

I N D E X

SUMMARY OF MINUTES

MEETING OF THE BOARD OF TRUSTEES

June 25-26, 1981

	<u>Summary Page</u>	<u>Exhibit Number</u>
Message of the President	1	1
Message of the President-elect	1	2
Report of the Secretary	1	3
Approval of Summary of Minutes of Board Meeting, May 1-4, 1981..	1	-
Consideration and Approval of General Office Administrative Action	1	-
Approval of Action of Executive Committee Conference Call of June 5, 1981	1	-
Reports of Board Committees:		
Administration and Structure	1	4
Building	2	5
Circle K	2	6
Convention	3	7
Laws and Policies	3	8
Leadership and Council	3	9
Membership Growth	3	10
New Club Building	4	11
Relocation of General Office Personnel	5	12
Report of the Treasurer	5	13
Report of Finance Committee	5	14
Joint Meeting With Past International Presidents	6	-
Other Business:		
Selection of International Secretary	6	-
Status of International Secretary Merridew	6	-
Nomination of Members to Foundation Board	6	-

SUMMARY OF MINUTES

July 2, 1981

Report of Committee of Past Presidents	1	15
Oral Report of Kiwanis International Foundation	1	-
Message of the President-designate	1	16
Appointments for 1981-82 Administrative Year:		
Representatives to District Conventions	2	17
Counselors to Districts	2	18
Board Committees	2	19
Expense Vouchers for District Convention Visits	2	-

SUMMARY OF MINUTES

MEETING OF BOARD OF TRUSTEES

JUNE 25-26, 1981

A meeting of the Board of Trustees of Kiwanis International was held at the Hyatt Regency Hotel in New Orleans, Louisiana, on June 25 and 26, 1981. Those present: Merald T. Enstad, President; E. B. "Mac" McKittrick, President-elect; Mark A. Smith, Jr., Immediate Past President; Aubrey E. Irby and C. E. "Pete" Thurston, Jr., Vice-Presidents; John T. Roberts, Treasurer; Mark Arthur, Jr., Albert L. Cox, Frank J. Di Noto, Allen M. Duffield, Warren H. Edwards, Jean Edouard Friedrich, Harris G. Hunter, Anton J. "Tony" Kaiser, Raymond W. Lansford, Henry L. "Les" Myers, Jr., James B. Richard, and Donald E. Williams, Trustees. Also present: R. P. Merridew, Secretary.

1. Message of the President

Message of the President is attached as Exhibit #1.

2. Message of the President-Elect

Message of the President-Elect is attached as Exhibit #2.

3. Report of the Secretary

Report of the Secretary is attached as Exhibit #3.

4. Approval of Summary of Minutes of Board Meeting, May 1-4, 1981

Voted, that the minutes of the Board Meeting of May 1-4, 1981, be approved.

5. Consideration and Approval of General Office Administrative Action

Elimination of membership of Not-Meeting clubs from active membership files

New clubs organized since last meeting of International Board of Trustees
Club incorporations completed

Kiwanis club name changes

Circle K clubs completed

6. Approval of Action of Executive Committee Conference Call, June 5, 1981

Voted, to approve the minutes of the Executive Committee Conference Call of June 5, 1981, reporting approval of International Travel Service as official travel service for the 1983 Vienna Convention.

7. Reports of Board Committees

Administration and Structure

Report of the committee is attached as Exhibit #4. It was presented by Chairman James B. Richard.

Recommendation 1. That the New Jersey District be granted permission to hold the 1982 district convention in Tamiment, Pennsylvania.

Voted, that this recommendation be adopted.

Report received.

Building

Report of the Committee on Building is attached as Exhibit #5. It was presented by Chairman John Roberts.

Recommendation 1. That the agreement between Kiwanis International and the firm of Bohlen, Meyer, Gibson and Associates be signed by President Merald T. Enstad.

Voted, that this recommendation be adopted.

Recommendation 2. That the ground breaking ceremony be held in Indianapolis on September 26 and that the entire 1981-82 Board be in attendance at the ground breaking ceremony.

Voted, that this recommendation as amended be adopted.

Report received.

Circle K

Chairman Albert E. Cox presented the report of the committee. This is attached as Exhibit #6.

Recommendation 1. That the annual K-Family Conference and the annual CONOVACT Conference be added to the list of events that Circle K International officers can attend without prior permission, that any member of the Circle K International Board of Officers who fails to adhere to these policies be removed from office by said Board upon recommendation of the Board Committee on Circle K Clubs, and that the Board Committee on Laws and Policies be requested to insert these provisions in the proper place in Board Policies.

Voted, that this recommendation be adopted.

Recommendation 2. That the proposed amendments to the Circle K International Board Policy Code, as contained in Exhibit A of the report, be approved.

After presentation to the Board, this recommendation was withdrawn by the committee and referred back to the committee for further study.

Report received.

Convention

Report of the committee, presented by Chairman Aubrey E. Irby, is attached as Exhibit #7.

Recommendation 1. That Washington, D.C. be approved as the convention site for 1987 on July 5-8.

Voted, that this recommendation be adopted.

Report received.

Laws and Policies

Chairman Frank J. Di Noto presented the report of the committee. That is attached as Exhibit #8.

Recommendation 1. That the first sentence of Proposed Amendment No. 4 to the International Constitution and Bylaws, Part 1-E, should be amended from the floor of the House of Delegates to delete the words "Article XII, Section 10 of" and thereafter read as follows:

"Section 7. The term of office of Trustees elected at each Annual Convention shall be as hereinafter specified, except for those Trustees elected to fill vacancies as specified in the Bylaws."

Voted, that this recommendation be adopted.

Report received.

Leadership and Council

The report of the committee is attached as Exhibit #9. It was presented by Chairman Raymond W. Lansford.

Recommendation 1. That the facilities at the Hyatt Regency in Indianapolis be reserved for the fall meeting of the 1982-1983 Council in October, 1982.

Voted, that this recommendation be adopted.

Report received.

Membership Growth

Chairman Anton J. "Tony" Kaiser presented the report of the committee, which is attached as Exhibit #10.

Recommendation 1. That a Flip Chart, similar to that prepared by the Georgia District, be developed and 500 copies produced and inventoried in the Supplies Department. Cost to be approximately \$5.60 each and to be sold to clubs at a cost of no more than \$10.00 each. Flip Chart to be available for the 1980-81 district conventions, or as soon as

possible. The committee further recommends that the sale of the Flip Charts be vigorously promoted by the Supplies Department and that each district be provided with at least two copies as part of the promotion.

Voted, that this recommendation be adopted.

Recommendation 2. That more emphasis should be placed on basic, traditional concepts, such as: carrying out service projects and publicizing them well; fellowship at meetings, selectivity in membership recruitment; strong education of new members; stressing meeting attendance; inter-clubbing, etc.

Voted, that this recommendation be adopted.

Report received.

New Club Building

The report of the committee, presented by Chairman Warren H. Edwards, is attached as Exhibit #11.

Recommendation 1. That the charters of the seven clubs listed on Exhibit A attached to the report be revoked.

Voted, that this recommendation be adopted.

Recommendation 2. That Policy C-8, "Charter Revocation - Non-Meeting Club" be changed to the following: "No club shall have its charter revoked by the International Board of Trustees unless it has been on the Not Meeting Club List for not less than one year, except upon a specific request, for a valid reason, by the District Board of Trustees in writing."

Voted, that this recommendation be adopted.

Recommendation 3. That in future International conventions time be set aside for the field service representatives to meet with the governors-elect of the districts in which they work and that a specific schedule for this be developed.

Voted, that this recommendation be adopted.

Motion was made and seconded that the Board approve the giving of credit for the building of new clubs as far as statistics are concerned, in connection with the Distinguished Awards Program, to both incoming and outgoing officers for the period of September 15 to October 15.

The Motion was defeated.

Report received.

Relocation of General Office Personnel

The report of the committee, which is attached as Exhibit #12, was presented by Chairman Frank J. Di Noto.

Recommendation 1. That the current personnel policies of the General Office as these policies apply to insurance benefits shall be applicable to those people who retire under the relocation policies.

Voted, that this recommendation be adopted.

Recommendation 2. That the relocation policies be clarified to make possible a 60-day period of concentrated effort to attempt to help the non-relocating employee find new employment and during this period of time the employee will be eligible for severance benefits.

Voted, that this recommendation be adopted.

Report received.

8. Report of the Treasurer

Report of the Treasurer was presented by John T. Roberts. It is attached as Exhibit #13.

Report received.

9. Report of Finance Committee

Chairman John T. Roberts presented the report of the committee. It is attached as Exhibit #14.

Recommendation 1. That the convention fees be increased from \$55.00 to \$65.00 for men and from \$20.00 to \$25.00 for women, effective for the 1982 Minneapolis convention.

Voted, that this recommendation be adopted.

Recommendation 2. That for budgetary purposes the Superstar Nite Ticket price be increased from \$8.50 to \$10.00, effective for the 1982 Minneapolis Convention.

Voted, that this recommendation be adopted.

Recommendation 3. That the New Member Processing Fee be increased from seven (\$7.00) dollars to ten (\$10.00) dollars, effective October 1, 1981.

Voted, that this recommendation be adopted.

Recommendation 4. That the 1981-1982 budget, attached as Exhibit A of the report, be accepted at a deficit of \$21,002.

Voted, that \$10,000 be restored in the budget for the April Board Meeting.

It was moved and seconded to amend the proposed budget by reducing the Extension Services budget in Line 114-03 to \$25,000 from \$55,000. Voted, that this motion be amended to include \$7,500 in Line 114-02 for ECC.

Voted, that the amendment as amended be adopted.

Voted, that the proposed 1981-82 budget be adopted as amended.

Report received.

10. Joint Meeting With Past International Presidents

The Past International Presidents and Board members met in a joint luncheon session.

J. William Kleindorfer, the man selected as the new International Secretary, was introduced to the Past Presidents.

The Board members and Past International Presidents stood in a moment of silence in memory of the four Past Presidents who had passed away during the year.

Maury Gladman, Chairman of the Past Presidents Committee was called upon for comments. Questions were asked by the Past Presidents and there was discussion concerning the move of the General Office to Indianapolis as well as the International Convention in Vienna in 1983.

11. Other Business

Selection of International Secretary

Chairman "Mac" McKittrick of the Special Committee for the selection of a new International Secretary presented complete information on J. William Kleindorfer. After appropriate discussion, it was recommended that J. William Kleindorfer be employed as the new Secretary of Kiwanis International, effective September 1, 1981.

Voted, that this recommendation be adopted.

Status of International Secretary Merridew

At the request of the President the entire Board was polled regarding the status of Secretary Merridew upon retirement.

Voted, unanimously, that the Board confer upon R. P. Merridew the title of Secretary Emeritus upon his retirement.

Nomination of Members to Foundation Board

Voted, that Allen M. Hicks and Maurice Gladman be approved to serve

as members of the Board of the Kiwanis International Foundation.

12. Next Board Meeting

The next Board Meeting will be on Thursday, July 2, following the convention.

Adjournment.

SUMMARY OF MINUTES

MEETING OF BOARD OF TRUSTEES

July 2, 1981

Post-Convention meeting of the Board of Trustees of Kiwanis International was held at the Hyatt Regency Hotel in New Orleans, Louisiana, on July 2, 1981. Those present: Merald T. Enstad, President; E. B. "Mac" McKittrick, President-Designate; Mark A. Smith, Jr., Immediate Past President; Aubrey E. Irby and C. E. "Pete" Thurston, Jr., Vice-Presidents; John T. Roberts, Treasurer; Mark Arthur, Jr., Albert L. Cox, Frank J. Di Noto, Allen M. Duffield, Warren H. Edwards, Jean Edouard Friedrich, Harris G. Hunter, Anton J. "Tony" Kaiser, Raymond W. Lansford, Henry L. "Les" Myers, Jr., James B. Richard, and Donald E. Williams, Trustees. Also present: R. P. Merridew, Secretary.

Also present: Arthur J. DeLorenzo and Gene R. Overholt, Trustees-Elect; John Murdock, Chairman, Host Convention Committee; Ralph C. Keyes, Kiwanis International Foundation Board; Wes H. Bartlett, Roy W. Davis, William M. Eagles, M.D., Maurice Gladman, Edward C. Keefe, Ted R. Osborn, Stanley E. Schneider, Merle H. Tucker, Albert J. Tully, Robert F. Weber, Past International Presidents; Lawrence G. Hapgood, Associate Secretary-Emeritus.

Introductions

President Enstad introduced John Murdock, Chairman of the Host City Convention Committee, and expressed the appreciation of the organization for the fine job the committee had done. Mr. Murdock responded briefly.

Secretary Merridew was called upon for his comments. He expressed appreciation for the title of Secretary-Emeritus which had been conferred upon him, and stated that it had been a tremendous experience to be Secretary of Kiwanis International.

Reports

Convention

Chairman Aubrey E. Irby of the Board Committee on Conventions gave a statistical report of the convention. He stated there was a registration of 12,933 with 5,457 delegates, 346 being delegates-at-large; that \$52,000 in supplies had been sold and 500 copies of the history written by Larry Hapgood.

Past International Presidents

The report of the committee is attached as Exhibit #15. Chairman Maurice Gladman presented the report to the Board.

Kiwanis International Foundation

Roy W. Davis, President of the Kiwanis International Foundation Board, indicated that the Board had several exciting ideas in prospect and that a written report would be filed later. He stated that the newly elected officers for the next administrative year are: Ralph C. Keyes,

President; Charles M. Roberts, Vice-President; Marshall W. McCann, Secretary-Treasurer; and Harry S. Himmel, President-Emeritus.

Comments

President Enstad called upon the Past Presidents to make any remarks they desired. Roy Davis, Robert Weber, Maurice Gladman, Ted Osborn, Merle Tucker, Albert Tully, Edward Keefe, William Eagles, and Stanley Schneider responded briefly.

Immediate Past President Mark Smith, Jr. and Associate Secretary-Emeritus Larry Hapgood commented briefly, as well as the two members leaving the Board--Vice President C. E. "Pete" Thurston and Trustee Allen M. Duffield.

New Business

Message of the President-designate

President-designate "Mac" McKitrick presented his message to the Board. This is attached as Exhibit #16. Discussion ensued.

Appointments for 1981-82 Administrative Year

Attention was called to appointments as Representatives to District Conventions (Exhibit #17), Counselors to Districts (Exhibit #18), and Board Committee Appointments (Exhibit #19).

Voted, that an expense voucher not be submitted by members of the Board when acting as representatives to their own district conventions.

Next Board Meeting

The next Board Meeting is scheduled for September 27-October 4, 1981.

Adjournment

MESSAGE OF THE PRESIDENTTO THEINTERNATIONAL BOARD OF TRUSTEESJune 25, 1981

This year has brought more major administrative problems to us than Kiwanis has ever before experienced in my memory.

I commend the Board for the manner in which you have assumed your responsibility and worked so hard to find solutions to the needs of our organization.

There are many problems ahead -- some that must be resolved by this Board and/or the delegate body, and some that will take longer. However, I am confident that together we will come up with the best solution.

I see no need to make drastic changes hurriedly only to find, as we try to implement these changes, that they are unworkable. I commend the Board committees that have worked so many long hours to come up with sound amendments to be presented at this convention.

Our membership development continues to be a major concern. The appointment of the "Club President's Advisors" program is a step in the right direction. Clubs are just getting started on the program so we do not have a good reading on it yet, but I have seen concrete evidence that it is effective where used properly.

Our financial picture is not good and again is a major concern. Where a great amount of our costs are involved in people, paper, postage and printing, inflation has a very strong effect on our operation. Fiscal responsibility verifies that the \$2.00 dues increase is urgently needed at this time.

In spite of all our problems I am thrilled to see the results first hand of the efforts of so many on really "What Kiwanis Is Meant To Be."

I would be remiss if I did not thank Larry Hapgood for coming out of his retirement, which he is enjoying so much, to help us at a very critical time with our relocation and building program. But, as a man truly dedicated to Kiwanis, he agreed when I called him to assist us in this area to fill an urgent need.

Another person looking forward to his July retirement was our Secretary Reg. Again, due to circumstances, I found it necessary to talk Reg into postponing his retirement to October 1 of this year. Many of his plans had to be changed and, Reg, we are so grateful to you because we all know the tremendous load we put on you when you had been looking forward to getting this load off your shoulders. It is truly the mark of a dedicated Kiwanian to assume the full responsibility once again. Thanks, Reg, we are all indebted to you.

These have been very trying times for the employees in our General Office. They have worked extra hard and long to keep the good ship Kiwanis on an even keel through some very rough weather. Thank you staff and all employees of Kiwanis for your dedication.

All indications are for another outstanding convention. Let's all pull together to make this a productive and rewarding convention to all.

In closing my final message to the Board, I want to congratulate Mac on the excellent progress he has made in planning for next year, and wish for him an experience as rewarding as mine has been and continues to be this year. Again, many thanks to all of you.

MERALD T. ENSTAD
President

MESSAGE OF THE PRESIDENT-ELECT

TO THE

INTERNATIONAL BOARD OF TRUSTEES

JUNE 25, 1981

The year ahead presents many challenges. Our work in formulating policy for the improvement of Kiwanis must be paramount to personal considerations if we are to achieve any degree of success. I will be asking, therefore, a great deal more of your time than has been normal to the operation of this board.

Hasty decisions are not a good way to be successful. The pattern of our committee meetings will be changed, to attempt to give more time and thought to our deliberations. To achieve this, we are going to request that staff have more input into the material that we will review, add to, and/or recommend or reject. I would expect that their input not be restricted by any second guessing of what the board may accept, but rather be their "wish list" of what they consider the optimum position. Too often, in recent years, both the staff and this board have been "reactive" rather than "active." We cannot fulfill our responsibilities unless we are innovative and creative. I would hope that this attitude will be evident in all our deliberations.

Our priorities will be difficult, a new International Secretary; a new building under construction; an extremely tight budget position, and uncertainty in the minds of many of our staff concerning our Indianapolis move. All of these, together with our need to improve our service to Kiwanis, comprise a challenge that will require our best talents and efforts.

Thursday morning I will outline to you my expectations for the coming year, and some changes in past established methods to attempt to better serve at less cost. We will be doing more preparation between board meetings, spending more days at our meetings to better complete our deliberations, and, hopefully, doing considerably less travelling.

We must, first and foremost, establish without any doubt, our credibility with our electorate, our determination to be fiscally responsible, and, at the same time, show that we can improve our service, in spite of these difficulties.

There has been a tendency creeping over this board's deliberations to cause us, in many instances, to be disagreeable, rather than just to disagree. Gentlemen, these meetings can be fun. They can be stimulating and challenging. They can give us the satisfaction of a job well done - if we all maintain a positive attitude, and a true spirit of Kiwanis service.

Within a few months we will be laying a new cornerstone in Indianapolis. Let's make its foundation the strongest unanimity of purpose any service organization could ever envision.

E. B. McKittrick
President-elect

REPORT OF THE SECRETARY
TO THE
INTERNATIONAL BOARD OF TRUSTEES

June 25, 1981

Our 66th Annual Convention of Kiwanis International, the first ever held in New Orleans, is ready to start and, despite a threatened air controller strike, advance registration figures are most encouraging. In just a moment I will report on the statistics of President Merald's administrative year which, with your help, has been an excellent year. Kiwanians in 75 countries where the Kiwanis flag flies have heeded President Merald's request that they "Take Time To Care" and, in so doing, have compiled a most impressive record of growth and service.

There is one respect, however, in which the year since our Anaheim Convention has been one of sadness for our official family. In the relatively short span of 151 days -- from August 9, 1980 to January 7, 1981 -- we suffered the loss of Past International Presidents Hi Heimbaugh, Park Arnold, Lorin Badskey and Ted Johnson. Each contributed in large measure to the forward progress of our organization and all will be sorely missed as we carry on into the future.

Past International President Bill Solberg is slowly recovering from a severe stroke but he and Arlene will not be able to be with us. They send their very best and have every hope of attending Council this fall. Others who will not be with us in New Orleans include Fred and Beulah McAlister, Don and Hazel Rice, Walter and Marion Ray, Don and Katherine Forsythe, and Reed and Helen Culp. Maurine Peterson has been home for some time and is improving nicely but Maurine and Pete will not make the trip to New Orleans. Among the widows of Past International Presidents we are happy that Jo Heimbaugh will be with us. We extend our sincere regrets to all of the official family who will not be with us and hope that they will plan to come to the Fall Council.

CONVENTION HIGHLIGHTS Advance registration figures reveal that, as of June 25, 13 districts have exceeded their quota while 10 more are within a few percentage points. We have registered 6,940 men and 5,360 women, bringing the total to 12,300. This compares with last year's total of 12,420 so that we should have excellent attendance. We are deeply grateful to Host Committee Chairman John Murdock and his fellow Kiwanians from the New Orleans area and throughout the host district. Governor Mort Levy has led a fine contingent of Louisiana-Mississippi-West Tennessee Kiwanians and their ladies in the performance of the many, many tasks which are so essential to the preparation and conduct of a successful convention. We thank them all most sincerely.

NEW CLUB BUILDING The number of new clubs built to date this year is 252, compared to 251, as of this date last year. The Minnesota-Dakotas District has already broken its previous all time high of 17 new clubs, with 20 clubs organized thus far this year.

The Benelux-France-Monaco, California-Nevada-Hawaii, Florida, New York, Southwest, and Texas-Oklahoma Districts are also showing good production. Good reports being received from all districts lead us to expect this to be one of our best years for the production of new clubs.

NEW COUNTRIES

We are happy to announce that Kiwanis International is now in 75 countries and areas around the world, with the organization in May of the first clubs in Faroe Islands and The Ivory Coast, West Africa at Bouca. The Kiwanis club in Faroe Islands was organized by Kiwanians from the Iceland District and The Ivory Coast by Kiwanians from the Benelux-France-Monaco District. This would be a good time to remind all Kiwanians that when they travel to countries which do not have Kiwanis clubs we would like to have them inform the General Office so that we can enlist their aid in organizing a first club in that country.

MEMBERSHIP GROWTH

The APS Membership from October 1, 1980 through March 31, 1981, based on certified membership figures, totalled 294,771. This reflects a net gain of 668 members, with twenty-eight districts showing a gain and fifteen showing a loss in membership. The net gain for the same period in the previous year was 1,151 members.

New Member adds from October 1, 1980 through May 31, 1981 totalled 34,134, compared to 38,998 in the previous year -- a difference of 4,864 adds. The APS Trend Membership total on May 31, 1981 was 297,084 which, when added to the reported 2,189 honorary members, makes a total of 299,273. This is 1,916 less than the 301,189 reported last year at this time. We are hopeful that most, if not all of this difference will be made up in the continuing implementation of the "TAKE TEN TO CARE" program.

KEY CLUBS

In our last report on Key Clubs we indicated the possibility that the goal of 100,000 members would be reached during this administrative year. As of June 16th, the paid membership totalled 99,183 and there is still a good chance that the 100,000 mark will be reached by September 30th. As of the June 16 date last year, the total membership was 94,774.

Growth in the total number of clubs is much closer, with the present total at 3,645 which is only 7 more than last year's 3,638 total.

Plans are just about complete for the Key Club International Convention to be held here in New Orleans from July 5 to 8. It is hoped that a large number of Kiwanis leaders at all levels will stay for that exciting event.

CIRCLE K

Growth has not been up to expectations in Circle K, 77 new clubs having been built since October 1, 1980, compared to 75 on this date last year. There are 785 Circle K Clubs with a total membership of 13,200 compared to 772 clubs with membership totalling 12,997 last year at this time. Circle K International leadership now

intends to emphasize the retention of members and the reactivation of clubs currently on non-meeting status. By concentrating in these two areas a more solid base of membership for the Circle K organization is anticipated in the future. Plans for the Circle K International Convention are just about finalized and, with the excellent cooperation of the host Pennsylvania District, Philadelphia should see one of the best Circle K Conventions since the organization's 1956 convention in the City of Brotherly Love.

BUILDERS CLUBS This newest area of sponsored youth continues to grow. This is the sixth year of existence for our junior high or middle school area and to date there are 486 Builders Clubs with membership totalling just over 12,000.

DATA PROCESSING In accordance with the action of the Board, approving the development of "Systems Development Guidelines" for the more efficient utilization of our data processing facilities, we have entered into an agreement with Arthur Young & Company to proceed with the project. We held a meeting of the General Office Staff on May 15 to outline the purpose of the project and to indicate the role of the individual users in helping prepare the necessary data. The full cooperation of staff users of data processing will begin upon our return to Chicago, looking toward a phase-in implementation date of October 1, 1981.

ITALY EARTHQUAKE FUND Kiwanians from all areas responded well to President Merald's suggestion that contributions be made to a special fund to help victims of the massive earthquake which devastated areas of Italy last December. The number of contributors has exceeded one thousand and they are still coming in. Included in these are two District contributions -- \$10,000 from the Japan District and \$3,681 from the New England District. The New York District is holding approximately \$9,000 until the decision is made at its Board Meeting here in New Orleans whether to send it directly to Italy or contribute that amount to the Italy Earthquake Fund. Several clubs in that district have sent funds and material directly to friends and relatives in the stricken area amounting to over \$10,000.

The monetary value of all these Kiwanis-related efforts to help the victims of the earthquake has totalled well over \$100,000, another dramatic illustration of the willingness of Kiwanians to help those in distress when called upon to do so. All Italy Earthquake Funds are being wire-transferred regularly to the Banca di Sicilia, Catania branch and put to appropriate use under the direction of Dr. Francesco Braschi, Governor of the Italy-Malta District.

LOOKING TO THE FUTURE As I conclude my last Report of the Secretary to this Board, having given you the statistics to date, I would like to express some thoughts about the future. In a little over a year the General Office will be moving to Indianapolis. After several visits during the past few months I am convinced that working in the new location will prove to be a most rewarding experience for all of our present staff who elect to do so. The new International

Secretary will have many challenges, but one of the major ones will be that of transferring the operation of the General Office to Indianapolis, filling vacancies which will be created by the decision of some to stay in the Chicago area. The Kiwanians in the Indianapolis area are most cooperative and have expressed their willingness to do anything and everything in their power to effect a smooth transition of our headquarters operation from Chicago to Indianapolis. In the few short months we have been working with them they have proven, over and over, how serious they are about that commitment and I know the relationship will be most rewarding to all concerned.

As I look back over the fifteen years of my tenure as secretary, I see many accomplishments but I also see some concerns. My principal disappointment is in the area of membership growth. Each year we add approximately fifty thousand new members to our rolls but we lose about forty-five thousand of them, reducing our net gain to minimum numbers. I am aware that there are several factors at work here but we must determine what needs to be done to stop the annual membership losses. Appropriate Board committees and their assigned staff have been working on this and hopefully will find the solution soon.

I wonder whether part of the problem may lie in the fact that we have been devoting too much of our time to General Office administrative matters and not enough to building club programs and other incentives at the local level that might well develop a higher degree of interest among new members. Soon the new International Secretary will take over responsibility for operation of the General Office, under the full administrative authority of the Board as provided by our Kiwanis International Constitution. I sincerely hope that you will see some merit in my suggestion and work with him toward the solution of our membership retention problem.

I have been a Kiwanian for thirty-three years, the last fifteen of them as Secretary of Kiwanis International. Those fifteen years have been the most rewarding of our lives for Doris and me. We have had the privilege of working for and with the finest people in the world through our Kiwanis connections. There are fifteen pictures on the wall of my office at home -- they are the official photographs of the Board of Trustees for each administrative year since 1966. It has been our privilege to work with the men in those pictures for periods ranging from one or two years to the entire fifteen. That association is sufficient reward in itself, but when we add international presidents from prior years, governors, committee chairmen, district secretaries and their ladies the number of cherished friends increases into the hundreds. Another favorite group is composed of the leaders of Key Club and Circle K International with whom we have established warm relationships over the years.

We have a special place in our hearts for the men and women who comprise the staff and employees in our General Office. I was impressed with their dedication and devotion to Kiwanis from my first day in the office

and their unswerving loyalty to our organization continues to this day. To Doris and me they are part of our family and, although we are looking forward to retirement, we shall miss them very much indeed.

President Merald, I want to express to you and your Board, and through you to the International Presidents and their Boards throughout my years of service, my most sincere thanks for the many kindnesses extended to Doris and me by you and your predecessors but, most of all, for the high privilege of having served as the Secretary of Kiwanis International.

Respectfully submitted,

R. P. "Reg" Merridew
International Secretary

GENERAL OFFICE ADMINISTRATIVE ACTION

June 24-26, and July 2, 1981

ELIMINATION OF MEMBERSHIP OF NOT-MEETING CLUBS FROM ACTIVE MEMBERSHIP FILES

<u>CLUBS</u>	<u>NUMBER OF MEMBERS</u>	<u>ORG. DATE</u>	<u>LISTED AS NOT-MEETING</u>
North Lake Tahoe, Nevada	7	9-27-79	5-6-81
Suisun, California	17	9-4-79	5-6-81
Foothills Golden K, Lenoir, N. C.	12	6-9-78	5-6-81
Bath Area, Maine	2	3-22-79	5-6-81
Farmington, New Hampshire	21	9-25-39	5-6-81
Davenport, Washington	16	2-13-79	5-6-81
Grand Junction, Two Rivers, Colorado	5	4-18-78	5-6-81
Woodland Park, Colorado	11	2-9-80	5-6-81
San Pedro Valley (The), Benson, Arizona	12	4-11-78	5-6-81
Jacksboro, Texas	20	4-12-79	5-6-81
Austin, North Central, Texas	16	9-30-78	5-6-81
 Tyrone, Pennsylvania	 22	 10-18-23	 5-7-81
 Green Run, Virginia Beach, Virginia	 15	 5-15-78	 5-25-81
Cross City, Florida	10	5-9-79	5-25-81
 Pleasant Hill, California	 7	 5-20-57	 6-9-81
East Macon, Georgia	18	4-23-80	6-9-81
Palding County, Georgia	22	9-29-80	6-9-81
Delta County, Cooper, Texas	29	9-23-80	6-9-81
Parkside, Sheboygan, Wisconsin	20	9-30-80	6-9-81

b. NEW KIWANIS CLUBS ORGANIZED SINCE LAST MEETING OF INTERNATIONAL BOARD OF TRUSTEES

<u>CLUB</u>	<u>COMPLETION DATE</u>	<u>MEMBERSHIP</u>
Bouake, Republic of Ivory Coast, Africa	3-3-81	20
Adak, Alaska	4-6-81	44
Beach County, Gubat, Sorsogon, Philippines	4-11-81	27
Power City, Lenao Del Norte, Philippines	4-13-81	20
Calawag, Quezon, Philippines	4-20-81	25
Cabugao, Ilocos Sur, Philippines	4-20-81	44
Bischwiller et Environs, France	4-22-81	21
Vercelli, Italy	4-23-81	20
Provo Golden K, Utah	4-27-81	30
Golden K Worthington, Minnesota	4-28-81	20
Chaska, Minnesota	4-28-81	26
Sundance, Wyoming	4-28-81	26
Tipton, Sons of Tipton, Indiana	4-29-81	21
Greater Oneida, New York	4-29-81	23
Lake Area, Kenosha, Wisconsin	4-29-81	24
Troup, Texas	4-30-81	24
Bruxelles Nations, Belgium	4-30-81	22
Torshavn, Faroe Islands	4-30-81	27
South Point, Ohio	5-4-81	32

<u>CLUB</u>	<u>COMPLETION DATE</u>	<u>MEMBERSHIP</u>
Plainedge, North Massapequa, New York	5-5-81	20
Livonia Mid-Day, Michigan	5-6-81	21
Mankato, Golden K, Minnesota	5-6-81	31
Aberdeen, Golden K, Minnesota	5-6-81	30
Old Point Comfort, Hampton, Virginia	5-7-81	30
Pleasure Island, Carolina Beach, N. C.	5-8-81	26
Flensburg, Germany	5-9-81	20
Hamburg, Michigan	5-12-81	23
Barefoot Bay, Sebastian, Florida	5-12-81	20
Hillsborough, Montgomery Area, N. J.	5-12-81	22
Golden K, Halifax, Nova Scotia	5-12-81	26
Oak Lawn Area Golden K, Illinois	5-13-81	29
Valley City, Golden K, North Dakota	5-13-81	21
Mountain Shadow, Tucker, Georgia	5-14-81	25
Rifle, Colorado	5-14-81	31
East Fort Bend County, Texas	5-14-81	27
Indian River, Philadelphia, New York	5-14-81	25
Sambreville/Temeppe Sur Sambre, Belgium	5-15-81	20
Deer Park, Texas	5-15-81	23
East Lyme-Niantic, Connecticut	5-20-81	21
Deming, New Mexico	5-21-81	23
Carvin-Seclin, France	5-22-81	20
DeSoto Parish, Mansfield, La.	5-27-81	24
Austin Golden K, Texas	5-27-81	27
Princeton, West Windsor, New Jersey	5-27-81	23
Parkland, Greendale, Wisconsin	5-28-81	21
Shenandoah Valley, Staunton, Va.	5-28-81	24
Montbello, Denver, Colorado	5-28-81	20
El Reno, A.M.K. Men, Oklahoma	5-29-81	20
Yellowhead Parkland, Spruce Grove, Alberta	6-2-81	23
Easy Risers, Waterloo, Iowa	6-3-81	23
Fort Conde, Mobile, Alabama	6-3-81	31
Mountain View, Wheat Ridge, Colorado	6-3-81	20
Coalinga, California	6-3-81	27
Williamsburg, Kentucky	6-4-81	20

c. Club Incorporations completed:

Eighty-sixth Street, Bath Beach, New York
 Five Cities, Pismo Beach, California
 Gouverneur, New York
 Highland Rim, Tullahoma, Tennessee
 Morris Park, Bronx, New York

Oklahoma City Central, Oklahoma
 Portmore, St. Catherine, Jamaica
 Prairie Village, Kansas
 Southeast Alexandria, Louisiana
 Vinita, Oklahoma

d. Kiwanis Club name changes:

From Kiwanis Club of East Los-Angeles-City of Commerce, California
To: Kiwanis Club of City of Commerce, California

From Kiwanis Club of Fairlawn Village, Ohio
To: Kiwanis Club of Fairlawn, Ohio

From Kiwanis Club of Genoa, Ohio
To: Kiwanis Club of Genoa Area, Ohio

From Kiwanis Club of Lola Valley, Redford Township, Michigan
To: Kiwanis Club of Redford Township, Michigan

e. Circle K:

CIRCLE K CLUB

Northwestern University
Furman University
Point Loma College, Beta Chapter

University of Toledo
Fort Lewis College
Georgia Southwestern College
Bowdoin College
The University of Oregon
Oregon State University
Aldelphi University
Goucher College
Linfield College

KIWANIS SPONSOR

Evanston, IL
Greenville, SC
Point Loma, San Diego, CA &
Ocean Beach, CA
Toledo, OH
The Narrow Gauge Durango, CO
Americus, GA
Brunswick, ME
Emerald Empire, Eugene, OR
Corvallis, OR
Garden City, NY
Towson, MD
McMinnville, OR

f. Key Clubs:

KEY CLUBS COMPLETED

Clarke County High School
Warrensburg Central High School
Springfield Senior High School
McLain High School
Goshen High School
Riverdale High School
Socastee High School
Hillcrest High School
Menasha High School
LeRoy High School
Matewan High School
Buchholz High School
Our Lady of Mercy Academy
Boiling Springs High School
Santa Rosa High School
Prescott High School
Logan High School
Garces Memorial High School
Valley High School
August Martin High School

O. D. Wyatt High School

KIWANIS SPONSOR

Winchester, VA
Warrensburg, NY
Springfield, OR
East Tulsa, OK
Goshen & Goshen, Maple City, IN
River Ridge-Harahan, LA
South Grand Strand, Surfside Beach, SC
Sumter, SC
Neenah & Neenah-Menasha Roundtable, WI
LeRoy, IL
Red Jacket, WV
Univeristy City, Gainesville, (The), FL
Jericho-Syosset, NY
Carlisle, PA
Santa Rosa, CA
Prescott, AR
LaCrosse, WI
Stockdale-West, Bakersfield, CA
Hidden Valley, Escondido, CA
Golden K Rockaway Boulevard South
Ozone Park, NY
Fort Worth - Sundown, TX

REPORT OF BOARD COMMITTEE ON ADMINISTRATION AND STRUCTURE

TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

June 24-26 and July 2, 1981

Date of Committee Meeting: June 25, 1981

Place of Committee Meeting: Hyatt Regency Hotel, New Orleans, Louisiana

Present: Members - Frank J. Di Noto, Warren H. Edwards, Harris G. Hunter
Chairman - James B. Richard
Staff - Fay H. McDonald, Gerald W. Deas

Review of 1981-82 Criteria for Distinguished Governor

The Committee reviewed the 1981-82 Criteria for Distinguished Governor and makes no recommendation for changes at this time.

