

**Texas-Oklahoma District  
Key Club International  
Summer Board Meeting  
July 26-28, 2019  
Dallas, Texas**

KEY CLUB®



**Minutes prepared and submitted by Kareena Patel, Texas-Oklahoma District Secretary.**

**The following District Staff Members were present/ absent as indicated:**

District Governor: Ashna Patel - Present  
District Secretary: Kareena Patel - Present  
District Treasurer: Katherine Chao - Present  
District Editor: Vivian Thai - Present  
Convention Liaison: Dillion Grisham - Present  
Technology Producer: Lacey Thomas - Present

**The following District Administrators were present/ absent as indicated:**

District Administrator: Kenyon Black - Present  
Assistant Administrator: Kelly Poland - Present  
Assistant Administrator: Ryan Edmondson - Present

**The following District Board members were present/absent as indicated:**

Division 1 LTG Lorena Fonseca - Present

Division 2N LTG Jennifer Nguyen - Present

Division 2C LTG Katherine Bui - Absent

Division 3C LTG Rujul Kulkarni - Present

Division 3W LTG Rosie Park - Absent

Division 3N LTG Raj Patel - Present

Division 3S LTG Mygnoc Nguyen - Present

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Division 4/6 LTG Morgan Hollingsworth - Absent

Division 5 LTG - Vacant

Division 7/33 LTG Enrique Mata - Present

Division 8 LTG Kasandra Schroeder- Present

Division 9E LTG - Vacant

Division 9W LTG - Vacant

Division 10 LTG Samantha Sifuentes - Present

Division 11 LTG Mireya Puga - Absent

Division 12/22 LTG Madison Green - Present

Division 13 LTG - Vacant

Division 14 LTG - Vacant

Division 16 LTG Natalie Delatorre - Present

Division 17 LTG Kaitlyn Roehr - Absent

Division 18N LTG David Jeffalone- Present

Division 18s LTG Elie Lam- Present

Division 19 LTG - Vacant

Division 20 LTG Matthew Wells - Present

Division 21 LTG Will Storts - Present

Division 23 LTG - Vacant

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Division 24N LTG - Vacant

Division 24S LTG Cara Wilton - Present

Division 25N LTG Logan De Los Santos - Present

Division 25S/31 LTG Viranda Kwok - Present

Division 25W LTG Kazi Rabbe - Present

Division 26 LTG - Vacant

Division 28 LTG Pranav Gupta - Present

Division 30 LTG Desiree Rickett - present

Division 32 LTG Lillian McGhee - Absent

Division 34 LTG Marlon Castillo - Present

Division 35 LTG - Vacant

Division 38 LTG Marissa Ramos - Present

Division 39N LTG Linden Patterson - Present

Division 39S LTG Sharlene Garcia - Present

Division 40W LTG Hannah Vaught - Present

Division 40E LTG Macy Boren - Present

**The following Regional Advisors were present/absent as indicated:**

Region 1 Advisor Olin Norrid - Present

Region 2 Advisor Steven Baringer - Present

Region 3 Advisor - Vacant

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Region 5 Advisor Tyler Thompson - Present

Region 6 Advisor Rafael Santos - Present

Region 7 Advisor Melissa Greene - Present

Region 8 Advisor Dennis Hogan - Present

Region 9 Advisor - Vacant

Region 10 Advisor Kristina Jacobson - Present

Region 11 Advisor - Vacant

Region 12 Advisor Judy Pomorski - Present

Region 12 Advisor Megan Iselin - Present

Region 14 Advisor Jaime Miranda - Absent

**Friday July 26th, 2019**

**The meeting was called to order by District Governor Ashna Patel at 6:03 pm.**

**Call to Order**

Governor Ashna Patel calls the meeting to order at 6:03 pm. Division 3C Lt. Governor Rujul Kulkarni leads the group in the Pledge of Allegiance. Division 24S Lt. Governor Cara Wilton leads the Key Club Pledge. Division 12/22 Lt. Governor Madison Green leads the invocation- a moment of silence. District Secretary Kareena Patel takes a roll call in order to document all persons in attendance.

**Welcome & Code of Conduct Reminders**

District Administrator Kenyon Black welcomes everyone to the 2019 Summer Board meeting and begins by reminding the board on the District Code of Conduct.

Reminders:

- Cell phones must be off in boardroom.
- Be respectful and discuss in all matters.

**Resignations, Removals, and Appointments**

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Governor Ashna Patel announces all of the resignations by stating their names and positions:

Resignations

- Baylee Brown: Division 26 Lt. Governor
- Kaitlyn Wolfe: Division 9W Lt. Governor

Division 2N Lt. Governor Jennifer Nguyen motioned to accept these resignations, seconded by Division 3C Lt. Governor Rujul Kulkarni, and the motion passed.

Governor Ashna Patel announces all of the removals by stating their names and positions:

Removals

- Ashten Smith: Division 35 Lt. Governor
- Brianna Taylor: Division 5 Lt. Governor

Division 3S Lt. Governor Mygnoc Nguyen motioned to accept the removals, seconded by Division 18S Lt. Governor Elie Lam, and the motion passed.

Governor Ashna Patel announces all of the appointments by stating their names and positions:

Appointments

- Dillion Grisham: Convention Liaison
- Lacey Thomas: Tech Producer
- Matthew Wells: Division 20 Lt. Governor
- David Jeffalone: Division 18N Lt. Governor
- Lorena Fonseca: Division 1 Lt. Governor

Division 12/22 Lt. Governor Madison Green motioned to accept all the appointments, seconded by Division 30 Lt. Governor Desiree Rickett, and the motion passed.

**Governor Goals and Expectations**

Governor Ashna Patel points out the importance of professionalism and time management. She reminds Lieutenant Governors to remain professional at all times, including the board room, LTG club visits, social media and in public. She mentioned that she has seen some issues within the board on social media unprofessionalism. Social media professionalism needs to be maintained at all times because as an LTG, you are representing Texas-Oklahoma District. Governor Patel also warns LTGs we might have to appoint someone to check social media, but she doesn't want to do that. Governor Patel states that time management is key. She gives tips to manage time because as a board member, everyone will get stressed. Governor Ashna Patel gives a positive encouragement talk. She ends by saying, "If you are drowning in stress, yell for help!"

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**Parli Pro Review**

Region 12 Advisor Megan Iselin welcomes everyone to their first board meeting. She states that later tonight the entire District Board will take a test over Parliamentary Procedures, bylaws, and the codes. She announced that the test has free-response, multiple choice and short answers and is 8 pages long. She reminds everyone that more than half the board will fail. The test will focus on things that might slip out of your mind. She encouraged the board members to take complete advantage of their study time to review the bylaws and codes once more. She notified the board that the test will be curved either up or down based on how everyone does.

Region 12 Advisor Megan Iselin opened the floor for any questions.

Division 12/22 Lt. Governor Madison Greene asked if there is anything in specific we needed to know on the bylaws.

Region 12 Advisor Megan Iselin then answered that the majority of the test will be over bylaws and codes so make sure you have looked over that.

Region 12 Advisor Megan Iselin also announced that last year only 12 people passed the test.

No further questions were asked.

**Break and Study Time**

**Division 25W Lt. Governor Kazi Rabbe motions to recess for 30 minutes, seconded by Division 24S Lt. Governor Cara Wilton, and the motion passes.**

The board recesses for 30 minutes.

**Bylaw and Parliamentary Procedure Test**

The entire board took the test over the bylaws, code of conduct, code of elections and HOD and parliamentary procedures. They had 30 minutes to complete.

After the completion of the test, Region 12 Advisor Megan Iselin asks for feedback on the test.

Majority of the board said the test was easier than what most people said, and the questions were directly from the materials told to read and study. They also agree that the Rules, Elections and Credentials Committee's study guide materials tremendously helped them out.

District Treasurer Katherine Chao motions for a 10-minute recess, seconded by Division 16 Lt. Governor Natalie Delatorre and motion passes.

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**The Board reconvened at 8:07 pm.**

**LTG Monthly Reports**

Governor Ashna Patel mentions that the average of the report card scores is based off the total time an LTG has served. She pointed out that more than half the board had an F. She emphasizes the board should be trying their best to excel, and she should see improvements by Winter Board. She gives the LTGs the opportunity to ask any questions they may have, or they can see her personally after the meeting.

**Regional Training Conferences**

Governor Ashna Patel states that Regional Training Conferences should already be in planning by now. RTCs need to be fun and informative. She informs LTGs to pick a date that works best for their entire region and try to accommodate so they can get as many people as possible. Be sure to give at least a 30 days advance notice to clubs. The content that needs to be produced is stated on the RFL guidelines. Governor Ashna Patel gave ideas on how to host a successful RTC.

Division 2N Lt. Governor Jennifer Nguyen asks what committee structure means.

