~~**5. Promotion of Key Club Co-Sponsors two times per year each, minimum**~~

**5. Youth Opportunities Fund (must be included in a publication produced before the due date for Youth Opportunities Fund applications)**

c. Spelling/grammar (all publications)

d. Timeliness of covered material (all publications)

e. Neatness

f. Creativity

**3.4. Required attendance**—(150 points maximum, 50 points for each event attended)

a. District Convention at the beginning and end of term

b. International Convention during term

c. All District Board meetings

**4.5. Reporting**—Present the Bulletin Editor's report at all official Board meetings. If not in attendance at a Board meeting, reports must be presented at the Board meeting. (100 points maximum, 25 points for each report submitted)

**5.6. Service to home, school and community**—Perform at least 50 hours of service to home, school, and community through Key Club activities. Verification shall

consist of a description of service performed certified by the club president and Faculty Advisor. Deduct 5 points for every hour below 50. (150 points if service is verified)

**~~6. Miscellaneous\*—Submit evidence of performance above and beyond the call of duty including recommendations and documentation of achievements, such as sending the bulletin to other District Bulletin Editors and the International Office. Points shall be awarded at the discretion of the judges. (100 points maximum) (6/00)~~**

**~~\*Note: If you would like special consideration for any or all of the criteria, please include an explanation signed by the district administrator.~~**

**7. Recommendations – Provide no more than one letter of recommendation for a value of 25 points total. (Letters can be written by District Administrator, Kiwanis Counterparts, Key Club District Executive Officers, or recommenders of an equivalent stature) (25 points maximum)**

**8. Additional Materials – This section can be used to submit evidence of performance above and beyond the call of duty, including recommendations and documentation of achievements not covered by these criteria. Points may be awarded to previous sections based on explanations provided within the additional comments section, therefore, applications which do not meet the minimum points requirement may still be considered for the award. In order to be considered a viable reason for lack of points, explanations must be signed by the District Administrator. A maximum of 100 points may be granted based on explanations within this section.**

#### **Distinguished District Governor's Award**

**A.** An evaluation will be made on the basis of the criteria set forth below. This is not a contest between District officers, but a recognition of an individual's performance.

**B.** Only persons elected or officially appointed to their positions may be submitted for consideration. In order to be eligible for this award, the nominee must have complied with all aspects of the Bylaws and Board Policy Code pertaining specifically to serving as a district officer, and the nominee may not have violated Section 2, Responsible Behavior, of the Key Club International code of conduct. Submissions must be received at Key Club International no later than the first Friday in May.

**C.** Proof in hard copy of all criteria specified below must accompany the submission. In order to receive this award, the nominee must accumulate a total of at least ~~1056~~ **948** points out of the ~~1320~~ **1185** possible points. (11/01) (10/03) (07/05)(11/13)

**D.** Information must be submitted in a single binder, not to exceed four inches, keeping the information in accordance with each individual heading described below.

E. Criteria

**1. Personal Statement – Provide a comprehensive review of your year as District Governor, including, but not limited to:**

- a. What you accomplished**
  - b. What you learned**
  - c. What you would do differently**
  - d. Your goals as a District Executive officer**
  - e. Extenuating circumstances**
- Limit 500 words. (50 points maximum)**

**2. Club Correspondence – Produce and distribute, via the postal service, email, or Lieutenant Governor newsletters, at least three formal articles of correspondence (articles, letters, flyers, etc.) with the following titles, or titles of a similar effect. Graphic standards will be taken into consideration where applicable. (75 points maximum):**

- a. Governor’s Greeting, including goals for the upcoming year (25 points)**
- b. Mid-Year Correspondence, including update on goals set in the beginning of the year (25 points)**
- c. Year in Review, including final result of goals set in the beginning of the year. (25 points)**

**1. Club Correspondence— Produce and distribute, via the postal service or email, at least four formal communiqués (flyers, newsletters, letters, diagrams, etc.) to club presidents. The following are to be taken into consideration. (100 points maximum)**

- a. Observation of graphic standards. (10 points)**
- b. Content covered throughout the year. All content need not appear in the every publication; points will be awarded as long as each content point is distributed four times, but no more than once per publication. (70 points)**
  - i. Major Emphasis and International Preferred Charities**
  - ii. Youth Opportunities Fund**
  - iii. Kiwanis family**
  - iv. District convention**
  - v. International convention**
  - vi. District and International dues payment**
  - vii. Club membership growth**
  - viii. Promotion of Key Club Vision Partners four times per year each, minimum**
  - ix. Promotion of Key Club Co-Sponsors two times per year each, minimum**
- b. Timeliness of covered materials (15 points)**
- c. Spelling/grammar (5 points)**

**2.3. Board Correspondence—Produce and distribute, via the postal service or email, at least ten formal communiqués items of correspondence (email updates, newsletters, flyers, etc. flyers, newsletters, letters, diagrams, etc.), to the District**

Board. The following are to be taken into consideration. ~~(100 points maximum)~~ **(85 points maximum)**.

- a. Observation of graphic standards **where applicable** (10 points)
- b. Content covered throughout the year (70 points)
  - 1. Major Emphasis and International Preferred Charities
  - 2. Youth Opportunities Fund
  - 3. Kiwanis family
  - 4. New club building and reactivation
  - 5. District convention
  - 6. International convention
  - 7. District and International dues collection
  - 8. Promotion of Key Club Vision Partners four times per year each, minimum
  - 9. Promotion of Key Club Co-Sponsors two times per year each, minimum
- ~~c. Timeliness of covered materials (15 points)~~
- c. Spelling/grammar (5 points)

**3.4. Board meeting agenda**—Prepare a tentative agenda for each District Board meeting and distribute this agenda to the District Board at least one week in advance of the Board meeting. Provide a copy of each agenda and documentation of its distribution to be awarded points. (50 points maximum)

**4.5. District officer training**—Distribute the criteria for all Distinguished Officer awards (25 points) and develop materials and institute a training program for District officers (100 points).