Study of 1982-83 Criteria for Distinguished Award Program

The Committee reviewed the Criteria for the 1982-83 Distinguished Award Program and suggestions will be given to the 1981-82 Board Committee on Administration and Structure for that committee's consideration.

Restructuring of the International Board

The Committee reviewed the memorandum on "Restructuring and Other Amendment Items," dated June 19, 1981, which was prepared by James B. Richard, chairman of this committee, and sent to "Members of the Kiwanis International Council and Others." The Committee fully concurs with the contents of this memorandum.

1982 New Jersey District Convention

The Committee received a request from the New Jersey District Board that permission be granted to the district to hold its 1982 district convention in Tamiment, Pennsylvania. Such permission was granted to the district for its 1980 district convention and the committee recommends that such permission be granted for the district's 1982 district convention.

Recommendation #1:

The Committee recommends that the New Jersey District be granted permission to hold its 1982 district convention in Tamiment, Pennsylvania.

I move that recommendation 1 be adopted.

(Adopted)

Respectfully submitted,

FRANK J. DI NOTO
WARREN H. EDWARDS
HARRIS G. HUNTER
JAMES B. RICHARD, Chairman

REPORT OF BOARD COMMITTEE ON BUILDING
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES
June 24-26 and July 2, 1981

Date of the Committee Meeting: June 24, 1981

Place of Committee Meeting: New Orleans, Louisiana

Present: Members: Raymond W. Lansford, Donald Williams
Chairman: John T. Roberts
Relocation Consultant: L. A. Hapgood

Progress to Date

The Committee reviewed the work which has been in progress since its last meeting at the time of the May Board meeting and a subsequent meeting in Indianapolis.

Finalization of the agreement between Kiwanis International and the architect firm of Bohlen, Meyer, Gibson and Associates has been achieved. Following legal counsel's review, adjustments in the agreement have been made. Also a clarifying letter has been received from the architects which it is agreed will be added as an appendix to the agreement. The contract with the Rotz Engineers as established with the architects will also be added as an appendix. The architects will also furnish evidence of their carrying errors and omissions insurance.

Recommendation #1:

The Committee recommends that the agreement between Kiwanis International and the firm of Bohlen, Meyer, Gibson and Associates be signed by President Merald T. Enstad.

I move that Recommendation 1 be adopted.

(Adopted)

Mechanical and electrical work is progressing well under the direction of Rotz Engineers.

Steel requirement are now out for bids. Also bids will be received by July 8 for the elevator cab.

Preliminary interior design drawings were reviewed. The architects will be asked to further review the file requirements as these affect the interior designs being considered.

The Committee further recommends to Larry Hapgood and Secretary R. P. Merridew that a study of paper management procedures be continued. This work can be most important to the need for filing space in the new building.

Approval of Invoices of the Relocation Consultant

The Committee agreed that invoices based upon the approved contract with the Relocation Consultant be approved by the Chairman of the Building Committee as approved by the Board at its May meeting. Such approved invoices will then be forwarded to the Director of Finance for payment.

Option on Land

The provision of the Option on the land as drawn by Attorney John Grayson called for the Option to be picked up not later than June 30, 1981. Attorney Grayson has drafted the necessary letter for the signature of President Merald T. Enstad. This has been signed and forwarded by certified mail to Lumbermens Mutual Insurance Company with the required check of \$20,000.

Concerns of the Architects

As a further help in developing the over-all building design, the architects asked for assistance regarding locker requirements, the space for data processing, and the requirement of a dumb waiter.

The Committee will seek additional information on locker costs utilizing a smaller size. The data processing space has been fully discussed with the architects and this matter has been finalized with adequate space for any potential future requirements. The possible location and cost of a dumb waiter will be further reviewed with the architects at a meeting the Committee has planned for Indianapolis the second week in July. The locker question will also be reviewed at that time.

Budget set-up

Utilizing preliminary suggestions, the Committee asked Larry Hapgood, R.P. Merridew and Bill Berry to prepare a budget for the building and relocation effort. This budget will present potential income and line items of expense. The Committee will review the draft to make certain that all required reports from time to time will adequately reveal exactly how all expenses are related to budget items. The Committee also strongly urges that the Director of Finance handle this building and relocation budget separate from the computer system.

Temporary Office Space

The Committee understands the eventual need for office space in Indianapolis. It will continue to research the availability of such space.

Ground Breaking

With full consideration of the proposed plans of President-elect Mac McKittrick for the fall meeting of the Board, the committee feels that the ground breaking ceremony should be held just prior to the beginning of the Board sessions .

Recommendation #2:

The Committee recommends that the ground breaking ceremony be held in Indianapolis on September 26 and that the entire 1981-82 Board be in attendance at the ground breaking ceremony.

I move that Recommendation 2 be adopted.

(Adopted)

Location of the Building on the Site

The Committee has received a recommendation regarding the location of the building on the site. At the time of the meeting in Indianapolis in mid-July, the Committee will express its concern regarding the latest proposal. Attorney John Grayson will also be alerted to the concern since he drew up the Option in which agreements regarding the approval of the location of the building on the site were included.

Committee meeting

The Committee will meet in Indianapolis on July 10 and 11. It is hoped that the Committee may be joined by President Merald and President-elect Mac.

Respectfully submitted,

RAYMOND W. LANSFORD

DONALD WILLIAMS

JOHN T. ROBERTS, Chairman

REPORT OF BOARD COMMITTEE ON CIRCLE K CLUBS
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES
June 24-26 and July 2, 1981

Date of Committee Meeting: June 25, 1981

Place of Committee Meeting: Hyatt Regency Hotel, New Orleans,
Louisiana

Present: Members - Henry L. "Les" Myers, Jr., Harris G. Hunter
Chairman - Albert L. Cox
Staff - William H. Jepson

Circle K Statistics

The Committee reviewed the statistics on Circle K International, as of June 8, 1981, and noted that 76 new Circle K Clubs have been chartered since October 1, 1980; that total membership is 13,182; and that the collection of the Annual Circle K Sponsorship Fee is being received as anticipated.

1981 Circle K International Convention

The Committee was informed that plans for the 1981 Circle K International Convention, August 16-19, Philadelphia, Pennsylvania, are proceeding very well, and the Circle K Board of Officers finalized all program details during their recent June 1981 meeting. The Committee is pleased to know that both the Pennsylvania Kiwanis and Circle K District Host Committees are fulfilling their responsibilities and that the Circle K Board and the General Office staff are concentrating on controlling all expenses.

Kiwanis Board Policies Concerning Circle K Clubs

At the request of the Board Committee, the Circle K Board of Officers was asked to review Kiwanis Board Policies concerning the functioning of Circle K Clubs during their recent June 1981 meeting. In particular, the Committee continues to be concerned that the policies related to the travel of the Circle K Board are not being properly adhered to. The Circle K Board agrees that Kiwanis Board Policies are to be fully reviewed with the incoming 1981-82 Circle K Board following their election at the 1981 International Convention.

The Committee believes that Kiwanis Board Policies related to Circle K Board travel need to be reinforced for the benefit of both Kiwanis and Circle K.

Recommendation #1:

The Committee recommends that the annual K-Family Conference and the annual CONOVACT Conference be added to the list of events that Circle K International officers can attend without prior permission, that any member of the Circle K International Board of Officers who fails to adhere to these policies be removed from office by said Board upon recommendation of the Board Committee on Circle K Clubs, and that the Board Committee on Laws and Policies be requested to insert these provisions in the proper place in Board Policies.

I move that recommendation 1 be adopted.

(Adopted)

June 1981 Circle K Board Meeting

The Circle K International Board met at the General Office on June 12-14, 1981, and it was a successful and productive 3-day session. In addition to finalizing the Theme and Emphasis Program, which will be used by the organization for the next two administrative years, the 1981 Convention program and new membership materials were finalized.

In response to the suggestion of the Board Committee, the Circle K Board considered the possibilities of holding future Circle K International Conventions on college and university campuses. This could prove to be economical and provide greater opportunity as opposed to the large city, large hotel aspects of their annual conventions.

Circle K Policy Code

The Committee reviewed the proposed amendments to the Circle K International Board Policy Code (see Exhibit A) as recommended by the Circle K Board, and found them to be in order. The Committee noted that the proposed amendments are designed to clarify the functions of Circle K Board Committees; to better organize those sections of the Policy Code which deal with administrative matters, publications, and literature; and to update sections dealing with annual International events and conferences.

Recommendation #2:

The Committee recommends that the proposed amendments to the Circle K International Board Policy Code, as contained in Exhibit A, be approved.

I move that recommendation 2 be adopted.

(After presentation to the Board, this recommendation was withdrawn by the committee and referred back to the committee for further study).

The proposed new section to the Circle K International Board Policy Code, entitled: "Part IV - International Policy on Expansion of Circle K" will be held by the Board Committee for further study.

As the Circle K Board Policy Code and other important matters related to Circle K need on-going study and attention by the International Board, the Committee believes that it is essential that this Committee, and other Board Committees as well, be assured of continuity from one administrative year to another.

Regional Training Conferences

In May 1981, Circle K held its Annual Regional Training Conferences for Circle K District Administrators and Governors independent of Key Club. At the request of the Board Committee, the Circle K Board was asked to carefully review the success and productivity of this new procedure. The Circle K Board is enthusiastic with the results of the 1981 Conferences and has formally recommended that the same format be used again in 1982. The Committee agrees, and recommends that the Circle K Board consider the establishment of a nominal registration fee for all participants, effective with the May 1982 Regional Training Conferences.

Respectfully submitted,

HENRY L. "LES" MYERS, JR.
HARRIS G. HUNTER
ALBERT L. COX, Chairman

AMENDMENTS TO INTERNATIONAL POLICY CODE

PART II - INTERNATIONAL BOARD COMMITTEES

*Changes: The Title was changed from "Convention & Conferences Committee."
The Board will take each Board Committee and divide it into
Sections as opposed to Parts.*

SECTION A: Conventions and Conferences

1. The Committee on Conventions and Conferences shall recommend, by the end of Winter Board meeting, the official program of the International Convention for that following August.

The only change here is the word January to Winter.

2. The Committee shall annually recommend each year the time and place of the International Convention two (2) years hence from the three (3) cities chosen by the previous board.

Here the Board renumbered this section into duties of this Committee and changed from three years hence to two years hence.

3. The Administrator shall present to the Committee by the Fall board meeting the cities that have exhibited an interest in holding a Circle K International Convention for three years hence. The Committee will recommend to the Board the selection of three to five cities which they feel will best suit the interest of an International Convention. The official rotation of International Conventions is based on geographical distribution. A rotation schedule has been established as follows:

1985 - Area I - "West"	Cal-Nev-Ha; Southwest; Utah-Idaho, Montana; Rocky Mountain; Pacific Northwest
1986 - Area II - "Northeast"	Capital; EC&C; New England; New Jersey; New York; Pennsylvania
1987 - Area III - "Plains"	Kansas; Missouri-Arkansas; Minn-Dak; Neb-Iowa; Texas-Oklahoma; Western Canada
1983 - Area IV - "Southeast"	Alabama; Carolinas; Florida; Georgia; La-Miss-Tenn; Kent-Tenn
1984 - Area V - "Midwest"	Ill-E. Iowa; Indiana; Michigan; Ohio; West Virginia; Wisc-U Mich

Changes: Renumbered

4. Following the selection of these cities, the Administrator shall be responsible for a survey of hotels and facilities in each. A report on the survey will be made to the Committee at the next Board meeting. The Committee and the Board shall then officially select the three cities to be the possible site of said convention.

Changes: Renumbered

5. The Committee shall review agendas and plans for the present Leadership Training Conference at the Fall Board Meeting, and make final recommendations.

Changes: This is a new paragraph detailing duties of the Committee regarding the Leadership Training Conference.

6. The Committee shall recommend by the end of the Winter Board Meeting the date and location of the Circle K International Leadership Training Conference for the following year.

Changes: Renumbered

7. The Committee shall recommend, by the end of the Fall Board Meeting, a slogan and logo for the International Convention for that following August, if so desired.

Changes: This is a new paragraph

8. The Committee shall prepare evaluation questionnaires for all training conferences and conventions sponsored by Circle K International.

Changes: This is a new paragraph

9. The Committee shall have primary responsibility for recommending details, planning and promotion of the International Convention of the following August.

Changes: This is a new paragraph

SECTION B: Finance

The Duties of the Committee on Finance shall be:

1. To know the operating plan of Circle K International and its financial requirements.
2. To work with the President and the Kiwanis International staff in developing proposals for modifying the current budget as necessary and preparing the budget for the next fiscal year.
3. To examine and consider monthly financial statements and the annual reports of the auditors; report the substance thereof to the Board along with comments and recommendations; and prepare a breakdown of the Circle K International budget and financial status for general release to Circle K International.
4. To investigate the report on all financial matters that shall come before the Board.
5. To perform such financial duties as shall be designated by the President.

Changes: The duties of the Committee on Finance have not been amended. The Board renumbered this section and placed it under "Finance." It is currently "Finance & Membership Committee." The Board has separated membership and will outline membership in Section C.

SECTION C: Membership Development and Education

1. The Committee shall promote membership education and growth through Circle K International through promoting the increase of members in the individual Circle K Clubs.
2. The Committee shall promote the increase of Circle K clubs throughout International.
3. The Committee shall review and/or devise a membership development and education program.

Changes: This section has been separated from what is currently "Finance and Membership Committee." The first paragraph has no changes from the original. Paragraphs 2 and 3 are new. The Board feels these duties are important to Membership development.

SECTION D: K-Family Relations

1. The Committee shall promote K-Family relations on the club, district, and International level.
2. The Committee shall be responsible for publishing the K-Family newsletter on behalf of the International Board.
3. The Committee shall work with the counterpart committees of Key Club and Kiwanis to foster good K-Family relations.

Changes: This is currently Part IV, Sections A, B, and C. The Board has renumbered it into one section and has reworded it in more detail.

SECTION E: Public Relations

1. The Committee shall review and suggest revisions of the publications and literature originating from the General office, including the Circle K Magazine.
2. The Committee shall plan ways by which local, district, and International efforts can be coordinated to promote Circle K Week.
3. The Committee shall develop and promote the improvement of Public Relations throughout the organization, through letters, mailings, and other appropriate means.

Changes: This section is currently Part VI. In paragraph 1, the Board has added the responsibility of the Circle K Magazine to this Committee. Paragraph 2 is the same and paragraph 3 is a new responsibility the Board feels is important in Public relations.

SECTION F: Leadership Development

1. The Committee shall develop, review, and initiate implementation of materials and programs concerning every aspect of leadership within Circle K International.
2. The Committee shall review and implement means of promoting leadership development throughout Circle K International, i.e., newsletters, congratu-

latory letters to new officers, suggestions to districts for workshops, etc.

3. The Committee shall review and revise the Leadership Dynamics Manual and the club and district officer training manuals as necessary.
4. The Committee shall, in conjunction with the International President, provide suggestions for the Leadership Development Workshop at International Convention.

Changes: This section, along with Leadership Development is a whole new section. The Leadership Development Committee is new and these are the duties of that Committee.

SECTION G: Laws and Regulations

1. The Committee shall review any recommendations as to the constitutionality of any act, order or policy before submission to the Board.
2. The Committee shall have the responsibility of considering all aspects and grievances arising under the International Constitution.
3. The Committee shall review all resolutions and amendments to the Constitution before submission to the Board or the House of Delegates.
4. The Committee shall review the status of charters that become non-meeting
5. The Committee shall review all proposed amendments to club bylaws and district bylaws and and notify said clubs or districts of their acceptability.
6. The Committee shall review Kiwanis Board policies concerning Circle K and seek to bring Circle K policies in compliance with those of Kiwanis.

Changes: This section, except for No. 5 has been renumbered. Paragraph 5 is a new paragraph. However, this section is in the Constitution.

SECTION H: Awards

1. The Committee shall review and revise award criteria prior to the distribution of International award forms.
2. The Committee shall create new International awards if and when such awards are deemed appropriate.
3. The Committee shall screen award entries for meeting preliminary eligibility requirements and present said awards to the International Board for judging consideration.
4. The Committee shall be in counsel to the judging committees at the International Convention.
5. The Committee shall, in concert with the International Administrator, recommend actual award styles to the International Board for presentation at the International Convention

Changes: This section is a new section. The Board Committee on Awards has elaborated on its responsibilities.

SECTION I: Theme and Emphasis

1. The Committee shall recommend to the Board a "Theme and Emphasis Program" at every other fall Board meeting.
2. A Theme and Emphasis manual shall accompany each new theme and Emphasis program.
3. A Theme and Emphasis Filmstrip shall be produced to accompany each new Theme, and shall be made available to each Circle K club.
4. The Committee shall review all current material available relating to the Theme and Emphasis program.
5. The Committee shall give a presentation of the Theme and Emphasis program during each International Convention.
6. The Committee shall offer suggestions to the International President concerning the Theme and Emphasis workshop at the International Convention.
7. The Committee shall encourage all Circle K Clubs, through, the International Board, to participate in projects relating to the International Theme and Emphasis program.

Changes: In paragraph 1, the Committee has deleted the phrase: ... unless a two-year administrative theme is currently in effect. The reason being that every fall the Board will work on the theme program, whether its a new theme or not.

Paragraphs 2 and 7 are new. The rest are merely renumbered.

PART III - INTERNATIONAL POLICY

The Board has now sub-divided the policy into different sections.

SECTION A: FINANCIAL STRUCTURES

1. BUDGET

- A. The fiscal year of Circle K International shall be from October 1 to September 30.
- B. The Budget is prepared in rough by the Kiwanis International Finance Director in cooperation with the Circle K Administrator for the purpose of determining the financial assistance possible from Kiwanis International for the next fiscal year.
- C. The proposed budget will be reviewed by the Circle K International Finance Committee during the Winter Board meeting. Suggestions to the budget may be made by the Committee and/or the Board and forwarded through the Administrator to the Finance Director and the Kiwanis International Board for their consideration.
- D. The Administrator shall mail each Board member a copy of each month's "Comparative Statement of Expenses" and each quarterly statement of income and expenses within seven (7) days of receipt of same from the Finance Director of Kiwanis International

Changes: The only changes here other than renumbering is the word "Finance Director" from Comptroller.

2. CLUB CHARTERING AND MEMBERSHIP

- A. Any group fulfilling the criteria for chartering as contained in the Petition for Organization form may be recommended for chartering. Upon receipt of the completed Petition form and the Sponsorship Fee, the International Office shall take necessary steps to issue the charter for the new Circle K club.
- B. All clubs are expected to pay District dues. All clubs are expected to reimburse their sponsoring Kiwanis clubs for payment of the International Sponsorship Fee at the current per member rate unless mutually agreed on otherwise.
- C. Clubs failing to pay dues may be recommended for non-meeting status or revocation of charter.

Changes: The only changes here are in paragraph B, the phrase "... unless mutually agreed on otherwise." has been added. Also in paragraph C the word non-meeting was changed from suspension.

3. SPONSORSHIP FEE

- A. The administrator shall report at each of the International Board meetings as to the status of sponsorship fee payment by member clubs and membership figures.

- B. Circle K International shall notify the sponsoring Kiwanis club of their commitment to their Circle K club in August. Said notice shall list the date of the Sponsorship Fee is due as October 1, and shall state the date the fee is delinquent as December 1.
- C. If the Circle K club Sponsorship Fee has not been paid by December 1, a notice will be sent to the Kiwanis club and the Circle K club presidents informing them that they are delinquent.
- D. If the Sponsorship fee is not paid by January 1, the Circle K club, the Kiwanis club, the Kiwanis Lt. Governor, the Kiwanis Governor, the Circle K Governor, the District Administrator, the Counseling Circle K International Officer, and the Circle K International President will be informed that the Circle K Club is not in good standing.
- E. It will be requested that an additional letter be sent by February 15 over the Kiwanis International President's signature to the sponsoring Kiwanis club urging them to pay their fee.
- F. On March 1, a letter will be sent to the sponsoring Kiwanis club, Circle K club, Kiwanis Lt. Governor, Kiwanis Governor, District Administrator, Circle K Governor asking if the Kiwanis club wishes to continue the sponsorship of the club and to notify the International Office at once of their decision.

Changes: The title was changed from Dues Payment to Sponsorship Fee.

In paragraph A, the words minimum membership was changed to read membership figures.

Paragraph B, "December 1" has been added at the end which is the date of delinquency.

Paragraph C and E are the same.

In paragraph D and F, the District Administrator has been added.

The only other changes are the renumbering.

4. ACCOUNTING STRUCTURE

- A. The following procedures will be helpful to the President and the Board Committee on Finance in carrying out their responsibilities. These procedures shall be in compliance with Kiwanis International Office procedures.
 - I. Disbursement in any year shall not exceed the gross amount of the annual budget without the approval of the Circle K International Board.
 - II. Kiwanis International shall have the power to authorize such officers and employees as in its judgement may seem advisable to handle the financial affairs of Circle K International.
 - III. Kiwanis International shall execute and countersign the voucher checks and perform other such acts as will carry out the purposes and objects of these policies.

- IV. A formal accounting system shall be established by the Kiwanis International Finance Director for the purpose of handling and recording Circle K International income and expenses.
- V. A certified Public Accountant shall be employed to make an annual audit.
- VI. All receipts from annual Sponsorship Fee and Convention Registration fees shall be credited to the Circle K International account. Expenditures shall be made from this account only for direct operation of Circle K International.
- VII. All receipts from whatever sources for Circle K shall be deposited with such bank as shall be decided upon by Kiwanis International Finance Director and the Circle K International Administrator. Checks shall be signed by the Secretary or Finance Director of Kiwanis International. Checks shall be countersigned by the Administrator of Circle K International.

*Changes: No. IV, the word Comptroller to Finance Director.
No. VII. Comptroller to Finance Director. Also, the last sentence, "Checks shall be countersigned by the Administrator of Circle K International." The current reading (Part III, Section E, No. 8) states "...Treasurer, Assistant Secretary or Administrator of ..."*

The other change is renumbering.

SECTION B: USE OF NAME AND EMBLEM OF CIRCLE K INTERNATIONAL

- 1. Any use of the name or emblem of Circle K International outside of normal usage must have the approval of the Circle K International Board and Kiwanis International, which holds the registered trademark.

Changes: Renumbered

SECTION C: PUBLICATIONS AND LITERATURE

1. CIRCLE K MAGAZINE

- A. A magazine featuring Circle K activities shall be published five (5) times a year and be financed out of sponsorship fee money.
- B. The function of the Circle K Magazine is to be relevant to the members of Circle K as an information tool and source of ideas for the organization, and to promote the ideals of the organization.
- C. All clubs in good standing shall receive sufficient copies for their members free of charge.
- D. Subscriptions to the Circle K Magazine are available for non-members at the rate of \$3.00 per year.

Changes: The only change other than renumbering is the subscription price of the Magazine from \$2.00 to \$3.00.

2. INTERNATIONAL SPEAKING

- A. A newsletter of the International Board shall be published during the year and shall be prepared by the International Secretary in cooperation with the Administrator and President.
- B. All district officers, International Officers, District Administrators, Key Club International Board Members, Kiwanis International Board members, and Immediate Past International Board members shall receive a copy each time it is published in a given administrative year.

Changes: Paragraph A was changed from "... Secretary and edited by the Administrator."

Paragraph B, District Administrators, Key Club International Board members, Kiwanis International Board members were added to the list.

3. TRAINING MANUALS.

- A. Manuals explaining and detailing the various aspects of Circle K operation shall be compiled as deemed necessary for administrative purposes.
- B. The topic area of all manuals must be approved beforehand by the International Board. The President may assign an individual Board member to prepare a manual, or it may be prepared by a committee. The final editing and preparation of the manual will rest with the International Administrator and the General Office staff.
- C. Whenever the Circle K budget allows for the printing of new material or material in which major revision has been made, the cost of which shall exceed \$500.00 or more, the Administrator will request the Publications Department to secure three (3) bids from qualified printers. The printers submitting the lowest bid, other considerations being equal, shall be awarded the job.

Changes: Renumbered

4. LITERATURE

- A. Requests from Circle K clubs for literature in stock will be provided free or at the usual fee in any reasonable quantity and in a prompt time.
- B. All Circle K clubs will be provided at least once annually with a description of all material available through the Circle K headquarters and provided at the same time with an itemized order form for this material.
- C. Requests from Circle K district officers for literature in stock will be provided free or at the usual fee in reasonable quantities, for promotion of the Circle K program.
- D. Where any material requested is not presently in stock, a postcard to that effect will be sent to the person requesting such material. This postcard will be sent following receipt of the request for literature at the Circle K International Office and shall indicate the expected date the material will be back in stock and mailed.
- E. On request, reasonable amounts of literature from the Circle K Office will be sent by first class mail.

4. LITERATURE (Cont'd)

Changes: Paragraph C combines the current paragraphs 3 and 4 of Part VI, Section E. The phrase "or at the usual fee" has been added to paragraphs A & C since now there is a charge for some items.

5. SUPPLY CATALOG

All suggestions as to the nature and scope of supplies as offered in the supplies catalog coming from the Board should be submitted to the Administrator, who will refer them to the appropriate staff member.

Changes: The words "appropriate staff member" were changed from "Comptroller"

SECTION D: INTERNATIONAL EVENTS

1. CIRCLE K WEEK

The third full (Sunday-Saturday) week in February shall be designated Circle K Week, and shall highlight to the general public the work and activities of Circle K. Encouragement to combine membership drives will also be stressed.

Changes: Circle K Week was changed from the first full week to the third.

2. CANADA-UNITED STATES GOODWILL WEEK

A. Circle K shall annually promote the Canada-United States Goodwill Week, which shall be the week (Sunday-Saturday) of April 28.

B. Material and a special kit for Canada-United States Goodwill Week shall plan ways by which local, district and International efforts can be coordinated to promote this week. This kit is available through the Circle K Office.

Changes: Renumbered

3. REGIONAL TRAINING CONFERENCE

A. Regional Training Conferences shall be conducted by the Circle K International President and the Kiwanis International staff for the purpose of education and training of newly elected district governors and appointed administrators

B. Suggestions concerning the format of these conferences may be made by the International Board.

C. It is the suggestion of the International Board that these conferences be held in May of each year.

Changes: Paragraph A, Circle K International President was inserted

4. LEADERSHIP TRAINING CONFERENCES

A. The selection of the hotel site and all arrangements for the Leadership Training Conference will be accomplished by the Administrator. Planning

coordination will be affected with the Administrator of Kiwanis International Foundation.

- B. Each district is to be entitled to two representatives at the International Leadership Conference. It is strongly recommended that one of these representatives be a district governor and the other be a district officer. The district representatives will be responsible for their own travel arrangements to and from the conference.
- C. The two representatives per district do not include the International Officers; these individuals will be in addition to district participants. However, any other Circle K members who wish to attend this conference should notify the Administrator to be placed on a waiting list in the event of open slots. The Administrator shall notify them within seven (7) days of open slots on a first-come first-serve basis.

Changes: In paragraph B, "that the other be a district officer." was added. All other changes are merely renumbering.

5. K-FAMILY WEEKEND

- A. Circle K shall annually promote the K-Family Weekend, which can be held during any weekend in February.
- B. The purpose of K-Family Weekend shall be to encourage and promote K-Family interaction through a joint activity.

Changes: This is a new section.

6. INTERNATIONAL CONVENTION

- A. Each Circle K International Convention Program shall include:
 - I. Address by the President-designate of Kiwanis International or his representative.
 - II. Address by the President of Key Club International or his/her representative.
 - III. Administrative, educational, and motivational workshops.
 - IV. Theme and Emphasis workshops.
 - V. House of Delegates sessions in which the State of Circle K Address be given, new International officers elected, and proposed amendments and resolutions considered.
 - VI. Installation of new International Officers and retirement of outgoing International officers.
 - VII. Farewell address by the retiring International President.

*Changes: No. III, added - educational and motivational workshops
No. VI, added - retirement of outgoing International officers
Renumbered.*

B. Convention Committees

I. The operation of convention committees shall be supervised by the Convention and Conferences Committee.

II. The following shall be the convention committees:

Achievement Award	Resolutions
Credentials	Scrapbook Award
Elections	Sergeant at Arms
Oratorical Contest	Single Service Award

III. The Credentials Committee shall insure that only certified delegates from clubs in good standing shall enter the House of Delegates

IV. The Elections Committee shall orientate, conduct, and certify the election of officers at the convention.

V. The Resolutions Committee shall present to the House of Delegates such resolutions as it may determine to be in the interest of growth and awareness of Circle K. Any resolutions to be introduced to the House of Delegates must be submitted to the International Convention Resolutions Committee 24 hours prior to the first meeting of the House of Delegates. Amendments to a resolution or additional resolution can also be offered from the floor. Any resolution passed by the House of Delegates shall be acted upon by the appropriate standing Board Committee. This policy shall be printed in the official International Convention program.

VI. All members of the convention committees shall be members in good standing of Circle K and shall be selected by the President. The letters of appointment, as approved by the President, shall be sent out by the Administrator in behalf of the President.

VII. The Host Convention Chairman or Chairmen shall be appointed by the President in consultation with the Administrator, the host committee Circle K district governor, the host Kiwanis district administrator, and the Circle K International Convention and Conferences Committee. The Host Convention Chairman shall appoint members of the Convention Host Committee in consultation with the President, the Administrator the host Circle K District Governor, and the host Kiwanis district administrator.

VIII The sergeant at arms committee shall perform such tasks as shall be assigned to it by the President in consultation with the Administrator.

Changes: No. III, changed from - "...from dues paying clubs shall..." to read "...from clubs in good standing shall..."
No. VII, add "Convention and Conferences Committee" to the first sentence.
The remainder are just renumbering changes.

C. Certification of International Candidates.

I. A candidate's home club must be in good standing with Circle K International.

- II. A candidate's name must appear on the official Circle K International membership list.
- III. A closure date for meeting eligibility requirements shall be the Call to Order of the International Convention.
- IV. All candidates must complete the appropriate Consent and Assurance forms for their respective offices.

*Changes: No. IV is new.
Renumbered*

D. Awards

- I. The awards for this organization shall be the Circle Of Service, District Membership Achievement, Distinguished District, Humanitarian, Club Achievement, Club Scrapbook, Jay N. Emerson, Oratorical, Single Service and Douglas Wasson Awards, or as determined by the Board of Officers of Circle K International. The criteria for these awards shall be determined by the International Board.
- II. The Circle of Service, Humanitarian, Distinguished District, Jay N. Emerson, Membership Achievement and Douglas Wasson awards will be selected by the entire International Board in a Committee of the whole. The Awards Committee will not select the winners nor will they narrow the number of entries down beyond preliminary eligibility screening.
- III. The Club Achievement, Scrapbook, Single Service, and Oratorical Awards will be selected by Committees at the International Convention. The Committee will be selected by the President in accordance with the guidelines of the Convention and Conferences Committee.

*Changes: No. I, District Membership Achievement was added.
No. II, "...down beyond preliminary eligibility screening." was added*

7. THEME AND EMPHASIS PROGRAM

- A. The "Theme" shall be one phrase and should set the tone for the Emphasis program.
- B. The "Emphasis Program" shall be detailed programs that are proven activities that will add to the perspective of service for Circle K.
- C. The "Theme" shall be introduced at the International Convention through an audio-visual presentation. Copies of the presentation shall be made available for sale and distribution to clubs.

Changes: Renumbered

REPORT OF BOARD COMMITTEE ON CONVENTION
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

June 24 - 26, 1981

Date of Committee Meeting: June 25, 1981

Place of Committee Meeting: New Orleans; Hyatt Regency Hotel

Present: Members: John T. Roberts, E. B. "Mac" McKittrick
Chairman: Aubrey E. Irby
Staff: R. P. Merridew, Raymond G. Jeanes

Convention Site - 1987

The confirmation of the room rates requested for Washington, D.C. have been received in writing; therefore, based on recommendation of the Convention Committee in May and approved by the Board of Trustees, subject to this confirmation, we hereby designate Washington, D.C. as the convention site for 1987.

Recommendation #1:

The Committee recommends that Washington, D.C. be approved as the convention site for 1987 on July 5-8.

I move that recommendation 1 be adopted.

(Adopted)

Vienna Logo

The logo designed for the Vienna convention as presented by our Publications Department was accepted by the Committee. A copy of the logo is attached.

Vienna Convention Travel Agent

Attached to this report is the first draft of the service agreement of International Travel Service for your edification. Many points are still being discussed.

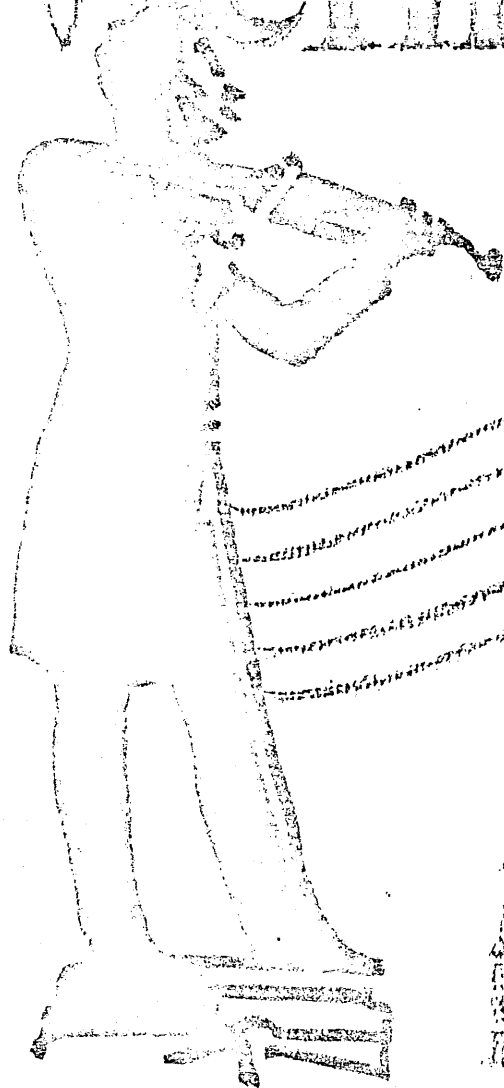
The Committee visited Vienna and was assured by Dr. Alexander Pfann from the Vienna Tourist Office that sufficient hotel rooms would be confirmed by the time Raymond Jeanes returned to Vienna in August.

The Committee also visited Berlin and found that Berlin had adequate hotel and meeting facilities for any convention in the future.

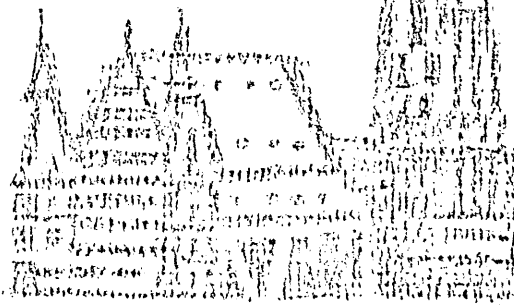
Respectfully submitted,

E. B. "MAC" McKITTRICK
JOHN T. ROBERTS
AUBREY E. IRBY, Chairman

Vienna '83



Wien



SERVICE AGREEMENT

This Agreement, made this _____ day of _____, 1981, by and between International Travel Service ("AGENT") and Kiwanis International ("CLIENT").

In consideration of the mutual covenants and agreements herein contained, the parties hereto agree as follows:

1. DESIGNATION AS OFFICIAL TRAVEL AGENT

- a. CLIENT hereby designates AGENT as its Official Travel Agent and AGENT agrees to serve as Official Travel Agent for CLIENT'S 68th Annual Kiwanis International Convention to be held in Vienna, Austria from June 29, 1983, through July 7, 1983, (the "MEETING").
- b. In connection with such designation, CLIENT agrees to inform CLIENT'S members of such designation and to use CLIENT'S best efforts to encourage the use of AGENT for total travel arrangements for the MEETING.

2. AIR TRANSPORTATION

- a. AGENT is authorized and hereby agrees to arrange air transportation between hometowns and Vienna for any of the staff, registrants and program participants ("PARTICIPANTS") attending the MEETING who request such service, subject to limitations as set forth in Section 6(d) of this Agreement.

- b. AGENT agrees to use AGENT'S best efforts to arrange scheduled flight air transportation as outlined in Section 2(a) above at the lowest available and applicable air fares at the time of travel, as the same may be requested by PARTICIPANTS.

3. HOUSING AND GROUND PACKAGES

- a. CLIENT agrees to advise hotels which have been designated by CLIENT as Official MEETING Hotels of the appointment of AGENT as MEETING Coordinator, and to request said hotels to confirm to AGENT in writing all hotel sleeping room accommodations held for the MEETING, their rates, taxes, and other applicable charges.
- b. AGENT agrees to formulate travel packages to include housing, sightseeing, transfers, and other features as agreed upon and described in the official promotion brochure such that they shall qualify for utilization of special air fares.
- c. AGENT agrees to use AGENT'S best efforts to arrange accommodations for PARTICIPANTS desiring to reserve only MEETING housing and registration.
- d. AGENT agrees to confirm such arrangements to PARTICIPANTS on a first come, first served basis.

