

## **DISTRICT BYLAWS**

### **ARTICLE I Name and Territorial Limits**

Section 1 The name of this organization shall be the Texas-Oklahoma District of Key Club International.

Section 2 This organization will operate within the borders of Texas-Oklahoma District of Kiwanis International.

### **ARTICLE II Objects**

Section 1 The objects of this district shall be:

- To promote the objects of Key Club International;
- To coordinate the projects of member Key Clubs;
- To strengthen and extend the Key Club movement;
- To increase the fellowship and cooperative efforts of the clubs within the district;
- To promote participation of the clubs within the district in general objectives, programs, and policies of the district and Key Club International; and
- To accept and promote the constitution of Kiwanis International

### **ARTICLE III Divisions**

Section 1 The territory of this district shall be divided into divisions.

### **ARTICLE IV Membership**

Section 1 Each Kiwanis-sponsored Key Club in this district shall be a member of the district.

Section 2 Any member club who has not paid their debt to Key Club International or to the district for more than sixty (60) days will not be considered in good standing with the district.

Section 3 Any member club not in good standing with Key Club International shall not be considered in good standing with the district.

Section 4 The District Treasurer shall report the name of any member club not in good standing with the district at each district meeting thereof.

Section 5 Any Key Club not in good standing with the district will be unable to register at the next district convention until such time as the club regains such standing with the district.

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Section 6 Every member club shall submit a monthly report of club activities during the month to the District Secretary, corresponding Lt. Governor and regional advisor, and sponsoring Kiwanis Advisor as outlined in Article X of these bylaws. This report should be postmarked by the fifth day of the following month, or the sixth day if the fifth falls on a legal holiday.

Section 7 Any person 21 years of age or older on or before September 1<sup>st</sup> shall not be granted membership.

**ARTICLE V  
Officers**

Section 1 Officers of the district shall be the Texas-Oklahoma District Governor, Secretary, Treasurer, Editor, Convention Liaison, Technology Producer and one Lt. Governor for each division of the district. The Governor, the Secretary, the Treasurer, and the Editor shall be elected at the annual district convention. The Technology Producer and Convention Liaison shall be appointed by the Governor. All offices appointed by the Governor shall be approved by the District Board by a two-thirds affirmative vote. The District Governor, District Secretary, District Treasurer, District Editor, Convention Liaison, and Technology Producer shall be known as the "District Staff."

Section 2 Each officer shall be a member in good standing in a Key Club of the district and each Lt. Governor shall be a member of a club in the division from which they are elected. In the event of a vacancy, the District Governor with approval of the District Administrator and ratification by the District Board, can appoint a qualified member of the same region or neighboring division. The home club of the appointed Lt. Governor will not be moved to the division that they will be serving. No member shall be elected to district office who will graduate before the next convention. No District Officer shall concurrently hold more than one elected or appointed district office (excluding the offices of Committee Chairpersons).

Section 3 Candidates for a district staff officer position must submit the appropriate candidacy form to the District Administrator by the deadline indicated on the form. Potential candidates for office who fail to submit this form by the given deadline shall not be allowed to run for a district staff officer position unless an exception is made by the District Administrator.

Section 4 All officers shall serve from installment at the district convention to the close of the following district convention.

Section 5 All district staff officers and lieutenant governors shall perform a minimum of 50 hours of service as verified by their club president or faculty advisor.

Section 6 Formal items of correspondence as referenced in the provisions of these Bylaws shall include Lieutenant Governor newsletters, email updates, flyers or any other platform to be approved by the District Administrator.

