

# LaMissTenn Key Club



**Running for District Office  
2024-2025**

# District Officers

## RUNNING FOR A DISTRICT OFFICE: A LIFE CHANGING EXPERIENCE

### **DISTRICT GOVERNOR**

The District Governor is the Chief Executive Officer of the District, presiding over all meetings of the District Board and at all conventions. The Governor oversees the District Board, and communicates with them regularly to ensure smooth district operations. The Governor gains skills during the year related to time and organizational management, motivating others, and speaking in front of both large and small audiences.

### **DISTRICT SECRETARY-TREASURER**

The District Secretary-Treasurer keeps all records of the meetings of the District Board, and at the District Convention. The Secretary produces the annual directory of the District. As a member of the Executive Board, the Secretary helps lead the District with decision making and leadership ability. The Secretary supports the activities of the Governor and assists with all duties related to running a large organization.

The District Secretary-Treasurer shall keep appropriate records of dues payment by all clubs in the District and shall be responsible for working to ensure prompt and full payment of all dues by clubs and members. The Treasurer will create and submit reports to the District Board, detailing dues activity, and prepare a system of effective monitoring of the dues collection process. As a member of the Executive Board, the Treasurer helps lead the District with decision making and leadership ability.

### **DISTRICT BULLETIN EDITOR**

The District Editor is responsible for the mass communication efforts of the District, including the District website, which provides valuable and timely information to the District, and Crawfish Tales, which is the District newsletter. The Editor will create and/or maintain all other mass media efforts related to the promotion of the LaMissTenn District of Key Club International.

### **DIVISIONAL LIEUTENANT GOVERNOR**

The Lieutenant Governor is the Executive Officer of their Division and presides over all divisional conferences and meetings. The Lieutenant Governor also serves on one or more standing District Committees as assigned by the District Board. Each Lieutenant Governor is responsible for communicating with the officers within the division, promoting District activities and providing information about the organization.

# ELECTIONS OVERVIEW

One of the major purposes of the convention is to elect the District Officers for the upcoming Key Club year. The information below is designed to outline crucial points regarding the election of District Officers. Importantly, no more than two students from any Key Club may serve on the District Board at one time. All Lt. Governors and Executive Officers are considered members of the District Board.

## DELEGATES

Each Key Club in good standing is entitled to have two (2) members as official voting Delegates at the Convention. These Delegates comprise the voting body to elect the District Board and to conduct the business of the District. The names of the two Delegates and the two Alternates should be listed on the appropriate Delegate form. This form should be brought to the Convention registration area immediately upon arrival. Each Delegate will receive a Delegate ribbon and/or appropriate credentials to enter the House of Delegates.

## LT. GOVERNOR ELECTIONS

On Friday evening, there will be a meeting to elect the 2024-2025 Lt. Governors for each division. Each club will be able to cast two votes. Each candidate will be given one minute to speak before the clubs represented. Voting instructions will be provided prior to the start of the meeting. In the event of a tie that cannot be broken after two (2) re-votes, or if a quorum of the clubs in a division is not present, the position will be elected by the elections committee of the District Board at the end of all elections.

***Only two students from each Key Club may run for the office of Lieutenant Governor. If more than two students from any club are interested in running for Lt. Governor, the club will be responsible for selecting the two candidates that will run for the office of Lt. Governor.***

## EXECUTIVE OFFICE ELECTIONS AND RECOMMENDATION FOR INTERNATIONAL ENDORSEMENT

The positions of Governor and Secretary-Treasurer will be elected at the House of Delegates on Saturday afternoon of the Annual District Convention. Requests for Recommendation of Endorsement for International office will also be considered by the House of Delegates on Saturday afternoon. All Key Club members in good standing wishing to run for these positions must place their name in nomination prior to March 1, 2024. In order to be nominated, candidates must attend the Friday Executive Officer Candidates meeting, and have submitted a completed/signed candidate commitment form.

On Friday night, all candidates for Executive Office as well as those seeking the Recommendation of Endorsement for International Office from the House of Delegates will be introduced. Each candidate will be given one (1) minute to address the delegation, will answer one (1) question. Following the conclusion of all candidates' speeches and question sessions, clubs will have the opportunity to speak amongst themselves about each candidate's qualifications.

At the House of Delegates, all candidates for Executive Office and those seeking Recommendation of Endorsement for International Office will be given one minute to speak and may be asked up to two (2) questions prior to the vote. All winners will be announced at the Awards Banquet on Saturday night.

# Elections Guidelines and Procedures

## ELECTIONS GUIDELINES AND PROHIBITED BEHAVIOR

The LaMissTenn District believes that all candidates for District or International positions should be judged by their performance during Meet the Candidates and/or House of Delegates, in addition to interpersonal behavior and personality when interacting with delegates and attendees on Friday and Saturday at District Convention. In keeping with these aims, the following are standing guidelines for campaigns for District or International office.

