**Bylaws of**

**Texas-Oklahoma District:**

**Lampasas High School**

 **Key Club**

**ARTICLE I**

**Name and Territorial Limits**

**Section 1;** The name of this organization shall be the Lampasas High School Key Club.

**Section 2;** This organization will operate within the borders of Texas-Oklahoma District of Kiwanis International.

**Section 3;** The territory of this district shall be divided into divisions.

**ARTICLE II**

**Objectives**

**Section 1;** The objectives of this district shall be:

1. To promote the objects of Key Club International;
2. To coordinate the projects of member Key Clubs;
3. To strengthen and extend the Key Club movement;
4. To increase the fellowship and cooperative efforts of the clubs within the district;
5. To promote participation of the clubs within the district in general objects, programs, and policies of the district and Key Club International; and
6. To accept and promote the constitution of Kiwanis International.

**ARTICLE III**

**Membership Bylaws**

**Section 1;** Each Kiwanis-sponsored Key Club in this district shall be a member of the district.

**Section 2;** To be a Member of Lampasas High School Key Club, $14 for International and District and $6 local dues must be paid. This is considered being in good standings with Key Club International. Recruitment shall begin at Lampasas High School in the beginning of March for students going into their sophomore through senior year in the following school year and initiation on the second Monday/Tuesday of the New school year. Recruitment for incoming freshmen will begin at Freshman night and continue through the beginning of the next school year.

**Section 3;** A member that does not have good standing or has poor membership qualities with the Lampasas High School Key Club should not be permitted to join in the years following.

1. Definition of good standing:
	1. Having completed all financial responsibility to Lampasas High School Key Club, Texas-Oklahoma District, and International dues
	2. If financial responsibility cannot be met, members of Lampasas High School Key Club may help.
	3. Wearing Key Club t-shirt at all events attended
2. Definition of poor membership qualities:
	1. **Inconsideration**– Missing deadlines for projects, leaving their fellow members behind; continually missing, showing up late for meetings or not attending Key Club sponsored activities; being unprepared for meetings or failing to answer emails or phone calls.
	2. **Rudeness**– Use profane or otherwise offensive language in their communication with their teammates, impolitely reject the ideas or opinions of others. Shows a lack of appreciation for the contributions of other team members.
	3. **Apathy**– Not taking an active role in team discussions. Shows little or no interest in the activities of the team and relies on others to make decisions and carry out the work. Failing to listen and consistently ask teammates to repeat information, showing a lack of interest and focus.
	4. **Domination**– Seeking control over every aspect. Does as many of the tasks that they can, without seeking input or support from their teammates. Possessive of their work and refuse to listen to their teammates about ways to improve it.
	5. **Irresponsibility**– Never take responsibility for their actions. Finds someone else to blame instead of accepting accountability. For instance, when a team member doesn't understand his role, he should ask questions to clarify. If he doesn't, he risks failing. Also, if a mistake occurs as a result of a decision or action on the part of the team, a member will deny his responsibility.
	6. **Criminal Behavior**– Conduct of an offender that leads to and including the commission of an unlawful act.

**Section 4;**  50% of all participation is required in Club Meeting and 50% of activities must be attended in order to retain membership in the year following.

**Section 5;** Transportation for students is only provided by parents, friends, or themselves. A permission slip will need to be signed by every parent whether students can drive themselves or ride with another student to and from events. Students must understand the state law that states: “Teen drivers with a provisional license CANNOT: have more than one passenger under 21 in the car who is not a family member.”

**Section 6;**  Members will earn points by attending meetings not scheduled during the school day and taking part in Key Club activities. Points will be given for time spent actively and productively in Key Club, which will determine awards earned for letter jackets and/or graduation gear.

1. The point system is as follows:
	1. 5 points for paying dues by September 15th ($20)
	2. 3 points for every hour of community service served (non-school function)
	3. 3 points for attending a school function where Key Club is a sponsor i.e. Trunk or Treat, Freshman Night, etc.
	4. 2 points per hour for Key Club fundraiser attendance: i.e. tutoring, bake sale, etc.
	5. 2 points for wearing Key Club t-shirts on Tuesdays during the school day (this will begin in October)
	6. 2 points for coming at least thirty minutes early to help prepare for events
	7. Donations:
		1. 1 point for one item
		2. 3 points for two items
		3. 5 points for three to six items
		4. 8 points for seven to ten items
		5. 3 points per Bake Sale item (one dish or one dozen) or one bag of candy
2. Points needed for awards:
	1. Letter jacket patch: 75 points
	2. To letter in Key Club: 120 points
	3. Graduation cords: 100 points
	4. Medallion: 100 points
	5. Tassel: 100 points

**ARTICLE IV**

**Officer Bylaws**

**Section 1;** Officers of Lampasas High School Key Club shall be the President, Vice President, Secretary, Treasurer, Webmaster, Bulletin Board Editor, and the Class Director of each grade level. Officers may also include Key Club International director and the district governors.