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Section 7 The duties of the District Governor shall be as follows:

- a. Serve as the executive officer of the district and preside at all conventions and at all meetings of the District Board. They shall be an executive ex-officio member of all standing and special committees. It shall be their duty to attend the convention of Key Club International. They shall perform their assigned responsibilities as outlined in the District Governor's service agreement and also perform other such duties as assigned to them by the District Board.
- b. Produce and distribute at least 2 formal items of correspondence per quarter to club presidents and to the District Board (including the International Trustee or Board Counselor, Kiwanis Committee on Key Club, Kiwanis Governor, and District Administrator). Materials covered in these newsletters should be time appropriate and include at least the following: Major Emphasis Program, Youth Opportunities Fund, Kiwanis Family, New Club Building, District Convention, and International Convention. They should utilize graphic standards if applicable and have correct spelling and grammar.
- c. Produce and distribute at least 2 formal items of correspondence per month to the District Board (including the International Trustee or Board Counselor, Kiwanis Committee on Key Club, Kiwanis Governor, and District Administrator) via a method of the Governor's choosing. Materials covered in those items should include at least time-appropriate reminders and resources to be distributed to the clubs.
- d. Prepare and distribute an agenda for all meetings of the District Board.
- e. Create materials and institute a training program for District Officers. This training, at minimum, must include Major Emphasis Program, Youth Opportunities Fund, Kiwanis Family, Planning Service Projects & Programs, Suggested Calendar, Position Responsibilities, Emphasis on Club Building & Reactivation, and Guidelines for Divisional Meetings.
- f. Appoint Committee members and chairpersons to the standing committees according to Article VII, Section 3 of these Bylaws. Thoroughly explain committee objectives and the roles that each committee plays in the district, along with scheduling committee meetings and providing quarterly follow-ups to each committee.
- g. Promote the development of new clubs, while promoting growth in already standing clubs. In addition, promote the collection of dues, while stressing the importance of dues to the district.
- h. Promote Kiwanis family interaction by holding at least one meeting with the Kiwanis Governor and the CKI Governor, attending at least one of the Kiwanis District Board Meetings and one of the CKI District Board Meetings, and holding at least one District wide Kiwanis event.

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- i. Report all Key Club International reports (International Board questionnaires, surveys, etc.) required within the specified time limit.
- j. Contact the District Administrator at least 3 times per month, especially before a Board Meeting, so that the agenda can be prepared.

Section 8

The duties of a Lieutenant Governor shall be as follows:

- a. Serve as the executive officer of the division and preside over all division conferences and meetings. They shall carry on the programs and policies of the District Governor and of Key Club International in their division. They shall perform their assigned responsibilities as outlined in the Lieutenant Governor's service agreement and the LTG Duties Policy Code.
- b. They shall produce newsletters for submission to the District Editor and their corresponding Regional Advisor. Then will distribute those newsletters to divisional club officers.
- c. Hold a Regional Club Officer Training Conference with a Kiwanis Advisor in the Region, and at minimum, include the responsibilities of each club officer.
- d. Visit each club in the division at least once during their term in office.
- e. Promote growth of standing clubs in the division and ensure that those clubs submit dues in a timely manner, but also submit new officer contact information to the website by the given deadline.
- f. Contact fellow committee members to discuss how their committee could be serving the district, and thus the clubs.
- g. Hold Division Council Meetings to help club officers understand the current issues in the district and gain new ideas to improve their clubs. Division Council Meetings and/or Presidential Council meetings can be held in a physical manner or on a digital platform.
- h. Provide written notice to all clubs and Regional Advisors of the Regional Training Conference and Division Council Meeting no less than 2 weeks before the date. The Lieutenant Governor must submit proof of contact to their Regional Advisor.
- i. Inform faculty advisors and or/officer candidates for the upcoming year of their potential duties and commitments to both their home club and the district, at large.

Section 9

The duties of the District Secretary shall be as follows:

- a. Keep records of the district convention and of the meetings of the District Board. They shall call to order the opening session of the district convention. The Secretary shall submit a report at the annual convention and at such other times at the

