

# KEY SOLUTIONS

## KEY CLUB MEMBERSHIP RESOURCES

### Kiwanis International Board Policies and Procedures on Key Clubs

These policies and procedures have been adopted by the Kiwanis International Board for the governance of Key Club. However, please be aware that Key Club International has adopted additional Policies, under the approval of the Kiwanis International Board, which provide further governance of Key Club. These are available (as well as the Key Club International Constitution and Bylaws) upon request from the Key Club Department at the International Office.

#### Board Policies on Key Club

- a. **Key Club International:** The Kiwanis International Board controls and is responsible for Key Club International and shall counsel, direct, and exercise final authority over all Key Club activities. (5/83)
- b. **Amendments to the Key Club International Constitution and Bylaws:** No amendment to the Constitution and Bylaws of Key Club International adopted by the delegates at a Key Club International convention shall become effective until approved by the Kiwanis International Board. (5/83) Authority is vested in the Kiwanis International Board to make necessary changes to the Key Club International Constitution and Bylaws, and on having made these changes, the Kiwanis International Board will inform the Key Club International Board of the changes made. (5/83)
- c. **Amendments to the Key Club International Board Policies:** No amendment to the Key Club International Board Policies adopted by the Key Club International Board shall become effective until approved by the Kiwanis International Board. The only exception shall be those amendments which do not alter the intent of the original reading. These amendments may be approved by the Kiwanis International Board Counselor and the Key Club International Administrator and subsequently reported to the Kiwanis International Board by the Board Counselor. (10/94) Authority is vested in the Kiwanis International Board to make necessary changes to the Key Club International Board Policies, and having made these changes, the Kiwanis International Board will inform the Key Club International Board of the changes made. (10/94)
- d. **Administration and Service:** The administration and service programs for Key Club on the International, district, and club levels shall comply with the Constitution and Bylaws of Kiwanis International and Key Club International and with the Policies and Procedures adopted by the Kiwanis International Board. (5/83)
- e. **Districts:** The board of trustees of each Kiwanis district is responsible for its Key Club district and shall counsel, direct, and exercise authority over all Key Club activity on the district level. (5/83)
- f. **Clubs:** Subject to policies and procedures approved by the school administration, the local Key Club is both an activity and the responsibility of its sponsoring Kiwanis club. (5/83)
- g. **Finance:** Separate accounting records, bank accounts, and reserves will be maintained and separate budgets will be prepared for Key Club International. (5/83)
- h. **Fund-raising:** Key Clubs shall not solicit or circularize Kiwanis clubs, Circle K clubs, or other Key Clubs to augment their own fund-raising activities. (5/83) (10/96)  
All Key Club fund-raising plans and activities shall be compatible with the school, campus, and community policies and practices. (5/83)
- i. **Good Name of Kiwanis/Key Club:** Key Club, by its conduct or activities, shall not impugn the good name of Kiwanis and/or Key Club, and should a violation occur, appropriate disciplinary action will be taken. (5/83)

#### Selected Board Procedures on Key Club

## 601 - RESPONSIBILITIES OF KIWANIS INTERNATIONAL

The Kiwanis International Board controls and is responsible for Key Club International and shall exercise final authority over all Key Club International, district, and club activities. The Kiwanis Executive Director has administrative and management responsibilities and accountability for Key Club, similar to the responsibilities and accountability for Kiwanis. (10/93)

## 602 - KEY CLUB AND SPONSORED PROGRAM DEPARTMENTS OF THE INTERNATIONAL OFFICE

The Key Club and Sponsored Program Departments of the Kiwanis International Office will be responsible for the following: (10/93)

