

TEXAS-OKLAHOMA DISTRICT BOARD POLICY CODE

Article I

District Board Meetings

Section 1 Meeting Schedule

- a. Meetings of the Texas-Oklahoma District Board of Officers shall be held as according to the Texas-Oklahoma District Bylaws and the following:
 1. Post-convention board meeting, to be held in April, upon the adjournment of the district convention;
 2. International convention board meeting, to be held in June or July, at or in transit to the Key Club International convention;
 3. Summer board meeting, to be held in July or August;
 4. Fall Staff meeting, to be held in October or November;
 5. Winter board meeting, to be held in January; and
 6. Pre-convention board meeting, to be held in April, prior to the call-to-order of the district convention.

Section 2 Attendance at Meetings

- a. Attendance for all elected and appointed members of the District Board shall be mandatory with a provision that any absence for a justifiable reason may be excused in advance by the Governor with the approval of the District Administrator or his/her designee.

Section 3 The Texas-Oklahoma District Board Code of Conduct shall be enforced at all board meetings.

Section 4 Procedural guidelines for conducting business will be as follows:

- a. Two-thirds of the total members of the District Board shall constitute a quorum, and a majority vote of those present shall decide any question, with the exception of those questions for which a greater proportion is specifically required in this Code, the Texas-Oklahoma District Bylaws, and all accompanying Codes. A quorum is not required to decide any question when an online vote is initiated as is described in Article 1, Section 4, Subsection D of this code.
- b. Parliamentary procedure shall be enforced at all official meetings of the Texas-Oklahoma District Board. Such rules shall be enforced by the Parliamentarian and/or appointed member of the Kiwanis Committee on Key Club using the latest edition of *Robert's Rules of Order*. *Robert's Rules of Order* shall be the primary procedural reference unless clearly outlined in the special rules below:
 1. Once recognized, all members and guests shall notify the District Secretary or his/her designee who is keeping minutes of their name and position;

2. Before speaking to the Chair, all members and guests shall properly address the Chair when a high ranking officer is presiding (i.e. District Governor, Secretary). Members and guests shall address the chair as “Mister” or “Madam;”
 3. Debate on any topic shall go in the order as recognized by the Chair and must not be divided into “for” and “against” factions; and
 4. When the Chair recognizes a presenter or speaker not relevant to the general business of the District Board, members are simply required to notify the District Secretary or his/her designee who is keeping minutes of their name and position and may then speak freely or ask questions freely. Questions need not be directed through the chair.
- c. Committees
1. Committee reports and recommendations to the Board should be presented in writing, preferably by the Chairperson of the committee. All committee members’ names should be included.
- d. Online Voting
1. The District Board may, without meeting together, transact business by voting upon proposed resolutions to decide any question through the secure site of the district website, with the exception of any questions regarding elections or vacancies in office.
 - i) Voting members of the District Board must have no less than seven days notification from the District Governor prior to the starting time for any online vote. A waiver of the advanced notice may be given upon approval by the District Board at a previous meeting of the District Board.
 - ii) Online voting on any proposed resolution or question shall be available for no less than seven days following the starting time.
 - iii) Any voting member of the District Board who is unable or chooses not to vote on the proposed resolution or question within the allotted time will have their vote recorded as an abstention.
 - iv) Results from any online vote will be submitted to the District Governor, District Secretary, and District Administrator within three days following the end of the vote. Results will also be posted online through the secure site of the district website. Results must also be included in the official minutes of the next District Board meeting.
 - v) Any debate regarding a proposed resolution or question to be decided through online voting will take place at an Internet location designated by the District Governor.