Governor Ashna Patel responds that committee structure means the level of structures in Key Club.

**Dallas Mavericks Harrison Butcher District Fundraiser**

**District Secretary Kareena Patel moves to amend the agenda to have the Dallas Mavericks speak before DCM/PCMs, seconded by Division 30 Lt. Governor Desiree Rickett, and the motion passes.**

Harrison Butcher presented his fundraiser idea. The fundraiser entails of the Dallas Mavericks team partnering up with Key Club to sell tickets. Harrison says we could also have a website on which we can sell tickets to help raise money, and the District will take a portion of the profits. He goes over the various events that could be held. The board would have the responsibility to communicate with their clubs and try to sell tickets for the Dallas Maverick basketball games.

Division 2N Lt. Governor Jennifer Nguyen asked if there is a minimum amount of money that the clubs have to raise? Harrison replies no.

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Division 40E Lt. Governor Macy Boren asks how can Oklahomans get involved? Harrison says the LTGs will need to spread the word amongst their Oklahoma clubs. Also, he proposes we could have a Thunder vs. Mavericks game in OKC to get their attention.

District Administrator Kenyon Black mentions he has been talking to Harrison for a while now and would love to partner up with the organization to help raise money for District Convention and our district.

Division 7/33 Lt. Governor Enrique Mata asked what is the best demographic range if the district does choose this project?

Harrison replied that there is no specific demographic so tickets can be sold to anyone that has an affiliation with basketball.

Division 30 Lt. Governor Desiree Rickett asked if there were any specific requirements for this fundraiser.

Harrison answered that the total amount raised would need to be about \$1500 and sell 100 tickets.

Division 12/22 Lt. Governor Madison Green asked if there was a specific code when they order a ticket off the website so that the district gets the money.

Division 18N Lt. Governor David Jeffalone asked if there were any incentives for clubs to participate.

Harrison replied that the only incentive is that they get to go watch a basketball game and a portion of their purchase will go towards the district funds.

District Administrator Kenyon points out that the board needs to think of this opportunity in a bigger and broader term. This is a chance for our district to raise funds for a better convention.

Division 12/22 Lt. Governor Madison Green says that she agrees we should adopt this idea because if we don't support it then it might hurt our District Convention.

Division 24S Lt. Governor Cara Wilton agrees by saying we should accept this because we are getting money and doing it in an easy way.

Various board members then continue to discuss the fundraiser.



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Region 10 Advisor Kristina Jacobson says that this is the final time we will meet this year so we need to discuss and make a decision.

Division 39S Lt. Governor Sharlene Garcia asks if the organization is willing to partner up with Key Club just once or more often.

Harrison says he would love to do it more often.

Division 3C Lt. Governor Rujul Kulkarni asks if members would be required to purchase their own parking.

Harrison says yes they would still need to purchase their parking.

Governor Ashna Patel says that some clubs can't go to DCON because of the cost, so this is a great idea to get more clubs to DCON and make it more affordable.

Division 18S Lt. Governor Elie Lam says his home club isn't able to attend DCON because of the high costs. He asks if we take this idea, then would DCON registration fees be lower.

District Administrator Kenyon says no because we are already losing \$35 per person, so if we aren't raising funds then the price of registration is going to go up. He reminds everyone to look at the bigger picture.

**Division 12/22 Lt. Governor Madison Green motions to accept this fundraiser, seconded by Division 18N Lt. Governor David Jeffalone and the motion passes.**

**DCMS/PCMs**

Governor Ashna Patel remind Lieutenant Governors that they need to have atleast 10 DCMs in the year. The RFL requires them to have 5, but she urges them to do 1 every month with the exception of 2 months.

Division 12/22 Lt. Governor Madison Green asked if there is a specific format that has to be used for DCM minutes.

Governor Ashna Patel answered that there is a minutes format template under secretary resources which is generic for clubs that can be used.

**1st Round of Committee Meetings**

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The board then broke up into their committees at 7:47 pm and had their first in-person committee meetings. They discussed what they were going to present in their report and discuss more on their progress within each committee.

**The board reconvened at 8:31 pm.**

**New policies/procedures/other information**

District Assistant Administrator Kelly Poland enforces that there should be no dating within the board. There should also be no public display of affection because that is highly unprofessional.

District Administrator Kenyon Black states that Key Club is inclusive. He informs the board that International has a new transgender policy. International has a rule that wherever we have a meeting, there must be gender-neutral bathrooms. In addition to that, their/them pronouns should be used in replacement of he/she. A policy will be put in place for transgender to enforce inclusiveness.

District Assistant Administrator Kelly Poland reasserts that harassment is wrong. She warns the board to not wait out of fear and don't confront it alone. She advises the board to contact an adult about any possible harassment.

**Final Words, Reminders, and Adjournment**

Governor Ashna Patel reminds the board that there will be a committee chair meeting at 11 pm tonight. She reminds everyone to bring water tomorrow because it will be a long tiring day.

**Division 18N Lt. Governor David Jeffalone motions to adjourn the meeting, seconded by Division 30 Lt. Governor Desiree Rickett, and the motion passes.**

**District Governor Ashna Patel adjourns the meeting at 9:51 pm.**

**Saturday July 27th, 2019**

**The meeting was called to order by Governor Ashna Patel at 9:02 am.**

**Call to Order**

Governor Ashna Patel calls the meeting to order at 9:02 am. Division 3S Lt. Governor Myngoc Nguyen leads the group in the Pledge of Allegiance. Division 28 Lt. Governor Pranav Gupta leads the Key Club Pledge. Division 2N Lt. Governor Jennifer Nguyen leads the invocation. District Secretary Kareena Patel takes a roll call in order to document all persons in attendance.

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**The following District Staff Members were present/ absent as indicated:**

District Governor: Ashna Patel - Present  
District Secretary: Kareena Patel- Present  
District Treasurer: Katherine Chao - Present  
District Editor: Vivian Thai - Present  
Convention Liaison: Dillion Grisham - Present  
Technology Producer: Lacey Thomas - Present

**The following District Administrators were present/ absent as indicated:**

District Administrator: Kenyon Black - Present  
Assistant Administrator: Kelly Poland - Present  
Assistant Administrator: Ryan Edmondson - Present

**The following District Board members were present/absent as indicated:**

Division 1 LTG Lorena Fonseca - Present  
  
Division 2N LTG Jennifer Nguyen - Present  
  
Division 2C LTG Katherine Bui - Present  
  
Division 3C LTG Rujul Kulkarni - Present  
  
Division 3W LTG Rosie Park -Absent  
  
Division 3N LTG Raj Patel - Present  
  
Division 3S LTG Mygnoc Nguyen - Present  
  
Division 4/6 LTG Morgan Hollingsworth - Absent  
  
Division 5 LTG - Vacant  
  
Division 7/33 LTG Enrique Mata - Present  
  
Division 8 LTG Kasandra Schroeder- Present

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Division 9E LTG - Vacant

Division 9W LTG - Vacant

Division 10 LTG Samantha Sifuentes - Present

Division 11 LTG Mireya Puga - Absent

Division 12/22 LTG Madison Green - Present

Division 13 LTG - Vacant

Division 14 LTG - Vacant

Division 16 LTG Natalie Delatorre - Present

Division 17 LTG Kaitlyn Roehr - Absent

Division 18N LTG David Jeffalone- Present

Division 18s LTG Elie Lam- Present

Division 19 LTG - Vacant

Division 20 LTG Matthew Wells - Present

Division 21 LTG Will Storts - Present

Division 23 LTG - Vacant

Division 24N LTG - Vacant

Division 24S LTG Cara Wilton - Present

Division 25N LTG Logan De Los Santos - Present

Division 25S/31 LTG Viranda Kwok - Present

Division 25W LTG Kazi Rabbe - Present

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Division 26 LTG - Vacant

Division 28 LTG Pranav Gupta - Present

Division 30 LTG Desiree Rickett - Present

Division 32 LTG Lillian McGhee - Absent

Division 34 LTG Marlon Castillo - Present

Division 35 LTG - Vacant

Division 38 LTG Marissa Ramos - Present

Division 39N LTG Linden Patterson - Present

Division 39S LTG Sharlene Garcia - Present

Division 40W LTG Hannah Vaught - Present

Division 40E LTG Macy Boren - Present

**The following Regional Advisors were present/absent as indicated:**

Region 1 Advisor Olin Norrid - Present

Region 2 Advisor Steven Baringer - Present

Region 3 Advisor - Vacant

Region 5 Advisor Tyler Thompson - Present

Region 6 Advisor Rafael Santos - Present

Region 7 Advisor Melissa Greene - Present

Region 8 Advisor Dennis Hogan - Present

Region 9 Advisor - Vacant

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Region 10 Advisor Kristina Jacobson - Present

Region 11 Advisor - Vacant

Region 12 Advisor Judy Pomorski - Present

Region 12 Advisor Megan Iselin - Present

Region 14 Advisor Jaime Miranda - Absent

**District Convention Announcement**

Region 5 Advisor Tyler Thompson points out that there will be no copyright issues for any of the themes. Also, he states that the theme ideas will change so vote on the theme not just the details.

