

## 2019-2020 District Secretary Candidacy Packet

Enclosed within this packet are Campaign Rules and Procedures and the District Secretary Service Agreement. To be recognized as a candidate at the 2019 New England and Bermuda District Educational Conference, you must submit the following to District Administrator Mr. George Whitney, Assistant District Administrator Mr. Will Bradford, and District Governor Joshua Cram **by February 16, 2019**:

- ✓ A Letter of Intent to run for District Secretary
- ✓ A signed copy of this Candidacy Packet, including the Service Agreement and Campaign Rules and Procedures

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.

### **Signed Forms and a Letter of Intent must be sent by February 16, 2019 to:**

- **District Administrator Mr. George Whitney**, P.O. Box 467, Hardwick, VT 05843  
(Must be mailed, postmarked by February 16, 2019)
- **Assistant Administrator Mr. Will Bradford**, 243 Farrington St., Unit 1, Quincy, MA 02170  
(Mailed --OR-- scanned and emailed to WillBradford.Kiwanis@gmail.com)
- **District Governor Joshua Cram**, 39 Highland Ct., Malden, MA 02148  
(Mailed --OR-- scanned and emailed to GovJosh.NED1819@gmail.com)

### **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 2019-2020 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: \_\_\_\_\_

## Campaign Rules

1. Candidates shall not spend more than \$100 on the campaign. Even if campaign materials are donated (i.e., you photocopy campaign flyers for free at school), the value of flyers, posters, handouts, and other materials shall not exceed \$100. Candidates shall bring receipts for all out-of-pocket expenses to the Candidates Meeting at 4:30 PM on Friday, April 5, 2019 to prove that their expenses are below \$100. The District does not reimburse campaign expenses.
2. Campaigning prior to the District Conference is prohibited, except within the candidate's division.
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. Campaign posters may not exceed 10 square feet in size. Posters may only be displayed in the designated area on Floor 6 of the Tower Square Hotel.
5. The District Administrator must approve all posters, flyers, and other materials at the Candidates Meeting at 4:30 PM on Friday, April 5, 2019.
6. No campaign materials are allowed in the House of Delegates or the Nominating Conference.
7. Up to two (2) Key Clubbers may accompany the candidate into caucus rooms to assist with distributing flyers and campaign materials. *Current District Board members may not fulfill this role.*

## Campaign Procedures

- Candidates must attend the Candidates Meeting at 4:30 PM on Friday, April 5, 2019. Candidates should bring all campaign materials to this meeting to be approved by the District Administrator.
- Candidates who have properly submitted this paperwork will be informally nominated during the Opening Session on Friday evening and will caucus during the Friday evening caucusing.
- All candidates will be formally nominated during the House of Delegates on Saturday morning.
- If there are more than two (2) candidates nominated for a position, a Nominating Conference will be held at 11:00 AM on Saturday. Three (3) delegates from each Division will vote on candidates for each position. The top two (2) candidates for each position will remain on the ballot.
- Candidates who remain on the ballot following the Nominating Conference will caucus on Saturday afternoon.
- The election will take place at House of Delegates on Sunday morning. Candidates will get the opportunity to give a one-minute speech at House of Delegates prior to voting.
- Candidates for Governor will have three (3) minutes to speak and two (2) minutes for questions during each caucus session and the Nominating Conference. Candidates for Secretary, Treasurer, and Bulletin Editor will have two (2) minutes to speak and three (3) minutes for questions during each caucus session and the Nominating Conference.

All candidates will receive a more complete guide to how to campaign at the District Educational Conference after you have met the February 16, 2019 deadline to submit paperwork. Please direct any questions about campaign rules and procedures to District Governor Joshua Cram at govjosh.ned1819@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.

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Candidate

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Date

## 2019-2020 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 one-page update to be distributed to all Key Clubs at least four (4) 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 5-7, 2019 in Springfield, MA
  - b. **District Board Training** – April 13-14, 2019 in South Portland, ME
  - c. **August Board Meeting** – Sunday, August 18, 2019 in Nashua, NH
  - d. **At least 3 Regional Training Conferences** – Dates and Locations TBD (September/October 2019)
  - e. **Fall Board Meeting** – October 25-27, 2019 in Springfield, MA
  - f. **Pre-Conference Board Meeting** – April 1-3, 2020 in Springfield, MA
  - g. **District Educational Conference** – April 3-5, 2020 in Springfield, MA
10. If financially feasible, attend **Key Club International Convention** (July 2-7, 2019 in Baltimore, MD) with the District Tour. More information is at [newenglandkeyclub.org/icon](http://newenglandkeyclub.org/icon).
11. Act in accordance with provisions of the Code of Conduct set forth by Key Club International.
12. Maintain quality schoolwork so that permission may be secured from parents and officials for occasional absences on Key Club business.
13. 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.
14. Mentor my successor and help them prepare for the upcoming year.
15. Keep an open line of communication with the Governor, Administrator, and Adult Committee.
16. Have computer access to produce monthly newsletters using Microsoft Word or Apple Pages.
17. Check my Key Club e-mail regularly and respond to e-mails within seven (7) days.
18. 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.
19. 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.

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 2019-2020 Key Club year.

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Candidate

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Date