STANDARD FORM FOR KEY CLUB BYLAWS

ARTICLE I: Name

Section 1. The name of this organization shall be the Key Club of _____.

(Same name as school/community-based organization)

ARTICLE II: Organization (Please complete Article II if you have a Kiwanis sponsor)

Section 1. Its form of organization, its ideals, and its purpose shall be similar to those of the Kiwanis Club of

_____.

(Kiwanis Club Sponsor)

Section 2. It shall be sponsored by, but not a part of, Kiwanis club of _____. The Kiwanis club assumes all chartering costs.

ARTICLE III: Objects and activities

Section 1. The objects of the Key Club shall be:

- To develop initiative and leadership.
- To provide experience in living and working together.
- To serve the school and community.
- To cooperate with the school principal.
- To prepare for useful citizenship.
- To accept and promote the following ideals:
  - To give primacy to the human and spiritual, rather than to the material values of life.
  - To encourage the daily living of the Golden Rule in all human relationships.
  - To promote the adoption and application of higher standards in scholarship, sportsmanship, and social contacts.
  - To develop, by precept and example, a more intelligent, aggressive, and serviceable citizenship.
  - To provide a practical means to form enduring friendships, to render unselfish service, and to build better communities.
  - To cooperate in creating and maintaining that sound public opinion and high idealism which make possible the increase of righteousness, justice, patriotism, and good will.

Section 2. The activities of the Key Club shall be in accord with its Objects. They should include those suggested by Key Club International, plus such additional activities as might be adopted by the Key Club and approved by the school principal.

ARTICLE IV: Motto

Section 1. The motto of the Key Club shall be "Caring-Our Way of Life."

ARTICLE V: Membership

Section 1. Membership shall be limited to the high school students as apportioned from the senior, junior, sophomore, and freshmen classes (or the five upper classes in Canada where high school is of a five-year duration) by the Board of Directors, who possess the qualifications prescribed by Article 6, Section 1 of the Constitution of Key Club International.

ARTICLE VI: Officers

Section 1. Officers shall be president, vice-president, secretary, treasurer, and editor. They shall serve for one (1) year or until their successors are elected and qualify.

Section 2. Each officer shall be a member in good standing. No other restrictions or limitations shall be placed on these officers.

Section 3. There shall be a Board of Directors, composed of the above officers and one director to be elected from each class.

Section 4. The duties of the officers shall be such as are usually performed by similar office holders, and as outlined by the Key Club International document "Duties of Club Officers."

Section 5. The Board of Directors shall approve the budget, approve all bills, take counsel with committees, discipline members, review and report to Kiwanis the performance of the club officers, and perform such other duties as shall be referred to it by the club, in compliance with these Bylaws and the requirements of Key Club International.

Section 6. All action by the club and the Board of Directors shall be subject to the approval of the principal and the sponsoring Kiwanis club. The Board of Directors shall meet at least once monthly at a time and place selected by the Board.

Section 7. Any general member may recommend the removal of a club officer to the Board of Directors. The Board of Directors shall hold a meeting at which the officer in question shall be heard. If approved, the recommendation shall be presented to the club and voted on by 2/3 vote of the quorum. In the event any officer should be re-moved from office, the officer shall be notified in writing by the secretary.

Section 8. The Faculty and Kiwanis Advisors shall serve as ex-officio members of the club Board of Directors, retaining all rights of that membership without the right to vote.

ARTICLE VII: Election of officers

Section 1. Election of new officers (president, vice-president, secretary, treasurer, and editor) should be held at a meeting in February and they should take office in May.

Section 2. Election of directors (one from each class) shall be held at the first meeting following the opening of school in the fall.

Section 3. All officers and directors who are members in good standing shall be eligible for re-election.

ARTICLE VIII: Meetings

Section 1. The club shall hold regular weekly meetings at such time and place as shall be determined by the club with the approval of the principal.

ARTICLE IX: Committees

Section 1. There should be at least the following standing committees:

a) Kiwanis Family Relations Committee

b) Program Committee

c) Project Committee

d) Public Relations Committee

e) Social Committee

f) Membership Development Committee

g) Major Emphasis Committee

Section 2. The duties of the standing committees shall be as follows:

a) The Kiwanis Family Relations Committee shall work with the Program and Project Committees in preparing inter-club activities with Kiwanis and Circle K (if one exists in the area) and shall see that the membership of the Key Club and its sponsoring Kiwanis Club are cognizant of all areas of each organization thereof.

b) The Program Committee shall plan and present programs at all regular meetings, club inductions, and inter-clubs with Key Clubs and other service groups in the school and community, unless otherwise directed by the president. The committee shall arrange for a suitable place for club luncheons and see that the space occupied is made orderly after each meeting.

c) The Project Committee shall formulate worthwhile activities, and upon approval by the principal, shall recommend them to the club. The projects adopted by the club shall be initiated and completed under the direction of the Project Committee with the aid of the club membership.

d) The Public Relations Committee shall be responsible for informing the public of the Key Club's activities and goals through the use of articles, photographs, the local newspaper, talks with school officials, radio and television.

e) The Social Committee shall plan the social activities of the club, such as banquets honoring the fathers and mothers of the members, dances, etc., and entertainment for club meetings.

f) The Membership Development Committee shall devise effective plans to obtain new members on a regular basis to provide the necessary manpower for an effective program of service.

g) The Major Emphasis Committee shall plan projects and activities promoting and supporting the Key Club International Theme and Major Emphasis programs during their administrative years.

ARTICLE X: Annual dues

Section 1. Total amount dues shall be $_____ per member, which is the sum of $_____ for district dues, $_____ for International dues, and $_____ for individual club dues. NOTE ON DUES: It is recommended that club dues should not exceed Key Club International dues (for current dues amounts, refer to www.keyclub.org.)

ARTICLE XI: Amendments

Section 1. Amendments to these bylaws shall be adopted by two-thirds (2/3) vote of the members present at any regular meeting held one week or more after a regular meeting at which the proposed amendment or amendments were read, or after giving written notice thereof to each member one week prior to the action on such amendment or amendments.

Section 2. These bylaws and all amendments or additions thereto shall not become effective until approved by the high school principal, the sponsoring Kiwanis club, and Key Club International.

These Bylaws were adopted and approved on _____, 20_____.
(date)

_____
(Principal's signature)

_____
(Principal's name printed)

_____
(Kiwanis Club President's signature – *if applicable*)

_____
(President's name printed)

Please return two signed copies to Key Club International. One copy will be signed by Key Club International Director and returned to the club.

OFFICE USE

APPROVED: _____
Director of Key Club International
Kiwanis International

Revised: 3/2010

Kiwanis
Service Leadership Programs