The prescribed training must at a minimum include the following: (125 points maximum, deduct 25 points if training does not occur before International Convention, deduct 20 points for each topic not addressed)

- a. Major Emphasis and International Preferred Charities
- b. Youth Opportunities Fund
- c. Kiwanis family
- d. Planning service projects and programs (i.e. rallies, Divisional Training Conferences, Divisional Projects, etc.)
- e. Suggested calendar
- f. Position responsibilities
- g. Emphasis on club building and reactivation
- h. Guidelines for divisional meetings and face-to-face contact
- i. Distribution of Distinguished Officer awards
- j. Distribution of Key Club corporate partner descriptions and logos (25 points)

**5.6. District Committees**—Provide written directives for and assist District Committees in their operation. (100 points maximum)

- a. Appoint at least the following standing committees, or at least four committees with very similar functions. (40 points)
  - 1. Membership Development

**2. International Connections/Applications and International Preferred Charities and Corporate Partners/Sponsors**

**3. Service Planning**

**4. Convention Planning**

**b. Thoroughly explain committee responsibilities and provide committees with available resources (20 points)**

**1. Schedule committee meetings at District Board meetings and provide directives for each in conjunction with the committee chairs (20 points)**

**2. Require committee members to complete regular reports to be recorded in the District minutes (20 points)**

**6.7. Required attendance**—The District Governor must attend the following: (175 points maximum—25 points for each event attended)

**a. District Convention at the beginning and end of term as Governor**

**b. Governor/Administrator Training Conference**

**c. International Convention during his/her term as Governor**

**d. Key Club Leadership Conference**

**e. All District Board meetings**

**f. Kiwanis District Convention or Midwinter Conference during term in office**

**g. CKI District Convention during term in office.**

**7.8. District Board Performance** (70 points maximum)

**a. Institute a program of monthly reporting for Lieutenant Governors (20 points)**

**b. Provide each board member with an evaluation of their performance quarterly (including but not limited to interviews at board meetings, email evaluation reports, etc.) (50 points)**

**8.9. Kiwanis-family relations** (140 points maximum)

**a. Hold at least one meeting with Kiwanis Governor (20 points)**

**b. Hold at least one meeting with CKI Governor (20 points)**

**c. Attend at least one Kiwanis District Board meeting (20 points)**

**d. Attend at least one CKI District Board meeting (20 points)**

**e. Participate in at least one Kiwanis service project for the current Kiwanis global campaign (20 points)**

**f. Provide education on Circle K International to the membership during at least one district event throughout the term (20 points)**

**g. Provide education on Kiwanis International to the membership during at least one district event through the term (20 points)**

**9.10. International Trustee** (80 points maximum)

**a. Provide written directives for his/her International Trustee outlining how he/she can assist the District (20 points)**

**b. Provide time at board meeting for the International Trustee's report (10 points)**

**c. Communicate at least two times per month with the International Trustee (40 points)**

d. Provide opportunity at District Convention for the International Trustee to address the entire convention (10 points)

**10.11. Reporting**—File all **Governor's** reports (~~International Board questionnaires, surveys, requests for information, etc.~~) required by the Key Club International Office or Board within specified time limits. Nominees should request confirmation of report submissions from the International Office at least 45 days prior to the deadline for award submission. (50 points maximum—5 points for each report submitted on time)

**11.12. Administrator** (80 points maximum)

a. Contact the administrator prior to each board meeting to prepare the agenda (20 points)

b. Communicate at least three times per month with the administrator (60points)

**12.13. Service to home, school and community**—Perform at least 50 hours of service to home, school and community through Key Club activities. Verification shall consist of a description of service performed certified by the club president and Faculty Advisor. Deduct 5 points for every hour below 50. (150 points if service is verified)

**13. Miscellaneous\***—~~Submit evidence of performance above and beyond the call of duty, including recommendations and documentation of achievements not covered by these criteria. Points shall be awarded at the discretion of the judges. (100 points maximum) (6/00)~~

~~\*Note: If you would like special consideration for any or all of the criteria, please include an explanation signed by the District Administrator.~~

**14. Recommendations** – Provide no more than one letter of recommendation for a value of 25 points total. (Letters can be written by District Administrator, Kiwanis Counterparts, Key Club District Executive Officers, or recommenders of an equivalent stature) (25 points maximum)

**15. Additional Materials** – This section can be used to submit evidence of performance above and beyond the call of duty, including recommendations and documentation of achievements not covered by these criteria. Points may be awarded to previous sections based on explanations provided within the additional comments section, therefore, applications which do not meet the minimum points requirement may still be considered for the award. In order to be considered a viable reason for lack of points, explanations must be signed by the District Administrator. A maximum of 100 points may be granted based on explanations within this section.



## **Distinguished District Secretary's Award**

**A.** An evaluation will be made on the basis of the criteria set forth below. This is not a contest between District officers, but a recognition of an individual's performance.

**B.** Only persons elected or officially appointed to their position may be submitted for consideration. In order to be eligible for this award, the nominee must have complied with all aspects of the Bylaws and Board Policy Code pertaining specifically to serving as a district officer, and the nominee may not have violated Section 2, Responsible Behavior, of the Key Club International code of conduct. Submissions must be received at Key Club International no later than the first Friday in May.