- A. Promote and coordinate the activities of Key Club International in compliance with its Constitution and with the Constitution, Bylaws, Policies, and Procedures of Kiwanis International; (10/93)
- B. Produce educational materials on membership in and activities of Key Club for Kiwanians and Key Club members; (10/93)
- C. Distribute new club and other Key Club information to all interested Kiwanians and Key Club members; (10/93)
- D. Charter new Key Clubs; (10/93)
- E. Collect and process Key Club International dues from clubs for all members, other than honorary; (10/93)
- F. Issue Key Club International theme and membership cards to all members reported to the International Office; (10/93)
- G. Establish and maintain Key Club International records; (10/93)
- H. Produce, edit, and publish the official magazine for Key Club members; (10/93)
- I. Prepare for and supervise the Key Club International Board meetings and training conferences; (10/93)
- J. Prepare and supervise the annual Key Club International Convention; (10/93)
- K. Train the Key Club International President, International Board members, and district governors; (10/93)
- L. Prepare and finalize the theme and major emphasis materials and coordinate the development of a theme video; (10/93)
- M. Develop increased cooperation among Kiwanis, Circle K, Builders Club, and Key Club concerning activities of mutual interest. Care will be exercised to prevent the use of Key Club members as merely ticket sellers or messengers for Kiwanis activities; and (10/93)
- N. Develop and distribute the Key Club list of certain International and district officers. (10/93)

## 610 - CODE OF CONDUCT AT KEY CLUB INTERNATIONAL ACTIVITIES

### 610.1 - Application of Code of Conduct

The Key Club International Board shall adopt and enforce a Code of Conduct for all International Conventions, conferences, meetings, and other events, which shall be a part of the Key Club International Board Policies. (10/93)

### 610.2 - Persons Responsible

- A. **International Conventions and Associated Events:** For the Key Club International convention and all events related to the convention, the Key Club International Administrator shall require a minimum ratio of adult chaperones to Key Club members in attendance from each club and/or district in attendance. An adult chaperone for Key Club shall be a Kiwanis member, faculty member, parent, legal guardian, or person who is: a) *in loco parantis*; b) over the age of twenty-one (21); c) approved by the school; and d) registered with and accompanying the Key Club members at the convention. The adult chaperone shall be responsible for the Key Club members assigned to him or her. The International Administrator may also require a higher ratio of adult advisors to members for clubs that have been the source of Code of Conduct or other discipline violations at previous district or International conventions. Every Key Club member registered to attend the convention must have a designated chaperone who shall be the individual primarily responsible for the member in attendance. Ultimately, each Key Club district administrator shall have authority for all persons in attendance from his/her respective district. (10/93) (9/99)
- B. **International Hosted and Sponsored Conferences:** For the Key Club International Leadership Conference for Board members and Governors and the KC Weekend leadership conferences for club

members, the Key Club International Administrator or designee shall be responsible for the persons in attendance. (10/93) (1/99)

- C. **International Board Meeting or Events:** For Key Club International Board meetings or events, the Key Club International Administrator or designee shall be responsible for the conduct of all Board members. (10/93)

#### **611 - KEY CLUB MEMBERSHIP RECORDS**

The Key Club Department shall cause to be maintained a database of member records to include name, address, and other pertinent membership information. The list of members, in whole or in part, may not be released, transferred, sold, rented, or otherwise distributed in any manner to any other party for any use other than the management of membership records for Kiwanis International or Key Club International, or the offering of member benefit programs under guidelines approved by the Boards of Trustees of Kiwanis International and Key Club International. (4/99)

#### **614 - SOLICITATION OF FUNDS BY KEY CLUB INTERNATIONAL BOARD MEMBERS**

Members of the Key Club International Board shall not solicit funds from any Kiwanis/Key Club district or Kiwanis/Key Club to assist in the execution of their duties. (10/93)

#### **627 - ATTENDANCE AT THE KEY CLUB INTERNATIONAL CONVENTION**

Attendance shall be limited to active members of Key Clubs. Former Key Clubbers shall be admitted only by an invitation extended by the Key Club International Board with the approval of the Key Club International Administrator. (10/93)

#### **635 - KEY CLUB DISTRICT ACTIVITIES**

##### **635.1 - Code of Conduct At Key Club District Activities**

The code of conduct for attendees at district conventions, conferences, meetings, and events shall be as set forth in Key Club International Board Policy. Each Key Club district board, upon approval by the Kiwanis district board, may adopt more restrictive procedures. The Kiwanis district board shall designate persons responsible for district conventions, conferences, meetings, and other events. (See Procedure 607.2 - Persons Responsible.) (10/93)