District Administrator Kenyon Black says that District Convention being called DCON is not beneficial. Instead he proposes we should change it to Leadership and Education District

Conference. This will allow for more clubs to attend because their schools will be more willing to allow them to miss school. In addition, this change will help the board members sell sponsorships because more people will be inclined to contribute to the cause with the new name.

Division 8 Lt. Governor Kasandra Schroeder motions to accept Leadership Educational District Conference as the new name for our annual district convention, seconded by Division 12/22 Lt. Governor Madison Green.

District Treasurer Katherine Chao motions to amend the motion to call it District Leadership Conference, seconded Division 18N David Jeffalone. A divisional vote is called and nays have it, and the motion fails.

Division 8 Lt. Governor Kasandra Schroeder motions to change it back to previous question, seconded by Division 30 Lt. Governor Desiree Rickett.

Division 40E Lt. Governor Macy Boren says that it Leadership and Education District Conference is a very long way to phrase the convention.

Division 25S/31 Lt. Governor Viranda Kwok says that changing the name would cause confusion between members.

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The motion moves to a vote, nays have it, and the motion fails.

**District Secretary Kareena Patel motions to change District Convention to Leadership and Education District Conference, seconded by Division 7/33 Lt. Governor Enrique Mata, and the motion passes.**

**District Convention Theme Pitches**

Three themes for our District Convention in April were pitched at this time. The convention themes were first pitched and then some discussion happened. The voting and more discussion was pushed back after lunch.

**Division 2N Lt. Governor Jennifer Nguyen motions to amend the agenda to have the DCON pitches discussion after lunch to allow for the board, seconded by Division 3C Lt. Governor Rujul Kulkarni, and the motion passes.**

**Test Results**

Region 12 Advisor Megan Iselin reports that half of the board passed and half failed. There is no curve. She announces that overall the board did very good compared to previous years. The average was 65%. The highest was 89% and the lowest was 44%.

The test results were as follows:

Ashna Patel- Pass  
Kareena Patel- Pass  
Katherine Chao- Pass  
Vivian Thai- Fail  
Dillion Grisham- Fail  
Lacey Thomas- Fail  
Jennifer Nguyen- Pass (Top 5 score)  
Rujul Kulkarni- Fail  
Raj Patel- Pass  
Myngoc Nguyen- Fail  
Enrique Mata- Fail  
Kassandra Schroeder- Fail  
Samantha Sifuentes- Fail  
Madison Green- Pass  
Natalie Delatorre- Pass  
David Jeffalone- Pass (Top 5 score)  
Elie Lam- Pass  
Matthew Wells- Pass

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Will Storts- Fail  
Cara Wilton- Pass  
Logan De Los Santos- Fail  
Kazi Rabbe- Pass (Top score)  
Pranav Gupta- Pass  
Desiree Rickett- Pass (Top score)  
Viranda Kwok- Pass (Top 5 score)  
Marlon Castillo- Fail  
Marissa Ramos- Fail  
Linden Patterson- Fail  
Sharlene Garcia- Pass  
Hannah Vaught- Fail  
Macy Boren- Fail

**2nd Committee Meetings**

The board then broke up into their committees at 10:02 am and discussed what they were going to present and made more progress in their committees.

**The board reconvened at 10:50 am.**

**District Project Committee Report & Voting**

Division 40E Lt. Governor and Chairwoman Macy Boren presents her goals for the District Project Committee this year. Her goals are:

- Get and keep Kiwanis involved!
- Make our District aware
- Broaden Guidelines

She then announced the district project nominees and they are as follows:

- Scholarship Funds for Jose- raise \$26,000 to get a scholarship in honor of Jose. We will give out this scholarship every year at DCON. The scholarship will be worth \$1,000. The foundation will come up with the guidelines and how members can obtain the scholarship.
  - Sponsorship levels:
    - Bronze=\$500
    - Silver=\$700
    - Gold=\$1,000
    - Platinum=\$2,500
    - Diamond=\$5000
- Key Readers



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- Focus on elementary students in the district
- Read to little kids
- Kiwanis can have little dropboxes and students could drop books off in the boxes
- High school students will go to the elementary schools and read books to them
- You never know how much this can impact a little kid's life
- Flexible project
- T-O Cares
  - Provide emotional care to nursing homes and children's hospitals
  - Being there for others when they need it

Division 18N Lt. Governor Elie Lam asks Chairperson Macy Boren if the \$26,000 goal is too high to reach given that we are already asking for DCON sponsorships, and what will happen if we don't reach the goal.

Chairperson Macy Boren answers that the foundation will match with the amount we raise. We should aim to raise \$26,000 so that the scholarship is definite.

District Assistant Administrator Kelly Poland replies that if the money is not raised, then there will be no proprietary.

Division 30 Lt. Governor Desiree Rickett asks how we plan to get Kiwanians involved in T-O Cares.

Division 28 Lt. Governor Pranav asks if there are any specific times that Key Clubbers can go read for the Key Readers project.

Chairperson Macy Boren answers no. Everyone will be able to choose their own time to ensure the project is flexible for everyone.

Division 2C Lt. Governor Katherine Bui asked if there was going to be an International tie.

Chairperson Macy Boren replied that there could be. She hasn't thought of it yet, but if the majority wants it, then they can incorporate International in.

Division 8 Lt. Governor Kasandra Schroeder mentioned that her LTG project is caring for kids so she is willing to pair up.

Division 7/33 Lt. Governor Enrique Mata asks how the Itgs need to present this to Kiwanians.

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Chairperson Macy Boren answers that she will create infographics and send them to LTGs so they can share them with their clubs.

Division 24S Lt. Governor Cara Wilton verifies that the scholarship is \$1,000 and the rest goes in the bank to gain interest, and the money will be raised by the district.

Division 18N Lt. Governor David Jeffalone asks if the public libraries that will be built by Kiwanis would just be in elementary schools or other grade levels as well.

Chairperson Macy Boren responds that it can be any grade levels.

Division 12/22 Lt. Governor Madison Green points out that every scholarship is endowed so we need to have more money so this scholarship can keep going as the years pass by.

Chairperson Macy Boren mentions that giving out this scholarship will mean so much to the family.

District Treasurer Katherine Chao points out that if we choose to do "Scholarship for Jose" then the total average per active club will be \$90 to raise.

Division 18N Lt. Governor Elie Lam asks if clubs and businesses will be recognized at DCON.

Chairperson Macy Boren says yes they will be recognized and receive patches and certificates. Gold and below sponsorships will receive certificates and platinum and above will receive patches.

Division 2N Lt. Governor Jennifer Nguyen motions to accept "Scholarship for Jose" as the District Project, seconded by Division 28 Lt. Governor Pranav Gupta.

Division 18N Lt. Governor Elie Lam states it might be very risk taking to do scholarships.

Division 12/22 Lt. Governor Madison points out that we are already losing money in the district, and we can commemorate Jose in another way.

Division 30 Lt. Governor Desiree Rickett mentions that we can have a moment of silence at DCON to show respect or we could just do our project over a span of a year or a few years instead of forever.

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District Secretary Kareena Patel states that Key Club is about service and since we're already asking for money for DCON, it would be a better idea to focus on service. Key Reader is more accessible and will allow every club to get involved with the district project

District Secretary Kareena Patel motions to amend the previous motion by making the district project "Key Readers", seconded by Division 12/22 Lt. Governor Madison Green.

Division 34 Lt. Governor Marlon Castillo says we need to consider that we will be talking to those kids and could possibly be influencing them.

**Division 2N Lt. Governor Jennifer Nguyen moves the previous question, seconded by Division 18N Lt. Governor David Jeffalone, and the motion passes.**

**Budget Review and Approval**

District Assistant Administrator Ryan Edmondson presented 2019-2020's budget to the board. The budget year starts October 1st. We have 112,000 to work with this year only with dues. District Convention budget is \$145,500. DCON registration costs are \$135 per person without all other accessories. Assistant Administrator Ryan Edmondson mentioned that the convention prices will have to increase to ensure that we have a good convention because we are currently losing \$35 per attendee. The new convention price is \$160 for early registration and \$190 for late registration. He thoroughly goes over each aspect of the district budget, explaining where the money goes.

