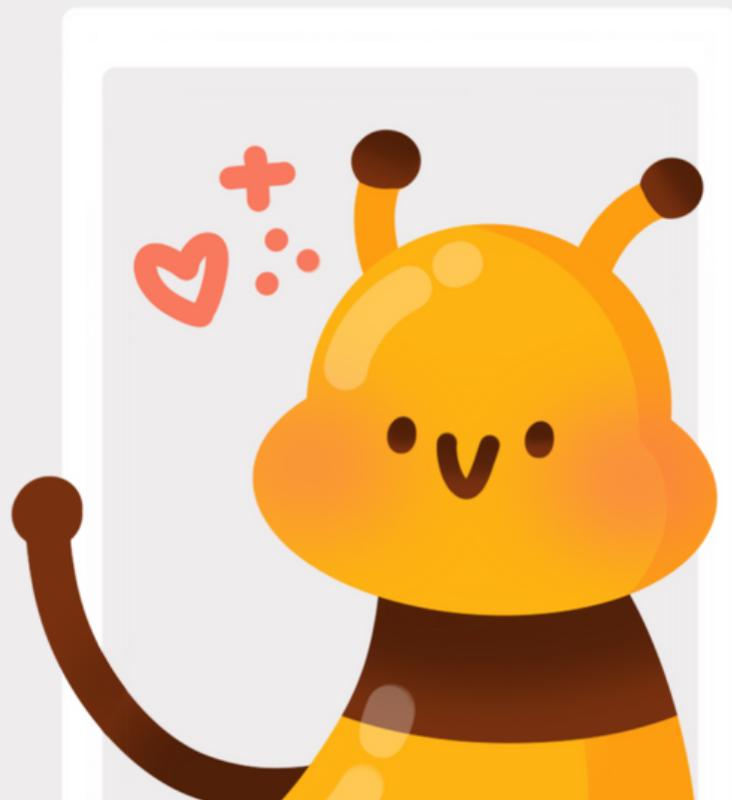




*cali-nev-ha key club*

# PROPOSING

*policies & bylaws*



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*section one:*  
**POLICIES &  
BYLAWS**  
*district*

defining \_\_\_\_\_

# DISTRICT

*policies & bylaws*

**POLICY** | *pol·i·cy* | *noun*

**define the day-to-day operations of the organization**

- changes are made by the board of directors
- takes precedence over policies
- more detail-oriented & adaptable
- explains the specific processes of the organization
- outlined in the District Policy Manual

**BYLAW** | *by·law* | *noun*

**define the governing rules of the organization**

- changes are only made by the house of delegates
- takes precedence over policies
- made in accordance with Key Club International's bylaws

*section one:*  
**PROPOSING  
REVISIONS**  
*district*

*proposing revisions*

# DISTRICT

*policies & bylaws*

## POLICIES

- **Proposals must be from a Key Club in good standing or a District Board member**
  - Members must be dues-paid
- **Must be submitted in writing to the Kiwanis District Office**
- **Will be proposed to the District Board at the next Board Meeting**
  - Needs to be presented to the Board for approval
  - They will then be given to the PIE Committee Chair, and the PIE Committee will then review and recommend actions to the Board of Trustees at the next Board meeting.

## BYLAWS

- **Proposals must be from a Key Club in good standing or a District Board member**
  - Members must be dues-paid
- **All proposals made by a Key Club must be endorsed**
  - Endorsed by the club's respective Lieutenant Governor & sponsoring Kiwanis Club President
- **Must be submitted in writing to the Kiwanis District Office no later than November 1st**
  - Proposals must be approved by the majority of the District Board at Winter Board Training Conference (occurs in early January)
- **Approved proposals move to the House of Delegates at District Convention**
  - The delegates will vote to either pass or reject the proposals

*section one:*  
**BYLAWS**  
*club*

*understanding* \_\_\_\_\_

# CLUB

*bylaws*

## INTRODUCTION

**a set of rules that guide the processes of a club**

- can be anything from officer tasks to the set of graduation requirements
- created by the Board of Directors (elected Club Officers) and changes are made by them
- the board can change bylaws to fit the needs of the club, as long as they follow the International and District Bylaws (can be found online)

## IMPORTANCE

**provides structure to the club itself**

- gives guidelines to how the club shall run
  - can be used by new officers for advice
  - can help incoming members learn more about the club itself
- supports the club when officers are in need of assistance
  - due process
  - elections
  - club committees

*section one:*  
**PROPOSING  
REVISIONS**  
*club*

proposing revisions \_\_\_\_\_

# CLUB

bylaws

## STANDARD CLUB BYLAWS

Clubs should use the official standard club bylaws template provided by Key Club International and create the necessary revisions for their club.

## POTENTIAL EDITS & IMPLEMENTATIONS

- **Officer Tasks/Duties**
  - Different duties that come with the position, depending on what the club requires
- **Extended Board**
  - Social Media Coordinator
  - Fundraising Coordinators
  - Service Projects Chair
  - Kiwanis Family Relations Chair
  - & more!
- **Election & Graduation Requirements**
  - Must be a member in good standing
  - 50 hours = medallion, 75 hours = stole
- **Due Process**
  - The formal removal process of an officer
- **Annual Dues**
  - Club can pick a certain day to always collect dues on
  - Update according to any District/International dues changes

*section four:*  
**IMPORTANT NOTES**

# *important* — **NOTES**

## **WHY WE FOLLOW POLICIES & BYLAWS**

District Policies & Bylaws maintain both the order and consistency across CNH and are there to protect the members and eliminate any confusions regarding Key Club processes.

## **YOU CREATE CHANGE**

Often, members tend to overlook the immense power they possess to drive significant institutional change within Key Club. Whether it involves club bylaws, district policies, or international regulations, each one of you constitutes the essence of Key Club and holds the potential to spark transformation. By familiarizing yourselves with Key Club's policies and bylaws at all levels, you empower yourselves to present proposals for adding, deleting, or revising items. Educate yourself and seize the opportunity to be the catalysts of positive change within the organization!

*section six:*  
**RESOURCES**

*finding* \_\_\_\_\_  
**RESOURCES**

**CNH CYBERKEY**

<https://www.cnhkeyclub.org/>

**KEY CLUB INTERNATIONAL WEBSITE**

<https://www.cnhkeyclub.org/>

**STANDARD CLUB BYLAWS**

[www.keyclub.org/resources/standard-form-club-bylaws/](http://www.keyclub.org/resources/standard-form-club-bylaws/)

**CNH DISTRICT POLICIES & BYLAWS**

<https://www.cnhkeyclub.org/resources/policy-and-elections>

*section seven:*  
**ACKNOWLEDGEMENTS**

# ACKNOWLEDGEMENTS

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**Sophia Nguyen**

*Policy, International Business, & Elections Chair, 2023-24*

**Tiffany Wong**

*Division 22 Makai Lieutenant Governor, 2023-24*

*thank you*

# FOR READING!

