

**71th Annual
Michigan District of Key Club
Service Leadership Conference
March 19th, 2022**

DISTRICT BOARD

CANDIDATES PACKET

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Candidacy Information

All Key Club members in good standing interested in running for a district-level position or for International Endorsement at the Service Leadership Conference should review the candidate procedures outlined in the following pages. The packet will guide you through the steps necessary to make your candidacy official, and will briefly describe the responsibilities you must fulfill to serve in a district or international level position.

To be recognized as a candidate at the 2022 Michigan District of Key Club Service Leadership Conference, you must submit the following information to District Administrator Audrey Salesberry by **March 1st 2022**

- ❑ Statement of Candidacy/Required Signatures Form
- ❑ Signed General Service Agreement (this is required for any position you are running for on the District Board)
- ❑ Position Specific Service Agreement for the office you are seeking
- ❑ Completed Candidate Profile Form

Running for a district or international level Key Club position is an incredibly rewarding experience: however, it is merely the beginning of the story. If elected as a district or international leader, you will have the opportunity to take your commitment to the next level, experiencing first-hand the personal growth that comes with leading others in community service. You will make friends with dynamic individuals across the state, and around the world, united with them under the banner of service. But most importantly, you will join a handful of other committed individuals to shape the future of our organization, in Michigan and throughout all Key Club International.

If you have any questions, please feel free to call me at (269) 277-4638 or write me at administrator@mikeyclub.org, or District Governor Prabhleen Pawar at governor@mikeyclub.org. Good luck as you embark upon the journey of a lifetime!

Sincerely,
Audrey Salesberry
District Administrator
Michigan District of Key Club International

Candidate Rules and Procedures

Key Clubbers must have the necessary signed paperwork at SLC to be considered a candidate for a district office or international endorsement. This includes required signatures form, the general service agreement, the position specific service agreement, campaign literature, candidate profile form, and your campaign literature piece. Please review the responsibilities for the position you are running as outlined in the general and position specific service agreement to make sure you are prepared and willing to fulfill the duties outlined in these documents.

No one will be allowed to run off the floor due to technical constraints.

Pre-campaigning is strictly prohibited, for both candidates and anyone acting on a candidate's behalf. Since the Michigan District has a **\$0 campaign policy**, the only item identifying someone as a candidate can be in the candidate's booklet. No stickers, buttons, signs, pamphlets, or other published works will be permitted. **Campaigning via social media (Facebook, Twitter, websites, etc.) is also prohibited.**

To qualify for candidacy, you must do the following:

- ★ Complete the Statement of Candidacy/Required Signatures form and acquire the required signatures (digitally, if necessary) of your Kiwanis Advisor, Faculty Advisor, School Principal, and Parent/Guardian.
- ★ Turn in a campaign literature that includes your Key Club history, goals for the 2022-2023 term, platform for candidacy, and a headshot.
- ★ Agree to follow the outlined candidate rules and procedures as well as the Michigan District and Key Club International Bylaws.

Please be aware that the election process has undergone some slight changes due to our 1 day SLC. We will have caucusing on Saturday where Lt. Governor candidates will be given two (2) minutes to speak and candidates for Secretary, Treasurer, Bulletin Editor, Governor, and International Endorsement will be allowed (5) minutes to address each caucusing room. These minutes can be used to address the caucus and take questions if time permits.

You will be allowed to address the delegates live Saturday afternoon during the House of Delegates. Lt. Governor candidates will be allowed one (1) minute, candidates for Secretary, Treasurer, Bulletin Editor will be allowed (2) minutes and candidates for Governor, and International Endorsement will be allowed two (2) minutes to address the delegates. There will be no questions allowed after this time period.

Statement of Candidacy/Required Signatures Form

I, the undersigned, do hereby signify that _____ is a qualified individual able to serve as _____ for the 2022-2022 service year. ***I have read the general service agreement for all district board members and well as the specific _____ service agreement and support the candidate's decision to run for this office.*** I sign with confidence that this Key Clubber will be an exceptional asset to the district's leadership, and will abide by all district and international bylaws, and be a model member and leader of Key Club International.

