

Florida District of Key Club International



2018-2019 Elections Procedures & Candidate Forms *District Secretary*

This document contains the policies, procedures, and sample forms relating to elections of District Board of Trustees.

Please read and sign the Election Rules & Regulations before completing this form.

Complete this form online before printing. Where requested, information must be typed or it will not be accepted.

Scan and email all completed forms to:
Vanessa Paneque
Chair – Elections and Credentials Committee
Elections@FloridaKeyClub.org

If a candidate decides to drop down to an appointed position, they must complete BOTH forms.



Florida District of Key Club International 2018-2019 Candidate Forms & Elections Procedures

Caring-Our Way of Life

Campaign Rules for District Office Candidates Elected at DCON

1. Campaigning may only take place during Spring Zone Rallies and after the candidates meeting at District Education and Leadership Conference (DCON).
2. An individual wishing to campaign for this office must submit the following forms to the District Administrator or their designee no later than **one week** prior to the first campaign event at which they wish to campaign:
 - a. Service Agreement
 - b. Kiwanis Statement of Support for Candidates for District Office
 - c. Attendance, Travel, and Posting Authorization
 - d. Code of Conduct
 - e. Board Member Contact Information
3. All travel, whether related to campaigns, conferences, Spring Zone Rallies, KCKC's, or any other Key Club event must comply with the Key Club International's Policies (or the approval of the District Administrator or designee).
4. No candidate shall seek endorsement or votes from any club (other than the home club), division, or zone for the purpose of a campaign outside of approved campaign events. Candidates may contact individual Key Club members for the purpose of asking for campaign staff members.
5. Candidates may submit Campaign Staff Forms no later than the Candidates' Meeting during DCON.
6. Campaign Staff will be limited to a campaign manager and a nominator. The campaign manager and nominator may be the same person, and they will both join the candidate in caucus sessions.
7. The campaign staff and each candidate must be present at the "Candidates Meeting" prior to the opening session of the DCON. If a member of the campaign staff does not attend the meeting, they must be replaced.
8. Candidates may not spend any money or use any donated items for campaign purposes.
9. To be included in the Candidates' Book, a candidate must submit all candidate forms to the Elections Advisor and a campaign flyer to the Elections Chair by **February 15th**.
10. Only Key Club members are allowed to participate in the election process, except for adults appointed by the District Administrator to supervise, oversee, or otherwise conduct the election.
11. Under no circumstances will a past, current or future International and/or District Board member be involved in any district campaign other than their own.
12. There will be no campaign advertising in the DCON Program Book or on social media.
13. No Candidate is permitted to perform in the competition portion of the Talent Show or Oratorical Contest at DCON.

Failure to comply with the above rules may render the candidate ineligible for office at the discretion of the Elections Violations Committee.



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Service Agreement for Secretary

This form must be filed with the District Administrator or his designee at least seven days prior to the candidate's campaigning for office.

Complete this form online before printing. Name and Division must be typed or it will not be accepted.

I, _____, do hereby declare myself willing and able to assume the duties and responsibilities of the office of District Secretary of the Florida District of Key Club International for the upcoming Key Club Year as described below. I understand that these duties and responsibilities begin from the time of my election and that failure to carry out any of these duties may result in my removal from this position at the discretion of the District Administrator. Furthermore, I understand that non-attendance at a mandatory district function may be considered as my resignation from my position at the District Administrator's discretion.

1. Attend as many Divisional Council Meetings of your home division from the date of your election until District Education and Leadership Conference in **2018**.
2. Attend the required meetings or events and report as required:
 - a. District Education and Leadership Conference, Orlando, Florida, **April 5 - 8, 2018**
 - b. Attend at least one Spring Regional Lt. Governor training session **April 21, 2018** (Sanford), **May 5, 2018** (Pompano Beach), or **May 12, 2018** (Tallahassee)
 - c. District Leadership Training Conference, **June 15-17, 2018**
 - d. August Board Meeting, **August 10-12, 2018**
 - e. January Board Meeting, **January 4-6, 2019**
 - f. District Education and Leadership Conference, Orlando, Florida, **April 4-7, 2019**
 - g. If possible, attend the Key Club International Convention in Chicago, IL **July 4-8, 2018**
3. Publish and distribute a newsletter to the District Board members by the 25th of each month, including summer months and utilizing the Distinguished District Secretary Criteria.
4. Publish and distribute at least four (4) newsletters to the clubs and as needed or directed by the Board or Governor.
5. Send copies of all correspondence to the District Key Club Governor, District Administrator, Kiwanis Governor, Governor Elect, Treasurer, Executive Director and assigned Adult Advisor.
6. Update & Refine Definition of a Service Hour (If necessary)
7. Update District Bylaws
8. Assist club secretaries throughout the district with the OPR system and answer any questions.
9. Send mass correspondence to the District (i.e DCON reminders).
10. Assist Governor and the Board with setting goals for the district.
11. Assist the Board and clubs with the Online Pride Report System.
12. Create and maintain the District Hours Spreadsheet, District Board Data Sheet, and District Board Directory.
13. Record minutes during all District Board and Executive Committee Meetings and publish within 2 weeks.
14. Participate in Executive Committee conference calls.
15. Review and complete the criteria located in the Key Club Guidebook for Distinguished Secretary and submit the application.
16. Complete at least five service hours a month with the home club.
17. Follow the District Code of Conduct at all Key Club functions and at all events where you are attending in your capacity as a Key Club member.
18. Maintain content on personal and district social networking sites (Facebook, etc.) appropriate to your position as a Key Club District leader and allow access by the Kiwanis Key Club Committee members.
19. Maintain high academic standards and comply with all school rules, regulations and requirements.

