

Fulton High School Key Club

ARTICLE I: NAME & PURPOSE

Section A: Name – The name of this club shall be Fulton High School Key Club

Section B: Purpose – The purpose of this club shall be:

1. To promote students to be active in the community
2. To promote student involvement in activities that better the local Fulton community
3. To promote student involvement in volunteer activities
4. To assist Fulton residents/clubs/organizations in their mission to help make Fulton a better/safer place to be
5. To encourage the student body to donate to help those less fortunate

ARTICLE II: MEMBERSHIP & DUES

Section A: Eligibility - Membership shall be open to students with a 2.0 GPA. Eligibility is complete upon payment of the dues as outlined in Section B.

Section B: Dues – Dues shall be \$15 per year. These dues will be paid to Kiwanis International.

ARTICLE III: OFFICERS

Section A: Officers – The officers shall be a President, Vice-President, Secretary, Historian, and Treasurer.

Section B: Eligibility – Officers must be at least a 2nd year member and have not missed a meeting.

Section C: Election – The officers were voted on last year and will be re-voted at the end of this year

Section D: Term – The officers shall serve for one year and their term of office shall begin at the commencement of the spring semester.

Section E: Vacancy – If a vacancy occurs in the office of President, the Vice-President shall assume the office for the remainder of the term and vacancies in any other office shall be filled by a special election.

ARTICLE IV: DUTIES OF OFFICERS

Section A: President – it shall be the duty of the President to:

- Preside at meetings

- Vote only in case of a tie
- Represent the club
- Appoint committee chairpersons subject to the approval of the Executive Committee
- Serve as an ex-officio member of all committees except the nominating committee
- Perform such other duties as ordinarily pertain to this office

Section B: Vice-President – It shall be the duty of the Vice-President to:

- Preside in the absence of the President

Section C: Secretary – It shall be the duty of the Secretary to:

- Record the minutes of all meetings
- Keep a file of the club's records
- Maintain a current roster of membership
- Issue notices of meetings and conduct the general correspondence of the club

Section D: Historian - It shall be the duty of the Historian to:

- Take pictures of Key Club members at events and/or performing duties
- Keep up the social media of Key Club
- Keep record of events, including dates and activities

Section E: Treasurer – It shall be the duty of the Treasurer to:

- Receive all funds and process Request for Payment, Deposit Slip, and Officer Signature Forms
- Keep an itemized account of all receipts and expenditures and make reports as directed

ARTICLE V: MEETINGS

Section A: Meetings – Regular meetings shall be held monthly during the regular school year. Officer meetings will be held the day prior to the full meeting, and will take place in the morning in the advisor's classroom. These meetings are meant to organize volunteer activities for the coming weeks, and will be a place for students to sign up to volunteer for those activities. The volunteer activities will take place outside of 'meeting' time. Meetings will take place every second Tuesday of the month - with the exception of September.

Section B: Special Meeting – Special meetings may be called by the President with the support of the executive committee.

Section C: Quorum – A quorum shall consist of 2/3 of the team vote on anything or host the meeting in general.

ARTICLE VI: EXECUTIVE COMMITTEE

Section A: Responsibility – Management of this club shall be vested in an Executive Committee responsible to the entire membership to uphold these bylaws.

Section B: Membership – This committee shall consist of the officers as listed in Article III and the faculty advisor.

Section C: Meetings – This committee shall meet the day prior to the full meetings. This is where an agenda will be created and where the committee will decide what events the organization will take part in.

ARTICLE VII: ADVISOR

Section A: Selection – there shall be a faculty/staff advisor who shall be selected each year by the membership.- Cassandra Elam

Section B: Duties – The responsibilities of the faculty advisor shall be to:

- Maintain an awareness of the activities and programs sponsored by the student club.
- Meet on a regular basis with the leader of the student club to discuss upcoming meetings, long range plans, goals, and problems of the club.
- Attend regular meetings, executive board meetings as often as schedule allows.
- Assist in the orientation of new officers.
- Explain and clarify school policy and procedures that apply to the club.
- Maintain contact with STUCO.
- Maintain contact with Fulton Kiwanis
- Provide direction in the area of parliamentary procedure, meeting facilitation, group-building, goal setting, and program planning.
- Assist the club treasurer in monitoring expenditures, fundraising activities, and corporate sponsorship to maintain an accurate and up-to-date account ledger.
- Inform club members of those factors that constitute unacceptable behavior on the part of the club members, and the possible consequence of said behaviors.

ARTICLE VIII: AMENDMENTS

Section A: Selection – these bylaws may be amended by a two-thirds (2/3) majority vote of the chapter membership.

Section B: Notice – All members shall receive advance notice of the proposed amendment at least five days before the meeting. [The time may be extended to the following meeting.]

ARTICLE IX: AMENDMENTS

Section A: Community Service Project –

This will be updated with a running list of all that Key Club will be engaged in this year. Below are some things Key Club will help with, though the exact dates are not yet decided.

- Organize Blood Drive
- Collect for organizations (to be decided by membership)
- Assist in Soup Kitchen
- Assist in Pancake Dinner
- Assist at Streets of Fulton