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- Governor or the District Board may require. They shall submit all communications from Key Club International to the proper officials and committees. The Secretary shall grade all monthly reports submitted by club Secretaries with due diligence and an unbiased hand as well as keep accurate records of such reports. They shall cooperate with the Governor in forwarding all official reports required by Key Club International. They shall perform other such duties as may be assigned to them by the Governor or District Board and as outlined in the District Secretary's service agreement.
- b. Produce and distribute at least 2 formal items of correspondence per month to the District Board (including the International Trustee or Board Councilor, Kiwanis Committee on Key Club, Kiwanis Governor, and District Administrator), including information like the role of the Club Secretary, club roster collection, upcoming district events, all in a timely manner. In addition, they shall produce and distribute at least 2 formal items of correspondence per quarter to club secretaries, which will contain the same content of the one to the District Board.
  - c. Create materials for the Club Secretary forum at the District Convention at the end of the term.
  - d. Distribute copies of all Board meeting minutes to the District Board, all Regional Advisors, District Administrators and electronically to the International Office, within 2 weeks of the Board meeting.
  - e. Present the Secretary's Report at all official Board meetings.
  - f. Submit a completed form of all contest winners, election result, and district convention report to the International Office within 2 weeks of the end of convention.
  - g. Produce and distribute a club officer directory for use of other club officers and District Board members and update the list through Lieutenant Governors and District notifications.

Section 10 The duties of the District Treasurer shall be as follows:

- a. Keep records of all district dues, convention registration fees, and other district income. All handling of money will be done by the Texas-Oklahoma District Kiwanis office. The Treasurer's accounts and books shall at all times be open to inspection by the Governor, District Board, District Administrator, Treasurer of the Texas-Oklahoma District of Kiwanis International, and any authorized auditor. The Treasurer shall make a report at the annual district convention and at such other time at the Governor or District Board may require. They shall perform other such duties as may be assigned to them by the Governor or District Board and as outlined in the District Treasurer's service agreement.
- b. Prepare and distribute monthly financial reports and dues reports to the District Board.

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- c. Produce and distribute at least 2 formal items of correspondence per month to the District Board (including the International Trustee or Board Counselor, Kiwanis Committee on Key Club, Kiwanis Governor, and District Administrator) in a timely manner, with information including, but not limited to, the role of the Club Treasurer, District and International dues collection, fundraising project ideas, and upcoming district events. In addition, produce at least 2 formal items of correspondence to club treasurers with the same information.
- d. Notify the club presidents, advisors, sponsoring Kiwanians, and International Director of Key Club of upcoming dues by November 1st and delinquent dues, by December 31<sup>st</sup>, January 31<sup>st</sup>, and before convention if not paid.
- e. Present the Treasurer's Report at all official Board meetings.

Section 11 The duties of the District Editor shall be as follows:

- a. Produce and distribute at least 2 formal items of correspondence per month to the District Board (including the International Trustee or Board Counselor, Kiwanis Committee on Key Club, Kiwanis Governor, and District Administrator) with information including, but not limited to, publication deadlines, suggestions on how to write articles, notifications to officers for what articles they are responsible to write for district publications, and all in a timely manner.
- b. Produce and distribute a formal item of correspondence to clubs on November 1st, January 1st, and March 1st; however such items are not limited to these dates. Content that must be present in all items are membership recruitment suggestions, Divisional Election Conferences and the District Convention.
- c. Produce a district publication on June 1<sup>st</sup>, August 1<sup>st</sup>, October 1<sup>st</sup>, December 1<sup>st</sup>, February 1<sup>st</sup>, and the first day of District Convention; however, the publication is not limited to these dates. Items that must be present in all publications are, Major Emphasis Program, International Representative's message, Governor's message, Editor's message addressing club editors, and club or division highlights. Content that must be present in at least 1 publication are the Youth Opportunities Fund, District Convention summation, International Convention promotion, International Convention summation, and District Convention promotion. The Editor's copy shall be approved by the District Administrator before publication and distribution.
- d. Perform other such duties as may be assigned to them by the Governor or District Board and as outlined in the District Editor's service agreement.

Section 12 The duties of the Convention Liaison shall be as follows:

- a. Work side-by-side with the Assistant Administrator for District Events on the planning and executing of all aspects involved with district convention. The Convention Liaison shall support the Governor in assigning members of the District Board to convention committees (except for those assigned to other work at the Governor's

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discretion) and generally serve as an advisor to these committees, guiding them toward convention specific goals. The Convention Liaison shall not be a voting member of the District Board. Unless a chosen delegate by their home club, the Convention Liaison shall not vote at the House of Delegates.