Signed:

Parent/Legal Guardian _____ Date _____

Parent/Legal Guardian Printed Name _____

Kiwanis Advisor _____ Date _____

Kiwanis Advisor Printed Name _____

Faculty Advisor _____ Date _____

Faculty Advisor Printed Name _____ School _____

Principal _____ Date _____ School _____

Principal Printed Name _____

This form, the District Board Member General Service Agreement, the Service Agreement for the position you are running for, the Candidate Profile Form, and your campaign literature piece (via email .jpg format) must be emailed in by March 1st:

Audrey Salesberry, District Administrator
administrator@mikeyclub.org

General Service Agreement

If elected to any position on the Michigan District Board, I agree to:

- ❖ Do all that I can to strengthen and build new Key Clubs in the Michigan District. Study and follow the Key Club Guidebook (Bylaws), the Michigan District Bylaws, and the Michigan District Policies and Procedures to further my knowledge of the organization.
- ❖ Act in accordance with the provisions of the Key Club and Michigan District Code of Conduct set forth by Key Club International and the Michigan District.
- ❖ Promote all international programs such as service partners, Key Club Week, and Service Initiatives.
- ❖ Maintain quality schoolwork so that permission may be possibly be secured by parents/guardians and school officials of occasional absences related to Key Club business.
- ❖ Be ready to make occasional appearances within the limits set by the District Administrator, and have several good, well-developed, and informative speeches prepared.
- ❖ Attend Service Leadership Conference during my term of office and the Key Club International Convention (if financially possible).
- ❖ Attend every district board meeting and Fall Rally, unless the District Governor and Administrator excuse me.
- ❖ If I am unable to attend a scheduled meeting of the district board, I must let the District Governor and Administrator know at least two (2) weeks in advance of the meeting taking place.
- ❖ Come the night before Fall Rally, if available, to help get things set up for the event. Understand the expectations that upon my office, and work to fulfill all responsibilities given to me by the District Governor, Administrator, and Committee Chairperson(s).
- ❖ Continue to be a member in good standing of my Key Club by paying my dues and maintaining fifty (50) hours of service.
- ❖ Keep an open line of communication with the District Governor and Administrator. Be computer literate and have access to a computer to assist me in my work and receive emails from club officers, club members, faculty and Kiwanis Advisor's, and district board members or administrators. I will send replies to questions and requests within **forty-eight (48)** hours from when the email is sent.
- ❖ Remain at the board meeting site unless prior permission from my parent/guardian has been granted and I am in a group of four (4) or more.
- ❖ Endeavor to sell **\$100** in ads for the Service Leadership Conference, and I acknowledge I will be responsible for the difference sold if it is less than \$100 to be applied towards my Service Leadership Conference registration fee.
- ❖ Endeavor to raise **\$150** for a service project to be held at Service Leadership Conference, and I acknowledge I will be responsible for the difference collected if it is less than \$150 towards my Service Leadership Conference Registration fee.

General Service Agreement Cont.

- ❖ Follow the Instagram Guidelines created by the District Bulletin Editor.
- ❖ Understand that most financial items can be taken care of by the District with the request by the district board member to the District Treasurer, with the approval of the District Administrator or designee, with the Michigan District budget in mind. If failure to take part in the proper process occurs, I understand that any spending not approved will come out of my pocket. I will submit expense reimbursements to the District Treasurer and Administrator or designee within thirty (30) days of incurring the expense.
- ❖ Go above and beyond the outlined duties and make the most of my term in office and all I have to offer the Michigan District, and the entire Key Club International organization.

My parent/legal guardian and I both understand that the general service agreement covers all positions and we will now read and understand the position specific service agreement for my desired position.

We also understand that failure to complete the requirements of the general service and position specific service agreement can result in disciplinary action, up to dismissal from my position on the district board.

Signed:

Candidate _____ Date _____

Candidate Name Printed _____

Parent/Legal Guardian _____ Date _____

Parent/Legal Guardian Name Printed _____

Michigan District Division Changes

At SLC 2020, the District voted to change our divisional boundaries in order to better balance our Lieutenant Governors' responsibilities and make it easier for divisions to meet and serve together. These boundaries take effect immediately upon the conclusion of this year's SLC, so we will be electing LTGs based on the new boundaries. Therefore, if you intend to run to be a Lieutenant Governor, please reference the divisional lists below and list the division your club will become a part of when submitting your application.

