

KIWANIS YOUTH PROGRAMS POLICIES

Adopted by Kiwanis Youth Programs Board January 21, 2015

SECTION 1: ORGANIZATIONS AND ACTIVITIES OF KIWANIS YOUTH PROGRAMS

A. Key Club International

Key Club is a service club for students of high/secondary school age. By providing opportunities for service and leadership, Key Club helps members develop a stronger commitment to service, stronger leadership skills, and a greater ability to engage with others. Each Key Club shall adopt and adhere to the approved form for club bylaws for Key Club. For more information, see Section 2: Key Club International.

B. Builders Club

Builders Club is a service club for students of middle school age. By providing opportunities for service and leadership, Builders Club helps members develop a stronger commitment to service, stronger leadership skills, and a greater ability to engage with others. Each Builders Club shall adopt and adhere to the approved form for club bylaws for Builders Club. For more information, see Section 3: Builders Club.

C. K-Kids

K-Kids is a service club for students of elementary/primary school age. By providing opportunities for service and leadership, K-Kids helps members develop a stronger commitment to service, stronger leadership skills, and a greater ability to engage with others. Each K-Kids club shall adopt and adhere to the approved form for club bylaws for K-Kids. For more information, see Section 4: K-Kids

D. Key Leader

Key Leader is a weekend experiential leadership program for students in or entering high/secondary school. The intent is to teach students that leadership means serving others, and to prepare them for leadership experiences in Key Club and other similar endeavors.

E. Bring Up Grades (BUG)

Bring Up Grades (BUG) is a program designed to provide recognition to students who raise their grades into an acceptable range and maintain or continue to raise them from one grading period to the next. The program is implemented in an elementary school by a community organization such as a Kiwanis club.

F. Terrific Kids

Terrific Kids is a student-recognition program that promotes character development. “Terrific” is an acronym for Thoughtful, Enthusiastic, Respectful, Responsible, Inclusive, Friendly, Inquisitive and Capable. Students work with their classroom teacher to establish goals to improve behavior, peer relationships, attendance or school work. All students who achieve their goals after a specified time are recognized as Terrific Kids. The program is implemented in an elementary school by a community organization such as a Kiwanis club.

G. Use of Kiwanis Name and Marks

The Kiwanis name and marks shall only be used in accordance with Kiwanis International policies or as otherwise specifically approved by the Kiwanis International Board.

SECTION 2: KEY CLUB INTERNATIONAL

A. Key Club International Board of Trustees

Key Club International is led by a board of trustees elected annually by the membership.

B. Board Counselor

The Kiwanis Youth Programs board shall accept and approve a recommendation from the Kiwanis International Board of Trustees for a person to serve as Counselor to the Key Club International Board of Trustees. The counselor shall be a member of both the Kiwanis International Board and the Kiwanis Youth Programs Board. He/She shall facilitate communication and understanding between Kiwanis International, Kiwanis Youth Programs, and Key Club International. Specific duties shall include, but not be limited to, the following:

- Attendance: Attend and participate in the various meetings of Key Club International, reporting at each meeting to the youth leadership on the activities of Kiwanis International and Kiwanis Youth Programs as they relate to Key Club.
- Communication: Communicate regularly with the Key Club International Director and Key Club International board about the goals and activities of the organization.
- Reporting: Report at each meeting of the Kiwanis International Board and Kiwanis Youth Programs Board on the accomplishments, goals, direction, needs, and challenges of Key Club International.

C. Key Club International Bylaws and Policies

1. Key Club International is an organization of Key Clubs, which shall be governed according to its Bylaws and Policies.
2. No amendments to the Bylaws of Key Club International adopted by the delegates at a Key Club International convention and no amendment to the Key Club International Board Policies adopted by the Key Club International Board shall become effective until approved by the Kiwanis Youth Programs Board.
3. The Kiwanis Youth Programs Board may make necessary changes to the Key Club International Bylaws and Board Policies. Upon having made any such changes, the Kiwanis Youth Programs Board will inform the Key Club International Board.