**C.** Proof in hard copy of all criteria specified below must accompany the submission. In order to receive this award, the nominee must accumulate a total of ~~900~~ **856** points out of ~~1125~~ **1070** possible points. (07/05)

**D.** Information must be submitted in a single binder, not to exceed four inches, keeping the information in accordance with each individual heading described below. (11/01)(10/03)

**E.** Criteria

### **1. Personal Statement – Provide a comprehensive review of your year as District Secretary, including, but not limited to:**

**a. What you accomplished**

**b. What you learned**

**c. What you would do differently**

**d. Your goals as a District Executive officer**

**e. Extenuating circumstances**

**Limit 500 words. (50 points maximum)**

**1.2. Board Correspondence**—Produce and distribute, via the postal service or email, at least ten formal ~~communiqués~~ **items of correspondence (email updates, newsletters, flyers, etc. flyers, newsletters, letters, diagrams, etc.)** for District Board members. The following are to be taken into consideration. (~~100 points maximum~~) **(85 points maximum)**

a. Observation of graphic standards **where applicable** (10 points)

b. Content—All content need not appear in every publication; points will be awarded as long as each content point is distributed four times, but no more than once per publication. (70 points)

i. Role of club secretary (i.e. general correspondence and minutes)

ii. Club roster collection

iii. Upcoming District events

**e. Timeliness of covered materials (15 points)**

c. Spelling/grammar (5 points)

**2.3. Club Correspondence**—Produce and distribute, via the postal service or email, at least three formal ~~communiqués~~ **items of correspondence (email updates, newsletters, flyers, etc. flyers, newsletters, letters, diagrams, etc.)** to club secretaries. The following are to be taken into consideration. ~~(100 points maximum)~~ **(85 points maximum)**

- a. Observation of graphic standards **where applicable** (10 points)
- b. Content—All content need not appear in every publication; points will be awarded as long as each content point is distributed ~~four~~ **three** times, but no more than once per publication. (70 points)
  1. Role of club secretary (i.e. general correspondence and minutes)
  2. Club roster collection
  3. Upcoming District events
- ~~e. Timeliness of covered materials (15 points)~~
- c. Spelling/grammar (5 points)

**3.4. Club secretary's workshop**—Develop materials for and conduct a club secretary's workshop at the District Convention at the end of his/her term of office. (100 points maximum)

**4.5. Board minutes**—Distribute copies of all District Board minutes to District Board officers and submit electronically to the International Office. (100 points maximum)

- a. Within 15 days of the board meeting (100 points)
- b. Within 30 days of the board meeting (50 points)
- c. Within 45 days of the board meeting (25 points)
- d. Later than 45 days (10 points)
- e. No report (0 points)

**5.6. Required attendance**—The District Secretary must attend the following: (75 points maximum, 25 points for each event attended)

- a. District Convention at the beginning and end of term
- b. International Convention during term (unless prior approved to not attend by the District Administrator).
- c. All District Board meetings

**6.7. Reporting**—Present the Secretary's report at all official Board meetings. If not in attendance at a Board meeting, reports must be presented at the Board meeting. (100 points maximum, 25 points for each report submitted)

**7.8. End of Year Report**—Compile the final reports of all the committees of the District Board. Create a master report which lists each committee, its directives for the year, and what work has been done to address those directives and distribute this list to the incoming District Governor and the District Administrator. (100 points maximum)

**8.9. Club officer directory**—Produce and distribute a club officer directory for distribution to clubs and District officers. (150 points maximum)

- a. Before November 15 (150 points)
- b. Before December 1 (100 points)
- c. After December 1 (40 points)

**9.10. Club officer directory addendums**—Produce **at least one addendum addendums** to the club officer directory **prior to District Convention** with updated information for distribution to clubs through Lieutenant Governors or District mailings. (25 points maximum)

**10.11. International Trustee**—Send all copies of the District Secretary’s Board newsletter to the International Trustee. (25 points maximum) (11/01)

**11.12. Service to home, school and community**—Perform at least 50 hours of service to home, school, and community through Key Club activities. Verification shall consist of a description of service performed certified by the club president and Faculty Advisor. Deduct 5 points for every hour below 50. (150 points if service is verified)

~~**12. Miscellaneous\***—**Submit evidence of performance above and beyond the call of duty including recommendations and documentation of achievements not covered by these criteria. Points shall be awarded at the discretion of the judges. (100 points maximum) (6/00)**~~

~~**\*Note: If you would like special consideration for any or all of the criteria, please include an explanation signed by the District Administrator.**~~

**13. Recommendations – Provide no more than one letter of recommendation for a value of 25 points total. (Letters can be written by District Administrator, Kiwanis Counterparts, Key Club District Executive Officers, or recommenders of an equivalent stature) (25 points maximum)**

**14. Additional Materials – This section can be used to submit evidence of performance above and beyond the call of duty, including recommendations and documentation of achievements not covered by these criteria. Points may be awarded to previous sections based on explanations provided within the additional comments section, therefore, applications which do not meet the minimum points requirement may still be considered for the award. In order to be considered a viable reason for lack of points, explanations must be signed by the District Administrator. A maximum of 100 points may be granted based on explanations within this section.**

**Distinguished District Treasurer’s Award**

A. An evaluation will be made on the basis of the criteria set forth below. This is not a contest between District officers, but a recognition of an individual's performance.

