

## **Nebraska-Iowa District Policies and Procedures**

*The policy document shall serve a purpose of benefiting the district board members, district administrators, and members with knowledge of the procedures and practices as well as expectations of the Nebraska-Iowa District of Key Club International.*

As suggested by

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### Article I: Supremacy Clause

*Clause 1.* Among District documents, the Bylaws will serve as the basis of District policies. If the Bylaws explicitly state something, that will be the final ruling on any subject. If this Policy Document is ever in conflict with the District Bylaws, the Bylaws will take precedence over the Policy Document.

*(District Administrator info for the District Policy doc is going to be determined by the District Administrator and Kiwanis. Only Kiwanis can adopt changed to the District Administrator duties and the duties will be listed from article 2 to article 7.)*

### Article II: District Positions

#### Section A: Positions Available

*Clause 1.* At the District level there are five different positions: governor, secretary, bulletin editor, webmaster, lieutenant governor, and lieutenant governor at-large. The positions of governor, secretary, bulletin editor, and lieutenant governor will be elected annually at the District Convention. The positions of webmaster and lieutenant governor at-large will be appointed by the elected governor and the administrator. The positions of governor, secretary, bulletin editor, and webmaster will make up the Executive Board. The rest of the board will consist of the lieutenant governors and LTG At-Larges, who will each represent one area in the Nebraska-Iowa District. Each position serves unique purposes and has its own responsibilities.

#### Section B: Position Responsibilities and Duties

*Clause 1.* The district governors shall have the duty of providing guidance and leadership for the entire District and District Board. The Governor serves as a figurehead, representing our District through attendance at events and written communications. The Governor also works closely with our assigned International Trustee to help create a bridge between the two levels of the organization, furthering the objectives of Key Club International and promoting the interest of Key Clubs within their districts. They shall work closely with other International and district officers to strengthen and expand the Key Club movement. Each district governor shall be the chief executive of their district, shall appoint all standing committees and shall preside at the district convention and all meetings of the district board. They shall also attend the international convention and all meetings of the international council.

*Clause 2.* The District Secretary serves as the chief administrative officer of the District. The Secretary is responsible for taking minutes at all District Board meetings and the House of Delegates, maintaining District administrative records, communicating with club Secretaries, and serving as a member of the Executive Board. The secretary will work closely along the governor acting as an assistant.

*Clause 3.* The District Bulletin Editor serves as the communications coordinator for the District. The Bulletin Editor is charged with sharing news, correspondence, and promotions from the District Board to the District. The Bulletin Editor works in tandem with the District Webmaster and provides support with the District's social media platforms.

*Clause 4.* The District Webmaster serves as the electronic communications coordinator for the District. The Webmaster is charged with sharing news, correspondence, and promotions from the District Board to the District through the use of the District website and social media, as well as generating excitement for the District and District events also through the use of the District website and social media accounts. The Webmaster works in tandem with the District Bulletin Editor if additional support is needed with the District's social media platforms. This position is appointed by the governor and administrators.

*Clause 5.* The Area's Lieutenant Governor (LTG) provides guidance and leadership for their specific area of the District. The LTG acts as the liaison of the clubs they serve in their area and the District Board and District. Additionally, LTGs are vital members of the District Board as they are committee chairs and committee members and bring their own unique perspective and enthusiasm to board discussion. LTGs are responsible for sending out monthly newsletters, guaranteeing that clubs all pay dues by the designated time, and sharing any other important information about what changes are being made or any upcoming events.

*Clause 6.* The Lieutenant Governor At-Large provides any additional assistance to the District Board as needed. The LTG At-Large will serve as a representative of either Nebraska or Iowa, will support the Lieutenant Governors as needed, and will fill a vacant Lieutenant Governor position if necessary. Additionally, the LTG At-Large will be appointed as a chair of a committee, and will also serve as a member of another committee.