D. Key Club Formation

1. A Key Club may be organized at a school, with or without a sponsoring organization such as a Kiwanis club. Alternately, a Key Club may be organized in a community-based organization with facilities for meeting and where a staff member or parent agrees to act as the faculty advisor to the club.

2. A Key Club may be established only with the approval and support of the high school principal for school-based clubs or the head administrator for community-based clubs. The principal or the head administrator shall select or approve all charter members of the club; approve the selection of all future members; and have full authority over all club operations.
3. A school-based Key Club shall bear the name of its school. A community-based Key Club shall bear a name that represents its community.
4. Upon acceptance of a Petition for Charter and charter fee, the Key Club shall receive the charter certificate, club supplies, and club membership materials for the number of members listed on the Petition for Charter. The charter fee shall be set annually by the Kiwanis Youth Programs Board. No membership fees, International dues or district dues shall be required of members for the administrative year in which the club is chartered.
5. In order for a new Key Club to be considered chartered during a specific Kiwanis administrative year, the charter application and dues must be mailed to the International Office and received no later than midnight, September 30, of that year.

E. Key Club Dues and Fees

1. Payment of a charter fee is required for the chartering of a new Key Club. Charter fees are set annually by the Kiwanis Youth Programs Board. No membership fees or dues shall be required of a club for the administrative year in which the club is chartered.
2. For a Key Club to maintain active status, annual international and district dues must be received by Kiwanis Youth Programs. These dues shall be payable October 1 and considered past due December 1. In return, new members shall receive member materials. The international dues amount shall be set annually by the Kiwanis Youth Programs Board. District dues shall be determined by each Key Club district. District dues shall not exceed the amount of Key Club International dues.

F. Key Club Membership and Advisor Records

1. Member and Advisor data shall be updated annually by each Key Club using the membership reporting system. Member data, including name, email address, and other pertinent information, is required for each club member.
2. Listings of members, in whole or in part, may not be released, transferred, sold, rented, or otherwise distributed in any manner to any other party for any use other than the management of membership records for Kiwanis Youth Programs or the offering of member benefit programs under guidelines approved by the Kiwanis Youth Programs Board.

G. Advising and Sponsorship of a Key Club

1. The sponsoring organization must comply with the following requirements of sponsorship, which shall be stated on the charter petition:

- a. Appoint an advisor to the Key Club and ensure he/she receives adequate orientation/training;
 - b. Ensure members of the sponsoring organization, especially advisors, attend every meeting and project of the Key Club;
 - c. Maintain an expense line item in the sponsoring organization's budget to support the activities of the Key Club;
 - d. Meet with school/site administrators, such as the principal, each year;
 - e. Ensure all applicable dues and fees are paid annually;
 - f. Ensure that Key Club officers receive proper training;
 - g. Hold a planning session involving both the leadership of the Key Club and the sponsoring organization;
 - h. Host or participate in joint activities and service projects involving the membership of both the Key Club and the sponsoring organization;
 - i. Ensure Key Club members are provided educational opportunities beyond the club level.
- (1/00)
2. A member of the school's faculty must be appointed by the administration of the school to work as the faculty advisor to the Key Club and to act as the school's official representative. If the club is not school-based, a staff member of the hosting organization must serve in the role of faculty advisor. If the faculty advisor changes, this must be communicated in writing to Kiwanis Youth Programs.

H. Area of Operation

1. Key Clubs may organize into districts and regions upon approval of the Kiwanis Youth Programs Board (1/02) (4/14)
2. Each Key Club outside of the regions of U.S. and Pacific Canada and Canada and Caribbean that is not a member of a district or regional organization shall be an affiliate of Key Club International and as such shall have the right to use the name and marks of Key Club International as long as it shall abide by the policies and procedures of Kiwanis International.

I. Key Club Districts and Kiwanis District Support

1. Operations for Key Club activities on the district level shall be governed by the Kiwanis district board of trustees, in accordance with the Bylaws of Key Club International and the Key Club district bylaws. This includes the maintenance of all Key Club district records and finances.
2. The Kiwanis District shall appoint the primary adult leader for Key Club in the district, referred to as the district administrator. This person shall be directly responsible to the Kiwanis district board for the proper functioning of the Key Club district, including district finances, and guidance for all authorized district functions such as all meetings of the Key Club district board of officers and the annual Key Club district convention.

