

Ohio District of Key Club International



Lt. Governor
Information Packet

2010

The following forms
are to be completed by all
Lt. Governor candidates and

mailed to:

*Ohio District Key Club
6161 Busch Blvd Suite 220,
Columbus, Ohio 432229*



OHIO DISTRICT KEY CLUB INTERNATIONAL

Lieutenant Governor Service Agreement 2010 – 2011

This contract is an agreement made by a Key Club member in good standing within the Ohio District who desires to serve as Lt. Governor and a member of the district board. In signing this agreement the individual agrees to fulfill the provisions of the contract. It is understood that failure to observe the following agreement will result in possible removal from office in accordance with the Ohio District Bylaws or District Policy. This contract is only the minimum that an Officer must do to remain on the District Board, and by no means does this limit your work.

Each Lieutenant Governor agrees to do the following during his/ her term of office:

1. Attend all Key Club Board Meetings: Spring, Fall, Winter and Conventions.
2. Attend the Key Club International Convention during the term of office unless excused.
3. Attend and/or participate at the Ohio District Fall Rally.
4. Attend and/or participate at the Ohio District Convention at the start and end of term of office.
5. Attend at least one club meeting of each club in your division.
6. Complete all monthly reports and mail to designated board members and administrators on time.
7. Correspond with club officers mainly the presidents at least twice a month.
8. Organize and attend a division training conference before school starts in the fall.
9. Schedule divisional events, interclubs or any kind of joint divisional service projects and must have approval of the Key Club Board and District Administrator.
10. Submit division information of club officers to the District Secretary to be used for district mailings, directory, e-mail, etc. prior to September 15 of the administrative year.
11. Arrange and conduct the election of a successor in accordance with the Ohio District By-laws.
12. At the end of term of office, meet with your successor and conduct a joint divisional meeting together.
13. Keep permanent divisional files which you will receive from your predecessor and to be turned over to your replacement. Establish divisional files if they do not exist.
14. Participate in committee assignments as required.
15. Encourage dues payments by your clubs and facilitate collection of dues.
16. Assist with the rehabilitation of weak and improperly organized Key Clubs. Work on those clubs by making visits and making sure that an agenda is planned and that worthwhile projects are worked on.
17. Work with the Kiwanis level to build as many new clubs as possible in the division by cooperating with Kiwanians and school officials, and by visiting schools personally.
18. Maintain positive relations with Sponsoring Kiwanis Clubs in the division by attending divisional meetings or club meetings and by giving a report about Key Club.
19. Correspond or communicate regularly and professionally with the executive officers, district administrator, assistant administrators, Kiwanis Lt. Governors, by phone, mail, e-mail, etc...
20. Send all copies of letters to the District Governor and Administrator.
21. Publish and distribute 4 divisional newsletters quarterly to keep clubs informed of District and International occurrences. Information should be passed on from the Lt Governors to clubs after each Board Meeting with copies going to designated board members and administrators.
22. Be computer literate and have access to a computer to assist you in your work and to receive e-mail from the district board members or administrators by individual e-mail or group e-mail.
23. Submit an article to the Bulletin Editor regarding division and club activities or requested topics and include pictures if available.
24. Respond quickly to requests made by the executive officers or committee, District Administrator or Assistant Administrator.
25. Arrange adequate transportation to fulfill the provisions of this contract.
26. Respect the confidentiality of the Executive Committee as required.
27. Act in accordance with provisions of the Code of Conduct District Board and District Administrator.
28. Maintain a good scholastic standing at your high school.
29. Obtain the same e-mail address for the entire administrative year. Any changes must be submitted to District Webmaster within two weeks.
30. Live by the Objects of Key Club International.
31. Finally, the best way to carry out your duties is to:
 - A. Become thoroughly familiar with your division, its history, tradition, boundaries, problems, the Kiwanis Clubs and officers, Key Club Division Chairman and schools for possible new Key Clubs.
 - B. Know the Kiwanis Lt. Governor and try to work closely with him/her. Ask to speak at a Kiwanis Divisional meeting.
 - C. Know the other sponsored youth organizations in your division and try to work on joint divisional projects.
 - D. Become aware of and familiar with the bylaws of the Ohio District and Key Club International.
 - E. Become completely familiar with the Lt. Governors Manual.
 - F. Know basic parliamentary procedure from Robert's Rules of Order.
 - G. Understand the basic Kiwanis organization and be willing to work with its leaders.
 - H. Schedule and arrange your time so that you don't lose too much time from your school responsibilities.
 - I. Coordinate and hold divisional meetings and at least five (5) President's Council Meetings.

