



KEY CLUB

Rechartering Kit

 **Spicy Southwest District** 

How to Reactivate a Dormant Club

What is an Inactive club?

- An inactive club is a club that has not paid their club's dues after **September 30th of the year following District Convention** to the Southwest District and Key Club International. After this date, if a club has not paid their dues, their charter becomes suspended. At this point, the members of that club are not members of Key Club International, and the club will have to pay a **\$100** fee to reactivate itself. It is very important to pay club dues to experience the *full benefits* of being Key Club members and to be recognized by Key Club International. By paying your club dues, your club will receive Key Club leadership materials, membership pins, membership cards, membership insurance, make new friends, gain valuable leadership experience, and will be able to participate in all of Key Clubs **awesome** events! Remember, the on time dues deadline is **December 1st**, so don't forget to pay your dues!

Step-by-Step Process to reactivate a Dormant Club

- 1.** Determine if your club needs to be rechartered. Only clubs who have not paid dues for a whole year, and missed the September 30th deadline of the NEXT YEAR, are considered inactive and must be reactivated. For example, if your club last paid dues in November 2012, and it is October 2014, and you still haven't paid dues, your club will be considered inactive.
- 2.** Look up and research your club's original charter name (ex: Marana High School Key Club). You are in the **Southwest District**. You will also need to find out what division your Key Club is located in.
- 3.** Download and review the petition for charter. (<http://www.kiwanis.org/docs/default-source/service-leadership-programs/chartering-resources/guide-petition-for-charter-for-key-club-pdf.pdf?sfvrsn=6>) You will basically have to re-charter your Key Club, with the exception that you will only require \$100 instead of \$650.
- 4.** Determine who the 5 officers of your club will be for its first year (or first year back). You must have a President, Vice-President(s), Secretary, Treasurer, and Editor. They must be eligible to serve an entire term in office and complete their duties, but do not have to be elected.
- 5.** Talk to your sponsoring Kiwanis Club and have them agree to petition to recharter your club. You must have their financial/moral support to recharter the club. Have them fill out page 2 of the petition.

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- 6.** Find a faculty advisor who is willing to support your club (unless you have one already) and then talk to the school principal and activities director to make sure that they support your Key Club. There can only be one Key Club per school. Have your Principal and Faculty Advisor complete page 3 of the petition.
- 7.** Review the Standard Form for Key Club Bylaws on pages 5 – 7 of the petition and make necessary, reasonable changes, to fit your clubs needs/desires.
- 8.** Complete page 4 of the petition, by having the club officers sign an agreement stating that you will support the objects of Key Club International, abide by its bylaws, and the ones that you have set for your own club.
- 9.** Complete a roster of your “charter” members (recharter members, in this case). You can download this roster here: http://nydkc.org/wp-content/uploads/2013/10/Lead_Charter-member-roster_KC.pdf. You must have at least 15 members to re-charter your club.
- 10.** Print out your roster, petition, and standard club bylaws. Attach a \$100 check (paid to Key Club International) or money order and mail to Key Club International
 - a. Key Club International
ATTN: Service Leadership Programs – Charter Processing
3636 Woodview Trace, Indianapolis, IN 46268-3196 USA
- 11.** Allow 6 weeks for processing and return of charter materials. You will be sent membership items, cards, and pins for all of the charter members listed. Charter members do NOT have to pay dues.
- 12.** After your club is re-chartered, be sure to send in dues for your new members (who are not the charter members); the next year, ALL members must repay their dues to Key Club International.
- 13.** You are successfully rechartered! Continue to process your dues payments at <https://members.portalbuzz.com/Member/User/Login?skin=kiwanis>.

Lastly establish a relationship and communication with the Lieutenant Governor for your Division by first completing the Officer Certification Form (http://swdkeyclub.org/uploads/Officer_Certification_Form_2014-15.doc). Continue this line of communication by keeping your LtG up to date on the status of your club.

Additional Documents

Key Club Charting Toolkit

- <http://www.kiwanis.org/kiwanisone/youth-students-special-programs/start-a-kiwanis-service-leadership-program---chartering-toolkit/key-club#.U1iw1vldXDY>

Standard form for Creating Key Club Bylaws

- <http://www.cnhkeyclub.org/downloads/Resources/Policy%20and%20Forms/Standard%20Club%20Bylaws%20Blank.pdf>

Planning a Charter Presentation

- <http://www.kiwanis.org/docs/default-source/service-leadership-programs/chartering-resources/guide-charter-presentation-key-club.pdf?sfvrsn=6>