**Division 40W Lt. Governor Hannah Vaught motions to approve the 2019-2020 budget, seconded by Division 30 Lt. Governor Desiree Rickett, and the motion passes.**

**Division 30 Lt. Governor Desiree Rickett motions to recess until 1:00 pm for lunch, seconded by Division 24S Lt. Governor Cara Wilton, and the motion passes.**

**Board reconvenes at 1:04 pm.**

**Editor Update**

District Editor Vivian Thai gives an update over tips, expectations, LTG assignments and her work till date. She emphasized that her Jolly Book of Insight will be completed by the end of August. She went over her expectations from LTGs in terms of doing their newsletters and turning them in on time.

She then asked for tips that she could use to help club editors out.

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Governor Ashna Patel also pointed out that District Editor Vivian Thai had sent out two Youtube tutorials in her past update so LTGs needed to look over those because they will answer a majority of their questions.

District Editor Vivian Thai concludes by giving the LTGs a link on which they can go grade the Tex-O-Key made by her and give it positive criticism. She wants to better her newsletters with this input from the board.

**District Convention Forums**

Convention Liaison Dillion Grisham shows a short video over our guest speaker. He goes over a list of the forums we will have at DCON. CL Grisham reminds the board to start brainstorming names for forums correlating with the theme.

**Youth Opportunities Fund**

District Treasurer Katherine Chao presents an update over the Youth Opportunities Fund. She explains how clubs can apply for the YOF grant and successfully get it. A club must be active to receive the grant. She goes over the timeline on the YOF. To access the application go to [www.keyclub.org/yof](http://www.keyclub.org/yof) and log on to reviewr.

**1st Committee Reports**

Division 2C Lt. Governor and Chairperson Katherine Bui discusses what General Public Relations plans to promote this upcoming year.

They want to promote:

- Series of Governor Projects
- Set up reminders for events
- District Convention
- Fall Rally
- Re-inform rules

Chairperson Katherine Bui said they have made posts about where the resources would be located for clubs, established a calendar for posts and promoted trainings through social media. Through social media, they want to engage Key Club, remind everyone, and spread awareness of various events.

**Governor's Project Committee Update**

Division 18S Lt. Governor and Chairperson Elie Lam presents more logistics on what the Governor's Project is. The Governor's Project for this year is Culture for Caring which was a movement started by our District Governor Patel after Hurricane Harvey to promote care and

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love. Every student should be able to feel loved and cared for at all times not just during times of our hardship. He went over the requirements for obtaining a Governor's Project badge.

Division 2C Lt. Governor Macy asked how we will know if the clubs made their own

**Division 2N Lt. Governor Jennifer Nguyen motioned to recess for 10 minutes, seconded by Division 12/22 Lt. Governor Madison Green, and the motion passes.**

**Events Public Relations Committee Update**

Division 39S Lt. Governor and Chairwoman Sharlene Garcia goes over her committee goals for the year. She wants to promote Fall Rally, District Convention and any other district events through social media.

**Membership Committee Update**

Division 3N Lt. Governor and Chairman Raj Patel states his committee goals for the year.

His goals are as follows:

- Make a personal recruitment folder for each LTG to send to clubs
- Revamp the poster resources on the website and add more resources for clubs
- Maintain contact with advisors and get them better resources to recruit members
- Work with GPR to make sure that club officers know important deadlines and where to find resources

Goals for the board:

- Membership goal is 20,000 members
  - Currently at 17,463 members
- Each LTG needs to charter 2 clubs
- Need LTGs to send recruitment resources to their clubs

Division 3N Lt. Governor and Chairman Raj Patel goes over his plan of action timeline to accomplish all of the committee's goals.

**Membership Update Center**

District Treasurer Katherine Chao gave an update over the MUC. She emphasized how important it is for clubs to update their MUC. She pointed out that the district isn't getting credit for members in clubs that don't fill out the MUC, which makes it harder for us to reach our membership goal. She teaches the LTGs how to access the MUC and update it by thoroughly explaining each step. Starting from September 1st, the total membership will go back to 0 and we will regain members from there.

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**Sponsorships Presentation**

District Assistant Administrator Kelly Poland and Convention Liaison Dillion Grisham emphasize how important it is to get sponsorships sold. If an LTG fails to raise \$600 then they will not be able to attend DCON as a district board member. He gives a list of potential sponsors and tips and tricks on how to be successful at getting sponsorships. The next ad sale goal is \$400 total by October 31st. District Assistant Administrator Kelly Poland showed the sponsorship sales that board members have at present. She then showed the board how to access [www.txokkiwanis.org](http://www.txokkiwanis.org) and find out the contact information for Kiwanis as a resource to raise the complete \$600.

**Energizer**

District Secretary Kareena Patel and District Treasurer Katherine Chao do an energizer to energize the board.

**Contest and Awards Committee Update**

Division 17 Lt. Governor and Contest and Awards Committee Chairwoman Kaitlyn Roehr presents the amendments to the Code of Contests and Awards. The committee has went through each contest and award to ensure that the guidelines match up with International guidelines and make each contest clear and concise to understand.

**Division 17 Lt. Governor and Chairwoman Kaitlyn Roehr motions to accept the points system, seconded by Division 2N Lt. Governor Jennifer Nguyen, and the motion passes.**

**Division 17 Lt. Governor and Chairwoman Kaitlyn Roehr motions to accept adding improved rubrics, seconded by Division 3C Lt. Governor Rujul Kulkarni, and the motion passes.**

**Division 17 Lt. Governor and Chairwoman Kaitlyn Roehr motions to revising the panel judging of our contests, seconded by Division 28 Lt. Governor Pranav Gupta, and the motion passes.**

**Division 17 Lt. Governor and Chairwoman Kaitlyn Roehr motions to approve the Article 1 amendments, seconded by Division 2N Lt. Governor Jennifer Nguyen, and the motion passes.**

**Division 17 Lt. Governor and Chairwoman Kaitlyn Roehr motions to approve all amendments to the club newsletter, seconded by Division 3C Lt. Governor Rujul Kulkarni, and the motion passes.**

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**Division 17 Lt. Governor and Chairwoman Kaitlyn Roehr motions to approve all club t-shirt amendments, seconded by Division 18S Lt. Governor Elie Lam, and the motion passes.**

**Division 17 Lt. Governor and Chairwoman Kaitlyn Roehr motions to approve all district project award amendments, seconded by Division 30 Lt. Governor Desiree Rickett, and the motion passes.**

**Division 17 Lt. Governor and Chairwoman Kaitlyn Roehr motions to approve all Governor's Project award amendments, seconded by Division 2N Lt. Governor Jennifer Nguyen, Division 2N, and the motion passes.**

**Division 17 Lt. Governor and Chairwoman Kaitlyn Roehr motions to approve all impromptu essay award amendments, seconded by Division 34 Lt. Governor Marlon Castillo, and the motion passes.**

**Division 17 Lt. Governor and Chairwoman Kaitlyn Roehr motions to approve Kim Owen Dinsmore Most Improved Club amendments, seconded by Division 39S Lt. Governor Sharlene Garcia, and the motion passes.**

**Division 17 Lt. Governor and Chairwoman Kaitlyn Roehr motions to approve all Outstanding Club President award amendments, seconded by Division 34 Lt. Governor Marlon Castillo, and the motion passes.**

**Division 17 Lt. Governor and Chairwoman Kaitlyn Roehr motions to approve all Outstanding Club Secretary award amendments, seconded by Division 3S Lt. Governor Myngoc Nguyen, and the motion passes.**

**Division 17 Lt. Governor and Chairwoman Kaitlyn Roehr motions to approve all Outstanding Club Treasurer award amendments, seconded by Division 25S/31 Lt. Governor Viranda Kwok, and the motion passes.**

**Division 17 Lt. Governor and Chairwoman Kaitlyn Roehr motions to approve all Outstanding Club Editor award amendments, seconded by Division 10 Lt. Governor Samantha Sifuentes, and the motion passes.**

**Division 17 Lt. Governor and Chairwoman Kaitlyn Roehr motions to approve all Outstanding Club Vice President award amendments, seconded by Division 18S Lt. Governor Elie Lam, and the motion passes.**

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**Division 17 Lt. Governor and Chairwoman Kaitlyn Roehr motions to approve switching outstanding secretary and outstanding vice president sections in the order they are read on the Code of Contests and Awards, seconded by Division 7/33 Lt. Governor Enrique Mata, and the motion passes.**

**Division 17 Lt. Governor and Chairwoman Kaitlyn Roehr motions to approve Tex-O-Key Reporting award amendments, seconded by Division 25W Lt. Governor Kazi Rabbe, and the motion passes.**

**District Assistant Administrator Kelly Poland asked if Tex-O-Key will be graded prior to DCON. Chairwoman Kaitlyn Roehr said yes the District Editor has verified she will have them graded in advance.**

**Division 17 Lt. Governor and Chairwoman Kaitlyn Roehr motions to approve all Distinguished Website award amendments, seconded by Division 40W Lt. Governor Hannah Vaught, and the motion passes.**

**Division 17 Lt. Governor and Chairwoman Kaitlyn Roehr motions to approve switching the Tex-O-Key section with Gene Brock Outstanding Faculty Advisor and switch Distinguished Website and Jay Thomas Outstanding Kiwanis Member, seconded by Division 20 Lt. Governor Matthew Wells, and the motion passes.**

**\*Refer to appendix A.**

#### **Extended DCON Discussion**

The board then continued to discuss the various DCON themes that were pitched and then took a divisional vote to choose the DCON theme for the 71st annual DCON.