- b. Produce and distribute at least 2 formal items of correspondence per month-to the District Board (including the International Trustee or Board Counselor, Kiwanis Committee on Key Club, Kiwanis Governor, and District Administrator), regarding information on District Convention. In addition, produce at least 2 formal items of correspondence per quarter to clubs with the same information.
- c. Perform other such duties as may be assigned to them by the Governor or District Board.

Section 13 The duties of the Technology Producer shall be as follows:

- a. Collaborate with Membership Committee and Public Relations Committee to provide resources promoting District and Governor's Project and increasing membership.
- b. Produce and distribute 2 graphics resource packages, to be used by clubs and the District Board for newsletters, social media postings, and anything of the like. One resource package must be completed by Summer Board and the other resource package by Winter Board. Each resource package should contain a minimum of 10 graphics.
- c. Produce and distribute at least 2 formal items of correspondence per month to the District Board (including the International Trustee or Board Counselor, Kiwanis Committee on Key Club, Kiwanis Governor, and District Administrator), regarding information on website updates, video productions and social media postings. In addition, produce at least 2 formal items of correspondence per quarter to clubs with the same information.
- d. Produce and distribute a promotional video and photography for all District Events.
- e. Be responsible for grading club websites for Distinguished Website Award.
- f. Monitor the District website as needed, by discretion of the District Administrators.
- g. Responsible for the production of District Convention graphics, promotion graphics and merchandise graphics.
- h. Produce DCON theme release video, DCON opening ceremony video and DCON recap video.

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- i. Produce and distribute additional infographics to be used for district projects, events, website, and anything of the like, upon request by the District Board, in a timely manner.
- j. Perform other such duties as may be assigned to them by the Governor or District Board.
- k. The Technology Producer shall not be a voting member of the District Board. Unless a chosen delegate by their home club, the Technology Producer shall not vote at the House of Delegates.

Section 14 All members of the District Board that wish to apply for the distinguished recognition award respective to their office should do so at the International Convention following the end of their term.

Section 15 If a board member is having difficulties in performing their duties, it is required that the Administrator or their designee notify that board member and their Faculty Advisor.

Section 16 All service agreements referenced in this section must be signed by the District Board member and their parent/guardian in order to serve on the District Board. The faculty advisor of the Board member's home club and the high school principal must also sign to indicate the member is in good standing with their home club and therefore eligible to serve. Service agreements shall be maintained by the District Administrator and may be updated by the District Administrator on an annual basis. This form is due to the District Administrator two weeks after the District Board member is elected.

## **ARTICLE VI District Board**

Section 1 The District Board shall consist of all the District Officers.

Section 2 Operations of this district not specified in these Bylaws shall be subject to the discretion of the District Administrator, the sponsoring Kiwanis District Board, and the Board of Trustees of Key Club International.

Section 3 The District Board shall adhere to all policies, procedures, and regulations as outlined in the Texas-Oklahoma District Board Policy Code.

## **ARTICLE VII Committees**

Section 1 Standing committees shall be appointed by the Governor and comprised of members from the District Board, with the authority to study, assemble, and report their recommendations to the District Board for action.

Section 2 Special committees may be authorized by the District Board which shall define their duties.



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Section 3 The following standing committees and chairpersons shall be appointed by the Governor:

- a. Committee on Regulations, Elections, and Credentials: This committee shall be composed of one chairperson and up to five members. Its duties shall be
  - 1) to receive, study, and make recommendations to the Board on proposed amendments to the District Bylaws, International Constitution, and Committee Authority,
  - 2) to study existing laws and regulations and to make reports to the Board on the suitability of the same,
  - 3) to examine all amendments, resolutions, and the like submitted for approval to go before the House of Delegates and give due attention and diligence to each,
  - 4) to enforce all proper procedures and parliamentary procedures at district meetings and convention, and
  - 5) to see that all elections within the district are carried out properly, certify the results of all voting in the House of Delegates, and certify all voting delegates to the district convention.
- b. Committee on Contests and Awards: This committee shall be comprised of one chairperson and up to five members. Its duties shall be to propose contest rules to the District Board for the contests at district convention, to maintain the suitability of the Texas-Oklahoma District Code of Contests and Awards, and to oversee the running of contests and presentation of awards at district convention.
- c. Committee on District Project: This committee shall be composed of one chairperson and up to five members. Its duties shall be to develop and present a district project to the District Board for consideration in the current year, publicize the project to clubs and members of the district, and implement award criteria as determined by the District Board.
- d. Committee on Public Relations: This Committee shall be composed of one chairperson and up to seven members. Its duties shall be to promote Key Club International in traditional and non-traditional ways throughout Texas and Oklahoma. This committee shall be responsible for developing and executing a marketing plan that shall be passed on to all clubs in the district. Furthermore, this committee's duties shall be to promote and publicize all district events, including, but not limited to, the Fall Rally and District Convention, through creative means. The committee shall ensure that all clubs in the district are knowledgeable regarding district events and attempt to increase attendance at district events.
- e. Committee on Membership: This committee shall be composed of one chairperson and up to five members. Its main duty shall be to focus on the growth of all clubs in the Texas-Oklahoma District. The Committee shall be responsible for studying clubs with successful club growth, identifying weak clubs, and designing a plan to help all clubs increase their membership.

