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|  | Article I Name and Territorial Limits |
| Section 1: | The name of this organization shall be the New Jersey District of Key Club  International. |
| Section 2: | The boundaries within which it shall function shall be coextensive with the boundaries  of the New Jersey District of Kiwanis International. It shall be sponsored by, but not  part of, Kiwanis International. It shall operate under the responsibility and control of  the Kiwanis District Board under which it functions. |
|  | Article II Objects |
| Section 1: | The objects of this District shall be:  To promote the objects of Key Club International.  To coordinate the projects of member Key Clubs.  To strengthen and extend the Key Club movement.  To increase the fellowship and cooperative effort of the club within the district.  To promote participation of the clubs within the district in the general objectives,  programs, and policies of the District and of Key Club International.  To accept and promote the Constitutional Objectives of Kiwanis International. |
|  | Article III Divisions |
| Section 1: | The territory of this district shall be divided into divisions, the boundaries of said divisions being those approved by the New Jersey District of Kiwanis International. |
|  | Article IV Membership |
| Section 1: | Each Kiwanis-sponsored Key Club in this district shall be a member of this district. |
| Section 2: | Any member club more than sixty (60) days in arrears for any indebtedness to Key Club International, or to the New Jersey District, shall be considered not in good standing.   1. A club shall be considered not in good standing if indebted to Key Club International. The policy carried out for indebted clubs can be found in Article VII, Discipline of Clubs, Sections 1-2 of the Key Club International Guidebook: Bylaws, Board Policies, Addendum to Board Policies. |
| Section 3: | Any member club not in good standing with Key Club International shall be considered not in good standing with this district. |
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| Section 4: | The District Governor shall report the name of any member not in good standing with the district at each meeting thereof and shall direct the District Secretary to send notice that such club is not in good standing and the reasons therefore to the president of such club, to the sponsoring Kiwanis Club President, and the Director of Key Club International. |
|  | Article V Officers |
| Section 1: | The officers of the New Jersey District shall be a Governor, a Lieutenant Governor of  each division, a Secretary, a Treasurer, an Editor, a Webmaster, who is a nonvoting  member, and such other nonvoting members as called for in these bylaws. |
| Section 2: | Each officer shall be an active member in good standing in a club of the district, and each Lieutenant Governor shall be a member of a club in the division from which he/she is elected. No member shall be elected to an office who is eligible for graduation before the next succeeding convention. |
| Section 3: | All officers shall enter upon their official duties immediately following induction and shall serve for a term of one (1) year, or until their successors shall be duly elected and inducted. |
| Section 4: | The duties of the officers shall be as follows:   1. The Governor shall be the executive officer of the district and shall preside at all conventions and at all meetings of the Board of Trustees. He/She shall be an ex-officio member of all standingand convention committees. It shall be his/her duty to attend any convention of Key Club International. 2. The Lieutenant Governor shall be the executive officer of the division and shall preside over all division conferences or meetings. He/She shall carry out the programs and policies of the District Governor and of Key Club International in his/her division. He/She shall perform his/her assigned responsibilities as a member of the District Board of Trustees. 3. The Treasurer, under the supervision of his/her Kiwanis Administrator, shall receive all district dues, convention registration fees, and other district income. He/She shall disburse these funds in the manner authorized by the Board of Trustees. The Treasurer’s accounts and books shall, at all times, be open to the inspection of the Governor, the Board of Trustees, the District Key Club Administrator, the Treasurer of the New Jersey District of Kiwanis International, and any authorized auditor. The Treasurer shall make a report at the annual convention and at such other times as the Governor of the Board of Trustees may require. In states where the bonding of minors is permitted, he/she shall give a good sufficient bond to be approved by the Board of Trustees. 4. The Secretary shall keep all records of the district convention and of the meetings of the Board of Trustees. He/She shall submit a report to the annual convention and at such other times as the Governor or the Board of Trustees may require. He/She shall submit to the proper officials and committees all communications received from Key Club International. He/She shall cooperate with the Governor in forwarding all official reports required by Key Club International. He/She shall perform such other duties as may be assigned to him/her by the Governor or the Board of Trustees. 5. All officers with the exception of the Lieutenant Governors and the District Key Club Administrator shall be elected at the annual district convention. Each Lieutenant Governor shall be elected at a division caucus held no earlier than December and no later than District Convention. 6. The Editor shall edit, print, and distribute the official District Publication, the *Jersey Key*. The Editor of the *Jersey Key* shall be responsible for publishing as many issues of the *Jersey Key* annually, as may be determined by the District Board of Trustees at its first District Board meeting, to such other persons and organizations as may be designated by the Governor. He/She shall further be responsible for obtaining new reports from the Lieutenant Governor of each division for publications in the *Jersey Key*. 7. At no time and under any circumstances shall the editor of the *Jersey Key* publish any partisan or political material in the paper, so that the *Jersey Key* remains impervious to political influence. |