Article II

Reimbursement Policies and Procedures

Section 1 The following are reimbursable expenses for Lt. Governors and appointed officials of the Texas-Oklahoma District:

- a. District travel to and from the Lt. Governor-elect training (as a Trainer), all board meetings, and the district convention at a rate per mile as established by the Kiwanis Board in the annual budget. Lodging and at least one meal shall be provided for the same;
- b. Travel to and from the Key Club International convention at a fixed rate per person;
- c. Postage and mailing costs for official correspondence and newsletters;
- d. Printing and copying costs for newsletters and other materials relating to a Lt. Governor's responsibilities; and
- e. Long-distance telephone calls, not to exceed thirty minutes, to clubs and other authorized officials that require long-distance phoning. Reimbursement shall not exceed ten minutes per call except as approved by the District Administrator.
- f. Travel to and from meetings of division member clubs by the respective Lt. Governor not to exceed two meetings per club in one administrative year at a fixed rate per mile of \$0.35.

Section 2

The following are reimbursable expenses for District Staff Officers of the Texas-Oklahoma District.

- a. District travel to and from the Lt. Governor-elect training (as a trainer), all board meetings, and the district convention at a rate per mile as established by the Kiwanis Board in the annual budget. Lodging and at least one meal shall be provided for the same;
- b. Travel to and from the Key Club International convention at a fixed rate per person;
- c. Postage and mailing costs for official correspondence and newsletters;
- d. Printing and copying costs for newsletters and other materials relating to the responsibilities of the particular office;
- e. Long-distance telephone calls. Reimbursement shall not exceed ten minutes per call except as approved by the District Administrator; and
- f. Other expenses as approved by the District Administrator.

Section 3

The reimbursement procedure for all qualifying expenses shall be as follows:

- a. Requests for reimbursement must be made to the District Treasurer.
- b. Each request must be submitted on the proper voucher form.
- c. All expenses, with the exception of mileage, must be justified with attached receipts, invoices, check copies, etc. Reimbursement for intra-divisional travel to Lt. Governors must be justified by an agenda with a signature of the visited club's advisor or president.

Section 4 The Governor may elect to limit reimbursement, making it contingent upon the filing of required reports and/or correspondence by the Lt. Governors.

Article III Reporting

Section 1 Lt. Governor monthly reporting

- a. A procedure of monthly reporting by Lt. Governors shall be established as follows:
 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.
 2. The District Governor shall devise a system for evaluation of the Lt. Governor monthly reports. This system should recognize the following:
 - i) Work within the division(s) by the Lt. Governor including correspondence, club visitation, new club building, and membership education and development;
 - ii) Work on District Board committee assignments; and
 - iii) Improving status of clubs within the division(s).

Section 2 Lt. Governor Tex-O-Key Submissions

- a. A procedure for Tex-O-Key submissions by Lt. Governors shall be established as follows:
 1. Each Lt. Governor shall submit an article as assigned by the District Editor (with the exception of the final convention publication cycle) to the District Editor for potential publishing in the Tex-O-Key.
 2. Articles submitted to the District Editor, as required in Article III, Section 2, Subsection a, Part 1 of this Code, shall be written on any topic pertaining to Key Club and the like. If the District Editor assigns a specific topic for Lt. Governor article submission no less than 30 days prior to the designated deadline for Lt. Governor article submission, then each Lt. Governor should submit an article on the assigned topic.
 3. The District Editor shall designate a deadline for Lt. Governor article submissions and notify the District Board of this deadline no less than 30 days prior.

Article IV Code of Conduct

Section 1 All elected and appointed members of the Texas-Oklahoma District Board and student guests shall abide by the Texas-Oklahoma District Board Code of Conduct.

Article V

Budgeting

Section 1 At the Summer Board Meeting of the District Key Club Board, to be held no later than August 1, a budget of estimated revenues and expenses for the year, including capital expenditures, shall be approved and adopted by the Board.

Section 2 The Retained Earnings Balance represents the accumulation of the net operating balances of all the preceding years. An amount not to exceed 5% of the Retained Earnings Balance at the beginning of an administrative year shall be available for capital expenditures.

Article VI

Amendments

Section 1 The Texas-Oklahoma District Board Policy Code shall remain fixed from year to year unless specifically altered by the Texas-Oklahoma District Board of Key Club International with the approval of the District Administrator.

Section 2 Any changes to this Code shall require a two-thirds majority vote of the members present.