

2021-2022 District Secretary Candidacy Packet

Running for a District-level Key Club position is an incredibly rewarding experience. If elected, 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 people across the District and around the world, united under the banner of service. Most importantly, you will join a handful of other committed individuals to shape the future of our organization in the New England and Bermuda District and throughout all of Key Club International.

Enclosed within this packet are Campaign Rules and Procedures and the District Secretary Service Agreement. To be recognized as a candidate at the 2021 New England and Bermuda District Educational Conference, you must submit a signed copy of this Candidacy Packet, including the Service Agreement and Campaign Rules and Procedures to District Administrator Mr. Will Bradford **by March 15, 2021** by either mail or email:

- Mail to District Administrator Mr. Will Bradford, P.O. Box 143, Quincy, MA 02170
- Scan and email to WillBradford.Kiwanis@gmail.com

In addition, the candidate must submit the Candidate Information Sheet and upload a single 8.5x11 page campaign flyer to be distributed in the Candidates Book to all DECON attendees. Flyers must be uploaded as .PDF files.

- Submit the Candidate Information Form and upload your flyer by March 15, 2021 at <https://www.newenglandkeyclub.org/elections/>

Your Contact Information (Please Type or Print Clearly)

Name _____ Key Club of _____

Email: _____ Grad. Year: _____ Gender: _____ Division: _____

Home Phone: _____ Cell Phone: _____

Mailing Address: _____
Street Address City State Zip Code

Required Signatures

We, the undersigned, certify that this candidate is qualified and able to serve as a District Secretary for the New England and Bermuda District of Key Club International for the 2021-2022 term. We have read this Service Agreement and support the candidate's decision to run for this office.

Parent/Guardian: _____ Date: _____

Faculty/Kiwanis Advisor: _____ Date: _____

Principal/Guidance Counselor: _____ Date: _____

Please note: if you cannot get signatures from your faculty advisor and school principal/guidance counselor due to COVID-19 school closures, please ask each to review this paperwork and send Mr. Bradford an email from their school account indicating that they support your decision to run for this office.

Campaign Rules

1. **There will be a zero-dollar campaign policy for all candidates.** Each candidate will be required to submit the Candidate Information Form and campaign flyer to be included in the Candidates Booklet describing their platform and any other materials that they want known about themselves. Campaign flyers must be a single page, 8.5 x 11 inch .PDF document uploaded with the Campaign Information Form. The form can be found online at <http://www.newenglandkeyclub.org/elections>. No additional materials will be distributed at the District Educational Conference nor will any posters, buttons, stickers, pins, candy, or other campaign materials be allowed.
2. Campaigning prior to the District Educational Conference is prohibited.
3. Candidates shall not make public social media accounts or post on social media regarding their campaign until the start of the District Educational Conference.
4. Candidates may be disqualified for violation of these rules.

Campaign Procedures (District Educational Conference 2021)

- **There will be one joint election session on Sunday morning during the virtual District Educational Conference, including both the caucus and House of Delegates. There will not be a nominating conference.**
- Candidates must attend the Candidates Meeting on Zoom at 8:00 PM on Friday, April 9, 2021.
- Candidates who have properly submitted this paperwork will be nominated and given one minute each to introduce themselves during the Opening Session on Saturday morning.
- All declared candidates will caucus during the election session. Candidates for Governor will have three (3) minutes to speak and two (2) minutes for questions. All other candidates will have two (2) minutes to speak and three (3) minutes for questions. After all candidates for all offices speak and answer questions, delegates will vote through a secure online voting system.
- If we were in person, we would conduct multiple ballots until a candidate wins the majority of votes for each office. If, after the first round of votes are counted, no candidate won a majority, the candidate who received the lowest number of votes would be eliminated and a new ballot would be cast. However, because we are using an online voting system this year, we will use an "Instant Runoff Ballot" vote for any races with more than two candidates, whereby delegates will rank candidates and the computer will conduct runoffs (if needed) based on the rankings.

All candidates will receive a more complete guide with information about how to campaign at the virtual District Educational Conference after they have met the March 15, 2021 deadline to submit paperwork. Please direct any questions about campaign rules and procedures to Elections Chair Kristina Jutras at KJutras.Editor@gmail.com.

Please sign below to signify that you have read and fully understand these Campaign Rules and Procedures, and that you agree to follow these rules and procedures during the campaign.

Candidate

Date

2021-2022 District Secretary Service Agreement

All candidates who wish to serve as District Secretary should sign the following agreement, which outlines the minimum performance requirements that the Secretary must maintain to remain in office. Failure to observe the following agreement may result in removal from office in accordance with the Key Club International Bylaws and the New England & Bermuda District Bylaws.

