



New York District Key Club Endorsement for International Office Agreement Form

All candidates for endorsement for international office must complete the following information prior to running for office. Please read the New York District By-laws and Key Club International By-laws as they pertain to the particular office you are seeking.

After reading them, do you agree to:

To fulfill all responsibilities of the office you are seeking?	YES	NO
To attend all required International Board Meetings, if elected?	YES	NO
To attend International Convention in July to seek election?	YES	NO
To attend the NYD Spring Board Meeting immediately following LTC?	YES	NO
To abide by the Key Club International Code of Conduct?	YES	NO
To represent the NYD Key Club in a positive manner?	YES	NO
To maintain at least a "B" average G.P.A. in school?	YES	NO
To remain committed to community service activities?	YES	NO
To fulfill other duties/responsibilities necessary for the operation of Key Club International?	YES	NO

Do you understand that failure to fulfill your requirements and/or representing the New York District of Key Club International in a negative manner prior to International Convention may result in the district removing your endorsement for International Office?

YES NO

Please complete the following:

Name: _____

Position: (circle one) TRUSTEE PRESIDENT VICE PRESIDENT

Address: _____

Telephone Number: _____ Email: _____

Approvals:

Parent/Guardian [PRINT] _____

Signature: _____

School Principal [PRINT] _____

Signature: _____

Kiwanis Advisor [PRINT] _____

Signature: _____

Faculty Advisor [PRINT] _____

Signature: _____

ARTICLE XII. DUTIES OF OFFICERS *(Key Club International Guidebook)*

Section 1. The Board of Trustees shall consist of the president, the vice president and the 11 trustees; in addition, the director of Key Club International shall serve as an ex-officio member of the board and shall enjoy all privileges of regular board membership except the right to vote.

Section 2. The Board of Trustees shall define the policies and shall have full administrative authority in all matters concerning Key Club International.

Section 3. The Board of Trustees shall interpret the scope and meaning of the Bylaws, subject to review by the Board of Trustees of Kiwanis International whose decisions shall be final and binding.

Section 4. President. As chief executive, the president shall exercise general supervision, with Kiwanis International approval, over the work and activities of Key Club International. He/She shall preside at the international convention and all meetings of the International Board of Trustees, the executive committee of the Board of Trustees, and the international council. He/She shall serve as the official representative of Key Club International and shall perform such other duties as usually pertain to the office of president or as may be assigned to him/her by the Board of Trustees.

Section 5. In the event of the inability of the president to perform his/her duties, the vice president shall perform the duties of and have the same authority as the president. In the event of the inability of both the president and the vice president to perform the duties of the president, the Board of Trustees shall assign a member of the executive committee to perform the duties of and have the same authority as the president.

Section 6. Vice president. The vice president shall, in the absence of the president, preside at the international convention and all meetings of the International Board of Trustees, the executive committee of the Board of Trustees, and the international council. He/She shall serve as chair of at least one standing or temporary committee of the Board of Trustees. The vice president shall also serve as the official representative of the organization at such functions as the president may determine and shall also perform other such duties as usually pertain to the office or as may be assigned by the Board of Trustees or the president.

Section 7. Trustees. The trustees shall help define the administrative policies of Key Club International. Each trustee shall serve as liaison to at least two Key Club districts, providing communication between the elected leadership of the district and the Key Club International Board of Trustees. Each trustee shall serve as a member of at least one standing committee of the Board of Trustees and shall perform such other duties as may be assigned by the president with the approval of the Board of Trustees.

Section 8. A district shall endorse no more than one candidate for the office of president or vice president and two candidates for the office of trustee.

**See pages 11 – 17 of the Key Club International Guidebook for more information on
International Board positions, responsibilities, and election procedures.**

www.keyclub.org