### Article III: District Areas

The Nebraska-Iowa District is divided into geographically located regions known as areas. The areas are designed to allow personal communication and divided responsibilities. Areas allow the district to run effectively and productively. Each area is headed by a Lieutenant Governor. The number of areas and the schools in each district are at the discretion of the District Board and Administrator. As of 2017, the district is divided into nine areas.

The following clubs are located in Area 1:

Columbus, Grand Island,, Kearney, Kearney Catholic,, North Platte, and Ogallala

The following clubs are located in Area 2:

Beatrice, Lincoln High, Lincoln East, Lincoln Southeast, North Star, Lincoln Southwest, Milford, and

Seward

The following clubs are located in Area 3:

Bellevue East, Bellevue West, Fremont, Glenwood, Millard North, Millard West, Papillion La-Vista South, and Papillion La-Vista

The following clubs are located in Area 4:

Missouri Valley, West Monona, OABCIG, and Woodbine  
The following clubs are located in Area 5:  
Alta Aurelia, Estherville-Lincoln Central, Mason City Alternative, Okoboji, Spirit Lake, and Spencer Valley, West Monona, and Woodbine

The following clubs are located in Area 6:

Adel DeSoto Minburn, Ames, Ankeny, Dallas Center-Grimes, Gilbert, Johnston, Nevada, North Polk, Roland-Story, Southeast Polk, Urbandale, and Valley.

The following clubs are located in Area 7:

Kennedy, Linn-Mar, Newton, Prairie, Prairie City Monroe (PCM), Sigourney, Williamsburg, Xavier

#### Article IV: Election Procedure

##### Section A: Time and Manner of Declaration

*Clause 1.* Any Key Club member wishing to run for a position on the Nebraska-Iowa District Board must announce their candidacy at the District Convention at a time to be specified by the District Board on a yearly basis. Positions that can be run for are: Governor, Secretary, Bulletin Editor, and Lieutenant Governors of respective areas. Members of district clubs may run for a position on the District Board so long as they are in good standing with their home club, the Nebraska-Iowa District, and Key Club International.

*Clause 2.* Any club member wishing to run for a District Position must declare their candidacy within the first twelve hours of the District Convention, either at the first or second meetings of the District Assembly, which shall consist of all attending District Board and Key Club members.

*Clause 3.* Candidates, at the time of their declaration, shall have the opportunity to answer two questions, one serious and one fun, chosen at random. They will have 45 seconds to answer each question..

##### Section B: Campaign Procedure

*Clause 1.* After declaring their candidacy, those running for the District Board shall have the opportunity to speak at two more gatherings of the District Assembly: a two minute speech followed by an additional two minute speech at the House of Delegates. There will be a 10-second time limit warning for each speech.

*Clause 2.* There shall be a time (of a duration to be set by the District Board) in which candidates have the opportunity to speak with and interact directly with members of the District Assembly as well as club sponsors, in a meet-and-greet.

*Clause 3.* Candidates shall also have the opportunity to give a final speech (of a duration to be specified

by the District Board) at the meeting of the House of Delegates immediately preceding voting. Candidates will be asked two more questions after their final speech, usually written by the elections chair.

*Clause 4:*

Section C: Voting Procedure

*Clause 1.* Board members shall be elected by delegates from attending clubs and members of the previous year's District Board, combined to form the House of Delegates. All procedures in this Document are pursuant with the election procedures detailed in the Bylaws.

*Clause 2.* Those elected to positions shall be notified of their position on the final day of the District Convention, following their election.

Article V: Attendance Policy

Board members are to be allowed one excused absence from all board events, including but not limited to conference calls, board meetings, and Regional Fall Conferences. Excused shall be defined as making contact with the Governor and the District Administrator ahead of time, and the excusing shall be at the Governor's and Administrator's discretion.

Article VI: Board Member Social Media Conduct

As Board members represent not only themselves, but the District, they shall be expected to maintain high standards for their social media accounts throughout the duration of their term. They should not post promiscuous photos or content, publicly insult or otherwise slander or libel the Nebraska-Iowa District, Key Club International, any Key Club, another person, or otherwise behave in a way unbecoming of a Key Club member and a District Board member. Social Media misconduct may be used as the sole reason for removing a Board Member, pursuant to the procedures outlined in Article 7 of this Policy Document.

