



Section B

Convention Registration Materials

Registration Deadline — March 9, 2012

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Rules Regarding Nomination and Election of District Officers

BYLAWS OF THE UTAH-IDAHO DISTRICT OF KEY CLUB INTERNATIONAL

Article 5, Section 3. The District Officers shall be elected in the manner prescribed in the District bylaws. They shall begin their official duties immediately following induction and shall serve for one (1) year or until their successors are duly elected.

Article 5, Section 4(f). All officers, with the exception of the Key Club District Administrator, shall be elected at the Annual District Convention. The Key Club District Administrator shall be designated by the Governor of the sponsoring Kiwanis District.

As noted above, the Bylaws of the Utah-Idaho District of Key Club International do not provide details of the nominating and election process for District Officers. It is the responsibility of the District Board to establish such rules as they may choose to organise the nomination and election process. To this end the District Board has adopted the following rules:

Notification

1. The Secretary of the Utah-Idaho District of Key Club International shall see that appropriate information about nominations and elections, as well as the duties and responsibilities of District Officers, is included in the packet of Convention materials mailed to Key Clubs in this District before Convention.
2. Each nominee must obtain the signature of the school principal, their faculty advisor, and their parents prior to standing for election.

Application and Nomination

1. Each person desiring to be nominated for District Office, prior to his/her arrival at Convention, should file the requisite application and service contract with the District Administrator no later than the Wednesday preceding the opening of the Convention. However, applications and service agreements may be brought to the Convention, and should be given directly to the District Administrator. Service agreements for candidates nominated from the floor of Convention may be faxed to the candidate's home for parent's approval and signature and email or telephone consent of the Faculty Advisor and the School Principal will be accepted. No person may stand for election until these signatures have been procured.
2. Nominations for candidates shall be made at the Opening Session on Friday evening and at the General Session on Saturday morning.
3. Candidates will meet on the Friday evening of the Convention, and Saturday afternoon of the Convention immediately following the General Session in order to be informed about the election process and to ask questions. Attendance is mandatory for all candidates.
4. Each candidate will be introduced at the General Session on Saturday morning of the Convention.



Rules Regarding Nomination and Election of District Officers

Campaigning

1. Each candidate will be presented at the various multi-Divisional caucuses if he/she is running for one of the Executive Board positions, or to his/her Divisional caucuses if he/she is running for Lieutenant Governor.
2. Each candidate shall make a formal address to the House of Delegates at the Sunday morning meeting of the same. No second address is required at the House of Delegates meeting.
3. No overt campaigning may take place for any District Office.

Delegates

1. Each Key Club in this District shall appoint two of its members to serve as delegates. The form for this appointment shall be included in the Convention registration packet. It is to be completed and forwarded to the District Administrator.
2. After each Key Club is registered at Convention the two members serving as delegates from their school must check in at the credentials desk. At that time they will receive a delegate's ribbon and a pass to the House of Delegates. No one will be admitted to the floor of the House of Delegates without this pass in their possession.
3. Delegates shall attend Division caucuses to question and interview candidates for District Office.
4. If a delegate cannot attend the House of Delegates meeting they must give their pass and ribbon to one of the two alternates from their club, whose names are listed on the Delegates Registration Sheet. Again, no person shall be admitted to the floor of the House of Delegates without this pass in their possession.

House of Delegates

1. Upon arriving at the House of Delegates each delegate will give their pass to one of the officials at the door. They will be given an official Utah-Idaho District Key Club District ballot, which will contain the names of all candidates running for District Offices.
2. A clearly demarked section of the meeting space may be set-aside for visitors, who may not participate in any way in the deliberations of the House of Delegates.
3. Voting will take place by written ballot. No delegate will be allowed to leave the House of Delegates until the meeting has adjourned, except for extenuating circumstances and that with the expressed permission of the chair. Once the ballots have been cast they will be given to the International Trustee in attendance at the Convention.
4. A simple majority of votes cast for each office is required for election.
5. Matters regarding persons running for International office, or others matters concerning Key Club International may be heard and voted upon by voice vote, a simple majority being required for passage.