3. The bylaws of each Key Club district shall be based on the Key Club Standard Form for District Bylaws. Any amendments to a district's bylaws shall not be effective until approved by the Kiwanis district board and the Key Club International Director.

J. Minimum Standards for Key Club District Financial Operations

1. Financial Counselor: The Kiwanis district board of trustees shall appoint a Kiwanian to serve as the financial counselor to the Key Club district. The financial counselor shall be an official representative of, and shall be responsible to, said board. The Key Club district administrator may also serve as financial counselor. (10/93)
2. Budget: Each Key Club district shall work within an established budget of revenues and expenses for operations, conventions, and conferences, which must be approved by the Key Club and Kiwanis district boards. Such budgets shall be prepared with the guidance of the Key Club district administrator and/or financial counselor. Approval by the district boards shall be prior to the administrative year for operations and not less than ninety (90) days prior to the date of any conference or convention. (10/93)
3. Collections and Disbursements: The collection of district dues and the disbursement of district funds shall be the responsibility of the Key Club district board and shall be supervised by the Kiwanis district board of trustees through the Key Club district administrator and/or financial counselor. At least two signatures shall be required for Key Club disbursements. (10/93) (1/13)
4. Accounting: On a continuing basis, a complete and standardized system of financial and accounting records shall be maintained for the Key Club district by the Kiwanis district board of trustees. The financial counselor and/or Key Club district administrator shall submit periodic financial reports of the Key Club district to the Kiwanis district board. (10/93)
5. District Convention: In order to assist the Key Club district administrator and/or financial counselor, the Kiwanis district board may appoint a Kiwanian in the host city of the Key Club district convention to act as a financial counselor to the Key Club district convention. Such financial counselor shall be responsible to: (10/93)

Supervise the deposit, disbursement, and recording of convention receipts and expenses; (10/93)

- Supervise the preparation of timely financial reports and submit them to the Kiwanis district board of trustees within sixty (60) days after the close of the convention; and (10/93)
 - Report immediately to the Kiwanis district board of trustees and the Key Club district administrator the knowledge or belief that expenditures will exceed or receipts will be less than the amounts budgeted. (10/93)
6. Annual Review: A minimum of an annual financial review of the books of accounts of the Key Club district shall be made by an independent accountant selected by the Kiwanis district board of trustees. (10/93) (10/96)

K. Key Club Youth Opportunities Fund

An account for designated funds for Key Club International, called the Youth Opportunities Fund, shall be held by the Kiwanis International Foundation for individual gifts. The purpose and utilization of the Youth Opportunities Fund shall be outlined in the Key Club International Policies.

L. Club Funds

1. All Key Club fund-raising plans and activities shall be compatible with the school, campus, and community policies and practices.
2. Costs of Key Club administrative expenses shall be paid only from club membership dues collected from members, specific administrative fund-raising activities, and support from the sponsoring Kiwanis club. Funds raised for community service projects shall not be used to pay for club administrative expenses.

M. Political Influence

Any attempt to exercise political influence over the selection of officers of Key Club by nonmembers of Key Club International present at any elections at any level is forbidden.

SECTION 3: BUILDERS CLUB

A. Builders Club Formation

1. A Builders Club may be organized at a school, with or without a sponsoring organization, such as a Kiwanis club. Alternately, a Builders Club may be organized in a community-based organization with facilities for meeting and where a staff member or parent agrees to act as the faculty advisor to the club. A staff member or parent must act as the faculty advisor to the club.
2. A Builders Club may be established only with the approval and support of the high school principal for school-based clubs or the head administrator for community-based clubs. The principal or the head administrator shall select or approve all charter members of the club; approve the selection of all future members; and have full authority over all club operations.
3. A school-based Builders Club shall bear the name of its school. A community-based Builders Club shall bear a name that represents its community.
4. Upon acceptance of a Petition for Charter and charter fee, the Builders Club shall receive the charter certificate, club supplies, and club membership materials for the number of members listed on the Petition for Charter. The charter fee shall be set annually by the Kiwanis Youth Programs Board.
5. A Builders Club is to be considered chartered during the administrative year if the Petition for Charter and charter fee are mailed to the International Office and postmarked no later than midnight, September 30, of that year. (1/92)