Article VII: Removing a Board Member: Expectations

*Clause 1:* Before the Governor shall have the power to notify a Board member of impending removal, they shall have to pre-approve the decision with the District Administrator. If a conflict of interest should arise among any Administrator, then said Administrator will not be allowed to vote on the matter. In the place of the District Administrator, a district-appointed Kiwanis member shall replace this Administrator.

*Clause 2:* Probation may be used as an alternative to removal but is not required as a course of action. The period of probation, which must be allotted to all Board members before removing them, shall be two weeks from the date at which the member in question is sent notice of their probation. The notice given to a Board member shall consist of one e-mail and an attempted phone call at the minimum to the Board member, their parents, and their Key Club faculty and Kiwanis advisors; other methods of communication may be used at the Board's discretion. If a Board member receives such notice, they shall be bound to respond as soon as they receive the message. The notices shall cite specific reasons why the Board member is being put on probation and/or removed. Details revolving around the removal of District Board

members are addressed in the bylaws, and further decisions should be made using them instead of the Policy document, pursuant to Article 1 of this Policy Document.

*Clause 3:* If it comes to the attention of a District Administrator or Governor that a Board member is engaging in Social Media misconduct, they may request the Board member to desist from such conduct. Should the Board member fail to desist, the Governor may temporarily place the Board member on probation until they stop their misconduct. If a Board member is on such probation for a continuous period of 1 month (30 days) or a cumulative period of 6 weeks, then social media misconduct may be used as a whole reason for removing said Board member.

#### Article VIII: Social Media Policy

*Clause 1.* The official Social Media outlets of the Nebraska-Iowa District of Key Club International shall be Facebook, Twitter, TikTok, and Instagram. All District Social Media accounts shall be managed by the District Webmaster and the District Bulletin Editor.

##### *Subsection i.* Twitter

The Twitter handle for the official Twitter account of the Nebraska-Iowa District of Key Club International is @NE\_IA\_KeyClub, and the official name is NEIA Key Club

##### *Subsection ii.* Instagram

The Instagram handle for the official Instagram account of the Nebraska-Iowa District of Key Club International is @neia\_keyclub, and the official name is Nebraska-Iowa Key Club

##### *Subsection iii.* Facebook

The Facebook handle for the official Facebook of the Nebraska-Iowa District of Key Club International is @NEIAKeyClub and the official name is Nebraska-Iowa District of Key Club International

##### *Subsection iv.* TikTok

The TikTok handle for the official TikTok account of the Nebraska-Iowa District of Key Club International is @neiakeyclub

*Clause 2.* At the annual District Board trainer, goals for followers or “likes” shall be set for the respective Social Media accounts. Social Media goals must be approved by a quorum of the District Board through official voting procedures in accordance with the Bylaws. The District Board's Social Media accounts shall be used to promote or commemorate official Key Club events, clubs, or goals; they may also be used to promote Key Club as a whole.

*Clause 3.* All credentials for the official Social Media outlets of Nebraska-Iowa District of Key Club International must be accessible by the District Administrator, Governor, Bulletin Editor, and Webmaster unless special permission is given. The credentials to the official Social Media outlets of Nebraska-Iowa District of Key Club International must be changed every year to avoid tampering from past board members.

#### Article IX: District Events

#### Section A: District Board Events

*Clause 1.* The District as a whole shall be responsible for holding, at minimum, one Regional Fall Conference and a District Convention, as pursuant to the Bylaws. The Nebraska-Iowa District Convention shall be organized by a committee made of members and administrators of the District Board, or a subset thereof, subject to the approval of the Governor. Other events may be hosted as a District at the discretion of the Board.

#### Section B: Lieutenant Governor Events

*Clause 1.* The following events are the responsibilities of each Lieutenant Governor individually: Area Rallies and Officer Training.