4. OFFICIAL PROMOTIONAL BROCHURE AND OTHER ACTIVITIES

- a. AGENT will prepare and print not less than 50,000 one page flyers at no expense to CLIENT which shall be utilized to encourage

advance interest and seek prospective PARTICIPANTS by outlining preliminary information concerning the MEETING. All materials to be included in such flyer, the form of such flyer and method of distribution shall be subject to joint approval of AGENT and CLIENT prior to publication and distribution.

- b. AGENT, at AGENT'S cost and expense, will prepare and print not less than 20,000 brochures for CLIENT, outlining all registration, housing, transportation, ground and optional features available to PARTICIPANTS, including reservation form. All materials to be included in such brochure, the form of such brochure and all promotional materials mailed to prospective PARTICIPANTS shall be subject to joint approval of AGENT and CLIENT prior to publication and mailing. CLIENT agrees that all material required of CLIENT for inclusion in such brochure shall be made available to AGENT not later than May 1, 1982. Printing by AGENT shall be completed not later than three (3) weeks following joint approval of materials. When printed, a copy of the brochure will be attached to and become a part of this Agreement as Exhibit A.
- c. CLIENT shall prepare a letter for inclusion in the official brochure designating AGENT'S position and responsibilities such that use of AGENT'S services may be enhanced.
- d. AGENT shall provide at AGENT'S expense not less than one member of its staff for promotional activities at not less than two conventions to be held in the U.S.A. between June 1, 1981 and August 1, 1982.

5. USE OF PARTICIPANT LISTS

AGENT agrees that any PARTICIPANTS' name and addresses obtained by it will not be used by AGENT except in connection with this MEETING.

6. ADDITIONAL AGENT SERVICES AND CONDITIONS

In addition to the services enumerated elsewhere herein, AGENT agrees that as Official Travel Agent it will serve as coordinator for advance MEETING registration, housing and travel and, in connection therewith, to provide the following services:

- a. AGENT'S address will be utilized as "Registration Headquarters" for the MEETING. Any PARTICIPANT wishing to pre-register, purchase optional events, reserve a hotel room from the Official MEETING block, book an airline seat through AGENT or purchase official MEETING travel arrangements will be permitted to do so only by writing directly to the aforesaid office.
- b. AGENT will, upon receipt of each valid registration form and appropriate deposit or fee, forward a copy of such form to CLIENT. Any hotel or travel deposit(s) shall be retained by AGENT.
- c. AGENT will monthly, beginning August, 1982 until four (4) days prior to MEETING, send CLIENT an alphabetical list of registrants noting: name, mailing address, and such other registration information as may be required by CLIENT. The substance of such

standard reports is to be agreed to as a part of approval stipulated in Section 4(a) and when finalized, will be attached to and become a part of this Agreement as Exhibit B.

- d. All requests for advance MEETING housing and travel will be cut off fifty (50) days prior to commencement of the MEETING. AGENT will have the right to refuse any booking request after that date in order to permit AGENT to finalize arrangements for those PARTICIPANTS who have requested such services on a timely basis.
- e. Requests for MEETING registration and possible optional events related to the MEETING will be cut off thirty (30) days prior to commencement of the MEETING. All requests received after that date will be treated as on-site registrations.
- f. CLIENT agrees to provide AGENT with reasonable physical arrangements as required by AGENT in connection with AGENT's on-site service activities at the MEETING. AGENT will give CLIENT reasonable notice of its needs with respect to such on-site arrangements prior to MEETING.
- g. AGENT will prepare a Post-Convention audit of all fees collected by AGENT as they affect MEETING registration and any optional events sponsored by CLIENT and submit a final accounting to CLIENT no later than September 1, 1983.
- h. AGENT, at AGENT'S expense, shall provide a name badge insert of types and qualities set forth in Exhibit D. Such name badge

shall be available for all advance registrants for distribution as stipulated in Exhibit D. Provision of name badge inserts by AGENT requires the imprinting of personalized information of each PARTICIPANT as required by CLIENT. It shall be the responsibility of AGENT to provide the pin-on device for the badge insert, as well as provide sufficient continuous form stock, pre-printed with MEETING title and logo as required by CLIENT.

7. PAYMENTS BY PARTICIPANTS

- a. AGENT will collect all registration and social event fees for CLIENT and forward an alphabetical list and itemized fees collected to CLIENT. Said listings and fees will be remitted on the same schedule as specified in Section 6(c).
- b. CLIENT agrees that AGENT may require a deposit of not less than \$100.00 from registrants for each MEETING hotel room requested. Such deposit may be applied to any and all arrangements as requested of AGENT by PARTICIPANT.
- c. Upon receipt of deposit and PARTICIPANT'S form requesting any services, AGENT will acknowledge receipt to such PARTICIPANT.
- d. AGENT will issue a confirmation and/or invoice to all PARTICIPANTS as soon as practical when confirmation or invoice shall show an itemization of all arrangements requested and confirmed. Invoices issued shall require full prepayment of all outstanding charges by PARTICIPANT(S) to AGENT such that AGENT shall have

sufficient time to make appropriate prepayment to suppliers of travel program features. CLIENT understands that total prepayment for all services and arrangements will be required of PARTICIPANTS.

- e. AGENT reserves the right to cancel all arrangements which may have been requested by an individual PARTICIPANT of AGENT when PARTICIPANT fails to complete prepayment of charges as invoiced by AGENT. The brochure as defined in Section 4(a) shall clearly state such policy.
- f. All costs in the official brochure will be based on costs, rates, tariffs and currency exchange rates in effect as of a specified date which date shall be published in the official brochure. CLIENT agrees that AGENT may bill PARTICIPANTS for any increases resulting from changes considered by AGENT to be beyond control of AGENT, and AGENT agrees to adjust final invoices to reflect any decreases. A statement as to such possible increases and decreases in costs, rates, tariffs and currency exchange rates shall be contained in the official brochure.
- g. AGENT agrees to provide partial or total complimentary registrations, housing and/or travel arrangements to speakers, VIP's and others as requested in writing by CLIENT addressed to AGENT. Applicable charges for housing, transportation and other out-of-pocket services related to such complimentary arrangements as approved by CLIENT will be due and collectible from the CLIENT either by deduction from fees collected on CLIENT's behalf, or

should the funds not yet remitted to CLIENT be adequate, CLIENT agrees to pay any deficit.

8. AGENT COMPENSATION FROM CLIENT

AGENT shall anticipate no payment for services provided by this agreement except as set forth in Section 7(g) and Section 10.

9. HANDLING OF FUNDS

- a. AGENT will collect all registration and social event fees for CLIENT and forward an alphabetical list and itemized fees collected to CLIENT. Said listings and fees will be remitted on the same schedule as specified in Section 6(c).
- b. AGENT agrees that all funds received from PARTICIPANTS will be properly coordinated as a segregated travel account of AGENT.
- c. AGENT will be solely responsible for the collection and disbursements of all funds for travel arrangements as requested of and confirmed by AGENT (including air fare, housing, and other activities) for those PARTICIPANTS using AGENT'S services, and AGENT may not seek contribution, reimbursement or participation in any manner from CLIENT, its officers, employees, or directors for any shortage or deficit resulting from such collection or disbursement by AGENT, except as set forth in Section 7(g).

10. CANCELLATION

a. All cancellations must be given to the other party in writing.

b. Cancellation by PARTICIPANT:

i. In the event of a PARTICIPANT'S cancellation of any housing and/or travel arrangements on or after January 10, 1983, a \$10.00 per person service fee may be charged to the PARTICIPANT by AGENT. This cancellation fee may be deducted from the PARTICIPANT'S deposit with balance refunded to PARTICIPANT within thirty (30) days of such cancellation.

ii. In the event of a PARTICIPANT'S cancellation of any housing and/or travel arrangement on or after April 1, 1983, a \$50.00 per person fee may be charged to the PARTICIPANT by AGENT. This cancellation fee may be deducted from the PARTICIPANT'S deposit with balance refunded to PARTICIPANT within thirty (30) days of such cancellation, subject only to the provisions of Section 10(b)(iii) and Section 10(e).

iii. In addition to the service fees described in Section 10, paragraph (b)(i) or (ii), AGENT may charge the PARTICIPANT any cancellation fees imposed by CLIENT, hotels, airlines and/or ground operators.

Notice of such cancellation fees will be specifically described in the official brochure.

c. Cancellation by CLIENT:

- i. If CLIENT cancels the arrangements contemplated under this Agreement by written notice received by AGENT prior to or on June 21, 1981, AGENT agrees to return to PARTICIPANTS all funds theretofore received by AGENT under this Agreement, less an amount equal to the sum of any applicable penalties imposed upon AGENT solely because of such cancellation by the airlines, hotels and/or ground operators and AGENT'S reasonable out-of-pocket expenses which shall include such items as advance travel inspection trips, coordination meeting trip expenses, and brochure and promotion type-setting and layout expenses. Should the total funds be inadequate, CLIENT agrees to pay AGENT the amount of the deficit.
- ii. If CLIENT cancels the arrangement contemplated under this Agreement after June 15, 1981, but on or before June 15, 1982, all provisions of Section 10(c)(i) above will apply and, in addition, CLIENT shall pay to AGENT a fee equal to \$1.00 per person for each person pre-registered as of the date of CLIENT'S cancellation. Such per person fees in total shall in no event be less than \$1,000.00. Should the total funds be inadequate, CLIENT agrees to pay AGENT the amount of the deficit.
- iii. If CLIENT cancels all of the arrangements contemplated under this Agreement after June 15, 1982, all provisions of Section

10(c)(i) above will apply and, in addition, CLIENT shall pay to AGENT a fee equal to \$10.00 per person for each person pre-registered as of the date of CLIENT'S cancellation. Such per person fees in total shall in no event be less than \$10,000.00. Should the total funds be inadequate, CLIENT agrees to pay AGENT the amount of the deficit.

d. Cancellation by AGENT:

In the event the total number of PARTICIPANTS booking on any program covered hereby is less than the number required by existing C.A.B., A.T.C. and/or IATA regulations governing the air fares used in pricing the program, AGENT reserves the right to adjust the price to the next best available air fare or cancel said program. AGENT further reserves the right to cancel any or all travel arrangements due to lack of sufficient participation. In the event of such cancellation by AGENT, all monies collected from PARTICIPANTS for the program, or portion thereof, if only part of the program is cancelled, shall be refunded in full to each PARTICIPANT.

e. Applicable PARTICIPANT refunds shall be paid to PARTICIPANTS within thirty (30) days of completion of AGENT'S final accounting with appropriate vendor.

11. GENERAL PROVISIONS

- a. AGENT agrees that all complimentary MEETING hotel rooms and Vienna air transportation conductor passes earned in accordance with Civil Aeronautics Board tariff regulations shall be issued to persons as directed in writing by CLIENT. Because of existing tariff regulations relating to such complimentary transportation, CLIENT designees should not expect to receive such passes until approximately ten (10) days maximum to three (3) days minimum prior to departure for the MEETING.
- b. AGENT agrees to arrange to provide for a minimum of ten (10) roundtrip Chicago - Vienna coach class air tickets to be utilized by officers and employees of CLIENT at any time prior to the MEETING in the establishment of CLIENT arrangements in Vienna. These tickets are in addition to any airline passes as provided for in Section 11(a).
- c. AGENT agrees to recognize such travel agents as may be appointed by sub-groups which comprise Kiwanis International when such travel agents (SUB-AGENTS) are acceptable to CLIENT. In such cases, SUB-AGENTS may be assigned MEETING hotel accommodations from AGENT'S block on an option basis which option shall not extend beyond March 15, 1983. Such SUB-AGENTS shall have no right or privileges beyond those extended to individual PARTICIPANTS except for said time-option of block space which shall permit SUB-AGENT to formulate its own travel package outside those contemplated by AGENT. Should SUB-AGENT prefer to market

travel packages offered by AGENT as stipulated in Section 3(b), AGENT agrees to provide for a suitable commission payment to SUB-AGENT. All relations between AGENT and SUB-AGENT shall be stipulated by contract, subject to approval by CLIENT.

- d. Any notices or other communications required or permitted hereunder shall be sufficiently given if delivered in person or sent by telegram or via Certified Mail or Registered Mail, postage prepaid, to the CLIENT or AGENT, as the case may be, at the addresses set forth below:

CLIENT

KIWANIS INTERNATIONAL
101 East Erie Street
Chicago, Illinois
ATTENTION: Raymond Jeanes
Convention Manager

AGENT

INTERNATIONAL TRAVEL SERVICE, Inc.
102 Wilmot Road
Deerfield, Illinois 60015
ATTENTION: Stephen T. Martin, President

- e. AGENT shall have no obligation to furnish any services other than those specifically enumerated in this Agreement and CLIENT further agrees that AGENT shall be held blameless and not liable for any charges whatsoever incurred by PARTICIPANTS other than those expressly stated as included in this Agreement or provided for in the official travel brochure.

- f. This Agreement shall constitute the entire agreement between the parties hereto and no changes shall be made unless they are in writing and signed by individuals listed in Section 11(d), or their successors.
- g. This Agreement shall be binding upon the parties hereto, their respective heirs, executors, administrators and successors. This contract may not be assigned by either party without the written consent of the other party.
- h. This Agreement and all of its terms and provisions and the rights and obligations created hereby and the performance thereof shall be determined and governed by the law of the State of Illinois.
- i. The performance of this agreement by either AGENT or CLIENT is subject to acts of God, war, government regulation, disaster, strikes, civil disorder, curtailment of transportation facilities or other emergency making it inadvisable, illegal or impossible to provide the facilities or hold the MEETING. In such event, penalties to CLIENT shall be limited to those provisions outlined in Section 10(c)(i).
- j. AGENT acts as AGENT for PARTICIPANTS in making and securing all arrangements for transportation, sightseeing, or for hotel accommodations. AGENT does not own, manage, control or operate any transportation vehicle, any hotel or restaurant or any other supplier of services. All coupons, receipt and tickets are issued subject to the terms and conditions specified by the

suppliers. By accepting the coupons and tickets and utilizing the services, CLIENT agrees that neither AGENT nor any affiliated or subsidiary company or representative shall be liable for any loss, injury or damage to CLIENT or CLIENT'S or PARTICIPANT'S belongings or otherwise in connection with any accommodations, transportation or other services or resulting directly or indirectly from any occurrences beyond AGENT'S control including but not limited to breakdown in equipment, strikes, theft, delay or cancellation of or changes in itinerary or schedules.

IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement or have caused this Agreement to be executed as of the date first above written by its officers, theretofore duly authorized to execute the same.

INTERNATIONAL TRAVEL SERVICE, INC.

BY _____
Stephen T. Martin, President

KIWANIS INTERNATIONAL

BY _____
Raymond Jeanes
Convention Manager

REPORT OF BOARD COMMITTEE ON LAWS AND POLICIES
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

June 24-26 and July 2, 1981

Date of Committee Meeting: June 24, 1981

Place of Committee Meeting: Hyatt Regency Hotel, New Orleans

Present: Members - Anton J. "Tony" Kaiser, James B. Richard
Chairman - Frank J. Di Noto
Staff - Fay H. McDonald

Policies and Procedures Study

The Committee continued its policies and procedures study which included a review of a suggested format to implement the separation of current Policies into Policies and Procedures. The results of this study will be given to the 1981-82 Board Committee on Laws and Policies as a guide to the task of this separation.

The committee authorized staff to insert the policies and procedures into the current Policies and Procedures, which were adopted by the Board at the May 1-4, 1981 Board Meeting. These include the revision of paragraph 1-f on Page H-10, and the deletion of the title of Executive Director as an authorized signature for bank accounts on Page F-4.

Amendment to Proposed Amendment No. 4

Under Proposed Amendment No. 4, Part 1-E, the number of and terms for trustees to be elected has been specified. In the event that one or more vacancies are to be filled, the number of trustees to be elected will vary.

Vacancies are covered in both Article XII and XIII of the Bylaws. The proposed first sentence to Part 1-E reads as follows:

"Section 7. The term of office of Trustees elected at each Annual Convention shall be as hereinafter specified, except for those Trustees elected to fill vacancies as specified in Article XII, Section 10, of the Bylaws."

Although the Proposed Amendment could be construed to cover all vacancies, to avoid any confusion, the Committee believes that Amendment No. 4 should be amended by deleting, in such proposed first sentence, the words "Article XII, Section 10, of" and that such amendment should be presented to the House of Delegates.

Recommendation #1:

The first sentence of Proposed Amendment No. 4 to the International Constitution and Bylaws, Part 1-E, should be amended from the floor of the House of Delegates to delete the words "Article XII, Section 10, of" and thereafter read as follows:

"Section 7. The term of office of Trustees elected at each Annual Convention shall be as hereinafter specified, except for those Trustees elected to fill vacancies as specified in the Bylaws."

I move that recommendation 1 be adopted.

(Adopted)

Respectfully submitted,

ANTON J. "TONY" KAISER
JAMES B. RICHARD
FRANK J. DI NOTO, Chairman

POLICIES AND PROCEDURES
OF THE
INTERNATIONAL BOARD OF TRUSTEES
Amended as of June 26, 1981

CONTENTS

- A - International
- B - District
- C - Club
- D - International Conventions
- E - International Extension
- F - Finance
- G - Community Service Activities
- H - Sponsored Youth
- I - Miscellaneous

All Policies shall become effective immediately upon adoption by the Board of Trustees unless the motion to adopt or revise a policy statement specifies a time for becoming effective.
(5/8/79)

A - KIWANIS INTERNATIONAL

ANNIVERSARY OF KIWANIS INTERNATIONAL

The birthday of Kiwanis is celebrated on January 21, On that date, in 1915, the Kiwanis Club of Detroit received its charter from the State of Michigan.

BOUNDARY MARKERS - CANADA AND MEXICO

The installation of official Kiwanis International peace and friendship markers on the Canada-United States border and the Mexico-United States border shall be under the control of the International Board of Trustees.

1. Any club, division or district desiring to sponsor the installation of any such marker shall first apply to Kiwanis International for permission to do so.
2. The official names of such markers shall be the Canada-United States Peace Marker and the Mexico-United States Friendship Tablet. The use of the official Kiwanis International Canada-United States Peace Marker (available only from The Gorham Company, Providence, Rhode Island) and the Mexico-United States Friendship Tablet (available only from Bruce Fox Company, Albany, Indiana) will be a requirement for official recognition by Kiwanis International.
3. All ports of entry at which no marker has yet been installed are open for installation until such time as a prospective sponsor requests from Kiwanis International that a specific port of entry be reserved for an installation. When such request is approved, and for a period of twelve months from date of approval, no other sponsor may be granted permission to install a marker at that specific port of entry unless the original sponsor releases it.
4. No marker may be dedicated until it has been permanently installed.

COMMITTEES, INTERNATIONAL

1. International Committee Appointments

Appointments to International Committees for the ensuing administrative year may be released and publicized immediately following the meeting of the Board of Trustees at which these appointments are confirmed.

2. Past International Presidents

The Past President who served as President three years previously shall be appointed as Chairman of the Committee on Past Int'l. Presidents. In case of his inability to serve, his most recent predecessor shall be appointed as chairman.

The meetings of the Committee of Past International Presidents shall be held prior to the fall and convention Councils and shall be so scheduled as to allow the recommendations of the Committee to be reported to the Board prior to the adjournment of the Board. The agenda for meetings shall be prepared by the Chairman of the Committee and the President of Kiwanis International.

The President may assign Past Presidents to serve as correspondents to International Board Committees. The duties as Correspondents shall be advisory. Each shall receive copies of the significant correspondence.

3. Programs and Projects

No new project or expansion of any program requiring support materials shall be instituted without prior approval of the Board of Trustees.

** 4. Contests and/or Awards

Any contests or awards proposed by International Committees or individual International Committee-men shall have the approval of the International Board of Trustees before implementation.

5. Surveys

The creation of standing committees under Research and Development may require surveys of clubs. Any such survey shall be submitted to the Secretary who, with the concurrence of the President, shall have authority to approve or disapprove.

6. Sponsored Youth

The future Presidents of Kiwanis International shall consider appointment of Circle K Committee Chairmen and Key Club Committee Chairmen who have served as members of those International Committees for at least one year prior to appointment to the Chairmanship.

7. Year End Reports

Each of the International Committees shall submit to the Board a final report of its active work through its term of appointment.

8. Resolutions - Committee Structure and Functioning

- a. The membership of the Committee on Resolutions shall include the President-elect and other members which will assure international representation.
- b. There shall be no resolutions on Kiwanis administrative or structural matters nor on partisan political matters. There shall be no resolutions commending living individuals other than the traditional resolutions of appreciation for hospitality provided and resolutions of a like nature.
- c. Memorial resolutions shall be limited to Past International Presidents or Kiwanians who, at the time of death, were members of the International Council.
- d. Resolutions shall be related to broad matters of policy. The Resolutions Committee should evaluate the thinking and temper of the Kiwanis membership. In such evaluation the committee should not hesitate to resolve on any matter of great importance but should avoid controversy where principle is not involved.

- e. Publication to Kiwanis Clubs of resolutions proposed for adoption shall have a preceding statement, drawn by the committee, explaining, to the extent necessary or useful, the particular resolutions being presented, the intentions of such resolutions, as well as the functions and methods of the Resolutions Committee.
- f. Recognizing, first, that the work of the Resolutions Committee precedes the Convention by a substantial length of time and, second, that it cannot anticipate exact understanding of and response to the proposed resolutions, the committee should meet at such times immediately prior to and during the Convention as will enable it to evaluate delegate responses to the proposed resolutions. The committee should freely, though not quickly or loosely, exercise its power to make editorial revisions needed to improve understanding or acceptability. The Board of Trustees will exercise, when necessary, its power to withdraw or add to the resolutions proposed.
- g. The Resolutions Committee shall exercise the utmost caution in presenting resolutions of purely national character. A national resolution shall not be termed nor known as a Kiwanis International resolution but shall be identified by the name of the country to which it applies. If any such resolution is presented and so designated by the Resolutions Committee, it must be clearly stated as being for adoption by, and for, the delegates of the nation involved. Further, with respect to such a resolution, and with the full knowledge that a delegate may abstain from voting anytime he desires, the presiding officer may suggest to the delegates of non-involved nation(s) that they abstain from voting in order that the resolution would properly represent an expression in behalf of and by the delegates of the involved nation only. Official Kiwanis comment upon any such resolutions, to news media or otherwise, should carefully identify the national character and application of any such purely national resolutions.

CONTRIBUTIONS FOR CHARITABLE PURPOSES (Kiwanis International)

- 1. Kiwanis International itself (as distinguished from The Kiwanis International Foundation) shall not, without the specific approval of the Board of Trustees, accept from any individual or group, including Kiwanians and Kiwanis Clubs, any contributed funds designated to be used for charitable, educational, religious, or eleemosynary purposes.
- 2. Kiwanis International shall not give encouragement to or otherwise positively respond to any request for an appeal by Kiwanis International to districts, member clubs, or Kiwanians to contribute funds for any charitable, educational, religious, or eleemosynary objective, or to any specific organization or agency, except in the context of promoting contributions to The Kiwanis International Foundation, or in the context of identifying opportunities for fund contributions which support a broader Kiwanis objective in the field of interrelations and international assistance (such as CARE, Project Concern, etc.), or as provided for in Paragraph 2 of the policy on DISASTER OR EMERGENCY FUNDS.

DISASTER OR EMERGENCY AREAS

1. Solicitation for assistance to disaster or emergency areas shall not be made by Kiwanis International, except as provided in 2., below. Our national governments, states and provinces, and local communities, through such civic agencies as the Red Cross, Salvation Army, and others, are better equipped to handle disasters. Clubs and Kiwanis members in disaster areas should cooperate fully with these agencies.
2. In the event of a disaster or catastrophe, and upon the direct request of the government involved, the President of Kiwanis International may authorize a letter of solicitation to all Kiwanis Clubs, such funds to be sent to an office or agency designated by him.

EMBLEMS

1. The official emblem or insignia of Kiwanis shall be such as is from time to time established by the International Board of Trustees, and no other emblem or insignia shall be used by any Kiwanian.
2. The official emblem and insignia of Kiwanis is protected by copyright. Neither the official emblem, nor any facsimile, nor single color reproduction thereof, shall be used without the specific permission and authority of the Board of Trustees of Kiwanis International. Nothing in this section shall preclude the right of a club, division, or district to use the emblem, provided that the use is in good taste and does not reflect on the good name of the organization.
3. A Kiwanian who has been elected to but has not served in an office of Kiwanis shall not be entitled to the insignia or any other recognition of a past holder of such office. A Kiwanian who has been elected to an office, and who has actually served any portion of the term of such office, shall be entitled to the insignia and other recognition as a past holder of such office.
4. The purpose of the Kiwanis name, emblem, and insignia is to identify with Kiwanis International an individual, a group of individuals, a piece of printed matter, an object, or an article. Permission to use the Kiwanis name or emblem in any manner shall be granted only if the permitted use is appropriate to the ideals, Objects and objectives of Kiwanis International.

In passing upon requests for permission to use the name or emblem of Kiwanis International, the following standards shall guide the General Office in determining the propriety of the proposed use. The name, emblem or insignia shall not be used on an article or object:

- a. which is in poor taste, or
- b. which is to be used as part of a business promotion, or
- c. which is of inferior quality or poor workmanship, or
- d. on which the name, emblem or insignia is inaccurately or inartistically reproduced, or

- e. in the normal use of which the name, emblem or insignia would be defaced or distorted, or
 - f. which will be stood, walked, or sat upon, or
 - g. in conjunction or association with the name or trade mark of a commercial enterprise, or
 - h. which is to be offered for sale to the general public other than as a fund raising project of a Kiwanis Club, or
 - i. which may contain or be used with alcoholic beverages, or
 - j. which may be used for gambling purposes, or
 - k. which will substantially compete with similar items listed in the official Kiwanis Supplies Catalog.
5. No attachments shall be affixed or placed with the Kiwanis lapel button except attendance tabs.

ENDORSEMENT OF OTHER ENTERPRISES

- 1. Kiwanis International will not give its endorsement to any movement which it is not willing to actively support.
- 2. Kiwanis International will not accept membership in an organization under the name of Kiwanis International.
- 3. Kiwanis International should not consider any membership relation to any organization whose work is not wholly related to some recognized objective or policy of Kiwanis International.
- 4. Wherever it seems advisable for Kiwanis International to be related to any organization, a membership shall be held in the name of a member of the International Board of Trustees of Kiwanis, designated by the Board, and not in the name of Kiwanis International. The Board member shall be reimbursed for any expenses incurred incident to such membership.

FOUNDATIONS RE RELATIONSHIP WITH OFFICIAL BODIES

No officer or member of the board of any foundation affiliated with Kiwanis International, directly or indirectly, by virtue of his office, shall automatically become a member of the Board of Trustees, Board of Directors, or any official body of Kiwanis International, district or club. This shall not prevent a duly elected officer of Kiwanis International, or any affiliate thereof, by virtue of his election to that office, from serving in any capacity on the governing body of any foundation directly or indirectly affiliated with Kiwanis International.

GENERAL OFFICE

SECRETARY

As prescribed by the Bylaws of Kiwanis International (Article VI, Section 6), "The Secretary shall be the active managing officer of Kiwanis International under the supervision and direction of the President and the Board of Trustees. . . . He shall be in executive charge of the headquarters of Kiwanis International and its several departments, and shall be responsible for the selection and the supervision of the staff and workers, subject to the direction and control of the Board of Trustees."

The Board of Trustees fully recognizes the administrative responsibility of the Secretary for the departments of the General Office and his function as the active managing officer of all departments. In its interpretation of these Bylaws as to the extent of these functions and responsibilities, the Board asserts that the authority of the Secretary is broad, and that it specifically includes, but it is not limited to, the following management actions:

1. The Secretary shall employ qualified personnel, terminate the employment of unsatisfactory employees, assign employees to a position, transfer them to other positions, promote and demote; provided that the employment, termination, promotion or demotion of all top management level employees (Director and above) at the General Office shall be submitted to the Board of Trustees for final approval.
2. While the Board of Trustees shall fix the number of positions on the General Office staff and shall establish broad descriptions for each position, the Secretary will establish the specific duties, responsibilities, authority and accountability for each position, and the qualifications required of the holder of each position.
3. The Secretary shall establish and administer the programs of employee evaluation, counselling, training, development and discipline within the framework of the policies established by the Board, and shall include a summary of these activities in each of his reports to the Board.
4. Within the budgetary limits and salary administration policies established by the Board, the Secretary shall administer the salaries of all employees except his own (which shall be administered by the Board Committee on Finance and Personnel); such administration shall include the fixing of starting salaries, and interim salaries for acting managers, directors and assistant secretaries, so long as these salaries are within the salary range authorized for the position by the Board and are subsequently ratified by the Board Committee on Finance and Personnel; and provided that salary adjustments for all top management level employees shall be given final approval by the Board Committee on Finance and Personnel.

5. The Secretary shall execute written employment contracts with employees holding positions that the Board has specifically deemed to require such contracts; provided that each such contract will be subject to ratification by the appropriate Board Committee. This shall not preclude the reduction to writing of the compensation and conditions of employment for other employees when, in the Secretary's judgment, this is in the best interest of Kiwanis.
6. The Secretary shall have the basic responsibility for long-range planning, including the development of new ideas for program content and new administrative techniques to increase the efficiency of the total organization. He shall maintain harmonious and effective operations within the General Office.
7. It is the Secretary's responsibility to develop an effective Public Relations program which will build the image of Kiwanis throughout the world. He must also maintain a contact between Kiwanis International and the many other organizations with which Kiwanis has a working relationship, and he may develop new contacts where desirable.
8. The Secretary has the primary responsibility for budget development and control, subject to the review, advice and final approval of the Board Committee on Finance and Personnel.
9. The Secretary, with the advice and approval of the Board Committee on Convention, shall be responsible for the program and the management of conventions.

In addition to these specific actions, the Secretary shall have the authority to do, or to have done, such other actions as are normally incumbent upon the managing officer of any business office or operation.

Board Committees shall be advisory to the Board, assisting the Board in the performance of its responsibility, and are not designed to be supervisory of the departments of the General Office. They may recommend but not require; only the vote of the entire Board of Trustees can bind the staff to a recommendation. It shall be the duty of the Board Committees, on the occasion of every Board meeting, to bring before the Board such matters as concern the welfare of the department, after consulting with the department head and with the Secretary. An appropriate committee of the Board should be consulted by the Secretary whenever its judgment will prove helpful. All Board Committee recommendations relating to any department should first be submitted to the Board for their consideration and action.

The President of Kiwanis International, in exercising general supervision over the work and activities of Kiwanis International (as required by the Bylaws), shall review with the Secretary, as necessary, the operation of the General Office, including the performance evaluation of any or all employees. He shall recommend to the Secretary such changes in job assignment, training and/or responsibility as he deems appropriate; however, he should make recommendations sparingly to avoid unwarranted interference with the

Secretary's duty to manage the office. When deficiencies or inefficiencies in the operation of the General Office come to his attention, or when improved techniques become known to him, he shall counsel with the Secretary and develop with him plans to remedy shortcomings and incorporate improvements. However, the day-to-day operation of the General Office shall remain the responsibility of the Secretary, and he is accountable to the entire Board of Trustees for his performance of this duty. Should the President and the Secretary disagree on a course of action affecting personnel or the day-to-day operation of the General Office, either officer may request ratification of the proposed action by the entire Board, and the action is held in abeyance until the Board ratifies it.

ASSOCIATE SECRETARY EMERITUS: Establishment of this designation for L. A. Hapgood is as provided in Board action taken at the September 25-28 and October 1, 1978 Board Meeting.

SECRETARY EMERITUS: Establishment of this designation for O. E. Peterson is as provided in Board Resolution dated June 30, 1966.

LEADERSHIP EDUCATION

POLICY ON HANDLING OF THE EDUCATION OF OUR LEADERSHIP AT ALL LEVELS IN THEIR KIWANIS DUTIES AND RESPONSIBILITIES

1. The President-elect of Kiwanis International, at the request of the President, shall be responsible for the education of our leadership as to their Kiwanis duties and responsibilities. In carrying out this responsibility, he will work closely with the appropriate Board Committees as they develop the specific procedures for final approval by the International Board.

The basic leadership education of all governors-elect and of the President of Kiwanis International-Europe shall be provided by Kiwanis International at a Conference for Governors-elect held annually in March or April. The conference will be presided over by the President-elect of Kiwanis International; the faculty will consist of the Board Committee on Leadership Education and the staff. Kiwanis International will reimburse to all governors-elect the costs of travel, lodging, and meals necessitated by their attendance at the conference. The agenda shall be that developed by the Board Committee on Leadership and Council.

The President-designate, in cooperation with the President, shall appoint the International Representatives to the several district conventions. These shall be officers, officers-designate or in the event of emergencies past officers of Kiwanis International.

At the post-International Convention Board sessions, the President-designate shall be prepared to instruct those assigned as International Representatives to district conventions in their duties, and especially as such duties relate to the program of education, which will be carried out at the district conventions under the general supervision of the Governors-elect.

2. The Governor of each of the several districts shall delegate to the Governor-elect the responsibility of carrying out the educational program for the district and club leadership which will serve during the Governor-elect's administrative year.

The Governor-elect shall, in cooperation with the Governor, make certain that adequate time is allocated for the education of the leadership in their Kiwanis duties.

The Governor-elect shall select the faculty to assist him in carrying out the educational program. His key leadership is to be found in the Governor, the Immediate Past Governor, the International Representative, the Counselor to the district (if in attendance), the District Secretary, and past district officers.

3. The education of the new officers, members of the Board of Directors, and the committee chairmen in each local club shall be under the direction of the President-designate.

MAGAZINE

1. The provisions of the Constitution and Bylaws of Kiwanis International applicable to the official publication are:

Constitution:

Article VIII, Section 2

Article XIII, Section 1

Bylaws:

Article XVIII, Sections 1 and 2

2. General

No article, advertisement, or other matter will be published in the Kiwanis Magazine which reflects unfairly on any worthy institution, business, profession, religion, custom or organization, or which is not consistent with the Objects, Objectives, current resolutions or current programs of service of Kiwanis International; or clearly defined policy of Kiwanis International.

Articles and editorials shall be chosen to interpret, amplify and extend the Objects, Objectives, programs of service, current resolutions and ideals of Kiwanis, both in specific topics and in general application. There shall be published several times each year editorials by the Editor, or by an officer of Kiwanis, or by a competent writer with Kiwanis background and experience, which shall state the policy or position of Kiwanis International on matters embraced in the Objects, Objectives, current resolutions and current programs of service of Kiwanis International.

In subjects of general public interest, as to which no clearly defined policy of Kiwanis International has been expressed, the subject should be handled as in an editorial debate, with opposing sides of the matter presented in the same issue.

Features should include material primarily directly related to Kiwanis activities, administration and service. Material concerning club project will be selected on the basis of general rather than local interest, and the suitability for publication of photographs and material submitted.

3. Advertising

Accepted advertising shall meet the standards of the policies of Kiwanis International, honest statement and good taste. The Kiwanis Magazine will not accept:

- a. Fraudulent or misleading advertising.
- b. Advertisements that make false, unwarranted or exaggerated claims.
- c. Advertisements that are vulgar, suggestive, repulsive or offensive.
- d. Attacks of a personal character; or advertisements that contain uncalled-for reflection on other advertisers.
- e. Medical advertising of products containing habit forming or dangerous drugs; offers of free medical treatment; or advertisements that claim to cure.

- f. "Bait" advertisements.
- g. Advertisements for direct solicitation of funds.
- h. Advertisements of alcohol beverages.
- i. Advertisements which attack the ethics and standard practices of the professions and other classifications in our membership.
- j. Advertising using the Kiwanis emblem or facsimile thereof, and advertising implying endorsement by Kiwanis International is not acceptable.

4. Club Activities, Criteria for Publication of

- a. Space limitations prevent publication of club activities such as news of club meetings, anniversaries, speakers, and presentations.
- b. Reports selected shall be limited to successfully completed service or fund-raising projects.
- c. Priority will be given to projects of an unusual or innovative character.

5. Editorials

- a. All editorials shall be approved for publication by the Editor and the Board Committee on Publications and Advertising.
- b. The magazine several times a year shall carry editorials by the Secretary as Editor or by an officer of Kiwanis on the position of Kiwanis on matters which are treated by our resolutions, our Objects, and our Objectives, which editorials shall forcefully set forth our stand and shall be official utterances of Kiwanis policy and position.

MAIL

It is the interpretation of the Board of Trustees that the term "registered mail" as contained in Article IV, Sections 3 and 4, of the Bylaws of Kiwanis International is to assure the International Board reasonably guaranteed delivery in the conduct of its official business and that, in the worldwide structure of Kiwanis today, any form that reasonably guarantees delivery satisfies the above bylaw provisions.

PAST OFFICERS OF KIWANIS INTERNATIONAL

Use of and Sending Material to

Copies of materials produced by the General Office shall be sent to Past International Officers upon request.