B. Only persons elected or officially appointed to their position may be submitted for consideration. In order to be eligible for this award, the nominee must have complied with all aspects of the Bylaws and Board Policy Code pertaining specifically to serving as a district officer, and the nominee may not have violated Section 2, Responsible Behavior, of the Key Club International code of conduct. Nomination forms must be received by Key Club International no later than the first Friday in May.

C. Copies of all required documents must accompany the nomination. In order to receive this award, the nominee must accumulate a total of ~~1000~~ **956** points out of ~~1250~~ **1195** possible points. (10/03) (07/05)

D. Information must be submitted in a single binder, not to exceed four inches, keeping the information in accordance with each individual heading described below.

E. Criteria

**1. Personal Statement – Provide a comprehensive review of your year as District Treasurer, including, but not limited to:**

**a. What you accomplished**

**b. What you learned**

**c. What you would do differently**

**d. Your goals as a District Executive officer**

**e. Extenuating circumstances**

**Limit 500 words. (50 points maximum)**

~~1.2.~~ **2. Monthly reports**—Prepare and distribute most recent monthly financial reports and dues reports to the District Board. The financial reports can be part of the monthly newsletter but will be judged separately. (200 points maximum—20 points for each item submitted)

~~2.3.~~ **3. Board Correspondence**—~~Produce and distribute, via the postal service or email, at least ten formal communiqués (flyers, newsletters, letters, diagrams, etc.) for District Board members. Produce and distribute at least ten formal items of correspondence to District Board members (email updates, newsletters, flyers, etc.)~~ The following are to be taken into consideration. ~~(100 points maximum)~~ **(85 points maximum)**

a. Observation of graphic standards **where applicable** (10 points)

b. Content—All content need not appear in every publication; points will be awarded as long as each content point is distributed four times, but no more than once per publication. (70 points)

i. Role of club treasurer (i.e. dues collection and club budget)

ii. District and International dues collection

iii. Fundraising project ideas

- iv. Upcoming District events
- v. Divisional dues payment status updates
- e. Timeliness of covered materials (15 points)**
- c. Spelling/grammar (5 points)

**3.4. Club Correspondence**—Produce and distribute, via the postal service or email, at least three ~~formal communiqués (flyers, newsletters, letters, diagrams, etc.)~~ **items of correspondence (email updates, newsletters, flyers, etc.)** written to club treasurers. The following are to be taken into consideration. ~~(100 points maximum)~~ **(85 points maximum)**

- a. Observation of graphic standards **where applicable** (10 points)
- b. Content—All content need not appear in the every publication; points will be awarded as long as each content point is distributed **three** ~~four~~-times, but no more than once per publication. (70 points)
  - i. Role of club treasurer (i.e. dues collection and club budget)
  - ii. District and International dues collection
  - iii. Fundraising project ideas
  - iv. Registering and paying for upcoming District events
- e. Timeliness of covered materials (15 points)**
- c. Spelling/grammar (5 points)

**4.5. Club treasurer’s workshop**—Develop materials for and conduct a club treasurer’s workshop at the District Convention at the end of his/her term of office. (100 points maximum)

**5.6. Delinquent Dues Notifications**—(300 points maximum, 100 points for each notification)

- a. First notification of delinquent status sent to presidents and advisors of delinquent clubs no later than December 31.
- b. Second notification of delinquent status sent to presidents and advisors of delinquent clubs no later than January 31.
- c. Third notification of delinquent status sent to presidents and advisors of delinquent clubs prior to District Convention.

**6.7. Required attendance**—The District Treasurer must attend the following: (75 points maximum, 25 points for each event attended)

- a. District Convention at the beginning and end of term
- b. International Convention during his/her term (unless prior approved to not attend by the District Administrator).
- c. All District Board meetings

**7.8. Reporting**—Present the Treasurer’s report at all official Board meetings. If not in attendance at a Board meeting, reports must be presented at the Board meeting. (100 points maximum, 25 points for each report submitted)

**8.9. International Trustee**—Send all copies of the District Treasurer’s Board newsletter to the International Trustee (25 points maximum) (11/01)

**9.10. Service to home, school and community**—Perform at least 50 hours of service to home, school, and community through Key Club activities. Verification shall consist of a description of service performed certified by the club president and faculty advisor. Deduct 5 points for every hour below 50. (150 points if service is verified)

~~**10. Miscellaneous\***—Submit evidence of performance above and beyond the call of duty including recommendations and documentation of achievements not covered by these criteria. Points shall be awarded at the discretion of the judges. (100 points maximum)~~

~~\*Note: If you would like special consideration for any or all of the criteria, please include an explanation signed by the district administrator.~~

**11. Recommendations – Provide no more than one letter of recommendation for a value of 25 points total. (Letters can be written by District Administrator, Kiwanis Counterparts, Key Club District Executive Officers, or recommenders of an equivalent stature) (25 points maximum)**

**12. Additional Materials – This section can be used to submit evidence of performance above and beyond the call of duty, including recommendations and documentation of achievements not covered by these criteria. Points may be awarded to previous sections based on explanations provided within the additional comments section, therefore, applications which do not meet the minimum points requirement may still be considered for the award. In order to be considered a viable reason for lack of points, explanations must be signed by the District Administrator. A maximum of 100 points may be granted based on explanations within this section.**

### **Distinguished District Secretary-Treasurer’s Award**

**A.** An evaluation will be made on the basis of the criteria set forth below. This is not a contest between District officers, but a recognition of an individual’s performance.