32. Perform at least fifty hours of service to home, school and community through Key Club activities. **Attendance at the District Trainer is mandatory. (March 5-6 and date specified in the calendar)**

The Ohio District will cover housing costs and travel mileage for Key Club Board Meetings. The district will cover some cost to attend the district convention at the beginning of term and end of term. Expenses are to be submitted to the District Administrator for approval.

The above agreement has been reviewed and understood by the following:

Signatures:

_____	_____
District Board Officer Candidate Division	Date
_____	_____
Parent or Guardian	Date
_____	_____
Faculty Advisor	Date
_____	_____
School Principal	Date
_____	_____
Kiwanis Club President	Date
_____	_____
District Administrator	Date

Mail to: **Ohio District Key Club, 6161 Busch Blvd Suite 220, Columbus, Ohio 43229**

OHIO DISTRICT KEY CLUB INTERNATIONAL

Lt. Governor Election Report Form

Return this election report form to the Ohio District Key Club Administrator as soon as a successor has been elected. In no case should this be later than March 1, 2010.

The _____ Division(s) of the Ohio District of Key Club International held an election on the _____ day of _____, 2010. At that time a quorum was present

(1/3 of all Key Clubs in the division) as called for in the District Bylaws. The meeting was called in accordance with the provision of the bylaws and the following named individual was elected to serve as Lt. Governor of Division _____ following installation at the conclusion of the Annual District Convention.

Name of the 2010-2011 Lt. Governor: _____

Address: _____ City: _____

Zip Code: _____ Phone: () _____

Key Club of _____ High School Current Grade Level Year: _____

Submitted by: _____
(Lt. Governor 2009-2010)

Division: _____ Date: _____

Asst. Administrator or designee in attendance: _____

Mail this form immediately after the election to:

**Ohio District Key Club Office
6161 Busch Blvd. Suite 220
Columbus, Ohio 43229**

Please call your Asst. Administrator to make sure he/she knows when this election will take place. Elections must be conducted in accordance with provisions of the By-Laws of the Ohio District of Key Club International.



OHIO DISTRICT KEY CLUB INTERNATIONAL

Key Club Lt. Governor Candidate Report Form

The _____ Division(s) of the Ohio District of Key Club International held an election on the _____ day of _____, 2010. At that time a quorum was present (1/3 of all Key Clubs in the division) as called for in the District By-Laws. The meeting was called in accordance with the provision of the by-laws and which the following candidates ran for the office of Lt. Governor.

Name: _____ Key Club of : _____

Address: _____ Phone: () _____

City: _____ Zip Code: _____ Current Grade Level: _____

Name: _____ Key Club of : _____

Address: _____ Phone: () _____

City: _____ Zip Code: _____ Current Grade Level: _____

Name: _____ Key Club of : _____

Address: _____ Phone: () _____

City: _____ Zip Code: _____ Current Grade Level: _____

Name: _____ Key Club of : _____

Address: _____ Phone: () _____

City: _____ Zip Code: _____ Current Grade Level: _____

Name: _____ Key Club of : _____

Address: _____ Phone: () _____

City: _____ Zip Code: _____ Current Grade Level: _____

Name: _____ Key Club of : _____

Address: _____ Phone: () _____

City: _____ Zip Code: _____ Current Grade Level: _____

Submitted by: _____ (Lt. Governor for 2009-2010) Div. _____

Asst. Administrator in Attendance: _____ Date: _____

Mail this form immediately after the election to: **Ohio District Key Club Office**, 6161 Busch Blvd Suite 220, Columbus, Ohio 43229