TOURS

1. The staff of the General Office shall have no obligation to any incoming tour group from any part of the world other than to extend normal courtesies including the opportunity to visit the General Office and such other courtesies as the staff may in its judgment deem feasible.
2. The name of Kiwanis International shall not, without specific Board authorization, be used in any way to indicate Kiwanis International sponsorship of any group tour.
3. Kiwanis International may encourage Kiwanis clubs to sponsor individual participation in programs offered by agencies which provide opportunities for individual travel in established and continuing incoming and outgoing programs.

TRUSTEES, INTERNATIONAL BOARD OF

1. Operating Policies

The International Board shall function as follows:

- a. Through meetings of the Board as a whole.
- b. Through members of the Board acting as counselors to districts.
- c. Through committees of the Board itself.

2. The committees of the Board as currently constituted and their duties are as follows:

a. Administration and Structure

Study and review General Office operation and office equipment in order to recommend such procedures as will make for more efficient functioning and more effective operation in all phases of Kiwanis work.

Study and make recommendations upon the relationship between Kiwanis International, its districts and clubs, the function of International Committees, the elimination or combination of committees whose functions overlap, and all other matters relating to efficient organizational functioning.

b. Convention

Arrange for surveys of sites considered for International conventions, and submit to the International Board the results thereof.

Plan and direct the promotion and management of International conventions, including convention program format.

Counsel with district officers and host clubs in developing district convention plans.

c. Executive

The powers and duties of the Executive Committee shall be those delineated in the delegation of authority to the Executive Committee, adopted annually.

d. Finance

Review the operating plan of Kiwanis International and determine its financial requirements.

Prepare with the assistance of the General Office the annual budget and present the same to the Board of Trustees for approval.

Examine regularly the accounting system of the General Office with the view of keeping it abreast of the needs of the organization.

Examine monthly reports of financial operations and the annual report of the auditor and report thereon to the Board of Trustees on a current basis.

e. International Extension

Recommend the basic concepts which shall govern the organization of Kiwanis clubs outside of Canada and the United States, and their status within the framework of Kiwanis International; recommend procedures to be followed in utilizing official representatives in organizing and giving guidance to clubs, provisional districts, and/or affiliates; recommend guidelines for the administration and control of supplies items and of any translations of basic Kiwanis literature used for worldwide extension purposes.

f. Laws and Policies

Examine the Constitution and Bylaws of Kiwanis International and the club and district bylaws and submit recommendations concerning provisions thereof to the Board of Trustees; consider recommendations from the Board of Trustees and, when authorized by the Board, draft amendments to the Constitution and Bylaws, the Standard Form for District Bylaws and the Standard Form for Club Bylaws; examine the policies of Kiwanis International and consider recommendations on changes in the policies and put such recommendations into wording compatible with the current structure of the policies and designate the sections into which new policy additions should be added.

g. Leadership and Council

Prepare the program and timing of leadership education for district and club officers and submit such recommendations to the Board for approval.

Make recommendations to the Board on location and dates, physical arrangements, and program for the International Council Meetings.

h. Membership Growth and Education

Study trends in membership and make recommendations concerning the promotion of membership growth and programs for the education of club members.

i. New Club Building

Recommend basic concepts governing the organization and promotion of new club building; devise methods for effective field service operations.

j. Program Development

Consider resolutions adopted by clubs, districts, and Kiwanis International as resources for program development; develop the annual Theme and Objectives and devise means for the implementation thereof; aid the International committees in formulating activity programs for clubs and in developing suggestions for carrying out these programs.

k. Property and Supplies

Inspect the Kiwanis International Building and make recommendations to the Board with reference to its operating costs and maintenance. Study and project future Kiwanis International Building requirements.

Secure and annually update a qualified replacement cost appraisal of the Kiwanis International Building and its contents, and review the insurance protection in light of this appraisal.

Review all aspects of the operations of the Supplies Department to include marketing, stocking and accounting practices.

1. Publications and Advertising

Review with the Editor and his staff the content, format, printing, and distribution of the Kiwanis Magazine, and all other publications of Kiwanis International.

Recommend policies covering the solicitation and acceptance of advertising and the rates therefor.

m. Public Relations

Recommend effective means of publicizing the ideals, programs, and achievements of Kiwanis International to International to individual members and clubs and to the general public.

Screen all recommendations for the awarding of the Connelly Medal, and suggest qualified recipients for the approval of the Board.

n. Circle K

Oversee operations, programs, and policies of Circle K International to assure their conformity with the Policies of the Kiwanis International Board of Trustees in Section H of these Policies.

o. Key Clubs

Oversee operations, programs, and policies of Key Club International to assure their conformity with the Policies of the Kiwanis International Board of Trustees in Section H of these Policies.

- - - - -
Where practical, if an item is referred to more than one Board Committee the officer making the referral shall designate which Board Committee shall have primary responsibility.
- - - - -

3. Counselors to Districts

The President-designate, immediately upon the close of an International convention, shall appoint the Board Counselors to the several districts and their period of service shall be the succeeding administrative year. Each District Governor and Governor-elect shall be advised of the respective appointment.

The Counselor-designate, except in unusual circumstances, shall be assigned, at the expense of Kiwanis International, as the International Representative to the district convention which is to be held following his appointment and prior to October 1 when his period of service as Counselor begins.

4. Proceedings of Board Meeting

The Secretary shall send copies of the proceedings of all Board and Executive Committee meetings to all Board members, to all Past International Presidents and upon request to any former International officers who are still members of Kiwanis.

5. President, Kiwanis International (travel)

- a. Adequate time shall be spent on administrative direction in the General Office.
- b. The President of Kiwanis International shall make one (and only one) official visit to a district or international area on the schedule shown below, with year one commencing in the 1981-82 administrative year, and the cycle repeating every three years:

YEAR 1	YEAR 2	YEAR 3
New England	New York	E.C. & C. - Northeast
New Jersey	Pennsylvania	Ohio
Capital	West Virginia	Carolinas
Georgia	Florida	Alabama
La.-Miss.-W.Tenn.	Kentucky-Tennessee	Missouri-Arkansas
Wisconsin-U. Michigan	Indiana	Michigan
E.C. & C. - Caribbean	E.C. & C. - Northwest	Illinois-E. Iowa
Minnesota-Dakotas	Nebraska-Iowa	Kansas
Western Canada	Rocky Mountain	Montana
Texas-Oklahoma - East	Texas-Oklahoma - West	Southwest
Utah-Idaho	Cal.-Nev.-Ha. - South	Pacific Northwest - North
Pacific Northwest - South	Austria-Germany	Cal.-Nev.-Ha. - North
Benelux-France-Monaco	Switzerland-Liechtenstein	Iceland
Norden	New Zealand	Italy
Australia	Philippines-Luzon	Japan
Republic of China	Andean	Philippines-South
South America	Far East	Central America
Mid-East	Puerto Rico	Africa

The districts or international areas will be informed through their governors (or other Kiwanis officials in undistricted areas) when the President will be available in their areas as determined by the President in consultation with the General Office. Local projects, charter presentations, and meetings of like character should not be included in the President's official visit.

- c. The General Office shall assist the President with the schedule of his official visitations to districts and shall see that a monthly account of his travel budget is furnished to the President. Adequate control of the Presidential budget requires the prompt submission of expense vouchers by the President.

6. Effective October 1, 1980, all Board Committee recommendations involving Data Processing Services shall be referred to the Board Committee on Data Processing for review and recommendation prior to implementation.
(10/3/80)

7. Lapel Buttons for International Officers

- a. Design. The official design of the lapel buttons for the International Board members, present and past, to be the design as approved on October 13, 1966.

The lapel button of the International Presidents, past and present, to contain six one point grade A diamonds.

The lapel button of Board members, other than Presidents, past and present, to contain four one point grade A diamonds.

- b. Color of Finish. The lapel buttons shall be of 14K white gold trimmed in blue.
- c. Distribution of Buttons. One lapel button shall be presented to a member upon entry on the Board.

B - DISTRICT

ADMINISTRATIVE ASSISTANT

An employed assistant in the office of a District Secretary may have the title of administrative secretary.

AMENDMENTS TO INTERNATIONAL CONSTITUTION AND BYLAWS

By the authority granted under the provisions of Article VIII, Section 3, of the Constitution of Kiwanis International, it is the interpretation of the Board of Trustees of Kiwanis International that districts, as well as clubs, have the right to submit proposed amendments to the delegate body at an International convention in accordance with the provisions of Articles XVI and XVII of the Constitution of Kiwanis International and Article XXIV of the Bylaws of Kiwanis International.

ANNUAL AUDIT

All districts are required to submit a copy of their audited financial statement to Kiwanis International annually and not later than March 31 of the succeeding administrative year.

BYLAWS, DISTRICT

1. Revision of Standard Form for District Bylaws

The General Office Staff shall make the necessary changes in the Standard Form for District Bylaws to bring the same into conformity with amendments adopted to the Constitution and Bylaws of Kiwanis International, such changes to be made with the advice and consent of the Board Committee on Laws and Policies.

2. Approval of District Bylaws

Prior to a district convention, an effort will be made by the International Secretary to secure copies of any amendments that may be proposed for adoption. If the proposed amendments appear to be in conflict with the provisions of the Constitution and Bylaws of Kiwanis International and/or the Standard Form for District Bylaws, appropriate guidance will be provided to the district officers by the International Secretary.

All amendments adopted at district conventions must be approved by the Board of Trustees of Kiwanis International prior to becoming effective.

DISTRICT CONVENTIONS

1. Dates

Annually in the month of November, the International Secretary shall secure from each district the dates and location of its next annual district convention. Said information shall be provided to the President-elect of Kiwanis International by the 15th day of the following month.

Dates for district conventions must comply with Article V, Section 7, of the Bylaws of Kiwanis International (March 15 to September 15, except for the period of 30 days prior to, during, or 30 days following an International convention.)

2. Location

A district convention must be held within the boundaries of said district unless prior approval to hold a district convention outside of the district has been secured from the Board of Trustees of Kiwanis International.

DISTRICT PROJECTS

Since districts are administrative units of Kiwanis International, they shall not become involved in district-wide service projects, except that nothing contained herein shall prohibit districts from promoting and/or coordinating projects involving two or more clubs, or from establishing district charitable foundations for such purposes.

INCORPORATION OF DISTRICT FOUNDATIONS

Incorporation of district foundations bearing the name or emblem of Kiwanis must be approved by the Board of Trustees of Kiwanis International.

The procedure shall be as follows:

1. The organization must be incorporated.
2. The non-profit nature of the organization must appear from its articles.
3. The articles must show a definite commitment of the organizations funds to a charitable, educational, and/or scientific use.
4. The organization name must indicate the name of the sponsoring district.
5. Either the articles or an agreement executed by the charitable corporation subsequent to the filing of the articles must show responsibility to Kiwanis International by providing (a) that the corporation and its members will at all times abide and be governed and controlled by the Constitution, Bylaws, and Policies, of Kiwanis International now in force or hereafter from time to time adopted, insofar as any provision of such Constitution and Bylaws may be applicable; (b) that the corporation will comply with all such conditions and requirements as Kiwanis International may prescribe; (c) that no amendments to the Articles of Incorporation or corporate bylaws or change in the purpose of the corporation shall be made without the consent of Kiwanis International.
6. The articles must assure control of the organization by Kiwanians by providing that the members, officers, directors and trustees of the corporation shall be active, privileged, or senior members of clubs within the sponsoring Kiwanis district.
7. The sponsoring district shall sign an agreement providing that whenever requested by the Board of Trustees of Kiwanis International, the corporation shall dissolve or change its form of organization.
8. No Kiwanis approved foundation shall bear the name of any living individual as part of the foundation title.

TRAINING OF DISTRICT OFFICERS

It shall be the responsibility of the incoming Governor to train all incoming district officers and committee chairmen in accordance with the educational plans approved by the Board of Trustees of Kiwanis International.

YOUTH ORGANIZATIONS OTHER THAN KEY CLUBS AND CIRCLE K CLUBS

1. No Kiwanis district nor any club or group of clubs may sponsor beyond the local club level any youth organization, except Key Club and Circle K, without first obtaining the specific permission of the Board of Trustees of Kiwanis International. The establishment by any Kiwanian or group of Kiwanians of district and/or International organizations, without the specific authority herein prescribed, shall be regarded as a violation of Kiwanis policy.
2. Whenever the Board of Trustees of Kiwanis International shall give approval to the establishment of a youth organization as herein defined, the Board of Trustees of Kiwanis International shall secure the registration of the name and insignia of said organization.

C - CLUBABSENTEE VOTING

Since absentee voting is a twin of specific and limited proxy voting, it is, therefore, interpreted that the Constitutional provisions prohibiting proxy voting also prohibit absentee voting.

ACTIVITIES OF CLUBS

A Kiwanis club may participate in activities and carry on proceedings consistent with the laws, mores, customs, and traditions of the area in which the club exists, provided such activities and proceedings are not in conflict with the Constitution and Bylaws of Kiwanis International and do not impugn the good name of Kiwanis. All activities of each club must be compatible with the Objects of Kiwanis International.

ADMINISTRATIVE ASSISTANT

An employed assistant in the office of a club secretary may have the title of administrative secretary

ANNIVERSARIES OF CLUBS

Clubs shall be urged to celebrate each of the anniversaries of their formation and special preparations should be made for the observance of anniversaries divisible by five. Advantage should be taken of these occasions to give proper publicity on TV, radio, and in the local press to the contributions of the clubs to the community.

The President of Kiwanis International shall send a letter to clubs celebrating those anniversaries that are divisible by five and appropriate recognition shall be given to such clubs in the Kiwanis Magazine.

ATTENDANCE RULES, OFFICIAL

1. The 100% basis for figuring attendance is the total number of active members of a club. The attendance of honorary, privileged, and senior members or guests, whether Kiwanians or not, is not to be included in determining the official attendance record of a club.
2. Three types of special Kiwanis club meetings are officially authorized at which attendance may be credited in lieu of attendance at a meeting of one's own club:
 - a. Round Table Meeting

Whenever a Kiwanis club changes either the time or place, or both, of its regular weekly meeting, it is authorized and urged to hold a ROUND TABLE MEETING at the time and place of said regular meeting. If the president cannot be in attendance, he shall appoint another officer or member to act as chairman.

In the event that a regular meeting falls on a national holiday or the eve thereof, a Kiwanis club may, by appropriate action of the Board of Directors, arrange a Round Table Meeting on another day of the week in which such meeting falls.

Visiting Kiwanians and members of said club who attend this Round Table Meeting shall receive credit for attendance as though present at the club meeting at the changed time and/or place. The chairman of the Round Table Meeting shall keep an official record of the attendance of members and visitors and certify this for the official attendance records of the club.

b. Temporary Organization Meeting

In the event that a group of fifteen or more Kiwanians are assembled in a given location for the pursuit of their business, professional, or public services and thus are unable to meet with their own clubs, or make up their attendance at any other club for a period of two weeks or more, application may be made for the group to meet weekly as a temporary organization during the necessary period.

Written application for this privilege signed by at least five of the fifteen or more Kiwanians participating shall be made to the Secretary of Kiwanis International, who is authorized to grant or deny approval.

This group shall be designated as a Temporary Organization, with a chairman and secretary. Attendance should be certified by the secretary of the Temporary Organization and sent to the respective clubs to which such members belong.

c. Travel Meeting

In the event that four or more Kiwanians are on shipboard for trans-oceanic travel or a cruise of not less than three days or are traveling outside the territorial limits of their respective individual countries, the group may hold weekly travel meetings by initiating their own necessary arrangements. Only one attendance credit shall be permitted during any one week. Any member of the group may serve as temporary chairman. Or in the event a Kiwanian attends an inter-service club meeting scheduled by the authorities of the ship, he shall be entitled to one attendance credit per week. It shall be the responsibility of the individual Kiwanian to provide the secretary of his club with notification of such attendance credit.

3. Credit for attendance shall be granted to a member of a Kiwanis club:

- a. When he is actually present in person at a regular meeting or a Round Table Meeting (Section 2-a) of his own club; or
- b. When he is actually present at a regular meeting or a Round Table Meeting (Section 2-a) of some other Kiwanis club any day during the calendar month in which the absence occurs, or within six (6) days immediately prior to or following that month (Saturdays, Sundays, and legal holidays excluded); or

- c. When he appears at a regularly scheduled time and place of a club meeting and finds no such meeting being held, and so certifies this fact to his club secretary; or
 - d. When he attends the regularly constituted meeting of his club's board of directors held within the same calendar month or within seven (7) days immediately prior to or following that month. In the event a club holds more than one regularly scheduled board meeting during the month, not more than one credit for board meeting make-up attendance shall be permitted during any one month; or
 - e. When in attendance at a Temporary Organization Meeting or a Travel Meeting in accordance with the provisions found in Section 2-b and 2-c; or
 - f. When he is absent from a meeting or meetings of his own club in going to, attending, and returning from an International convention (provided he is officially registered), or a meeting of the International Board of Trustees, or a meeting of the International Council, or a meeting of a standing or special International committee, or a meeting of the International committee chairmen, or a meeting of a district board of trustees; provided that this privilege shall not extend beyond a period of thirty (30) days in the case of an International convention or of ten (10) days in any other case, which period must include the week during which the convention or meeting is held; or
 - g. When he visits the General Office in Chicago or the European Administrative Office in Zurich, Switzerland. Such credit shall be limited to twice yearly, once from October through March and again from April through September with the limitations for make-up as stated in 3-b above. A certification of the member's visit shall be issued and forwarded to the club secretary; or
 - h. When he attends a district convention, district conference, or planned divisional meeting or conference during the calendar month in which the absence occurs or within six days immediately following that month.
 - i. When he attends the regular meeting or Board of Directors meeting of a Key Club or Circle K club, or when he attends a district or International Convention of Key Club International or Circle K International. Credit for attending any such meeting shall be limited to not more than two a month.
 - j. When he participates in a planned Kiwanis club project during the calendar month in which the absence occurs, or within six (6) days immediately prior to or following that month. Not more than one credit for participating in such a project shall be permitted during any one month.
4. Attendance by proxy is not permitted.
5. Credit for attendance shall not be granted unless a member attends a regular club meeting or one of the other meetings authorized for attendance credit in Section 3 above and unless he is present for at least 60% of the time scheduled for such meeting.

6. Ladies' Night meetings, inter-club meetings, etc., which are made the regular meeting for the week, or a Round Table Meeting at the hour and place of the regular meeting, are to be recognized for credit. An accurate record of the attendance of all active and reserve members must be kept in conformity with these rules and reported in the club's Official Monthly Report.
7. If the club does not hold a regular meeting during any week, the attendance record must show a zero for that meeting, except in the event a regular club meeting is abandoned due to an epidemic or disaster affecting the entire community, the meeting shall be ignored in calculating club and individual attendance, subject to the approval of the International Board of Trustees upon the request of the District Governor. Should a regular meeting be cancelled for such emergency reason, the membership should be encouraged to take advantage of the attendance provisions described in Section 3 of these rules.
8. Leave of Absence. A leave of absence excuses the member from attendance rules for the time involved and shall not count against the club attendance record, while retaining him as a dues paying member. For perfect attendance tab purposes (for club records only) the member has the opportunity of making up the meetings upon his return for a period equal to his leave of absence. Otherwise, perfect attendance would resume at the point interrupted immediately upon his resumption of attendance with no loss of weeks already accumulated.
 - a. Upon formal request, and by a vote of two-thirds of the entire board of directors, a member may be granted a leave of absence for a period of not less than thirty (30) days but not exceeding six (6) months for conditions as follows:
 - (1) when confining illness will prevent attendance,
 - (2) when special and/or temporary business conditions, professional assignments, or travel will prevent regular attendance,
 - (3) when military service removes a member beyond his own club area.
 - b. Upon formal request, and by a vote of two-thirds of the entire board of directors, a leave of absence may be granted when a member removes his residence and community interests beyond his own club area. This leave of absence is provided to give the member an opportunity to become affiliated with another Kiwanis club in his new location while retaining membership status in his former club. Leave of absence under this section will terminate upon entering another club or at the end of one year from the time the leave of absence is granted, whichever is earlier. Clubs are urged to use this method of retaining members in Kiwanis. Persons granted a leave of absence because of removal from the city in which the Kiwanis club is located may not retain office in that Kiwanis club.
9. Attendance tabs denote years of perfect attendance rather than consecutive years of perfect attendance. Upon completion of any twelve consecutive months of perfect attendance, an appropriate attendance tab should be presented to the member.

10. A member shall not be given credit as being present at a regular meeting of some other club unless the secretary of the club visited furnishes an official certificate of such attendance to the secretary of the member's own club. The responsibility for securing official certificates of attendance at clubs visited rests with the visiting members themselves.
11. To figure the percentage of attendance for a given club meeting, determine the number of active members to be credited with attendance at said meeting according to these rules, and divide that number by the total number of active members recorded on the membership roster of the day of said meeting.
12. Guests, whether Kiwanians or not, are not counted in any way to give credit or attendance to the club visited.
13. Kiwanians serving in a legislative capacity in any law making body in any country in which a Kiwanis club is located, or a Kiwanian serving on active jury duty, and only while engaged in such service, shall not be subject to the regular attendance requirements of an active member, and such members shall maintain their standing in the club while rendering such service to their governments.

AUXILIARY AND INCORPORATED BODIES

A Kiwanis club may sponsor, on the local level, an organization which may include wives, widows, or other members of the families of Kiwanians.

BUILDING NEW CLUBS

1. Accredited Representatives

The International Secretary is authorized to select past or present district officers to act in lieu of Field Service Representatives in matters concerned with the organization of new clubs, and who shall be known as Accredited Representatives. Accredited Representatives shall perform such duties and assignments as shall be specifically authorized by the International Secretary.

2. Building new Kiwanis club from membership of other service organization

Kiwanis will not build a Kiwanis club out of a club chartered by another service organization until this group has turned in its charter and continued as an unaffiliated club for a period of six months.

3. Bylaws

New Clubs shall adopt bylaws in conformity with the Standard Form for Club Bylaws modifying those sections as normally permitted.

4. Minimum Organizational Meeting Attendance

There shall be a majority of the members of a new Kiwanis club present at the organizational meeting of that club for said meeting to be officially recognized as the organizational meeting of the club. Should a majority of the members not be present at the scheduled organization meeting, it will be necessary to re-schedule the official organizational meeting. (2/2/81)

5. Charter Fees

a. New Club Charter Fee

The Charter fee for a new Kiwanis club shall be \$100.00 (Bylaws III, Section 6).

b. Reinstated Charter

(1) If a club be reinstated within a period of two years following revocation, the reinstatement fee is \$50.00.

(2) After the two year period, the reinstatement of charter fee is \$100.00.

6. Charter Membership

a. A charter member is one who became a member of the club on or before the date the charter was presented.

b. The charter for a new Kiwanis club shall not be presented by a district governor or his representative until said club has at least twenty-five members. It shall be the responsibility of the district governor to verify that said new Kiwanis club has at least twenty-five active members before arrangements have been completed for the charter party. (2/2/81)

c. The Governor or the representative of the Governor who presents the club charter when making his report on charter night shall send to the General Office a charter night program which shall be placed in the permanent file of the new club. The President and Secretary of a new club shall certify over their signatures and send to the General Office the names of the charter members of the club.

7. Charter Presentation

The presentation of a charter on behalf of Kiwanis International should be made by the Governor or his representative in organized districts. The presentation of a charter to a new club in non-districted areas should be made by the President of Kiwanis International or his representative. The maximum amount to be reimbursed to a Governor or his representative for actual expenses incurred in the presentation of an official charter shall be \$110. When extenuating circumstances exist and travel one way exceeds five hundred miles, by the most direct surface route, an additional allowance for actual travel expenses, not to exceed \$200, shall be allowed. (For exception see paragraph (5), Page E-4 of International Extension Policies.)

8. Official Name of a Kiwanis Club

a. The official name of a Kiwanis club shall commence with the three words "Kiwanis Club of _____." This to conform with the Constitution (Article XV) and is necessary when being incorporated.

b. In selecting a name, brevity is desirable. Where this is the only Kiwanis club in the city, the fourth word in the name shall be the geographical location or corporate entity. This would be followed with the unabbreviated name of state or province. (Example: Kiwanis Club of Calgary, Alberta.)

- c. Where two communities are involved and it is considered desirable to incorporate the names of both communities, the two names could be joined with a hyphen. (Example: Kiwanis Club of La Verne-San Dimas, California.)
- d. When a club is locating in a city where there already is a Kiwanis club which bears the name of the corporate entity, then either a geographical or community name could follow the city name. (Example: Kiwanis Club of Albuquerque-Rio Grande, New Mexico, or Kiwanis Club of Albuquerque, North-East, New Mexico.)
- e. In selecting a name there is no objection to using as part of the name some historical or colorful adjective that is part of the history of the area where club is located. (Example: Kiwanis Club of San Antonio-Alamo, Texas.)
- f. In selecting a name to honor an individual, the club name must contain the name of the community or area along with the last name of the individual who is no longer living and whose contribution to the community or country is outstanding. (Example: Kiwanis Club of Mitchell-Grissom, Indiana named after the late Virgil I. Grissom.) All requests shall be handled individually in writing over the signature of the International Secretary.
- g. In general, when any designation is used, it should follow the name of the corporate entity and be joined to it by a hyphen.
- h. The name of the club shall be lettered on the club banner as it appears in the bylaws.

9. New Club Petition

A "Petition for a New Club" form shall be sent by the International Secretary to each sponsoring club, or to those individuals interested in forming a Kiwanis club. At the same time the District Governor in whose district the prospective club is located shall be informed of such action. This petition, properly completed, shall be forwarded to the district governor, and when approved by him the petition shall be forwarded to the International Secretary. The Secretary upon receipt of the petition approved by the District Governor, shall take the necessary steps to complete the club and include the petition for the approval of the Board of Trustees along with other matters requiring its approval in connection with the new club.

10. Membership Processing Fee re New Club

The membership processing fee shall be applicable to all members added to the club roster after the submission of the original Permanent Organization Roster as mailed to the General Office immediately following the organization meeting.

- 11. No more than two clubs shall be recognized as the sponsors of a new club.
(10/3/80)

BYLAWS, CLUB

Revision of Standard Form for Club Bylaws

The staff of the General Office shall make the necessary changes in the Standard Form for Club Bylaws to bring the same into conformity with amendments adopted to the International Constitution and Bylaws, such changes to be made with the advice and consent of the Board Committee on Laws and Policies.

CHARTER REVOCATION - DISCIPLINARY ACTION

When a notice of revocation of its charter has been served on a Kiwanis club, all of its rights and privileges are terminated; the club ceases to exist at that time and, therefore, has no status at any administrative level; it continues in this state during any appeal as prescribed in the Constitution and Bylaws.

CHARTER REVOCATION - NON-MEETING CLUB

No club shall have its charter revoked by the International Board of Trustees unless it has been on the Not Meeting Club List for not less than one year, except upon a specific request, for a valid reason, by the District Board of Trustees in writing. (6/26/81)

CHARTER REVOCATION - NON-PAYMENT OF FINANCIAL OBLIGATIONS

Whenever the Board of Trustees shall direct revocation of a club charter for non-payment of financial obligations, said club shall be forthwith notified of such action by the Secretary of Kiwanis International, such notice to include a statement that the charter is suspended for a period of ninety (90) days which, without further notice, will be followed by revocation if the outstanding balance is not paid in full.

FINANCIAL DELINQUENCIES

When a club is delinquent in the payment of dues or supplies items for a period of 120 days or more, no additional services from Kiwanis International will be provided the club until such debt is paid in full. The International Secretary at the end of a 120-day period, shall request of the district governor of the district of which the club is a part, a report on the club's actual status to be submitted within thirty days, a copy of which will be sent to the Lieutenant Governor. If the club is actually in a not meeting status, or if the status report is not forthcoming in 30 days, the International Secretary shall inform the District Governor, Governor-elect, District Secretary, and Lieutenant Governor that the club has been declared to be not meeting.

FUND RAISING

1. Monies received by Kiwanis clubs from fund-raising projects in which the public participates or from members or others for the activities sponsored by the club shall be segregated from the administrative funds of the club and shall be used only for the charitable, educational, religious, and eleemosynary activities of the club.
2. Article IV, Section 2, of the International Bylaws is intended to cover all such activities wherein funds are sought to be procured or raised from the public and is not intended to cover drawings held at a meeting of a Kiwanis club and confined primarily to the membership, the principal purpose of which is to encourage attendance and/or fellowship.

The provisions of Article IV, Section 2, relating to the good name of Kiwanis apply to activities both within and without the meetings of the club.

3. Solicitation

- a. All solicitations for funds by a Kiwanis club shall be confined to the general area in which the club functions except by mutual understanding and agreement of clubs in the division or district for a common purpose.
- b. No commercial organization or Kiwanis club shall circularize for sale any product to Kiwanis clubs. A Kiwanis club shall not promote any project or program outside of its district without prior approval of the Board of Trustees of Kiwanis International.
- c. No club shall be requested to contribute gifts or souvenirs for any specific purpose other than for the honoring of a newly established club.
- d. Clubs should request all members traveling outside of their club area not to request special favors from other clubs including such as hotel accommodations, tickets to special events, or travel arrangements.

INCORPORATION OF CLUBS

1. Every Kiwanis club shall be incorporated within one year following the presentation of its charter.

Information on the official procedure for the incorporation of a Kiwanis club shall be given to the club by the person designated to conduct the organizational meeting of the new club.

2. Any Kiwanis club formed prior to 1924 and which prior to such date continuously followed and has since continuously followed the practice of meeting bi-weekly without such practice having been specifically disapproved by the Board of Trustees, of Kiwanis International, is authorized to incorporate and to vary the relevant provisions of the Standard form for Club Bylaws to show its meetings as being held bi-weekly.

3. Procedure:

When a club informs the International Secretary that it wishes to incorporate, he shall forward to it the authorized procedure for such action. Upon completion of each required step, he shall authorize further steps to be taken until all required steps shall have been taken. He shall require that the Bylaws of the club be brought up to date at the time of incorporation. When all requirements shall have been met and the memorandum of agreement has been signed by the President and the Secretary of Kiwanis International and the president and secretary of the incorporated club, the procedure shall be considered complete and be tentatively approved by the Secretary subject to the final approval of the Board of Trustees.

INCORPORATION OF CLUB FOUNDATIONS

Incorporation of club foundations bearing the name or emblem of Kiwanis must be approved by the Board of Trustees of Kiwanis International.

The procedure shall be as follows:

1. The organization must be incorporated.
2. The non-profit nature of the organization must appear from its articles.
3. The articles must show a definite commitment of the organization funds to a charitable, educational and/or scientific use.
4. The organization name must indicate the name of the sponsoring club or area.
5. Either the articles or an agreement executed by the charitable corporation subsequent to the filing of the articles must show responsibility to Kiwanis International by providing (a) that the corporation and its members will at all times abide and be governed and controlled by the Constitution, Bylaws, and Policies, of Kiwanis International now in force or hereafter from time to time adopted, insofar as any provision of such Constitution and Bylaws may be applicable; (b) that the corporation will comply with all such conditions and requirements as Kiwanis International may prescribe; (c) that no amendments to the Articles of Incorporation or corporate bylaws or change in the purpose of the corporation shall be made without the consent of Kiwanis International.
6. The articles must assure control of the organization by Kiwanians by providing that the members, officers, directors and trustees of the corporation shall be active, privileged, or senior members of the sponsoring Kiwanis club or clubs.
7. Foundations sponsored by Kiwanis groups shall sign agreements similar to those signed by clubs providing that whenever requested by the Board of Trustees of Kiwanis the corporation shall dissolve or change its form of organization and they shall not be required to include such provision in the Articles of Incorporation.
8. No Kiwanis approved foundation shall bear the name of any living individual as part of the foundation title.

INTER-CLUB DEFINITION

An Inter-Club Meeting is one which is jointly planned and held by two or more Kiwanis clubs (including clubs in formation), or by a Kiwanis club and any Circle K club or Key Club, and duly announced as such in advance through club notices. No less than four members of the visiting club, or no less than a visiting group of four composed of a minimum of two Kiwanians plus members of a Circle K and/or Key Club, must be in attendance.

LEGION OF HONOR

The Legion of Honor includes men who have served in Kiwanis for twenty-five years or more, and a special insignia has been designed with the words "Twenty-five years" inscribed.

Within the framework of the Legion of Honor plan, recognition shall be given each five-year period of membership service beginning with twenty-five years, with an appropriate certificate and insignia.

A Kiwanian who has held membership for twenty-five years, not necessarily consecutive years, in any one or more Kiwanis Clubs becomes eligible for the "Legion of Honor."

MEMBERSHIP DEVELOPMENT

Since admission into Kiwanis club membership requires that a proposal for membership shall have the endorsement of at least two members in good standing and that election to membership is by a vote of the club's board of directors, Kiwanis clubs shall not solicit new members through newspaper ads, general mailings to the public, or other such forms of non-selective advertising.

OFFICERS-DESIGNATE

After their election and before their assumption of office, all officers of a club shall be known and designated by the titles to the offices to which they have respectively been elected, followed by the term "designate."

PROCESSING FEE

Effective Oct. 1, 1981 there shall be a \$10.00 membership processing fee for new members which shall include the pro rata magazine subscription and dues for the remainder of the semi-annual period. (6/26/81)

REACTIVATED CLUBS

In order for a club that has been listed as "not-meeting" to be restored to "active" status, a reactivation meeting must be held conducted by the lieutenant governor or a current or past district officer. Following this reactivation meeting the General Office must be provided with the date the meeting was held, the names and addresses of the club president and secretary, a roster of the members including name and complete mailing address, and the place, day, and time of the weekly meetings as certified by the above officer.

REINSTATEMENT OF CLUB CHARTER

For a club which has resigned or had its charter revoked, the Board of Trustees may authorize the reinstatement of a club charter providing that: (1) The applicable charter fee has been submitted. (2) A reorganization meeting has been conducted in conformity with the procedures as set forth for the organization of a new Kiwanis club. (3) The required forms have been completed and submitted to the General Office. (4) All previous financial obligations have been paid in full.

RETIRING OF SELECTED CHARTER WHERE TWO CLUBS JOIN TOGETHER

1. In cases where mutual consent has been obtained from two clubs wishing to join together, and a decision has been reached as to the Key Number to be retained, the name of the club resolved, and other administrative details satisfied, the selected charter may be retired by action of the International Secretary.
2. In the case of the joining together of two clubs, no processing fees will be charged for those who are members of the club whose charter is being retired and who join the club retaining its Key Number.
3. On the occasion of the retirement of a charter, due to the joining together of two or more clubs, and when the Board of Directors of the club having its charter retired has approved the action, it is not necessary to follow the procedure of notification to the last known club president and secretary as directed in Article IV, Sections 3 & 4 of the Bylaws of Kiwanis International.

SPONSORSHIP OF KEY CLUBS AND/OR CIRCLE K CLUBS OUTSIDE THE UNITED STATES AND CANADA

Kiwanis Clubs outside the United States and Canada will be allowed to establish a Key Club and/or Circle K Club, such club or clubs to be the sole responsibility of the local club (and not chartered by Key Club International or Circle K International). Permission to build such Key Clubs or Circle K Clubs will be granted to Kiwanis Clubs in those countries only where protection of the name and emblem is assured.

In the case of the Territory of Guam and the Commonwealth of Puerto Rico and other such United States or Canadian Territories OR ALL OTHER AREAS DIRECTLY ATTACHED TO THE PRESENT DISTRICTS LOCATED IN THE UNITED STATES OR CANADA, the sponsoring of chartered Key Clubs and/or Circle K Clubs by Kiwanis clubs in these areas will be permitted. The clubs formed will be administered by the sponsoring Kiwanis Club, the KEY CLUB AND/OR CIRCLE K DISTRICT THEY ARE ATTACHED TO or in non-districted areas the Key Club and/or Circle K Club Departments of Kiwanis International.

D - INTERNATIONAL CONVENTIONS

CONTROL

The Board of Trustees of Kiwanis International shall determine the dates and location of the annual International Convention and shall control and pass final judgment on all convention plans, including the program as developed by the Board Committee on Convention.

CONVENTION SITE INSPECTION

The members of the Board Committee on Convention personally visit the city bidding for an International Convention prior to making their recommendation.

FINANCING

Kiwanis International conventions shall be financed by the registration fees of delegates and visitors and by a portion of the general income paid to Kiwanis International which shall be allocated for convention purposes.