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- f. **Executive Committee:** This committee shall consist of the District Staff, District Administrator, and Assistant Administrators. Its duties shall be to confer and make decisions regarding the administrative affairs of the district, consult on the planning of all district events, and aid the Governor in determining appropriate goals for district committees. This committee shall be chaired by the District Governor.
- g. **Committee on Governor's Project:** This committee shall be composed of one chairperson and up to four members. Its duties shall be to promote and encourage the selected governor's project and to implement award criteria as determined appropriate by the District Governor and District Board. The committee shall work in conjunction with the District Governor.
- h. **Committee on Welcoming Activity at Convention:** This committee shall be composed of one chairperson and up to three members. Its main duty shall be to design and execute the welcoming activity for all attendees to participate in at district convention.
- i. **Committee on K-Family and International Relations:** This committee shall be composed of one chairperson, and up to three members. Its duties shall be to bridge the K-Family branches by creating resources, serve as a liaison in K-Family interactions, and assist in the chartering process. It shall also promote strong relationships with Key Club International.

Section 4 The District Governor shall serve as an ex-officio member of all district committees.

Section 5 Committee Secretaries

- a. One committee secretary for each district committee shall be appointed by the committee chairperson.
- b. It shall be the duty of the Committee Secretary to take the minutes of all committee meetings and report the same to the committee chairperson and committee members.

## **ARTICLE VIII**

### **Convention**

Section 1 A convention of this district shall be held once during the period after the second full weekend in March to the first full weekend in May, but not on Easter Weekend. All clubs shall be notified at least six months in advance of the date, hours, and location of the convention.

Section 2 The District Governor or their designee shall notify each club and the Director of Key Club International an official call to the annual convention at least thirty days prior to the convention. The District Board shall have supervision and management of all

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conventions under the supervision of the District Administrator and the sponsoring Kiwanis district.

Section 3 Each club in good standing shall be entitled to two voting delegates and two alternates in any convention.

Section 4 The expenses of each delegate shall be paid by the individual and/or the club represented by them.

Section 5 In the absence of the Governor from any convention of the district, the District Board shall appoint a District Officer to act as chairperson.

Section 6 Before the District Secretary leaves the site of the District Convention upon its conclusion, they must provide a report of all results voted upon in the House of Delegates, and this report shall be submitted to the District Administrator. In addition to the immediate report, within two weeks following the conclusion of the District Convention, the District Secretary shall make a report of the proceedings of the convention. This will include a complete synopsis of all events that occurred during District Convention and a compiled version of the changes to the district policies. They shall submit copies of the report to the Director of Key Club International, Administrators of the Key Club District, to members of the newly elected District Board, and the sponsoring Kiwanis District.

Section 7 Each district convention shall include the following:

- a. Address by the Governor of the sponsoring Kiwanis District or their representative.
- b. The election and installation of the officers for the ensuing year.
- c. One meeting of the new District Board led by the newly-elected District Governor and Administrator.
- d. A variety of contests as outlined in the Texas-Oklahoma District Code of Contests and Awards.

Section 8 All elections of officers will follow the procedures outlined in the Texas-Oklahoma District Code for Elections and House of Delegates.