Division 1: Alpena, Cheboygan, Newberry, Engadine, Gaylord, Rogers City

Division 2: Grand Traverse Academy, Traverse City Central, Traverse City West, Traverse City St. Francis, Petosky, St. Michael Academy, Harbor Springs, Benzie Central

Division 3: Gladwin, Big Rapids, Sacred Heart Academy, HH Dow, Midland

Division 4: Coopersville, Grandville, Wyoming, Caledonia, Wayland, Hastings

Division 5: Chesaning, Valley Lutheran, Bay City All Saints, Caro, Sandusky

Division 6: Owosso, Swartz Creek, Lake Fenton, Fenton, Flushing, Genesee Early College, Davison, Lapeer, Port Huron

Division 7: Charlotte, St. Johns Good Wins, Sunny Crest Youth Ranch, Dewitt, Eastern, East Lansing, Grand Ledge, Haslett, Okemos

Division 8: Benton Harbor, Battle Creek, Brandywine, Bridgman, Lakeview, Lake Michigan Catholic, Lakeshore, Loy Norrix, Niles, Paw Paw, Schoolcraft, Sturgis, South Haven, St. Joe

Division 9: Addison, Adrian, Columbia Central, Columbia Central Options, Hillsdale, Hudson, Jackson, Manchester, Onstead, Reading, Tecumseh, Western

Division 10: Flat Rock, Grosse Ile, Ida Community, Riverview, Wyandotte-Roosevelt

Division 11: Whitmore Lake, Huron, Ypsilanti Community, Lincoln, Saline, Pioneer, Dexter, Pinckney, Chelsea

Division 12: Annapolis, Ben Carson, Dearborn, Detroit International Academy for Young Women, Edsel Ford, Fordson, Garden City, Melvindale

Division 13: South Lyon, South Lyon East, Northville, PCEP, Starkweather, Livonia Churchill, Canton Preparatory, Belleville

Division 14: Anchor Bay, Chippewa Valley, Clintondale, Dakota, Grosse Pointe South, International Academy of Macomb, L'Anse Creuse North, Lake Shore

Division 15: Lake Orion, Rochester, Rochester Adams, Stoney Creek, International Academy East, Troy Athens, Bishop Foley

Division 16: Henry Ford II, Stevenson, UAIS, Utica, Eisenhower

2022-2023 Lieutenant Governor Service Agreement

The following service agreement is to be signed by all who wish to run and serve as a Lieutenant Governor (LTG). This service agreement outlines the minimum performance requirements that the LTG must maintain to remain in office, and must be adhered to along with the general service agreement for all district board members. It is understood that failure to perform the outlined requirements in this service agreement will result in possible disciplinary action, up to removal from office, in accordance with the Michigan District of Key Club Bylaws.

The Lieutenant Governor agrees to do the following during his/her term of office:

1. Publish a newsletter every month during the term of office, which is to be distributed to clubs in your division, District Governor, District Administrator, the Adult Administrative Team, and fellow board members by the 10th of every month.
2. Send in your monthly report to the Executive Board and your respective Zone Advisor by the 15th of every month.
3. Visit all the clubs in your division, and send the Club Visitation Report Form to the District Governor and Administrator no more than 15 days after your visit.
4. Hold two (2) divisional rallies during your term, one pertaining to service, and the other may be a social event pertaining to fundraising.
5. Hold an Officer Training Conference (OTC) for all club officers in your division, no later than September 1st.
6. Submit a typed report at every district board meeting with information regarding the performance and progress of yourself and the clubs in your division. This report must be submitted to the District Governor, Administrator, and your respective Zone Advisor.
7. Aid in the collection of division information to club officers to be used in district mailings, email, and other communications.
8. Encourage and facilitate the collection and payment of dues by clubs in your division.

I have read the Lieutenant Governor Service Agreement which outlines the minimum duties and responsibilities of the office, and I am willing and committed to faithfully execute these duties in the 2022 – 2023 Key Club service year.

Candidate Name Printed

Candidate Signature

Division (See previous page)

Date

Lieutenant Governor Chair Service Agreement

The following service agreement is to be signed by all who wish to run and serve as the Lieutenant Governor (LTG) Chair. This service agreement outlines the minimum performance requirements that the LTG Chair must maintain to remain in office, and must be adhered to along with the general service agreement for all district board members. It is understood that failure to perform the outlined requirements in this service agreement will result in possible disciplinary action, up to removal from office, in accordance with the Michigan District of Key Club Bylaws.

