

**ARTICLE I.**

**NAME**

**Section I.** The name of this organization shall be the Key Club of  
.....  
(Same name as High School, Collegiate Institute or Secondary School).

**ARTICLE II.**

**ORGANIZATION**

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

Sec. 2. it shall be sponsored by, but not a part of, the Kiwanis Club of  
.....

**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.

Sec. 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 the Canadian Provinces of Ontario and British Columbia 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.

**Section 2.** Those scholastically qualified students, as prescribed in Section 1 of this Article, of their respective classes interested in service, with good character and leadership ability, and so certified by the principal, shall be eligible for membership.

Sec. 3. Subject to review and approval by the principal, the Board of Directors shall have the power to suspend or expel a member for non-payment of dues, for non-attendance at meetings without valid excuse, for conduct unbecoming a member or for ceasing to meet the scholastic requirements of the school

Sec. 4. When organizing a new Key Club the sponsoring Kiwanis committee shall ask the proper school official of the high school to recommend, using the criteria suggested in sections one and two of this Article, a list of students he believes would be qualified to become members.

Sec. 5. Members to replace those graduating, or otherwise leaving the club, or members admitted under Section 6 of Article V, shall be selected by the members from a list of students eligible for membership as prescribed in sections one and two of this article.

Sec. 6. The membership of the club shall be limited to ..... members of whom ..... shall be seniors, ..... shall be juniors, .... shall be sophomores, and .... shall be freshmen.

### **ARTICLE VI. OFFICERS**

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

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

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

Sec. 4. The duties of the officers shall be such as are usually performed by similar office holders, and as outlined in the Key Club Manual and Kiwanis Sponsored Youth, Club Materials on Key Club, bulletins 6 & 7.

Sec. 5: The Board of Directors shall approve the budget, approve all bills, take counsel with committees, discipline members, 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.

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

## **ARTICLE VII. ELECTION OF OFFICERS**

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

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

Sec. 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) K-Relations Committee
- b) Program Committee
- c) Project Committee
- d) Public Relations Committee
- e) Social Committee
- f) Membership Development Committee
- g) Major Emphasis Committee

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

- a) The K-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, entertainment, 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 year.

## **ARTICLE X.**

### **ANNUAL DUES**

Section 1. Annual dues shall be \_\_\_\_\_ per member, which is the sum of the amount specified for district dues in the District Bylaws, the amount specified for International dues in the International Bylaws, and \_\_\_\_\_ for individual club dues.

## **ARTICLE XI.**

### **AMENDMENTS**

**Section 1.** Amendments to these bylaws shall be adopted by two-thirds (%) 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.

Sec. 2. These bylaws and all amendments or additions thereto, shall not become effective until they have been approved by the high school principal and by Key Club International.