

KEY CLUB

Form 1. PETITION FOR CHARTER

Key Club International - A Service Leadership Program of Kiwanis International

Section A. Club name

1. Proposed name of club. For a school-based club, the club name must include the name of the school. For a community-based club, the club name must be descriptive of the geographic or community setting.

KEY CLUB OF: (Please print, allowing one letter, numeral or space to a box - recommended maximum of 30 characters)

30 empty boxes for entering the club name.

2. Key Club district name: _____ 3. Key Club division #: _____

Section B. Membership guidelines

Key Club International, a student-led service organization for high school students, is sponsored by **Kiwanis International**, a worldwide service organization of men and women whose clubs serve children and develop youth leadership.

Key Club, a club composed of male and female students dedicated to school and community service, is a jointly sponsored program by a Kiwanis club and a high school (or equivalent educational or community institution). Each Key Club is a member of Key Club International. School based clubs may charter without a Kiwanis sponsor, if one is not available.

Membership of a Key Club is composed of students in the four upper classes of high school in the United States of America, the five upper classes in Canada, or the equivalent in other nations.

The Purpose of Key Club is to develop leadership through service to the school and community.

This Petition is intended to be the unifying document by which the school (or substitute organization), students, and Kiwanis sponsor agree to meet the requirements of forming and operating an active Key Club. A minimum of fifteen (15) members is required. Proper completion of this petition, and submission of this petition along with proper payment, is a prerequisite for chartering by Key Club International.

Section C. Instructions for petitioning

Step 1. The Kiwanis sponsor of record must complete, in its entirety, page two of this petition. In the case of a co-sponsorship, the second sponsor of record must complete and attach a separate copy of page two.

Step 2. The school administration must complete page three of this petition. Only one Key Club charter is allowed per school.

Step 3. The student leaders, duly elected by the Key Club members, must complete page four of this petition.

Step 4. The separate excel document, form five, charter club membership roster must be completed. List all charter members by name and providing mailing address for each. A minimum of 15 members is required to charter. Note: Key Club International maintains these names and information for organizational use only. At no time will Key Club International provide membership lists to outside organizations. *Form five is a separate excel document.

Step 5. Key Club members complete the standard form for club bylaws, pages 5-7, with school and Kiwanis sponsor approval.

Step 6. Upon completion of the petition and membership information forms and standard form for club bylaws, **attach new club fee payment check or money order**. Check the appropriate tier nation box and send the corresponding payment. Refer to the web site at www.keyclub.org for current information on new club fees and for complete listing of tiered nations.

Tier A Nation: US\$600 (Includes USA, Canada, Australia, Bahamas, Italy, New Zealand, Taiwan)

Tier B Nation: US\$460 (Includes Barbados, South Korea, Mexico)

Tier C Nation: US\$240 (Includes Jamaica, Malaysia, Colombia, Panama, Philippines)

Step 7. Mail to Key Club International at the appropriate address below. Make check (or money order) payable to *Key Club International*. Key Club International, ATTN: Service Leadership Programs-Charter Processing, 3636 Woodview Trace, Indianapolis, IN 46268-3196 USA E-mail: spgcharter@kiwanis.org.

Step 8. Please allow at least six weeks for processing and return of official charter certificate and new-club materials. Member pins, cards and other membership items will be sent for the number of charter member names listed. Members joining after the petition is submitted will be required to pay the membership dues.

Note: New clubs will pay district and International dues in the second year. All clubs chartered before April 1st will be invoiced for dues in September of the same year. All clubs chartered after April 1st will not be invoiced until the following year.

Tel: 317/875-8755, ext. 125 or 1-800-KIWANIS • FAX: 317-879-0204 • E-mail: spgcharter@kiwanis.org • Web: www.keyclub.org

FOR OFFICE USE: Key #: _____ District: _____ Membership: _____

Form 2. AGREEMENT TO SPONSOR A KEY CLUB

Completed by the sponsoring Kiwanis club

Kiwanis Club of _____ Key number _____

Kiwanis district _____ Kiwanis division # _____

Notified Kiwanis International to assist locating a sponsoring Kiwanis club but no Kiwanis club is available for sponsorship.
Note: Community based clubs must have a Kiwanis sponsor.

Please include reason(s) for not locating a Kiwanis sponsor: _____

Requirements of sponsorship

This Kiwanis club hereby petitions that Key Club International issue a new club charter for the Key Club listed in this petition. The Kiwanis club agrees to annually support the following requirements of sponsorship for the Key Club:

1. Appoint a Kiwanis advisor to the club and ensure he/she receives adequate orientation.
2. Ensure Kiwanis members attend every meeting.
3. Maintain an expense line item in the Kiwanis club's service account to support the activities of the club.
4. Meet with the school principal before the beginning of the school year.
5. Ensure that dues are paid for every member of the club.
6. Ensure club officers receive proper training following election.
7. Hold a planning session involving the leadership of both clubs.
8. Host or participate in two joint activities involving the membership of both clubs.
9. Invite two members to attend every regular Kiwanis meeting.
10. Ensure members attend conventions and conferences.