If elected District Secretary, I agree to do the following during my term:

1. Record accurate minutes of all District Board meetings.
2. Beginning in May, publish a monthly newsletter for members of the District Board.
3. Publish a half-page update to be distributed to all Key Clubs at least three (3) times during your term in office (sent out in the District General Mailing).
4. Write an article for each edition of *The Yankey*.
5. Produce a report to share at every District Board meeting.
6. Receive, score, and maintain Secretary Reports submitted by Key Club secretaries throughout the New England & Bermuda District.
7. Maintain the District Directory, including Key Club officer information submitted by Key Clubs. Send the Directory to the District Board, as well as subsequent addenda throughout the year.
8. Conduct a Key Club Secretary workshop at the District Conference.
9. Attend the following District and Key Club International:
 - a. **District Educational Conference** – April 10-11, 2021 (virtual).
 - b. **District Board Training & Meeting** – May 15-16, 2021 (virtual).
 - c. **Key Club International Convention** – July 7-11, 2021 (virtual).
 - d. **August Board Meeting** – Friday-Sunday Overnight TBD in Location TBD.
 - e. **Regional Training Conferences** - Date and Location TBD in your area.
 - f. **November Board Meeting** – Friday-Sunday Overnight TBD in Springfield, MA.
 - g. **Pre-Conference Board Meeting** – April 6-8, 2022 in Springfield, MA.
 - h. **District Educational Conference** – April 8-10, 2022 in Springfield, MA.
 - i. Other online District Board meetings as the District Governor may call.
10. Act in accordance with provisions of the Code of Conduct set forth by Key Club International.
11. Maintain quality schoolwork so that permission may be secured from parents and officials for occasional absences on Key Club business.
12. Be prepared to represent Key Club and the District as needed at Kiwanis meetings, Key Club meetings, and other events as outlined by the District Governor.
13. Mentor my successor and help them prepare for the upcoming year.
14. Keep an open line of communication with the Governor, Administrator, and Adult Committee.
15. Have computer access to produce monthly newsletters using Microsoft Word, Apple Pages, or Google Docs.
16. Check my Key Club e-mail regularly and respond to e-mails within seven (7) days.
17. Consult with the District Financial Counselor to determine if the District will reimburse expenses prior to making the expense. Maintain receipts to be reimbursed by the District.
18. Remain an active and dues-paid member in my home Key Club and display involvement with sponsoring Kiwanis Club and Key Clubs in my Division. Perform at least 50 service hours.
19. Hold myself to a high standard of service leadership; serve as a role model to my peers at the club, Division, and District level; and be an enthusiastic and engaged ambassador of the Key Club District.

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 those duties in the 2021-2022 Key Club year.

Candidate

Date

District Board Media Consent and Release

Key Club Member: _____ Date of Birth: _____

District Board Position: _____ Division: _____

In order to serve in a leadership role for the New England and Bermuda District of Key Club International and participate in events and programs sponsored by or connected to Kiwanis International, Key Club International, and their respective Districts, I hereby authorize and license Kiwanis International, Key Club International, and their Districts, affiliates, directors, officers, licensees, sub-licensees, and agents (collectively "Kiwanis") to display, publicly perform, exhibit, transmit, broadcast, reproduce, record, photograph, digitize, modify, alter, edit, adapt, create derivative works, exploit, sell, rent, license, otherwise use and permit others to use my name, image, likeness and appearance, voice, biographical information, signature and other personal characteristics and private information and all materials created by or on behalf of Kiwanis that incorporate any of the foregoing ("my information") on a perpetual basis throughout the world and in any medium or format whatsoever now existing or hereafter created, including but not limited to, in and on print publications, electronic, magnetic and optical media, Audio and Audiovisual works, display, point-of-sale and other advertising and promotional materials, press releases, the internet, and in any other mediums for promotional purposes and any purpose, including but not limited to advertising, public relations, publicity, packaging and promotion of Kiwanis and its affiliates and their businesses, products and services, without further consent or royalty, payment or other compensation to me.

To the fullest extent permitted by applicable law, I release, discharge and hold harmless Kiwanis from and against any and all claims and liabilities based on or arising out of the use, reproduction, transmission, display, publication, print, or dissemination of my information as authorized by this Consent and Release, including, but not limited to, any and all claims of copyright or trademark infringement, infringement of moral rights, defamation, invasion of rights of privacy, rights of publicity, intrusion, false light, public disclosure of private facts, physical or emotional injury or distress or any similar claim or cause of action in tort, contract or any other legal theory, now known or hereafter known in any jurisdiction throughout the world.

I waive any right to inspect or approve any publication or medium in which my information may be used pursuant to this Consent and Release.

This Consent and Release is effective from the start of my term on the Key Club District Board in perpetuity and shall be binding upon my heirs, successors, assigns, and legal representatives, and shall inure to the benefit of the legal representatives, licensees, successors, and assigns of Kiwanis.

Signature of Key Club Member

Printed Name

Date

CONSENT OF PARENT OR LEGAL GUARDIAN

I am the parent and/or guardian of the above-named Key Club member. I have the legal right to consent to and do consent and agree to the terms and provisions of this Consent and Release.

Signature of Parent/Guardian

Printed Name

Date