

# KEY SOLUTIONS

## KEY CLUB MEMBERSHIP RESOURCES

### Club Administrative Structure

Article 3 of the Key Club International Bylaws states that the 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 be active members in good standing of the club.

The president, vice-president(s), secretary, treasurer, and editor should be elected at a meeting in February. These officers-elect shall serve until their official installation following the district convention. Prior to their installation they should attempt to learn the aspects of their respective positions from the current officers. The duties of each office are described in greater detail in a subsequent Key Solutions Resources.

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.

The committees of the club and the 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.

a Kiwanis-family member

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

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Revised 10/06