The Lieutenant Governor Chair agrees to do the following during their term of office:

1. Serve as Lieutenant Governor for divisions that do not have a current LTG.
2. Publish a newsletter every month during the term of office, which is to be distributed to clubs in your divisions, District Governor, District Administrator, the Adult Administrative Team, and fellow board members by the 10th of every month.
3. Send in your monthly report to the Governor by the 15th of every month.
4. Hold joint events for clubs in divisions without an active LTG.
5. Help train LTGs and work with them through any issues they may encounter.
6. Aid LTGs in planning Officer Trainings, BCMs, Social Rallies, Service Rallies, etc.
7. Work with the Executive Board to ensure LTGs opinions are heard and their performance is monitored.
8. Review LTGs newsletters and monthly reports and work with the Governor to address any issues that may arise from them.
9. Submit a typed report at every district board meeting with information regarding the performance and progress of yourself, each LTG, and the clubs in your divisions. This report must be submitted to the District Governor, Administrator, and your respective Zone Advisor.
10. Aid in the collection of division information to club officers to be used in district mailings, email, and other communications.
11. Encourage and facilitate the collection and payment of dues by clubs in the district.

I have read the Lieutenant Governor Chair Service Agreement which outlines the minimum duties and responsibilities of the office, and I am willing and committed to faithfully execute these duties in the 2022 – 2023 Key Club service year.

Candidate Name Printed

Candidate Signature

Division (See previous page)

Date

2022-2023 District Bulletin Editor Service Agreement

The following service agreement is to be signed by all who wish to run and serve as District Bulletin Editor. This service agreement outlines the minimum performance requirements that the District Bulletin Editor must maintain to remain in office, and must be adhered to along with the general service agreement for all district board members. It is understood that failure to perform the outlined requirements in this service agreement will result in possible disciplinary action, up to removal from office, in accordance with the Michigan District of Key Club Bylaws.

The District Bulletin Editor agrees to do the following during his/her term of office:

1. Create a minimum of four (3) issues of **The Wolverine Key**, to be distributed via email in September, December, and March. These issues will be sent to the District Governor and Administrator for proofreading prior to distributing the member clubs of the Michigan District of Key Club.
2. Create and distribute a newsletter to all club editors at least four (four) times during your term in office.
3. Create a newsletter to be sent to district board members each month covering the progress of communication and public relations within the District.
4. Conduct a club bulletin editor workshop at the Service Leadership Conference.
5. Send in the Executive Board monthly report to the District Governor and Administrator, and International Trustee, by the 10th of every month.
6. Submit a typed board report at every district board meeting on what you have been doing and the progress of **The Wolverine Key** and interactions with club bulletin editors. This to be given to the District Governor and Administrator.
7. Maintain and update of the official district website (www.mikeyclub.org), as well as the district Instagram account, and help district board members with individual pages on the website.
8. Be available and on the Executive Board call as agreed upon by the Executive Board.

I have read the District Bulletin Editor service agreement which outlines the minimum duties and responsibilities of the office, and I am willing and committed to faithfully execute these duties in the 2022 – 2023 Key Club service year.

Candidate Name Printed

Candidate Signature

Division

Date

2022-2023 District Treasurer Service Agreement

The following service agreement is to be signed for all who wish to run and serve as District Treasurer. This service agreement outlines the minimum performance requirements the District Treasurer must maintain to remain in office, and must be adhered to along with the general service agreement for all district board members. It is understood that failure to perform the outlined requirements in this service agreement will result in possible disciplinary action, up to removal from office, in accordance with the Michigan District of Key Club Bylaws.