*Subsection i.* Area rallies shall be held at the discretion of the Lieutenant Governor. Area rallies shall consist of a meeting between two or more clubs within an area.

*Subsection ii.* Officer Training is required for every new club officer and may be completed at the annual District Convention. Officer Training is designed to prepare new club officers for leading their home club and working with the new District Board.

*Subsection iii.* Divisional Council Meetings are defined as any meeting between a Lieutenant Governor and members of Key Clubs from their district. Divisional Council Meetings are designed to foster communication between the Lieutenant Governor and area Key Clubs.

#### Article X: Fall Rally

In addition to the District Convention, the Nebraska-Iowa District Board will also host one other district gathering. This event is known as Fall Rally. The Rally will be a district gathering that will take place in a single or multiple regions, at the discretion of the district board and administrators. Fall Rally will be a one-day event that all Nebraska and Iowa Key Clubs or prospective members can attend. Fall Rally acts as the kick-off event for the service year and will incorporate an informational and engaging activity. The location, date, and time will be set by a group of board members attending that region.

#### Article XI: Official Nickname and Mascot

##### Section A: Official Nickname

The official nickname of the Nebraska-Iowa District shall be a contraction of “Nebraska” and “Iowa: “Nebriowa”.

##### Section B: Official Mascot

*Clause 1.* The official mascot for the Nebraska-Iowa District of Key Club International is a cow. This cow shall be known as “Moo-Moo”.

*Clause 2.* All usages of the official mascot must keep the following characteristics: “Moo-Moo” is male, spotted, and black and white. Any usage of the official mascot in conflict with these constraints loses all affiliation with the Nebraska-Iowa District and Key Club International.

### Section C: Proper Usage

*Clause 1.* Any depictions of the official mascot must be approved by the Nebraska-Iowa District Board. If use of the official mascot or nickname is not approved by the District Board, the use of the cow logo or “Nebriowa” loses all affiliation with the Nebraska-Iowa district, Key Club International, and Kiwanis International.

*Clause 2.* The official nickname and mascot may be used without the explicit permission of the Nebraska-Iowa District Board for the following: all club publications relating to the District Board or District-sponsored activities, all club-specific bulletins and e-publications, Key Club International sponsored activities and partners including but not limited to: UNICEF, The Thirst Project, Schoolhouse and Erika’s Lighthouse.

### Article XII: District Awards

#### Section A: STAR Award

*Clause 1:* If the Governor sees fit, they shall be able to present any member of the Board of Trustees with the STAR Award at the annual District Convention. This award is to go to a Board Member whom the Governor believes has done an exceptional job throughout their term. They should have completed the basic duties of their position in a timely manner but have also gone above and beyond in pursuit of developing the District and its members.

#### Section B: Club Awards

*Clause 1.* To apply for an award, an application must be completed. This application may be found on the District Website. Awards are given at the annual District Convention. The district administrator selects unbiased individuals to act as judges for these awards.

##### *Subsection i.* (International Awards)

The District shall also recognize any/all awards set out by Key Club International.

##### *Subsection ii* (District Awards)

The District shall present the Distinguished Club Officer Award, Distinguished Faculty Advisor, Distinguished Kiwanis Advisor, and Outstanding Member Award. These awards should go to someone who exemplifies the highest standard of their respective position in the organization. Judges determined by the District Administrator will review applications and select a winner. Finally, the district offers the Kiwanis-Family Award which shall be given to a club who has participated in an outstanding event (service project, social event, other) with another member of the Kiwanis Family.

### Article XIII: Amendment

Any Board member or District Administrator may suggest changes to the District Policy document, subject to approval by a  $\frac{2}{3}$  majority vote with a  $\frac{2}{3}$  quorum and administrator approval. If a non-District Board member of Key Club International wishes to make a change within the Policy Document, they may provide reasoning in writing to the District Board to change a policy but may not be present for discussion

unless invited by Governor or District Administrator.