**B.** Only persons elected or officially appointed to their position may be submitted for consideration. In order to be eligible for this award, the nominee must have complied with all aspects of the Bylaws and Board Policy Code pertaining specifically to serving as a district officer, and the nominee may not have violated Section 2, Responsible Behavior, of the Key Club International code of conduct. Nomination forms must be received by Key Club International no later than the first Friday in May.

C. Copies of all required documents must accompany the nomination. In order to receive this award, the nominee must accumulate a total of ~~1260~~ **1216** points out of ~~1575~~ **1520** possible points. (11/01) (10/03) (07/05)

D. Information must be submitted in a single binder, not to exceed four inches, keeping in accordance with each individual heading described below.

E. Criteria

**1. Personal Statement – Provide a comprehensive review of your year as District Secretary-Treasurer, including, but not limited to:**

**a. What you accomplished**

**b. What you learned**

**c. What you would do differently**

**d. Your goals as a District Executive officer**

**e. Extenuating circumstances**

**Limit 500 words. (50 points maximum)**

**1.2. Board Correspondence**—Produce and distribute, via the postal service or email, at least ten formal ~~communiqués~~ **items of correspondence (email updates, newsletters, flyers, etc. flyers, newsletters, letters, diagrams, etc.)**, to the District Board. The following are to be taken into consideration. (~~100 points maximum~~) **(85 points maximum)**

a. Observation of graphic standards **where applicable** (10 points)

b. Content—All content need not appear in the every publication; points will be awarded as long as each content point is distributed four times, but no more than once per publication. (70 points)

i. Role of club secretary (i.e. general correspondence and minutes)

ii. Role of club treasurer (i.e. dues collection and club budget)

iii. Club roster collection

iv. District and International dues collection

v. Fundraising project ideas

vi. Registering and paying for upcoming District events

vii. Divisional dues payment status updates

~~**e. Timeliness of covered materials (15 points)**~~

c. Spelling/grammar (5 points)

**2.3. Club Correspondence**—Produce and distribute, via the postal service or email, at least ~~four~~ **three newsletters formal items of correspondence (email updates, newsletters, flyers, etc.)** to both club secretaries and club treasurers. The following are to be taken into consideration. (~~100 points maximum~~) **(85 points maximum)**

a. Observation of graphic standards **where applicable** (10 points)

b. Content—All content need not appear in the every publication; points will be awarded as long as each content point is distributed ~~four~~ **three** times, but no more than once per publication. (70 points)

i. Role of club secretary (i.e. general correspondence and minutes)

ii. Role of club treasurer (i.e. dues collection and club budget)

- iii. Club roster collection
- iv. District and International dues collection
- v. Fundraising project ideas
- vi. Registering and paying for upcoming District events

**~~e. Timeliness of covered materials (15 points)~~**

- c. Spelling/grammar (5 points)

**3.4. Club secretary-treasurer's workshop**—Develop materials for and conduct a club secretary-treasurer's workshop at the District Convention at the end of term in office. (100 points maximum)

**4.5. Board minutes**—Distribute copies of all District Board minutes to District Board officers and submit them electronically to the International Office. (50 points maximum)

- a. Within 15 days of the board meeting (50 points)
- b. Within 30 days of the board meeting (35 points)
- c. Within 45 days of the board meeting (25 points)
- d. Later than 45 days (10 points)
- e. No report (0 points)

**5.6. Monthly reports**—Prepare and distribute most recent monthly financial reports and dues reports to the District Board. The financial reports can be part of the monthly newsletter but will be judged separately. (200 points maximum, 20 points for each item submitted.)

**6.7. Required attendance**—The District Secretary-Treasurer must attend the following: (75 points maximum—25 points for each event attended)

- a. District Convention at the beginning and end of term
- b. International Convention during term (unless prior approved to not attend by the District Administrator).
- c. All District Board meetings

**7.8. Reporting**—Present a Secretary-Treasurer's report at all official Board meetings. If not in attendance at a Board meeting, reports must be presented at the Board meeting. (100 points maximum, 25 points for each report submitted)

**8.9. End of Year Report**—Compile the final reports of all the committees of the District Board. Create a master report which lists each committee, its directives for the year, and what work has been done to address those directives and distribute this list to the incoming District Governor and the District Administrator. (100 points maximum).

**9.10. Club Officer Directory**—Produce and distribute a club officer directory for distribution to clubs and District officers. (150 points maximum)

- a. Before November 1 (150 points)
- b. Before December 1 (100 points)



c. After December 1 (40 points)

**10.11. Club officer directory addendums**—Produce at least one addendum addendums to the club officer directory prior to District Convention with updated information for distribution to clubs through Lieutenant Governors or District mailings. (25 points maximum)

**11.12. Delinquent Dues Notifications**—(300 points, 100 points for each notification)

a. First notification of delinquent status sent to presidents and advisors of delinquent clubs no later than December 31.

b. Second notification of delinquent status sent to presidents and advisors of delinquent clubs no later than January 31.

c. Third notification of delinquent status sent to presidents and advisors of delinquent clubs prior to District Convention.