**ARTICLE IX****Vacancies in Office Between Conventions**

Section 1 In the event of a vacancy in the office of Governor between conventions and between board meetings, the District Administrator will appoint a member of the District Board, who is an active member of a club in the district, to serve as Governor until the time of the next board meeting. A new Governor, who will be a member of that District Board, shall then be elected by the District Board. Candidates must complete the proper

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candidacy forms. All candidates must be nominated, seconded, and elected to office secret ballot. The election will be run by the current chairperson of the District Board.

Section 2 In the event of a vacancy in the office of Lt. Governor between conventions, the Governor shall, with the approval of the District Administrator and the District Board at the next board meeting, appoint a qualified member of a club of the same division or region to fill the office for the unexpired term, once they have completed the proper candidacy forms.

Section 3 In the event of a vacancy in the office of Secretary, Treasurer, Editor, or Convention Liaison between conventions, the Governor shall appoint a qualified member to fill the unexpired term, once they have completed the proper candidacy forms. This appointment is subject to the approval of the District Board and the District Administrator.

Section 4 Whenever it shall appear to the Governor that any Lt. Governor, District Secretary, District Treasurer, District Editor, Technology Producer, or Convention Liaison is failing to perform the duties of their office, the Governor, with approval of the District Administrator, shall give such District Officer immediate written notice of the fact and place them on immediate suspension of duties. Suspension of duties shall restrict any District Officer from participating in Kiwanis-family activities using the capacity of their respective office. The Governor, with approval of the District Administrator, shall then have the power to appoint a Key Club member of the district to serve in an interim capacity. At the next meeting of the District Board, the Governor shall present their recommendations to the District Board regarding the declaration of vacancy in that office. A two-thirds vote of the District Board is required to declare any district office vacant. The officer in question shall be allowed voting and debating privileges. In the event that a Lt. Governor is removed, then it shall be the responsibility of the Governor to notify, or appoint someone to notify, each club in that officer's division of the vacancy and the replacement officer for that vacancy. The officer's contact information shall be sent as well. All notifications should be sent to each club within two weeks of the board's action. In the event of a vacancy in office, it shall be filled in accordance with the provisions as contained in Article IX, Sections 2 and 3 of these Bylaws.

Section 5 Whenever it shall become apparent to one-third of the members of the District Board and the District Administrator that the Governor is failing to perform their 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 facts and any reasons why the office shall not be declared vacant. In the event that the District Board shall find the alleged facts to be voluntarily offered, a two-thirds vote shall be required by the District Board to declare the office vacant, subject to the approval of the sponsoring Kiwanis District Board of Trustees who shall, with the approval of the of the Kiwanis District Governor, declare the office vacant. The vacancy shall be filled in accordance with the provisions as contained in Article IX, Section 1 of these Bylaws.

**Article X**

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### **Reporting**

- Section 1 Each member club of the district shall submit a monthly report of club meetings and activities during the month to the District Secretary, corresponding Lt. Governor, corresponding Regional Advisor, and corresponding Kiwanis Advisor. This report shall be completed on the proper forms, as outlined by the District Secretary, and is due as postmarked by the fifth day of the following month, or the sixth day if the fifth falls on a legal holiday.
- Section 2 The District Secretary shall follow the outlined system for evaluation of the club monthly report. The Secretary shall evaluate all club reports as received and report the resulting score rankings to the District Board and district convention delegation as deemed appropriate.
- Section 3 The District Secretary shall maintain the club monthly activity report evaluation system. Adjustments to this system shall be approved by the District Administrator.
- Section 4 Each member club shall submit a report to the District Secretary for the election of club officers within fourteen days of any election or change of officer(s) or advisor(s) within the club. This report shall be submitted on the proper form. It is recommended that this report be sent to the District Administrator, corresponding Lt. Governor, corresponding Regional Advisor, and corresponding Kiwanis Club President, as well.