##### **635.2 - Adult Chaperones**

At all Key Club district conventions, conferences, meetings, and events, there shall be at least one adult advisor for every ten Key Clubbers (or a portion thereof) in attendance. The adult sponsors attending shall be: (10/93)

- A. Members of the sponsoring Kiwanis club; (10/93)
- B. The Key Club faculty advisor (or other substituting member of the faculty as approved by the local school officials); or (10/93)
- C. A parent or guardian of a member of the Key Club. If approved by the sponsoring Kiwanis club and the local school officials, the Key Club district administrator may give permission for a Key Club unable to comply with the above-noted adult chaperone procedure to be supervised by other Kiwanians, faculty advisors, or parents or guardians. (10/93)

##### **635.3 - Convention Arrangements and Adult Chaperone Counseling**

The Key Club district administrator or representative, as approved by the Kiwanis district governor, is responsible for all contractual arrangements with hotels, motels, or other facilities. The administrator (or representative) shall work with the Key Club Host Committee Chairman to assist in implementing those organizational and program plans as established by the Key Club district board. (10/93)

The Key Club district administrator (or representative) is also responsible for counseling the adult chaperones necessary for the Key Club district convention to help ensure the appropriate conduct of attendees. (10/93)

## **640 - ORGANIZATION OF KEY CLUBS**

### **640.1 - Limited to High School Educational Institutions**

Key Club shall be organized only at high schools that have been certified by the appropriate national, state, or provincial board of education. A Key Club may be established and maintained in a high school, provided a Kiwanis club agrees to sponsor the club and it has support of the high school administration. (10/93)

### **640.2 - Petition for Charter**

A petition for charter shall be made on a standard form provided by the Key Club International Administrator. (10/93)

### **640.3 - Date of Charter**

In order for a new Key Club to be considered chartered during a specific Kiwanis administrative year, the charter application and dues must be mailed to the International Office, postmarked no later than midnight, September 30, of that year. (10/93)

### **640.4 - Only One Key Club in an Individual High School**

There shall be only one Key Club chartered within each individual high school. (1980)

### **640.5 - Number of Sponsoring Clubs**

A Key Club may be officially sponsored by no more than two (2) Kiwanis clubs. Note: The Kiwanis International Board further resolved, effective October 1, 1994, that this procedure be waived for existing Key Clubs that currently have more than two (2) sponsors, according to the International Office records, until such time as

natural attrition or change in sponsorship brings them into compliance with the procedure. (10/94)

### **640.6 - Chartering a Key Club Where a Sponsoring Kiwanis Club Does Not Exist**

In the event a school has formally requested a Key Club and no sponsoring Kiwanis club exists, a Kiwanis district may seek approval to build a Key Club provided the following conditions are met: (10/98)

- A. The proper school official requests the new Key Club in writing; (10/98)
- B. The Kiwanis lieutenant governor, district secretary, or Key Club district administrator must certify that no Kiwanis club exists within the community to provide sponsorship; (10/98)
- C. The proper school official agrees to abide by the terms of sponsorship as set forth by the Key Club International Administrator; (10/98)
- D. A Kiwanis club, division or district must agree to provide Kiwanis new club building efforts, and temporarily serve as the acting Kiwanis sponsor of record, agreeing to the terms of sponsorship as set forth by the Key Club International Administrator; (10/98)
- E. A minimum membership for chartering the Key Club shall be thirty (30) students; and (10/98)
- F. The charter shall be temporary and may be renewed on an annual basis. (10/98)

## 641 - RESPONSIBILITIES OF A KEY CLUB AND ITS SPONSORING KIWANIS CLUB

### 641.1 - Primary Responsibilities of a Key Club

- A. **Club Obligations:** The Key Club's obligations to its district and International organization shall be as outlined in the Key Club International Constitution and Bylaws and shall be the responsibility of the Key Club officers and a concern of its sponsoring Kiwanis club. (10/93)
- B. **Club Operations:** The administration, club program, and activities of the Key Club are the responsibility of the Key Club officers, functioning under the regulations and policies the school has established for student organizations and under the counsel of the sponsoring Kiwanis club. (10/93)
- C. **A List of Key Club Members:** A complete list of Key Club members, including name, address, and other pertinent membership information, shall accompany the payment of the Key Club International dues. (10/93) (4/99)