Rules Regarding Nomination and Election of District Officers

House of Delegates (Continued)

6. Ballots will be counted by Committee composed of the Key Club International Trustee in attendance at the Convention, the Governor and Governor-elect of the Utah-Idaho District of Kiwanis International, and the current Governor of the Utah-Idaho District of Key Club International.
7. Announcement of elections shall take place before adjournment of the Convention.
8. Ballots shall be sealed and given to the District Administrator, who shall see that they are kept confidentially for one year.

Delegates & Alternates Registration Form

Each Key Club is allowed two (2) members to represent their club as members of the House of Delegates.

The Key Club of _____ hereby certifies that the following persons, active members of this Key Club, have been elected as delegates and as alternate delegates to the House of Delegates of the 58th Annual Convention of the Utah-Idaho District of Key Club International.

Club Secretary (Signature)

Delegates

Delegate's Name:

Cell Phone:

Email:

Delegate's Name:

Cell Phone:

Email:

Alternates

Alternate's Name:

Cell Phone:

Email:

Alternate's Name:

Cell Phone:

Email:



Information for District Office Candidates

Students who desire to be nominated for District Offices need to be well informed about the demands that their office will impose on them. At the same time, the opportunities for new experiences, learning how to manage large, geographical dispersed organizations, and deal with people are many.

The reason that the nomination process includes the school principal, the faculty advisor, and parents is because these people need to know ahead of time what the requirements of the District Officer's job will be.

The following information is a summary of the general responsibilities of District Officers, as well as some specifics regarding each one. Candidates are asked to refer to the **Bylaws Of The Utah-Idaho District Of Key Club International** for detailed information. They are also encouraged to talk with current occupants of offices.

Attendance at Meetings

Anyone who has ever served on a Board of Directors is aware that meetings will be missed. It is important for candidates to check their school and personal (family) calendars for possible schedule conflicts. Board meetings are scheduled around SAT and ACT dates. Please note, however, that the Bylaws require that if a Board member misses two meetings they will be deemed to have resigned.

Each member of the District Board is required to attend several meetings during the course of the year. These dates are set in advance so that Board members can plan ahead. However, the Board itself sets dates for its meetings. Note that the Governor has the longest list of required meetings, as noted by the shaded boxes.

Board meetings are scheduled in various parts of the Utah-Idaho District, in order to share the travel requirements. The Board also meets during International Convention.



Position Descriptions

Governor

The Governor is one of only thirty-three (33) members of Key Club in the world to hold this position. The Governor is also an International Officer, serving on the International Council. He/she maintains a close relationship with the International Board Representative assigned to the District as well as a continuing relationship with the sibling Districts that are assigned with Utah-Idaho.

It is very helpful, although not mandatory, that the person serving as Governor has served as a club officer and/or a District Officer. The more knowledge about Key Club the better. The Governor should also be a good student, because he/she will miss school and needs to be able to balance the rigor of the office with academic responsibilities.

The Governor publishes monthly newsletters to the members of the Board, regular newsletters to club presidents, and prepares agendas for each Board meeting, over which he/she presides. Speaking engagements to Kiwanis District Board meetings and various club functions are frequent. The Governor has a “personal advisor” relationship with the District Administrator.

Secretary-Treasurer

The foremost responsibility of the Secretary is to take and publish minutes of each Board meeting. He/she also sends a prescribed number of newsletters to the club secretaries, and collects, reads, and grades the monthly reports that each club sends. Monthly newsletters to members of the District Board are required. The Secretary is responsible for providing training for club secretaries. Attendance at all Board and executive Committee meetings is a mandatory responsibility of this officer.

Executive Assistant

The Executive Assistant’s responsibilities lie with the duties of the Secretary-Treasurer, but also includes Secretary-Treasurer *pro tempore* if the Secretary-Treasurer is absent.

Bulletin Editor

The duties of the Bulletin Editor are to create all District publications. From creating District Convention announcements, to creating newsletters sent to each of the Key Clubs, the Bulletin Editor is expected to work with other members of the District Board to put out efficient and practical publications updating members on District-wide activities. Furthermore, the Bulletin Editor is a member of the Executive Board, and is responsible to act as such.