#### **Rules, Elections, and Credentials Committee Update**

Division 25W Lt. Governor and Committee Chairman Kazi Rabbe stated his committee goals for the year.

Goals:

- Monitor online campaigning effectively
- Provide resources to district board for bylaws, codes and parliamentary procedures test
- Ensure that the wording of the bylaws is clear, concise and transparent.

**Division 25W Lt. Governor and Chairman Kazi Rabbe motioned to STRIKE Article III, Section 1, Subsection a, paragraph 1, seconded by Division 34 Lt. Governor Marlon Castillo, and the motion passes.**



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**Division 25W Lt. Governor and Chairman Kazi Rabbe motioned to STRIKE Article II, Section 3, Subsection b, seconded by Division 3S Lt. Governor Myngoc Nguyen, and the motion passes.**

**Division 25W Lt. Governor and Chairman Kazi Rabbe motioned to ADD Article I, Section 2, Subsection b, Paragraph 3, seconded by Division 12/22 Lt. Governor Madison Green, and the motion passes.**

**Division 25W Lt. Governor and Chairman Kazi Rabbe motioned to ADD Article V, Section 6, Subsection j, seconded by Division 3C Lt. Governor Rujul Kulkarni, and the motion passes.**

**Division 25W Lt. Governor and Chairman Kazi Rabbe motioned to STRIKE and ADD Article V, Section 7, Subsection g, seconded by Division 18S Lt. Governor Elie Lam, and the motion passes.**

**Division 25W Lt. Governor and Chairman Kazi Rabbe motioned to STRIKE and ADD Article VIII, Section 2, seconded by Division 20 Lt. Governor Matthew Wells, and the motion passes.**

**Division 25W Lt. Governor and Chairman Kazi Rabbe motioned to STRIKE Article IX, Section 4, Subsection g, seconded by Division 24S Lt. Governor Cara Wilton, and the motion passes.**

**Division 25W Lt. Governor and Chairman Kazi Rabbe motioned to ADD Article XIII, Section 3, Subsection b.i, seconded by Division 21 Lt. Governor Will Storts, and the motion passes.**

**\*Refer to appendix B.**

#### **Kiwanis Family and International Relations Committee Update**

Division 40W Lt. Governor and Committee Chairwoman Hannah Vaught states her committee goals for the year.

Goals:

- Make stronger connections with Kiwanis
- Make it more accessible for LTGs to communicate with Kiwanis
- Having a letter from International Trustee in newsletters

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She went over their plan to achieve these goals and emphasized on the importance of communicating with Kiwanis. She discusses possibly adding a patch for clubs who initiate conversation and participate in activities with their Kiwanis.

District Assistant Administrator Kelly Poland asks if a club doesn't have a sponsoring Kiwanis club then who are they supposed to communicate with.

Chairwoman Hannah Vaught responds that they would need to contact their LTG and have the LTG help them in getting in contact with a nearby Kiwanis club.

**Welcoming Committee Update**

Division 28 Lt. Governor and Chairman Pranav Gupta mentions his committee goals for the year.

Goals:

- Have activities finalized by Winter Board Meeting
- 10 activities
  - 6-7 new activities from last year
  - Incorporate as many people as possible
- Work with a \$2,000 budget

He announced the games and activities ideas the committee had gathered for Welcoming Night at DCON. His committee continues to research and plan more activities with the newly voted DCON theme.

**Secretary's Update**

District Secretary Kareena Patel presents her update over club officer contact information collection, resources available for club secretaries, finalized points system and her progress. This year the points system that the District Secretary uses to grade monthly reports has been finalized and published for ongoing years. This will help the grading remain consistent from year to year to avoid confusions. She enforced how important it is for LTGs to reach out to their clubs to get the contact information. District Secretary Kareena Patel also stated that she is working on the Jolly Book of Wisdom, and she will send it out by the end of August.

**International Convention Report**

Division 12/22 Lt. Governor Madison Green and Division 1 Lt. Governor Lorena Fonseca gave an overview on International Convention that was held in Baltimore, Maryland July 3-7. They shared the trips they took, the importance of electing a new International Board, their favorite moments and the workshops they attended. They also mentioned that Texas-Oklahoma had 4 distinguished clubs, 3 diamond clubs, 6 outstanding LTGs, single service awards, distinguished

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Governor and distinguished Treasurer. They encourage everyone to attend ICON next year in San Francisco, California.

**Divisional Election Conferences**

Governor Ashna Patel informs LTGs to hold their DEC's by January 15th so their successor can attend Lieutenant Governor training. They need to give a written notice 30 days in advance.

**Tech Producer Update**

Tech Producer Lacey Thomas presents all the resources she has created in a folder to the board. She shares a video from Staff Training and Retreat with the board. No questions asked.

**Secretary's Monthly Reporting Update**

District Secretary Kareena Patel presents her update over monthly reporting. She gives the statistics and shows that thus far in our district, we are increasing our rate of monthly report submissions. She gave an overview on how to get clubs to report. She emphasizes that reporting is important because it's the only way to become a top 25 club and for the district to know what is happening at the club level.

**Top 25 Clubs Q1**

District Secretary Kareena Patel announces the Top 25 Clubs for the first reporting quarter in alphabetical order, and they are as follows: Benbrook, Cinco Ranch, Cleburne, Cypress Creek, Cypress Falls, Cypress Ranch, Cypress Ridge, Denton, Durant, Early, Edmond North, Garland, Jenks, Macarthur, Manor New Technology, Mansfield High, Mansfield Legacy, Mansfield Summit, Mansfield Timberview, North Garland, Paschal, Randall, San Angelo Central, Weatherford, and Westbrook.

**Top 5 LTGs Q1**

Governor Ashna Patel goes over her grading system for the top 5 LTGs. She then answered questions asked by few LTGs.

District Governor Ashna Patel announces the Top 5 LTGs for the first reporting quarter. They were as following in alphabetical order: Sharlene Garcia, Rujul Kulkarni, Kazi Rabbe, Kaitlyn Roehr and Hannah Vaught.

**Chartering Clubs**

District Treasurer Katherine Chao explains how to charter a club and the criteria to successfully charter a club. She went through the steps of chartering which are as following: getting approval and finding sponsorships, finding an advisor, recruiting members, funding, and the application. She then answered questions posed to her by various Lieutenant Governors.

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Division 10 Lt. Governor Samantha Sifuentes asked if a Kiwanis Club is required.

District Treasurer Katherine Chao says it is recommended to have a Kiwanis Club sponsor the Key Club so that they can have some help and support, but it is not required.

**Fall Rally Update**

Region 2 Advisor Steven Baringer and Region 5 Advisor Tyler Thompson mentioned there will be two Fall Rallies held. They will both be held on October 26th. One will be held in Oklahoma City at Frontier City and the other one will be in San Antonio at Six Flags. The cost for OKC will be \$30 which will cover the cost of the ticket and t-shirt, and the cost for San Antonio will be \$50 which will cover the cost of the ticket, t-shirt and food.

**Vacant Divisions**

Governor Ashna Patel says that there are currently 10 divisions that are vacant. She mentions that LTGs should try to find someone to be an ltg from their division in another division in the same region. Having vacant divisions is harmful to our district. She encourages everyone to keep an eye out for potential Lieutenant Governors.

**Robert F. Lucas Binder**

Governor Ashna Patel goes over the requirements for RFL. She encourages LTGs to apply because Texas-Oklahoma is known to be a district with many outstanding LTGs. She then asked past recipients Division 12/22 Lt. Governor Madison Green and District Secretary Kareena Patel to say a few words about the RFL and give tips to apply and answer questions.

**Final Words & Adjournment**

Dinner is at 7:30 in the boardroom. Circle K will be coming to interact with the board and talk to us.

**Board Bonding Time**

Boarding Bonding will be at 9 pm and is mandatory for everyone.