DIRECTOR OF CONVENTION MUSIC

The Director of Convention Music in cooperation with the Board Committee on Convention shall review and audition, when possible, all Kiwanis-sponsored musical groups suggested and recommended to appear on the convention program. The Director of Convention Music, with the approval and knowledge of the Board Committee on Convention, will schedule those selected musical groups for appearance on the convention program. The policy relating to musical groups as established by the International Board of Trustees is as follows:

1. All Kiwanians and all wives of Kiwanians who are members of glee clubs, orchestras, or other musical groups, and all Kiwanians or their wives who are soloists are required to pay the regular registration fee for adults.
2. No registration fee is required of uniformed musical organizations composed of boys or girls or of adults who are neither Kiwanians nor the wives of Kiwanians. Such groups, when in uniform, shall be admitted without official badge to sessions where they are assigned for service and to other convention activities except those contracted for on a per capita basis.
3. If, in any musical organization composed primarily of Kiwanians or wives of Kiwanians, there are included some individuals who are neither members of Kiwanis clubs nor the wives of such members, these persons will be furnished courtesy badges at the convention upon arrangement for such through the Director of Convention Music.
4. It should be noted that the convention budget of Kiwanis International does not include any provision for the payment of the expenses of any musical group or organization. All such expenses must be paid by the Kiwanis club, division, or district sponsoring such musical group or organization without any responsibility on the part of Kiwanis International.

ELECTION PROCEDURES

At an International Convention, when the number of Trustees to be elected may be affected by the results of the balloting for an office above the level of Trustee, the nominations for the Trustees to be elected at the convention may immediately follow the collection of ballots for the last office above the level of Trustee requiring a written ballot. In such a situation, the presiding officer shall announce the number of Trustees to be elected immediately prior to the casting of the ballot for the election of Trustees.

EXHIBITS

1. General Policy

- a. The objectives in allocating exhibit space shall be:
 - (1) To allow organizations and groups (on invitation) to demonstrate their areas of interest compatible with the Kiwanis program.
 - (2) To allow for the demonstration of scope and impact of any major program of Kiwanis.
- b. The control of the exhibits shall remain, at all times, in the hands of the International Board of Trustees, or their designated representatives.

2. Specific Policies

- a. All invitations to participants shall be issued by Kiwanis International.
- b. Each participant, at the time invited, must indicate the nature of the exhibit, space requirements, physical set-up necessary, and materials to be exhibited before final approval of the exhibit is issued.
- c. All invited exhibitors must receive approval of the exhibit from the General Office at least three months before the opening date of the convention.

3. Fund-Raising Exhibit Policies

- a. The purpose of the Fund-Raising Clinic shall be to:
 - (1) acquaint Kiwanians attending Convention with new opportunities for fund-raising projects;
 - (2) provide a clearing-house for club problems associated with fund-raising projects carried out in cooperation with the exhibitors; and
 - (3) stimulate clubs to raise additional funds so that their services to their communities may be enhanced.
- b. An exhibitor may be:
 - (1) a Kiwanis club which has successfully operated a fund-raising project independently of any commercial organization, provided that the project has applicability to other Kiwanis clubs; or
 - (2) An organization which offers a fund-raising plan for Kiwanis clubs, provided that one Kiwanis club consents to permit use of its name as sponsor of the exhibit.

c. Criteria for the selection of exhibitors shall be:

- (1) the number of clubs currently participating in the project
- (2) the originality of the project
- (3) previous experience with the exhibitor
- (4) the over-all potential of the project for a large number of clubs.
- (5) no product or service may be exhibited or recommended which does not conform to the criteria for products and services accepted for advertising in the Kiwanis Magazine.

d. Facilities provided by Kiwanis International shall be limited to: (1) a minimum of eight feet of counter space, (2) two chairs, (3) one table (six feet or longer), and (4) an identifying sign standard in size and design for all exhibitors. (5) All other expenses and services incident to the exhibit (shipping, set-up, knock-down, additional furniture, electrical connections, etc.) shall be entirely at the expense of the exhibitor.

e. Permitted Activities Shall Be:

- (1) the distribution of descriptive literature and product samples;
- (2) the display, on or behind the counter, of samples of items to be sold to the club or to the public in the fund-raising project in quantities not to exceed one minimum lot shipment;
- (3) the display, on or behind the counter, of one or two flat placards, flat metal signs, or other flat display material (easels permitted) not exceeding fifteen square feet per item;
- (4) the utilization of manually or automatically operated visual aid equipment for projecting images on a screen not exceeding fifteen square feet; and
- (5) the communication, either orally or in writing, of full details of the project, including prices, to any person visiting the booth.

f. Prohibited Activities Shall Be the:

- (1) selling or taking orders for any project or service;
- (2) conducting a drawing or any other contest of chance or skill;
- (3) presenting gifts to employees of Kiwanis International;
- (4) using any sound amplification equipment or any technique other than the fixed booth display to attract persons to the exhibit; or distributing any materials at the convention other than from the exhibitor's booth.

g. Registration Fee

Exhibitors and their assistants, whether Kiwanians or not, will register for the convention and pay the usual registration fee for men and women.

h. Setup and Operation of Exhibits

- (1) The exhibit shall be set up by the exhibitor and shall be ready for operation no later than noon of the day on which the first general convention session is held. It must be closed out no later than the hour of adjournment of the convention.
 - (2) The exhibit will, as a minimum, be manned during the half-hour preceding and following each morning session of the convention if held in the same building in which the exhibit is located and during the half-hour preceding each evening session.
 - (3) Materials to be used in the exhibit, if shipped in advance, shall be shipped prepaid to the warehouse designated by the Convention Manager. Shipment may be made to the warehouse any time after May 1, and any shipments on hand in the warehouse will be delivered to the Fund-Raising Clinic site unless the warehouse is otherwise instructed. Neither Kiwanis nor the warehouse will make any charge to the exhibitor for storing or for delivery. Following the convention, all responsibility for shipment rests with the exhibitor.
- i. A copy of these policies shall be provided each prospective exhibitor and agreement to abide by these policies shall be a condition to exhibit approval. Any necessary interpretation of these policies to the exhibitor may be made by the staff member assigned responsibility for the Fund-Raising Clinic and any appeals from each interpretation shall be made to the Board Committee on Convention.

PAST GOVERNORS AS DELEGATES-AT-LARGE

By May 1 of any administrative year the district secretary of each of the several districts shall certify to Kiwanis International the names of the past district governors who are active, privileged, or senior members of the clubs in the district (including those not past district governors of the particular district) and who are thereafter eligible to be given credentials as delegates-at-large at the International Convention of that administrative year. Nothing contained in this procedure shall be interpreted to prevent the Credentials Committee at the International Convention from certifying as a delegate-at-large a past district governor whose name may have been inadvertently omitted from the list supplied by the district secretary, after the committee shall have determined from the membership files of Kiwanis International that said past district governor is at the time of the convention an active, privileged, or senior member of a club in that district.

E - INTERNATIONAL EXTENSION

1. GENERAL

- a. Clubs shall be permitted to exist only in nations which permit to individuals the freedom of assembly, expression and action necessary for a Kiwanis Club to function in accordance with the Constitution, Bylaws and Policies of Kiwanis International.
- b. The Board of Trustees of Kiwanis International may organize Councils for geographic areas when necessary to implement international extension.
- c. The primary thrust of extending Kiwanis in international extension shall be to build new clubs in approved areas and to strengthen existing clubs.
- d. Designation of Club Locations - a club may be organized either in a recognized country which comprises one self-contained land area or may be organized in a land area separate and apart from the country, together with which it comprises a political and/or governmental entity. When the latter condition exists, and for the purpose of designation of the location of the club in the Kiwanis International listing, such designation shall be listed as a geographic area.
- e. Representation shall be provided to all non-federated district conventions and to the Asia-Pacific Conference. If in any instance the attendance of a staff person would be appropriate, such appointment would be considered.

2. SPECIFIC

- a. Kiwanis may be extended to new areas following investigation by staff and approval of the Board of Trustees of Kiwanis International.
- b. New Club Building Representatives
 - (1) When Selected:

A New Club Building Representative may be selected by the International Board to gather information prior to the opening of a country, or the formation of a club in a predetermined area.

(2) Who Shall be Selected:

Although any qualified representative may be selected, the following guidelines are suggested as criteria:

- (a) A person, either resident or non-resident, who is knowledgeable in the area involved.
- (b) A person who will spend the necessary time to thoroughly assess the conditions in the area involved.
- (c) A person who will explain to prospective Kiwanians the principles and ideals contained in the Objects of Kiwanis International.
- (d) A person who will give the necessary instruction and training to the New Kiwanians.
- (e) A person who will assist in getting the necessary organization papers to the General Office, thus concluding his responsibilities to the new club.

(3) Duties Shall be:

- (a) Visit the area involved and collect information as required by the International Board.
- (b) Counsel with the proposed Kiwanis Club and to correspond with the International Board prior to its possible approval as a club.
- (c) Appraise and report factually the membership potential in the area involved.
- (d) Secure assurance that prospective members will accept the Objects of Kiwanis International.
- (e) Gain a thorough knowledge and understanding of the Policies governing international extension as well as the current plan for implementation of international extension.
- (f) Report specific recommendations to the Board of Trustees of Kiwanis International.

c. Sponsorship of Clubs

- (1) New clubs in International extension areas may be sponsored by clubs in any country and area. Without exception the sponsoring clubs must fulfill the program of new club sponsorship. Clubs shall be encouraged to become associate sponsors of clubs in non-districted areas and urged to develop relationships and association with clubs in other countries in a manner as may be suggested in the program of the Committee on International Relations.

- (2) A group wishing to petition Kiwanis International to become a club in "formation" must have at least ten (10) business or professional men of Kiwanis caliber ready to sign the official petition. To "organize" the group must have twenty (20) or more men of this type with signatures on the petition.
- (3) Groups indicating an interest in becoming a Kiwanis Club should have a Kiwanian, former Kiwanian or other individual completely familiar with Kiwanis procedures, ready, willing and able to instruct the group in proper Kiwanis new club development.
- (4) A member club shall hold weekly meetings. Weekly meetings in a month may consist of two or more formal meetings and two or more informal meetings of committees or board, as long as they are open meetings and are held at the same time and place as the formal meetings.

d. Membership of Clubs

Two-thirds (2/3) of the members of the first club in a new country or area shall be citizens of that country or area in which the club is being formed.

e. Chartering of Clubs

- (1) The granting of a charter to a club in Kiwanis International shall be under the control of the Board of Trustees of Kiwanis International.
- (2) The petition form to be used to apply for a charter for such club shall be the form currently approved by the International Board of Trustees. However, the International Board of Trustees may require other information in writing to be submitted along with or subsequent to submission of such petition.
- (3) Such clubs will be furnished Kiwanis literature by mail to help them with their new club development. If translations are necessary, approval must be granted by the International Board. Specific direction through correspondence will be given such clubs and where no other communication is practical, clubs must agree to only this type of Kiwanis International assistance.
- (4) Each club shall adopt the Standard Form for Club Bylaws. Where changes are required due to the accepted legal practices or customs of the country involved, such changes must be supported by the reason therefore in requesting final approval by the International Board of Trustees of Kiwanis International. Such a procedure shall provide for as much uniformity as possible and the reason for the changes requested shall remain as a part of the permanent record of the club involved.

- (5) The Kiwanis International President or his representative shall present the charter to the first club in a new Kiwanis country. The monetary limitation provided in paragraph 6 on page C-6 shall not apply to charter presentations in this category.
- (6) Chartering of clubs in International extension shall be in compliance with paragraph 6 on page C-6 (except as provided in paragraph (5) above.

f. Language

While English shall be the official language in all literature, printed materials and communications for all clubs, the Board may approve use of other languages.

g. Finance

- (1) Club payments shall be made on the basis of United States exchange. In any case, where the monies cannot be transferred to a United States depository, it shall be collected by a fiscal agent selected and approved by the Board of Trustees of Kiwanis International and deposited in the country of origin in an approved depository.
- (2) Payment of such funds shall be on the basis of vouchers authorized by the Board of Trustees of Kiwanis International and such financial matters shall be handled by the fiscal agent.
- (3) All funds paid by each club to Kiwanis International shall become Kiwanis International funds and shall be deposited in the name of Kiwanis International. (except as covered in 1 above)

h. The Kiwanis Magazine

The subscription to the Kiwanis Magazine shall be made available to the membership of clubs in international extension areas at the regular subscription rate plus the cost of handling and delivery.

i. Leadership Education

- (1) The leadership education of the original officers and members of a club shall be the responsibility of the New Club Building Representative.
- (2) The supervision of the leadership education program at club or district level shall be the responsibility of the Board of Trustees of Kiwanis International or its designated representative as long as attached to Kiwanis International.

- (3) Leadership education procedures shall encompass both administrative details and a re-education in Kiwanis ideals and principles as expressed in the Objects.

j. Activities of Clubs

(See policy on Activities of Clubs on page C-1)

k. Organization, Administration and Leadership Education of Clubs in International Extension

(1) Definition of Organizational Structures

The international structure through which Board responsibilities shall be carried out is as follows:

- (a) Clubs. Clubs organized in international extension shall be supervised directly by Kiwanis International.
- (b) Council. When deemed appropriate, the Kiwanis International Board may grant authority for a group of Kiwanis clubs having common geographical and custom interests to create a council. The membership of a council shall be made up of the presidents or duly elected alternates of the member clubs plus a president of said council who shall be appointed by the president of Kiwanis International.
- (c) District. When deemed appropriate, the Kiwanis International Board may grant authority for a group of not less than ten Kiwanis clubs having compatible geographical and custom interests to organize a district subject to the provisions of Article VI of the Constitution of Kiwanis International.
- (d) Federation. A federation is an administrative unit that may be utilized by the Board of Trustees of Kiwanis International to administer to a group of nations.

The responsibilities of the Board of Trustees of Kiwanis International, as related to Kiwanis International-Europe, are contained in the agreement entitled, "The Relationship Between Kiwanis International and Kiwanis International-Europe", effective October 1, 1978. The full text of the agreement is as follows:

THE RELATIONSHIP BETWEEN KIWANIS INTERNATIONAL
AND KIWANIS INTERNATIONAL-EUROPE

- 1. The relationship relies on these four basic principles:
 - a. All clubs have equal status in Kiwanis
 - b. The continuing existence of Kiwanis International-Europe is assured

- c. Kiwanis International has the same obligation to provide similar service to Kiwanians in Europe as it has anywhere else in the Kiwanis world, (see attached list of said services)
 - d. All clubs will pay equal dues to Kiwanis International as stated in the Constitution and Bylaws of Kiwanis International.
2. The Zurich office is registered as the Kiwanis International-Europe office, subject to Swiss laws and regulations. The office and its contents are the property of Kiwanis International-Europe. This will not limit the ability of Kiwanis International to use that facility, not only to provide service to the leadership of Kiwanis International-Europe but also to service areas outside Kiwanis International-Europe.
 3. Kiwanis International-Europe in its present form provides an excellent means of serving the districts of Kiwanis International-Europe and, at the same time, preserving the European culture, traditions and way of living. This will not limit in any way the preservation and furtherance of the Kiwanis ideals as spelled out in the six permanent Objects.
 4. Every member of Kiwanis International-Europe shall pay the same annual international dues (as fixed by the House of Delegates at the annual Kiwanis Inter-Conventions) to Kiwanis International as every other Kiwanian worldwide. This will qualify Kiwanis International-Europe, its Kiwanis International-Europe Board, districts, divisions, clubs and members to receive similar service to that given comparable Kiwanis bodies throughout the world.
 5. The new procedures at the Zurich office will envision mutual access between Kiwanis International and Kiwanis International-Europe to all documentations and files maintained in that office. Areas of service to Kiwanis International-Europe members which will continue to be the prime responsibility of Kiwanis International-Europe will include: coördination of development and activity within Kiwanis International-Europe; cooperation with Kiwanis International to assure that adequate service be provided for European Kiwanians; Kiwanis International-Europe training of officers below district governors; Kiwanis International-Europe information; representation of Kiwanis International-Europe within the governing body of Kiwanis International; and of course, generally required Kiwanis International-Europe services for the proper conduct of the business of Kiwanis International-Europe.
 6. The member of the Kiwanis International Board who has his residence in Europe is without question a full member of the Kiwanis International Board and is obligated to consider all matters coming before the Kiwanis International Board which relate to every aspect of the functioning of Kiwanis worldwide.
 7. Kiwanis International will assign to Kiwanis International-Europe a Counselor who may or may not be the European member of the Kiwanis International Board to announce existing policies and to explain new services, administrative procedures and printed materials. Such new elements and changes shall be carefully planned and checked in advance with the Kiwanis International-Europe Board in order to achieve the best possible results from them.
 8. This means that the Kiwanis International Board will consult with the Kiwanis International-Europe Board before making important decisions related to new initiatives administratively or in program emphasis or regarding personnel to be employed at the Zurich office, as well as procedures which affect the language problems, the nationalistic problems, the political differences and

the mores, customs and traditions of clubs in Kiwanis International-Europe. This is the same responsibility which the Board of Trustees of Kiwanis International has to every other part of the Kiwanis world.

9. It will be the aim of Kiwanis International, in operating within the Zurich office, to do so in complete accordance with pertinent Swiss laws and regulations. Kiwanis International will have executive authority in all matters pertaining to Kiwanis International service to Kiwanis International-Europe provided that this will in no way interfere with or negate the execution of instructions from Kiwanis International-Europe leadership on matters strictly related to Kiwanis International-Europe.
10. The method of financing these procedures places the responsibility for collecting all dues and fees (required by action of the Kiwanis International Conventions and the Kiwanis International-Europe Conventions) upon Kiwanis International-Europe. Kiwanis International-Europe will then allocate to the budget of Kiwanis International the international dues (currently totaling U.S. \$6.00 per member, including the \$1.00 for international extension); processing fees for members and charter fees for clubs as set by the Convention of Kiwanis International and the gross income from the sale of Kiwanis International supplies items. This will indicate that the revenue of Kiwanis International-Europe will consist of those funds remaining after the indicated monies were credited to Kiwanis International.
11. The expense budget of Kiwanis International-Europe will include: all direct expenses incurred in providing the indicated services of Kiwanis International-Europe to its own clubs; travel expenses of the European Council and the Board of Trustees of Kiwanis International-Europe as required; and Kiwanis International-Europe's share of the salaries and social contributions of the Zurich office. That share will be determined by the amount of time used by the Kiwanis International-Europe Secretary and office staff to accomplish those services which are to be provided by Kiwanis International-Europe for its own members, including the Kiwanis International-Europe News. Kiwanis International-Europe shall also be responsible for a corresponding percentage of the total Zurich office rent. These figures will be adjusted annually based on actual experience.
12. In constructing the budget of Kiwanis International related to the Zurich office, all items of expense will be covered except those specifically allocated to Kiwanis International-Europe. The Kiwanis International-Europe budget will be balanced so as not to exceed the Kiwanis International-Europe dues. In the event that Kiwanis International originates projects or procedures which have an adverse effect on the cash flow related to the Kiwanis International-Europe budget, Kiwanis International will provide the additional funds, with the pay-back arranged by mutual agreement. The results of a financial year of Kiwanis International remain within the control of Kiwanis International as do the Kiwanis International-Europe results remain within the control of Kiwanis International-Europe. The same budgetary diligence will be applied by Kiwanis International as is done throughout the Kiwanis world.
13. Those budget line items that affect both Kiwanis International and Kiwanis International-Europe shall be worked out by joint agreement between leadership of Kiwanis International and Kiwanis International-Europe.

14. Kiwanis International-Europe, as the owner of record of the Zurich office, will provide for all future equipment, as necessary, for services to be rendered by both Kiwanis International and Kiwanis International-Europe. However, should Kiwanis International require special equipment that would exceed Kiwanis International-Europe's ability to finance its purchase, Kiwanis International would be prepared to lend the necessary funds to Kiwanis International-Europe without any charge for interest, with payments to be arranged by mutual agreement. If such equipment should be sold by mutual agreement, Kiwanis International would receive the proceeds of the sale and write off any balance which may exist at that time.
15. It is anticipated that upon approval implementation will become effective as of Oct. 1, 1978. In the event that these procedures find favor with all concerned, it will be necessary that they be described in the official minutes of both Kiwanis International and Kiwanis International-Europe so that there will be no question about their validity.

A LISTING AND GENERAL DEFINITION OF KIWANIS INTERNATIONAL RESPONSIBILITIES IN PROVIDING THE SIMILAR SERVICES TO KIWANIANS IN KIWANIS INTERNATIONAL-EUROPE AS ARE PROVIDED TO KIWANIANS WORLDWIDE BASED UPON ESTABLISHED BUDGETS

1. Leadership Education of incoming Governors

All costs related to this educational conference would be paid for by Kiwanis International. All materials related to this conference would be provided, including personal manuals and sample materials related to the educational conferences which lieutenant governors would hold for their club officers and materials for club presidents to use in preparing for their year.

2. Materials for leadership education for lieutenant governors and club presidents mentioned above as samples for the governors would be provided in the necessary quantities for all to use in their various leadership capacities. Existing Kiwanis International-Europe materials for leadership education will be utilized along with new materials as they are developed. All such material will be approved by Kiwanis International-Europe.

3. Reporting forms

Standard Contact and Evaluation forms for use for the lieutenant governors and monthly club reports both as desired by Kiwanis International-Europe.

4. New Club Building

- A. Support materials and Field Service support will be provided.
- B. Standard procedures used in regard to presentation of charters.

5. Membership development materials, including awards for sponsorship of new members in established clubs.
6. Distinguished award program for governors, lieutenant governors and club presidents including the actual awards to be presented.
7. International Bulletin for Kiwanis Officers.
8. Achievement awards for clubs and districts.
9. Club service bulletins as they relate to club activity interests.

10. Life Member Status available.
 11. Translation of materials as agreed upon.
 12. Unification of membership control as such becomes feasible, including listing of members on the General Office computer.
 13. All other services as usually performed by Kiwanis International.
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Boundaries of Kiwanis International-Europe as contained in the Constitution and Bylaws of KI-E:

"The geographical limits of KI-E shall be Europe. Independently of those countries already accepted, new clubs may be built only in other countries approved by the Board of Trustees of KI-E, subject to ratification by the Board of Trustees of Kiwanis International."

(2) Procedures for Implementation

Clubs

- (a) Such clubs shall be organized by a Kiwanis International Board approved New Club Building Representative.
- (b) The charter and subsequent club leadership shall be trained by a Kiwanis International Board approved representative.
- (c) Appropriate leadership education literature in translations shall be produced and distributed to such clubs.
- (d) Through General Office originated bulletins, newsletters, and correspondence, all such clubs shall be kept abreast of current Kiwanis International programs.
- (e) New Club Building activities in the area of the established club shall be correlated by the General Office.

Council

- (a) When a council is created, the Kiwanis International Board shall designate the geographic area and clubs involved.
- (b) The council shall act as the administrative unit for its member clubs.
- (c) The council shall cooperate and coordinate with the General Office in the implementation of all Kiwanis activities indigenous to the clubs involved including new club building and membership development programs.

F - FINANCE

1. The provisions of the Constitution and Bylaws of Kiwanis International concerning finance are:

Constitution

Article XI, Section 2

Bylaws

Article XIV, Section 2

Article XIX, Sections 1-7

2. Accounting System

A classification of accounts shall be maintained and all disbursement items shall be distributed according to proper classification.

There shall be the following major divisions of accounts:

- a. General

- (1) "General Administrative." This account shall include all receipts and expenditures except for magazine, convention and supplies. The expenditures of the "General Administrative" account shall be divided into subsidiary accounts as follows: Board, Council, and Committee Administration; Executive; Office Management; Bureau of Accounts; Public Relations; Club Service; Overseas Extension; Field Service; Membership Development; Records and Data Processing; Program Development; Circle K; and Key Club.
- (2) "Magazine." This account shall include receipts and expenditures connected with the publication of the magazine and advertising therein.
- (3) "Sales and Supplies." This account shall include receipts and expenditures connected with sales of supplies.
- (4) "Convention." This account shall include receipts from registration fees, and such an additional amount from dues as shall be allocated to the account by the Board. If Convention registration income exceeds the budget, the General Fund will be reimbursed by a similar amount from dues previously allocated. Expenditures from the account shall be made in connection with the convention, including convention registration fee refunds.
- (5) "Overseas Extension." Dues allocated for overseas extension as provided for in Article XII, Section 2, of the Constitution shall be shown in the income statement as a separate figure. These funds shall be expended only for overseas extension.

Accounting procedures shall clearly indicate the financial position of the Overseas Extension Account on a cumulative basis.

- (6) "Comprehensive General Liability Insurance." The premium collected for the Comprehensive General Liability Insurance, provided for in Article XX of the International Bylaws, shall be shown in the income statement as a separate figure. Expenses for Comprehensive General Insurance shall be indicated in the annual financial statement as a separate figure.

Accounting procedures shall clearly indicate the financial position of the Comprehensive General Liability account on a cumulative basis.

- (7) Financial Statements

Procedure:

The Finance Committee shall consider and recommend to the Board the form of the Financial Statement, and provide to all regular Board Committees monthly statements covering the operations of their related departments. The statement prepared by the auditor shall be in the form approved by the Board of Trustees, and shall be forwarded to clubs in April when the convention of Kiwanis International is to be held in June. If the convention of Kiwanis International is to be held in May, the statement shall be mailed in March.

If the auditors insist on a change in the form authorized by the Board, the change shall be referred to the Finance Committee for review and recommendation to the Board.

- b. Petty Cash Account

There shall be a petty cash account of \$500.00 which will be used for small miscellaneous expenditures. This account shall be replenished on an imprest basis.

- c. Required Deposits

- (1) Magazine and Permit Mailings

There shall be deposited with the United States Post Offices at Chicago, Illinois and Lincoln, Nebraska a sum as required for advance on postage for magazine and bulletin mailings. At present the deposit required is \$12,000.00

- (2) Post Office

- (a) There shall be \$1,000.00 deposited with the United States Post Office in Chicago to be used for Post Office notices.

- (b) There shall be \$9,000.00 deposited with the United States Post Office in Chicago for use as required for the postage meter account.

(3) Airplane Travel

There shall be deposited with the American Air Lines the sum of \$425.00 against which travel by authorized airplane travel cards may be charged.

(4) Building Management

There shall be deposited with Louis Sudler & Co. the sum of \$10,000.00 against which expenses in connection with the maintenance of the Kiwanis International Building shall be drawn.

3. Auditing

Certified public accountants shall be employed to make an annual audit as required by Article XX, Section 1 of the International Bylaws.

4. Banking Methods

a. Bank Accounts

The following are authorized signatures for all accounts except for the Pension Trust Account:

President
Treasurer
Secretary

Director of Finance
Assistant Secretary-Operations
Assistant Secretary-Growth
Assistant to International Secretary

Any two of the above signatures are required to withdraw funds. The signatures for the Pension Trust Account shall be: President, Treasurer or the Secretary.

The following bank accounts shall be established and maintained:

<u>Account Title</u>	<u>Purpose</u>	<u>Signatures Required</u>
United States Depository	These shall be established in Chicago and all receipts from whatever sources within the United States shall be deposited in them. Expenditures shall be made from the U.S. Depository for the maintenance and operation of current accounts.	(See Policy of this section)

<u>Account Title</u>	<u>Purpose</u>	<u>Signatures Required</u>
United States Current	This shall be the current operating account for all disbursements pertaining to the operations within the United States except payroll expenses.	
Payroll	This shall be a payroll operating account for all salaries and wages of employees on the General Office Staff. This account shall be supplemented by checks drawn on the U.S. Current Account.	
Employees Savings Bond	Amount of deductions from employees salary checks for the purchase of Savings Bonds shall be deposited in this account. Expenditures shall be made from this account only for its direct operation.	(See Policy of this section)
Employees Cafeteria Fund	To this account shall be deposited receipts from whatever sources for the Employees Cafeteria Fund. Expenditures shall be made from this account only for food, beverages, and supplies.	
Canadian Current	This shall be the current operating account for all disbursements pertaining to the operation within Canada. This account shall be replenished by checks drawn on the Canadian Depository Account to such an amount as will maintain this account at not more than \$10,000.00.	

<u>Account Title</u>	<u>Purpose</u>	<u>Signatures Required</u>
Convention Host City Depository	Registration fee funds and other convention income shall be deposited in this account.	(See Policy of this section)
<hr/>		
Key Club International Depository	To this account shall be deposited all receipts from Key Clubs for dues or income from registration fees. Expenditures shall be made from this account only for its direct operation.	(See Policy of this section)
<hr/>		
Circle K International Depository	To this account shall be deposited all receipts from Circle K Clubs for dues or income from registration fees. Expenditures shall be made from this account only for its direct operation.	(See Policy of this section)
<hr/>		
Pension Trust Insurance Policies Safekeeping		(See Policy of this section)

<u>Account Title</u>	<u>Purpose</u>	<u>Signatures Required</u>
Pension Trust Account Safekeeping Securities Service	Refunds on premiums of policies cancelled and payment on death benefits shall be deposited in this account and the accumulation after proper individual disbursements shall be applied to succeeding premium payment. Expenditures shall be made from this account only for its direct operation	Signed by: President Treasurer or the Secretary
European Depository	To this account shall be deposited all receipts from European Clubs for all Kiwanis International financial obligations. Disbursements shall be made from this account for operations within Europe.	(See Policy of this section)
Philippine Operating	To this account shall be deposited receipts from Philippine clubs for all Kiwanis International financial obligations. Disbursements shall be made from this account for operations within the Philippines	
Argentine Operating	To this account shall be deposited receipts from Argentine clubs for all Kiwanis International financial obligations. Disbursements shall be made from this account for operations within Argentina	(See Policy of this section)
Colombian Operating	To this account shall be deposited receipts from Colombian clubs for all Kiwanis International financial obligations. Disbursements shall be made from this account for operations within Colombia	

b. Sample Resolution re Bank Signatures

BE IT RESOLVED, that the _____,
be and hereby is designated the depository of the _____
_____ Account of this corporation; and

BE IT FURTHER RESOLVED, that the funds of Kiwanis International on
deposit in such account may be withdrawn upon checks and order for
the payment of money when signed by the _____,
and countersigned by the _____; and

BE IT FURTHER RESOLVED, that the Secretary of this corporation be and
hereby is authorized to certify to said bank a copy of these resolu-
tions and the names and signatures of this corporation's officers
hereby authorized to act in the premises, and said bank is hereby
authorized to rely on such certificate until formally advised by a
like certificate of any changes therein, and is authorized to rely
on any such additional certificates.

5. Not Meeting Clubs

A club shall be listed as "not-meeting" upon the recommendation of the gover-
nor of the district. In order that the membership records of Kiwanis Inter-
national may indicate the actual membership of the organization and the balance
sheet may indicate only actual assets in Accounts Receivable, the Secretary
shall authorize the elimination of all membership of "not meeting" clubs from
the active membership lists. If the Board revokes the charter of a club, it
may upon the recommendation of the Finance Committee, charge off any uncollec-
tible accounts of such club.

6. Insurance

a. Comprehensive Dishonesty Policy

An over-all dishonesty policy amounting to \$200,000.00 shall be carried
covering each employee. All employees shall be included in the coverage.

b. Travel accident policy for Board

The Secretary shall contract for travel accident insurance policy for
the International Board of Trustees.

c. Comprehensive Liability Insurance

The words "actual cost" in Article XX-Liability Insurance-of the Bylaws of
Kiwanis International shall be interpreted as including cost of premium,
safety education, and administrative expense to Kiwanis International, and
further, any funds in excess of actual cost as herein defined shall be re-
served and allocated solely to the reduction of the premium in the succeed-
ing year.

d. Property Insurance

The purchase of insurance for Kiwanis International property shall be made in cooperation with the Board Committee on Property and Supplies.

e. Officers and Directors Liability Insurance

Officers and directors liability insurance shall be purchased for the protection of the Board of Trustees of Kiwanis International.

7. Investment of Funds

The Secretary and Comptroller shall have continuing authorization to invest funds not currently required for distribution.

The Continental Illinois National Bank shall be retained to provide a safe-keeping service for our security and bond portfolio in the funded reserves.

8. Travel

a. Allowance

- (1) Members of the Board (except the Secretary and Executive Director) and Past Presidents, effective May 1, 1980:

- (a) Transportation allowance to assigned meetings shall be limited to the round trip economy fare by the most direct route (except that the President only is authorized to travel by first class accommodations) plus portal to portal expenses such as taxi, tips, etc. If travel is by railroad, the allowance shall include pullman when required.

Hotel allowance shall be on the basis of out of pocket hotel room costs on the basis of the standard room rate for the hotel where the meeting is held. Board members are encouraged to double up when possible.

Per diem shall be as follows:

\$25 per day for Trustees, Treasurer, Vice-presidents, Immediate Past President, President-elect, and Past Presidents
\$35 per day for President or President-designate
\$60 per day for President or President-designate--wife present

- (b) (1) The President-elect shall have the same status as all other members of the Board, and on all regular Board assignments shall receive the financial consideration as set forth in (a) above.

(2) The President-elect shall be subject to assignment by the President to represent him as the official representative of the President of Kiwanis when arrangements mutually satisfactory to both parties may arise. On such occasions he shall be reimbursed on the same basis as the President and all such charges shall be charged against the President's travel allowance.

- (c) Members of the Board of Trustees and Past Presidents shall not be required to pay for their meals during official meetings or functions when their presence is requested and expected at any such meals.
- (d) Per diem shall refer to a day with proportionate allowance for half fractional days, and shall include no more than such number of days as may be actually consumed in travel directly to and from the place of meeting.
- (e) When official travel is made by automobile, a mileage rate of nineteen cents (19¢) per mile by the most direct route shall be approved. This cost shall not exceed the cost of air coach transportation between the same points.

(2) International Secretary

When traveling, the expense of the International Secretary shall not exceed the cost of air coach transportation between the points involved plus the actual expense incurred for food, lodging, and ground transportation, except that first class transportation is authorized when accompanying the President who is using first class transportation.

(3) Wife of President

Kiwanis International will defray the expenses for transportation of the wife of the President when she accompanies him for official travel.

(4) Wife of President-elect

If the President-elect is substituting for the President for special events, Kiwanis International will defray the expenses for transportation of the wife of the President-elect when she accompanies him.

(5) Wife of President-designate

Kiwanis International shall defray the expenses for transportation of the wife of the President-designate when she accompanies him for official travel.

(6) Governor-designate, and International Committee personnel

Authorized travel by District Governors-designate and International committee personnel shall be limited to round trip fare by air coach, necessary ground transportation, and actual expenses for food and lodging.

(7) Wives of Board Members, Secretary, and Past Presidents

Provision shall be made for the payment of travel expenses for the wives of Past Presidents to the International Council and International Convention; and for the wives of the Board members and Secretary attending the International Council, International Convention, and to assigned district conventions.

When a member of the International Board of Trustees is assigned to a meeting, conference, or convention by the President of Kiwanis International in lieu of attendance by the President, the same rule will apply to the expenses of the wife of the Board member as would have applied had the President attended personally accompanied by his wife.

- (8) Widows of Past Presidents shall be invited to the Fall Council Meeting and the International Convention so long as they remain unmarried. Transportation and room accommodations will be at their own expense.
- (9) The expenses of the Chairman of the Committee on Elections and the Sergeant at Arms to the International Convention shall be paid on the same basis as the chairmen of other standing committees of Kiwanis International.
- (10) The travel expenses of wives of Board Committee on Convention who are in attendance at planning meeting in host convention city shall be paid.
- (11) That the Chairman of the Host Convention Committee including the time when he is Chairman-designate be considered as a Special International Committee Chairman.

b. Authority to assign

Authority is granted the International President within the limits of his travel allowance to assign present and past International officers to travel for the promotion and carrying out of the Kiwanis program.

9. Expenses of the International Board of Trustees

a. The President's Office

The selection of the space, location, and equipment of the President's office shall be made by the president and paid for by Kiwanis International, together with the other expenses such as telephone, postage, and supplies incident to the operation of an office up to the amount budgeted. Reimbursement shall be made after receipt of an itemized statement of such expense.

The International President shall have discretion for the selection of a secretary, and he may employ one from his area for the administrative year. That secretary would receive adequate training at the General Office prior to undertaking these duties. The amount allocated in the budget may be used to reimburse the President for his secretarial costs. (2/2/81)

The budget for Overseas Extension shall include monies for all visitations by the President or his designated representative to overseas clubs or their conferences, and only this budget will be used for such travel.

b. The Office of President-elect

The same procedure which applies to the President's office expenses applies to that of the President-elect, and the President-elect may also select a secretary from his area. The amount allocated in the budget may be used to reimburse the President-elect for his secretarial costs. (2/2/81)

c. Contingent Fund

In each annual budget a total fund of \$5,000.00 shall be allowed the President and a total fund of \$1,500.00 shall be allowed the President-elect to cover their personal expenses which they may incur in the administration of their offices beyond regular travel allowance.

d. Members of Board other than President and President-elect

The semi-annual allowance of \$125.00 budgeted to cover the incidental office expense of each member of the International Board of Trustees, other than the International President and President-elect, shall be sent automatically to the members at the beginning of each six months' period.

e. International Secretary

In each annual budget a total fund of \$3,600.00 shall be allowed the Secretary to cover personal expenses incurred in the administration of his office beyond regular travel allowance. Each will present a semi-annual accounting to the Finance Committee for such expense.