The Ohio District of Key Club International District Officer Biographical Sketch

Name: _____

Address: _____

City: _____ Zip: _____ Phone: () _____

D.O.B. _____ High School: _____ Current Grade: _____

Other School Organizations and Offices held: _____

Athletics: _____

Community Activities: _____

Awards and Honors: _____

Other Activities: _____

Church: _____

Father's Full Name: _____

Mother's Full Name: _____

Do you live with parents? Yes _____ No _____ If No, Give Relationship _____

Faculty Advisor Name: _____ Address: _____

City _____ Zip: _____ Phone: () _____

Kiwanis Advisor Name: _____ Address: _____

City _____ Zip: _____ Phone: () _____

What is your greatest strength: _____

List your goals as a Lt. Governor or Executive Officer: _____

Comments: _____

Return completed to Key Club Office by March 1, 2010

Ohio District Key Club, **6161 Busch Blvd Suite 220, Columbus, Ohio 43229**

Please complete the following information sheet and return to the Key Club Office by March 1, 2010.

Name: _____
(as you want it on your badge)

Address: _____

Home Phone Number: () _____

Cell Phone Number: () _____

Pager Number:() _____

Email Address: _____
(must remain the same for term of office)

School: _____

Shirt Size (s, m, l, xl, 2xl, 3xl) _____

Release for use of Photographs *(to be completed by guardian or parent)*

Ohio District Key Club is hereby granted my permission to use photographs of my child:

(name of child)

for the purpose of public relations. Public Relations shall include, but not be limited to, newspaper releases, web site usage and official Kiwanis Family publications.

(Parent or guardian signature)

(date)

(type or print name)

(mailing address)

Mail to: Ohio District Key Club, 6161 Busch Blvd Suite 220, Columbus, Ohio 43229

MEDICAL QUESTIONNAIRE AND EMERGENCY MEDICAL TREATMENT AUTHORIZATION FORM

Please type or print. This form is required for all students attending Key Club International activities. This form MUST be completed by a parent or guardian and notarized for it to be recognized in many states. One copy of this form is to be turned in at the event. One copy to be given to the chaperone and one copy is to be carried by the Key Club member at the activity.

Key Club Member Name _____

Address _____

(Street) _____ (City) _____ (State) _____ (Zip) _____

Height _____ Weight _____ Gender _____ Birthdate _____

Person to Be Contacted in case of emergency _____

Relationship to student _____

Day phone _____ Evening phone _____

Alternate contact name _____

Relationship _____

Day phone _____ Evening phone _____

Name of Doctor _____

Phone Number _____

Address _____

(Street) _____ (City) _____ (State) _____ (Zip) _____

Name of Health Insurance Company _____

Policy Number _____ Name of Insured _____

Employer's Phone Number _____ Insurance Company's Phone Number _____

List any other pertinent information shown on insurance card _____

Please answer yes or No:

Will your son or daughter be taking drugs or medications of any type? _____

If yes, please list. _____

Has she/he ever been or is s/he currently being treated for: _____

Nervousness? _____	high blood pressure? _____
any medical disorder? _____	severe or frequent headaches? _____
convulsion or epilepsy? _____	asthma? _____
fainting spells? _____	ulcers? _____
heart condition? _____	diabetes? _____
rheumatic fever? _____	allergic reaction to medication? _____
cancer or tumor? _____	any other allergies or illnesses? _____

Does s/he have any other physical limitations? _____

Please give details of any yes answer above. Give dates of treatment including names and addresses of attending physicians, hospitals and clinics. (Attach additional paper if necessary.) _____

Please read carefully:

I hereby certify that the information given above is correct. In case of medical emergency, I understand that every effort will be made to contact the person designated above. In the event that person cannot be reached or time does not permit, I hereby give permission to a licensed physician to provide proper treatment for, including hospitalization, immunization or injection, anesthesia or surgery for my son/daughter.

Signature of parent or guardian _____ Dated _____

Subscribed and sworn before me this _____ day of _____ 2008

_____, Notary Public of the County of _____

In the State of _____ My commission expires _____

ATTENDEES WILL NOT BE ALLOWED TO REGISTER AT THE KEY CLUB ACTIVITY WITHOUT THIS FORM COMPLETED AND NOTARIZED

LTG ELECTIONS...

Your guide to a successful transition!