|  | Article VI Board of Trustees |
| Section 1: | The Board of Trustees shall consist of the officers and the District Key Club  Administrator. The District Key Club Administrator shall be a non-voting member of  the Board.   1. An Executive Board shall consist of the Governor, the Secretary, the Treasurer, and the Editor. It is their responsibility to call emergency meetings of themselves for the immediate welfare of the District if deemed so necessary by the District Administrator and Executive Board Members. |
| Section 2: | The management and control of affairs of the district not otherwise provided for in these bylaws shall be vested in the Board of Trustees, subject to the direction of the District Key Club Administrator, the sponsoring Kiwanis District Board, and the Board of Trustees of Key Club International. |
| Section 3: | All official actions of the Board of Trustees between conventions must be signed by all officers and the District Key Club Administrator. |
| Section 4: | The Secretary shall notify each member of the Board of Trustees, the Director of Key Club International, the Secretary of Key Club International, and the officers of the sponsoring Kiwanis District, in writing, of the time, place, and date of any meting, at least two (2) weeks in advance of the date of any such meeting. |
| Section 5: | In the absence of a Governor from a meeting, the Board of Trustees shall designate one of their members, with the exception of the District Administrator, to act as chairman. |
| Section 6: | One-half of the total members of the Board of Trustees shall constitute a quorum, and a majority vote of those present shall decide any questions, with the exception of those questions for which a greater proportion is specifically required in these bylaws. |
| Section 7: | Within thirty (30) days after any special or regular meeting of the Board of Trustees, the Secretary shall make a report of the proceedings of the meeting comprising a complete synopsis of all actions taken, and shall transmit a copy thereof to the Director of Key Club International. |
|  | Article VII Committees |
| Section 1: | There shall be such standing and special committees as shall be authorized by theBoard of Trustees. At the time of authorizing any committee, the Board of Trusteesshall designate the duties of such committee. |
| Section 2: | After the time at which a committee is assigned notification, it shall be notified to all members of the District Board of Trustees within 21 days of such action. |
| Section 3: | The standing committee includes but is not limited to the District Project Steering  Committee. All other standing committees are created at the discretion of the District  Governor. |
|  | Article VIII Conventions |
| Section 1: | A convention of the Key Clubs in this district shall be held once in each calendar year at such place and date as shall be mutually agreed upon by the Board of Trustees of the District, the Board of Trustees of the sponsoring Kiwanis District, and the Board of Trustees of Key Club International. In determining the location of a given annual convention, the Board of Trustees may be guided and advised by the majority vote of the qualified delegates present and voting at the preceding annual convention. |
| Section 2: | The Secretary shall mail to each club and to the Director of Key Club International an official call to the annual convention at least thirty (30) days prior to the date of the convention. The Board of Trustees shall have full supervision and management of all conventions under the supervision of the District Key Club Administrator and the sponsoring Kiwanis district. |
| Section 3: | Each club in good standing shall be entitled to two (2) delegates, including the  president, and two (2) alternates in a convention. |
| Section 4: | The members of the Board of Trustees shall be delegates-at-large at all conventions. |
| Section 5: | Each accredited delegate shall be entitled to vote on each question submitted in any convention. There shall be no voting by proxy. |
| Section 6: | In the absence of the Governor from any convention of the district, the Board of Trustees shall designate a Lieutenant Governor to act as chairman. |
| Section 7: | A quorum at any convention of the district shall comprise the official delegates present and representing not less than one-third (1/3) of the total number of clubs within the district. |
| Section 8: | Within thirty (30) days after any convention the Secretary shall transmit a copy, including a complete synopsis of all actions taken, thereof to the members of the Board of Trustees and to the Director of Key Club International:   1. Address by the Governor of the sponsoring Kiwanis district, or his/her representative. 2. The reading of the winning Achievement Reports, or a summary of thereof, and the making of reports. 3. An oratorical contest on a subject selected by the Board of trustees of Key Club International, conducted under rules prescribed by the said board. 4. The submitting and judging of entries in the Scrapbook Contest. 5. The reading of the winning Single Service Activity Report or summary thereof, and the making of reports. 6. The nomination and election of officers for the ensuing year. 7. The Executive officers shall be elected in the House of Delegates before the last General Session. 8. The recommendation to the District Board of Trustees of the time and place for holding the next district convention. |
|  | Article IX  Vacancies in Office Between Conventions |