The District Treasurer agrees to do the following during his/her term of office:

1. Publish a newsletter consisting of dues updates monthly to all members of the Michigan District Board beginning in May following your election to office.
2. Work with the Assistant District and District Administrator's to develop the following budgets by the summer board meeting for review and approval by the Michigan District Board: **General (operational), Fall Rally and Service Leadership Conference.**
3. Track and monitor reimbursement requests for district board members related to the execution of duties related to their respective offices.
4. Publish a newsletter to be distributed to all club treasurers monthly during your term of office.
5. Produce a financial report at all board meetings related to the budget and status of dues paid clubs in the district.
6. Conduct a club treasurer workshop at Service Leadership Conference.
7. Send in the Executive Board monthly report to the District Governor and Assistant and District Administrator's, and International Trustee, by the 15th of every month.
8. Produce a typed report at every board meeting with information on the performance and progress of club treasurers.
9. Create and send non-paid dues warning letters in December, January, and February to all clubs who are delinquent in paying District and International dues.

9. Be available and on the Executive Board call as agreed upon by the Executive Board.

I have read the District Treasurer Service Agreement which outlines the minimum duties and responsibilities of the office, and I am willing and committed to faithfully execute these duties in the 2022 – 2023 Key Club service year.

Candidate Name Printed

Candidate Signature

Division

Date

2022-2023 District Secretary Service Agreement

The following service agreement is to be signed for all who wish to run and serve as District Secretary. This service agreement outlines the minimum performance requirements the District Secretary must maintain to remain in office, and must be adhered to along with the general service agreement for all district board members. It is understood that failure to perform the outlined requirements in this service agreement will result in possible disciplinary action, up to removal from office, in accordance with the Michigan District of Key Club Bylaws.

The District Secretary agrees to do the following during his/her term of office:

1. Attend all district board and executive board meetings during the 2022-2023 Key Club service year and take/produce accurate minutes of these meetings.
2. Publish newsletters monthly to members of the Michigan District Board beginning in May following your election to office.
3. Facilitate the collection of Election Report Forms (ERF's) from clubs who have turned them in at Service Leadership Conference.
4. Publish a newsletter to be distributed to all club secretaries at least four (4) times during your term in office.
5. Conduct a club secretary workshop at Service Leadership Conference.
6. Send in the Executive Board monthly report to the District Governor and Administrator, and International Trustee, by the 10th of every month.
7. Produce a typed report at every board meeting with information regarding the performance and progress of club secretaries.
8. Produce a district directory which should include the names and contact information of Michigan District Board members, divisional clubs and officers, and general information as it pertains to the district. This directory is to be distributed online and completed by October 1, 2023.
9. Be available and on the Executive Board call as agreed upon by the Executive Board.

I have read the District Secretary Service Agreement which outlines the minimum duties and responsibilities of the office, and I am willing and committed to faithfully execute these duties in the 2022 – 2023 Key Club service year.

Candidate Name Printed

Candidate Signature

Division

Date

2022-2023 District Governor Service Agreement

The following service agreement is to be signed by all who wish to run and serve as District Governor. This service agreement outlines the minimum performance requirements the District Governor must maintain to remain in office, and must be adhered to along with the general service agreement for all district board members. It is understood that failure to perform the outlined requirements in this service agreement will result in possible disciplinary action, up to removal from office, in accordance with the Michigan District of Key Club Bylaws.

The District Governor agrees to do the following during his/her term of office:

1. Abide by, fulfill, and enforce all policies and procedures as set forth by the Key Club International Constitution and Bylaws, Policy Code, Michigan District Bylaws, and any Kiwanis District procedures pertaining to the operations of the Key Club District.
2. Perform all duties and responsibilities as specified by the Key Club International Bylaws and Michigan District Bylaws Article V Section 4(a).
3. Attend the International Governor and Administrator Training Conference (GATC), the Key Club International Convention, LeadCON (International Council Meeting) and the Kiwanis District Convention. GATC 2023 will most likely be held during the first weekend of May. Key Club International will pay for your flight and lodging for this event.
4. Make the attempt, if financially able to, to visit each division in the Michigan District, no less than one time throughout the term.
5. Attend new Key Club Charter events as permitted with your schedule and financially able.
6. Coordinate, with the District Administrator, the spring board meeting which will serve as a training meeting for all incoming district officers.
7. Work with the Executive Committee to prepare the agenda for all District Board meetings.
8. Preside at all scheduled District Board meetings.
9. Produce and distribute a newsletter to all district board members monthly.
10. Produce and ensure distribution of a Governor's newsletter or article in the *Wolverine Key* at least once each quarter.
11. Ensure the submission of an article for the Kiwanis District publication by an able District Board member.
12. Appoint Committee Chairs and monitor all district committee activities. Provide and review with Committee Chairs a list of committee directives for the year.
13. Complete and submit all reports as required by the Key Club International Board including a monthly Governor's report and Visit Assessment Form.
14. Monitor the performance and progress of all District Board members and offer advice and counsel, as appropriate. When the performance and progress does not meet the stated outcomes for the position, work with the District Administrator to determine next steps as outlined in the district bylaws.