Lt. Governor Elections is one of the most important duties that you have as a Lt. Governor. Without a successful election, the Ohio District Key Club would not have the Lt. Governors vital to our function. Therefore, it is important that you pay attention to the information below and follow it to the letter. Good luck! You're going to need it...

*Lt. Governor Elections will take place in the month of January/February.

* You must give **30 days** notice to your Clubs about the election, including the exact date, time and location of the event. That means start now! Make sure your date does not have too many conflicts. Plan early with your Kiwanis and Zone Administrator to find a suitable day, keep in mind a back-up date in case of bad weather.

*You should send all your Club Presidents a copy of the service agreement to be given to their club's candidate(s) 30 days before the election. ***Please make sure all candidates understand that attendance at the Trainer and functions mandatory per calendar attached is a condition for candidacy.*** You should be in contact with the candidates prior to the election with any questions they may have. The candidates **must** bring his/her **Lt. Governor Packet** to the election with all signatures except that of the District Administrator. It is very important that they bring this agreement! A candidate will not be allowed to run without this packet complete.

•
*An impartial adult supervisor **must** be present. This is very important! Ideally, this will be your Zone Administrator. It is up to you and your ZA to work out a schedule so that the ZA can be at every Divisional election. If you do not have a ZA, then the adult advisor may be a Kiwanian, preferably the Lt. Governor, a past Lt. Governor or a sponsored youth chair. The adult supervisor *may not* be a Circle K member or a Club Advisor.

* Each club will have no more than two voting delegates, no matter how many people they bring to the election. Voting clubs must be in good standing with their dues paid to both International and to the District. You as the Lt. Governor do not vote unless there is an tie. You should cast your secret ballot when voting begins and give it to your adult in charge. If you are one of the candidates for election, you do not vote. It is advisable that you invite the Key Club Governor to attend the meeting in case of a tie vote, then the Governor can break the tie per Article 6 Section 3.

* Candidates must be from clubs in good standing. Additionally, they must be on the Club's roster as a DUES PAID MEMBER. They should be able to supply proof of this with a copy of the Club Dues form. Candidates whose club or personal dues have not been paid may not run for election.

* Procedures:

1. When election begins, all candidates leave the room.
2. One candidate will come in at a time. They will be allowed three minutes to address the delegation. If they have any campaign information, it should be handed out at this time. After they speak, they have two minutes for questions from the delegation.
3. When all candidates have spoken, voting will begin by secret ballot.
4. When voting is complete, collect all the ballots and give them to your adult supervisor to be counted. These ballots should be counted in private. Candidates may return to the room during counting.
5. In case of a tie, the adult supervisor will use your ballot to determine the victor or Article 6 Section 3. When the victor has been determined, the advisor will tell you who it is in private.
6. Announce the winner to the delegation.
7. After the election, the candidates should remain to sign the Lt. Governor Election documentation sheets. Information should be given to the winner regarding the date of the trainer if this has not already been done. Please arrange transportation for your elect to attend the meeting with you.

This concludes the guidelines for Lt. Governor Elections. Follow them closely to ensure a successful election. Most importantly, remember that finding a successor does not mean your term as Lt. Governor is over. You will still have 2-3 months before Convention and the end of your term. Make them count! Nothing in this life is worse than regret. Once again, good luck!

**ARTICLE VI
LIEUTENANT GOVERNOR ELECTION PROCESS**

Section 1. In the Ohio District, the selection of a successor to the division Lieutenant Governor is governed by the election process and not by appointment.

Section 2. It is the responsibility of the current Lieutenant Governor to hold a Divisional meeting for all Key Clubs within his/her jurisdiction for the specific purpose of electing a successor.

Section 3. By following the procedure described below, the best interests of all Key Clubbers within the Division(s) and the Ohio District of Key Club will be served:

(a) The Lieutenant Governor's election should be held some time during the month of February of each Key Club year. Holding the election in February will ensure having a replacement available for installation at the District Convention, usually held near the end of March or early April.

(b) Written notification must be given to each Club President in the Division at least thirty (30) days prior to the date scheduled for the election. In no case should the notification be fewer than two (2) full weeks before the election date.