Kiwanis advisor

In addition, the Kiwanis club agrees to appoint an active committee of members to support the Key Club and designate one member as the Kiwanis advisor to the Key Club (print below):

Name _____ Member # _____

Mailing address (No P.O. Boxes) _____

City _____ State/Province _____

Country _____ Postal code _____

E-mail address _____ Telephone _____ Fax _____

Note: The charter certificate and new club materials will be mailed to the Kiwanis Club advisor at the address shown above.

The ten requirements of sponsorship should be read to the membership of the Kiwanis club at a regular meeting. The signatures affixed below indicate the acceptance of responsibilities of sponsorship by the Kiwanis sponsor of record, and further indicate the commitment of the Kiwanis sponsor to provide continuing support for the Key Club, its members and the school. It also is understood that if the school/site shall request, in writing, that the charter be relinquished, Kiwanis International has the right to cancel or revoke the charter. In such instance, the Kiwanis club shall forfeit any rights or claim to the Key Club charter or the school/site.

In the event the leadership of two Kiwanis clubs intends to co-sponsor the new Key Club, a copy of this form must be completed and signed by each Kiwanis club. Both forms should be submitted at the time of chartering.

Signatures of Kiwanis club officers

Kiwanis club president:

Signature _____ Date _____

Print name _____

Kiwanis secretary:

Signature _____ Date _____

Print name _____

Form 3. AGREEMENT TO SPONSOR A KEY CLUB
Completed by the school (or community-based organization*)

School name _____

School mailing address _____

City _____ State/Province _____

Country _____ Postal code _____

Telephone _____ School web site _____

Terms of sponsorship

This school hereby petitions that Key Club International issue a new club charter for a Key Club to be sponsored by the Kiwanis sponsor of record shown herein. The school agrees to provide the following terms of sponsorship to support the Key Club:

1. Provide a faculty advisor (print below), designated by the school administration, to advise and counsel the Key Club, attend all meetings of the club and ensure the club abides by the regulations of the school and all other local, state/provincial, and/or federal laws.
2. Ensure the Key Club conducts service-related projects and activities within the school and community.
3. Confirm the Key Club pays International and district dues annually.
4. Encourage the Key Club to send representatives to district and International conventions and conferences.
5. Encourage parents of members to be included in active participation with Key Club activities.

Faculty advisor

Name _____ Member of Kiwanis? YES NO

E-mail address _____

Telephone _____ Fax _____

***Community-based club**

In the event a school will not allow the organization of a Key Club, a community-based organization with facilities for meeting and appropriate staff for club advisement may be substituted in place of the school. Such a Key Club must bear a name that represents the community in which it exists. A staff member or parent must be substituted for and act as the faculty advisor to the club. For a community-based club, this page of the petition should be completed on behalf of the organization, and all references to "school" should refer to the "organization."

The signatures affixed below indicate the acceptance of responsibilities set forth in the terms of sponsorship by the school administration, and further indicate the commitment of the school to provide continuing support for the Key Club and its members. It also is understood that, at such time the school shall request, in writing, that the charter be relinquished, Key Club International has the right to cancel or revoke the charter. In the case that the Kiwanis sponsor shall no longer be able or willing to act as sponsor of record, Key Club International may choose to seek new Kiwanis sponsorship for the Key Club.

Signatures of school officials

Principal:

Signature _____ Date _____

Print name _____

Faculty advisor:

Signature _____ Date _____

Print name _____

Form 4. ACCEPTANCE OF LEADERSHIP

Completed by the Key Club officers

We, the elected officers of the Key Club, agree to accept and uphold the following items as leaders of Key Club.

Mission Statement

"Key Club is an international student-led organization which provides its members with opportunities to provide service, build character and develop leadership."

Vision

"To develop competent, capable, and caring leaders through the vehicle of service."

Core Values

The core values of Key Club International are leadership, character building, caring and inclusiveness.

Pledge

I pledge, on my honor, to uphold the Objects of Key Club International; to build my home, school and community; to serve my nation and God; and combat all forces which tend to undermine these institutions.

Motto

Caring—Our Way of Life

Objects

- 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 makes possible the increase of righteousness, justice, patriotism and good will.

We also certify the club membership has adopted the Standard Form for Club Bylaws and that we will, to the best of our abilities, operate this club within the guidelines established within these bylaws. We agree to abide by school regulations and local, state/provincial, and federal laws. We commit ourselves to the creation of service and leadership opportunities within this school and community.

Signatures of Key Club officers

| Officer | Print name | Signature |
|----------------|------------|-----------|
| President | _____ | _____ |
| Vice-president | _____ | _____ |
| Secretary | _____ | _____ |
| Treasurer | _____ | _____ |
| Editor | _____ | _____ |

Note: Form five is a separate excel/PDF document.



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: 11/2009



Kiwanis
Service Leadership Programs