

District Bylaws

Article I: Name and Territorial Limits

Section 1. The name of this organization shall be called the Rocky Mountain District of Key Club International.

Section 2. The boundaries within which it shall function shall be coextensive with the boundaries of the Rocky Mountain District of Kiwanis International. It shall operate under the responsibility and control of the Kiwanis District Board under which it functions.

Article II: Objects

Section 1. The objects of this district shall be:

1. To promote the objects of Key Club International.
2. To coordinate the projects of member Key Clubs.
3. To strengthen and extend the Key Club movement.
4. To increase the fellowship and cooperation efforts of the clubs within the district.
5. To promote participation of the clubs within the District in the general objectives, programs, and policies of the District and of Key Club International.
6. To accept and promote the constitutional objects of Kiwanis International.

Article III: Divisions

Section 1. The territory of this District shall be divided into divisions, the boundaries of said divisions being those approved of by the Rocky Mountain District of Kiwanis International

Article IV: Membership

Section 1. Each Key Club in this District shall be a member of this District.

Section 2. Any member club more than sixty (60) days in any debt to Key Club International, or this district, shall be considered not in good standing.

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

Section 4. The District Governor shall report any member club not in good standing with the District at each meeting thereof and shall direct the District Secretary to send notice to that club, to the President of the sponsoring Kiwanis Club, and to the Director of Key Club International.

Article V: Officers

Section 1. The officers of this District shall be the District Governor, one Lieutenant Governor for each division of the District, the Secretary, the Treasurer, the Bulletin Editor, and Committee Chairs.

Section 2. Each officer shall be an active member in good standing in a club in the District, and each Lieutenant Governor shall be a member of a club in the division from which they were elected. No member shall be elected to office that will graduate before the next succeeding convention. In the event that no Lieutenant Governor can be elected from a key club within a division, the RMD Key Club Board of Trustees may appoint one from outside that division. In making such a decision, the Board of Trustees shall consider factors such as geographical proximity.

Section 3. The District officers shall be elected at the District Convention. Each club shall have two (2) voting delegates. They shall begin their official terms immediately following induction and shall serve for one year or until their successors are elected.

Section 4. Each Lieutenant Governor shall be elected at a division caucus held no earlier than December and no later than the last day of the District Convention provided one-third quorum of the division's Key Clubs are represented. Each club shall have two (2) voting delegates. If a quorum is not achieved, the selection of the Lieutenant Governor shall be the responsibility of the incoming

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Board of Trustees who shall seek the advice of the Club Presidents within the division. The District Key Club Administrator shall be designated by the Board of Trustees of the sponsoring Kiwanis District.

Section 5. The chairs and committees are outlined in the policies and may be changed as District Governor deems necessary.

Article VI: Duties of Officers

Section 1. The Governor shall be the executive officer of the District and shall preside at all conventions and at all meetings of the Board of Trustees. They shall be an ex-officio member of all standing committees. It shall be their duty to attend any convention of Key Club International.

Section 2. The Lieutenant Governor shall be the executive officer of the division and shall preside over all division conferences or meetings. They shall carry out the programs and policies of the District Governor and/or Key Club International in their division and shall perform their assigned responsibilities as a member of the District Board of Trustees.

Section 3. The Treasurer shall be the head of the Membership In Club Retention Task Force. They shall assist with fundraising for all District Events as well as managing district funds with the permission of the District Administrator. They will assist and promote the collection of dues within the District as a whole including newsletters to the Club Secretaries, Treasurers, and Presidents, explaining the importance of dues at both the District and International level.

Section 4. The Secretary shall keep all records of the District Convention and of the meeting of the Board of Trustees. They shall submit a report to the annual convention and at such other times as the Governor or the Board of Trustees may require. They shall cooperate with the Governor in forwarding all official reports required by Key Club

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International. The Secretary shall perform such other duties as may be assigned by the Governor or the Board of Trustees.

Section 5. The Bulletin Editor shall be responsible for the publication of the Official Bulletin in a manner prescribed by and under the direction of the Board of Trustees, adhering to the most current Key Club International brand guide, and managing the Rocky Mountain District social media pages.

Article VII: Board of Trustees

Section 1. The Board of Trustees shall consist of the officers and the District Key Club Administrator.

