

DISTRICT BYLAWS

ARTICLE I

Name and Territorial Limits

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

Section 2 The boundary within which it shall function shall be coextensive with the boundary of the Texas-Oklahoma District of Kiwanis International. It shall operate under the responsibility and control of the Kiwanis District Board.

ARTICLE II

Objects

Section 1 The objects of this district shall be:

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

ARTICLE III

Divisions

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

ARTICLE IV

Membership

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

Section 2 Any member club more than sixty (60) days in arrears for any indebtedness to Key Club International or to the district shall not be considered in good standing with the district.

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

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

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

DISTRICT BYLAWS

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

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

**ARTICLE V
Officers**

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

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

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

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

Section 5 The duties of the District Governor shall be as follows:

- a. Serve as the executive officer of the district and preside at all conventions and at all meetings of the District Board. He/she shall be an executive ex-officio member of all standing and special committees. It shall be his/her duty to attend the convention of Key Club International. He/she shall perform his/her assigned responsibilities as outlined in the District Governor's service agreement and also perform other such duties as assigned to him/her by the District Board.

DISTRICT BYLAWS

- b. Produce and distribute at least 4 newsletters to club presidents, and at least 10 monthly newsletters to the District Board (including the International Trustee or Board Counselor, Kiwanis Committee on Key Club, Kiwanis Governor, and District Administrator). Materials covered in these newsletters should be time appropriate and include at least the following: Major Emphasis Program, Youth Opportunities Fund, Kiwanis Family, New Club Building, District Convention, and International Convention. They should utilize graphic standards and have correct spelling and grammar.
- c. Prepare and distribute an agenda for all meetings of the District Board.
- d. Create materials and institute a training program for District Officers. This training, at minimum, must include Major Emphasis Program, Youth Opportunities Fund, Kiwanis Family, Planning Service Projects & Programs, Suggested Calendar, Position Responsibilities, Emphasis on Club Building & Reactivation, and Guidelines for Divisional Meetings.
- e. Appoint Committee members and chairpersons to the standing committees according to Article VII, Section 3 of these Bylaws. Thoroughly explain committee objectives and the roles that each committee plays in the district, along with scheduling committee meetings and providing quarterly follow-up to each committee.
- f. Promote the development of new clubs, while promoting growth in already standing clubs. In addition, promote the collection of dues, while stressing the importance of dues to the district.
- g. Promote Kiwanis family interaction by holding at least one meeting with the Kiwanis Governor and the CKI Governor, attending at least one of the Kiwanis District Board Meetings and one of the CKI District Board Meetings, and holding at least one District wide Kiwanis event.
- h. Report all Key Club International reports (International Board questionnaires, surveys, etc.) required within the specified time limit.
- i. Contact the District Administrator at least 3 times per month, especially before a Board Meeting, so that the agenda can be prepared.
- j. Perform a minimum of 50 hours of service through any Key Club projects, to be verified by the club president or faculty advisor.

Section 6

The duties of a Lieutenant Governor shall be as follows:

- a. Serve as the executive officer of the division and preside over all division conferences and meetings. He/she shall carry on the programs and policies of the District Governor and of

DISTRICT BYLAWS

Key Club International in his/her division. He/she shall perform his/her assigned responsibilities as outlined in the Lieutenant Governor's service agreement.

- b. Produce and distribute at least 10 monthly newsletters to his/her respective division. Materials should include, but not be limited to, the Major Emphasis Program and the Youth Opportunities Fund. Material should be covered in a timely manner.
- c. Hold Club Officer Training in association with the Kiwanis Advisor in the Region, and at minimum include the responsibilities of each club officer. Other information included could be Committee structure, executing meetings, Kiwanis relations, communication, Major Emphasis Program, Youth Opportunities Fund, and Key Club/Kiwanis education.
- d. Visit each club in the division at least once during his/her term in office.
- e. Promote growth of standing clubs in the division and ensure that those clubs submit dues in a timely manner, but also submit new officer contact information to the website by the given deadline.
- f. Contact fellow committee members to discuss how his/her committee could be serving the district, and thus the clubs.
- g. Hold at least 5 Division Council Meetings to help club officers understand the current issues in the district and gain new ideas to improve their clubs. Division Council Meetings and/or Presidential Council meetings can be held in a physical manner or on a digital platform.
- h. Perform a minimum of 50 hours of service through any Key Club projects, to be verified by the club president or faculty advisor.
- i. Provide written notice to all clubs of the Regional Training Conference and Division Council Meeting no less than 2 weeks before the date. The Lieutenant Governor must submit proof of contact to their Regional Advisor.

