

Florida District of Key Club International Policies and Procedures

The 2009 – 2010 Florida District of Key Club Board of Trustees recommends the following Policies and Procedures. All other governing documents shall be the Kiwanis International Procedures Section 600: Key Club International (revised per K. I. Board Action as of April, 2009) or later versions, the most current Florida District of Key Club International Bylaws; and the most recent Key Club International Guidebook including Bylaws and Policies.

Amendments to policies and procedures

No amendment to these policies and procedures shall become effective until approved by the Florida District of Kiwanis Board of Trustees. Authority is vested in the Florida Kiwanis District Board of Trustees to make necessary changes to the Key Club Board Policies and Procedures, with the prior review, input and endorsement of the Florida District of Key Club Board and Kiwanis Committee on Key Club. Should changes be made, the Kiwanis Board will inform the Key Club Board of said changes.

Good Name of Kiwanis/Key Club

The Florida District of Key Club, its Board and members, by conduct or activities, shall not impugn the good name of Kiwanis and/or Key Club.

Conflicts between Standards

From time to time, the Florida District of Key Club and its members participate or attend functions or activities governed by the policies or standards of other organizations. It is the intention of the District to hold the Florida District of Key Club and its members to the highest standards. When a conflict arises between standards or provisions of the various bylaws, policies, and procedures, of Key Club, Kiwanis, Circle K, or any other K-family entity, participation by a Key Club member shall always be undertaken under the higher or stricter standard of care or conduct for members of the Florida District of Key Club. Chaperones and members of other K-Family entities as well as Kiwanis members shall be held to the same standards, rules, regulations, policies, and procedures as Key Club members when attending, participating, or present at a Key Club Event.

Authority

The Florida District of Key Club operates under the authority of the Florida District of Kiwanis. Although a student-led organization, the Florida District of Key Club is fiscally managed and operated by the Florida District of Kiwanis through the appointment of a District Administrator, who heads the Florida District of Key Club Committee.

District Administrator

At the time of appointment, the District Administrator will read and sign the current Job Description as presented by the Florida District of Kiwanis Governor-Elect.

Contracts

All contracts, other than purchase orders and advertising agreements, must be approved by the District Administrator, and must be signed by the Executive Director for the Florida District of Kiwanis or his/her designee.

Adult Criminal Background Checks

To further elaborate on Kiwanis International Procedures, Section 600, Subsection 432.7 – Background Checks: It shall be the Policy of the Florida District of Key Club to require criminal background checks on all adults registered for District Convention or otherwise acting in the capacity of chaperone for one or more Key Club members. Criminal background check requirements may be met by any of the following:

First, any adult who has been cleared by the school from which a chaperoned Key Club member attends will be considered in compliance with this Policy if the school or school district to which that school belongs has a criminal background check procedure in place to qualify adults to be overnight chaperones and the school's principal certifies in writing that the adult has met said requirement.

Second, an employee of any school or school district that has a criminal background check procedure in place that qualifies an employee to be an overnight chaperone to students of that school or any member school will be considered in compliance with this Policy if passing that background check is a requirement for employment by that school or school district and the school's principal or designee certifies in writing that the school does require background checks for employment and that the adult chaperone has met said background check requirement.

Third, any adult at least 21 years of age will be considered in compliance with this Policy if the adult submits to and passes a confidential criminal background check as provided by a vendor approved by the Florida District of Kiwanis or its representative.

This Policy requires the Key Club District Convention Committee to devise the forms and procedures necessary to acquire the documentation stated above prior to the beginning of the District Convention.
(8/12/10)