Signature of Candidate _____ Date _____

As the parent or legal guardian of a Secretary candidate, I have read the responsibilities of this position and agree to support my child in these endeavors, which I understand will include time and may include financial commitments. Furthermore, I understand that there are required meetings whose dates have been listed above and I will encourage and support my child's commitment to carry out all attendance requirements of the position.

Signature of Parent or Guardian _____	Print name _____	Date _____
Signature of Faculty Advisor _____	Print name _____	Date _____
Signature of Kiwanis Advisor or Club President* _____	Print name _____	Date _____
Signature of School Principal _____	Print name _____	Date _____

*District Administrator's signature may substitute when necessary.



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Caring-Our Way of Life

Kiwanis Statement of Support for Candidates for District Office

All Candidates for All Positions (Except Int'l Endorsement) Must Complete

This form must be typed. Complete this form prior to printing, then provide to those who must sign.

Candidate's Name: Division: Zone:

Office Sought: Secretary

The Kiwanis Club does hereby agree that if the above named candidate is successful in seeking the District Office indicated above, that our Kiwanis Club, if requested, will assist with the travel necessary to perform the obligations of the office within the Division and Zone. Travel outside of the Division or Zone for Key Club business must be approved by the District Administrator or Zone Administrator. District Board Members are expected to attend the Key Club District Conference and International Convention. Sponsoring Kiwanis Clubs, with the assistance of other Kiwanis Clubs in the Division, and home Key Clubs may assist with these expenses.

The Florida District of Key Club will assume the responsibility for the travel of members of the Board to the District Leadership Training Conference (LTC) in June and the district board meetings in August and January. Attendance at these three events is a required condition of holding the office sought. An absence from either LTC or any board meeting not previously excused in writing by the District Administrator constitutes a resignation from the office held.

We further agree to assist with the necessary financial support of the above candidate as they perform the duties and responsibilities of the office indicated above. Questions regarding the need for such assistance should be directed to the Key Club District Administrator.

Signature of Kiwanis Advisor or Club President Print Name Date

Kiwanis Club of

Email Address:

Phone Number:

*District Administrator's signature may substitute in the event of no sponsoring Kiwanis club or when the sponsoring Kiwanis club cannot be reached or refuses to support the candidate. A Kiwanis club cannot prevent a Key Club member from running for any Key Club office



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Caring-Our Way of Life

Code of Conduct

Name: _____ School: _____

Key Club members, adult advisors and invited guests are expected to demonstrate behavior consistent with the high ideals of Key Club and should abide by the provisions of this code while in attendance at any Florida District of Key Club event. Every member will respect the authority of the Sergeant-at-Arms Committee, Key Club administrators and designated staff.

Responsible behavior

1. All participants are expected to abide by all government laws and regulations.
2. Members must respect the personal property of others as well as the property of any meeting or lodging facility. The placing of signs or messages on the windows of the hotel rooms is prohibited. No material may be affixed to any hotel walls. Any damage caused by a member must be paid for by that member.
3. Members may not possess or consume any alcoholic beverages.
4. Members may not possess or use any drugs or other controlled substance, with the exception of medication prescribed for that member.
5. Members may not possess or use tobacco or marijuana products including prescription marijuana.
6. Members are expected to abstain from any activity of a sexual nature.
7. Members are expected not to tolerate hazing or any action that creates unnecessary physical or mental discomfort, embarrassment, harassment or ridicule of others.
8. Members may not possess weapons, firecrackers or anything of a dangerous nature or act in any way unbecoming of a Key Clubber.

Lodging

1. Members staying in a hotel or other lodging facility must sleep in their assigned room.
2. Female members are not allowed in the room of any male member, and male members are not allowed in the room of any female member.
3. Male and female members may be present together in hospitality suites when an adult chaperone is present.
4. All members are expected to abide by a curfew beginning at midnight and lasting until 5 a.m. unless otherwise specified by the hotel. No Key Clubber shall be allowed on balconies after curfew.
5. Items within this section may be modified by the Key Club International Board with approval from the Key Club International

Photo Release

I understand that my child's image or likeness may be recorded. I grant the Florida District of Key Club International the absolute and irrevocable right and permission, to use or publish photographs, video tapes/film, audio recordings, or any other media that Florida District of Key Club International may take of my child or in which my child may be included with others, in any and all media now or hereafter known, and for any legitimate purpose whatsoever, and to use my child's name in connection therewith if the Florida District of Key Club International so chooses. I waive any right to inspect or approve the images or any finished version incorporating the same. Please make two copies of this form: one for event registration and one for the chaperone.