Webmaster

The Webmaster is appointed by the Governor and confirmed by the District Board. In addition to the standard service agreement anyone interested in serving as Webmaster is required to submit to the District Board a “résumé” of their skills and experience in creating and managing websites. This can be submitted as late as the Sunday morning of District Convention. The appointment will be announced before the first Board meeting in June so that the person chosen can plan on attending.

The Webmaster is responsible for maintaining the District website (<http://www.uikeyclub.org>) and is allowed to revise or reformat the website in any way, so long as it remains a useful resource for Key Club members.

Lieutenant Governor

There are twelve (12) Lieutenant Governors in the Utah-Idaho District, serving twelve Divisions that stretch from Oregon to Eastern Idaho, from the Wood River Valley to St. George, Utah. Each Lieutenant Governor is responsible for geographical area within proximity of the own Key Club. Some Divisions have four Key Clubs, while others have eight. One of the tasks of the District Board this year will be to revise the Division boundaries within the District.

Lieutenant Governors are often asked to speak to both Key Clubs and Kiwanis Clubs within their Division. They need to maintain contact with the Kiwanis Lieutenant Governor in their area.

This District Officer has the closest contact with the individual Key Clubs. The Lieutenant Governor is responsible for training the club officers in the fall soon after school begins, visiting each club during its regular weekly meeting at least twice during the year, and holding a minimum of four meetings with the club executive officers during the year, through Presidential and Divisional Council Meetings. The Lieutenant Governor also publishes a monthly publication to each club president with information about the Division and the District. The Lieutenant Governor is the trouble-shooter for his/her Division and will be involved in saving weak clubs and assisting strong clubs. Charter parties and Kiwanis meetings are also part of this officer's job.

Since Lieutenant Governors attend many meetings away from their own school it is necessary that they are able to drive and have a car at their disposal, or that they have a responsible source of transportation.



Applications and Nominations

Members interested in running for a District Office should look over the required service agreements attached. Note that these service agreements must be signed by the candidate's parent(s), Key Club Faculty Advisor, and school Principal. Prospective candidates are also urged to make copies of the agreement to give to them for their information and records.

The service agreements with all signatures (except for the agreement and résumé for the Webmaster) must be submitted to the District Administrator no later than the Opening Session of the District Convention on March 30, 2012. Scanned and emailed or faxed copies are accepted. The forms may be mailed to the District Administrator in advance of the Convention, but the Administrator is not responsible for any forms received later than the deadline.

Mike Sims
PO BOX 1112
Bountiful, UT 84011
801-598-7292 (Cell)
msims1197@yahoo.com

**Utah-Idaho District Governor Service Agreement**

Name: _____ Club: _____ Division: _____

Address: _____ City: _____ State: _____ Zip: _____

School: _____ Graduation Year: _____

Email: _____ Phone: _____

All members of the Utah-Idaho District who wish to serve in the office of District Governor agree to the following contract. It is understood that failure to meet the following agreement may result in immediate removal from office and the appointing of a successor subject to the approval of the District Board and the District Administrator.

The Utah-Idaho District Governor agrees to complete the following during his/her term of office:

1. Organise and execute the Utah-Idaho District Board Training Conference.
2. Preside over and run the Utah-Idaho District Convention.
3. Preside over and run all Utah-Idaho District Board meetings.
4. Attend the International Leadership Conference (LeadCon) and Governor Training (GATC).
5. Prepare Board meeting agendas and preside at all Utah-Idaho District Board meetings.
6. Compose and distribute four (4) newsletters to all the clubs in the District.
7. Compose and distribute ten (10) monthly newsletters to members of the Board and the Administrative Committee.
8. Compose at least four (4) columns for the District Publication.
9. Appoint District Committee chairs and make all Committee assignments with the approval of the District Administrator.
10. Serve as Chair of the Executive Committee as well as serve as an ex-officio member of all special and standing District Committees.
11. Assist the Board to set goals for the District and to develop a plan for their successful achievement. Goals should include but not be limited to club and membership growth, dues collection, and monthly report collection.
12. Communicate once a week with the International Board liaison.
13. Hold at least one (1) meeting each with the Kiwanis Governor and the CKI Governor.
14. Attend at least one (1) meeting each with the Kiwanis and CKI District Boards.
15. Inform Kiwanis and CKI Governors of District activities and invite them to all District functions.
16. Conduct at minimum, one (1) workshop at the Utah-Idaho Key Club District Convention.
17. Contact the Utah-Idaho District Administrator at least once a week.
18. Help prepare and operate within the District budget.
19. Complete at least one service project a month with any club in the Utah-Idaho District.

