MEETING MINUTES

KEY CLUB INTERNATIONAL BOARD

January 14-15, 2012

A meeting of the Board of Trustees of Key Club International was held in New Orleans, Louisiana on January 14-15, 2012.

Those present for the board session: President Annie Lewandowski, Vice-President Catt Lovins, and Trustees Nick DePorzio, Jared Greene, Somya Gupta, Cole Hickman, Yoo Eun Kim, Kayla Lash, Lucy McDermott, Randolph McKinnie, Rebecca Riley, Alan Wang, and Austin Wu. Trustee Yoo Eun Kim had to depart before the official session on Sunday, January 15 and did not participate in the voting. Also present were Mike Downs, Key Club International Director, Amanda Spice, Key Club Communication Specialist, and Sue Petrisin, Kiwanis International Trustee.

President Annie Lewandowski called the meeting to order on January 13. The leadership reports were presented to the Board. A presentation concerning The Eliminate Project was given to the Board. The Board recessed with Committee meetings to take place on Sunday, January 15 as well as the official board meeting.

The Board reconvened on Sunday, January 15.

REPORT OF THE COMMITTEE ON COMMUNICATIONS

Promotional Video

The Committee presented discussed the need for an updated promotional video. The Committee determined that a new video would help with membership recruitment as well as brand awareness for the organization.

RESOLVED: That the International Board approve the creation of new promotional video for Key Club International and allocate US$40,000 in the 2012-13 operational budget for creation, duplication, and distribution of the video.

ADOPTED

Strategic Intent: Not Applicable
Procedure: No impact
Capacity: No change
Finance: US $40,000 in 2012-13 budget
Metrics: None

REPORT OF THE EXECUTIVE COMMITTEE

2014 Key Club International Convention

The Committee reviewed the proposals for the 2014 Key Club International convention. The Committee discussed the pros and cons as presented by staff.

RESOLVED: That the International Board select Anaheim, California as the site for the 2014 Key Club International Convention.

ADOPTED

Strategic Intent: Not Applicable
Procedure: In compliance
Capacity: No change
Finance: No impact
Metrics: None

Key Club International Audit

The Committee reviewed the draft of the audit as prepared by firm selected by Kiwanis International. Staff discussed the audit with the Committee.

RESOLVED: That the International Board approve the 2011-12 Audit of Key Club International as presented.

ADOPTED

Strategic Intent: Not Applicable
Procedure: In compliance
Capacity: No change
Finance: No impact
Metrics: None

Convention Committee Chairs

President Annie Lewandowski presented her nominees for committee chairs for the International Convention as required by the Key Club International Bylaws.

RESOLVED: That the International Board approve the following Presidential Appointments for the 2012 Key Club International Convention: Elections Chair – Randolph McKinnie; Credentials Chair – Lucy McDermott; Sergeant-at-Arms Chairs Somya Gupta, Cole Hickman, and Austin Wu

ADOPTED

Strategic Intent: Not Applicable

Procedure: In compliance
Capacity: No change
Finance: No impact
Metrics: None

Electronic Voting at the Key Club International Convention

The Committee discussed the possibility of voting electronically at the Key Club International convention to allow for a smoother running in the House of Delegates as well as the ability to have instantaneous vote results. Electronic voting will be used for any proposed amendment as well as the elections for President and Vice President.

RESOLVED: That the Key Club International Board approve the use of electronic voting devices for the Key Club International convention if feasible and not to cost more than US$10,000.

ADOPTED

Strategic Intent: Not Applicable
Procedure: In compliance
Capacity: No change
Finance: No more than US $10,000 from the 2011-12 budget.
Metrics: None

Definition of a Service Hour

The Committee reviewed a request by the Florida District to further define a service hour as it is stated in the Key Club International Policy Code. The Committee discussed whether or not planning time should be allowed in the counting of service hours and determined that it should be at the discretion of an individual club as to what it wishes to count as a service hour.

RESOLVED: That the Key Club International Board approve the following change in the definition of a service hour:

> **Section F. 7. A service-hour constitutes any hour of service performed by an individual Key Club member with the approval of his/her club's board of directors. ~~The time expended on planning a project will not be counted as a reported service hour.~~**

ADOPTED

Strategic Intent: Not Applicable
Procedure: Amend Policy Code
Capacity: No change
Finance: No impact
Metrics: None

Key Club International Board Structure

The Committee discussed the current structure of the Key Club International Board of Trustees. The Committee discussed the impact (both in time and money) of resizing the Board. The Committee determined that it is very feasible for Board member to have an additional district and therefore save the organization more than $10,000 annually.