(c) The quorum for a legal election is 1/3 of the clubs in the Division:

Division Strength Quorum	
6 clubs or fewer	2 clubs
7-9 clubs	3 clubs
10-12 clubs or more	4 clubs

(d) Each club is allowed a maximum of two (2) voting delegates regardless of club size or meeting attendance.

(e) In order for a Lieutenant Governor to be elected, he/she must receive a majority of all votes cast.

(f) In case of a tie vote, it is the current Lieutenant Governor's choice to either break the tie with his/her vote or have the District Governor (when present) break the tie with his/her vote. These are the only two individuals in the District who can break a Division election tie. The current Lieutenant Governor cannot break a tie at his/her reelection. If the District Governor is present he/she will break the reelection tie; otherwise a revote is necessary. If a tie still occurs after 3 re-votes, it will be the responsibility of the outgoing Board of Trustees to select the Lieutenant Governor. The Board will seek the advice of the club presidents within the respective division.

(g) It is recommended that only those candidates who have submitted an official interest in becoming a Lieutenant Governor be allowed the proper time before the Divisional Election Meeting. Undeclared individuals may be elected to the position of Lieutenant Governor only by a write-in vote of the delegates present, but the individual will have no exposure before the Divisional Election Meeting.

(h) The Key Club caucus procedure used at convention is recommended to give the voting delegates an opportunity to examine the qualifications of all candidates for office.

(i) At the conclusion of the election, the current Lieutenant Governor will send to the District Key Club Administrator a complete Election Report Form giving the date, location of the election, the number of clubs represented, the name, address, phone number and club affiliation of the newly elected Lieutenant Governor.

(j) The newly elected Lieutenant Governor is given a copy of the Lieutenant Governor's Agreement at the election, so it can be signed and returned to the administrator prior to the District Convention.

Section 4. Poor attendance at an election, because of a failure to communicate, is inexcusable. Each Lieutenant Governor must make certain that written notification is given to and received by each Club President prior to the Divisional Election.

Section 5. If a quorum is not achieved, the selection of the Lieutenant Governor shall be the responsibility of the outgoing board of Trustees, who shall seek the advice of the Club Presidents within the respective divisions.

**Ohio District Board of Trustees
Ohio District of Key Club International
Code of Conduct**

Key Club members are expected to demonstrate behavior consistent with the high ideals of Key Club and should abide by the provisions of this Code of Conduct while in attendance at any key Club event. This will be in place for all events except for those that already have such things in place.

Responsible Behavior

(Please refer to “Disciplinary actions” for all items marked in bold print that follow the given regulations)

1. All Ohio District Board Members are expected to abide by all government laws and regulations. **(Level of disciplinary action dependent upon the incident)**
2. Members should abstain from inappropriate language and gestures during the event. **(1)**
3. Members may not possess or consume any alcoholic beverages. **(3)**
4. Members may not possess or use any drugs or other controlled substance, with the exception of medication that is prescribed for the specified attendee. **(3)**
5. Members may not possess or use tobacco products. **(3)**
6. Members shall abstain from activity of a sexual nature (no purple). **(3)**
7. No male should be in a female’s room, and no female should be in a male’s room. **(2)**
8. Members are not expected to tolerate hazing or any action that creates unnecessary physical or mental discomfort, embarrassment, harassment, or ridicule of others. **(Level of disciplinary action dependent upon the incident)**
9. Members may not possess weapons or anything of a dangerous nature or act in any way that is unbecoming of a Key Club member. **(3)**
10. Curfew is no later than 12 midnight for assigned events unless otherwise stated. **(1)**
11. Each member who is in attendance at the event requires proper hygiene. **(1)**
12. Cell phones must be turned “off” or “silent” during all official gatherings. **(1)**
13. All members shall be punctual to all events. **(1)**
14. All rules and regulations that are set by Key Club international shall be in place and followed at all times. **(Level of disciplinary action dependent upon the incident)**
15. District Board members must reside in the hotel for the course of the specified event unless guaranteed permission to leave. **(2)**

Dress Code

1. All members are expected to abide by the dress code established for an event. If a dress code has not been established, the dress will be deemed casual (excluding jeans). **(1)**
2. At no time will any clothing with inappropriate language or graphics be allowed. **(1)**
3. Any skirts, shorts, or shirts that are deemed to be of inappropriate length will not be allowed. **(1)**