I have read and understand the Code of Conduct. I understand that a violation of certain provisions of these rules may result in dismissal from the event.

Parent / Guardian: _____ Signature: _____ Date: _____
Student: _____ Signature: _____ Date: _____

director.

6. The Florida District reserves the right to inspect any rooms in the hotel reserved by and for the Florida District of Key Club International without notice to the occupants.

Dress code

1. All participants are expected to abide by the designated dress code for each session.
2. "Professional" refers to dress shirt, slacks, necktie, sport or suit coat and appropriate shoes for boys; and dress or suit, skirt or slacks, blouse and appropriate shoes for girls.
3. "Business casual" refers to slacks, collared shirt and appropriate shoes for boys; and slacks, skirt or skort, blouse or collared shirt and appropriate shoes for girls.
4. "Casual" refers to shorts or jeans, collared shirts, sweatshirts, or appropriate T-shirts and casual footwear for boys; and shorts, skirt, skort or jeans, collared shirt, sweatshirt, or appropriate T-shirt and casual footwear for girls.
5. At no time will any clothing with inappropriate language or graphics be allowed. Any shirts, shorts or skirts deemed to be of inappropriate length will not be allowed.
6. All participants are required to wear name badges for all conference events.

Enforcement

1. Violations of this code will result in notification to the respective district administrator and event chaperone.
2. Violations involving destruction of property, possession, consumption or use of alcoholic beverages or controlled substances will result in dismissal of the attendee from the event.
3. Notification, in writing, will be made by the Key Club International administrator or his/her representative to the school, Kiwanis sponsor and parents of any member disciplined under this section.
4. These rules are effective as of the time you arrive at this event, until the time you depart



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Attendance, Travel, and Posting Authorizations

Acceptable Modes of Transportation:

Key Club Members attending or traveling to any Key Club function or event, or traveling in their capacity as a Key Club member or officer shall be limited to the following modes of transportation:

- 1. If air travel is required, said travel is limited to commercial airlines;
2. If bus or rail travel is required, said travel is limited to properly licensed commercial bus or rail services, except that the sponsoring school and/or entity may provide their own school bus or school bus-comparable transportation;
3. Travel in excess of 10 hours per day shall require an overnight stop;
4. Personal vehicles may be used by board members, but this requires said board member to have a waiver signed by a parents or guardian that gives permission for this board member to travel to the event.

The only exception to these requirements is where a parent or guardian personally transports the member and assumes all risk and liability in said transportation.

(Candidates Name): _____ has our permission to travel to the:
CIRCLE ONE

- A. At least one Spring Regional Lt. Governor Training (April/May, 2018)* Yes No
B. Leadership Training Conference (June 15-17, 2018)* Yes No
C. August board meeting (August 10-12, 2018)* Yes No
D. January Board Meeting (January 4-6, 2019)* Yes No
E. District Educational and Leadership Conference (April 4-7, 2019) Yes No

The District covers the transportation and travel expenses for anything noted with an asterisk

He/she will be traveling with (circle one). Adult member of the Key Club Committee is primary.

Adult Key Club Committee member

Parent / guardian

Other (explain): _____

By signing below, we state that we understand and agree that this board member will abide by the limitations set in the "Acceptable Modes of Transportation" section. We also understand and agree that this board member's picture and school will be used in Florida District of Key Club materials including but not limited to the official Florida District of Key Club International website directory, and the publication The Sunshine Source. We also understand and agree that overnight housing for board meetings usually consist of four students of the same gender per room with two double/full or larger beds. Students not wishing to sleep in the same bed as another student are welcome to pay for another type of room or to sleep in another part of the room.

Signature of Candidate Print name Date

Signature of Parent or Guardian Print name Date

School Administrator Print name Date



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Board Member Contact Information

All Candidates for All Positions Must Complete

Complete this form online before printing. All information must be typed or it will not be accepted.

NOTE: Some of this information will be printed in the Candidates Book at the District Education and Leadership Conference, so be sure to take care in what you write.

Office Sought: Secretary Key Club Member Number (required): _____

Name as you wish it listed on official publications: _____

Gender (check one): Female Male Age: _____ Date of Birth (M/D/YYYY): _____

Division: _____ Zone: _____ Year of Graduation: _____

Home Address: _____

Your cell phone number: _____ Home phone number: _____

Cell phone company (AT&T, Verizon, etc.): _____ Sponsoring Kiwanis Club: _____

Personal E-mail address: _____ School: _____

Mother/Step-mother name: _____ Mother/Step-mother's cell phone: _____

Father/Step-father name: _____ Father/Step-father cell phone: _____