RESOLVED: That the Key Club International Board approve the reduction of the Key Club International Board from a President, Vice President, and 11 Trustees to a President, Vice President and 8 Trustees and present appropriate amendments to the Key Club House of Delegates

FAILED

Amendments to the Key Club International House of Delegates

The Committee reviewed the current Bylaws of the organization and are prepared to submit amendments to the Key Club International House of Delegates for further discussion and decision by the delegates assembled in Orlando, Florida.

RESOLVED: That the International Board approve the submission of the following amendments to the 2012 Key Club International House of Delegates in Orlando, Florida:

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 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.

Section 2. A Key Club may be established only with the approval and support of the high school principal, **if applicable**. The principal and sponsoring Kiwanis club, **if applicable,** shall determine the number of charter members of the club according to the size and conditions of the school in which the club is to be established. The principal shall select or approve all charter members of the club and shall approve of the selection of all future members. He/She shall have full authority over all functions of the club.

Section 3. Before a Key Club may be formed at least 15 students ~~of the high school~~ eligible for membership and approved by the principal, **if applicable,** must be willing to join the proposed Key Club and accept responsibilities of club membership. The director of Key Club International shall have the authority to waive these requirements if evidence of hardship is presented.

Section 4. After the members of the proposed Key Club have adopted the Standard Form of Club Bylaws, with only such modifications as may be approved by the director of Key Club International, elected officers, appointed committees and completed club organization, the sponsoring Kiwanis club, **if applicable, or advisor of the club** shall submit to Key Club International the standard new club petition form and any required fees.

Amendment #2

ARTICLE VI. CLUB OPERATIONS

Section 5. Each club shall hold **meetings** ~~one meeting per week on such a day and~~ at such a place as shall be determined by the board of directors. It may hold other such meetings as the board of directors or membership may desire. ~~In the event that unusual conditions prevent a weekly meeting, a club, upon receiving permission from the principal, or his/her designee, may hold one meeting per two week period.~~

Amendment # 3

ARTICLE VI. CLUB OPERATIONS

Section 6. In fulfilling the objectives of Key Club International, each club should participate in the Major Emphasis ~~Program~~ and other service and leadership development programs endorsed by the organization.

Amendment #4

ARTICLE XIII. BOARD OF TRUSTEES

Section 2. The Board of Trustees may, without meeting together, transact business by voting upon proposed resolutions mailed to them by the director of Key Club International. If within 20 days thereafter a majority of the regular membership of the Board of Trustees shall send to the director of Key Club International its vote in favor of any such resolution, the resolution shall be deemed carried; otherwise it shall fail. No such affirmative action shall go into effect for ten days after the director, by ~~registered~~ **physical or electronic** mail, shall have sent to each member of the Board of Trustees a report of the tabulated result of the vote. The ballots received shall be destroyed at the following meeting of the Board of Trustees.

Amendment #5

ARTICLE XVI. DELEGATES AND DELEGATES AT-LARGE
Section 1. Each Key Club in good standing with Key Club International and its respective district shall be entitled at any Key Club International convention to two voting delegates, two alternate voting delegates and as many non-voting delegates as may be allowed by the director and Board of Trustees. **Key Clubs in non districted regions shall have the same rights and privileges as other Key Clubs as long as they are in good standing with Key Club International.**

Amendment #6

ARTICLE XVI. DELEGATES AND DELEGATES AT-LARGE
Section 3. The immediate past district governors, ~~and~~ the official members of the international council, namely the Board of Trustees ~~and~~ the district governors, **and any past international**

officer who is a current member shall be voting delegates-at-large to all international conventions.

Amendment #7

ARTICLE XVIII. NOMINATION AND ELECTION OF OFFICERS
Section 6. The president shall give notice of, and cause to be held, a nominating conference of representatives of the various districts to determine and submit to the convention its recommendations for the several offices from among the nominations. The conference to be constituted and to proceed as follows:

D. Upon completion of the organization as above outlined, the conference shall proceed to select candidates for the offices of president, vice president and trustees of Key Club International to be submitted to the convention in the following provisions:
1. Each district shall vote by written ballot the percentages obtained at the conclusion of its caucus. Percentage points will be totaled from all districts by the secretary and tellers of the nominating conference.
2. From the nominations made by the convention the conference shall select two candidates for each of the offices of president and vice president, as its recommendations for submission to the convention for voting. No person shall be submitted to the conference as a candidate for any office without the consent of such person being first obtained.
3. The conference shall next proceed to the consideration of candidates for the office of Trustee. If the nominating conference so desires, these selections of trustee candidates to be submitted to the House of Delegates may include either none or both of the presidential and vice presidential candidates previously selected by the nominating conference, or both of either the presidential or the vice presidential candidates previously selected by the nominating conference. Hence, those dually nominated candidates' names shall appear on the ballot twice. The conference shall determine the number of candidates to be selected by it and submitted to the convention **with the final ballot to include no more than 18 candidates.** ~~provided, however, the number so selected and submitted shall be in accordance with one of the following options:~~
~~a. In the case that no presidential or vice presidential candidates become dually nominated, the number so selected shall not be less than the number to be elected plus one and not more than the number to be elected plus three; or~~
~~b. In the case that either the presidential or vice presidential candidates become dually nominated, the number so selected and submitted shall not be less than or more than the number to be elected plus three, for a total of 14 nominees; or~~
~~c. In the case that all of the presidential and vice presidential candidates become dually nominated, the number so selected and submitted shall not be less than or more than the number to be elected plus five, for a total of 16 nominees.~~