**Section 2;** Each officer, except the Key Club International Director, shall be an active member in good standing and not exhibit poor membership qualities of a Key Club in an organized district and shall be eligible for at least one school year of active membership following his/her election as an international officer.

**Section 3;** All Officers or pursuant officers must achieve a certain standard to be elected or to remain in office.

1. Must demonstrate leadership abilities and all previously stated Membership qualities.
	1. Emotional Intelligence - an individual’s ability to recognize and manage emotions in themselves and others. It’s typically broken into four areas:
		1. **Self-awareness**: The ability to recognize your own strengths, weaknesses, and emotions.
		2. **Self-management**: The ability to regulate your emotions, especially during periods of high stress.
		3. **Social awareness**: The ability to recognize others’ emotions. This is also often referred to as the ability to exhibit empathy.
		4. **Relationship management**: The ability to manage relationships with others through influencing, coaching, mentoring, and resolving conflict.
		5. **Communication**: The ability to accomplish the following
		6. **Adaptability**: The ability to adapt your communication style to different situations and audiences.
		7. **Active listening**: The ability to remain engaged and attentive during conversation, paying attention to verbal and non-verbal forms of communication.
		8. **Transparency**: The ability to communicate your goals, opportunities, challenges, and strategy in an open and transparent way.
		9. **Clarity**: The ability to simplify a message by providing the right level of detail for a given audience to motivate them to act.
		10. **Inquisitiveness**: The ability to ask open-ended questions that spark thoughtful discussion.
		11. **Empathy**: The ability to recognize the emotions of those you communicate with and use that understanding to adjust your communication style.
	2. Self-awareness - recognize and control your emotions as you perform your duties, helping you remain effective during particularly stressful situations.
		1. **Approachability**: Warmth and authenticity that builds connections.
		2. **Credibility**: Humility, competence, and resolve, in which the team views the leader as deserving of their trust and commitment.
		3. **Aspiration**: A clear vision and high expectations, which motivates team members to perform to their fullest potential.
2. To achieve or maintain an officer position, it is essential to attend 75% of all Key Club events and 85% of all Key Club meetings. *Your title will be stripped if this cannot be met.*

**Section 4:** All officers shall be elected into their positions by nomination of the officer being replaced. If that nomination is accepted, the members of Lampasas High School Key Club will vote.

1. All nominations for Key Club officer positions will be done by March 15th.
	1. An individual officer will select 2-3 replacements. If you are a member seeking re-election for that position, you can still nominate yourself, but your nominations for replacement must be made in good faith. If not, your name will be removed from the ballet for any officer position.
	2. Freshman may not hold Office other than class director, which will be decided the following school year. Sophomores may not hold the position of President, Vice President or Secretary.
2. Voting for Officer should be held the Last Monday/Tuesday of March or First Monday/Tuesday of April.
	1. Speeches for candidacy will go in order of position
		1. President
		2. Vice President
		3. Secretary
		4. Treasurer
		5. Webmaster
		6. Editor
		7. Senior Class Director
		8. Junior Class Director
		9. Sophomore Class Director
		10. Freshman Class Director
	2. If a position is not filled in spring, members will nominate and vote for that position in the fall.
	3. The next year’s elected officers will be announced the Monday following candidacy speeches and vote.
	4. During the months of April and May, next year’s officers will be trained, but will not hold that position until the end of the current school year. This is done so Lampasas High School Key Club can be active during the summers.

**Section 5:** . This club is built on kindness, community service, and helpfulness; to prevent any misconduct or abuse to the name of Key Club, we do require participation and qualities to be met. Failure to do so means removal from office.

1. If any members are concerned with the actions of an officer, this shall be brought to the attention of a class director who will then report to the Advisor, President and Vice President. If an officer is concerned, they will report directly to the advisor.
	1. All reports done by any member (including officer) will be anonymous.
	2. A majority vote from the members must come to keep or remove an officer from that position.
	3. If probable cause is found by the Officers, the officer committing offense shall be removed.