



PRAIRIE HIGH SCHOOL KEY CLUB BYLAWS

ARTICLE I: Name

The name of this organization shall be the Prairie High School Key Club.

ARTICLE II: Sponsor/Advisor

Prairie High School (PHS) Key Club works in partnership with the Cedar Rapids Kiwanis Club with Advisor(s) being a staff member of PHS and/or College Community School District (CCS).

Article III: Motto

The motto of the PHS Key Club shall be "Caring-Our Way of Life."

Article III: Purpose

The purpose of PHS Key Club shall be:

- To develop initiative and leadership
- To provide the opportunity to build character
- To provide experience in volunteering cooperatively
- To serve the school and community
- To prepare for useful citizenship

Article IV: Governance

Section 1: PHS Key Club shall comply with the rules and regulations of Prairie High School, College Community Schools and Key Club International.

Section 2: PHS Key Club will operate under the guidance of the PHS Principal or his/her designee and assigned PHS/CCS staff advisor(s).

Article V: Membership

Section 1: Membership in PHS Key Club is available to all students actively attending Prairie High School in grades 10, 11 and 12.

Section 2: Membership in PHS Key Club consists of three components:

1. Payment of Annual Dues

Annual Dues will be determined by the current Officers taking into consideration the portion of dues to be sent to Key Club International and the financial needs of the club.

Every attempt will be made to provide annual dues for those students who paying annual dues would be a hardship for them and/or their family.

2. Attendance at Monthly Meetings

Attendance at a minimum of four (4) monthly meetings during the school year is required. Each meeting attended will credit member's volunteer service requirement with one hour of service. Students who are unable to meet during regularly scheduled meeting times may work out a prior arrangement with an Advisor.

3. Volunteer Service

PHS Key Club members will be required to complete 25 hours of service at approved Key Club sanctioned events throughout the school year. For each volunteer event that the Key Club member signs up but does not show up, 1 hour of Key Club volunteer hours will be deducted from the volunteer hours total for the school year.

Section 3: Recognition of Membership

1. Upon completion of membership requirements:

- a. First year members receive their Key Club Membership Card
- b. Members receive their Key Club pin
- c. Senior (12th grade) members receive a blue Key Club cord to wear at graduation ceremonies
- d. Members receive a Key Club membership certificate

Article VI: Officers

Section 1. Officers shall be President, Vice President, Secretary/Treasurer, and Public Relations/Webmaster.

Section 2. Officers will serve for one (1) year or until their successors are elected and qualify.

Section 3. Each officer shall be a member in good standing.

Section 4. The duties of the officers shall be such as are usually performed by similar officer holding positions, as outlined by the Key Club International document "Duties of Club Officers."

Section 5: Current officers will determine the need for class representatives and/or committees.

Section 6: If an officer is unable to fulfill their obligation, the remaining officers will complete the duties of that position until a special election can be held to fill the opening.

Section 7: If an officer fails to perform the required duties of office, the following procedures will be followed:

- a) A meeting with the officer, advisor(s) and if needed, PHS Principal or designee, to determine the cause of the problem.
- b) The result of the meeting will result in continuance of the officer or removal of the officer from office.

Article VIII: Election of Officers

Section 1. Election of new officers (President, Vice President, Secretary/Treasurer, and Public Relations/Webmaster) will be held at a monthly meeting in the spring and the new officer board will be announced before the last day of school.

Section 2. A member seeking a Key Club office shall be a member in good standing.

Section 3: Officers will be elected by popular vote.

Article IX: Activities/Projects/Events

Section 1: All events that Key Club members volunteer for will impact children and families.

Section 2: No event will be approved that will compromise the welfare of the Key Club member.

Section 3: Key Club approved events will be posted on the Key Club website to assure an equal opportunity for all members.

Section 4: Events will take place outside of school hours. Any exceptions will be approved by PHS Administration.

Section 5: Transportation to/from an event is the responsibility of the Key Club member.

Article X: Finances

Section 1: All funds held by PHS Key Club will be under the management of the College Community Schools Business Office.

Section 2: All policies and procedures regarding held finances by College Community Schools will be followed.

Article XI: Conduct

Section 1: It is the duty of PHS Key Club members to act respectably and responsibly while representing Key Club and Prairie High School.

Section 2: If the Key Club member does not act respectably and responsibly at a Key Club meeting or event, the following procedures will be followed:

- a) A meeting with the member, advisor(s) and if needed, PHS Principal or designee, to determine the cause of the problem.
- b) The result of the meeting will result in the continuance of membership or removal of member.

Article XI: Adoption and Amendment of By-Laws

Section 1: These bylaws will be passed by a majority vote of members at a regular Key Club meeting.

Section 2: All amendments will be approved by the current Officers and passed by a majority of vote of members at a regular Key Club meeting.

Section 3: By-laws will be reviewed annually by current officers and advisors.

These by-laws were approved and adopted on February 5, 2018.

Principal or designee signature

Principal or designee printed name

Current Key Club President Signature

Current Key Club President printed name

PHS/CCS Staff Advisor Signature

PHS/CCS Staff Advisor printed name

Dates Reviewed:
September 3, 2019

Dates Revised:

October 4, 2019 – Membership, Section 2, Item 3

October 4, 2019 – Office of Editor changed to Office of Public Relations/Webmaster

January 8, 2021 – Addition of Member Recognition section