**Division 3C Lt. Governor Rujul Kulkarni motions to adjourn the meeting, seconded by Division 40E Lt. Governor Macy Boren and the motion passes.**

**District Governor Ashna Patel adjourned the meeting at 6:21 PM.**

# Appendix A

Contests and Awards  
Committee



# PERCENTAGE TO POINT SYSTEM

- Each of our District contests are based on a percentage system out of 100 that can easily be converted to a point system out of 100.
- The International contests within our code are listed as percentages when in the International Guidebook they are points.
- Each criteria category would be worth ?/100 points (some with possible bonus), then some can also be split into point groups within their rubric which are worth so many of those points.
- Example:
  - Club T-Shirt Award
    - Criteria category:
      - Originality/Creativity 40 points out of 100
    - Subcategories:
      - Distinguished 40/40 points
      - Proficient 30/40 points
      - Apprentice 20/40 points
      - Novice 10/40 points

## ADDING IMPROVED RUBRICS

- The rubrics already in place do not give any examples for the clubs to get an idea of what they are supposed to do.
- New rubrics would allow each club to understand what a top entrant's contest would be, or include.
- The new rubrics would also show for exactly what amount of guidelines they follow and effort they put in, about how many points they would receive.
- After these amendments are finalized we will start finishing up the new rubrics to publish

## REVISING THE JUDGING OF OUR CONTESTS

- Any contest that is judged by the Contests and Awards Committee or a panel of five judges will be amended as follows:
- The judging of this contest will be based on the discretion of the current District Administrator and the Contests and Awards Committee each year.



ARTICLE I, SECTION 6  
PURPOSE

Section 6 All contest judging will remain confidential and all scoring will be final.

ARTICLE II, SECTION 1, (A), (A)  
CLUB NEWSLETTER AWARD

A. Description

- a. This competition is intended to reward the club which presents the most informative; ~~creative, and original~~ and creative/original newsletters to its members throughout the year.

ARTICLE II, SECTION 1, (B), (A) -> (B), (A,B,C)  
CLUB NEWSLETTER AWARD

B. Entry Requirements

- ~~a. To enter this competition, submit all applicable newsletters for the year in a 3 ring binder with fixed labels. Registrant must also register for the contest through the convention registration process.~~
- a. Each newsletter submitted for this award must be a newsletter sent to the District Editor each month of the current Key Club administrative year.
- b. A google folder containing all applicable club newsletters must be titled "CLUB EDITOR NAME, SCHOOL NAME, DIVISION" and shared with the District Editor by no later than two weeks prior to the start of the next District Convention.
- c. Registrant must also register for the contest through the convention registration process.

ARTICLE II, SECTION 1, (D), (A)  
CLUB NEWSLETTER AWARD

D. Scoring/Judging

~~a. Judging will be based upon the following criteria:~~

CRITERIA	PERCENTAGE
<del>New worthiness of articles</del>	30%
<del>Creativity</del>	40%
<del>Originality</del>	40%
<del>Clarity</del>	20%
<del>Key Club promotion</del>	20%
<del>Graphic standards</del>	40%

ARTICLE II, SECTION 1, (D), (A)  
CLUB NEWSLETTER AWARD

D. Scoring/Judging

- a. The judging of this contest will be based upon the combined total points each monthly newsletter received during the current administrative year. In the case of a tie,

ARTICLE II, SECTION 2, (B), (A) -> (B),(A,B)  
CLUB T-SHIRT AWARD

B. Entry Requirements

- a. To enter this competition, submit the club T-Shirt worn by its members throughout the current administrative year. ~~The registrant must also register for the contest through the convention registration process.~~
- b. The registrant must also register for the contest through the convention registration process.

ARTICLE II, SECTION 2, (C), (F & G)  
CLUB T-SHIRT AWARD

C. Rules

f. Both the front and back of each submitted T-Shirt will be judged.

g. Each entry should follow the Key Club International brand guide.

ARTICLE II, SECTION 2, (D), (A)  
CLUB T-SHIRT AWARD

CRITERIA	PERCENTAGE POINTS
<p><b>Originality</b></p> <ul style="list-style-type: none"><li>● Originality/Creativity<ul style="list-style-type: none"><li>~ Colors</li><li>~ Design</li><li>~Eye catching</li></ul></li></ul>	<p><b>25%</b></p> <ul style="list-style-type: none"><li>● 40 points</li></ul>
<p><b>Distinctiveness</b></p> <ul style="list-style-type: none"><li>● Explanation<ul style="list-style-type: none"><li>~ Why does the shirt look like it does</li><li>~What if meaningful about it</li><li>~Anything else important about it</li></ul></li></ul>	<p><b>20%</b></p> <ul style="list-style-type: none"><li>● 40 points</li></ul>



ARTICLE II, SECTION 2, (D), (A)  
CLUB T-SHIRT AWARD

<del>Unique design/artwork</del>	<del>25%</del>
<del>Key Club promotion</del> <ul style="list-style-type: none"><li>● Incorporation of Key Club Elements<ul style="list-style-type: none"><li>~ Logo</li><li>~ Motto</li><li>~ Values</li></ul></li></ul>	<del>25%</del> <ul style="list-style-type: none"><li>● 20 points</li></ul>
<del>School name present</del>	<del>5%</del>

ARTICLE II, SECTION 3, (B), (A), (I-II), (1)  
DISTRICT PROJECT AWARD

i. Project summary

1. A detailed description of the project and its effects on the community. This section must not exceed 750 words. A word count must be printed at the bottom of the project summary.

EXCEEDMENT OF WORD LIMIT  
OR FAILURE TO INCLUDE WORD  
COUNT WILL RESULT IN  
DISQUALIFICATION.

ii. Publicity

1. Any and all public service announcements, television and newspaper coverage, flyers, announcements at all meetings, club newsletters, club social medias, etc.

ARTICLE II, SECTION 3, (B), (A), (III-IV), (1)  
DISTRICT PROJECT AWARD

iii. Size of project

~~1. A statement outlining the size and scope of the project.~~

1. Spreadsheets outlining the amount of member participation, number of activities, and if known, number of people benefitting.

iv. ~~Member involvement~~

~~1. A statement discussing overall member involvement, specific duties and responsibilities, etc.~~

iv. Monthly Reports

1. Any monthly reports turned in with information regarding District Project activities.

ARTICLE II, SECTION 3, (B), (A), (V), (1)  
DISTRICT PROJECT AWARD

~~v. Number benefitting from project~~

~~b. A statement outlining who benefited from the project and in what ways. 2. The registrant must register for the contest through the convention registration~~

b. The registrant must also register for the contest through the convention registration process.

ARTICLE II, SECTION 3, (C) (A,B)  
DISTRICT PROJECT AWARD

C. Scoring/Judging

- a. Judging will be based upon the following criteria:
- b. Awards will be given for first place only.
- c. The judging of this contest will be based on the discretion of the current District Administrator and the Contests and Awards Committee each year.

## ARTICLE II, SECTION 3, (C), (A) DISTRICT PROJECT AWARD

CRITERIA	POINTS
<ul style="list-style-type: none"><li>● Project summary Explanation of everything done</li></ul>	<ul style="list-style-type: none"><li>● 40 points</li></ul>
<ul style="list-style-type: none"><li>● Publicity<ul style="list-style-type: none"><li>~ Public service announcements</li><li>~ Television and newspaper</li><li>~ Flyers and club newsletters</li><li>~ Social media</li></ul></li></ul>	<ul style="list-style-type: none"><li>● 20 points</li></ul>
<ul style="list-style-type: none"><li>● Size of project Member participation # of activities</li></ul>	<ul style="list-style-type: none"><li>● 20 points</li></ul>
<ul style="list-style-type: none"><li>● Monthly reports District Project info</li></ul>	<ul style="list-style-type: none"><li>● 20 points</li></ul>

ARTICLE II, SECTION 4, (B), (A), (I-II)  
GOVERNOR'S PROJECT AWARD

i. Project summary

1. A detailed description of the project and its effects on the community. This section must not exceed 750 words. A word count must be printed at the bottom of the project summary.

EXCEEDMENT OF WORD LIMIT  
OR FAILURE TO INCLUDE WORD  
COUNT WILL RESULT IN  
DISQUALIFICATION.

ii. Publicity

1. Any and all public service announcements, television and newspaper coverage, flyers, announcements at all meetings, club newsletters, club social medias, etc.

ARTICLE II, SECTION 3, (B), (A), (III-IV)  
GOVERNOR'S PROJECT AWARD

iii. ~~Miscellaneous~~

~~1. All other materials and references displaying the quality of the project.~~

iii. Monthly Reports

1. Any information turned in on monthly reports regarding Governor's Project activities.

iv. Size of project

~~1. A statement outlining the size of the project.~~

1. Spreadsheets outlining the amount of member participation number of activities, and if known, the number of people benefitting.