10. Accredited Representatives

Reimbursement of Accredited Representatives shall be limited to actual expenses incurred in the performance of assigned duties. These expenses shall not exceed \$100.00 per club organized.

11. Data Services

The Secretary of Kiwanis International shall establish a price for such services as may be provided.

12. Printed Material, Supplies and Maintenance Services

Whenever any of the subject items are to be purchased, the cost of which will exceed \$1000.00 the Secretary shall secure three bids from qualified sources if three sources are available. The subject items shall be purchased from the lowest bidder, other considerations being equal.

13. General Office Employees - Retirement

All employees of Kiwanis International upon becoming eligible for retirement benefits under the provisions of the Kiwanis Pension Trust shall retire from active service at that time; upon recommendation of the Secretary, the Board may extend up to one year beyond such date of retirement the services of any employee.

14. Adjustment of Financial Indebtedness

At each regular meeting of the Board, all accounts receivable shall be reviewed by the Board Committee on Finance. Any adjustments of indebtedness to Kiwanis International shall be made by the Board of Trustees on recommendation of the Board Committee on Finance.

15. Delinquent Clubs, Financial Arrangements With, at Conventions

Previous to the convention, the attention of financially delinquent clubs shall be called to the fact that their official delegates cannot be seated unless the financial obligations to Kiwanis International have been met.

(Article IV, Section 1, and Article IX, Section 9, International Bylaws). The Certificate of Election of Delegates and Alternates sent to the clubs shall also carry this information.

16. General Office Building

Land and building construction costs in relation to the property at 101 East Erie Street, Chicago, shall be accounted for at original cost less accumulated depreciation on the building on the basis of a fifty-year life.

17. Payment by Clubs of Financial Obligations to Kiwanis International

It shall be the policy of Kiwanis International that all clubs:

- a. Make every effort to submit payment to Kiwanis International directly;
- b. When circumstances do not permit direct payments, that a bank account be opened in the name and ownership of Kiwanis International;
- c. In countries where monetary policies make it difficult to directly remit dues to Kiwanis International, the District Governor shall be responsible for the collection and transmittal of these dues to Kiwanis International. In non-districted areas, the ranking Kiwanis official, as appointed by Kiwanis International, shall assume this responsibility.

LISTING OF CURRENT BANK DEPOSITORIES
AS DETERMINED BY ADMINISTRATIVE ACTION

United States Depository - Continental Illinois National Bank and Trust
Company of Chicago

United States Current - Lake Shore National Bank of Chicago

Payroll - Lake Shore National Bank of Chicago

Employees Savings Bond - Lake Shore National Bank of Chicago

Employees Cafeteria Fund - Lake Shore National Bank of Chicago

Canadian Current - Toronto-Dominion Bank, Toronto, Ontario

Convention Host City Depository - Bank in Convention Host City

Key Club International Depository - Northern Illinois Trust of Chicago

Circle K International Depository - Northern Illinois Trust of Chicago

Pension Trust Account - Continental Illinois National Bank and Trust
Company of Chicago

Safekeeping Securities Service - Continental Illinois National Bank and
Trust Company of Chicago

Pension Trust Insurance Policies Safekeeping - Lake Shore Safe Deposit
Company of Chicago

Philippine Operating - Rizal Commercial Banking Corporation, Philippines

Argentine Operating Account - Banco Shaw, Argentina

Colombian Operating Account - Banco de la Costa, Colombia

G - COMMUNITY SERVICE ACTIVITIES

CLUB AUTONOMY

Each Kiwanis club has absolute autonomy in the selection of its community service activities. There is no desire to regulate or prescribe the community service activities to be engaged in by each Kiwanis club.

DEFINITION OF SERVICE PROJECT

A service project is an activity, consistent with the Objects, Objectives, and policies of Kiwanis International; devised or planned by a Kiwanis club or a club committee and performed by members of the club for the benefit of others.

SERVICE PROJECTS, GUIDANCE FOR THE SELECTION OF

Kiwanis International offers the objectives adopted by each administration, which are interpretations in activity of the Objects of Kiwanis, as the basis of a program of community service, but no club is expected or required to confine its community service work to those objectives.

For the guidance of Kiwanis clubs, the following rules are suggested for use in selecting community service activities.

1. No Kiwanis club should make a practice of endorsing projects, no matter how meritorious, unless the club is willing and prepared to assume its full share of the responsibility for the accomplishment of that which it endorses.
2. Where a Chamber of Commerce or Board of Trade exists, a Kiwanis club should not assume its functions, but Kiwanians should be members of and active in such organizations as representative citizens interested in the general welfare of their community.
3. In selecting its community service activities, a Kiwanis club should cooperate with existing organizations rather than create new agencies, unless existing organizations are unable to accomplish the purpose. Kiwanis, committed to the principle of personal service, should furnish its trained leaders and workers to accomplish the work in which it is interested rather than to create and maintain new agencies.
4. Every effort should be made to avoid duplication of effort in community service activities.

5. Since the club board of directors in any given administrative year is autonomous in the approval of club projects, and since there are always annual changes in the membership of the board, there is no way whereby the current board of directors can bind succeeding boards to any action or to assure the continuation of a project. Therefore, if it is the will of the club to undertake a project which will continue indefinitely, or at least beyond one administrative year, the adoption of such a project must be by vote of the club membership. Such action commits the entire club, including succeeding boards of directors, to continue the project until it is completed, or the club membership reverses its original action.
6. In its community service activities, a Kiwanis club is most successful in seeking out community needs, arousing the citizens to their responsibility and furnishing leadership for the enterprise, but in all such work should seek the cooperation of all other community organizations that should be interested, and give them full credit for their cooperation. Kiwanis is interested in the service which it can render rather than publicity or credit for itself.
7. Community service activities requiring the time and effort of Kiwanis members are more in accord with Kiwanis service ideals than activities requiring only that the club make a monetary contribution.

USE OF MATERIALS OF OUTSIDE ORGANIZATIONS

Following are Guidelines for use for the General Office in responding to inquiries from Kiwanis Clubs, Key Clubs, and Circle K Clubs, which have been contacted by organizations outside of Kiwanis requesting the aid of Kiwanis clubs in sponsoring their programs.

1. Clubs should avoid endorsing the policies and programs of outside organizations.
2. Inviting a speaker to appear before the club is not to be considered as an endorsement, since the Kiwanis tradition is to use the club meeting program as an "open forum" for the presentation of all aspects of a problem and all points of view.
3. Utilization of a specific piece of material for the furtherance of a local club's own program may infer endorsement of the organization producing such a supplementary aid, and therefore care should be exercised.
4. The development of a public meeting and the utilization of a speaker from a specific outside organization should be handled so that it will not constitute endorsement in the eyes of the community.

H - SPONSORED YOUTH

CIRCLE K

The Board of Trustees of Kiwanis International controls and is responsible for Circle K International, and through (1) the Board Committee on Circle K, and (2) the Circle K Department of the General Office, shall counsel, direct and exercise final authority over all Circle K activity.

The Kiwanis responsibility for the Circle K program on the International, district and club level is covered by the Constitution and Bylaws of Kiwanis International, Circle K International and the following official policies adopted by the Board of Trustees of Kiwanis International.

1. Circle K International

- a. The Circle K Department of the Kiwanis General Office will be responsible for the following:
 - (1) Production of educational literature on general phases of the Circle K activity for the Kiwanians and Circle K members;
 - (2) Dissemination of Circle K information to those Kiwanis clubs desiring to develop the activity;
 - (3) Chartering of new Circle K clubs;
 - (4) Collecting and processing the International Sponsorship Fee from all Kiwanis clubs sponsoring Circle K clubs;
 - (5) Issuing Circle K International membership cards to all official members who have been reported as members to the General Office;
 - (6) Establishment and maintenance of Circle K International records;
 - (7) Editing and publishing the official magazine for Circle K members;
 - (8) Preparation for the annual Circle K International Convention;
 - (9) Training of the Circle K International President, Board of Officers and governors;
 - (10) Development of increased cooperation between Kiwanis and Circle K clubs concerning activities of mutual interest;
 - (11) Distribution of new club information to all interested Kiwanis and Circle K officers.
- b. The Circle K International Board of Officers shall meet at least twice annually; in the fall/winter, and in the spring/summer to conduct the business of the organization, to develop programs for implementation, to serve as a committee on conventions and on laws and regulations, to assess the health of clubs and districts, and to study ways and suggest procedures for building and strengthening Circle K clubs. The Board of Officers may also meet during the International Convention and at the Leadership Training Conference.

- c. In accordance with the approved budget, the Circle K Department will care for the necessary expenses of the Circle K International Board of Officers at the approved Board meetings and the Circle K International Convention. The Circle K Department will also care for the travel expense of counseling members of the Circle K International Board to attend the district conventions of their counseling Circle K districts. If travel by automobile is necessary, the mileage rate shall be the same as that approved for Kiwanis International Officers per mile for the most direct route. This cost shall not exceed the cost of air coach transportation between the same points. Circle K International will also care for postage and stationery expenses of Board members in execution of their duties.
- d. No solicitation of funds will be made by Circle K International Officers to any Kiwanis District or to any Kiwanis Club to be used for the execution of his duties, nor shall any Circle K International Officer solicit funds from any Circle K District or Circle K Club other than his home district or club. This policy in no way infringes upon the prerogatives of Kiwanis District, Kiwanis Clubs, or individual Kiwanians to make voluntary contributions in support of the expenses of Circle K International Officers.
- e. In order to avoid excessive travel, specific permission from the Circle K International Administrator is required by the Circle K International President for all trips outside of his home district, except the following:
 - ...regularly prescribed meetings of the Circle K International Board of Officers;
 - ...the Circle K International Convention and Leadership Training Conference;
 - ...the Kiwanis International Convention and International Council;
 - ...the Key Club International Convention;
 - ...the annual K-Family Conference and the annual Conovact Conference. (6/26/81)

In addition, the President shall make no visit into another district not specified above unless each such visit is approved, in writing, by the Kiwanis district governor. The written approval shall detail the financial arrangements for the district visit.

- f. In order to avoid excessive travel, specific permission from the Circle K International Administrator is required by the Secretary and Vice-Presidents of the Circle K International Board for all trips outside of their respective home districts, except the following:
 - ...regularly prescribed meetings of the Circle K International Board of Officers;
 - ...the Circle K International Convention and Leadership Training Conference;
 - ...the Circle K district convention and training conference of each of his counseled Circle K Districts. However, reimbursement is provided for travel expense only to the annual district convention of each counseled district (see Policy statement 1-c above);
 - ...the annual K-Family Conference and the annual Conovact Conference. (6/26/81)

In addition, no Secretary or Vice-President shall make a visit to any Circle K district not specified above, unless each such visit is approved, in writing, by the Kiwanis district governor. The written approval shall detail the financial arrangements for the district visit, and a copy of the written approval must be forwarded to the Circle K International Administrator for his concurrence prior to the subject visit.

- g. Any member of the Circle K International Board of Officers who fails to adhere to the travel policies shall be removed by said Board upon recommendation of the Board Committee on Circle K Clubs. (6/26/81)
- h. If possible, the Kiwanis International President and/or President-elect shall attend the annual convention of Circle K International.
- i. The Chairman of the Kiwanis International Board Committee on Circle K Clubs, or other such Kiwanis International Officer as designated by the President of Kiwanis International, shall serve as the official representative of the Kiwanis International Board of Trustees at the annual convention of Circle K International.

2. The Circle K District

The Board of Trustees of each Kiwanis district is responsible for its Circle K district, and through (1) the Kiwanis district governor and (2) the administrator of the district committee on Circle K clubs, shall counsel, direct, and exercise authority over all the Circle K activity on the district level.

- a. Operating procedures for the Circle K activity on the district level shall be governed by the Constitution of Circle K International, Circle K district bylaws, official Kiwanis district policies and these official policies of Kiwanis International. The maintenance of all Circle K district records shall be under the supervision of the Kiwanis district board of trustees. The Kiwanis district office may provide assistance and storage area as possible.
- b. The Circle K district administrator shall be directly responsible for the proper conduct and direction of administrative functioning within the Circle K district. The district administrator, or an approved representative of the Kiwanis district board, shall give guidance to all meetings of the Circle K district board of officers, the annual Circle K district convention, and all other authorized district functions.
- c. The Circle K district board shall hold two meetings annually; one of which shall be in the fall and the other at least one month prior to the district convention. Other meetings may be called, as needed, when approved by the district administrator.
- d. The Circle K district board shall study ways and suggest means for building and strengthening Circle K clubs in the district. Worthwhile local Circle K club activity and administrative suggestions should be disseminated in written form to all Circle K clubs in the district as a service of the Circle K district. If a Circle K district directory is desired, its development, distribution and control shall be the responsibility of the Circle K district board.

- e. The Circle K district convention shall be held annually at a place, on dates, and under conditions approved by the Kiwanis district board. The convention shall be held on a weekend or vacation period prior to the first weekend in May.
- f. Circle K club officers training conferences may be scheduled, preferably on a weekend or a vacation period, subject to the approval of the Kiwanis district board or the district administrator.
- g. District Circle K travel funds may be used by district officers in attending district board meetings, conventions and training conferences, and visits to clubs, as required by the Circle K district board. No other travel funds are recommended unless the Kiwanis district board specifically approves. Correspondence should be the prime means of communication. Excessive travel by district officers, even if at the officers' own expense, may be limited by the district administrator.
- h. The Circle K division is a part of the Circle K district organization and is used for administrative purposes of the district. The division is headed by a Circle K lieutenant governor, who is an elected Circle K district officer. The Circle K division will have no officers other than those referred to in the Constitution and Bylaws of Circle K International and the Circle K district bylaws.
- i. The Circle K district's obligations to Circle K International shall be the responsibility of the Circle K district board and a concern of its sponsoring Kiwanis district.
- j. Minimum Standards for Circle K District Financial Operations:
 - (1) The Kiwanis district board of trustees, if requested by the Circle K district administrator, shall appoint a Kiwanian to serve as the financial counselor to the Circle K district. The financial counselor shall be an official representative of the Kiwanis district board and shall be responsible to same.
 - (2) Each Circle K district shall work within an established budget of income and expenses as approved by the Circle K district board of officers and the Kiwanis district board of trustees. The Circle K district budget shall be prepared by the Circle K district governor in conjunction with the Circle K district administrator and the financial counselor, if any.
 - (3) The collection of district dues and the disbursement of district funds shall be the responsibility of the Circle K district board and shall be supervised by the Kiwanis district board of trustees through the Circle K district administrator and/or financial counselor.

At least two signatures, one being that of the approved Circle K district officer and the other the approved Kiwanis district representative, shall be required for Circle K disbursements. All Circle K district officers handling funds shall be bonded.

- (4) As a continuing procedure, a complete and standardized system of financial records and financial accounting shall be created for the Circle K district by the Kiwanis district board of trustees. The financial counselor and/or the Circle K district administrator shall also supervise the preparation and verify the accuracy of any and all periodic reports concerning the financial condition of the Circle K district as required by the Kiwanis district board.
- (5) Simple, but complete, budgets must be prepared by the Circle K district board and approved by the Kiwanis district board for the annual Circle K district convention and any other official Circle K district event. Such budgets shall be prepared with the guidance of the Circle K district administrator and/or financial counselor. Such budgets must be approved by the Kiwanis district board of trustees not less than 90 days prior to the date of the event.
- (6) In order to assist the Circle K district administrator and/or financial counselor, the Kiwanis district board may appoint a Kiwanian in the host city of the Circle K district convention to act as a financial advisor to the Circle K district convention. In any event, it is incumbent upon the Kiwanis district board of trustees, through its representative, to:
 - (a) supervise deposit, disbursement and recording of convention receipts;
 - (b) supervise preparation of financial reports by appropriate Circle K district board members concerning the district convention as required by the Kiwanis district board of trustees;
 - (c) provide such financial reports to the Kiwanis district board of trustees within 90 days of the close of said convention;
 - (d) report to the Kiwanis district board of trustees and the Circle K district administrator the knowledge or belief that operations or plans will exceed the approved convention budget.

3. The Local Circle K Club

- a. Circle K clubs shall be limited to standard degree-granting colleges or universities; to junior colleges recognized by the Departments of Education within the districts of the United States and Canada as presently constituted; and to vocational technical schools that have received a technical certification by state or provincial boards of education.

- b. A petition for charter shall be made on a standard form provided by the Administrator of Circle K International and endorsed by an administrative officer of the institution in which the prospective club would exist and shall be signed by at least fifteen (15) students eligible for membership. The form shall also be signed by the appropriate officers of the sponsoring Kiwanis club. This petition shall be accompanied by the International Sponsorship Fee, established by the Kiwanis International Board, and submitted to the General Office of Circle K International. New Circle K clubs will be presented with an official charter at a program arranged by the sponsoring Kiwanis club.

- c. The local Circle K club is an activity and the responsibility of its sponsoring Kiwanis club. There should be present at every club and board meeting a member of the sponsoring Kiwanis club. Within school administration-approved policies, the counseling of each Circle K club shall be the responsibility of the sponsoring Kiwanis club's board of directors. The administration, club program and activities of the Circle K club are the responsibility of the club officers, functioning under the rules of the school and counsel of the sponsoring Kiwanis club.

- d. Each sponsoring Kiwanis club shall be responsible for the payment of the annual Circle K International Sponsorship Fee at the beginning of the Kiwanis club's administrative year. The president of each sponsoring Kiwanis club and the president of each Circle K club shall sign a statement of responsibility. This form, provided by the International Office, and a complete list of Circle K club members shall accompany the Sponsorship Fee payment. A Kiwanis club should show just cause for failure to continue sponsorship of a Circle K club that was held in good standing during the previous administrative year.

- e. The Circle K club's obligations to its district and International organization shall be the responsibility of the Circle K club officers and a concern of its sponsoring Kiwanis club.

- f. The travel of Circle K club members to district and International meetings shall be limited to those approved by the faculty advisor and the chairman of the committee on Circle K clubs of the sponsoring Kiwanis club. Only one club officer training conference or workshop, one district convention and one International Convention are recommended annually for club members.

- g. All Circle K club officers handling funds shall be bonded.
- h. Fund-raising policy approved by the Board of Trustees of Kiwanis International:
 - (1) Chartered Circle K clubs may participate in lotteries, raffles, drawings, or other games of chance, provided they are not in contravention of the laws, mores, customs, and traditions of the country, of the state, or the province in which the clubs exist, and provided further that the Kiwanis District Board of Trustees and the Circle K District Board of Officers shall have given prior approval for the utilization of lotteries, raffles, drawings, or other games of chance to be employed in fund raising activities. Such approval so granted does not constitute official endorsement of such activities by Kiwanis International and/or Circle K International. Nothing contained herein shall permit any chartered Circle K club by its activities to impugn the good name of Kiwanis and/or Circle K. Should violations occur, appropriate disciplinary action may be taken in accordance with the Constitution and Bylaws.
 - (2) Clubs shall not solicit or circularize other clubs to augment their own fund-raising activities.
 - (3) Fund-raising products should:
 - (a) Give honest value in return for the price asked.
 - (b) Be acceptable to the general public.
 - (4) The activity should normally involve personal member participation.
 - (5) In fund-raising, the normal cooperative sponsor relationships should be maintained as in any other area of activity, rather than developing a fund-raising project which would encourage Kiwanians to contribute under what might be construed as pressure.
 - (6) All fund-raising plans must be compatible with the school, campus and community policy and practice.
 - (7) Fund-raising practices should require a public announcement of the purpose of the fund-raising activity to enhance the support for it and assume good continuing public relations.

4. Amendments to Circle K International Constitution or Bylaws

No proposed amendment, recommended by the House of Delegates at a Circle K International Convention or by the Circle K International Board of Officers, shall become effective until approved by the Board of Trustees of Kiwanis International.

KEY CLUBS

Revised 5/78

1. KEY CLUB INTERNATIONAL

- a. Operating procedures for the Key Club activity will come from the Constitution, Bylaws and Policies of Kiwanis and Key Club International.
- b. The responsibility for, and control of, Key Club International is the responsibility of the Board of Trustees of Kiwanis International.
- c. Kiwanis responsibility for the Key Club program on the International, district and club level is covered by these official policies.
- d. The Key Club Department of the Kiwanis General Office will be responsible for the following:
 - (1) The production of educational literature on general phases of the Key Club activity for Kiwanians and Key Clubbers.
 - (2) The dissemination of Key Club information to those Kiwanis Clubs wishing to become involved in the Key Club program.
 - (3) The chartering of new Key Clubs. In order for a Key Club to be considered chartered during a specific year, the charter application and dues payment must be mailed to the General Office and postmarked no later than midnight, September 30, of that year.
 - (4) The collection of Key Club International dues from clubs for all official members.
 - (5) The issuance of combined Key Club International Theme folder and membership cards for all official members who have been reported as members to the General Office.
 - (6) The establishing and maintenance of Key Club records.
 - (7) The editing and publishing of a magazine entitled, KEYNOTER, for Key Club members.
 - (8) The preparation for the Valley Forge combined Training Conference and for the October, February, and pre-convention Board Meetings.
 - (9) The necessary organization and preparation for the Key Club International Convention.
 - (10) Final preparation of the Theme and Emphasis materials and the coordination of the development of a Theme Filmstrip.
 - (11) The development of increased cooperation between Kiwanis and Key Clubs concerning activities of mutual interest. (Care will be exercised to prevent the use of Key Clubbers as merely ticket sellers or messengers for Kiwanis activities.)
 - (12) Distribution to the Kiwanis International Board, Kiwanis District Governors, District Secretaries, Lieutenant Governors, District Key Club Administrators, Key Club International Officers and the District Key Club Governors and Secretaries of new club information.
 - (13) An annual development and distribution of a directory of Key Club International officers and District Key Club Governors, Administrators, Secretaries, and Treasurers to Kiwanis and Key Club International and District Officers.

- e. The Key Club International Officers will study ways and suggest procedures for strengthening and building Key Clubs in the divisions and districts of Key Club International.
- f. The Key Club International Board will meet three times annually: once at Valley Forge, once in February, and at the time of the Key Club International Convention. The Executive Committee of the Key Club International Board will meet during each of the full Board meetings and once in November. At the conclusion of the Key Club International Convention, there will be a training conference for the newly elected Key Club Board. (5/4/81)
- g. The travel and necessary incidental expenses for Key Club International Board members will be handled in the following manner:
 - (1) The Key Club Department budget will care for all necessary incidental expenses and for air, rail, or bus coach transportation of Key Club International Officers to approved Board Meetings and the Annual Key Club International Convention. If travel by automobile is necessary, the mileage rate shall be the standard rate presently being paid for the most direct route. This cost shall not exceed the cost of air coach transportation between the same points.
 - (2) The Key Club Department Budget will also care for air, rail, bus coach, or automobile transportation of the Key Club International Officers to the convention of each of their counselled districts, or when called upon to represent Key Club International at other district conventions.
 - (3) The Key Club Department Budget will care for necessary expenses and for the air, rail, bus coach, or automobile transportation for all International or District Officers called upon to represent Key Club International at special meetings or functions. Such representatives will be selected by the President of Key Club International and subject to approval by the Administrator of Key Club International. Trips made over and above those paid for by Key Club International will be made at the expense of the individual officer or host. The Key Club International Budget will also care for the postage and stationery expenses of Key Club International Board members needed for the execution of their duties, subject to the approval of the Key Club International Administrator.
 - (4) No solicitations for funds will be made by Key Club International Officers to any Kiwanis/Key Club District or to any Kiwanis/Key Club to be used for the execution of their duties.
- h. In order to avoid excessive travel, specific permission from the Administrator of Key Club International is required by the President of Key Club International for all trips except the following:
 - (1) Regularly prescribed meetings of the Key Club International Board.
 - (2) The Key Club International Convention.
 - (3) The Circle K International Convention.
 - (4) The Kiwanis International Convention and International Council.
 - (5) The Kiwanis District Convention in his home district.
 - (6) The Freedoms Foundation Leadership Seminar at Valley Forge.
 - (7) Regular Key Club functions within his/her home district.

- i. In order to avoid excessive travel, specific permission from the Administrator of Key Club International is required by the Secretary, Vice-Presidents and Trustees of Key Club International for all trips except the following:

- (1) His/her assigned Key Club district conventions in addition to the convention of his/her home district.
- (2) Meetings of the Key Club International Board.
- (3) The Key Club International Convention.
- (4) The Kiwanis District Convention in their home district.
- (5) The Freedoms Foundation Leadership Seminar at Valley Forge.
- (6) Regular Key Club functions within their home district.

- j. All trips by International Officers must also be approved by the individual parents and the proper school officials.

- k. The exercise of political influence over the selection of officers of Key Club by non-members of Key Club International present at any elections at any level is forbidden.

1. Key Club Conventions

Possession or use of alcoholic beverages, drugs of any kind (other than prescription drugs), vandalism, rowdyism, and conduct unbecoming a Key Clubber shall not be tolerated and shall result in those involved being immediately dismissed from the convention and expelled from their Key Club. Parents, school authorities, and the sponsoring Kiwanis club shall be notified. When necessary, this action shall be taken by the Key Club Board in cooperation with the Kiwanis International Board representative and the Administrator of Key Club International.

For Key Club International Conventions, the individuals in attendance from each district shall be the responsibility of the Key Club District Administrator in conjunction with all other adults in attendance from their respective districts. There shall be at least one adult advisor for every ten Key Clubbers (or a portion thereof) in attendance. Whenever this is not possible, local host Kiwanians and/or their wives shall be requested to assist in the supervision of such groups.

Attendance shall be limited to active members of Key Clubs. Former Key Clubbers shall be admitted only by invitation extended by the Key Club Board of Trustees with the approval of the Administrator of Key Club International.

- m. Key Club International shall become a worldwide organization in its present form and any Kiwanis club may form a Key Club as long as it conforms to the Constitution and Bylaws of Key Club International and the Policies of Kiwanis International. (10/3/80)

2. THE KEY CLUB DISTRICT

- a. The responsibility and control of the Key Club District shall be the responsibility of the Kiwanis District Board under which it functions.

- b. The Kiwanis District Board of Trustees shall be responsible for counsel, advice, and final authority for the functioning of the Key Club district.
- c. The District Kiwanis Key Club Administrator, as appointed by the Governor-elect and approved by the Kiwanis District Board of Trustees, through his guidance and counsel with the Key Club District Board, shall insure the proper carrying out of the Key Club District organization's administrative functions.
- d. In order to relieve the Kiwanis Key Club District Administrator of the heavy administrative responsibility in regard to the Key Club Budget and Finances, the Kiwanis District Board may appoint a Financial Counselor to the Key Club District Board. The duties of the Financial Counselor should be delineated by the Kiwanis District Board and could include the following:
 - (1) Counsel the Key Club District Treasurer.
 - (2) Assist in creating and maintaining a complete and standardized system of financial records for the Key Club District.
 - (3) Supervise the collection of Key Club District dues and the banking and disbursement of Key Club District Funds.
 - (4) Supervise the preparation of and verify the accuracy of a quarterly report concerning the condition of Key Club District Finances.
 - (5) Act as one of the two required signers of all checks issued by the Key Club District.
 - (6) Supervise, in conjunction with the Kiwanis Key Club District Administrator and the Key Club District Board, the preparation of budgets for the Key Club District and the Key Club District Convention.
- e. In order to assist the Kiwanis Key Club District Administrator and/or the official Kiwanis Host Chairman, a Kiwanian in the convention site city may be appointed as Financial Advisor to the Key Club District Convention. Such an appointment must be approved by the Kiwanis District Governor. The duties of this advisor should include:
 - (1) Assuring that the Key Club District Convention's finances are handled according to Kiwanis International and District policies.
 - (2) Supervising of convention receipts, disbursements, and financial records.
 - (3) Supervising preparation of financial reports by the responsible Key Club officers concerning the Key Club District Convention as required by the Kiwanis District Board of Trustees.
 - (4) Provide such reports to the Kiwanis District Board of Trustees within 30 days of the close of said convention.
 - (5) Report to the Kiwanis District Governor and to the Kiwanis Key Club District Administrator and/or the Financial Counselor at any time he knows or believes that operations or plans will exceed the approved budget.

- f. The Key Club District Board shall study ways and suggest means for strengthening and building Key Clubs in the District. Worthwhile local Key Club activity and administrative suggestions should be disseminated in written form to all Key Clubs in the district by the Key Club District Board.

- g. The Key Club District Board should hold no more than four annual meetings, one at the time of the district convention weekend and the other three at such times as to minimize time away from school. (This policy is not to be construed that there must be four board meetings, but rather that there shall be no more than four.

- h. In order to avoid excessive travel, specific permission must be obtained by the Key Club District Board from the Kiwanis Key Club Administrator for all travel but the following:
 - (1) Key Club Governor
 - Key Club District Board Meetings and Training Conference
 - The Key Club District Convention
 - The Circle K District Convention if invited
 - The Kiwanis District Convention if invited
 - The Key Club International Convention
 - The Freedoms Foundation Leadership Seminar at Valley Forge
 - Special Key Club or Kiwanis Functions if invited held in his/her own division
 - (2) District Secretary, Treasurer and Lieutenant Governors
 - Key Club District Board Meetings and Training Conference
 - The Key Club District Convention
 - The Key Club International Convention
 - Special Key Club or Kiwanis functions in their own division

- NOTE: All travel other than as stated above is optional and is subject to the approval of the individual high school authorities and parents.

- i. Funds from the Key Club District Budget may be used for Key Club District Officers to travel to Key Club District Board Meetings, the Key Club District Convention, Key Club District Training Conferences, necessary postage and stationery, and other district functions as designated by the Key Club District Board and approved by the Kiwanis Key Club District Administrator.

- j. Key Club District Officers should be encouraged to use correspondence extensively to accomplish their responsibilities in view of a more costly use of the telephone or personal visits.

- k. The Key Club Division is a part of the Key Club District organization used for administrative purposes of the District. The Division is headed by a Key Club Lieutenant Governor, who is a duly elected District Key Club officer. The Key Club Lieutenant Governor and the Divisions' activities must be approved by the Key Club District Board. Further, the final control of the Key Club Division shall rest with the Kiwanis District Board. This control normally will function through the Kiwanis Key Club District Administrator, the Kiwanis Lieutenant Governor of the Division, and the Kiwanis Key Club Division Chairman, if any. The Key Club division will have no officers or functions beyond the above mentioned and those referred to in the Constitution and Bylaws of Key Club International.
- l. A Key Club District Convention should be held annually on a weekend or, during school vacation period, subject to the approval of the Kiwanis District Board. At all Key Club District Conventions, there shall be at least an adult advisor for each ten Key Clubbers (or a portion thereof) in attendance. The adult sponsors attending shall be either members of the sponsoring Kiwanis club and/or the Key Club Faculty Advisor (or other substituting member of the faculty as approved by the local school officials) and/or a parent of a member of the Key Club. The Key Club District Administrator may give permission for a Key Club unable to comply with the above noted adult chaperone policy to be supervised by the Kiwanians and/or Faculty Advisors and/or a parent from their local area, if this is approved by the Kiwanis sponsor and the local school officials.
- m. The District Kiwanis Key Club Administrator or his representative, as approved by the Kiwanis District Governor, shall handle the adult counseling necessary for the District Key Club Convention. This shall include order control and all contracting arrangements with hotels/motels and/or other facilities in use. He shall work with the Host Convention Key Club Committee Chairman to assist in implementing those organizational and program plans as laid down by the Key Club District Board.
- n. A Key Club officer's training conference may be scheduled on a weekend or School vacations period, subject to the approval of the Kiwanis District Board.
- o. Key Club District records will be maintained by the Key Club District Board under the supervision of the Kiwanis-Key Club District Administrator and the Kiwanis District Board. It is recommended that the Kiwanis District Office provide assistance and a storage area, if possible.
- p. If a Key Club District Directory is desired, its development and distribution shall be the responsibility of the Key Club District Board. It is recommended that the production of such a directory should be done in the most economical manner.

- q. The Key Club District's obligation to Key Club International shall be the concern of the Key Club District and its sponsoring Kiwanis District.
- r. Minimum Standards for Key Club District Financial Operations:
 - (1) The Kiwanis District Board of Trustees shall supervise the preparation and operation of the annual Key Club District Convention Budget, and all other Key Club District financial matters.
 - (2) Simple but complete budgets for the Key Club District and the Key Club District Convention must be prepared by the Key Club District Board of Trustees under the guidance and direction of the Kiwanis Key Club District Administrator and the Key Club District Financial Counselor. These budgets must be approved by the Kiwanis District Board of Trustees before they shall be considered to be adopted. The Key Club District Convention Budget must be prepared and approved by the Kiwanis District Board of Trustees not less than 90 days prior to the date of the annual convention covered by that budget.
 - (3) The District Kiwanis Key Club Administrator and/or the Financial Counselor shall be responsible to the Kiwanis District Board of Trustees for continuous supervision and control of District Key Club Budgets and finances.
 - (4) The collection of Key Club District dues and the disbursing of Key Club District funds shall be the responsibility of the Key Club District Board under the supervision of the Kiwanis Key Club District Administrator and/or Kiwanis District Financial Advisor.
 - (5) Two signatures shall be required on all checks issued by the Key Club District Treasurer. One signature must be that of the District Administrator or Financial Counselor to the Key Club District and at least one of the other required signers be that of the Key Club District Treasurer or other Key Club District Officers as designated by the Key Club District Board of Trustees.

3. THE LOCAL KEY CLUB

- a. The local Key Club is an activity and responsibility of its sponsoring Kiwanis Club.
- b. There shall be only one Key Club chartered within each individual high school.
- c. Within school administration-approved policies, the control for each Key Club shall be the responsibility of the sponsoring Kiwanis Club Board usually directed through the Kiwanis Club's Committee on Key Clubs. A member of the school's faculty should be appointed by the administration of the school to work as the faculty advisor to the Key Club and to act as the school's official representative with both the Key Club and their sponsoring Kiwanis club.

- d. The administration, club programs, and activities of the Key Club are the responsibilities of the Key Club Officers, functioning under the control of the school authorities, and operating as a responsibility of the sponsoring Kiwanis club functioning through the Key Club Committee.
- e. The Key Club's obligation to its district and International organization will be the concern of its sponsoring Kiwanis club.
- f. The travel of Key Club delegates to district and International meetings will be limited to those approved by the school administration, parents, and Kiwanis club sponsors. For every ten Key Clubbers (or a portion thereof) attending any divisional or district function, there shall be one adult advisor. Adult sponsors attending shall be either members of the sponsoring Kiwanis club and/or the Key Club Faculty Advisor (or other substituting members of the faculty, as approved by the local school officials) and/or a parent of a member of the Key Club. Key Clubs unable to comply with the above noted adult chaperone policy, must contact their Kiwanis Key Club District Administrator for permission to be supervised by other acceptable individuals. Trips to any such functions should not conflict with either school or personal obligations.
- g. Fund Raising Policy
 - (1) As required by the International Bylaws, no Key Club shall sponsor or employ a lottery, raffle, drawing, or games of chance in any fund-raising activity. Nor shall any Key Club engage directly or indirectly in any activity which may impugn or reflect unfavorably on the good name of Key Club.
 - (2) Clubs shall not solicit or circularize other clubs or districts to augment their own charity (or other) funds.
 - (3) Fund-raising products should:
 - a. Give honest value in return for the price asked.
 - b. Be acceptable to the general public.
 - (4) The activity should normally involve personal member participation.
 - (5) In fund-raising, the normal cooperative sponsor relationships should be maintained as in any other area or activity, rather than developing a fund-raising project which would encourage Kiwanians to contribute under what might be construed as pressure.
 - (6) All fund-raising plans must be compatible with the school or campus policy and practice.
 - (7) Fund-raising practices should require a public announcement of the purpose of the fund-raising activity to enhance the support for it and assure good continuing public relations.
- h. All dues received from Key Clubs listed on "Suspended Status" list cannot be accepted by the Key Club Department unless accompanied by a list of officers and members.

4. AMENDMENTS TO THE KEY CLUB INTERNATIONAL CONSTITUTION AND BYLAWS

- a. All amendments to the Key Club International Constitution or Bylaws are to be reviewed by the Board Committee on Laws and Policies of Kiwanis International prior to the submission to a Key Club Convention.
- b. It is understood that the authority is vested in the Board of Trustees of Kiwanis International to make necessary adjustments to the Key Club International Constitution and Bylaws and that said Board, on having made these changes, will so inform the Key Club International Board of the changes so made.

I - MISCELLANEOUS

ALCOHOLIC BEVERAGES

Alcoholic beverages shall neither be served nor consumed at any official function or meeting of Kiwanis. (Official function defined as follows: (1) An official function is one for which attendance is granted under the Official Attendance Rules. (2) An official function begins when the presiding officer calls the meeting to order and is concluded also by his order.)

