


KIWIN'S DEFINITIONS


CNH KIWIN'S Membership Resources

- **Bylaws:** The International and district levels operate under a set of bylaws that spell out their respective policies. Clubs should also operate under such regulations. If your club does not have bylaws, obtain a copy of the Standard Form online at keyclub.org.
- **Candidates' Forum:** Held in either January or February, members interested in district board positions (executive, lieutenant governors and appointed board) may attend this district function to learn more the duties and responsibilities of each position.
- **Conclave:** Usually held in February, each division hosts an election to choose the next year's lieutenant governor. Only one lieutenant governor candidate from each school in the division may run at conclave. Candidates running for District Executive Board or International Board may run for divisional endorsement. All must be prepared to make a speech and answer any questions.
- **Distinguished District Officers:** This program recognizes individual district officers who have excelled during their year as a district officer and are recognized at International Convention.
- **District:** Key Club International is divided into 33 districts. Each Key Club District is coextensive with one of the districts of Kiwanis International. Each district has elected officers who are responsible for operating within established boundaries in assisting clubs and providing personal attention. The district promotes cooperation and fellowship among clubs by encouraging participation in programs, activities, and the objects of the district and International; by strengthening existing clubs and building new ones; and by accepting and promoting the objects of Key Club.
- **District Administrator:** Each year the Kiwanis district governor appoints a Kiwanian to serve as district administrator of KIWIN'S/Key Club. He/she is responsible for carrying out the Key Club district organization's administrative functions in accordance with the Kiwanis District board's approval. The administrator advises the District Board, assists regional advisors, and does much more to ensure a successful KIWIN'S year.
- **District Convention:** Each club is entitled to send two delegates and two alternate delegates, which should be elected officers for the New Year. The convention usually lasts for two days and serves as a training session for newly elected officers. The convention is rewarding for everyone and can help provide the enthusiasm to make a better club next year.
- **District Project:** A specific project focus selected every year by members of the District Board.

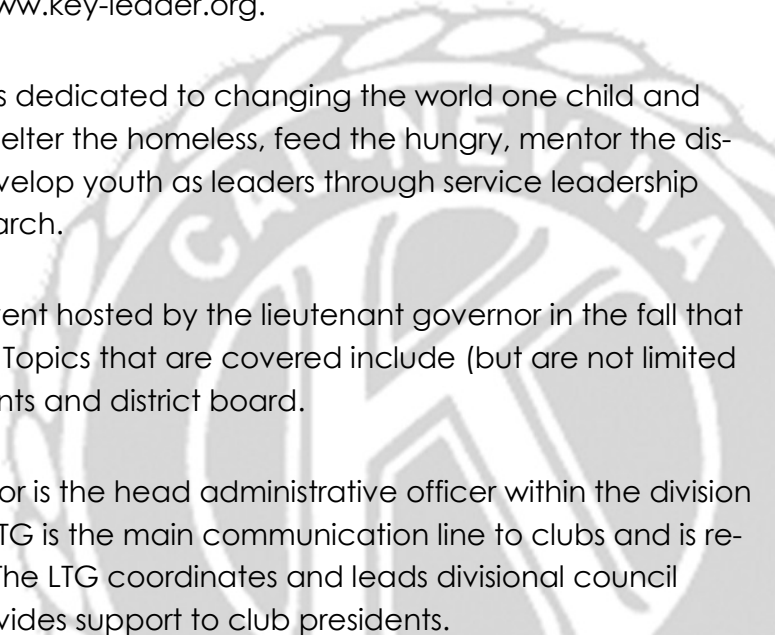


The district encourages its clubs to do projects that encompass this focus. The project is usually wide in scope so clubs can participate in various projects that easily incorporate this district emphasis.

