

KEY CLUB OF BANDERA HIGH SCHOOL BYLAWS



ARTICLE I: Name

Section 1. The name of this organization shall be **Key Club of Bandera High School**.

ARTICLE II: Organization

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

Section 2. It shall be sponsored by, but not a part of, **Kiwanis Club of Bandera County**. 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 Bandera High School students as apportioned from the senior, junior, sophomore, and freshmen classes by the Board of Directors, who possess the qualifications prescribed by Article 6, Section 1 of the Constitution of Key Club International.

Section 2. To be a member in good standing, a minimum of 20 service hours per calendar year is required.

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. The officer must be passing all classes with a 70 or higher during the officer's term, with two report card periods to bring the grade up. Each officer will have no disciplinary actions beyond detention, with no ISS or alternative placement. If the officer receives a citation, they may be removed from office at the discretion of the principal and advisor.

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, the faculty advisor, 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 file a complaint about an officer with the advisor privately in writing. The advisor will meet with the officer in question so that the member will be heard. In the event any officer should be removed from office, the officer shall be notified in writing by the secretary.

Section 8. If an officer does not do their duty, the officer in question will first receive a private warning by the faculty advisor, with a written warning. If the officer in question still does not complete their duties, the officer will meet in conference with the advisor and the leading officer. If the officer still does not do their duties, the issue shall be presented to the Board of Directors and voted on by a ¾ vote of the quorum on whether or not the officer should remain in office. The secretary will then notify the officer in question of the decision in writing.

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 the last week of February and they shall be installed in the last week of March, at which time they will assume all responsibilities.

Section 2. Nominations for the Board of Directors will be made by members of each class during the meeting in September. Election of directors (one from each class) shall be held at the meeting in October. The newly elected board officers shall take office immediately.

Section 3. All officers and directors who are members in good standing shall be eligible for re-election. They must regularly attend open officer meetings when they are called.

ARTICLE VIII: Meetings

Section 1. The club shall hold regular meetings after school one time a month with the approval of the principal. Committee meetings shall be held as needed.

ARTICLE IX: Committees

Section 1. There will be the following standing committees:

- a) Kiwanis Family Relation Committee.
- b) Social Committee
- c) Project Committee
- d) Public Relations Committee
- e) Membership Development Committee
- f) Major Emphasis Committee
- g) The Finance 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 Social Committee shall plan all social gatherings, club inductions, and activities 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 the gathering or event and see that the space occupied is made orderly after each meeting.
- c) The Project Committee shall formulate worthwhile local projects, 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 subcommittees.
- d) The Public Relations Committee shall be responsible for informing Key Club members and the public of the Key Club's activities and goals through multimedia outlets.
- e) 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.
- f) 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.
- g) The Finance Committee shall plan fundraising programs and activities to support Key Club programs. They will help with the distribution of merchandise related to Key Club.

ARTICLE X: Annual Dues

Section 1. Total amount for dues shall be \$ 20.00 per member, which is the sum of \$6.50 for district dues, \$6.00 for International dues, and \$7.50 for local club dues.

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 the 13th day of December, 2012.

(Principal's signature)

(Principal's name printed)

(Kiwanis Club President's signature)

(President's name printed)

APPROVED:

Director of Key Club International
Kiwanis International