**12.13. International Trustee**—Send all copies of the District Secretary/Treasurer's board newsletter to the liaison (25 points maximum) (11/01)

**13.14. Service to home, school and community**—Perform at least 50 hours of service to home, school, and community through Key Club activities. Verification shall consist of a description of service performed certified by the club president and Faculty Advisor. Deduct 5 points for every hour below 50. (150 points if service is verified)

**14. Miscellaneous\***—~~Submit evidence of performance above and beyond the call of duty including recommendations and documentation of achievements not covered by these criteria. Points shall be awarded at the discretion of the judges. (100 points maximum) (6/00)~~

~~\*Note: If you would like special consideration for any or all of the criteria, please include an explanation signed by the district administrator.~~

**15. Recommendations** – Provide no more than one letter of recommendation for a value of 25 points total. (Letters can be written by District Administrator, Kiwanis Counterparts, Key Club District Executive Officers, or recommenders of an equivalent stature) (25 points maximum)

**16. Additional Materials** – This section can be used to submit evidence of performance above and beyond the call of duty, including recommendations and documentation of achievements not covered by these criteria. Points may be awarded to previous sections based on explanations provided within the additional comments section, therefore, applications which do not meet the minimum points requirement may still be considered for the award. In order to be considered a viable reason for lack of points, explanations must be signed by the District Administrator. A maximum of 100 points may be granted based on explanations within this section.

## **Robert F. Lucas Outstanding Lieutenant Governor's Award**

**A.** The Robert F. Lucas Outstanding Lieutenant Governor's Award has been established to recognize outstanding work and exceptional character in District Lieutenant Governors. An evaluation will be made on the basis of the criteria set forth below. These criteria points should serve as goals for all Lieutenant Governors. Furthermore, such goals have been chosen as criteria because of the ability to judge them objectively. However, notice that many important duties of Lieutenant

Governors (speaking skill and the ability to motivate, for example) have not been included in the criteria, for objective judging would not be possible. The International Board recommends consulting the District Governor and District Administrator for further duties than are outlined in these criteria.

**B.** The decision to give or not to give an outstanding officer award to any particular Key Club member should, by no means, be the ultimate determination of the quality of his or her year. There will always be a great number of exceptional District officers who, for reasons outside their own powers, do not meet the Robert F. Lucas Outstanding Lieutenant Governor's Award criteria. While this award is certainly an honor, the Key Club International Board hopes that all officers receive more reward from the satisfaction of serving others than could be given in any plaque.

**C.** Only persons elected or officially appointed to their position may be submitted for consideration. In order to be eligible for this award, the nominee must have complied with all aspects of the Bylaws and Board Policy Code pertaining specifically to serving as a District officer, and the nominee may not have violated Section 2, Responsible Behavior, of the Key Club International Code of Conduct. Nominations are NOT limited to one per District and there exists no time requirement for which the Lieutenant Governor must serve in office. Applications must be received by Key Club District Administrator no later than the first Friday in May.

**D.** Copies of all required documents must accompany the nomination. In order to be considered for this award, the nominee must accumulate a total of ~~1160~~ **1140** points out of the ~~1450~~ **1425** possible points. If a nominee accumulated less than ~~1160~~ **1140** points and still feels that he/she should be considered for the award because of extenuating circumstances, he/she must submit in writing why he/she has not accumulated the total number of points along with his/her other requirements.

**E.** Information must be submitted in notebook form, keeping the information in accordance with each individual heading described below.

### **G. Criteria**

**1. Personal Statement – Provide a comprehensive review of your year as Lieutenant Governor, including, but not limited to:**

**a. What you accomplished**

**b. What you learned**

**c. What you would do differently**

**d. Your goals as a District Executive officer**

**e. Extenuating circumstances**

**Limit 500 words. (50 points maximum)**

**1.2. Club Newsletter** (100 points maximum) The Lieutenant Governor may choose one of the following options:

I. Produce and distribute at least ten monthly newsletters for the clubs within his/her Division. Appearance, contents (including the Youth Opportunities Fund and Major Emphasis in conjunction with Key Club's International Preferred Charities, and promotion of the Key Club International Vision Partners (four times each per year, minimum) and CoSponsors (two times each per year, minimum), timeliness of materials covered, and spelling/grammar are taken into consideration. Recipients should include the Lieutenant Governor's clubs (via the Club President and/or Faculty Advisor), Governor, District Administrator, and the Lieutenant Governor at minimum. Newsletters may be mailed via the postal service or emailed to all recipients.

II. Ten monthly electronic bulletins containing the contents required in a newsletter (including the Youth Opportunities Fund and Major Emphasis in conjunction with Key Club International's Preferred Charities, and promotion of the Key Club International Vision Partners (four times each per year, minimum) and Co-Sponsors (two times each per year, minimum), and displaying formatting consistent with graphic standards (including a pencil and graphic standards specified fonts and colors) and a layout that is consistent from bulletin to bulletin may be substituted for ten monthly newsletters. Electronic bulletins will likewise be graded based on appearance, contents, timeliness of materials covered, and spelling/grammar. Recipients should include the Lieutenant Governor's clubs (via the Club President and/or Faculty Advisor), Governor, District Administrator, and the Lieutenant Governor at minimum. Electronic bulletins should be distributed via a medium or combination of mediums which will allow the Lieutenant Governor to reach all required recipients.

III. Options I and II may be combined as is most convenient to the Lieutenant Governor, as long as ten publications are produced.

**2.3. Club officer training** (100 points maximum) By November 15, the Lieutenant Governor must plan Divisional training, at a Divisional training conference or by a prearranged meeting of club officers, for all club officers with the input of Kiwanis. This can be held in conjunction with regional or zone conferences or individually with the club. The prescribed training should at a minimum include position responsibilities, Committee structure, meeting execution, Kiwanis relations, communication, Major Emphasis and Key Club International Preferred Charities, and promotion of the Key Club International Vision Partners (four times each per year, minimum) and Co-Sponsors (two times each per year, minimum), Youth Opportunities Fund, and Key Club and Kiwanis education. Proof of Kiwanis input in the training process should be included in the submission. Training materials,

agendas, handouts, etc. should also be included as proof of the content of the training. The fraction of clubs in attendance (clubs in attendance divided by the total number of clubs) multiplied by 80 points and the quality of the content of the training out of 20 points will equal the total number of points awarded.

