



# Keystone Civic Association “KCA”

## Nomination Form

*Community Through Unity. “Preserve Keystone!”*

You have been nominated for a KCA Member position on the Governing Board (referred to as the Board or Board of Directors).

We appreciate your interest in serving the KCA and our great community.

Please complete this questionnaire form in its entirety. The current board of directors will review and recommend a list of candidates for nomination/election at the General Membership meeting.

If elected, you will hold a unique position and distinction within an organization that is truly the heart of Keystone. The Keystone Civic Association a/k/a KCA was organized in the 1930’s as “Odessa Lake Region Civic Association”. And while our name has changed throughout the years, our mission to preserve Keystone has been the same.

**Submit to: [Info@keystonecivic.org](mailto:Info@keystonecivic.org)**

|   |   |   |  |
|---|---|---|--|
| Your Name:  |   |   |  |
| What position do you wish to hold?  | <input type="checkbox"/> Officer<br>Position:               | <input type="checkbox"/> Director                               |  |
| Briefly describe your background:   |   |   |  |
| How will your background be of service to the KCA and the Keystone community? |   |   |  |
| How long have you been a KCA Member?  |   | How long have you lived in Keystone (as defined in our bylaws)? |  |
| Have you previously served on the KCA Board of Directors?                     | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | If so when and in what capacity did you serve?                  |  |
| Home Address:   | E-mail Address:   |   |  |



| Have you read and do you understand each of the following:  | Yes  | No                       | Need Review                                  |
|---|--|--------------------------|--|
| KCA Mission Statement   | <input type="checkbox"/>                             | <input type="checkbox"/> | <input type="checkbox"/>                     |
| KCA By-laws   | <input type="checkbox"/>                             | <input type="checkbox"/> | <input type="checkbox"/>                     |
| KCA Policies including Conflict of Interest Statement   | <input type="checkbox"/>                             | <input type="checkbox"/> | <input type="checkbox"/>                     |
| Duties and Responsibilities (oath) of KCA Officers and Directors                                    | <input type="checkbox"/>                             | <input type="checkbox"/> | <input type="checkbox"/>                     |
| Keystone-Odessa Community Plan  | <input type="checkbox"/>                             | <input type="checkbox"/> | <input type="checkbox"/>                     |
| Can You attend both BOD & General Membership Meetings?  | <input type="checkbox"/>                             | <input type="checkbox"/> |  |
| <b>Please check any of the Activities/Committees in you wish to contribute your time/expertise:</b> |  |                          |  |
| <input type="checkbox"/>  | Special Events (Family Fun Day & Others)             | <input type="checkbox"/> | Membership / Gen Meeting set- up             |
| <input type="checkbox"/>  | Special Events (Chili Cook Off/Business Expo)        | <input type="checkbox"/> | Land Use -Keystone Comprehensive Plan        |
| <input type="checkbox"/>  | Special Events (Holiday Car Show)                    | <input type="checkbox"/> | Agricultural (Agritourism, Land Acquisition) |
| <input type="checkbox"/>  | Ice Cream Social / Holiday Fest                      | <input type="checkbox"/> | Environmental/Wetlands/Lakes                 |
| <input type="checkbox"/>  | Fundraising (Music Fest, Golf, Runs etc. by members) | <input type="checkbox"/> | Bylaws                                       |
| <input type="checkbox"/>  | Communications: Marketing/ Newsletter/Signage        | <input type="checkbox"/> | Emergency Response                           |
| <input type="checkbox"/>  | Financial Oversight                                  | <input type="checkbox"/> | Other  |

To comply with the Solicitations of Contributions renewal required for fundraising in the State of Florida per Solicitations of Contributions Act, Chapter 496, Florida Statutes Rule 5J-7.004, Florida Administrative Code, you must disclose any criminal history as defined below:

**8. List all names, address, and telephone numbers of the individuals or officers who have responsibility for the final distribution of contributions:** Exemptions from public records apply to certain individuals. For a complete list of exemptions, see chapter 119, F.S. If you qualify for one of these exemptions, please list the organization's address and phone number in lieu of home address and phone number.

**Note:** A charitable organization or sponsor, or an officer, director, trustee, or employee thereof, may not knowingly allow an officer, director, trustee, or employee of the charitable organization or sponsor to solicit contributions on behalf of such charitable organization or sponsor if such officer, director, trustee, or employee has, in any state, regardless of adjudication been convicted of, or been found guilty of or pled guilty or nolo contendere to, or has been incarcerated within the last 10 years as a result of having previously been convicted of, or been found guilty of, or pled guilty or nolo contendere to, any felony within the last 10 years or any crime within the last 10 years involving fraud, theft, larceny, embezzlement, fraudulent conversion, misappropriation of property, or any crime arising from the conduct of a solicitation for a charitable organization or sponsor, or has been enjoined in any state from violating any law relating to a charitable solicitation. The aforementioned prohibitions also apply to a misdemeanor in another state which constitutes a disqualifying felony in this state. **If you answered YES to the criminal history question, you must provide a copy of the court disposition and submit an explanation of the charge for review.** (Attach additional sheets as necessary using the same format.)



