



FAQ

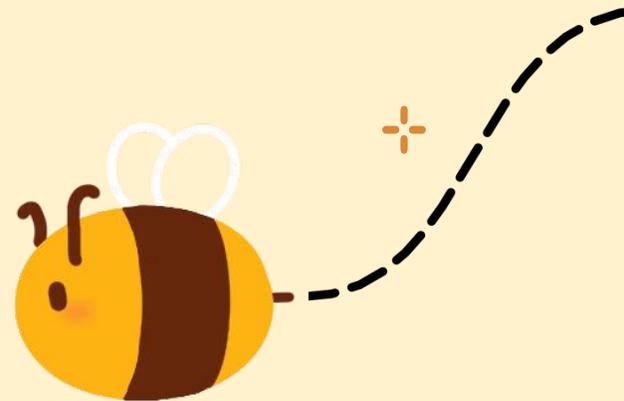
frequently asked questions





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section one:

**GENERAL
QUESTIONS**

Q: WHAT DOES PIE STAND FOR?

Policy, International Business, and Elections!

Q: WHERE CAN I FIND THE POLICIES & BYLAWS?

All policies and bylaws can be found on the CNH Cyberkey: cnhkeyclub.org > **resources** > **policy & elections**.

In addition to updated district policies and bylaws, numerous election manuals are linked under the same page!

Q: WHAT IS THE IMPORTANCE OF FOLLOWING THE POLICY MANUAL?

The CNH District Policy Manual has been put in place to ensure that all those within Key Club to **maintain order and consistency across the district.**

Any member or club that fails to follow policies and bylaws will not be considered in good standing. They may **risk suspension and/or have its charter revoked.**

Educating members about policies will help them understand how Key Club is organized and the procedures for club actions. Staying in-the-know about policies can **prevent any misconduct** within clubs and ensure that all members remain in good standing.



Q: WHOM CAN I CONTACT WITH ANY ADDITIONAL QUESTIONS?

Your division's respective **Lieutenant Governor** is always a great resource!

You may also contact the Policy, International Business, and Elections (PIE) Chair at pie.chair@cnhkeyclub.org or any District Executives!

» District Governor: dgov@cnhkeyclub.org

» District Secretary: dsec@cnhkeyclub.org

» District Treasurer: dtreas@cnhkeyclub.org





section two:

CLUB DUES & THE DUES PROCESS

Q: HOW DO I COLLECT DUES?

October 1st

- » Suspended clubs **MUST** pay dues by this date to avoid the status of inactive.
- » Earliest date a club can submit dues.

November 1st

- » Early-Bird Deadline.
- » Qualifies for a district automatic award; aim for this deadline!

December 1st

- » On-Time Deadline.
- » If dues are not received by this deadline, clubs will be considered delinquent.

The **Membership Update Center (MUC)** contains your **club's directory** and processes the **invoice for dues**. BEE sure to familiarize yourself with the website and login with your club advisor's email account ASAP!



Q: WHY PAY DUES?



Dues are absolutely crucial, and it is recommended that they are introduced to members as soon as the first club meeting of each term! When it comes to dues, **do not procrastinate** and **maintain consistent communication** with everyone necessary!

But why?

- » **Service hours** only count if members are dues-paid
- » Dues are a prerequisite to enter **contests** and earn **recognition** from the CNH District
- » The majority of dues **goes back to members**, ultimately paying for expenses such as division budgets, District Convention, and more!
- » Opens **opportunities** for leadership positions, fun events (such as Fall Rally), and forming friendships.



Q: WHAT IS THE DUES PROCESS?

The **Dues Process**, or the **formal removal of officers**, should only be utilized as a **last resort**.

While the Dues Process may differ from club to club, the typical process is as follows:

- » The President, Kiwanis Advisor, and Faculty Advisor meet to discuss the officer's performance and ways they can improve their work.
- » If the officer continues to neglect their responsibilities, the Board of Directors must hold a meeting to approve/reject the recommendation.
- » If approved, the officer in question will be notified by the secretary in writing.
- » Additionally, the school, advisors, Lieutenant Governor, and other necessary individuals should be notified of the removal.



section three:

DISTRICT POLICIES & BYLAWS

Q: WHAT IS GOOD STANDING?

The term “**good standing**” is used to refer to a **club’s status** in Key Club. This typically means that the club has **paid their dues** to Key Club International and the CNH District.

Any club that fails to do so will no longer be considered a club in good standing. This means that they will be unable to attend events such as District Convention (DCON), earn service hours from Key Club, and more.

However, the club may be **reinstated** to “good standing” **by submitting dues payments!**

The “good standing” status can also refer to a **member** who is **dues-paid**, adheres to all **Key Club standards**, and completes at least **50 hours** of service!



Q: HOW CAN A POLICY/BYLAW BE ADDED OR REVISED?

Only Key Club **members in good standing** may submit a proposal to add, delete, or revise policies/bylaws in the District Policy Manual by sending them to **the Kiwanis District Office** for review no later than November 1st for it to be **considered at the House of Delegates** at District Convention (DCON).

Kiwanis District Office Address:

8360 Red Oak Street, Suite 201 Rancho Cucamonga, CA
91730



ACKNOWLEDGEMENTS

The CNH District would like to acknowledge the following individuals who have contributed to this guide:

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THANK YOU FOR READING