2022-2023 District Governor Service Agreement Cont.

15. Communicate with the District Board of Trustees, the Counseling International Trustee, the District Administrator, and the Key Club International Director to keep each fully informed of the district activities.
16. Work with the District Treasurer, the District Administrator and Assistant Administrator in preparing the annual general (operational), Fall Rally, and Service Leadership Conference budgets, and all other necessary budgets of the district.
17. Within the first month of office, correspond with Kiwanis Family counterparts.
18. Work with the District Administrator to select Robert F. Lucas nominees.
19. Do everything within your ability to strengthen the Michigan District of Key Club International over the course of the year and make decisions that will positively impact the future of the organization.
20. Work with the District Administrator at the International Governor and Administrator Training Conference, and the International Trustee at LeadCON (International Council Meeting) to specify expectations and sign an agreement between each other.
21. Be available and on the Executive Board call as agreed upon by the Executive Board.

I have read the District Governor Service Agreement which outlines the minimum duties and responsibilities of the office, and I am willing and committed to faithfully execute these duties in the 2022-2023 Key Club service year.

Candidate Name Printed

Candidate Signature

Division

Date

2022-2023 International Trustee/VP/President

The following service agreement is to be understood by all who wish to run and serve as International Trustee, Vice President, or President. While formal agreements for these positions will be worked out after taking office, this service agreement outlines the minimum performance requirements occupants of these positions should maintain to remain in office. It is understood that failure to perform the outlined requirements in this service agreement will result in possible disciplinary action, up to removal from office, in accordance with the Key Club International Bylaws.

International Officers agree to do the following during his/her term of office:

1. Attend all international board meetings during the 2022-2023 Key Club service year.
2. Publish newsletters monthly to their constituents, whether sistricts or the international council.
3. Assist District Boards in achieving their personal goals.
4. Attend the conferences of his/her sistrict, as well as at least one of each of their board meetings.
5. Send in a monthly report form to the International President by the 5th of every month.
6. Speak with his/her sistrict governors and the International President regularly.
7. Be available and on the Executive Board calls of his/her sistricts as agreed upon by the Executive Board.
8. Serve on a committee of the International Board, and attend its meetings regularly.

I have read the International Officer Service Outline which outlines the minimum duties and responsibilities of the offices, and I am willing and committed to faithfully execute these duties in the 2022 – 2023 Key Club service year.

Candidate Name Printed

Candidate Signature

Division

Date

Candidate Profile Form

Michigan District Board 2022-2023

Candidate Name: _____

Position Running: _____

Candidate School: _____

Candidate Faculty Advisor: _____

Candidate Kiwanis Advisor: _____

Candidate's Phone Number: _____

Parent(s)/Guardian Name(s): _____

Parent(s)/Guardian Phone Number(s): _____

Parent(s)/Guardian(s) Email Address:

Tentative Board Meeting Dates

2022 – 2023 Tentative District Board Meeting Dates

These dates may change based on meeting space availability

April 30-May 2	GATC	Washington D.C.
*May 6-7	Spring Board Meeting	Frankenmuth MI
July 6-10	International Convention	Washington D.C.
July 22-25	LeadCON	Indianapolis
*August 5-7	Summer Board Meeting	TBD
August 19-22	Kiwanis District Convention	TBD
*October 21-23	Fall Board Meeting	TBD
*November 13	Fall Rally	TBD
*January 6-8	Winter Board Meeting	Dearborn, MI
*March 16-19	SLC	Dearborn, MI

*DENOTES MEETINGS WHICH REQUIRE MANDATORY ATTENDANCE BY ALL DISTRICT BOARD MEMBERS. EXCUSED ABSENCES WILL BE CONSIDERED ON A CASE BY CASE BASIS. MULTIPLE REQUESTS FOR EXCUSED ABSENCES CAN RESULT IN DISMISSAL FROM THE BOARD.