



2023-2024

# Elections Procedures & Candidate Forms

## **District Secretary**

This document contains the policies, procedures, and forms relating to elections of the District Board of Trustees. Complete this form online before printing. Where requested, information must be typed or it will not be accepted.

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

Scan and email all completed forms to:  
Legal and Elections Chair – Mariangel Arrieta  
[Elections@FloridaKeyClub.org](mailto: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 2023-2024 Candidate Forms & Elections Procedures

Caring-Our Way of Life

### Campaign Rules for District Office Candidates Elected at DCON

1. Your campaign video will be shown at Zone Rally, you may not campaign any other way until after the candidates meeting at the 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. Attendance, Travel, and Posting Authorization
  - c. Code of Conduct
  - d. Board Member Contact Information
3. If a candidate wishes not to campaign at Zone Rallies, they *must* turn in their campaign documentation listed above **two weeks** prior to the first opening session of DCON.
4. All travel, whether related to campaigns, conferences, Zone Rallies, KCKC's or any other Key Club event must comply with the Key Club International's Policies and with the written approval of the District Administrator.
5. 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.
6. Candidates may submit Campaign Staff Forms no later than the Candidates' Meeting during DCON.
7. 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.
8. 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.
9. Candidates may not spend any money or use any donated items for campaign purposes.
10. 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 **March 1<sup>st</sup>**
11. 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.
12. 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.
13. There will be no campaign advertising in the DCON App or on social media.
14. 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.



# Florida District of Key Club International 2023-2024 Candidate Forms & Elections Procedures



## Service Agreement for Secretary

Complete this form online before printing. All information 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 as possible during your term in office..
2. Attend the required meetings or events and report as required:
  - a. District Education and Leadership Conference, Daytona Beach, Florida, **April 13-16, 2023**
  - b. Executive Training Retreat, **TBD**
  - c. District Leadership Training Conference, Daytona Beach, Florida, **June 2-4, 2023**
  - d. Summer Board Meeting, Daytona Beach, Florida, **August 11-13, 2023**
  - e. Winter Board Meeting, Location TBD, **January 5-7, 2024**
  - f. District Education and Leadership Conference, Daytona Beach, Florida, **April 18-21, 2024**
  - g. If possible, attend the Key Club International Convention in Anaheim, California, **July 2-9, 2023**
3. Submit an article for KeyFeed to the District Board members by the 25<sup>th</sup> 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, and assigned Adult Advisor.
6. Update & Refine Definition of a Service Hour (if necessary).
7. Update the District Bylaws.
8. Assist club secretaries throughout the district with the Keycommunity system and answer any questions.
9. Send mass correspondence to the District (i.e DCON reminders).
10. Assist the Governor and the Board with setting goals for the district.
11. Assist the Board and clubs with the Keycommunity 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 with your home Key Club each month.
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.
20. Fulfill your duties as Executive Advisor to an assigned committee, including attend necessary meetings, complete assigned tasks, and keep effective communication.
21. Complete any other duties as they are assigned.

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 \_\_\_\_\_

Relationship to Student \_\_\_\_\_

Signature of Faculty Advisor or School Administrator \_\_\_\_\_ Print name \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_



# Florida District of Key Club International 2023-2024 Candidate Forms & Elections Procedures

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 Key Club International event. Every member will respect the authority of the Sergeant-at-Arms Committee, Key Club administrators and designated staff.

### Enforcement

#### 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 or convention center rooms is prohibited. No material may be affixed to any hotel or convention center 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 prescribed medications.
5. Members may not possess or use tobacco or marijuana products, including, but not limited to smokeless tobacco, vaping pens, and JUULs.
6. Members are expected to abstain from any activity of a sexual nature.
7. Members are expected to not 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.

1. Violations of this Code will result in notification to the respective district administrator and event chaperone.
2. Violations such as, but not limited to, 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 District Administrator or their 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. 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 Key Club event. Every member will respect the authority of the Sergeant-at-Arms Committee, Key Club administrators, and designated staff.
5. 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 Key Club event. Every member will respect the authority of the Sergeant-at-Arms Committee, Key Club administrators, and designated staff.

#### Lodging

1. Members staying in a hotel or other lodging facility must sleep in their assigned room.
2. Members are allowed in their assigned room only. They are not allowed to enter other member assigned rooms at any time.
3. Male and female members may be present together in hospitality suites when an adult chaperone is present.
4. All members are expected to be on hotel property by 11:00 pm EST each evening of the event and abide by a curfew of being in their assigned room beginning at midnight and lasting until 5:00 am 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 of the International Administrator.
6. Without notice, the Florida District reserves the right to inspect any room reserved by the Florida District of Key Club.

#### 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 prescribed medications.
5. Members may not possess or use tobacco or marijuana products, including, but not limited to smokeless tobacco, vaping pens, and JUULs.
6. Members are expected to abstain from any activity of a sexual nature.
7. Members are expected to not 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.

#### 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 males, and dress or suit, skirt or slacks, blouse, and appropriate shoes for females.
3. "Business Casual" refers to slacks, collared shirt, and appropriate shoes for males, and slacks, skirt or skort, blouse or collared shirt and appropriate shoes for females.
4. "Casual" refers to shorts or jeans, collared shirts, sweatshirts, or appropriate tee-shirts and casual footwear for males, and shorts, skirt, skort or jeans, collared shirt, sweatshirt, or appropriate tee-shirt and casual footwear for females.
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 convention events.

#### 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, videotapes/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 I 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's Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Florida District of Key Club International
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Caring-Our Way of Life

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 parent 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. Leadership Training Conference (June 2-4, 2023)\* Yes No
B. Summer Board meeting (August 11-13, 2023)\* Yes No
C. Winter Board Meeting (January 5-7, 2024)\* Yes No
D. District Education and Leadership Conference (April 18-21, 2024) Yes No

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

He/she will be traveling with (circle one). An 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 Parent or Guardian \_\_\_\_\_ Print name \_\_\_\_\_ Date \_\_\_\_\_

Relationship to Student \_\_\_\_\_

Signature of Faculty Advisor or School Administrator \_\_\_\_\_ Print name \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_



Florida District of Key Club International  
2023-2024 Candidate Forms & Elections Procedures

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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 published in the Candidates Book on the DCON app at the District Education and Leadership Conference, so be sure that all information is accurate.

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: \_\_\_\_\_, \_\_\_\_\_, FL \_\_\_\_\_

Your cell phone number: \_\_\_\_\_ Home phone number: \_\_\_\_\_

Personal E-mail address: \_\_\_\_\_

Sponsoring Kiwanis Club: \_\_\_\_\_ School: \_\_\_\_\_

Mother/Step-mother name: \_\_\_\_\_ Mother/Step-mother's cell phone: \_\_\_\_\_

Father/Step-father name: \_\_\_\_\_ Father/Step-father cell phone: \_\_\_\_\_