

New Jersey Key Club District Bylaws

2023-2024 Service Year



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Article I

Name and Territorial Limits

Section 1: This organization shall be the New Jersey District of Key Club International (Also known as New Jersey Key Club).

Section 2: The boundaries within which New Jersey Key Club shall function, shall be coextensive with the boundaries of the New Jersey District of Kiwanis International. It shall be sponsored by, but not part of, Kiwanis International. It shall operate under the responsibility and control of the New Jersey Kiwanis District Board under which it functions.

Article II

Objects

Section 1: The objects of this District shall be:

1. To promote the objects of Key Club International.
2. To coordinate the projects of member Key Clubs.
3. To strengthen and extend the Key Club movement.
4. To increase the fellowship and cooperative effort of the clubs within the district.
5. To promote participation of the clubs within the district in the general objectives, programs, and policies of the District and of Key Club International.
6. To accept and promote the Constitutional objectives of Kiwanis International.

Article III

Divisions

Section 1: The territory of this district shall be divided into divisions, the boundaries of said divisions being those approved by the New Jersey District of Kiwanis International.

Article IV

Membership

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

Section 2: Any member club late by more than sixty (60) days in paying debt to Key Club International, or to the New Jersey District, shall be considered not in good standing. A club shall be considered not in good standing if indebted to Key Club International. The policy carried out for indebted clubs can be found in Article VII, Discipline of Clubs, Sections 1-2 of the Key Club International Guidebook: Bylaws, Board Policies, Addendum to Board Policies.

Article V

Officers

Section 1: The officers of the New Jersey District shall be a Governor, a Lieutenant Governors, a Secretary, a Treasurer, an Editor, a Webmaster and other non-voting members, and such other non-voting members as called for in these bylaws or policies of New Jersey Key Club.

Section 2: Each officer shall be an active member in good standing in a club of the district, and each Lieutenant Governor shall be a member of a club in the division from which they are elected unless otherwise appointed. No member shall be elected to an office who is eligible for graduation before the next succeeding district conference.

Section 3: All officers shall enter upon their official duties immediately following induction and shall serve for a term of one (1) year, or until their successors shall be duly elected and inducted.

Section 4: The duties of the officers shall be as follows:

- a) **District Governor** - The Governor shall be the executive officer of the district and shall preside at all conferences, conventions, and meetings of the District Board. They shall be an ex-officio member of all standing and district conference committees. It shall be their duty to attend any conferences or conventions of Key Club International.
- b) **District Secretary** - The Secretary shall keep all records of the district conference and the meetings of the District Board. They shall submit a report to the annual district conference and at such other times as the Governor or the District Board may require. They shall submit to the proper officials and committees all communications received from Key Club International. They shall cooperate with the Governor in forwarding all official reports required by Key Club International. They shall perform such other duties as may be assigned to them by the Governor or the District Board.
- c) **District Treasurer** - The Treasurer, under the supervision of the District Administrator and Financial Counselor, shall oversee all district dues, district conference registration fees, and other district income. They shall disburse these funds in the manner authorized by the District Board. The Treasurer's accounts and books shall, at all times, be open to the inspection of the Governor, the District Board, the Key Club District Administrator, the Treasurer of the New Jersey District of Kiwanis International, and any authorized auditor. The Treasurer shall make a report at the annual convention and at such other times as the Governor of the District Board may require.
- d) **District Editor** - District Editor - The Editor shall edit, print, and distribute the official District Publication, The Jersey Key. The Editor of The Jersey Key shall be responsible for publishing as many issues of The Jersey Key annually, as may be determined by the District Board at its first District Board meeting, to such other persons and organizations as may be designated by the Governor. They shall further be responsible for obtaining new reports from the Lieutenant Governor of each division for publications in The Jersey Key. At no time and under any circumstances shall the editor of The Jersey Key publish any partisan or political material in the paper, so that The Jersey Key remains impervious to political influences. The Editor shall maintain the District's various social media accounts, and post on these accounts.