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

Section 3. All official action of the Board of Trustees between meetings must be approved by two-thirds of all voting District officers and the District Key Club Administrator.

Section 4. The Governor shall notify each member of the Board of Trustees, the Director of Key Club International, the International Trustee assigned to the Rocky Mountain District, and the officers of the sponsoring Kiwanis District, in writing, of the time, place, and date of any meeting, at least two (2) weeks in advance of such meeting.

Section 5. In the absence of the Governor from a meeting, the Board of Trustees shall designate one of their members, with the exception of the District Key Club Administrator, to act as Chairman.

Section 6. Two-thirds of the total members of the Board of Trustees 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 portion is specifically required by these bylaws.

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- Section 7.* Within thirty (30) days after any special meeting or regular meetings of the Board of Trustees, the Secretary shall make a report of the proceedings of the meeting, comprising a complete synopsis of all action taken, and shall transmit a copy thereof to the Board of Trustees, the Director of Key Club International, the International Trustee assigned to the Rocky Mountain District, and a copy to the President and Secretary of each club in the District.
- Section 8.* In the event the Governor is in any way incapacitated, a special meeting of the Board of Trustees may be called by the Secretary or two-thirds of the Board of Trustees.

Article VIII: Conventions

- Section 1.* A convention of the Key Clubs in this District shall be held once in each calendar year at such a place and date as shall mutually be agreed upon by the Board of Trustees of the District 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 District Convention. In determining the location of a given annual convention, the Board of Trustees may be guided and advised by the majority vote of qualified delegates present and voting at the preceding annual convention.
- Section 2.* Convention Chair shall send to each club and to the Director of Key Club International an official call to the annual convention at least thirty (30) days prior to the date of the convention. The Board of Trustees shall have full supervision and management of all conventions under the supervision of the District Key Club Administrator and Kiwanis District.
- Section 3.* Each club in good standing shall be entitled to two (2) delegates, which may include the president, and two alternates at any convention.
- Section 4.* A member of the Board of Trustees shall be delegate-at-large at

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conventions.

- Section 5.* Each accredited delegate shall be entitled to vote on each question submitted at any convention. There shall be no voting proxy.
- Section 6.* The expenses of each delegate should be paid by the individual and/or the club represented by them.
- Section 7.* In the absence of the Governor from any convention of the District, the Board of Trustees shall designate a member of the District Board, with the exception of the District Key Club Administrator, to act as chairman.
- Section 8.* A quorum at any convention of the District shall be comprised of the official delegates present and representing not less than one third of the total number of clubs within the district.
- Section 9.* Within thirty (30) days after any convention, the Secretary shall make a report of the proceedings of the convention, including a complete synopsis of all action taken and shall transmit a copy thereof to the members of the Board of Trustees and to the Director of Key Club International.
- Section 10.* Each district convention program shall include the following:
- A. Address by the Governor of the sponsoring Kiwanis District or their representative.
 - B. The reading of the winning Achievement Reports, or a summary thereof, and the making of reports.
 - C. An oratorical contest on the subject selected by the Board of Trustees of Key Club International, conducted under rules prescribed by the said board.
 - D. The submitting and judging of entries in the Scrapbook contest.
 - E. The reading of the winning Single Service Activity Report, or a summary thereof, and the making of reports.
 - F. The nomination and election of officers for the ensuing year.

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G. The recommendation to the Convention Committee of the time and place for holding the next District Convention.

Section 11. At the Rocky Mountain District Convention, all convention registrants are required to stay in the designated convention lodging, as specified by the District Key Club Administrator.

Article IX: Vacancies in Office between Conventions

Section 1. In the event of a vacancy in the office of Governor between conventions, the Board of Trustees shall elect a qualified member of a club of the District, to become Governor for the unexpired term. In the event that no qualified member of the division is found, the Board of Trustees, with the approval of the Key Club District Administrator, may appoint a qualified member of another division to serve.

Section 2. In the event between conventions, vacancy in the office of Lieutenant Governor, the Board of Trustees shall elect a qualified member of the same division to fill the office for the unexpired term.

Section 3. If a vacancy should occur in the office of the Secretary, Treasurer, Bulletin Editor, or any committee chair between conventions, the Board of Trustees shall elect a qualified member of the District to fill the office for the unexpired term.

