

# KEY SOLUTIONS

## KEY CLUB MEMBERSHIP RESOURCES

### Organizational structure and club operations

#### Structure: How it works

In 28 countries worldwide Key Club is student-led from every level. Any active member has this unique opportunity to step up and take a positional leadership role. From the international level to local communities throughout the world, members are leading.

*International:* Key Club International encompasses all clubs within the groups 33 organized districts and in foreign countries that are not included in any specific district. Key Club International is led by the International Board, which is comprised of the international president, international vice president and 11 international trustees, all students and active Key Club members.

*District:* A district is normally defined by state or nation and tends to match a similar Kiwanis district. Each district is chaired by a governor, who is elected by delegates at the district annual convention.

*Division:* Each district is divided into territories called divisions, made up of various clubs. Each division has a lieutenant governor, a student leader who carries out the district's policies and provides support to the clubs.

*Club:* Key Clubs are established in a high school or equivalent institution, or a community-based club may be chartered. Elected officers are president, one or more vice presidents, secretary, treasurer, editor and one director from each class.

#### Club operations: How it works

##### ARTICLE VI. CLUB OPERATIONS

Section 1. The recognized officers of each Key Club shall be the president, one or more vice presidents, the secretary, the treasurer, the editor and one director from each class. These officers shall constitute the Board of Directors of the club and shall have such duties as shall be prescribed in the club bylaws. All officers shall be active members in good standing of the club.

Section 2. The president, vice president(s), secretary, treasurer and bulletin editor of the club should be elected at a meeting in February. These officers-elect shall serve as observing members of the board of directors from February to May in order to become more familiar with the administration of the club and shall take office in May, serving for one year or until their successors are duly elected. The outgoing president and secretary shall promptly certify to the director of Key Club International the names of the newly elected officers.

Section 3. The directors of the club shall be elected from and by the classes they represent at the first meeting of the club following the opening of school in the fall and shall serve for one year or until their successors are duly elected.

Section 4. The committees of the club and duties of the committees shall be prescribed in the club bylaws. The club president shall appoint all committee chairs and assign each club member to one or more standing or temporary committees.

Section 5. Each club shall hold one meeting per week on such a day and at such a place as shall be determined by the board of directors. It may hold other such meetings as the board of directors or membership may desire. In the event that unusual conditions prevent a weekly meeting, a club, upon receiving permission from the principal, or his/her designee, may hold one meeting per two week period.

Section 6. In fulfilling the objectives of Key Club International, each club should participate in the Major Emphasis Program and other service and leadership development programs endorsed by the organization.

Section 7. A club shall not use any name except that designated in its charter.

Key Club Bylaws and Board Policies outline even more valuable information regarding club, district and international structure and operations. These materials are found in the Guidebook, available at [www.keyclub.org](http://www.keyclub.org).



**Kiwanis**  
Service Leadership Programs

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