## **Article XI**

### **Revenue**

- Section 1 Each member club shall pay the district dues with a \$1.00 increase per year for 3 years, ending at \$9.00 total per member. These dues shall be due on October 1 along with Key Club International dues, and shall be remitted to the Key Club International Office by the individual club no later than December 1. Dues collection dates can be changed at the discretion of the District Treasurer with the approval of the District Administrator.
- Section 2 The amount of district dues shall be determined by the District Board, with the approval of the District Administrator, and subject to approval at the next district convention. In no case shall the total district dues exceed the maximum paid for each member in Key Club International dues.
- Section 3 Assessments in excess of the annual dues may be made upon a two-thirds vote of all delegates attending an annual convention. Such assessment shall be for a duration of one year, but each succeeding year's convention may, by a two-thirds vote of all delegates in attendance, renew the assessments. In addition, assessments must be made for extraordinary items not normally covered by dues or subscription fees and must be approved by the Kiwanis District Board, by the Key Club International Board, and by the Kiwanis International Board.

## **Article XII**

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### **Rules of Order**

Section 1 "Robert's Rules of Order" (Newly Revised) shall be the parliamentary authority for all matters of procedure not specifically covered in these Bylaws or in the Texas-Oklahoma District Board Policy Code.

### **Article XIII**

#### **Amendments**

Section 1 Only amendments approved by the District Administrator can be made at conventions by a two-thirds vote of present delegates.

Section 2 In the event of an emergency, a situation declared by the Administrator and Governor, the District Board has the power to amend these Bylaws. The amendment will be effective from the time passed until the next meeting of the House of Delegates. At the following convention, the House of Delegates will be given the opportunity to approve the amendment. A two-thirds vote, at any District Board meeting, with approval of the District Administrator, is required for the Board to pass an amendment to these Bylaws. At the House of Delegates, a two-thirds vote is required to approve the same.

Section 3 Any proposed amendments by a District Officer must be presented to the Committee on Regulations, Elections and Credentials before or at the final board meeting prior to the House of Delegates. Proposed amendments may only be presented by Key Club members of the Texas-Oklahoma District in good standing. Certain circumstances apply to members of the Committee on Regulations, Elections and Credentials as outlined in Article XIII, Section 4. The Committee on Regulations, Elections and Credentials shall vote to approve any proposed amendment by majority vote. If approved, the amendment shall go before the next House of Delegates. If not approved, the proposed amendment shall require one of two circumstances to occur:

- a. If the proposed amendment is brought by a District Officer, it can be brought before the District Board at any board meeting prior to the House of Delegates for approval. A majority vote of the District Board is required. It may also be brought as outlined in Article XIII, Section 3, Subsection b.
- b. If the proposed amendment is brought by any member other than a District Officer, it must be in writing and requires the support of three separate clubs from three separate divisions to be brought before the House of Delegates. This support must be indicated by the signatures of the Presidents of the three different clubs on the written proposed amendment. The amendment must be presented to the District Administrator before the Opening Ceremony of the District Convention to verify the signatures and ensure it doesn't conflict with international guidelines. An

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amendment proposed in this manner may be brought before the House of Delegates at a time between the opening and closing of the House of Delegates.

Section 4 Any proposed amendment brought by any member of the Committee on Regulations, Elections and Credentials or brought by the Committee on Regulations, Elections and Credentials as a whole must be brought before the District Board at any board meeting prior to the House of Delegates for approval. A majority vote of the District Board is required.

Section 5 Any proposed amendment must be read in its entirety before the House of Delegates. Exceptions can be made at the discretion of the Chairperson of the Committee on Regulations, Elections and Credentials only if the proposed amendment is delivered in writing to each delegate.

**Article XIV  
Interpretation**

Section 1 Any dispute over the proper interpretation of these Bylaws not clearly outlined in these Bylaws shall be interpreted by a unanimous decision of the Chairperson of the Committee on Regulations, elections and Credentials and the District Governor. If the Chairperson of the Committee on Regulations, Elections and Credentials and the District Governor are in non-agreement on any interpretation, the District Administrator will break the tie.

**Article XV  
Approval**

Section 1 The Bylaws and all amendments or additions shall not become effective until they have been approved by the Key Club House of Delegates, Key Club District Administrator, Sponsoring Kiwanis District Board, and the Key Club International Administrator and/or Key Club International Board.