ARTICLE II, SECTION 3, (B), (A), (V-VI)  
GOVERNOR'S PROJECT AWARD

~~v. Member involvement~~

~~1. A statement discussing overall member involvement, specific duties and responsibilities etc.~~

~~vi. Number benefiting from project~~

~~1. A statement outlining who benefitted from the project and in what ways.~~

ARTICLE II, SECTION 3, (D), (A)  
GOVERNOR'S PROJECT AWARD

CRITERIA	<del>PERCENTAGE</del> POINTS
Project Summary ~Explanation of everything done	<del>20%</del> ● 40 points
Publicity ~ Public service announcements ~ Television and newspaper ~ Flyers and club newsletters ~ Club social media	<del>15%</del> ● 20 points
<del>Miscellaneous</del>	<del>20%</del>

# ARTICLE II, SECTION 3, (D), (A) GOVERNOR'S PROJECT AWARD

Size of Project ~ Member participation ~ # of activities	<del>20%</del> ● 20 points
<del>Member Involvement</del> ● Monthly Reports	<del>10%</del> ● 20 points
<del>Number Benefitting</del>	<del>15%</del>

ARTICLE II, SECTION 5, (D) , (A)  
IMPROMPTU ESSAY AWARD

CRITERIA	<del>PERCENTAGE</del> POINTS
Grammatical Accuracy	<del>20%</del> ● 20 points
<del>Development of Topic</del> ● Originality/Creativity	<del>30%</del> ● 30 points
Originality and Clarity of Thought	<del>50%</del> ● 50 points

ARTICLE II, SECTION 6, (A), (A)  
KIM OWEN DINSMORE MOST IMPROVED CLUB

A. Description

a. This competition is intended to recognize clubs having already been chartered for 18 months ~~already chartered clubs~~ for outstanding improvements throughout the past year.

ARTICLE II, SECTION 7, (A), (A)  
ART SWANBERG OUTSTANDING CLUB PRESIDENT AWARD

A. Description

a. This competition is intended to recognize the district's most outstanding club president based on a variety of variables. He/she must depict responsibility, organization, dedication, thoroughness, and prestige.

ARTICLE II, SECTION 7, (C), (A) -> (A,B)  
ART SWANBERG OUTSTANDING CLUB PRESIDENT AWARD

C. Rules

a. Only one entrant per club is allowed. ~~2. The faculty advisor or Kiwanis advisor must nominate the President for this award.~~

b. The faculty advisor or Kiwanis advisor must nominate the President for this award with at least one recommendation letter.

ARTICLE II, SECTION 7, (D), (A)  
ART SWANBERG OUTSTANDING CLUB PRESIDENT AWARD

CRITERIA	PERCENTAGE POINTS
Meetings ~ Meeting leadership ~ Meeting attendance	<del>30%</del> ● 30 points
<del>Club Service</del> ● Club Service Hours ~ # of hours for entire year	<del>20%</del> ● 15 points
<del>Club Growth</del> ● Explanation ~ Extenuating circumstance ~Above and beyond	<del>20%</del> ● 15 points



ARTICLE II, SECTION 7, (D), (A)  
ART SWANBERG OUTSTANDING PRESIDENT AWARD

<p>K-Family Interaction ~Meetings ~Service ~Socials</p>	<p><b>15%</b> ● 15 points</p>
<p>Correspondence ~Faculty/Kiwanis advisor ~Club board ~Service organizations ~Members ~DGov ~LTG</p>	<p><b>10%</b> ● 15 points</p>
<p>References ~Kiwanis advisor ~Faculty advisor</p>	<p><b>5%</b> ● 10 points</p>

# ARTICLE II, SECTION 8, (D), (A)

## TOM DUNCAN OUTSTANDING CLUB SECRETARY

CRITERIA	<del>PERCENTAGE</del> POINTS
<p style="text-align: center;"><del>Evaluation</del></p> <ul style="list-style-type: none"> <li>● Explanation</li> </ul> <p>~Extenuating circumstance ~Above and beyond</p>	<p><del>20%</del></p> <ul style="list-style-type: none"> <li>● 10 points</li> </ul>
<p>Monthly Reports</p>	<p><del>30%</del></p> <ul style="list-style-type: none"> <li>● 25 points</li> </ul>
<p style="text-align: center;">Correspondence</p> <p>~Faculty/Kiwanis advisor ~Club board ~Service organizations ~Members ~DSec ~LTG</p>	<p><del>40%</del></p> <ul style="list-style-type: none"> <li>● 10 points</li> </ul>

ARTICLE II, SECTION 8, (D), (A)  
TOM DUNCAN OUTSTANDING CLUB SECRETARY

<p><del>Meeting Minutes</del></p> <ul style="list-style-type: none"><li>● Meeting attendance</li></ul>	<p><del>15%</del></p> <ul style="list-style-type: none"><li>● 10 points</li></ul>
<p><del>Duties</del></p> <ul style="list-style-type: none"><li>● Club service hours</li></ul>	<p><del>20%</del></p> <ul style="list-style-type: none"><li>● 15 points</li></ul>
<p><del>Miscellaneous</del></p> <ul style="list-style-type: none"><li>● References<ul style="list-style-type: none"><li>~President</li><li>~Faculty Advisor</li><li>~Kiwanis Advisor</li></ul></li></ul>	<p><del>5%</del></p> <ul style="list-style-type: none"><li>● 10 points</li></ul>
<ul style="list-style-type: none"><li>● Meeting Minutes</li></ul>	<ul style="list-style-type: none"><li>● 20 points</li></ul>

ARTICLE II, SECTION 9, (A), (A)  
CHARLES PARKER OUTSTANDING CLUB TREASURER AWARD

A. Description

a. This competition is intended to recognize the district's most outstanding club president based on a variety of variables. He/she must depict responsibility, organization, dedication, thoroughness, and prestige.

# ARTICLE II, SECTION 9, (D), (A)

## CHARLES PARKER OUTSTANDING CLUB TREASURER AWARD

CRITERIA	PERCENTAGE POINTS
<p style="text-align: center;"><b>Duties</b></p> <ul style="list-style-type: none"> <li>● References               <ul style="list-style-type: none"> <li>~President</li> <li>~Kiwanis Advisor</li> <li>~Faculty Advisor</li> </ul> </li> </ul>	<p style="text-align: center;"><b>40%</b></p> <ul style="list-style-type: none"> <li>● 5 points</li> </ul>
<p style="text-align: center;"><b>Meetings</b></p> <ul style="list-style-type: none"> <li>● Overall Club attendance               <ul style="list-style-type: none"> <li>~ Service hours</li> <li>Meeting attendance</li> </ul> </li> </ul>	<p style="text-align: center;"><b>20%</b></p> <ul style="list-style-type: none"> <li>● 10 points</li> </ul>
<p style="text-align: center;"><b>Budget</b></p> <ul style="list-style-type: none"> <li>● Budget/Reports/Fundraising               <ul style="list-style-type: none"> <li>~Budget reports given to club</li> <li>~Fundraising done</li> </ul> </li> </ul>	<p style="text-align: center;"><b>20%</b></p> <ul style="list-style-type: none"> <li>● 20 points</li> </ul>
<p style="text-align: center;"><b>Grants</b></p> <ul style="list-style-type: none"> <li>~Applied</li> <li>~Received</li> </ul>	<p style="text-align: center;"><b>20%</b></p> <ul style="list-style-type: none"> <li>● 10 points</li> <li>~5 points</li> <li>~5 points bonus</li> </ul>

ARTICLE II, SECTION 9, (D), (A)  
CHARLES PARKER OUTSTANDING CLUB TREASURER AWARD

<ul style="list-style-type: none"><li>● Correspondence ~Faculty/Kiwanis advisor ~Club board ~Service organizations ~Members ~DTreas ~LTG</li></ul>	<ul style="list-style-type: none"><li>● 20 points</li></ul>
<ul style="list-style-type: none"><li>● Dues Collection</li></ul>	<ul style="list-style-type: none"><li>● 20 points</li></ul>
<ul style="list-style-type: none"><li>● Membership</li></ul>	<ul style="list-style-type: none"><li>● 20 points</li></ul>
<ul style="list-style-type: none"><li>● Explanation ~Extenuating circumstance ~Above and beyond</li></ul>	<ul style="list-style-type: none"><li>● 5 points</li></ul>

ARTICLE II, SECTION 10, (A), (A)  
LINDA AND GARY HICKS OUTSTANDING CLUB EDITOR AWARD

A. Description

a. This competition is intended to recognize the district's most outstanding club president based on a variety of variables. He/she must depict responsibility, organization, dedication, thoroughness, and prestige.