- 1) In general, distributing campaign materials is **permitted** once announced at DCON Opening Session. Such materials include, but are not limited to, stickers, buttons, candy, t-shirts, ribbons, and/or campaign literature.
- 2) Bribery, in any form or fashion, is **not allowed**.
- 3) Establishing a "campaign committee" that consists of one or more District Board members or any other group that would operate in a similar fashion is **not allowed**. No Board Member may campaign for or actively assist another Board Member.
- 4) Adults (any individual that is not a current member of the Key Club Organization) are **prohibited** from being a part of the campaign process. Adults may coach, mentor and give general campaigning advice to the candidate, but may not be involved in campaigns. If a candidate has questions about the campaign process, they should refer to 1) the elections packet, 2) the District Bylaws, found on the LaMissTenn Key Club website, or 3) the District Administrator.
- 5) Campaigning through a District Board email address, using a District Board signature, and/or using the connections to clubs one may have established during a term on the District Board implies that campaigning is a part of the official activity of a District Board member and is therefore **prohibited**.
- 6) Social media campaigns are **not allowed**. Prohibited social media campaign platforms include, but are not limited to, Snapchat, Instagram, Facebook, Twitter, and GroupMe.

Failure to comply with these expectations will result in disciplinary actions against the offending candidate. Disciplinary action can take the form of a private reprimand, a public reprimand, or dismissal from any position currently held on the District Board.

## EXECUTIVE OFFICER AND RECOMMENDATION FOR INTERNATIONAL ENDORSEMENT ELECTION PROCEDURES

The positions of Governor, Secretary-Treasurer, and International Endorsements will be elected at the House of Delegates on Saturday afternoon of the District Convention.

- All Key Club Members in good standing wishing to run for these positions must place their name in nomination prior to March 1, 2024. In order to be nominated, candidates must attend the Friday afternoon Executive Officer Candidates meeting, and have submitted a signed service agreement.
- During the Friday night opening session, all candidates for Executive Office as well as those seeking the Recommendation of Endorsement for International office from the House of Delegates will be introduced.
- During the Meet the Candidates portion of Friday night each candidate will be given one (1) minute to address each regional caucus, may answer one question.
- At the House of Delegates, all candidates for Executive Office and those seeking Recommendation of Endorsement for International Office will be given one minute to speak and may be asked up to two (2) set questions prior to the vote.
- All winners will be announced at the Awards Banquet on Saturday night.

# MINIMUM JOB REQUIREMENTS FOR KEY CLUB DISTRICT OFFICERS\*

**A complete job description is available in the position's service agreement.**

## **All District Board Members:**

Attend meetings and events as outlined in the candidate's service agreement, all contact information, and Board Handbook.

Abide by the LaMissTenn District Key Clubs Code of Conduct at all Key Club and Kiwanis functions.

Assist in the promotion of the office to facilitate the election of a competent successor.

Promote Key Club and Kiwanis Family ideals throughout your home, school, and community.

Copy ALL correspondence to the Governor, District Administrator, and Assistant Administrators.

Travel as necessary directed by the District Administrator to Key Club functions.

Perform all duties required by the District Bylaws and the District Administrator.

## **Lieutenant Governors:**

File an official monthly report.

Correspond with each President in the division at least monthly.

Prepare and send a Monthly Newsletter to clubs and sponsoring Kiwanis Clubs in Division.

Actively plan and participate in the assigned Club Officer Training Meeting/Fall Rallies.

Serve actively on District committees as assigned by the Governor and District Administrator.

Reactivate weak clubs, reorganize inactive clubs, and attempt to build new clubs.

Actively assist in collection of District and International Dues in the Division.

Where possible, attend at least one club meeting of each club in the Division.

Submit a Robert F. Lucas Outstanding Lieutenant Governor Binder at the end of the term.

## **Governor:**

Be the executive officer of the LaMissTenn District.

Be in constant communication with Officers and District Administrator.

Submit monthly newsletters to the District Board.

Schedule events with the District Administrator.

Aid in the collection of District and International dues.

Be in constant communication with the other officers and Administrator.

Aid in reorganizing clubs and organizing new clubs.

Promote Kiwanis Family relations.

Collect monthly reports from district officers.

Represent the District to Kiwanis and Key Club International.

## **Secretary-Treasurer:**

Submit records of the LaMissTenn District Key Club Annual Convention as directed.

Submit monthly newsletters to the District Board

Spearhead the effort to update the LaMissTenn Key Club bylaws as necessary

Keep records of all Board meetings, and submit as directed.

Actively work to ensure 100% annual dues collection.

Make timely reports to the District Board on the collection of District dues.

## **Bulletin-Editor:**

Update the LaMissTenn Key Club District website.

Edit and distribute a monthly District publication known as Crawfish Tales.

Works on all forms of social media for the purpose of promoting the District and its events. Develop strategies for mass media development and implementation.

**\*This is not intended to be a full job description, but a general listing of minimal requirements of each office.**



# CANDIDATE COMMITMENT FORMS

**ALL CANDIDATES FOR OFFICE ARE REQUIRED TO COMPLETE A CANDIDATE COMMITMENT FORM PRIOR TO BEING ELIGIBLE FOR OFFICE. THIS FORM, ONCE COMPLETED, SHOULD BE SUBMITTED AT [LMTKEYCLUB.ORG/DISTRICTCONVENTION](http://LMTKEYCLUB.ORG/DISTRICTCONVENTION) BY MARCH 1, 2024**

**CANDIDATE COMMITMENT FORMS WILL BE AVAILABLE ON THE DISTRICT WEBSITE.**

**Questions? Just ask!  
[districtadmlmtkcjudi@gmail.com](mailto:districtadmlmtkcjudi@gmail.com)**