**Utah-Idaho District Secretary/Treasurer Service Agreement**

Name: _____ Club: _____ Division: _____

Address: _____ City: _____ State: _____ Zip: _____

School: _____ Graduation Year: _____

Email: _____ Phone: _____

All members of the Utah-Idaho District who wish to serve in the office of District Secretary/Treasurer agree to the following contract. It is understood that failure to meet the following agreement may result in immediate removal from office and the appointing of a successor subject to the approval of the District Board and the District Administrator.

The Utah-Idaho District Secretary/Treasurer agrees to complete the following during his/her term of office:

1. Help plan and attend the Utah-Idaho District Convention.
2. Attend all District Board meetings.
3. Keep the official minutes of all Board meetings, Executive Committee meetings, special meetings, and the District Convention.
4. Distribute copies of all meeting minutes to Key Club International, District Board, District Administrator, Administrative Committee, and Kiwanis District Secretary within two weeks of the meeting.
5. Prepare/distribute recent financial and dues reports to the District Board.
6. Prepare a District Directory listing all clubs, officers, advisors, addresses, and telephone numbers. Prepare an addendum to distribute through Lieutenant Governors and District mailings.
7. Serve as a Secretary and member of the Executive Committee as well as serve as an ex-officio member of all special and standing District Committees.
8. Send out delinquent dues notices as follows: 1st notification to club Presidents and Faculty Advisors by December 31.
9. Assist the Board to set goals for the Utah-Idaho District and to develop a plan for their successful achievement. Goals should include but not be limited to club and membership growth, dues collection, and monthly report collection.
10. Help prepare the District Convention Report to submit to International in conjunction with the administrators at the end of your term.
11. Contact the District Administrator at least once a week.
12. Operate within the District budget.
13. Complete at least one service project a month with your home club or with any club in the Utah-Idaho District.



- 14. A total of 50 service hours are required during your term.
- 15. Follow the Code of Conduct as set down by the District Administrator, Governor, District and International Bylaws. Direct instructions from the Administrator or Governor are also included, and must also be followed.
- 16. Failure to meet the preceding requirements will result in disciplinary action and possible removal from the Board. Signing below certifies that you have read and understood the agreement.

You must acquire the following signatures:

Secretary/Treasurer Candidate Date

Kiwanis Advisor or President Date

Candidate's Guardian Date

Key Club Faculty Advisor Date

High School Principal Date

Key Club District Administrator Date

Utah-Idaho District Executive Assistant Service Agreement

Name: _____ Club: _____ Division: _____

Address: _____ City: _____ State: _____ Zip: _____

School: _____ Graduation Year: _____

Email: _____ Phone: _____

All members of the Utah-Idaho District who wish to serve in the office of District Executive Assistant agree to the following contract. It is understood that failure to meet the following agreement may result in immediate removal from office and the appointing of a successor subject to the approval of the District Board and the District Administrator.

