

# KEY SOLUTIONS

## KEY CLUB MEMBERSHIP RESOURCES

### Key Club Terms and Definitions

**Bylaws:** The International and district levels operate under a set of bylaws that spell out their respective policies. Clubs should also operate under such regulations. If your club does not have bylaws, obtain a copy of the Standard Form on-line at [keyclub.org](http://keyclub.org).

**Candidates and Contests:** District and International convention sponsors contests that clubs are urged to enter. These are designed to recognize club achievement and to give individual members a chance to perform. Details are sent out after the first of the year to each Key Club faculty advisor, and are outlined in the Key Club Guidebook. Club members should be encouraged to seek both district and International offices.

**District:** Key Club International is divided into 33 districts. Each Key Club District is coextensive with one of the districts of Kiwanis International. Each district has elected officers who are responsible for operating within established boundaries in assisting clubs and providing personal attention. The district promotes cooperation and fellowship among clubs by encouraging participation in programs, activities, and the objects of the district and International; by strengthening existing clubs and building new ones; and by accepting and promoting the objects of Key Club.

**District Administrator:** Each year the Kiwanis district governor appoints a Kiwanian to serve as district administrator of Key Club. He/she is responsible for carrying out the Key Club district organization's administrative functions in accordance with the Kiwanis district Board's approval. The administrator and his/her committee advises the District Board and assists club advisors, along with many other responsibilities.

**District Convention:** Each club is entitled to send two delegates and two alternate delegates, which should be elected officers for the new year. The convention usually lasts for two days and serves as a training session for newly elected officers. The convention is rewarding for everyone and can help provide the enthusiasm to make a better club next year.

**Division:** Each district is divided into territories called divisions, often coextensive with the boundaries of the Kiwanis division. Each division has a lieutenant governor who carries out the district's policies within his/her respective division, and provides support to the clubs.

**Divisional Council Meeting (DCM):** Key Club Lieutenant Governors are required to conduct from three to ten Division (Presidents) Council Meetings. These meetings are designed to update, educate, and train Key Club officers and advisors as well as potential club leaders within the geographic region concerning district and International events, scholarships, and programs. Often service projects and social events are carried out in conjunction with these meetings. For information concerning the division's DCMs contact the Lieutenant Governor, Key Club Governor, or District Administrator.

**Elections:** Key Club International requests that "the president and other officers are elected at a meeting in February. These officers should not be seniors, since their term of office begins in May following their election and continues for one year." This lapse in time gives the newly elected officers the opportunity to work closely with the outgoing Board so that they will be well prepared to assume their official duties. It is also strongly recommended that the five officers be delegates to the district convention which is staged in early spring. Officers should also go to the International Convention in the summer.

**Governor:** The Key Club governor is the chief executive officer of the district. They work closely with other International and district officers to strengthen and expend Key Club. The District Governor appoints all standing and temporary district committees, and presides at the annual district convention and other district meetings. He/she also attends the International Convention and all meetings of the International Council.

**Guidebook:** This is the official guide for Key Clubs. It is published by the International Office and distributed each spring to every club. Every Key Club should have the Guidebook on file. The Guidebook consists of the bylaws, forms, contest and award information, club resources, and Kiwanis family program and projects information.

**Installation of Officers:** After the officers have been elected, it is important to have a well-organized installation. Usually, the outgoing president will be responsible for conducting this meeting. An impressive installation should be a dinner meeting attended by the parents, school officials, and Kiwanis members. The club officer installation ceremony is found online at [keyclub.org](http://keyclub.org).

**International Convention:** Held annually in July, the purpose of this convention is to elect the International Officers, review accomplishments of the past year, and set policies for the coming year. New programs are announced and national speakers participate. Members from your club should attend annually and adult advisors are always welcome.

**International Officers:** The officers of Key Club International are a president, a vice-president, and trustees. These members are elected, by their peers, at the annual International convention and serve from that time until new officers are installed at the following convention. Together they comprise the Board of Trustees of Key Club International, the governing body of all Key Club. Kiwanis International must approve their decisions.

**Key Club Video Magazine:** The Key Club International on-line Video Magazine provides videos highlighting Key Club's service, club activities and member stories. To see the Key Club Video Magazine visit, [keyclub.org](http://keyclub.org).

**KEY CLUB Magazine:** Key Club International publishes The KEY CLUB Magazine during the school year. Hard copies are sent to the member home address and the e-zine is sent electronically to members. KEY CLUB Magazine contains information on what clubs are doing worldwide, announces all new programs, provides activity suggestions, reviews all obligations, and carries articles of general interest to high school students.

**Lieutenant Governor (LTG):** The lieutenant governor is the head administrative officer within the division and is a member of the District Board. The LTG is the main communication line to clubs and is responsible to all clubs within his/her division. The lieutenant governor coordinates and leads divisional council meetings, divisional rallies, training, and provides support to club presidents.

**Merchandise:** A catalog of merchandise is available from the International Office. It contains all of the items that are available for Key Clubs, including membership certificates, decals, pens, hats, and additional Key Club apparel. To order Key Club merchandise, visit [keyclub.org](http://keyclub.org).

**Scholarships:** Key Club International offers a number of scholarships designed to recognize and financially assist graduating Key Club members who have demonstrated excellence in academics, leadership, and service to others. Download the scholarship packet at [keyclub.org](http://keyclub.org).

**Sponsoring Kiwanis Club:** A Kiwanis club sponsors each Key Club. All of the activities of the Key Club are guided and supported by the principles set forth by Kiwanis International. Each sponsoring club provides a Key Club Kiwanis advisor. He/she should attend meetings, help in the planning of activities, and work closely with the faculty advisor.

**Youth Opportunities Fund Club Project Grants:** YOF service grants are available to clubs to fund service projects. Clubs may request funding assistance from US \$200 to US \$2,000. The postmark deadline for receipt of the grant request is May 15

a Kiwanis-family member  
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