### **3.4. Face-to-Face Contact** (150 points maximum)

I. To earn the first 100 points, the Lieutenant Governor must visit every club in his/her Division at least once, ~~a visit being defined as attendance at a club project or meeting~~. The percentage of clubs visited (calculated by dividing the number of clubs visited by the total number of clubs within the Division) will equal the total number of points out of 100. If the Lieutenant Governor can provide proof that a visit in person is not feasible, as verified by the District Administrator or designated District official (Kiwanis representative, Assistant Administrator, Zone Administrator, Governor, etc.), then an alternative, such as video chatting, which will simulate face-to-face contact is acceptable. Points will not be docked from this section if the Lieutenant Governor can provide sufficient proof that their request to visit was denied. All visits should be verified by signatures.

II. To earn the remaining 50 points, the Lieutenant Governor may choose one of the following options:

a. The Lieutenant Governor attends club projects planned by clubs in his/her Division in addition to his/her first club visit. Half the percentage of clubs visited twice (calculated by dividing the number of clubs visited twice by the total number of clubs within the Division and then dividing by two) will equal the total number of points out of 50. ~~Video chatting is not an acceptable alternative for a visit to a club project. Proof of denial also shall not result in the awarding of points. If video chatting or other forms of communication take place in lieu of a visit in person, the Lieutenant Governor must prove that a visit in person is not feasible by providing the signature of the District Administrator or a designated District official (Kiwanis representative, Assistant Administrator, Zone Administrator, Governor, etc.)~~

b. The Lieutenant Governor holds at least five Divisional Council Meetings. For each Divisional Council Meeting at which a majority of the clubs in the Division is in attendance, the Lieutenant Governor will be awarded 10 points.

c. Options a and b may be combined as is most convenient to the Lieutenant Governor. For example, if a Lieutenant Governor has held two Divisional Council Meetings with majority quorums (20 points) and has visited four of her ten schools (40%) twice (20 points), then she will have earned 40 of the 50 possible points.

### **4.5. Required Attendance** (200 points maximum-deduct 50 points for each event not attended)

The Lieutenant Governor must attend the following:

a. District Convention at the beginning and end of his/her term as Lieutenant Governor.

- b. International Convention during his/her term in office, including all meetings and training sessions for Lieutenant Governors (unless prior approved to not attend by the District Administrator).
- c. All District Board meetings.
- d. District officers' training conference.

**5.6. Delegates at District Convention** (100 points maximum) Two-thirds of the clubs within the Lieutenant Governor's division should be represented by at least two delegates at District Convention. The attendance of a two-thirds quorum results in 100 points while a one-third quorum results in 50 points, **and a one-half quorum results in 75 points**. Lieutenant Governors are considered delegates-at-large at District Convention and are therefore not a part of this two-thirds quorum. If the Lieutenant Governor can provide sufficient proof that attendance at District Convention exceeds the resources or capacity of one or more of his/her clubs, as verified by the District Administrator, then that club will be considered eliminated from his/her quorum, neither counting for or against him/her. For example, if in a Division of ten clubs there are three clubs in attendance and one has been exempted from the quorum, the Lt. Governor will receive a total of 50 points (three of the nine clubs constituting a complete quorum is at least a one-third quorum, whereas three of the original ten clubs would not have constituted a one-third quorum).

**6.7. Dues collection** (100 points maximum) The average percentage of District and International dues collected by December 1 will equal the total number of points awarded.

**7.8. Club growth** (100 points maximum) Work with Kiwanis to increase the number of active clubs within the Division during the administrative year as defined by Key Club International Policy 2.3 by either building new clubs or reactivating suspended clubs. A new Kfamily club in the Lieutenant Governor's Division results in 100 points, while each reactivated Key Club (up to two clubs) in the Lieutenant Governor's Division results in 50 points. Clubs on suspended status before the Lieutenant Governor's term, revoked at International Convention, will not affect points awarded. However, clubs reactivated from suspended status during the Lieutenant Governor's term will still receive points.

**8.9. Submission of new club officer information** (100 points maximum) New club officer information must be submitted by all clubs within the Division to the International Office by September 15th to receive 100 points and by October 15th to receive 75 points.

**9.10. Division-wide function** (100 points maximum) Lieutenant governors are encouraged to hold a Division-wide function with attendees from each of the Divisional clubs present. Divisional Council Meetings are not considered Division-wide functions. A Division-wide function can be, but is not limited to, a fundraiser or hands-on service project or event that all the Divisional clubs must attend and/or

participate in. The percentage of clubs participating will equal the total number of points awarded.

**10.11. Communication** (100 points maximum)

a. Committee Correspondence (25 points maximum): Lieutenant Governors are encouraged to communicate with members of their District committees regularly and to report the committees' progress to the District. 5 points are awarded for each piece of correspondence.

b. Monthly Communication (50 points maximum): Lieutenant Governors are required to e-mail and/or call, whichever method is preferable to the person(s) being contacted, the following once per month: District Governor, ~~District Secretary/District Treasurer or District Secretary-Treasurer~~, District Administrator, and Club Presidents. A reply on an email or a return phone call is not required to earn points, but the Lieutenant Governor should leave a voicemail or request a read receipt whenever possible. A phone log or hard copy of email correspondence should be submitted as proof of the initiation and content of the monthly communication. Deduct 10 points for every month in which communication was not initiated.

c. Miscellaneous (25 points maximum): Submit sufficient proof that communication throughout the Lieutenant Governor's term has gone above and beyond that of which is required. This can be but is not limited to attendance at meetings and/or the use of communication through other social media outlets. Points are awarded at the discretion of the judges.