The Utah-Idaho District Executive Assistant agrees to complete the following during his/her term of office:

1. Serve as a member of the Utah-Idaho District Board and Council
2. Serve as a member of the Utah-Idaho District Executive Board
3. Act as the head of the Utah-Idaho District Committee Chairs
4. Keep in communication with committee chairs
5. Assist in organizing committee gatherings
6. Act as the liaison between the committee members and chairs and the Utah-Idaho District Board
7. Act as the “right-hand (wo)man” of the Utah-Idaho District Secretary-Treasurer
8. Take over for the Utah-Idaho District Secretary-Treasurer if absent
9. Attend all Utah-Idaho District Events and Board Meetings
10. Responsible for tracking Utah-Idaho District Board submitted work such as Lieutenant Governor Newsletters, Monthly Report Forms, etc.
11. Completing any duties assigned by the Utah-Idaho District Governor, Administrator, and Secretary-Treasurer



You must acquire the following signatures:

Executive Assistant Candidate Date

Kiwanis Advisor or President Date

Candidate's Guardian Date

Key Club Faculty Advisor Date

High School Principal Date

Key Club District Administrator Date

**Utah-Idaho District Bulletin Editor Service Agreement**

Name: _____ Club: _____ Division: _____

Address: _____ City: _____ State: _____ Zip: _____

School: _____ Graduation Year: _____

Email: _____ Phone: _____

All members of the Utah-Idaho District who wish to serve in the office of District Bulletin Editor agree to the following contract. It is understood that failure to meet the following agreement may result in immediate removal from office and the appointing of a successor subject to the approval of the District Board and the District Administrator.

The Utah-Idaho District Bulletin Editor agrees to complete the following during his/her term of office:

1. Prepare and distribute at least five articles of correspondence for District Board members (memos, newsletters, reports, etc.).
2. Prepare and distribute at least three publications to clubs.
3. Cover the following topics in *each* publication:
 - a. Major Emphasis Program
 - b. Youth Opportunities Fund
 - c. International representative's message
 - d. Governor's message
 - e. Club/Division highlights
4. Cover the following topics in at least ONE publication:
 - a. District convention promotion
 - b. District convention summation
 - c. International convention promotion
 - d. International convention summation
5. Assign officers to write and contribute articles for district publications. Help these officers meet your publication standards by sharing suggestions on how to write articles and notifying them of deadlines. Be sure to edit their contributions to adhere to Key Club style.
6. Attend the following gatherings:
 - a. District convention at the beginning and end of term
 - b. Bulletin editor's forum at international convention
 - c. All District Board meetings
7. Present a bulletin editor's report at all official District Board meetings.
8. Strive to make all communications timely, well written, and free of mistakes and follow the Key Club graphics standards.



Utah-Idaho District Webmaster Service Agreement

Name: _____ Club: _____ Division: _____

Address: _____ City: _____ State: _____ Zip: _____

School: _____ Graduation Year: _____

Email: _____ Phone: _____

All members of the Utah-Idaho District who wish to serve in the office of District Webmaster agree to the following contract. It is understood that failure to meet the following agreement may result in immediate removal from office and the appointing of a successor subject to the approval of the District Board and the District Administrator.

The Utah-Idaho District Webmaster agrees to complete the following during his/her term of office:

1. Attend the Utah-Idaho District Board events.
2. Maintain and update all updates on the District Website.
3. Keep in correspondence with the District Governor and Administrator.
4. Act as a member of the executive Committee.
5. Post all Division newsletters onto the website as publications are available.
6. Utilise graphic standards in all District publications.
7. Send articles directed to club Webmasters to the Bulletin Editor.
8. Complete at least one service project a month with your home club or with any club in the Utah-Idaho District.
9. Total of 50 service hours are required during your term.
10. Follow the Code of Conduct as set down by the District Administrator, Governor, District and International Bylaws. Direct instructions from the Administrator or Governor are also included, and must also be followed.
11. Assist in the planning and running of Utah-Idaho Annual District Convention.
12. Failure to meet the preceding requirements will result in disciplinary action and possible removal from the Board. Signing below certifies that you have read and understood the agreement.



