

Apex High School  
Key Club Constitution

Adopted September 2011

Article I—Name of Club and Sponsor

The name of this organization shall be the Apex High School Key Club and its faculty sponsor will be Ms. Senff.

Article II—Purpose of Club

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:
7. To give primacy to the human and spiritual, rather than to the material values of life.
8. To encourage the daily living of the Golden Rule in all human relationships.
9. To promote the adoption and application of higher standards in scholarship, sportsmanship, and social contacts.
10. To develop, by precept and example, a more intelligent, aggressive, and serviceable citizenship.
11. To provide a practical means to form enduring friendships, to render unselfish service, and to build better communities.
12. 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.

The Key Club Pledge is as follows:

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.

The Key Club Motto is as follows:

Caring—Our Way of Life

Article III—Powers

No changes can be made without the advisor's approval. Any changes to the Apex High School by-laws must be voted in by a majority of the executive board. All members of the executive board must be present.

Article IV—Meetings

Executive Board meetings shall be held every Tuesday in Ms. Senff's room (211) from 2:25-3:00 pm. Regular club meetings shall be held every Thursday in Apex High School's cafeteria from 2:30-2:50 pm.

## Article V—Membership

Section 1- Membership in Apex High School Key Club is open to all interested students currently enrolled at Apex High School.

Section 2 - Members are expected to follow the Rules and Regulations of Apex High School. Noncompliance with school rules may lead to dismissal from the club. Members are required to complete 25 hours of service each semester and attend every Thursday meeting.

Section 3 - It is hoped that all members will attend all meetings and activities of Key Club. A member who is unable to attend a meeting must notify their class representative or faculty advisor. Failure to do so will result in an unexcused absence. If dismissed, dues will not be refunded.

Section 4 -Failure to complete the 25 hours or accumulation of five unexcused absences shall result in dismissal from the club for that semester.

## Article VI—Dues

Dues will be \$15.00 per school year. Dues are subject to change by amendment to this constitution.

## Article VII—Officers and Duties

Section 1—The officers of this organization, who will make up the executive board, shall be the President, Vice-President, Secretary, Treasurer, Project Chair, Membership Development Chair, Public Relations Chair, Sunshine, Webmaster, Freshman Representative, Sophomore Representative, Junior Representative, and Senior Representative.

Section 2—Officers shall have the following duties:

### President:

1. Attend summer training
2. Plan fundraiser
3. Fill out the convention report by March 1st
4. Plan and run Executive Board and Regular meetings weekly
6. Make agenda for both meetings before the meeting and give a copy to Ms.Senff
7. Help answer any questions from Executive Board members
8. Help answer questions from other members
9. Help Executive board learn their job duties
10. Attend monthly PCM's and Divisional Kiwanis Meetings
11. Work together with other schools to promote inter-club meetings and workshops
12. Attend Supporting Kiwanis Club meetings on designated day of month
13. Plan Banquets together with other Executive Board members
14. Plan holiday parties for board
15. Attend all Executive board and regular meetings.
16. Make sure other officers complete their duties

### Vice-President:

1. Plan fundraiser
2. Get speakers for the meetings

3. Attend summer training
4. Attend weekly executive board meetings
5. Meet once a month with Ms. Senff and President
6. Be prepared to fill-in and lead meetings if the President cannot attend
7. Make sure attendance is taken at every meeting
8. Plan and implement one fundraiser
9. Keep record on record sheet of all personal Key Club correspondence
10. Train up-coming Vice President
11. Plan one K-Family Committee meeting outside of regular club meeting per month
12. Plan activities/ projects for the K-family Committee meeting; work with the middle schools and their Builder's Clubs

Secretary:

1. Keep the minutes of all Key Club meetings
2. Submit monthly reports to Carolina Kiwanis by the 5<sup>th</sup> of every month
3. The Secretary shall assume all other duties generally associated with this office

Treasurer:

1. The Treasurer shall keep accurate records of all money received and expended by Key Club, and the Treasurer shall make payments and deposits as authorized by Key Club
2. The Treasurer shall reimburse Key Club members for Key Club-related expenses recorded on written receipts
3. The Treasurer shall turn in all dues on time
4. The Treasurer shall handle money transactions made for buying/selling t-shirts and other projects that involve payment
5. The Treasurer shall assume all other duties generally associated with this office

Project Chair:

1. Continually search, find and create new projects for our club
2. Keep in contact with the sponsors of the projects if updates are needed.
3. Contact other schools and Kiwanians about projects to see if they would like our club to also participate
4. Attend summer training
5. Organize the project book
6. Calculate completed hours for each project
7. Keep track of on-going and all past projects
8. Organize and complete a fund-raiser

Membership Development Chair:

1. Have an application process and interview process in place and know how /where will it occur
2. Hold the information session for those students interested in joining key Club
3. Make sure applications are copied and ready to hand out
4. Plan and carry out Induction Banquet for new members
5. Have speakers for the inductions ceremony
6. Create a directory of the members

### Public Relations Chair:

1. Create a list of all contacts in the local media (newspaper, television, and internet) to use at a future time.
2. Make sure that items are submitted to the local media when appropriate
3. Create posters and banners to hang to promote events through Key Club
4. Plan a committee meeting outside of the one that is held during the key club meetings

### Sunshine:

1. Prepare to celebrate birthdays, accomplishments, recognition, awards etc
2. Give out the MOM (Member of the Month) award
3. Provide inspirational and energizing anecdotes, games or activities at meetings
4. Organize social events for the members
5. Plan and implement a fundraiser

### Webmaster:

1. Update the website weekly with news and events
2. Post when the deadlines for new information are due
3. Post list of projects and details on the website
4. Have an updated calendar available for viewing

### Class Representatives ( Freshman, Sophomore, Junior, and Senior):

1. Be present at all Executive Board and regular meetings
2. Take attendance; update member sheet with new members for respective classes
3. Contact members that have not shown in two weeks or more
4. Answer any and all question for the members of the Key Club
5. Keep in contact with the respective class
6. Calculate hours for members
7. Plan class outings with other Key Clubs
8. Plan fundraiser

## Article VIII—Elections

Section 1—In order to run for President or Vice-President, one must have been an executive board member previously. In order to run for all other positions, one must be a member of the club.

Section 2—Candidates wishing to run must declare their intent one meeting before the final election, in writing, to the faculty advisor.

Section 3—The officers must be elected to their respective positions by members of Key Club.

Section 4—Speeches are given to the club in the month of February for the second semester. On the same day of the speech, members vote for each position. The person with the most votes for each position wins their election and fills in the position they ran for.

Section 5—If, for any reason, the President following the election is unable to perform the duties of the office, the Vice-President will succeed to the Presidency and an election shall be held to fill the office of the Vice-Presidency. If, for any reason, the President(s) and Vice President are unable to perform the duties of the Presidency, the Treasurer will temporarily assume the duties of the Presidency and organize an election to fill

the office of the Presidency and Vice-Presidency. If, for any reason, the Secretary or Treasurer is unable to fulfill the duties of his/her respective office, the Vice-President will temporarily assume the duties of the office and an election shall be held to fill these offices. If any office is vacated within the last nine weeks of the school year, elections need not be held, and the appropriate officer shall permanently assume the absented position.

Section 6—A person can only hold 1 position on the executive board.

#### Article IX- Activities, Projects and Community Service

Apex High School Key Club is a club for community service and volunteering: thus there are a multitude of projects and activities the club participates in.

Some of the activities/fundraisers we plan to participate in:

1. March of Dimes
2. Horse and Buddy
3. Food Bank
4. Adopt a Highway
5. Fall Rally (Carowinds)
6. Kiwanis Family Conference
7. District Convention
8. Boys and Girls Home at Lake Waccamaw
9. Tutoring Elementary school students
10. UNC Television
11. NC State Fairgrounds Popcorn
12. UNICEF Trick or Treat