Section 7

The duties of the District Secretary shall be as follows:

- a. Keep records of the district convention and of the meetings of the District Board. He/she shall call to order the opening session of the district convention. The Secretary shall submit a report at the annual convention and at such other times at the Governor or the District Board may require. He/she shall submit to the proper officials and committees all communications from Key Club International. The Secretary shall grade all monthly reports submitted by club Secretaries with due diligence and an unbiased hand as well as keep accurate records of such reports. He/she shall cooperate with the Governor in forwarding all official reports required by Key Club International. He/she shall perform other such duties as may be assigned to him/her by the Governor or District Board and as outlined in the District Secretary's service agreement.

DISTRICT BYLAWS

- b. Produce and distribute at least 10 monthly newsletters to the District Board (including the International Trustee or Board Councilor, Kiwanis Committee on Key Club, Kiwanis Governor, and District Administrator), including information like the role of the Club Secretary, club roster collection, upcoming district events, all in a timely manner. In addition, he/she shall produce and distribute 3 newsletters to club secretaries, including the same content of the one to the District Board.
- c. Create materials for the Club Secretary forum at the District Convention at the end of the term.
- d. Distribute copies of all Board meeting minutes to the District Board, and electronically to the International Office, within 15 days of the Board meeting.
- e. Present the Secretary's Report at all official Board meetings.
- f. Submit a completed form of all contest winners, election result, and district convention report to the International Office within 15 days of the end of convention.
- g. Produce and distribute a club officer directory for use of other club officers and District Board members and update the list through Lieutenant Governors and District mailings.
- h. Perform a minimum of 50 hours of service through any Key Club projects, to be verified by the club president or faculty advisor.

Section 8

The duties of the District Treasurer shall be as follows:

- a. Keep records of all district dues, convention registration fees, and other district income. All handling of money will be done by the Texas-Oklahoma District Kiwanis office. The Treasurer's accounts and books shall at all times be open to inspection by the Governor, District Board, District Administrator, Treasurer of the Texas-Oklahoma District of Kiwanis International, and any authorized auditor. The Treasurer shall make a report at the annual district convention and at such other time at the Governor or District Board may require. He/she shall perform other such duties as may be assigned to him/her by the Governor or District Board and as outlined in the District Treasurer's service agreement.
- b. Prepare and distribute monthly financial reports and dues reports to the District Board.
- c. Produce and distribute at least 10 monthly newsletters to the District Board (including the International Trustee or Board Counselor, Kiwanis Committee on Key Club, Kiwanis Governor, and District Administrator) in a timely manner, with information including, but not limited to, the role of the Club Treasurer, District and International dues collection, fundraising project ideas, and upcoming district events. In addition, produce at least 3 newsletters to club treasurers with the same information.

DISTRICT BYLAWS

- d. Notify the club presidents, advisors, sponsoring Kiwanians, and International Director of Key Club of delinquent dues, by December 31st, January 31st, and before convention if not corrected.
- e. Present the Treasurer's Report at all official Board meetings.
- f. Perform a minimum of 50 hours of service through any Key Club projects, to be verified by the club president or faculty advisor.

Section 9

The duties of the District Editor shall be as follows:

- a. Produce at least 5 articles of correspondence for the District Board (including the International Trustee or Board Counselor, Kiwanis Committee on Key Club, Kiwanis Governor, and District Administrator) including such items as publication deadlines, suggestions on how to write articles, notifications to officers for what articles they are responsible to write for district publications, and all in a timely manner.
- b. Produce a district publication on June 1st, August 1st, October 1st, December 1st, February 1st, and the first day of District Convention; however, the publication is not limited to these dates. Items that must be present in all publications are, Major Emphasis Program, International Representative's message, Governor's message, Editor's message addressing club editors, and club or division highlights. Content that must be present in at least 1 publication are the Youth Opportunities Fund, District Convention summation, International Convention promotion, International Convention summation, and District Convention promotion. The Editor's copy shall be approved by the District Administrator before publication and distribution.
- c. Perform other such duties as may be assigned to him/her by the Governor or District Board and as outlined in the District Editor's service agreement.
- d. Perform a minimum of 50 hours of service through any Key Club projects, to be verified by the club president or faculty advisor.

Section 10

The duties of the Convention Liaison shall be as follows:

- a. Work side-by-side with the Assistant Administrator for District Events on the planning and executing of all aspects involved with district convention. The Convention Liaison shall support the Governor in assigning members of the District Board to convention committees (except those appointed by virtue of being on specified standing district committees as outlined by these bylaws) and generally serve as an advisor to these committees, guiding them toward convention specific goals. The Convention Liaison shall not be a voting member of the District Board. Unless a chosen delegate by his/her home club, the Convention Liaison shall not vote at the House of Delegates.