FLAGS

a. Display of:

All Kiwanis clubs in the United States and Canada are urged to display at every Kiwanis meeting the flags of both countries.

b. Protocol:

1. The flag of the country in which the meeting or function is held shall have the place of honor.
2. In the United States, the display and Use of and Pledge to the Flag of the United States shall be in accordance with the official flag code as adopted by the United States Congress.
3. The flags of Kiwanis countries shall be arranged in alphabetical order according to country with the flag of the home country occupying the place of honor. It is further recommended that during the period when clubs still continue to use the curved base for the table flag set that the flag of the home country occupy the center or highest point on the curve, other flags to be arranged alphabetically by country beginning on the left as the flag set is viewed by the audience. When the flat flag base is used, the flag of the home country would be at the extreme left as viewed by the audience.

I N D E X

	<u>Page</u>
Accounting System	F-1
Accredited Representatives, Finances	F-12
Accredited Representatives, Selection of	C-5
Activities of Clubs	C-1
Administrative Assistant, Club	C-1
Administrative Assistant, Districts	B-1
Alcoholic Beverages	I-1
Amendments to International Constitution and Bylaws Submitted by Districts	B-1
Anniversaries of Clubs	C-1
Anniversary of Kiwanis International	A-1
Annual Audit of Districts	B-1
Associate Secretary Emeritus	A-6
Attendance Rules	C-1
Auditing, Kiwanis International	F-3
Autonomy of Club	G-1
Auxiliary and Incorporated Bodies	C-5
Bank Depositories, Current Listing	F-15
Banking Methods	F-4
Bank Signatures, Sample Resolution	F-8
Board Committee Duties	A-11
Boundary Markers - Canada and U.S.	A-1
Building New Clubs	C-5
Bylaws, Clubs	C-8
Bylaws, Districts	B-1
Charter fees, New Club and Reinstated Club	C-6
Charter Membership	C-6
Charter Presentation	C-6
Charter Revocation - Disciplinary Action	C-8
Charter Revocation - Non-meeting Club	C-8
Charter Revocation - Non-Payment of Financial Obligations	C-8
Chartering of Clubs, International Extension	E-3
Circle K Club Sponsorship Outside U.S. and Canada	C-12
Circle K Policies	H-1
Committees, International	A-1
Contributions for Charitable Purposes	A-3
Convention Site Inspection	D-1
Conventions, Districts	B-2
Conventions, International	D-1
Counselors to Districts	A-13
Data Services, Charge for Service	F-12
Delinquent Clubs re Conventions	F-13
Deposits, Required	F-2
Director of Convention Music	D-1
Disaster of Emergency Areas	A-4
Election Procedures, International Conventions.....	D-2
Emblems	A-4
Employment of Management Level Employees	A-6
Endorsement of Other Enterprises	A-5
Exhibits, International Conventions	D-2
Expenses, International Board of Trustees	F-11

	<u>Page</u>
Flags, Display and Protocol	I-1
Foundations, District	B-3
Foundations re Relationship with Official Bodies	A-5
Fund Raising, Club	C-8
General Office Building	F-13
General Office Employees - Retirement	F-13
General Office Staff re International Conventions	D-4
Incorporation of Clubs	C-9
Incorporation of Club Foundations	C-10
Incorporation of District Foundations	B-3
Inter-club Definition	C-10
International Committee Appointments	A-1
Insurance	F-8
Investment of Funds	F-9
Key Club Policies	H-9
Key Club Sponsorship Outside of U.S. and Canada	C-12
Kiwanis International-Europe Boundaries	E-9
Kiwanis International-Europe and Kiwanis International Relationship	E-5
Kiwanis Magazine	A-8
Kiwanis Magazine, International Extension	E-4
Language, International Extension	E-4
Lapel Buttons for International Officers	A-15
Leadership Education	A-7
Leadership Education	E-4
Legion of Honor	C-11
Magazine	A-8
Mail	A-9
Materials of Outside Organizations, Use of	G-2
Membership of Clubs, International Extension	E-2
Membership Development, re: Solicitation of New Members	C-11
New Club Petition	C-7
New Club Building Representatives, International Extension	E-1
Non-meeting Clubs re Finances	F-8
Officers-designate, Club	C-11
Official Name of a Kiwanis Club	C-9
Organizational Structures, International Extension	E-5

	<u>Page</u>
Past Governors as Delegates-at-Large	D-4
Past International Presidents Committee	A-1
Past Officers of Kiwanis International re Sending Material	A-9
Payment by Clubs of Financial Obligations to Kiwanis International	F-14
Presidential Travel	A-14
Printed Material, Supplies and Maintenance Service Bids	F-13
Processing Fee	C-11
Processing Fee re New Club	C-7
Projects, District	B-2
Projects, Service	G-1
Reactivated Clubs	C-11
Reinstatement of Club Charter	C-11
Representation to Non-federated District Conventions and the Asia-Pacific Conference	E-1
Resolutions Committee	A-2
Retiring of Selected Charter Where Two Clubs Join Together	C-12
Secretary	A-6
Secretary Emeritus	A-6
Service Project Definition	G-1
Service Projects, Guidance for the Selection of	G-1
Solicitation and Circularization of Clubs	C-9
Sponsorship of Clubs, International Extension	E-2
Tours	A-10
Training of District Officers	B-3
Travel, Finance Policies on	F-9
Travel, President	A-14
Trustees, Board of	A-10
Youth Organizations other than Key Clubs and Circle K Clubs re District Sponsorship	B-4

REPORT OF BOARD COMMITTEE ON LEADERSHIP AND COUNCIL
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

June 24-26, and July 2, 1981

Date of Committee Meeting: June 25, 1981

Place of Committee Meeting: Hotel Hyatt Regency, New Orleans, Louisiana

Present: Members - Aubrey E. Irby, John T. Roberts
Chairman - Raymond W. Lansford
Staff - Percy H. Shue

New Orleans Convention Conferences - Saturday, June 27

President-elect Mac McKittrick has two educational conferences planned for Saturday, June 27. The first will be a two-hour conference in the morning for governors-elect and 1981-82 International committee chairmen; the second will be a two-hour conference in the afternoon for governors-elect and 1981-82 International committee chairmen and members who can attend. The five 1981-82 Coordinators will constitute the primary faculty and our Board Committee on Leadership and Council will assist as workshop discussion leaders.

Fall Council Program

The program for the fall meeting of the 1981-82 Council was reviewed and the basic elements agreed upon. Five hours will be devoted to small-group workshops focusing upon the areas of Communications, Education, Growth, Service, and Youth. The emphasis will be upon discussion with governors, and planned presentations by a faculty will be minimal. The resource team at each workshop will consist of a Board member presider, a Coordinator, and a Past President. The Committee leaves final program details to President-elect Mac and Secretary Reg, but the general plan of the agenda follows that of last year.

1981-82 Budget - Department 18

Staff reminded the Committee of proposed adjustments in the Department 18 budget being considered by the Board Committee on Finance at this Board meeting.

1981-82 Regional Workshops for Lieutenant Governors and Club Officers

Club Service Manager Jerry Deas reviewed the confirmed schedule for ten Regional Workshops for Lieutenant Governors and Club Officers in 1981-82. These ten are confirmed as follows:

October 31	Ann Arbor, Michigan
November 14	Denver, Colorado
November 21	Atlanta, Georgia
January 15	Toronto, Ontario
January 16	Alexandria, Louisiana
January 23	Washington, D.C.
February 5	Vancouver, British Columbia
February 6	Great Falls, Montana
February 27	Little Rock, Arkansas

The tenth one agreed upon will be in the California-Nevada-Hawaii District but date and location are yet to be determined.

These workshops are being held in conjunction with a scheduled district conference or other function in order to increase attendance. Faculty will consist in some instances of one staff member and a Coordinator; in others, of two staff members.

Because of the probable savings in costs of using Coordinators in areas where workshops are scheduled, staff will determine whether one or more additional workshops can be scheduled without increasing the budget and, to the extent possible, schedule such additional conferences so that promotion can be extensively initiated in August.

Facilities for the Fall Meeting of the 1982-83 Council

We have a tentative hold on the Hotel Continental Plaza for the Fall Meeting of the 1982-83 Council in October 1982. We hope, however, that construction of the new office in Indianapolis will proceed at such a rate as to permit our holding the meeting in Indianapolis.

It appears that the preferred facilities for a Council meeting in Indianapolis is the Holiday Inn - Indianapolis North at the Pyramids (adjacent to our property) because of proximity to the office as well as costs. There is doubt, however, that the Holiday Inn ballroom facilities are adequate for the dinner dance on Saturday night, and this event may need to be scheduled at the Convention Center.

Recommendation #1:

The Committee recommends that:

The facilities at the Hyatt Regency in Indianapolis be reserved for the Fall Meeting of the 1982-83 Council in October, 1982.

I move that recommendation 1 be adopted.

(Adopted)

Club Handbook

Each member of the Committee received a copy of the new Club Handbook, and contents were briefly reviewed by Jerry Deas.

Report of Survey

Treasurer John Roberts reviewed with the Committee a survey he had conducted (primarily among governors-elect) with special reference to major emphasis programs and programmed instruction techniques in leadership education. The Committee commends the results of the survey to the 1981-82 Board Committee on Education for further study and possible implementation of programs dominantly favored.

Respectfully submitted,

AUBREY E. IRBY

JOHN T. ROBERTS

RAYMOND W. LANSFORD, Chairman

REPORT OF BOARD COMMITTEE ON MEMBERSHIP GROWTH
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

June 24-26 and July 2, 1981

Date of Committee Meeting: June 25, 1981

Place of Committee Meeting: Hyatt Regency, New Orleans

Present: Members - Henry L. "Les" Myers, Jr., Mark A. Smith, Jr.
Chairman - Anton J. "Tony" Kaiser
Staff - Alonzo J. Bryan, Robert M. Detloff

Recommendation #1:

The Committee recommends that a Flip Chart, similar to that prepared by the Georgia District, be developed and 500 copies produced and inventoried in the Supplies Department. Cost to be approximately \$5.60 each and to be sold to clubs at a cost of no more than \$10.00 each. Flip Chart to be available for the 1980-81 district conventions, or as soon as possible. The Committee further recommends that the sale of the Flip Charts be vigorously promoted by the Supplies Department and that each district be provided with at least two copies as part of the promotion.

I move that recommendation 1 be adopted.

(Adopted)

Recommendation #2:

The Committee recommends that more emphasis be placed on identifying the underlying concerns that have resulted in unsatisfactory increases in membership in recent years. The Committee is unanimous that more emphasis should be placed on basic, traditional concepts, such as: carrying out service projects and publicizing them well; fellowship at meetings; selectivity in membership recruitment; strong education of new members; stressing meeting attendance; inter-clubbing; etc.

I move that recommendation 2 be adopted.

(Adopted)

The Committee wishes to recognize the continuing contributions of Lindley H. "Dig" DeGarmo and Noris A. Lusche in the promotion of membership growth throughout Worldwide East and Worldwide West.

Respectfully submitted,

HENRY L. "LES" MYERS, JR.

MARK A. SMITH, JR.

ANTON J. "TONY" KAISER, Chairman

REPORT OF BOARD COMMITTEE ON NEW CLUB BUILDING
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

June 24-26, and July 2, 1981

Date of Committee Meeting: June 25, 1981

Place of Committee Meeting: Hyatt Regency Hotel, New Orleans

Present: Members - Mark Arthur, Jr., Donald E. Williams

Chairman - Warren H. Edwards

Staff - Robert M. Detloff

REVOCATION OF CHARTERS

The committee first considered the requests for the revocation of seven charters received from various districts and concluded there were sufficient reasons to revoke these charters even though the clubs have not been on the Not Meeting list for one year. The committee therefore makes the following recommendation:

Recommendation #1:

The committee recommends that the charters of the seven clubs listed on the attached Exhibit A be revoked.

I move that recommendation 1 be adopted.

(Adopted)

The committee has continuing concern that the current policy C-8, "Charter Revocation - Non-Meeting Club," is not explicit in indicating that a club should be on the Not Meeting list for at least one year before its charter is recommended for revocation. The committee believes that a club should be on this list a sufficient length of time to ensure that all possible measures to revive the club have been tried before its charter is revoked. The committee, therefore, makes the following recommendation:

Recommendation #2:

The committee recommends that Policy C-8, "Charter Revocation - Non-Meeting Club" be changed to the following: "No club shall have its charter revoked by the International Board of Trustees unless it has been on the Not Meeting Club list for not less than one year, except upon a specific request, for a valid reason, by the District Board of Trustees in writing."

I move that recommendation 2 be adopted.

(Adopted and referred to Laws and Policies Committee.)

NEW CLUB BUILDING STATISTICS

The committee noted that at the time of its meeting 252 new clubs had been organized during this Kiwanis year in comparison to 151 clubs organized last year. Twelve districts have reached 75% of their new club building pledge and their governors will, therefore, be awarded an engraved pen set by President Merald. The committee wishes to commend those reaching 75% of their pledge by convention and also Governor Bill Hopkins and the Minnesota-Dakotas District for leading the new club totals with 20 new clubs.

The new club building quotas for next year were also reviewed. The committee believes that these goals are entirely reachable and feels confident that with proper promotion next year will be another record-breaking year. The committee agreed that the direct involvement of the governor and lieutenant governor is the most important factor in new club building success and hopes that this will be emphasized to these incoming officers.

The committee also discussed the problem of locating a sponsoring club for some potential new club and asks the members of the Board for their input on how a way could be devised in such cases to organize a club without a local sponsoring club.

REPORT ON FIELD SERVICE

The committee reviewed a report on the production of new clubs in the field service representatives' districts which is attached as Exhibit B. The committee requests that staff continue to study how best to evaluate the productivity of the field service representatives.

The committee also feels that it is very important that the field service representatives develop close contact with the governors-elect of their districts and was sorry to see that no time has been allocated for them to do so during convention. The committee feels this is so important that it makes the following recommendation:

Recommendation #3:

The committee recommends that in future International conventions time be set aside for the field service representatives to meet with the governors-elect of the districts in which they work and that a specific schedule for this be developed.

I move that recommendation 3 be adopted.

(Adopted)

The committee also requests that staff make provisions at future International conventions for the field service representatives to have time to do prospecting for potential new club builders.

SEPTEMBER-OCTOBER CREDIT FOR NEW CLUBS

At the request of President-elect Mac McKittrick, the committee discussed the possibility of giving credit for new clubs built in September to both the current and incoming governors so as to ease the transition from one year to the other. The committee decided to make no recommendation in this regard.

BUDGET REVIEW

The committee reviewed the May Comparative Statement of Expense for the Field Service Department. It is the committee's understanding that the \$4871 deficit in 06-104, Postage and Express account, is the result of billing this account for expenses which were to be billed to the office administration account when the budget was originally formulated. The committee also noted that the field service travel account is slightly over budget and was assured that measures will be taken to make sure that this will be corrected. Two other items, Awards and New Club Supplies, are also currently somewhat overbudget, but these deficits will be substantially reduced as the monthly budgetted amounts are applied.

Respectfully submitted,

MARK ARTHUR, JR.

DONALD E. WILLIAMS

WARREN H. EDWARDS, Chairman

EXHIBIT A

THE FOLLOWING CHARTERS WILL BE CONSIDERED FOR REVOCATION AT THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES AT THE INTERNATIONAL CONVENTION JUNE 28 - JULY 1, 1981:

<u>DISTRICT</u>	<u>DIVISION</u>	<u>COMPLETION DATE</u>	<u>NOT-MEETING DATE</u>
<u>CAPITAL</u>			
Patapsco, Maryland	6	3-4-74	3-4-81
<u>INDIANA</u>			
Broad Ripple, Indianapolis	9	3-21-72	9-24-80
Greencastle, Early Edition	11	4-30-80	9-24-80
Middlebury	2	9-19-77	9-24-80
Northeast Indianapolis	9	4-4-51	10-31-80
Speedway	9A	7-6-78	7-7-80
<u>WISCONSIN-UPPER MICHIGAN</u>			
River Falls, Wisconsin	16	10-4-79	9-30-80

Robert M. Detloff
Assistant Secretary for Growth

d1/

6-22-81

DISTRICT ASSIGNMENTS
FIELD SERVICE REPRESENTATIVES

JUNE 15, 1981

		Total New Clubs To Date	Projected May 1981	Pledged New Club Total 1980-81
SPEEGLE BERRY	California-Nevada-Hawaii	15	25	17
	Louisiana-Mississippi-West Tennessee . . .	4	8	12
	Southwest	14	18	15
	Texas-Oklahoma	14	24	30
		<u>47</u>	<u>75</u>	<u>74</u>
J. WILLIAM GEPHART	Alabama	3	6	10
	Carolinas	5	6	10
	Florida	14	20	15
	Georgia	8	12	16
	Kentucky-Tennessee	5	9	9
		<u>35</u>	<u>55</u>	<u>60</u>
LEE P. RIGGIN	Capital	7	12	12
	New England	4	7	7
	New Jersey	4	6	8
	New York	10	17	17
	Pennsylvania	2	4	14
	West Virginia	2	3	5
		<u>29</u>	<u>49</u>	<u>63</u>
RICHARD S. ROWE	Illinois-Eastern Iowa	5	12	16
	Indiana	3	9	9
	Michigan	7	9	11
	Minnesota-Dakotas	20	5	41
	Missouri-Arkansas	3	8	10
	Ohio	5	10	12
	Wisconsin-Upper Michigan	7	10	7
		<u>50</u>	<u>83</u>	<u>106</u>
JACK E. SMITH	Kansas	1	4	12
	Montana	1	3	9
	Nebraska-Iowa	3	9	9
	Pacific Northwest	5	10	19
	Rocky Mountain	7	8	9
	Utah-Idaho	3	6	8
		<u>20</u>	<u>40</u>	<u>57</u>
	Totals for U. S. Districts	<u>181</u>	<u>302</u>	<u>360</u>
	Totals for Other Districts	<u>51</u>		<u>140</u>
	Combined Totals	<u>232</u>		<u>500</u>

REPORT OF BOARD COMMITTEE ON RELOCATION OF GENERAL OFFICE PERSONNEL
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

June 24-26 and July 2, 1981

Date of Committee Meeting: June 24, 1981

Place of Committee Meeting: Hyatt Regency Hotel, New Orleans, Louisiana

Present: Members - Warren H. Edwards, Henry L. "Les" Myers, Jr.
Chairman - Frank J. Di Noto
Relocation Consultant - L. A. Hapgood

Progress to Date

The Committee reviewed the work accomplished since the last meeting of the Committee at the time of the May Board meeting.

The arrangements with Merrill Lynch Relocation Management, Inc. as approved by the Board have now been finalized. The contract was brought into line with Board action before being signed by the President.

In a conference between Larry Hapgood and Joe Morabito, the policy consultant of Merrill Lynch, arrangements have been made to carry out the terms of the contract and to effect as many savings as possible in an attempt to assure that the established budget will be maintained. Some work will be accomplished in the General Office and in other instances the assistance of the Indianapolis leadership has been assured to effect savings. The Committee is grateful for these and other evidences of cooperative effort.

Policies on Relocation

The policies have been reviewed with General Office personnel. These meetings and subsequent in-office survey of concerns of the personnel revealed the need for a study of a few specific areas.

The first deals with the manner of handling the life insurance and the hospitalization insurance for those whose age will be sixty or over on the date of the move and will be retiring under the provisions of the policies.

After a full discussion of the current personnel policies which have been the guide for operations in the General Office for some years, the Committee feels that employees retiring rather than moving to Indianapolis should be allowed the same privileges in regard to insurance benefits as any other retired personnel. To do so will increase the probability of retention of some employees, most of whom have been employed by Kiwanis for ten years or more and whose retention is important for future Chicago-based operations. The Committee estimates that the cost of this benefit will be from \$12,000 to \$15,000, but believes that such cost if not incurred will be expended indirectly for the replacement and training of employees.

Recommendation #1:

The Committee recommends that the current personnel policies of the General Office as these policies apply to insurance benefits shall be applicable to those people who retire under the relocation policies.

I move that recommendation 1 be adopted.

(Adopted)

A second area needing clarification involves the determination of eligibility for severance pay.

The Committee has continued to be concerned about keeping as many of the personnel on the job as possible right up to the day of the move. It is also unrealistic to expect an individual to work up to the last day to be eligible for benefits. There needs to be at least a 60-day period of time when the General Office will concentrate on assisting the employee in finding new employment, and still have the employee eligible for severance benefits. Such costs were considered in the Committee's estimate of relocation costs.

Recommendation #2:

The Committee recommends that the relocation policies be clarified to make possible a 60-day period of concentrated effort to attempt to help the non-relocating employee find new employment and during this period of time, the employee will be eligible for severance benefits.

I move that recommendation 2 be adopted.

(Adopted)

Key Personnel

The relocation policies call for invitations to be issued to key personnel. This aspect of the policies has had the particular attention of a labor attorney. Staff, administrative secretaries, secretaries to heads of departments, and key technicians now comprise the categories of key personnel.

Respectfully submitted,

WARREN H. EDWARDS

HENRY L. "LES" MYERS, JR.

FRANK J. DI NOTO, Chairman

REPORT OF THE TREASURER

TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

JUNE 26, 1981

The Statement of Financial Position at May 31, 1981 indicates that we have Current Assets of \$1,641,107, Fixed Assets of \$395,123, less Accumulated Depreciation of \$156,736, for a total Net Fixed Assets of \$238,387. These Assets, both Fixed and Current, total \$1,879,494. Against these Assets we have Liabilities, all current in nature, totaling \$523,269, leaving this organization a Net Worth position of \$1,356,225 in Unrestricted Operating Funds.

We have, in addition, Board Committed Reserves of \$4,029,449, for a total Net Worth in all funds of \$5,385,674. This compares to a total Net Worth of \$2,186,693 at May 31, 1980.

Our investments from our total Net Worth in STAM accounts of \$3,046,468, and a checking account bank balance of \$235,302, provide a total cash position of \$3,281,769.

Respectfully submitted,

JOHN T. ROBERTS

KIWANIS INTERNATIONAL
STATEMENT OF FINANCIAL POSITIONS

MAY 1981

	1981	1980
RESTRICTED FUNDS:		
CURRENT ASSETS:		
CASH (U.S.)	145,698	198,215
CASH (NON-U.S.):		
BANK OF MONTREAL, CANADA	--N/A-- 15,269	119,495
TORONTO-DOMINION BANK, CANADA	--N/A-- 28,563	1,826
BANCO SHAW, ARGENTINA	--N/A-- 2,153	2,511
RIZAL COMM. BANKING CORP, PHILLIPINES	--N/A-- 34,741	20,140
BANCO DE LA COSTA	--N/A-- 8,619	6,202
BANK OF AMERICA-INDIA	--N/A-- 263	0
SHORT TERM INVESTMENTS	231,188	689,462
ACCOUNTS RECEIVABLE (U.S.)	484,132	197,493
ACCOUNTS RECEIVABLE (NON-U.S.):		
BANK ACCOUNT - JAMAICAN FUNDS	--N/A-- 42,248	35,526
BANK ACCOUNT - KOREAN FUNDS	--N/A-- 6,167	2,489
BANK ACCOUNT - K. I. E.	--N/A-- 32,523	731
DOUBTFUL ACCOUNTS	35,000	37,000
INVENTORIES	462,239	377,736
ACCRUED INTEREST	6,101	1,240
PREPAID EXPENSES	24,039	92,564
PREPAID LIABILITY INSURANCE	0	0
DEPOSITS	93,813	90,736
ADVANCES	58,382	24,928
TOTAL CURRENT ASSETS	1,641,107	1,810,642
CURRENT LIABILITIES:		
ACCOUNTS PAYABLE	118,178	405,691
ACCRUALS	96,318	105,872
AMOUNT DUE TO/(FROM) RESERVE	847,337	35,123
DEFERRED INCOME	1,156,110	836,965
TOTAL CURRENT LIABILITIES	523,269	1,313,405
WORKING CAPITAL:	1,117,838	497,237
FIXED ASSETS:		
LAND, BUILDING, FURNITURE, EQUIP.	395,123	1,566,711
LESS: ACCUMULATED DEPRECIATION	156,736	465,037
TOTAL FIXED ASSETS	238,387	1,101,674
OTHER ASSETS:		
DEFERRED COMPENSATION	68,347	58,500
OTHER LIABILITIES:		
DEFERRED COMPENSATION	68,347	58,500
TOTAL UNRESTRICTED FUNDS	1,356,225	1,598,911
RESERVE FUNDS:		
FUNDED	448,307	391,036
BUILDING EXPANSION	3,581,142	196,746
UNFUNDED RESERVE FUNDS	5,385,674	587,782
TOTAL ALL FUNDS (NET ASSETS)	5,385,674	2,186,693

REPORT OF BOARD COMMITTEE ON FINANCE

TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

June 24-26 and July 2, 1981

Place of Committee Meeting: Hyatt Regency Hotel, New Orleans

Present: Members - Frank J. DiNoto, E. B. "Mac" McKittrick,
C. E. "Pete" Thurston
Chairman - John T. Roberts
Staff - R. P. Merridew, William P. Berry

Review of 1981-82 Proposed Budget

The Committee received and reviewed at length the 1981-82 Proposed Budget. With our best estimate of the number of dues paying members and convention registrants, we feel that it will be necessary to do the following things:

1. Raise the convention registration fees.
2. Raise the Superstar Ticket prices.
3. Increase the New Member Processing Fee.

Therefore:

Recommendation #1:

The Committee recommends that the convention fees be increased from \$55.00 to \$65.00 for men, and \$20.00 to \$25.00 for women, effective for the 1982 Minneapolis Convention.

I move that recommendation 1 be adopted

(Adopted)

Recommendation #2:

The Committee recommends that for budgetary purposes the Superstar Nite Ticket price be increased from \$8.50 to \$10.00, effective for the 1982 Minneapolis Convention.

I move that recommendation 2 be adopted.

(Adopted)

Recommendation #3:

The Committee recommends that the New Member Processing Fee be increased from seven dollars (\$7.00) to ten dollars (\$10.00) effective October 1, 1981.

I move that recommendation 3 be adopted

(Adopted)

As a result of the budget changes and adjustments made, the 1981-82 Proposed Budget yields a net deficit of \$21,002.

Recommendation #4:

The Committee recommends that the 1981-82 Proposed Budget, attached as Exhibit A, be accepted at a deficit of \$21,002.

I move that recommendation 4 be adopted.

(Voted, that \$10,000 be restored in the budget for the April Board Meeting.

It was moved and seconded to amend the proposed budget by reducing the Extension Services budget in Line 130-03 to \$25,000 from \$55,000. Voted, that this motion be amended to include \$7,500 in Line 130-02 for ECC.

Voted, that the amendment as amended be adopted.

Voted, that the proposed 1981-82 budget be adopted as amended.)

Respectfully submitted,

F. J. DiNoto

E. B. "Mac" McKitrick

C. E. "Pete" Thurston

J. T. Roberts, Chairman

KIWANIS INTERNATIONAL1981-82 PROPOSED BUDGET

(Revised June 25, 1981)

Revenues	\$ 6,787,200
<u>Expenses</u>	<u>6,808,202</u>
Net Deficit	\$ (21,002)

This budget was prepared by individual department managers under the following assumptions:

1. Level operations and programs with no increase in either as to volume.
2. That some classes of expenses are certain as to price increases:
Postage 25%, Printing 10%, Travel 15%, Meals 15%, hotels 25%.
3. Individual departments have scheduled no salary increases. An 8% overall wage rate increase is included in Department 16, for all wages for the employees.

KIWANIS INTERNATIONAL

1981-82 PROPOSED BUDGET INCOME

(Revised June 25, 1981)

Dues	280,000 ⁽²⁾ @ \$10.00 ⁽¹⁾	\$2,800,000
Charter Fees	380 ⁽²⁾ Clubs @ \$100.00	38,000
Interest	\$100,000 x 13%	13,000
Liability Insurance	(3)	331,200
Life Membership Status	700 @ \$200	140,000
New Member Processing Fee	50,000 @ \$10.00	500,000
District Bulletin Labels		10,000
Magazine Subscriptions	(4)	1,242,000
Advertising		280,000
Inside Advertising		18,000
Convention Registration (Men)	7,000 @ \$65.00	455,000
Convention Registration (Women)	5,000 @ \$25.00	125,000
Super Star Nite	10,000 @ \$10.00	100,000
Supplies Sales	(2)	<u>735,000</u>
	Total Income	\$6,787,200
(1) If \$2.00 amendment defeated, reduce income		<u>(603,000)</u>
		\$6,184,200

(2) Conservative estimate on 1980 and 1979 actual.

(3) North America members x \$1.20.

(4) North America members x \$4.50.

KIWANIS INTERNATIONAL

1981-82 PROPOSED BUDGET EXPENSES

(Revised June 25, 1981)

Dept. No.	1980-81 Budget	1981-82 Proposed Budget		
		Total	Non-Salaries	Salaries & Fringes
01	\$ 241,678	\$ 247,250	247,250	-0-
02	385,506	320,626	25,200	295,426
03	1,547,405	1,633,979	{ (301,326) 1,396,164	301,326 ^(b) 237,815
04	86,999	85,375	17,275	68,100
05	362,632	350,094	292,114	57,980
06	381,127	410,227	225,142	185,085
07	249,997	254,750	68,572	186,178
08	837,322	899,345	725,221	174,124
09	414,554	444,799	416,499	28,300
10	367,059	391,295	217,265	174,030
11	49,280	49,740	8,240	41,500
12	502,868	541,231	514,081	27,150
13	126,751	122,362	22,567	99,795
14	43,725	39,475	-0-	39,475
15	95,995	95,995	-0-	95,995
16	216,442	228,287	80,133	148,154
17	143,131	145,215	77,250	67,965
18	214,958	192,185	192,185	-0-
19	55,754	53,141	53,141	-0-
20	135,699	140,314	66,036	74,278
21	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>	<u>-0-</u>
	\$6,459,882	\$ 6,646,685	\$ 4,344,009	\$ 2,302,676
		<u>161,517</u>		<u>161,517^(a)</u>
	\$6,459,882	\$ 6,808,202	\$ 4,344,009	\$ 2,464,193

(a) Salary increase, at 8% of salaries

(b) Salary fringes F.I.C.A. Expense	\$137,100
State Unemployment Tax	33,000
Federal Unemployment Tax	10,000
Workman's Compensation	3,300
Insurance	17,700
Pension	<u>100,226</u>
	\$301,326

KIWANIS INTERNATIONAL

1981-82 PROPOSED BUDGET

DEPARTMENTS

<u>DEPT.</u> <u>NO.</u>	<u>DEPARTMENT</u>	<u>DEPARTMENT</u> <u>MANAGER</u>
01.....	Board Administration & Structure.....	Fay McDonald
02.....	Executive.....	R. P. Merridew
03.....	Office Management.....	William Brown
04.....	Public Relations.....	John McGhee
05.....	Extension Services.....	Bruce Trunmire
06.....	Field Service.....	Robert Detloff
07.....	Data Processing.....	James Kinkade
08.....	Magazine.....	Nick Geannopulos
09.....	Advertising.....	Burt Harris
10.....	Supplies.....	Dennis Shafer
11.....	Convention Administration.....	Ray Jeannes
12.....	Convention.....	Ray Jeannes
13.....	Program Development.....	A. G. Shaffer
14.....	Circle K.....	Robert Abramson
15.....	Key Club.....	Gary McCord
16.....	Accounting.....	William Berry
17.....	Circulation.....	Anthony Invergo
18.....	Board Leadership and Council.....	Percy Shue
19.....	Board Member Growth and Education.....	Alonzo Bryan
20.....	Club Service.....	Jerry Deas
21.....	Publications.....	Nick Geannopulos

DEPARTMENT: BOARD ADMINISTRATION AND STRUCTURE DEPT. NO. 01

GENERAL INSTRUCTIONS: THE 1980-81 BUDGET WILL BE UTILIZED AS THE FOUNDATION FOR THE 1981-82 BUDGET PROPOSAL. EVERY EFFORT SHOULD BE MADE TO REDUCE THE BUDGET AS MUCH AS POSSIBLE. SALARY AND NON-SALARY BUDGET ALLOCATIONS WILL BE TREATED DIFFERENTLY.

PLEASE PROVIDE THE INFORMATION IN YOUR 1981-82 BUDGET PROPOSAL AS FOLLOWS:

- A. SUB A/C BUDGET - THE AMOUNT OF ADJUSTMENT IS TO BE ENTERED.
INCR/(DECREASE)
- B. SUB A/C BUDGET - THE NEW BUDGET AMOUNT IS TO BE ENTERED.
- C. MAJOR LINE ITEM - THE TOTAL OF ALL SUB LINE ITEMS WHICH ARE COMPONENT PARTS OF THE MAJOR LINE IS TO BE ENTERED.
- D. REMARKS - JUSTIFICATION FOR ANY BUDGET ADJUSTMENTS ARE TO BE NOTED.

NEW SUB LINE ITEMS MAY BE REQUESTED, BUT FULL JUSTIFICATION WILL BE REQUIRED.

SALARY:

1. USE INK.
3. THE AMOUNT OF SALARY ADJUSTMENT YOU DEEM TO BE FAIR. THIS IS NOT TO BE INTERPRETED TO REFLECT THE FINAL 1981-82 SALARY PROPOSAL.

NON-SALARY:

1. USE INK.
2. NEW SUB LINE ITEM MAY BE UTILIZED.
3. SUB-LINE ACCOUNT CONSOLIDATIONS AND/OR TRANSFERS SHOULD FIRST BE REVIEWED WITH FINANCE.

TOTAL 1980-81 BUDGET: \$241,678.00

SIGNATURE:

TOTAL 1981-82 BUDGET PROPOSAL: \$ 247,250

		1980-81		1981-82 PROPOSAL			
GENERAL ACCOUNT AND DESCRIPTION	SUB A/C BUDGET	MAJOR LINE BUDGET	SUB A/C BUDGET INCREASE/(DECR.)	SUB A/C BUDGET	MAJOR LINE BUDGET	REMARKS	
01 103 STATIONERY AND SUPPLIES							
01 STATIONERY BND AND PAST PRES	6,600.00		-	6,600			
02 STATIONERY FOR INT'L COMM'S.	6,000.00		-	6,000			
03 BUS. CARDS BND AND PAST PRES	1,400.00	14,000.00	-	1,400	14,000		
01 104 POSTAGE AND EXPRESS							
02 MAIL BOARD MINUTES	493.00			450			
03 MAIL BND	16,800.00	17,293.00	<43> <6800>	10,000	10,450		
01 106 MISCELLANEOUS OFFICE							
01 ED MAILS MAG AND SUBS, BCS ETC	300.00		-	300			
02 SPEC. AWARDS AND PRESENTATIONS	1,000.00		-	1,000			
03 OFFICER BUTTONS	750.00		-	750			

(CONTINUED ON THE NEXT PAGE)

DEPARTMENT: BOARD ADMINISTRATION AND STRUCTURE DEPT. NO. 11

		1980-81		1981-82 PROPOSAL			
GENERAL ACCOUNT AND DESCRIPTION	SUB A/C BUDGET	MAJOR LINE BUDGET	SUB A/C BUDGET INCREASE/(DECR.)	SUB A/C BUDGET	MAJOR LINE BUDGET	REMARKS	
04 BD. GREETINGS AND SPEC ARRGMTS	450.00	2,500.00		450	2,500		
01 108 LITERATURE							
01 ANNUAL FINANCE REPORT	2,500.00		250	2750			
03 REPRINT - CONSTITU AND BYLAWS	4,500.00		410	4500			
05 STAND FORM FOR CLB BYLAWS BKLT	3,840.00		960	4350			
06 STAND FRM FOR CLB BYLAWS FOLIO	840.00			1800			
07 REPRINT RESOLUTS	350.00		100	350			
08 STANDARD FORM FOR DIST.BYLAWS	900.00		150	1000			
09 FREE DISPLAY LITERATURE	.00	12,930.00		150	14,800		
01 110 TRAVEL							
01 PRES. US AND CANADA	25,500.00		<7500>	18,000			
02 PRES. ASSIGNMENT	2,900.00		500	3,400			
03 BOARD MEETING 1	17,790.00		16,810	34,600			
04 BOARD MEETING 2	11,790.00		5210	17,000			
05 BOARD MEETING 3	11,790.00		<4,790>	7,000			
06 BOARD MEETING 4	17,790.00		12,210	30,000			
07 PAST PRES CONVENTION	19,800.00		1,700	21,500			
08 US AND CANADA DIST. CONV.	33,700.00		<15000>	18,700			
09 DIST. SEC. MEETING	4,025.00		25	4000			
10 SPEC. COM. MEETING	4,600.00		<2300>	2300			
11 GOV. REGIONAL CONFERENCE	7,200.00		3500	10,700			
12 KEY AND CIRCLE K CLUB CONV	2,000.00		-	2000			
13 SITE SELECTION	.00	158,885.00			169,200		
01 129 INTERNATIONAL OFFICERS CONT							
01 OFF SENT-AN CONT EXP	4,000.00	4,000.00	-	4000	4000		
01 133 PRESIDENT OFFICE							
01 PRES SEC EXPN	7,500.00	7,500.00	-	7500	7500		
01 134 PRESIDENT CONTINGENT							
01 PRES CONTINGENT EXPENSES	5,500.00	5,500.00	-	5500	5500		
01 135 PRES.-ELECT OFFICE							
01 PRES-ELECT SEC. EXPENSE	4,500.00	4,500.00	-	4500	4500		
01 136 PRES.-ELECT CONT							
01 PRES-ELECT CONT. EXPENSES	1,500.00	1,500.00	-	1500	1,500		

(CONTINUED ON THE NEXT PAGE)

DEPARTMENT: BOARD ADMINISTRATION AND STRUCTURE DEPT. NO. 01

----- 1980-81 -----		----- 1981-82 PROPOSAL -----			
GENERAL ACCOUNT AND DESCRIPTION	SUB A/C BUDGET	MAJOR LINE BUDGET	SUB A/C BUDGET INCREASE/(DECR.)	SUB A/C BUDGET	MAJOR LINE BUDGET REMARKS
01 137 SEC'Y CONT					
01 SEC CONT EXPENSE	3,600.00	3,600.00	-	3,600	3,600
01 161 LEADERSHIP TRAINING					
03 BULLETIN FOR KIWANIS OFFICERS	24,000.00		<5000>	19000	
04 SALE OF BKO SUBSCRIPTIONS	18,830.00-	5,170.00	3830	<15000>	4000
01 162 GOV. REGIONAL CONFERENCE					
01 MEALS	4,000.00		<4000>	0	0
02 MATERIALS	300.00	4,300.00	300	0	0

DEPARTMENT: EXECUTIVE

DEPT. NO. 22

GENERAL INSTRUCTIONS: THE 1980-81 BUDGET WILL BE UTILIZED AS THE FOUNDATION FOR THE 1981-82 BUDGET PROPOSAL. EVERY EFFORT SHOULD BE MADE TO REDUCE THE BUDGET AS MUCH AS POSSIBLE. SALARY AND NON-SALARY BUDGET ALLOCATIONS WILL BE TREATED DIFFERENTLY.