Amendment #8

ARTICLE XVIII. NOMINATION AND ELECTION OF OFFICERS
~~**Section 14.** The procedure set forth in the preceding sections may be changed or modified if a majority voting delegates and delegates-at-large approve such change and if such change has the approval of the Kiwanis International board counselor.~~

Amendment #9

ARTICLE XIX. VACANCIES IN OFFICE

Section 6. In the event the executive committee recommends removal of a member of the board, written notice shall be provided to the officer. Such notice shall cite the reason(s) for removal and provide appropriate documentation. The board may consider a recommendation for removal at any regular meeting or a meeting convened and conducted via **alternative means that allows every board member the opportunity to participate fully being able to hear and speak to the best of his/her ability.** ~~electronic media.~~ A two-thirds majority vote of the entire board shall be required to remove an officer.

Amendment #10

ARTICLE XX. COMMITTEES

Section 1. The Key Club International board shall be organized into ~~no less than four standing~~ committees as provided in this Article and the Key Club International Board Policies.

Section 3. The ~~standing~~ committees shall consist of as many members as the president deems necessary, one of whom shall be appointed by the president as chair and confirmed by vote of the Board of Trustees.

Section 5. The duties of all ~~standing~~ committees, shall be ~~defined~~ **published by September 1st or within 60 days of formation of the committee by the Key Club International President with the approval of the Key Club International Board of Trustees.** ~~in the Key Club International Board Policies~~. All other committees shall be created or dissolved and have their duties defined by the Board of Trustees.

Amendment #11

ARTICLE XXI. OFFICIAL PUBLICATION

~~**Section 3.** The subscription price of the official publication of Key Club International shall be fixed by the Board of Trustees and shall be payable with the annual dues.~~

Section ~~4~~ 3. Each club shall collect from each of its members the subscription price of the official publication as part of the regular membership dues. ~~Such subscription shall be duly entered upon the books of the club in a special subscription account, and the subscriptions for the official publication shall be forwarded to the director of Key Club International.~~

ADOPTED

Strategic Intent: Not Applicable
Procedure: Present to Key Club International House of Delegates
Capacity: No change
Finance: No impact
Metrics: None

REPORT OF THE COMMITTEE ON LEADERSHIP

Distinguished Officer Award Changes

The Committee finalized its directive regarding distinguished officer awards. Numerous changes have been made to the various awards and each person is encouraged to read the following sections closely.

RESOLVED: That the International Board approve the following policies as the official awards criteria for the distinguished officer awards:

ADOPTED

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 Constitution, 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 1040 points out of the 1300 possible points. If a nominee accumulated less than 1040 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.

1. 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 Service Partners), 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's International Service Partners) 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. 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 Service Partners, 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. 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.
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. 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. 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. 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. 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. 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 K-family 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. 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. 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. Communication (100 points maximum)

1. **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.
2. **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.
3. **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. 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 pre-established deadlines. Deduct 5 points for each report not submitted and 2 points for each late report.

12. 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. (6/00)

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 1024 points out of the 1280 possible points. (11/01) (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) 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)
            (1) Major Emphasis and International Service Partners
            (2) Youth Opportunities Fund
            (3) Kiwanis family
            (4) District convention
            (5) International convention
            (6) District and International dues payment
            (7) Club membership growth
        c) Timeliness of covered materials (15 points)
        d) Spelling/grammar (5 points)

2) Board Correspondence—Produce and distribute, via the postal service or email, at least ten formal communiqués (flyers, newsletters, letters, diagrams, etc.), to the District Board. The following are to be taken into consideration. (100 points maximum)
   a) Observation of graphic standards (10 points)
   b) Content covered throughout the year (70 points)
      (1) Major Emphasis and International Service Partners
      (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
   c) Timeliness of covered materials (15 points)
   d) Spelling/grammar (5 points)
3) 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) 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 Service Partners
   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 (25 points)
5) 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 Service Partners
      (3) Service Planning
      (4) Convention Planning

   b) Thoroughly explain committee responsibilities and provide committees with available resources (20 points)
   c) Schedule committee meetings at District Board meetings and provide directives for each in conjunction with the committee chairs (20 points)
   d) Require committee members to complete regular reports to be recorded in the District minutes (20 points)
6) 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) 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) Kiwanis-family relations (100 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)
9) 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) Reporting—File all 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) 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 (60 points)

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)

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.