B. Builders Club Dues and Fees

1. Payment of a charter fee is required for the chartering of a new Builders Club. Charter fees are set annually by the Kiwanis Youth Programs Board. No additional fees shall be required of a club for the administrative year in which the club is chartered.
2. For a Builders club to maintain active status, an annual sponsorship fee must be received by Kiwanis Youth Programs. This fee shall be payable October 1 and considered past due December 1. In return, the Builders Club shall receive club materials and supplies. The fee amount shall be set annually by the Kiwanis Youth Programs Board.
3. Costs of Builders Club administrative expenses shall be paid only from club membership dues collected from members, specific administrative fund-raising activities, and support from the sponsoring Kiwanis club. Funds raised for community service projects shall not be used to pay for club administrative expenses. (1/99)

C. Builders Club Membership Records

1. Each Builders Club Faculty Advisor shall annually report club information, using the membership reporting system.
2. Listings of members, in whole or in part, may not be released, transferred, sold, rented, or otherwise distributed in any manner to any other party for any use other than the management of membership records for Kiwanis Youth Programs, or the offering of member benefit programs under guidelines approved by the Kiwanis Youth Programs Board.

D. Advising and Sponsorship of a Builders Club

1. The sponsoring organization must comply with the following requirements of sponsorship which shall be stated on the charter petition:
 - a. Appoint an Advisor to the Builders Club and ensure he/she receives adequate orientation/training;
 - b. Ensure members of the sponsoring organization, especially advisors, attend every meeting and project of the Builders Club;
 - c. Maintain an expense line item in the sponsoring organization's budget to support the activities of the Builders Club;
 - d. Meet with school/site administrators, such as the principal, each year;
 - e. Ensure all dues and fees are paid;
 - f. Ensure that Builders Club officers receive proper training;
 - g. Hold a planning session involving both the leadership of Builders Club and the sponsoring organization;
 - h. Host or participate in joint activities and service projects involving the membership of both the Builders Club and the sponsoring organization;
 - i. Ensure Builders Club members are provided educational opportunities beyond the club level.

2. A member of the school's faculty must be appointed by the administration of the school to work as the faculty advisor to the Builders Club and to act as the school's official representative. If the club is not school-based, then a staff member of the hosting organization must serve in the role of Faculty Advisor. If the Faculty Advisor changes, this must be communicated in writing to Kiwanis Youth Programs.

E. Kiwanis District Support of Builders Club

1. Operations for Builders Club activities on the district level shall be governed by the Kiwanis district board of trustees, including the maintenance of all Builders Club district records and finances.
2. The Kiwanis District appoints the primary adult leader for Builders Club in the district, referred to as the district administrator. This person shall be directly responsible to the Kiwanis district board for the proper functioning of Builders Club, per the position description maintained by Kiwanis Youth Programs.

SECTION 4: K-KIDS

A. K-Kids Club Formation

1. A K-Kids Club may be organized at a school, with or without a sponsoring organization, such as a Kiwanis club. Alternately, a K-Kids Club may be organized in a community-based organization with facilities for meeting and where a staff member or parent agrees to act as the faculty advisor to the club.
2. A K-Kids Club may be established only with the approval and support of the high school principal for school-based clubs or the head administrator for community-based clubs. The principal or the head administrator shall select or approve all charter members of the club; approve the selection of all future members; and have full authority over all club operations.
3. A school-based K-Kids Club shall bear the name of its school. A community-based K-Kids Club shall bear a name that represents its community.
4. Upon acceptance of a Petition for Charter and charter fee, the K-Kids Club shall receive the charter certificate, club supplies, and club membership materials for the number of members listed on the Petition for Charter. The charter fee shall be set annually by the Kiwanis Youth Programs Board.
5. A K-Kids club is to be considered chartered during the administrative year if the Petition for Charter and charter fee are mailed to the International Office and postmarked no later than midnight, September 30, of that year. (10/98)