DISTRICT BYLAWS

- b. Produce and distribute at least 8 newsletters to the District Board (including the International Trustee or Board Counselor, Kiwanis Committee on Key Club, Kiwanis Governor, and District Administrator), regarding information on District Convention.
- c. Perform other such duties as may be assigned to him/her by the Governor or District Board.
- d. Perform a minimum of 50 hours of service through any Key Club projects, to be verified by the club president or faculty advisor.

Section 11

The duties of the Technology Assistant shall be as follows:

- a. Collaborate with Membership Committee and Public Relations Committee to provide resources promoting District and Governor's Project and increasing membership.
- b. Produce and distribute 2 graphics resource packages, to be used by clubs and district board for newsletters, social media postings, and anything of the like one resource package by Summer Board and one resource package by Winter Board. Each resource package should contain a minimum of 10 graphics.
- c. Produce and distribute a promotional video and photography for all District Events.
- d. Be responsible for grading club websites for Distinguished Website Award.
- e. Monitor the District website as needed, by discretion of the District Administrators.
- f. Responsible for the production of District Convention graphics, promotion graphics and merchandise graphics.
- g. Produce DCON theme release video, DCON opening ceremony video and DCON recap video.
- h. Produce and distribute additional infographics to be used for district projects, events, website, and anything of the like, upon request by the District Board, in a timely manner.
- i. Perform other such duties as may be assigned to him/her by the Governor or District Board.
- j. Perform a minimum of 50 hours of service through any Key Club projects, to be verified by the club president or faculty advisor.
- k. The Technology Assistant shall not be a voting member of the District Board. Unless a chosen delegate by his/her home club, the Technology Assistant shall not vote at the House of Delegates.

DISTRICT BYLAWS

Section 12 All members of the District Board that wish to apply for the distinguished recognition award respective to their office should do so at the International Convention following the end of their term.

Section 13 If a board member is having difficulties in performing his/her duties, it is required that the Administrator or his/her designee notify that board member and his/her Faculty Advisor.

Section 14 All service agreements referenced in this section must be signed by the District Board member and his/her parent/guardian in order to serve on the District Board. The faculty advisor of the Board member's home club and the high school principal must also sign to indicate the member is in good standing with his/her home club and therefore eligible to serve. Service agreements shall be maintained by the District Administrator and may be updated by the District Administrator on an annual basis. This form is due to the District Administrator one week after the District Board member is elected.

**ARTICLE VI
District Board**

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

Section 2 The management and control of the affairs of the Texas-Oklahoma District not otherwise provided for in these Bylaws shall be vested in the District Board subject to the direction of the District Administrator, the sponsoring Kiwanis District Board, and the Board of Trustees of Key Club International.

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

**ARTICLE VII
Committees**

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

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

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

- a. Committee on Regulations, Elections, and Credentials: This committee shall be composed of one chairperson and up to five members. Its duties shall be

DISTRICT BYLAWS

- 1) to receive, study, and make recommendations to the Board on proposed amendments to the District Bylaws, International Constitution, and Committee Authority,
 - 2) to study existing laws and regulations and to make reports to the Board on the suitability of the same,
 - 3) to examine all amendments, resolutions, and the like submitted for approval to go before the House of Delegates and give due attention and diligence to each,
 - 4) to enforce all proper procedures and parliamentary procedures at district meetings and convention, and
 - 5) to see that all elections within the district are carried out properly, certify the results of all voting in the House of Delegates, and certify all voting delegates to the district convention.
- b. Committee on Contests and Awards: This committee shall be comprised of one chairperson and up to five members. Its duties shall be to propose contest rules to the District Board for the contests at district convention, to maintain the suitability of the Texas-Oklahoma District Code of Contests and Awards, and to oversee the running of contests and presentation of awards at district convention.
- c. Committee on District Project: This committee shall be composed of one chairperson and up to five members. Its duties shall be to develop and present a district project to the District Board for consideration in the current year, publicize the project to clubs and members of the district, and implement award criteria as determined by the District Board.
- d. Committee on General Public Relations: This Committee shall be composed of one chairperson and up to five members. Its duties shall be to promote Key Club International in traditional and non-traditional ways throughout Texas and Oklahoma. This committee shall be responsible for developing and executing a marketing plan that shall be passed on to all clubs in the district.
- e. Committee on Membership: This committee shall be composed of one chairperson and up to five members. Its main duty shall be to focus on the growth of all clubs in the Texas-Oklahoma District. The Committee shall be responsible for studying clubs with successful club growth, identifying weak clubs, and designing a plan to help all clubs increase their membership.
- f. Executive Committee: This committee shall consist of the District Staff, District Administrator, and Assistant Administrators. Its duties shall be to confer and make decisions regarding the administrative affairs of the district, consult on the planning of all district events, and aid the Governor in determining appropriate goals for district committees. This committee shall be chaired by the District Governor.
- g. Committee on Governor's Project: This committee shall be composed of one chairperson and up to four members. Its duties shall be to promote and encourage the selected governor's project and to implement award criteria as determined appropriate by the District Governor and District Board. The committee shall work in conjunction with the District Governor.