ARTICLE II, SECTION 10, (D), (A)  
 LINDA AND GARY HICKS OUTSTANDING CLUB EDITOR AWARD

CRITERIA	PERCENTAGE POINTS
<p><b>Monthly Newsletters</b></p> <ul style="list-style-type: none"> <li>● Outstanding Newsletter</li> </ul> <p>~Greatest scoring newsletter or best overall newsletter from year</p>	<p><b>50%</b></p> <ul style="list-style-type: none"> <li>● 21 points</li> </ul> <p>~1 point bonus</p>
<p>Correspondence</p> <p>~Faculty/Kiwanis advisor</p> <p>~Club board</p> <p>~Service organizations</p> <p>~Members</p> <p>~DEdit</p> <p>~LTG</p>	<p><b>20%</b></p> <ul style="list-style-type: none"> <li>● 15 points</li> </ul>
<p><b>Duties</b></p> <ul style="list-style-type: none"> <li>● Meeting attendance</li> </ul>	<p><b>30%</b></p> <ul style="list-style-type: none"> <li>● 20%</li> </ul>



ARTICLE II, SECTION 10, (D), (A)  
LINDA AND GARY HICKS OUTSTANDING CLUB EDITOR AWARD

<ul style="list-style-type: none"><li>● Club service hours</li></ul>	<ul style="list-style-type: none"><li>● 15 points</li></ul>
<ul style="list-style-type: none"><li>● References<ul style="list-style-type: none"><li>~President</li><li>~Faculty Advisor</li><li>~Kiwanis Advisor</li></ul></li></ul>	<ul style="list-style-type: none"><li>● 10 points</li></ul>
<ul style="list-style-type: none"><li>● Explanation<ul style="list-style-type: none"><li>~Extenuating circumstance</li><li>~Above and beyond</li></ul></li></ul>	<ul style="list-style-type: none"><li>● 20 points</li></ul>

ARTICLE II, SECTION 11, (A), (A)  
OUTSTANDING CLUB VICE PRESIDENT AWARD

A. Description

a. This competition is intended to recognize the district's most outstanding club president based on a variety of variables. He/she must depict responsibility, organization, dedication, thoroughness, and prestige.

ARTICLE II, SECTION 11, (D), (A)  
OUTSTANDING CLUB VICE PRESIDENT AWARD

CRITERIA	<del>PERCENTAGE</del> POINTS
<p>Presidential Evaluation</p> <ul style="list-style-type: none"><li>• References<ul style="list-style-type: none"><li>~President</li><li>~Faculty Advisor</li><li>~Kiwanis Advisor</li></ul></li></ul>	<p><del>40%</del></p> <ul style="list-style-type: none"><li>• 10 points</li></ul>
<p>Duties</p> <ul style="list-style-type: none"><li>• Club service hours</li></ul>	<p><del>40%</del></p> <ul style="list-style-type: none"><li>• 15 points</li></ul>
<p>Meetings</p> <ul style="list-style-type: none"><li>~Meeting leadership</li><li>~Meeting attendance</li></ul>	<p><del>20%</del></p> <ul style="list-style-type: none"><li>• 30 points</li><li>~15 points</li><li>~15 points</li></ul>

ARTICLE II, SECTION 11, (D), (A)  
OUTSTANDING CLUB VICE PRESIDENT AWARD

<ul style="list-style-type: none"><li>● K-Family Interaction<ul style="list-style-type: none"><li>~Meetings</li><li>~Service</li><li>~Socials</li></ul></li></ul>	<ul style="list-style-type: none"><li>● 15 points</li></ul>
<ul style="list-style-type: none"><li>● Correspondence<ul style="list-style-type: none"><li>~Faculty/Kiwanis advisor</li><li>~Club board</li><li>~Service organizations</li><li>~Members<ul style="list-style-type: none"><li>~DGov</li><li>~LTG</li></ul></li></ul></li></ul>	<ul style="list-style-type: none"><li>● 15 points</li></ul>
<ul style="list-style-type: none"><li>● Explanation<ul style="list-style-type: none"><li>~Extenuating circumstance</li><li>~Above and beyond</li></ul></li></ul>	<ul style="list-style-type: none"><li>● 15 points</li></ul>

ARTICLE II, SECTION 8 & 11  
OUTSTANDING CLUB SECRETARY & VICE PRESIDENT AWARDS

Section 7 Art Swanberg Outstanding Club President Award

Section 8 Tom Duncan Outstanding Club Secretary Award

Section 11 Outstanding Club Vice President Award



ARTICLE II, SECTION 12, (A) -> (A, B, C)  
TEX-O-KEY REPORTING AWARD

~~A. Any club who has submitted pictures, articles, etc. to the district editor is eligible for this award. Judging will be based on the quantity and quality of submissions. No entry form need to be completed, as the District Editor will judged based on the submissions received during the year. An award will be presented for first place only.~~

ARTICLE II, SECTION 12, (A) -> (A, B, C)  
TEX-O-KEY REPORTING AWARD

A. Description

a. Any club who has submitted pictures, articles, etc. to the District Editor throughout the year is eligible for this award.

B. Entry Requirements

a. No entry form needs to be completed.

b. A club must submit articles and photos to the District Editor throughout the year

Hi kaitlin

ARTICLE II, SECTION 12, (A) -> (A, B, C)  
TEX-O-KEY REPORTING AWARD

C. Scoring/Judging

a. Judging will be based on the quantity and quality of submissions.

<ul style="list-style-type: none"><li>Articles featured in Tex-O-Key</li></ul>	<ul style="list-style-type: none"><li>5 points each</li></ul>
<ul style="list-style-type: none"><li>Photos featured in Tex-O-Key</li></ul>	<ul style="list-style-type: none"><li>1 point each</li></ul>

b. This contest shall be judged by the District Editor

c. An award will be presented for first place only.



ARTICLE II, SECTION 13, (D), (c)  
DISTINGUISHED WEBSITE AWARD

D. Scoring/Judging

c. All judging will be the responsibility of ~~a~~  
~~Governor appointed designee~~ the current Tech  
Assistant. ~~Scores will remain confidential. All~~  
~~decisions by the Governor appointed designee will~~  
~~be final.~~

# ARTICLE II, SECTION 13, (D), (A) DISTINGUISHED WEBSITE AWARD

CRITERIA	PERCENTAGE POINTS
Content	<del>35%</del> ● 40 points
Creativity	<del>25%</del> ● 20 points
Interactivity ( <del>Communication</del> )	<del>10%</del> ● 10 points
Ease of Use	<del>10%</del> ● 10 points
Formatting (Style)	<del>10%</del> ● 10 points
<del>Use of Technology</del>	<del>5%</del>
Lack of Pop Ups and Ads	<del>5%</del> ● 5 points

ARTICLE II, SECTION 12, 13 & 14, 15

TEX-O-KEY REPORTING, DISTINGUISHED WEBSITE, OUTSTANDING FACULTY ADVISOR &  
OUTSTANDING KIWANIS ADVISOR AWARDS

- Section 12      Tex-O-Key Reporting Award
  - Section 13      Distinguished Website Award
  - Section 14      Gene Brock Outstanding Faculty Advisor Award
  - Section 15      Jay Thomas Outstanding Kiwanis Advisor Award
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# Appendix B

Rules, Elections, and  
Credentials Committee



# PROPOSED BYLAWS

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- STRIKE Article III, Section 1, Subsection a, paragraph 1

Each Lt. Governor shall submit a set of monthly reports regarding his/her activity within his/her division(s) and assigned district committee work as outlined in the Texas-Oklahoma District Lt. Governor manual. The procedure for properly completing these reports will be outlined in the manual and at Lt. Governor-elect training. These reports shall be completed ~~on the District Web Site~~ at the Governor's discretion.

[Policy Code]

# PROPOSED BYLAWS

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- STRIKE Article II, Section 3, Subsection b

All elected and appointed members of the District Board, including Lt. Governor-elects, but excluding the ~~District Editor~~ ~~and~~ Convention Liaison, shall be Delegates-at-Large in the House of Delegates. They shall receive the same rights and privileges as all delegates.

[Code for Elections and HOD]



# PROPOSED BYLAWS

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- ADD Article I, Section 2, Subsection b, Paragraph 3

Candidates are required to submit all social media platforms on the Candidacy Form to be monitored and accessed by the Committee on Regulations, Elections, and Credentials throughout the duration of campaigning and the Leadership Education District Conference.

[Code for Elections and HOD]

# PROPOSED BYLAWS

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- ADD Article V, Section 6, Subsection j

The duties of a Lieutenant Governor shall be as follows:

j. 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.



# PROPOSED BYLAWS

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- STRIKE and ADD Article V, Section 7, Subsection 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 mailings**.

# PROPOSED BYLAWS

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- STRIKE and ADD Article VIII, Section 2

The District Governor or his/her designee shall **notify** ~~mail to~~ each club and the Administrator of Key Club International an official call to the annual convention at least thirty days prior to the convention.

# PROPOSED BYLAWS

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- STRIKE Article IX, Section 4, Subsection g

... 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 ~~in writing~~ 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.

# PROPOSED BYLAWS

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- ADD Article XIII, Section 3, Subsection b.i

Such proposed amendments may additionally be adopted by 3 District Officers, including Lieutenant Governors, in which case the amendment can be proposed as described in Article XIII, Section 3, Subsection a.