**11.12. Monthly Reporting** (50 points maximum) Complete and file monthly reports regarding Committee and/or Board member performance with the District Governor and District Secretary by preestablished deadlines. Deduct 5 points for each report not submitted and 2 points for each late report.

**12.13. Service to home, school and community** (150 points maximum if service is verified)

Perform at least 50 hours of service to home, school and community through Key Club activities. Verification shall consist of a description of service performed certified by the club president and Faculty Advisor. Deduct 5 points for every hour below 50.

~~**13. Miscellaneous (100 points maximum) Submit evidence of performance above and beyond the call of duty, including recommendations and documentation of achievements not covered by these criteria. Points shall be awarded at the discretion of the judges. (6/13)**~~

**14. Recommendations – Provide no more than one letter of recommendation for a value of 25 points total. (Letters can be written by District Administrator, Kiwanis Counterparts, Key Club District Executive Officers, or recommenders of an equivalent stature) (25 points maximum)**

**15. Additional Materials – This section can be used to submit evidence of performance above and beyond the call of duty, including recommendations and documentation of achievements not covered by these criteria. Points may be awarded to previous sections based on explanations provided within the additional comments section, therefore, applications which do not meet the minimum points requirement may still be considered for the award. In order to be considered a viable reason for lack of points, explanations must be signed by the District Administrator. A maximum of 100 points may be granted based on explanations within this section.**

## **REPORT OF THE EXECUTIVE COMMITTEE**

### **Amendment to Key Club International Policies**

The Key Club International Board agendas are typically posted 30 days prior to a Key Club International Board meeting. In order to discuss an application for translation at a board meeting, applications must be submitted 45 days prior to the board meeting.

**RESOLVED: That the Key Club International Board endorses the following change to Key Club International policy, section C. 11. Key Club International Support for Translations, part a.:**

a. Key Club International shall support existing clubs in the regions in which districts are allowed through translated materials when there is a demonstrated need. This demonstrated need shall be determined by the Key Club International Board through review, at any regular meeting, of applications for translation submitted by a district, club, or group of clubs **45 days before an International Board meeting.** The application's contents shall be decided by the Key Club International Board.

***ADOPTED***

**Strategic Intent:** Critical Issue #4: Global Presence and Awareness Raising

**Governance:** None

**Capacity:** No change

**Finance:** No impact

**Metrics:** Changes will be reflected in the Key Club International Guidebook

**Effective Date:** May 2015

## **Amendment to Key Club International Policies**

The committee reviewed suggested changes to the Youth Opportunities Fund policies. Recent updates to the policies included wording indicating that Youth Opportunities Fund spending can be used for grants, scholarships and special projects, which renders this section unnecessary.

**RESOLVED: That the Key Club International Board endorses the following change to O. Youth Opportunities Fund:**

### ~~7. Youth Opportunities Fund Scholarships~~

~~Academic college scholarships are available to graduating Key Club students who are not otherwise officers of Key Club International. The Board shall designate two four-year Youth Opportunities Fund scholarships that are US\$4,000.00 each paid out in US\$1,000.00 increments for each of four years. The application shall utilize the same form, deadlines, and selection process as existing Key Club International scholarship programs.~~

***ADOPTED***

**Strategic Intent:** Critical Issue #2: Finance

**Governance:** None

**Capacity:** No change

**Finance:** No impact

**Metrics:** Changes will be reflected in the Key Club International Guidebook

**Effective Date:** May 2015

## **Key Club International Convention registration rate**

The board reviewed the registration rate for the 2015 Key club convention.

**RESOLVED: That the Key Club International Board approves the 2015 convention registration rate of \$200.**

***ADOPTED***

## **Approval of the Key Club International Convention 2018 location**

The committee has evaluated possible locations for the 75th Key Club International Convention, and has studied feasibility, entertainment and costs.



**RESOLVED: That the Key Club International Board approves Chicago, Illinois as the location for the 75<sup>th</sup> Key Club International Convention.**

***ADOPTED***

### **Amendment to Key Club International Bylaws**

New Key Clubs are able to be chartered in a school which already has one, leading to potential competition and non-inclusiveness. The proposed amendment will be grandfathered, with schools currently having two or more Key Clubs able to keep those clubs active and independent. However, no new Key Clubs would be allowed to be chartered in schools which already have one.

**RESOLVED: That the Key Club International Board approve the submission of the following amendment to the 2015 Key Club International House of Delegates in Indianapolis. IN:**

#### **Amendment #1**

#### **Article V. Organizing and Chartering of Clubs**

Section 1. A Key Club may be established in a high school or equivalent educational institution **that does not have a chartered Key Club** upon the petitioning by a Kiwanis club, if applicable, or Key Club district which agrees to provide sponsorship for the proposed club according to the Policies and Procedures of Kiwanis International.

***ADOPTED***

**Strategic Intent:** Not applicable

**Governance:** Present to the Key Club International House of Delegates

**Capacity:** No change

**Finance:** No impact

**Metrics:** None

### **CLOSING COMMENTS**

President Palazzolo adjourned the meeting on January 24, 2015 at 2:52 p.m.