- a) **Lieutenant Governors-at-Large** - Lieutenant Governors-at-Large shall be voting members of the District Board. They shall perform functions as assigned by the District Governor. Lieutenant Governors-at-large shall be chairs of standing committees. In the event a Lieutenant Governor resigns, is removed, or is otherwise incapable of performing their duties, a Lieutenant Governors-at-Large will take over leadership of the aforementioned Lieutenant Governor's division. Lieutenant Governors-at-Large will remain standing committee chairperson in the event of appointment to a division. The Lieutenant Governors-at-Large shall be chosen by executive decision from the Executive Committee and the District Administrator, with final approval of the district board. There shall be at least two Lieutenant Governors-at-Large but no more than five.
- b) **District Webmaster** - The Webmaster shall be a voting member of the District Board and shall be tasked to maintain and update the official District Website with the most recent district news, announcements, events, and resources. They shall also improve upon the existing District Website, provide technological assistance when needed, and devise novel ways to utilize technology for the betterment of the district and its members. The Webmaster shall not be chosen by election but by appointment. The District shall receive applications for the position of Webmaster. The ideal candidate is chosen by executive decision between the District Administrator and District Governor, with final approval of the district board.
- c) **Divisional Lieutenant Governors** - The Lieutenant Governor shall be the executive officer of the division and shall preside over all division conferences or meetings. They shall carry out the programs and policies of the District Governor and of Key Club International in their division. They shall perform their assigned responsibilities as a member of the District Board.

Section 5: All officers with the exception of the Lieutenant Governors, Webmaster, and Lieutenant Governors-at-Large shall be elected at the annual district conference. Each Lieutenant Governor shall be elected at a division caucus held no earlier than December and no later than the District Conference.

Section 6: Key Club District Officer Conduct: "Conduct unbecoming a member of Key Club" is defined as any conduct that:

- a) Is incompatible with the best interests of the public or of members of the Key Club and/or the Kiwanis family
- b) Tends to threaten to harm the standing or reputation of Key Club and/or Kiwanis family in the local or global community examples of which include but are not limited to:
 - i) Purposeful and/or conscious violation of state or federal law.
 - ii) Possession and/or consumption of alcohol.
 - iii) Possession and/or use of narcotic drugs, excluding prescription medication prescribed for the office.
 - iv) Possession and/or use of tobacco products.
 - v) Possession and/or use of weapons, fireworks, or any illicit/dangerous objects.
 - vi) Behaviors of hazing, bullying, embarrassment, or ridicule.
 - vii) Sexual misconduct.

vii) Violation of the policy defining “conduct unbecoming a member of the New Jersey District Board” may result in disciplinary action against the offending officer. Disciplinary action can result in a private reprimand, a public reprimand, or dismissal. A private reprimand is communicated to the individual violating the “conduct policy” as a warning. A public reprimand requires notification of the district board and district governor. Dismissal means removal from the offender’s office.

ix) Any individual receiving written notice as provided in the applicable Bylaws shall be permitted to hear all evidence against them and be afforded the opportunity to provide evidence in their defense. The evidence will be heard by both the District Administrator and the Kiwanis Committee. Disciplinary action will be taken if deemed necessary by the District Administrator and a 50% plus 1 majority of the Kiwanis District Key Club Committee.

Article VI

The New Jersey District Board

Section 1: The New Jersey District Board shall consist of the officers and the Key Club District Administrator.

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

Section 3: An Executive Board shall consist of the Governor, the Secretary, the Treasurer, and the Editor. It is their responsibility to call emergency meetings for themselves for the immediate welfare of the District if deemed so necessary by the District Administrator and Executive Board Members.

Section 4: The Secretary shall notify each member of the District Board, the Director of Key Club International, the International Trustee Representative of Key Club International, and the officers of the sponsoring Kiwanis District, in writing, of the time, place, and date of any meeting, at least two (2) weeks in advance of the date of any such meeting.

Section 5: In the absence of a Governor from a meeting, the District Board shall designate one of their members, with the exception of the District Administrator, to act as chairman.

Section 6: A majority of the total members of the District Board shall constitute a quorum, and a majority vote of those present shall decide any questions, with the exception of those questions for which a greater proportion is specifically required in these bylaws.

Section 7: Within fourteen (14) days after any special or regular meeting of the Board of Trustees, the Secretary shall make and release a report of the proceedings of the meeting comprising a complete synopsis of all actions taken, and shall transmit a copy thereof to the Director of Key Club International.

Article VII

District Conferences and Conventions

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

Section 2: The District Conference Committee shall distribute to each club and the Key Club International Director an official call to the annual convention at least ninety (90) days prior to the District Conference. The District Board shall have full supervision and management of all conferences and conventions under the supervision of the District Administrator and the New Jersey Kiwanis District.

Section 3: Each club in good standing shall be entitled to two (2) delegates and two (2) alternates in a House of Delegates.

Section 4: The members of the District Board shall be delegates-at-large at all district conferences.

Section 5: Each accredited delegate shall be entitled to vote on each question submitted in any district conference. There shall be no voting by proxy.

Section 6: In the absence of the Governor from any conference of the district, the District Board shall designate one of its members to act as chairman.