By my signature below, I \_\_\_\_\_ understand and agree that violations of either Policy V. Confidentiality of Board meetings & Removal. I agree to faithfully execute the prescribed duties, to support and defend the KCA mission, By-Laws, Policies, and the Keystone-Odesa Community plan. Conflict of Interest: Actions taken while performing duties as a member of the Board of Directors of KCA shall neither cause nor suggest the reality or perception that the member's ability to perform or exercise those duties has been or could be affected by private gain or personal interest.

Board members must declare all permanent or temporary conflicts of interest, which may arise from time to time in the course of their duties and must abstain from all discussion and voting on the subject.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Keystone Civic Association Oath of Office**

All Officers and Directors will sign this document at the beginning of their term of office. This document will be kept on file, and maintained for at least five (5) years following the completion of the appointed or elected term of office or the termination of the term of office by resignation or action under Article II of the by-laws. Any violation of this Oath of Office and Code of Conduct shall be reported to the Board in writing.

By signing this document, I \_\_\_\_\_ accept the office to which I have been appointed and/or elected and agree to the following:

### **As an Officer and/or Director of the Keystone Civic Association, I swear to uphold the following Oath of Office:**

- o Exercise the powers of my office and fulfill my responsibilities in good faith and in the best interests of the organization and
- o Exercise these responsibilities, at all times, with due diligence, care and skill in a reasonable and prudent manner and
- o Respect and support the organization's by-laws, policies, Code of Conduct, and decisions of the Board and membership and
- o Keep confidential all information that I learn about donors and members and any other matters specifically determined by the board to be matters of confidence and
- o Conduct myself in a spirit of collegiality and respect for the collective decisions of the Board and subordinate my personal interests to the best interests of the organization and



- o Immediately declare any personal conflict of interest that may come to my attention and
- o Immediately resign my position as director of the Board in the event that I, or my colleagues on the Board, have concluded that I have breached my 'Oath of Office'.

**As an Officer and/or Director of the Keystone Civic Association I commit to conducting myself in a manner that models the high standards of accountability incumbent upon the leaders of a Florida Non-Profit Corporation by:**

- o Supporting the objectives of the organization and
- o Serving the overall best interests of the organization rather than any particular constituency and
- o Bringing credibility and goodwill of the organization and
- o Respecting the principles of fair play and due process and
- o Demonstrating respect for individuals in all areas related to cultural, diversity, linguistic and life circumstances and
- o Giving respect and fair consideration to opposing views and
- o Demonstrating due diligence and dedication in preparation and attendance at meetings, special events and in all activities on behalf of the organization and
- o Ensuring that the financial affairs of the organization are conducted in a responsible and transparent manner with due regard for my fiduciary responsibilities and public trusteeship and
- o Avoiding real and perceived conflict of interest and
- o Conforming with the bylaws and policies approved by the Board and
- o Publicly demonstrates acceptance, respect and support for decisions legitimately taken in transaction of the organization's business.

**Officer/Board of Directors Policy – Conflict of Interest**

In addition to following the Keystone Civic Association Code of Ethics, Officers and Directors shall act at all times in the best interest of the organization rather than particular interests or constituencies.

This means setting aside personal self-interest and performing their duties in transaction of the affairs of the organization in such a manner that promotes public confidence and trust in the integrity, objectivity and impartiality of the Board. Members of the Board shall serve without remuneration unless authorized by the Board of Directors. No director shall directly or indirectly receive any profit from his/her position as such, provided that directors may be paid reasonable expenses incurred by them in the performance of their duties. The pecuniary interests of immediate families or close personal or business associates of a director are considered to also be the pecuniary interests of the director.

**Furthermore, as an Officer and/or Director of the Keystone Civic Association, I will not:**

- o Criticize fellow Officers or Board Members, or their opinions, outside of the Board Room and
- o Use the organization, or my position, for my personal advantage or that of my friends, relatives or



associates and

- o Discuss the confidential proceedings of the Board outside of the Board Room and
- o Promise how I will vote on an issue before hearing the discussion and becoming fully informed on issues and
- o Speak for, or on behalf of, the organization unless specifically authorized to do so, and this includes making statements on social media.

Print First and Last Name: \_\_\_\_\_ Term of Office: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_

**Refusal to Sign**

In witness hereof \_\_\_\_\_ has on \_\_\_\_\_ refused to sign this Board of Director/Officer Oath of Office and Code of Conduct form accepting his/her appointment/election as an Officer/Director of the Keystone Civic Association therefore, the appointment/election of \_\_\_\_\_ is declared invalid. (Printed Name).

Witness (Printed name) \_\_\_\_\_ (Signature) \_\_\_\_\_

Witness (Printed name) \_\_\_\_\_ (Signature) \_\_\_\_\_

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