B. K-Kids Dues and Fees

1. Payment of a charter fee is required for the chartering of a new K-Kids Club. Charter fees are set annually by the Kiwanis Youth Programs Board. No additional fees shall be required of a club for the administrative year in which the club is chartered.
2. For a K-Kids club to maintain active status, an annual sponsorship fee must be received by Kiwanis Youth Programs. This fee shall be payable October 1 and considered past due December 1. In return, the K-Kids Club shall receive club materials and supplies. The fee amount shall be set annually by the Kiwanis Youth Programs Board.
3. Costs of K-Kids club administrative expenses shall be paid only from club membership dues collected from members, specific administrative fund-raising activities, and support from the sponsoring Kiwanis club. Funds raised for community service projects shall not be used to pay for club administrative expenses. (1/99)

C. K-Kids Membership Records

1. Each K-Kids Club Faculty Advisor shall report annually club information, using the membership reporting system.
2. Listings of members, in whole or in part, may not be released, transferred, sold, rented, or otherwise distributed in any manner to any other party for any use other than the management of membership records for Kiwanis Youth Programs or the offering of member benefit programs under guidelines approved by the Kiwanis Youth Programs Board.

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 - b. Ensure members of the sponsoring organization, especially advisors, attend every meeting and project of the K-Kids Club;
 - c. Maintain an expense line item in the sponsoring organization's budget to support the activities of the K-Kids Club;
 - d. Meet with school/site administrators, such as the principal, each year;
 - e. Ensure all dues and fees are paid;
 - f. Ensure that K-Kids Club officers receive proper training;
 - g. Hold a planning session involving both the leadership of K-Kids Club and the sponsoring organization;
 - h. Host or participate in joint activities and service projects involving the membership of both the K-Kids Club and the sponsoring organization;
 - i. Ensure K-Kids Club members are provided educational opportunities beyond the club level.0)

2. A member of the school's faculty must be appointed by the administration of the school to work as the faculty advisor to the Builders Club and to act as the school's official representative. If the club is not school-based, then a staff member of the hosting organization must serve in the role of Faculty Advisor. If the Faculty Advisor changes, this must be communicated in writing to Kiwanis Youth Programs.

E. Kiwanis District Support of K-Kids

1. Operations for K-Kids Club activities on the district level shall be governed by the Kiwanis district board of trustees, including the maintenance of all K-Kids district records and finances.
2. The Kiwanis District appoints the primary adult leader for K-Kids Clubs in the district, referred to as the district administrator. This person shall be directly responsible to the Kiwanis district board for the proper functioning of K-Kids, per the position description maintained by Kiwanis Youth Programs.

SECTION 5: RISK MANAGEMENT AND YOUTH PROTECTION

A. Youth Protection Guidelines

Kiwanis Youth Programs shall follow the same Youth Protection Guidelines as those utilized by Kiwanis International. All adults working with Kiwanis Youth Programs clubs and members are expected to read/understand, agree to, and abide by these Youth Protection Guidelines.

B. Education on Youth Protection

In compliance with Kiwanis' Youth Protection Guidelines, an educational session on youth protection will be held at Key Club district conventions and other district events related to Kiwanis Youth Programs.

SECTION 6: FINANCE

A. Accounting

The books and records of Kiwanis Youth Programs shall be kept in accordance with Generally Accepted Accounting Principles.

B. Zero-based Budget

The annual budget shall be prepared using the "zero-based" method of budgeting.

C. Annual Audit

The annual audits for Kiwanis Youth Programs shall be distributed with Kiwanis International's annual report, published in the April issue of Kiwanis magazine and posted online.

SECTION 7: SPECIAL RELATIONSHIPS WITH OTHER ORGANIZATIONS

A. Approval of Partnerships

1. A partnership between any of the programs administered by Kiwanis Youth Programs and another organization requires the approval of the Kiwanis Youth Programs Board.
2. Those seeking partnerships with Kiwanis Youth Programs must submit a formal proposal, in writing, to the Designated Director. All proposals meeting established criteria will be submitted to the Kiwanis Youth Programs Board of Directors for review and approval.
3. Partnerships shall be reviewed annually.