Section 7: A quorum at any district conference of the district shall comprise the official delegates present and representing not less than one-third (1/3) of the total number of clubs within the district.

Section 8: Within thirty (30) days after any District Conference the Secretary shall transmit a copy, including a complete synopsis of all actions taken thereof, to the members of the Board of Trustees and to the Director of Key Club International.

Section 9: Each District Conference program shall include the following:

- a) Address by the Governor of the sponsoring Kiwanis district, or his/her representative.
- b) The reading of the winning Achievement Reports, or a summary of thereof, and the making of reports.
- c) An oratorical contest on a subject selected by the Board of Trustees of Key Club International, conducted under rules prescribed by the said board.
- d) The submitting and judging of entries in the Scrapbook Contest.
- e) The reading of the winning Single Service Activity Report or summary thereof, and the making of reports.
- f) The nomination and election of officers for the ensuing year. The Executive officers shall be elected in the House of Delegates before the last General Session.

Article VIII

Vacancies in Office Between District Conferences

Section 1: In the event of a vacancy in the office of Governor between district conferences, the District Board shall elect one of the Lieutenant Governors or former Lieutenant Governors, who is an active member of a club in the district, to become Governor for the unexpired term.

Section 2: If a vacancy in the office of Lieutenant Governor occurs, the responsibilities will be assumed by a member at the discretion of the District Governor and District Administrator with final approval of the District Board.

Section 3: If a vacancy occurs in the office of the Secretary, the Treasurer, or the Editor between conventions, the Governor shall appoint a member of the District Board to hold this office temporarily, until the next board meeting, at which time the District Board shall elect a qualified member of a club to serve for the unexpired term of the vacant office.

Section 4: Upon being advised of a vacancy in an office aforesaid, the Governor or Secretary shall immediately notify all members of the District Board that such a vacancy exists.

Section 5: Whenever it shall appear to the Governor that any Lieutenant Governor, District Secretary, District Treasurer, or District Editor, is failing to perform the duties of his/her office, the Governor shall give such a district officer immediate notice of the fact and shall set a meeting not more than twenty-one (21) days thereafter with such officer and the Key Club Administrator to consider any such facts and reasons why the office shall not be declared vacant. If the said officer shall refuse to attend and if it shall appear that the alleged facts are true, then the Governor shall have the power, with the approval of the District Administrator, to recommend the suspension of such officer and to nominate a duly qualified replacement for him/her to serve the duration of his/her term. The Governor shall report such recommendations and all facts immediately to the District Board for ratification of said suspension and said nomination; a majority vote being required. In the event that a regularly scheduled meeting of the District Board is to be held within a reasonable time, the governor shall submit his/her recommendations at the meeting, and action shall be taken. In any such action, neither the officer in question nor his/her suggested replacement shall be allowed to vote.

Section 6: Whenever it shall become apparent to the District Board and District Administrator that the Governor is failing to perform his/her duties, it shall be the responsibility of the District Secretary, with the approval of the Kiwanis District Governor, to call a special meeting of the District Board to consider all the facts and any reasons why the office shall not be declared vacant. In the event that a resignation is not voluntarily offered, the District Board shall, with the approval of the Kiwanis Governor, declare the office vacant and the vacancy shall be filled in accordance with the provisions as contained in these bylaws.

Article IX

Revenue

Section 1: Each member club shall pay to the district for each and every member the amount of \$6.50 annually as district dues. These dues shall be collected beginning September 1, and shall be remitted to Key Club International by the individual club no later than November 1 of each year. \$1.00 of revenue shall be used specifically to defray the cost of the District Conference.

Section 2: All dues shall be paid within sixty (60) days after the same shall become payable.

Section 3: The dues to be paid to the district by any new club admitted to membership during any fiscal year shall be the dues for each and every member for that year.

Section 4: The amount of district dues shall be determined by the District Board, with approval of the Key Club District Administrator, and is subject to approval at the next district conference. Amendments in excess of the annual dues may be made only upon a two-thirds (2/3) vote of all delegates attending an annual district conference, or by a two-thirds (2/3) vote of the clubs in the district between district conferences.

Article X

Rules of Order

“Robert’s Rule of Order” (Newly Revised) shall be the parliamentary authority for all matters of procedure not specifically covered in these bylaws.

Article XI

Amendments

Amendments to these bylaws shall be made only at district conferences by a two-thirds (2/3) vote of delegates present, except that no amendment shall be presented for adoption without the approval of the Key Club District Administrator present at the convention or by mail.

Article XII

Approval

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