Section 4. Whenever it shall appear to the Governor that any Lieutenant Governor, District Secretary, District Treasurer, Bulletin Editor, Committee Chair, or any of those officers appointed to their positions is failing to perform the duties of their office, the Governor shall give such officer immediate notice of the fact and shall set a meeting not more than twenty-one (21) days thereafter with such officer and the District Key Club Administrator and/or their designee(s) to consider any such facts and reasons why the officer should not be removed and the office declared vacant. If the said officer shall refuse to attend and if it shall appear that the alleged

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facts are true, then the Governor shall have power, with the approval of the District Key Club Administrator, to recommend the suspension of said officer and to nominate a duly qualified replacement for them to serve the duration of their term. The Governor shall report such recommendation and all facts immediately to the Board of Trustees for ratification of said suspension and nomination, a majority vote being required. In the event that a regularly scheduled meeting of the Board of Trustees is to be held within a reasonable amount of time, the Governor shall submit their recommendations at the meeting, and action shall be taken. In any such action, their suggested replacement shall not be allowed to vote unless they are a District officer. The officer in question shall be allowed voting and debating privileges.

Section 5. Whenever it shall become apparent to the Board of Trustees that the Governor is failing to perform their duties, it shall be the responsibility of the District Secretary, with the approval of the Kiwanis Governor, to call a special meeting of the District Board of Trustees to consider the facts and reason why the office shall not be declared vacant. In the event that the District Board of Trustees shall find alleged facts true, the District Board of Trustees shall request the resignation of the said Governor. In the event that the resignation is not voluntarily offered, the District Board of Trustees shall, with the approval of the Kiwanis Governor, declare the office vacant and the vacancy will be filled in accordance with the provisions as contained in these bylaws.

Article X: Revenue

Section 1. Each member club shall pay to the District for each and every member the sum of seven dollars (US\$7.00) per annum as District dues and fees for District publications. These shall accrue on

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October 1 and shall be remitted to Key Club International by the Individual club no later than December 1 of each year.

Section 2. The amount of District dues and subscription fees shall be determined by the District Board of Trustees, with the approval of the District Key Club Administrator, and subject to approval at the next District Convention. In no case shall the total fees exceed the maximum amount paid for each member for International dues.

Section 3. Assessments in excess of the annual dues may be made only upon a two thirds vote of all delegates attending an annual convention. Such assessments shall be for the duration of one year, but each succeeding convention may, by two thirds vote of all delegates in attendance, renew the assessments. All such assessments, in addition, must be approved by the Kiwanis District Board, by the Key Club International Board, and by the Kiwanis International Board.

Section 4. The dues to be paid to the District by any new club admitted to membership during any fiscal year shall be the dues for each and every member for that year.

Article XI: Rules of Order

Section 1. "Robert's Rules of Order" (Newly Revised) shall be the authority for all matters of procedure not specifically covered by these bylaws.

Article XII: Policy

Section 1. The District board shall create board policies which shall define policies and procedures for organized operation and management of the Rocky Mountain Key Club District for member clubs. These policies shall be set by the governor of the district and shall remain in effect from year to year until amended or changed by the

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governor. In no case shall any policy contradict the Rocky Mountain District Bylaws.

Article XIII: Amendments

Section 1. Amendments to these bylaws shall be made only at conventions by a two thirds vote of voting delegates and voting delegates-at-large present and voting at any convention of the Rocky Mountain District of Key Club International, except that no amendment shall be presented for adoption without the approval of the District Key Club Administrator present at the convention. Proposed amendments to the bylaws may be submitted by Key Clubs of the Rocky Mountain District, Key Club International, the District Board of Trustees, or the District Key Club Administrator and shall be received by the District Secretary at least thirty (30) days prior to the Call to Order of the annual House of Delegates. The District Secretary will then send a copy of all proposed amendments to the president of each club in the District not later than fifteen (15) days prior to the Call to Order of the annual House of Delegates.

Article XIV: Approval

Section 1. These bylaws and amendments or additions shall not become effective until they have been approved by the sponsoring Kiwanis District Board of Trustees, the director of Key Club International, and/or the Key Club International Board of Trustees.

As amended 2025 by the RMD House of Delegates.