| Section 1: | In the event between conventions of a vacancy in the office of Governor, the Board of Trustees shall elect one of the Lieutenant Governors or former Lieutenant Governors, who is an active member of a club in the district, to become Governor for the unexpired term. |
| Section 2: | In the event between conventions of a vacancy in the office of Lieutenant Governor, a Lieutenant Governor’s Nominating Conference, presided over by a District Officer, shall be held by thirty (30) days after the vacancy has been declared. At this conference, two delegates from each club in the division shall nominate a qualified member of a club of the same division to fill the office for the unexpired term. The name of the nominee shall be presented to the District Board of Trustees for the election at its next regular board meeting, or at a special meeting called for this purpose, or by mail. Until the nominating conference is held and the nomination approved by the District Board of Trustees, the Governor may appoint a member of the same division to serve as acting Lieutenant Governor. Should the nominating conference not be held within thirty (30) days, then the District Board of Trustees may elect a member of the same division to serve as Lieutenant Governor for the unexpired term. |
| Section 3: | If a vacancy occurs in the office of the Secretary, the Treasurer, or the Editor between conventions, the Governor shall appoint a member of the District Board of Trustees to hold this office temporarily, until the next board meeting, at which time the District Board of Trustees shall elect a qualified member of a club to serve for the unexpired term of the vacant office. |
| Section 4: | Upon being advised of a vacancy in an office aforesaid, the Governor or Secretary shall immediately notify all members of the Board of Trustees that such a vacancy exists. |
| Section 5: | Whenever it shall appear to the Governor that any Lieutenant Governor, District Secretary, District Treasurer, or District Editor, is failing to perform the duties of his/her office, the Governor shall give such a district officer immediate notice of the fact and shall set a meeting not more than twenty-one (21) days thereafter with such officer and the Kiwanis Key Club Administrator to consider any such facts and reasons why the office shall not be declared vacant. If the said officer shall refuse to attend and if it shall appear that the alleged facts are true, then the Governor shall have the power, with the approval of the District Administrator, to recommend the suspension of such officer and to nominate a duly qualified replacement for him/her to serve the duration of his/her term. The Governor shall report such recommendations and all facts immediately to the Board of Trustees for ratification of said suspension and said nomination; a majority vote being required. In the event that a regularly scheduled meeting of the Board of Trustees is to be held within a reasonable time, the governor shall submit his/her recommendations at the meeting, and action shall be taken. In any such action, neither the officer in question nor his/her suggested replacement shall be allowed to vote. |
| Section 6: | Whenever it shall become apparent to the Board of Trustees and District Administrator that the Governor is failing to perform his/her duties, it shall be the responsibility of the District Secretary, with the approval of the Kiwanis District Governor, to call a special meeting of the District Board of Trustees to consider all the facts and any reasons why the office shall not be declared vacant. In the event that a resignation is not voluntarily offered, the District Board of Trustees shall, with the approval of the Kiwanis Governor, declare the office vacant and the vacancy shall be filled in accordance with the provisions as contained in these bylaws. |
|  | Article X Revenue |
| Section 1: | Each member club shall pay to the district for each and every member the sum of $5.50 per annum as district dues and district publications’ subscription fees. These dues and subscription fees shall be collected beginning September 1 and shall be remitted to the Key Club District Treasurer by the individual club no later than November 1 of each year. |
| Section 1A: | $ .50 of revenue shall be used specifically to defray the cost of District Convention. |
| Section 2: | All dues shall be paid within sixty (60) days after the same shall become payable. |
| Section 3: | The dues to be paid to the district by any new club admitted to membership during any fiscal year shall be the dues for each and every member for that year. |
| Section 4: | The amount of district dues and the subscription fees shall be determined by the District Board of Trustees, with approval of the District Key Club Administrator, and subject to approval at the next district convention. In no case shall the total district dues and subscription fees exceed $4.50 per member. |
| Section 5: | Amendments in excess of the annual dues may be made only upon a two-thirds (2/3) vote of all delegates attending an annual convention, or by a two-thirds (2/3) vote of the clubs in the district between conventions. |
|  | Article XI Rules of Order |
| Section 1: | “Robert’s Rule of Order” (Newly Revised) shall be the parliamentary authority for all matters of procedure not specifically covered in these bylaws. |
|  | Article XII Amendments |
| Section 1: | Amendments to these bylaws shall be made only at conventions by a two-thirds (2/3) vote of delegates present, except that no amendment shall be presented for adoption without the approval of the District Key Club Administrator present at the convention or by mail. |
|  | Article XIII Approval |
| Section 1: | These bylaws and all amendments or additions shall not become effective until they have been approved by the sponsoring Kiwanis District Board of Key Club International. |
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