You must acquire the following signatures:

Webmaster Candidate Date

Kiwanis Advisor or President Date

Candidate's Guardian Date

Key Club Faculty Advisor Date

High School Principal Date

Key Club District Administrator Date

Utah-Idaho District Lieutenant Governor Service Agreement

Name: _____ Club: _____ Division: _____

Address: _____ City: _____ State: _____ Zip: _____

School: _____ Graduation Year: _____

Email: _____ Phone: _____

All members of the Utah-Idaho District who wish to serve in the office of District Lieutenant Governor agree to the following contract. It is understood that failure to meet the following agreement may result in immediate removal from office and the appointing of a successor subject to the approval of the District Board and the District Administrator.

The Utah-Idaho District Lieutenant Governor agrees to complete the following during his/her term of office:

1. Attend the Utah-Idaho District Board Training Conference.
2. Attend the Utah-Idaho District Convention.
3. Attend all Utah-Idaho District Board meetings.
4. Turn in a copy of all the Division's New Officer Information sheets.
5. Send the Lieutenant Governor's Monthly Report to the Governor and District Administrator by the end of the month.
6. Correspond regularly with Committee members and report Committee progress on monthly reports.
7. Compose and distribute ten (10) monthly newsletters to each club President in the Division.
8. With Kiwanis support, provide club officer training by November 15 through a Spirit Rally, Divisional meetings, or individual meetings with clubs.
9. Visit each club in his/her Division at least twice during his/her term. The visit may be a meeting or to a project.
10. Conduct regular President's Council meetings within the Division. (5, once every two months)
11. Contact the Kiwanis Lieutenant Governor at least once every other month.
12. Work with Kiwanis to increase the number of clubs in the Division or reactivate struggling clubs.
13. Hold at least one Divisional Project.
14. Hold at least one Divisional council meeting.
15. Provide for the promotion of your position and training of your successor.
16. Develop and execute a plan for 100% registered member dues and monthly report collection.
17. Operate within the District budget.
18. Complete at least one service project a month with your home club or with any club in the Utah-Idaho District.



- 19. Total of 50 service hours are required during your term.
- 20. Follow the Code of Conduct as set down by the District Administrator, Governor, District and International Bylaws. Direct instructions from the Administrator or Governor are also included, and must also be followed.
- 21. Assist in the planning and running of Fall Training Rally and the Utah-Idaho Annual District Convention.
- 22. Failure to meet the preceding requirements will result in disciplinary action and possible removal from the Board. Signing below certifies that you have read and understood the agreement.

You must acquire the following signatures:

Lieutenant Governor Candidate Date

Kiwanis Advisor or President Date

Candidate's Guardian Date

Key Club Faculty Advisor Date

High School Principal Date

Key Club District Administrator Date

General Intent to Run Form (Mandatory)

STUDENT: I have read and understand the above duties and responsibilities of my intended District Office, and if elected will fully and faithfully execute the duties and responsibilities of the office. I further understand that failure to comply with the above duties and responsibilities may result in the office for which I have been elected to be declared “vacant” and my being relieved of all duties, responsibilities and privileges on the Utah-Idaho Key Club Board of Trustees.

| | | |
|----------------|-----------|------|
| Name (printed) | Signature | Date |
|----------------|-----------|------|

Home address (address, city, state, zip)

| | | |
|---------------|------------|------------|
| Email address | Home Phone | Cell Phone |
|---------------|------------|------------|

| | |
|----------|-----------------------------|
| Key Club | Prospective Office Position |
|----------|-----------------------------|

PARENT: I understand that on occasion my son/daughter will be required to miss school in order to fulfil the duties of District Officer. I acknowledge that my son/daughter will attend all sessions. I understand that failure to attend all sessions will result in his/her removal from that position.

| | |
|--------------------|------|
| Parent’s Signature | Date |
|--------------------|------|

PRINCIPAL: I have read the duties and responsibilities of the Key Club District Officer, and I understand that on occasion this student will be required to miss school in order to fulfil the duties of this office.

| | |
|-----------------------|------|
| Principal’s Signature | Date |
|-----------------------|------|

FACULTY ADVISOR: I have read the duties and responsibilities of Key Club District Officer, and I understand that on occasion this student will be required to miss school in order to fulfil the duties of this office.

| | |
|-----------------------------|------|
| Faculty Advisor’s Signature | Date |
|-----------------------------|------|