DISTRICT BYLAWS

- h. Committee on Events Public Relations: This committee shall be composed of one chairperson and up to two members. Its duties shall be to promote and publicize any and all district events, including, but not limited to, the Fall Rally and District Convention, through new and creative means. The committee shall ensure that all clubs in the district are knowledgeable regarding district events and attempt to consistently increase attendance at district events.
- i. Committee on Welcoming Activity at Convention: This committee shall be composed of one chairperson and up to three members. Its main duty shall be to design and execute the welcoming activity for all attendees to participate in at district convention.
- j. Committee on K-Family and International Relations: This committee shall be composed of one chairperson, and up to three members. Its duties shall be to bridge the K-Family branches by creating resources, serve as a liaison in K-Family interactions, and assist in the chartering process. It shall also promote strong relationships with Key Club International.

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

Section 5 Committee Secretaries

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

ARTICLE VIII
Convention

Section 1 A convention of the Key Clubs in the Texas-Oklahoma District shall be held once each calendar year, in the period beginning no earlier than the last two full weekends in March through the first full weekend in May, but not on Easter weekend. All clubs shall be notified not less than six months in advance of the date selected, of the hours, and the place of such convention. The dates and place shall be mutually agreed upon by the District Board and the Board of Trustees of the sponsoring Kiwanis district. The Director of Key Club International shall be informed of the location and date of each convention.

Section 2 The District Governor or his/her designee shall mail to each club and the Director of Key Club International an official call to the annual convention at least thirty days prior to the convention. The District Board shall have supervision and management of all conventions under the supervision of the District Administrator and the sponsoring Kiwanis district.

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

DISTRICT BYLAWS

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

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

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

Section 7 Each district convention shall include the following:

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

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

ARTICLE IX**Vacancies in Office Between Conventions**

Section 1 In the event of a vacancy in the office of Governor between conventions and between board meetings, the District Administrator will appoint a member of the District Board, who is an active member of a club in the district, to serve as Governor until the time of the next board meeting. A new Governor, who will be a member of that District Board, shall then be elected by the District Board. Candidates must complete the proper candidacy forms. All candidates must be nominated, seconded, and elected to office secret ballot. The election will be run by the current chairman of the District Board.

DISTRICT BYLAWS

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

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

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

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

DISTRICT BYLAWS**Article X
Reporting**

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

**Article XI
Revenue**

- Section 1 Each member club shall pay district dues for each and every member the sum of \$6.00 per year as district funds. These dues shall be due on October 1 along with Key Club International dues, and shall be remitted to the Key Club International Office by the individual club no later than December 1. Dues collection dates can be changed at the discretion of the District Treasurer with the approval of the District Administrator.
- Section 2 The amount of district dues shall be determined by the District Board, with the approval of the District Administrator, and subject to approval at the next district convention. In no case shall the total district dues exceed the maximum paid for each member in Key Club International dues.
- Section 3 Assessments in excess of the annual dues may be made upon a two-thirds vote of all delegates attending an annual convention. Such assessment shall be for a duration of one year, but each succeeding year's convention may, by a two-thirds vote of all delegates in attendance, renew the assessments. In addition, assessments must be made for extraordinary items not normally covered by dues or subscription fees and must be approved by the Kiwanis District Board, by the Key Club International Board, and by the Kiwanis International Board.

DISTRICT BYLAWS**Article XII
Rules of Order**

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

**Article XIII
Amendments**

Section 1 Amendments to these Bylaws shall be made only at conventions by a two-thirds vote of delegates present except that no amendment shall be presented for adoption without the approval of the District Administrator.

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

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

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

DISTRICT BYLAWS

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

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

**Article XIV
Interpretation**

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

**Article XV
Approval**

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