

Club Bylaws



THE KEY CLUB OF HOMESTEAD HIGH SCHOOL

Approved by the Key Club of Homestead High School

On May 18, 2009

THE BYLAWS OF THE KEY CLUB OF HOMESTEAD HIGH SCHOOL

ARTICLE I: NAME

Section 1. The name of this organization shall be the Key Club of Homestead High School.

ARTICLE II: ORGANIZATION

Section 1. The club's form of organization, its ideals, and its purpose, shall be similar to those of the Kiwanis Club of the Silicon Valley.

Section 2. The club shall be sponsored by, but not a part of, the Kiwanis Club of the Silicon Valley. The Kiwanis Club assumes all chartering costs.

ARTICLE III: OBJECTS AND ACTIVITIES

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

1. To develop initiative and leadership.
2. To provide experience in living and working together.
3. To serve the school and community.
4. To cooperate with the school principal.
5. To prepare for useful citizenship.
6. 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 contracts.
 - 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, and good will.

Section 2. The activities of the Key Club of Homestead High School 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 of Homestead High School and approved by the principal of the school.

ARTICLE IV: MOTTO

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

ARTICLE V: MEMBERSHIP

Section 1. Membership shall be limited to students enrolled at Homestead High School. In order for a student to become an official Key Club International member, the interested party must pay their dues annually.

- Section 2.** Members are encouraged, but not required, to attend the majority of club meetings, and complete a total of 50 hours of service on an annual basis.
- Section 3.** Benefits of an official, paid Key Club International member include, but are not limited to: \$1,000,000 liability insurance, membership card and pin, scholarship opportunities, right to vote and run for club office, a record of service event attendance and hours earned at service events, and priority in any matter pertaining to Key Club.
- Section 4.** Unofficial members are welcome to participate in Key Club, but only official members will be able to receive the benefits described in Article V, Section 3.

ARTICLE VI: CLUB OFFICER SYSTEM

- Section 1.** Each officer shall be an official member of Key Club International and shall be a member in good standing.
- Section 2.** No officer shall hold more than one (1) official position.
- Section 3.** Officers of the Key Club of Homestead High School shall be divided into two groups: the Executive Board and the Appointed Board.
- Section 4.** The Executive Board shall consist of a president, vice president, corresponding secretary, recording secretary, and treasurer.
- Section 5.** The Appointed Board shall consist of two (2) project chairs, a bulletin editor/publicity chair, and a Kiwanis family chair.

ARTICLE VII: COMMITTEES

- Section 1.** The president, with the concurrence of the Executive Board, has the power to appoint committees for different projects.
- Section 2.** The president has the power to appoint and to dissolve a committee with the concurrence of the Executive Board.
- Section 3.** The vice president shall be an exofficial member of all committees
- Section 4.** The Website Committee shall be the standing committee of the Key Club of Homestead High School. They shall be responsible for updating the club's website on a regular basis.

ARTICLE VIII: DUTIES OF A CLUB OFFICER

- Section 1.** The president is responsible for the club, its members, and its board. The overall duty of the president is to lead the club by ensuring that officers are doing their jobs and that the club is in good standing.
- Section 2.** The main duty of the vice president is to assist the president and other officers in any way possible. He or she is also responsible for creating literature and educational materials about Key Club for members.
- Section 3.** The corresponding secretary is responsible for maintaining records of all pertinent information regarding club happenings. He or she is also responsible for sending in a Monthly Report Form to the president and Key Club Lieutenant Governor as well as the Kiwanis Advisor and Faculty Advisor.
- Section 4.** The recording secretary is responsible for recording official, paid member's service hours. He or she is responsible for sending these hours to the president,

corresponding secretary, and Website Committee on the last day of every month. In addition, the recording secretary must be ready to tell members the total number of service hours they have at all times.

- Section 5.** The treasurer is responsible for planning an annual budget and keeping track of all financial records. He or she is also responsible for sending in a Monthly Treasurer's Report Form to the president and Key Club Lieutenant Governor as well as the Kiwanis Advisor and Faculty Advisor.
- Section 6.** The two (2) project chairs are responsible for finding service projects for members to participate in.
- Section 7.** The bulletin editor/publicity chair shall be responsible for creating a monthly newsletter for the club that includes, but is not limited to, upcoming events, event summaries, and officer contact information. He or she shall also be responsible for providing publicity materials for all events pertaining to Key Club.
- Section 8.** The Kiwanis family chair shall be responsible for building better relations with all branches of the Kiwanis Family by finding projects to participate in with them or by visiting their meetings.
- Section 9.** All officers must attend monthly board meetings. If unable to attend a board meeting, the officer must notify the president at least two (2) days prior to the meeting.
- Section 10.** If an officer on the Executive Board or Appointed Board cannot perform his or her duties stated in Article VIII, a quorum of the remaining officers on the Executive Board may appoint a replacement.

ARTICLE IX: CLUB OFFICER ELECTIONS AND APPOINTMENT

- Section 1.** All interested candidates for either Executive Board or Appointed Board positions must be official, paid members of Key Club International and in good standing.
- Section 2.** Club elections will be held every February.
- Section 3.** Interested candidates for Executive Board officer positions must present a one (1) minute speech to the club stating their claim as to why they should be an Executive officer. Only one (1) candidate for any office may be present in the room at a time.
- Section 4.** Once all candidates for Executive Board have had the chance to present their speech, official, paid Key Club International members will be able to vote for up to five candidates. Based on the individual qualifications of the newly elected officers, the Kiwanis Adviser, Faculty Adviser, and all retiring club officers shall determine which office each elected Executive Board member will fill.
- Section 5.** Once the Executive Board has been installed, they will be in charge of selecting an Appointed Board. The new Executive Board has the right to add, remove, or change appointed board positions.

ARTICLE X: MEETINGS

- Section 1.** At the beginning of the school year the Executive Board and the Appointed Board will determine a location and date for all club meetings. The purpose of these meetings is to inform members about upcoming Key Club events.

Section 2. The Executive Board and Appointed Board will meet once a month, independent of the regular Key Club meetings.

ARTICLE XI: ANNUAL DUES

Section 1. At the beginning of the year, the Executive Board will decide what the official dues for membership will be.

ARTICLE XII: AMENDMENTS

Section 1. All proposed changes to the bylaws must be presented in writing. Members must be given the opportunity to review the proposed bylaw change one (1) week prior to an official vote.

Section 2. Changes in the bylaws will go into affect upon ratification of two-thirds (2/3) the membership of the club that is present during the vote.

The Key Club of Homestead High School adopted these bylaws on May 18, 2009.

Alexander de Groot, President

Yuling An, Vice President

Anran Li, Corresponding Secretary

Keien Ohta, Recording Secretary

Jennifer Koh, Treasurer

Jenny Shen, Co-Project Chair

Jessica Yi, Co-Project Chair

Maya Seshadri, Bulletin Editor/Publicity Chair

Jonathan Ong, Kiwanis Family Chair

Lin Xi, Webmaster

Jim Davis, Kiwanis Adviser

Lela Milirides, Faculty Adviser