Distinguished District Secretary

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 points out of 1125 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) 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. The following are to be taken into consideration. (100 points maximum)

a) Observation of graphic standards (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)

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

(2) Club roster collection

(3) Upcoming District events

c) Timeliness of covered materials (15 points)

d) Spelling/grammar (5 points)

2) Club Correspondence—Produce and distribute, via the postal service or email, at least three formal communiqués (flyers, newsletters, letters, diagrams, etc.) to club secretaries. The following are to be taken into consideration. (100 points maximum)
   a) Observation of graphic standards (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)
      (1) Role of club secretary (i.e. general correspondence and minutes)
      (2) Club roster collection
      (3) Upcoming District events
   c) Timeliness of covered materials (15 points)
   d) Spelling/grammar (5 points)
3) 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) 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) 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) 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) 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) 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) Club officer directory addendums—Produce addendums to the club officer directory with updated information for distribution to clubs through Lieutenant Governors or District mailings. (25 points maximum)
10) International Trustee—Send all copies of the District Secretary's Board newsletter to the International Trustee. (25 points maximum) (11/01)
11) 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.

Distinguished District Treasurer

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 points out of 1250 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) 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) 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. The following are to be taken into consideration. (100 points maximum)
        a) Observation of graphic standards (10 points)

a) 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)
   (1) Role of club treasurer (i.e. dues collection and club budget)
   (2) District and International dues collection
   (3) Fundraising project ideas
   (4) Upcoming District events
   (5) Divisional dues payment status updates
b) Timeliness of covered materials (15 points)
c) Spelling/grammar (5 points)

3) Club Correspondence—Produce and distribute, via the postal service or email, at least three formal communiqués (flyers, newsletters, letters, diagrams, etc.) written to club treasurers. The following are to be taken into consideration. (100 points maximum)
   a) Observation of graphic standards (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)
      (1) Role of club treasurer (i.e. dues collection and club budget)
      (2) District and International dues collection
      (3) Fundraising project ideas
      (4) Registering and paying for upcoming District events
   b) Timeliness of covered materials (15 points)
   c) Spelling/grammar (5 points)
4) 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) 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) 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) 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) International Trustee—Send all copies of the District Treasurer's Board newsletter to the International Trustee (25 points maximum) (11/01)
9) 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.

Distinguished District Secretary-Treasurer

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 Constitution, 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 points out of 1575 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) 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. (100 points maximum)
        a) Observation of graphic standards (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)
            (1) Role of club secretary (i.e. general correspondence and minutes)
            (2) Role of club treasurer (i.e. dues collection and club budget)
            (3) Club roster collection
            (4) District and International dues collection
            (5) Fundraising project ideas
            (6) Registering and paying for upcoming District events

    (7) Divisional dues payment status updates
  c) Timeliness of covered materials (15 points)
  d) Spelling/grammar (5 points)
2) Club Correspondence—Produce and distribute, via the postal service or email, at least four newsletters to both club secretaries and club treasurers. The following are to be taken into consideration. (100 points maximum)
  a) Observation of graphic standards (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)
    (1) Role of club secretary (i.e. general correspondence and minutes)
    (2) Role of club treasurer (i.e. dues collection and club budget)
    (3) Club roster collection
    (4) District and International dues collection
    (5) Fundraising project ideas
    (6) Registering and paying for upcoming District events
  c) Timeliness of covered materials (15 points)
  d) Spelling/grammar (5 points)
3) 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) 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) 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) 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) 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) 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) 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) Club officer directory addendums—Produce addendums to the club officer directory with updated information for distribution to clubs through Lieutenant Governors or District mailings. (25 points maximum)
11) 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) International Trustee—Send all copies of the District Secretary-Treasurer's board newsletter to the liaison (25 points maximum) (11/01)
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)
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

Distinguished District Bulletin Editor

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 Constitution, 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 points out of the 900 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) 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)
   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 (15 points)
   e) Timeliness of covered materials (15 points)
   f) Spelling/grammar (10 points)

2) District Publications (300 points maximum)—Produce and distribute 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 publications are produced, please indicate which three are to be judged and each will be worth 100 points. 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
      (4) Governor's message
      (5) Club/Division highlights
      (6) District updates
   b) Content (required in only one publication)
      (1) District Convention summation
      (2) International Convention promotion
      (3) International Convention summation
      (4) District Convention promotion
   c) Spelling/grammar (all publications)
   d) Timeliness of covered material (all publications)
   e) Neatness
   f) Creativity

3) 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) 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) 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.

CLOSING COMMENTS

President Lewandowski adjourned the meeting on January 15, 2012.