### 641.2 - Primary Responsibilities of a Sponsoring Kiwanis Club

- A. **Annual Statement of Responsibility:** The Kiwanis club must comply with the provisions of the annual statement of responsibility for the sponsoring of a Key Club. The form, provided by the Key Club International Department, must be signed by the Presidents of the Key Club and Kiwanis club and sent to the Kiwanis International Office. (10/93)
- B. **Club Counseling:** A member of the sponsoring Kiwanis club should be present at every Key Club and board meeting. Within school administration-approved policies, the counseling of each Key Club shall be the responsibility of the sponsoring Kiwanis club's board of directors, usually directed through the Kiwanis club's Committee on Key Clubs. (10/93)
- C. **Faculty Advisor:** A member of the school's faculty must be appointed by the administration of the school to work as the faculty advisor to the Key Club and to act as the school's official representative with both the Key Club and its sponsoring Kiwanis club. (10/93)
- D. **Discontinued Sponsorship:** A Kiwanis club is responsible for communicating with the Key Club International Department and the district governor when it plans to discontinue or has discontinued sponsorship of a Key Club. (10/93) (4/97)

## 643 - CODE OF CONDUCT AT KEY CLUB ACTIVITIES

The code of conduct for attendees at Key Club meetings and events shall be as set forth in Procedure 607 - Conduct of Attendees at Key Club International Activities or as adopted by the district under Procedure 635.1 - Code of Conduct. Written notice shall be given to school authorities, the Kiwanis district governor, district Key Club administrator, the sponsoring Kiwanis club president, and the parent(s) or guardian for any violations of the code of conduct and the action taken. (10/93)

## 644 - TRAVEL OF KEY CLUB MEMBERS

### 644.1 - Permitted Travel

The travel of Key Club members to district and International meetings shall be limited to those approved by the parents or guardians, school administration, and the chairman of the committee on Key Clubs of the sponsoring Kiwanis club. (10/93)

### 644.2 - Sponsoring Club's Assistance In Travel Costs

Costs for a Key Club member to attend training conferences, workshops, and conventions may be shared by the Key Club member, Key Club, and the sponsoring Kiwanis club. (10/93)

### 644.3 - Adult Chaperones

For every ten Key Club members (or a portion thereof) attending any divisional or district activity or function, there shall be not less than one adult advisor. Adult sponsors attending shall be members of the sponsoring Kiwanis club, the Key Club faculty advisor, or other members of the faculty approved by the school or parents or guardians of Key Club members. Key Clubs unable to comply with the above-noted adult advisor policy must contact their Kiwanis Key Club district administrator for permission to be supervised by other acceptable persons. Trips to any such activities or functions should not conflict with either school or personal obligations. (10/93)

## 646 - CLUB ADMINISTRATIVE EXPENSES

Costs of Key Club administrative expenses shall be paid only from club membership dues collected from members, specific administrative fund-raising activities, and support from the sponsoring Kiwanis club. Funds raised for community service projects shall not be used to pay for club administrative expenses. (10/93)

## 648 - CLUB FUND-RAISING ACTIVITIES

### 648.1 - Key Club Responsibilities

Although a Key Club often receives financial support from its sponsoring Kiwanis club, the Key Club has the responsibility to raise the funds necessary to implement its service activities. The following guidelines apply to fund-raising activities: (10/93)

- A. **Value:** Key Clubs may not solicit financial assistance from individuals, businesses, or organizations by the sale of products, goods, or services without giving something of real economic value in return. (10/93) (1/99)
- B. **Involvement:** The activity should normally involve personal Key Club member participation. (10/93)
- C. **Practices:** Fund-raising practices require a public announcement of the purpose of the fund-raising activity to enhance support and ensure good public relations. (10/93)
- D. **Cooperation:** Normal cooperative Kiwanis sponsorship relationships should be maintained, avoiding any possible indication that might be construed as Kiwanians contributing under undue pressure. (10/93)

### 648.2 - Lotteries, Raffles, Drawings, or Other Games of Chance

No funds may be raised by a Key Club by a lottery, raffle, drawing, or other games of chance. (10/93)

a Kiwanis-family member

[keyclub.org](http://keyclub.org)

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