- **Division:** Each district is divided into territories called divisions, often coextensive with the boundaries of the Kiwanis division. There are a total of nine active divisions and each has a lieutenant governor that carries out the district's policies within his/her respective division, and provides support to the clubs. KIWIN'S names their divisions after gemstones. The nine divisions are Crystal, Diamond, Emerald, Goldstone, Jade, Jet, Ruby, Sapphire and Turquoise.
 - **Divisional Council Meeting:** KIWIN'S lieutenant governors are required to conduct three to ten Divisional Council Meetings. These meetings are designed to update, educate, and train Key Club officers and advisors as well as potential club leaders within the geographic region concerning district and International events, scholarships, and programs. Often service projects and social events are carried out in conjunction with these meetings.
 - **Elections:** Key Club International requests that "the president and other officers are elected at a meeting in February. These officers should not be seniors, since their term of office begins in May following their election and continues for one year." This lapse in time gives the newly elected officers the opportunity to work closely with the outgoing Board so that they will be well prepared to assume their official duties. It is also strongly recommended that the five officers be delegates to the district convention, which is staged in early spring. Officers should also go to the International Convention in the summer.
 - **Fall Rally:** Held annually in November, Fall Rally is a district-wide event where all nine divisions gather to raise money for KIWIN'S Minor Emphasis, Pediatric Trauma Program (PTP). Members play various games such as Penny Wars and participate in a district board auction to raise money for PTP, and also engage in spirit battles to earn the coveted spirit stick. There are two rallies: Fall Rally North and Fall Rally South.
 - **Focus on Service:** The title of the KIWIN'S District newsletter which is published three to four times a year. The newsletter features district news and excellent service projects done across the California-Nevada-Hawaii KIWIN'S district. If you want your club to be featured in the newsletter, submit an article request form to the District Bulletin Editor.
 - **Governors:** The KIWIN'S governor is the chief executive officer of the district. They work closely with other International and district officers to strengthen and expand KIWIN'S/Key Club. The District Governor appoints all standing and temporary district committees, and presides at the annual district convention and other district meetings. He/she also attends the International Con-
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vention and all meetings of the International Council.

- **Governor's Project:** Every year, the district governor may choose to launch his or her own project that addresses a critical need in the community and world. Clubs are encouraged to support the governor's project through fundraisers or service projects.
 - **International Convention:** Held annually, in July, the purpose of this convention is to elect the International Officers, review accomplishments of the past year, and set policies for the coming year. New programs are announced and national speakers participate. Members from your club should attend annually and adult advisors are always welcome.
 - **Key Club Video Magazines:** The Key Club International on-line Video Magazine provides videos highlighting Key Club's service, club activities and member stories. The Magazine is available on keyclub.org.
 - **KIWIN'S Week:** Held usually in the first week of November, which is also Kiwanis Family Month, clubs are encouraged to spread the word about KIWIN'S by participating in themed days. This includes inviting friends to meetings, planning special service projects and promoting each club's activities locally.
 - **Key Leader:** This is a Kiwanis weekend leadership education program for high school students which aims to provide a life-changing experience that inspires young people to achieve their personal best through service leadership. Key Club members and nonmembers can attend this inspiring leadership weekend. Register at www.key-leader.org.
 - **Kiwanis:** A global organization of volunteers dedicated to changing the world one child and one community at a time. Members help shelter the homeless, feed the hungry, mentor the disadvantaged and care for the sick. They develop youth as leaders through service leadership programs and raise funds for pediatric research.
 - **KIWIN'S Training Conference:** A divisional event hosted by the lieutenant governor in the fall that educates general members about KIWIN'S. Topics that are covered include (but are not limited to) history, district projects, district-wide events and district board.
 - **Lieutenant Governor:** The lieutenant governor is the head administrative officer within the division and is a member of the District Board. The LTG is the main communication line to clubs and is responsible to all clubs within his/her division. The LTG coordinates and leads divisional council meetings, divisional rallies, training, and provides support to club presidents.
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- **Major Emphasis/Minor Emphasis Programs:** Two programs in which Key Club International challenges all Key Clubs and members to focus their energies on making an international impact.
- **Officers Training Conference:** Held by the lieutenant governor, this is an officers-only event where they learn about the KIWIN'S organization and are briefed on their individual responsibilities and duties.
- **Presidents Council Meeting:** KIWIN'S lieutenant governors are required to conduct at least five meetings with the presidents and vice-presidents of their respective division. At these meetings, the lieutenant governor updates the President on district and International news and opportunities and discusses the state of each club.
- **Scholarships:** Key Club International offers a number of scholarships designed to recognize and financially assist graduating KIWIN'S/Key Club members who have demonstrated excellence in academics, leadership, and service to others. Scholarship packets are available on keyclub.org
- **Seasons of Service:** Each season, Key Club International supports one of its four preferred charities. The four seasons are UNICEF, March of Dimes, Children's Miracle Network, and Read & Lead. All of these organizations are committed to helping children and as a result, clubs are encouraged to team up with these organizations.
- **Sponsoring Kiwanis Club:** A Kiwanis club sponsors each KIWIN'S/ Key Club. All of the activities of the Key Club are guided and supported by the principles set forth by Kiwanis International. Each sponsoring club provides a Kiwanis Advisor. He/she should attend meetings, help in the planning of activities, and work closely with the faculty advisor.
- **Youth Opportunities Fund Club Project Grants:** YOF service grants are available to clubs to fund service projects. Clubs may request funding assistance from US \$200 to US \$2,000. The application deadline is October 15. For more information, visit <http://www.keyclub.org/service/fund/yof.aspx>.



a Kiwanis-family member

kiwins.org

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