Enforcement

1. Violations of this Code of Conduct will result in notification to the respective person in charge.
2. Violations involving destruction of property, possession, consumption, or use of alcoholic beverages or controlled substances will result in the dismissal of the attendee from the event, and or the cost of the consequences with a possibility of removal from the board. Notification, in writing, will be made by the person in charge to the school, sponsoring Kiwanis club, and parents of any member disciplined under this action.
3. These rules and guidelines are effective as of the time you arrive and depart from the specified event.

Disciplinary Action

There will be three (3) levels of disciplinary action. Each rule in the code of conduct will be labeled Level One, Level Two, or Level Three. Should the rule be broken, the disciplinary action shall correspond with the level of the breach of conduct. Each level has a value corresponding to its label; the value of the offenses add up, so the more rules you break, the more severe the disciplinary action. **However**, there are only three levels of disciplinary action, so if a person violates three Level 1 rules, this will be equivalent to breaking a Level 3 rules, and the Level 3 disciplinary action shall be implemented. In the event that two of the same or different Level 1 rules have been broken, the Level 2 disciplinary action shall be implemented.

In cases that are not outlined in the code of conduct, the Executive Committee may use its discretion on disciplinary action using the established guidelines. The Executive Committee has power to override disciplinary actions and establish their own disciplinary action when deemed necessary.

Level 1 The board member will be formally warned by a letter from the District Governor. No real action shall be made on the **first** offense. Given that first offenses are minor, they may be wiped off the offender's record by writing a letter to all club officers within the division, out of lieutenant governor's own money, stating the wrongdoing and explaining how this is a breach of protocol. After this, the board member will have a clean slate. This is only an available option for Level 1 offenses. The offender must write a letter **before** a second offense is recorded or the option is no longer available.

Level 2 The offender must draft and mail a written letter to all the club officers within the division, board members, and Kiwanis counterparts, out of his/her own money, stating the wrongdoing and explaining how this is a breach of protocol. The letter must also apologize and promise behavior that is in accordance with the Board Code of Conduct in the future. The District Executive Board and the Lt. Governor's Zone Administrator must approve the letter.

Level 3 A violations of this degree results in immediate dismissal from the District Board of Trustees. If there is reasonable doubt that the board member in question deserves his/her expulsion, the board may move to executive session at the next meeting to decide the future of this member.

District Board Member

Date

Parent/Guardian

Date

Ohio Key Club 10 - 11 Calendar

3/5-6/ 2010	New Lt. Gov Training	Columbus- Hyatt/ Cap Sq.
4/9 – 11	District Convention*	Columbus - Hyatt Regency
4/29 – 5/1	GATC	Indianapolis (Gov & Admin)
6/12-13	Summer Board Meeting*	Columbus Location tba
7/1-13	KCI Convention*	Memphis, Tennessee
8/ 13-15	Kiwanis Convention	Sharonville (Representatives)
8/15	ODKC Administrators	Columbus (At Kiw Conv)
Tentative 9/?/10	Advisor Workshop	Columbus (loc tba)
9/?/10	Gov. Installation	Dayton ? (Gov/Reps)
10/21 - 24 ?	Kiwanis Family Conf.	Black Mtn. ,NC (Reps)
10/???	Circle K/MAC	(Governor)
11/ 5-6-7	Fall Board Meeting* & Fall Rally	Columbus Location tba
1/ 21-24/ 2011	KCI Administrators	(Administrator)
1/29	ODKC Administrators	Columbus
2/11-12	Winter Board Meeting*	Columbus Location tba
2/???	Circle K Convention	Toledo (Governor/Reps)
3/???	Kiwanis Mid Year	Columbus (Governor/Reps)
3/4-5	New LtG. Training	Loc TBA (Old Board Reps)
4/TBD	Key Club Convention*	Columbus Hyatt Regency
4/28 – 5/1 ?	GATC	Indianapolis (Gov & Admin)
6/11-12	Summer Board Meeting*	Columbus Loc tba

*** Full Board Required to Attend** r 12/18/09