PLEASE PROVIDE THE INFORMATION IN YOUR 1981-82 BUDGET PROPOSAL AS FOLLOWS:

- A. SJB A/C BUDGET - THE AMOUNT OF ADJUSTMENT IS TO BE ENTERED.
INCR/(DECREASE)
- B. SJB A/C BUDGET - THE NEW BUDGET AMOUNT IS TO BE ENTERED.
- C. MAJOR LINE ITEM - THE TOTAL OF ALL SUB LINE ITEMS WHICH ARE COMPONENT PARTS OF THE MAJOR LINE IS TO BE ENTERED.
- D. REMARKS - JUSTIFICATION FOR ANY BUDGET ADJUSTMENTS ARE TO BE NOTED.

NEW SUB LINE ITEMS MAY BE REQUESTED, BUT FULL JUSTIFICATION WILL BE REQUIRED.

SALARY:

1. USE INK.
3. THE AMOUNT OF SALARY ADJUSTMENT YOU DEEM TO BE FAIR. THIS IS NOT TO BE INTERPRETED TO REFLECT THE FINAL 1981-82 SALARY PROPOSAL.

NON-SALARY:

1. USE INK.
2. NEW SUB LINE ITEM MAY BE UTILIZED.
3. SJB-LINE ACCOUNT CONSOLIDATIONS AND/OR TRANSFERS SHOULD FIRST BE REVIEWED WITH FINANCE.

TOTAL 1980-81 BUDGET: \$385,506.00

SIGNATURE: _____

TOTAL 1981-82 BUDGET PROPOSAL: \$ 320,626

----- 1980-81 ----- 1981-82 PROPOSAL -----

GENERAL ACCOUNT AND DESCRIPTION	SUB A/C BUDGET	MAJOR LINE BUDGET	SUB A/C BUDGET INCREASE/(DECR.)	SUB A/C BUDGET	MAJOR LINE BUDGET	REMARKS
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02 100 SALARIES-STAFF

01 SECRETARY	62,000.00			62,000		
02 EXECUTIVE DIRECTOR	50,000.00		<30,000>	20,000		
03 ASSISTANT TO THE SECRETARY	34,000.00			34,000		
04 ASSISTANT SECRETARY-OPERATIONS	34,000.00			34,000		
05 DIRECTOR ADMIN SERVICES	26,000.00			26,000		
06 DIRECTOR MEMBERSHIP GROWTH	30,000.00			30,000		
07 PROVISION FOR SALARY ADJUST	8,050.00			8,050		
08 BUDGET CORRECTION SUSPENSE	.00	244,050.00				214,050

02 101 SALARIES NON-STAFF

01 SEC S SEC	17,820.00			17,820		
02 ASST SEC S SEC	17,580.00			17,580		
03 DIRECT EXEC SRVS SEC	11,745.00			11,745		

(CONTINUED ON THE NEXT PAGE)

DEPARTMENT: EXECUTIVE

DEPT. NO. 02

1980-81		1981-82 PROPOSAL			
GENERAL ACCOUNT AND DESCRIPTION	SUB A/C BUDGET	MAJOR LINE BUDGET	SUB A/C BUDGET INCREASE/(DECR.)	SUB A/C BUDGET	MAJOR LINE BUDGET
04 DIRECT ADM SVCS SEC	11,760.00			11,760	
05 CLERK TYPIST	12,550.00			12,550	
06 SECY TO EXEC. DIR.	13,980.00			0	
07 SECRETARY	9,669.00	94,204.00	<13080>	9669	81,124
02 102 SALARIES, OVERTIME/TEMPORARY					
01 OVERTIME	252.00	252.00		252	252
02 103 STATIONERY AND SUPPLIES					
01 MISC. OFFICE SUPPLIES	850.00	850.00		850	850
02 105 TELEPHONE AND TELEGRAPH					
01 LONG DISTANCE	.00				
02 TELEGRAMS	1,800.00	1,800.00	<800>	1000	1,000
02 106 MISCELLANEOUS OFFICE					
01 FUNANCE -EDP CONSULT	15,000.00		<15000>	-	
02 ASSOC DJES, ED BKS AND MAGS	2,000.00	17,000.00	<800>	1200	1,200
02 110 TRAVEL					
01 LOCAL	5,000.00			5000	
02 CONVS/CANADA	4,350.00			4350	
04 HOST S.C.L.C.	1,000.00		<1000>	-	
05 ASST. SECRETARY OF OPERATIONS	.00	10,350.00			9350
02 113 PENSION					
01 EMPLOY SHARE CONTRIB.	.00	.00			
02 126 LEGAL SERVICES					
01 KIWANIS EMBLEM TRADMK APPLICAS	9,000.00			8000	
02 ALLOW NECESS LGL OPINS/REPRES	4,800.00			4800	
03 REPRESENT RE: REAL ESTATE TAX	4,200.00	17,000.00	<4200>	-	12800

DEPARTMENT: OFFICE MANAGEMENT

DEPT. NO. 03

GENERAL INSTRUCTIONS: THE 1980-81 BUDGET WILL BE UTILIZED AS THE FOUNDATION FOR THE 1981-82 BUDGET PROPOSAL. EVERY EFFORT SHOULD BE MADE TO REDUCE THE BUDGET AS MUCH AS POSSIBLE. SALARY AND NON-SALARY BUDGET ALLOCATIONS WILL BE TREATED DIFFERENTLY.

PLEASE PROVIDE THE INFORMATION IN YOUR 1981-82 BUDGET PROPOSAL AS FOLLOWS:

- A. SUB A/C BUDGET - THE AMOUNT OF ADJUSTMENT IS TO BE ENTERED.
INCR/(DECREASE)
- B. SUB A/C BUDGET - THE NEW BUDGET AMOUNT IS TO BE ENTERED.
- C. MAJOR LINE ITEM - THE TOTAL OF ALL SUB LINE ITEMS WHICH ARE COMPONENT PARTS OF THE MAJOR LINE IS TO BE ENTERED.
- D. REMARKS - JUSTIFICATION FOR ANY BUDGET ADJUSTMENTS ARE TO BE NOTED.

NEW SUB LINE ITEMS MAY BE REQUESTED, BUT FULL JUSTIFICATION WILL BE REQUIRED.

SALARY:

- 1. USE INK.
- 3. THE AMOUNT OF SALARY ADJUSTMENT YOU DEEM TO BE FAIR. THIS IS NOT TO BE INTERPRETED TO REFLECT THE FINAL 1981-82 SALARY PROPOSAL.

NON-SALARY:

- 1. USE INK.
- 2. NEW SUB LINE ITEM MAY BE UTILIZED.
- 3. SUB-LINE ACCOUNT CONSOLIDATIONS AND/OR TRANSFERS SHOULD FIRST BE REVIEWED WITH FINANCE.

TOTAL 1980-81 BUDGET:

1,547,405
~~1,725,468.00~~

SIGNATURE:

William A. D...

TOTAL 1981-82 BUDGET PROPOSAL:

\$ 1,633,979

		1980-81		1981-82 PROPOSAL			
GENERAL ACCOUNT AND DESCRIPTION		SUB A/C BUDGET	MAJOR LINE BUDGET	SUB A/C BUDGET INCREASE/(DECR.)	SUB A/C BUDGET	MAJOR LINE BUDGET	REMARKS
03 100 SALARIES-STAFF							
01 MNGR PERSON OFF SERV		17,000.00					
02 MGR DUPLICATING		17,000.00	34,000.00				34,000
03 101 SALARIES NON-STAFF							
01 CLERK-PURCHASING		9,150.00					
02 SUPERVISOR-SUPL		.00					
03 CLERK-DUPLICATING		11,475.00					
04 CLERK-DUPLICATING		8,250.00					
05 CLERK-DUPLICATING		9,075.00					
06 CLERK-MAIL DESK		8,130.00					
07 RECEPTION		9,250.00					
08 CLERK-FILES		6,870.00					
09 SUPERVR-MAIL DESK		10,320.00					

(CONTINUED ON THE NEXT PAGE)

DEPARTMENT: OFFICE MANAGEMENT

DEPT. NO. 03

----- 1980-81 -----		----- 1981-82 PROPOSAL -----			
GENERAL ACCOUNT AND DESCRIPTION	SUB A/C BUDGET	MAJOR LINE BUDGET	SUB A/C BUDGET INCREASE/(DECR.)	SUB A/C BUDGET	MAJOR LINE BUDGET
10 CLERK-DUPLICATING	9,195.00				
11 SECY PERSONNEL	12,900.00				
12 CLERK-FILES	7,590.00				
13 OFFICE MESSENGER	7,725.00				
14 SUPERVISOR-FILES	8,100.00				
15 CLERK-MAIL DESK	6,960.00				
16 CLERK-DUPLICATING	8,250.00				
17 TYPIST-DUPLICATING	8,700.00				
18 OFFSET OPERATOR	11,775.00				
19 CLERK-MAIL DESK	.00				
20 CLERK-MAIL DESK	8,550.00				
21 OFFICE POOL SECY	.00				
22 ADMIN-PERSONNEL	11,100.00	173,365.00			<u>173,365</u>
03 102 SALARIES, OVERTIME/TEMPORARY					
01 TEMPORARY	5,250.00		—	5,250	5,250
02 PART TIME	5,250.00		—	5,250	5,250
03 EMPLOY FEES	18,900.00		—	18,900	
04 OVERTIME	1,050.00			1,050	
05 LABOR O.T./CURRENT EMPLOYEES	.00	30,450.00			<u>30,450</u>
03 103 STATIONERY AND SUPPLIES					
01 GEN OFFICE PURCH	102,000.00		11,400	113,400	
02 MISC OFFICE SUPPL	250.00	102,250.00	—	250	<u>113,650</u>
03 104 POSTAGE AND EXPRESS					
01 FIRST CLASS (MAIL DESK)	103,000.00	103,000.00	20,600	123,600	<u>123,600</u>
03 105 TELEPHONE AND TELEGRAPH					
01 OFFICE PHONE SERV	65,150.00		(4,650)	60,500	
02 WATS LINE	3,300.00		34,900	43,200	
03 TELEGRAPH	100.00	68,550.00	1,300	1,400	<u>105,100</u>
03 106 MISCELLANEOUS OFFICE					
01 PATIO ROOM	2,400.00		(1,400)	1,000	
02 SPECIAL ARRANGE	3,040.00		260	3,300	
03 MISC OFFICE SERV	3,564.00		36	3,600	
04 UNIFORMS AND TOWELS	996.00		4	1,000	
05 STAFF MOVING EXPENSES	.00	10,000.00	—		<u>8,900</u>
03 107 BLKG. MAINT AND RENT					
01 WAGES-PAYROLL TAX-EMPLOY BFTS	128,170.00		10,117	138,287	

(CONTINUED ON THE NEXT PAGE)

DEPARTMENT: OFFICE MANAGEMENT

DEPT. NO. 03

1980-81

1981-82 PROPOSAL

GENERAL ACCOUNT AND DESCRIPTION	SUB A/C BUDGET	MAJOR LINE BUDGET	SUB A/C BUDGET INCREASE/(DECR.)	SUB A/C BUDGET	MAJOR LINE BUDGET	REMARKS
02 UTILITIES	44,280.00		5,200	49,800		
03 SUPPLIES	6,300.00		700	7,000		
04 REPAIRS	3,570.00			3,570		
05 OUTSIDE SERVICE	6,875.00		725	7,600		
06 PROJECTION FEES	200.00		150	350		
07 ADMINISTRATIVE	4,600.00		300	4,900		
08 WAREHOUSE N. PIER	21,108.00		717	21,825		
09 REIMB FROM K.I. FOUNDATION	11,250.00	203,853.00		(11,250)	221,762	

03 108 LITERATURE out

19 EDP EQUIP out 850.00 .00

03 109 INS. AND PAYROLL TAXES

01 FICA TAX	108,201.00		28,899	137,100		
02 STATE UNEMPLOY TAX	32,849.00		151	33,000		
03 FED UNEMPLOY TAX	6,468.00		3,532	10,000		
04 APPRAISAL SERV	1,200.00		(600)	600		
05 OFFIC LIAB	1,310.00		65	1,375		
06 SPEC ALL RISK	7,980.00		520	8,500		
07 UNBRELL LIAB	1,575.00			1,575		
08 WORK COMPEN	2,205.00		1,095	3,300		
09 AUTO LIAB (HIRED)	302.00			302		
10 BCILR MACH	315.00		15	330		
11 KIDNAP AND RAN INSUR	787.00		3	790		
12 ACCID DEATH	1,312.00			1,312		
13 SPEC CONTINGENT	400.00		200	600		
14 MEMBER LIAB	315.00		10	325		
15 AIRCRAFT NON-OWN	420.00			420		
16 PENS AND WELFARE	913.00			913		
17 TERM LIFE INS	1,260.00		3,740	5,000		
18 GROUP L-T DISABL	10,088.00		2,612	12,700		
19 ELECTRONIC DATA PROCESSING	850.00			850		
20 COMPREHENSIVE GEN LIAB INS	275,000.00	453,750.00		275,000	493,992	

03 112 ADMINT FURN AND FIX.

01 SERV AGREE TYPEWRIT/ADD MACH	4,800.00		2,000	6,800		
02 XEROX 400011	2,165.00		2,165	2,165		
03 OFFICE EQUIP	3,700.00		400	4,100		
04 XEROX 3600 1	2,332.00	12,997.00	268	2,600	15,665	

03 113 PENSION

01 EMPLOY SHARE PENS CONT	100,226.00	100,226.00			100,226	
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03 118 REAL ESTATE TAX

DEPARTMENT: OFFICE MANAGEMENT

DEPT. NO. 03

1980-81		1981-82 PROPOSAL				
GENERAL ACCOUNT AND DESCRIPTION	SUB A/C BUDGET	MAJOR LINE BUDGET	SUB A/C BUDGET INCREASE/(DECR.)	SUB A/C BUDGET	MAJOR LINE BUDGET	REMARKS
01 PROP TAX	60,350.00	60,350.00	(60,350)	—	—	
03 123 PROVISION FOR EQUIP						
01 DESKS	1,350.00		(1,350)	—	—	
02 BOOKCASE	150.00		(150)	—	—	
03 STENO CHAIRS	750.00		(300)	450	—	
04 EXEC. CHAIRS	1,500.00		(900)	600	—	
05 FILE CABINETS	2,500.00		(2,500)	—	—	
06 FOLD CHAIR (BD.)	450.00		(450)	—	—	
07 FURNITURE REPAIRS	900.00		600	1,500	—	
08 SIDE CHAIRS	500.00		(500)	—	—	
09 STAX ON STEEL CASES WAREHOUSE	650.00	8,750.00	(650)	—	—	
10 Office Equipment			500	500	3,050	
03 128 MEDICAL INSURANCE						
01 MED INS PLAN	63,160.00		21,840	85,000	—	
02 OUTSIDE MED REIMB	2,500.00	60,660.00	(1,700)	(800)	84,200	
03 139 RETIREMENT ALLOWANCE						
01 ALLOW WARREN KIMSEY	1,200.00	1,200.00	—	—	1,200	
03 146 DEPRECIATION						
01 EQUIPMENT	22,000.00		22,000	2,976	—	
02 BUILDING	17,265.00		(14,389)	2,876	—	
03 IBM SYSTEM 3 COMPUTER	51,497.00	90,762.00	2,300	53,797	78,673	
03 178 EQUIPMENT RENTAL AND SERVICE						
01 9200 COPIER	16,242.00		12,758	29,000	—	
02 STAPLER	1,000.00		0,000	—	—	
03 DUPLICATING MACHINE	13,000.00	30,242.00	1,146	14,146	43,146	
03 199 EMPLOYEE CONTINUING EDUCATION						
01 EMPLOYEE CONTINUING EDUCATION	3,000.00	3,000.00	—	3,000	3,000	

DEPARTMENT: PUBLIC RELATIONS

DEPT. NO. 24

GENERAL INSTRUCTIONS: THE 1980-81 BUDGET WILL BE UTILIZED AS THE FOUNDATION FOR THE 1981-82 BUDGET PROPOSAL. EVERY EFFORT SHOULD BE MADE TO REDUCE THE BUDGET AS MUCH AS POSSIBLE. SALARY AND NON-SALARY BUDGET ALLOCATIONS WILL BE TREATED DIFFERENTLY.

PLEASE PROVIDE THE INFORMATION IN YOUR 1981-82 BUDGET PROPOSAL AS FOLLOWS:

- A. SJ8 A/C BUDGET - THE AMOUNT OF ADJUSTMENT IS TO BE ENTERED.
INCR/(DECREASE)
- B. SJ8 A/C BUDGET - THE NEW BUDGET AMOUNT IS TO BE ENTERED.
- C. MAJOR LINE ITEM - THE TOTAL OF ALL SUB LINE ITEMS WHICH ARE COMPONENT PARTS OF THE MAJOR LINE IS TO BE ENTERED.
- D. REMARKS - JUSTIFICATION FOR ANY BUDGET ADJUSTMENTS ARE TO BE NOTED.

NEW SUB LINE ITEMS MAY BE REQUESTED, BUT FULL JUSTIFICATION WILL BE REQUIRED.

SALARY:

1. USE INK.
3. THE AMOUNT OF SALARY ADJUSTMENT YOU DEEM TO BE FAIR. THIS IS NOT TO BE INTERPRETED TO REFLECT THE FINAL 1981-82 SALARY PROPOSAL.

NON-SALARY:

1. USE INK.
2. NEW SUB LINE ITEM MAY BE UTILIZED.
3. SUB-LINE ACCOUNT CONSOLIDATIONS AND/OR TRANSFERS SHOULD FIRST BE REVIEWED WITH FINANCE.

TOTAL 1980-81 BUDGET: \$86,999.00

SIGNATURE:

TOTAL 1981-82 BUDGET PROPOSAL: \$ 85,375

----- 1980-81 -----		----- 1981-82 PROPOSAL -----				
GENERAL ACCOUNT AND DESCRIPTION	SUB A/C BUDGET	MAJOR LINE BUDGET	SUB A/C BUDGET INCREASE/(DECR.)	SUB A/C BUDGET	MAJOR LINE BUDGET	REMARKS
04 100 SALARIES-STAFF						
01 DIRECTOR	30,000.00	30,000.00		30,000	30,000	
04 101 SALARIES NON-STAFF						
01 ASST TO DIRECT	20,000.00			30,000		
02 DIRECT SECY	17,100.00	37,100.00		17,100	37,100	
04 102 SALARIES, OVERTIME/TEMPORARY						
01 TEMPORARY HELP	315.00	315.00	685	1,000	1,000	
04 103 STATIONERY AND SUPPLIES						
01 MISC OFFICE SUPPLS	684.00	684.00	316	1,000	1,000	

(CONTINUED ON THE NEXT PAGE)

DEPARTMENT: PUBLIC RELATIONS

DEPT. NO. 04

GENERAL ACCOUNT AND DESCRIPTION		SUB A/C BUDGET	MAJOR LINE BUDGET	SUB A/C BUDGET INCREASE/(DECR.)	SUB A/C BUDGET	MAJOR LINE BUDGET	REMARKS
----- 1980-81 ----- 1981-82 PROPOSAL -----							
04 104	POSTAGE AND EXPRESS						
	01 SPEC. PROMO MAIL	1,000.00	1,000.00	500	1,500	1,500	postage ↑ 15%
04 105	TELEPHONE AND TELEGRAPH						
	01 LONG DISTANCE	.00	.30				
04 106	MISCELLANEOUS OFFICE						
	01 ASSOC DJES AND ED. BKS AND MAG	950.00			950		
	02 CONTRIBUTIONS	200.00	1,150.00	(200)	+	950	
04 108	LITERATURE						
	01 P.R. HANDBOOK	.00	.30				
04 110	TRAVEL						
	01 LOCAL	1,000.00		500	500		
	02 CONVS/CANADA	500.00	1,500.00	500	-	500	
04 113	PENSION						
	01 EMPLOYERS CONTRIB	.00	.30				
04 127	NATIONAL FARM CITY						
	01 FARM CITY	.00					
	02 FARM CITY PAYROLL	.00	.30				
04 155	PHOTOS AND GRAPHICS						
	01 PHOTOS-PRES COVER	750.00		75	825		
	02 PHOTOS-BOARD AND PAST PRES	850.00		85	935		
	03 PHOTOS-ADM	750.00		75	825		
	04 PHOTOS GOV-ELECT	1,050.00	3,400.00	105	1155	3,740	
04 158	PROMOTION						
	01 AWARDS	750.00		75	825		
	02 M.E.P. PROMOT	5,800.00		420	5380		
	03 PROMOT KITS/ANNUAL EVENTS	800.00		80	880		
	04 PRESIDENTIAL GIFTS	4,500.00	11,850.00	300	2500	9,585	

DEPARTMENT: EXTENSION SERVICES

DEPT. NO. 25

GENERAL INSTRUCTIONS: THE 1980-81 BUDGET WILL BE UTILIZED AS THE FOUNDATION FOR THE 1981-82 BUDGET PROPOSAL. EVERY EFFORT SHOULD BE MADE TO REDUCE THE BUDGET AS MUCH AS POSSIBLE. SALARY AND NON-SALARY BUDGET ALLOCATIONS WILL BE TREATED DIFFERENTLY.

PLEASE PROVIDE THE INFORMATION IN YOUR 1981-82 BUDGET PROPOSAL AS FOLLOWS:

- A. SUB A/C BUDGET - THE AMOUNT OF ADJUSTMENT IS TO BE ENTERED.
INCR/(DECREASE)
- B. SUB A/C BUDGET - THE NEW BUDGET AMOUNT IS TO BE ENTERED.
- C. MAJOR LINE ITEM - THE TOTAL OF ALL SUB LINE ITEMS WHICH ARE COMPONENT PARTS OF THE MAJOR LINE IS TO BE ENTERED.
- D. REMARKS - JUSTIFICATION FOR ANY BUDGET ADJUSTMENTS ARE TO BE NOTED.

NEW SUB LINE ITEMS MAY BE REQUESTED, BUT FULL JUSTIFICATION WILL BE REQUIRED.

SALARY:

1. USE INK.
2. THE AMOUNT OF SALARY ADJUSTMENT YOU DEEM TO BE FAIR. THIS IS NOT TO BE INTERPRETED TO REFLECT THE FINAL 1981-82 SALARY PROPOSAL.

NON-SALARY:

1. USE INK.
2. NEW SUB LINE ITEM MAY BE UTILIZED.
3. SUB-LINE ACCOUNT CONSOLIDATIONS AND/OR TRANSFERS SHOULD FIRST BE REVIEWED WITH FINANCE.

TOTAL 1980-81 BUDGET: \$362,632.00

SIGNATURE: _____

TOTAL 1981-82 BUDGET PROPOSAL: \$ 350,094

----- 1980-81 -----		----- 1981-82 PROPOSAL -----				
GENERAL ACCOUNT AND DESCRIPTION	SUB A/C BUDGET	MAJOR LINE BUDGET	SUB A/C BUDGET INCREASE/(DECR.)	SUB A/C BUDGET	MAJOR LINE BUDGET	REMARKS
05 100 SALARIES-STAFF						
01 MANAGER	23,812.00		<23812>			
02 MGR INTERNATIONAL DEVELOPMENT	20,667.00		833	21,500		Insert Actual
03 -----	19,125.00	63,604.00	<19125>		21,500	
05 101 SALARIES NON-STAFF						
01 DIRECTORS SECS	.00					
02 CLERK TYPIST	11,700.00			11,700		
03 TYPIST SPAN TRANS	12,180.00			12,180		
04 TRANSLATION ADMINISTRATOR	.00	23,880.00	12000	12,000	35,880	Added 80 81
05 102 SALARIES, OVERTIME/TEMPORARY						
01 OVERTIME	525.00	525.00	75	600	600	

(CONTINUED ON THE NEXT PAGE)

DEPARTMENT: EXTENSION SERVICES

DEPT. NO. 15

----- 1980-81 -----

----- 1981-82 PROPOSAL -----

GENERAL ACCOUNT AND DESCRIPTION	SUB A/C BUDGET	MAJOR LINE BUDGET	SUB A/C BUDGET INCREASE/(DECR.)	SUB A/C BUDGET	MAJOR LINE BUDGET	REMARKS
05 103 STATIONERY AND SUPPLIES						
01 MISC OFFICE SUPPLIES	513.00	513.00	37	550	550	
05 104 POSTAGE AND EXPRESS						
01 GEN MAIL OV-SEA	13,200.00		3300	16,500		25% ↑
02 AIR FREIGHT	7,200.00	20,400.00		7,200	23,700	
05 105 TELEPHONE AND TELEGRAPH						
02 TELEGRAPH	2,300.00	2,300.00	2,700	5,000	5,000	80% Actual
05 106 MISCELLANEOUS OFFICE						
01 LOCAL TRAV/EXPNS	.00			-		
02 REF. BKS.	120.00			120		
03 GIFTS FOR OVERSEAS KIWANIS	600.00		150	750		
04 PHOTOS-EMBASSY VISIT	.00	720.00	10,000	10,000	10,870	Approved 81-1 Bd
05 108 LITERATURE						
01 PRINTING BROCHURES	1,250.00		125	1375		
02 OFFIC. MO. REPORT	1,500.00		150	1650		Printing ↑ 10%
03 THEME FOLDER	400.00	3,150.00	40	440	3465	
05 110 TRAVEL						
01 LOCAL	300.00		51	351		
02 CONVS AND CANADA	500.00		85	585		
03 INTL.	13,000.00		2210	15210		
04 FALL COJNCIL	18,000.00		3060	21060		
05 GOV. ELECT. CONF	18,000.00		3060	21060		
06 TRAV OV/SEA DIST CONVENTION	35,000.00		<7000>	28000		
07 PRES VISITS	35,400.00		6018	41418		
08 PRES DESIGNATE	3,000.00		<1240>	1760		
09 LATIN AMER. TRAVEL FLD. REP.	16,000.00		2720	18720		
10 PRESIDENT NEW COUNTRIES	7,000.00		<3000>	4000		
11 TRAVEL ACCREDITED REPS	12,500.00	158,700.00	2125	14625	166,789	
05 113 PENSION						
01 EMPLOY CONTRIB	.00	.00				
05 116 DISTRICT SUBSIDY						
01 ASIA PACIFIC CONF. SUBSIDY	8,000.00		<8000>	-		
02 FC AND C	7,500.00	15,500.00	<7500>	-		
03 Non-ATTACHED DISTRICT VISITS			55000	55000	55000	

(CONTINUED ON THE NEXT PAGE)

DEPARTMENT: EXTENSION SERVICES

DEPT. NO. 05

----- 1980-81 -----

----- 1981-82 PROPOSAL -----

GENERAL ACCOUNT AND DESCRIPTION	SUB A/C BUDGET	MAJOR LINE BUDGET	SUB A/C BUDGET INCREASE/(DECR.)	SUB A/C BUDGET	MAJOR LINE BUDGET	REMARKS
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05 132 LATIN AMERICA

01 TRANSLATIONS	16,000.00	16,000.00	<16000>	—	—	
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05 169 KIWANIS INTERNATIONAL-EUROPE

01 INCOME	.00			=		
02 PAYROLL-KIE	24,000.00		<24000>			
03 SUBSIDY-KIE	28,240.00	52,240.00	<11000>	17240	17240	

05 174 TRANSLATIONS

01 TRANSLATIONS	2,700.00	2,700.00	4800	7500	7500	
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05 175 NEW CLUB SUPPLIES

01 SUPPL INVENT ITEM	2,400.00	2,400.00	<400>	2000	2000	
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DEPARTMENT: FIELD SERVICE

DEPT. NO. 06

GENERAL INSTRUCTIONS: THE 1980-81 BUDGET WILL BE UTILIZED AS THE FOUNDATION FOR THE 1981-82 BUDGET PROPOSAL. EVERY EFFORT SHOULD BE MADE TO REDUCE THE BUDGET AS MUCH AS POSSIBLE. SALARY AND NON-SALARY BUDGET ALLOCATIONS WILL BE TREATED DIFFERENTLY.

PLEASE PROVIDE THE INFORMATION IN YOUR 1981-82 BUDGET PROPOSAL AS FOLLOWS:

- A. SUB A/C BUDGET - THE AMOUNT OF ADJUSTMENT IS TO BE ENTERED.
INCR/(DECREASE)
- B. SUB A/C BUDGET - THE NEW BUDGET AMOUNT IS TO BE ENTERED.
- C. MAJOR LINE ITEM - THE TOTAL OF ALL SUB LINE ITEMS WHICH ARE COMPONENT PARTS OF THE MAJOR LINE IS TO BE ENTERED.
- D. REMARKS - JUSTIFICATION FOR ANY BUDGET ADJUSTMENTS ARE TO BE NOTED.

NEW SUB LINE ITEMS MAY BE REQUESTED, BUT FULL JUSTIFICATION WILL BE REQUIRED.

SALARY:

1. USE INK.
3. THE AMOUNT OF SALARY ADJUSTMENT YOU DEEM TO BE FAIR. THIS IS NOT TO BE INTERPRETED TO REFLECT THE FINAL 1981-82 SALARY PROPOSAL.

NON-SALARY:

1. USE INK.
2. NEW SUB LINE ITEM MAY BE UTILIZED.
3. SUB-LINE ACCOUNT CONSOLIDATIONS AND/OR TRANSFERS SHOULD FIRST BE REVIEWED WITH FINANCE.

TOTAL 1980-81 BUDGET: \$381,127.00

SIGNATURE:

Wm Berry for Bob Dettloff ²¹³ Sal 185,085
w/o Sal 225,142

TOTAL 1981-82 BUDGET PROPOSAL: \$ 410,227

----- 1980-81 -----		----- 1981-82 PROPOSAL -----				
GENERAL ACCOUNT AND DESCRIPTION	SUB A/C BUDGET	MAJOR LINE BUDGET	SUB A/C BUDGET INCREASE/(DECR.)	SUB A/C BUDGET	MAJOR LINE BUDGET	REMARKS
06 100 SALARIES-STAFF						
01 ASSISTANT SECRETARY-GROWTH	33,000.00			33000		
02 FIELD SVC REP	20,000.00			20000		
03 FIELD SVC REP	24,000.00			24000		
04 FIELD SVC REP	18,000.00			18000		
05 FIELD SVC REP	23,125.00			23125		
06 FIELD SVC REP	25,500.00	143,625.00		25500	143625	
06 101 SALARIES NON-STAFF						
01 SECRETARY	.00			-		
02 CLERK TYPIST	11,700.00			11700		
03 CLERK TYPIST	10,800.00			10800		
04 CLERK TYPIST	9,960.00			9960		
05 CLERK TYPIST	9,000.00	41,460.00		9000	41460	

DEPARTMENT: FIELD SERVICE

DEPT. NO. 06

----- 1980-81 -----			----- 1981-82 PROPOSAL -----			
GENERAL ACCOUNT AND DESCRIPTION	SUB A/C BUDGET	MAJOR LINE BUDGET	SUB A/C BUDGET INCREASE/(DECR.)	SUB A/C BUDGET	MAJOR LINE BUDGET	REMARKS
06 102 SALARIES, OVERTIME/TEMPORARY						
C1 SALARIES EMPLOY FEE O.T.	.00	.00				
06 103 STATIONERY AND SUPPLIES						
C1 STATION FOR REPS	540.00			540		
C2 CHARTERS	570.00			570		
C3 MISC OFFICE SUPPL	942.00	2,052.00		942	2052	
06 104 POSTAGE AND EXPRESS						
C1 SHIP NEW CLUB BUILD KITS	3,000.00	3,000.00	750	3750	3750	Postage ↑ 25%
06 105 TELEPHONE AND TELEGRAPH						
C2 TELEGRAPH	240.00	240.00	-	240	240	
06 108 LITERATURE						
C1 MANUAL FOR SPONS NEW CLUBS	.00	.00				
06 110 TRAVEL						
C1 LOCAL	300.00		51	351		} Travel, meals, Kotel ↑ 17%
C2 CONVS AND CANADA	3,000.00		510	3510		
C3 INTERNATIONAL	500.00		85	585		
C4 REGION 1 BERRY	34,200.00		5814	40014		
C5 REGION 3 GEPHART	27,715.00		4712	32427		
C6 REGION 4 RIGGIN	23,000.00		3910	26910		
C7 REGION 5 ROWE	23,725.00		4033	27758		
C8 REGION 2 SMITH	29,210.00		4966	34176		
C9 REGION 6	.00					
C10 ACC REP	8,000.00	149,650.00	1360	9360	175091	
06 113 PENSION						
C1 EMPLOY SHARE PENSION CONTRIB	.00	.00				
06 140 AWARDS						
C1 NEW CLUB BUILD	12,000.00	12,000.00	-	12000	12000	
06 170 SALARIES-FIELD REPS						
C1 REGION 1	.00					
C2 REGION 3	.00					
C3 REGION 4	.00					

(CONTINUED ON THE NEXT PAGE)

DEPARTMENT: FIELD SERVICE

DEPT. NO. 06

1980-81		1981-82 PROPOSAL				
GENERAL ACCOUNT AND DESCRIPTION	SUB A/C BUDGET	MAJOR LINE BUDGET	SUB A/C BUDGET INCREASE/(DECR.)	SUB A/C BUDGET	MAJOR LINE BUDGET	REMARKS
04 REGION 5	.00					
05 REGION 6	.00					
06 REGION 7	.00	.00				
06 175 NEW CLUB SUPPLIES						
01 MANL CLUB BUILD KIT	4,365.00		436	4801		} Print 4 10%
02 SPON PATCHES	1,175.00		117	1292		
05 ORGAN ROSTER	1,500.00		150	1650		
06 ENV AND LTTHD	1,800.00		180	1980		
07 STOCKRM ITEM	17,000.00		1700	18700		
08 ACTIVITY FORMS	960.00		96	1056		
09 FOLD MEMBR CARDS AND MISC.	2,300.00	29,100.00	230	2530	32009	

DEPARTMENT: DATA PROCESSING

DEPT. NO. 27

GENERAL INSTRUCTIONS: THE 1980-81 BUDGET WILL BE UTILIZED AS THE FOUNDATION FOR THE 1981-82 BUDGET PROPOSAL. EVERY EFFORT SHOULD BE MADE TO REDUCE THE BUDGET AS MUCH AS POSSIBLE. SALARY AND NON-SALARY BUDGET ALLOCATIONS WILL BE TREATED DIFFERENTLY.

PLEASE PROVIDE THE INFORMATION IN YOUR 1981-82 BUDGET PROPOSAL AS FOLLOWS:

- A. SJB A/C BUDGET - THE AMOUNT OF ADJUSTMENT IS TO BE ENTERED.
INCR/(DECREASE)
- B. SJB A/C BUDGET - THE NEW BUDGET AMOUNT IS TO BE ENTERED.
- C. MAJOR LINE ITEM - THE TOTAL OF ALL SUB LINE ITEMS WHICH ARE COMPONENT PARTS OF THE MAJOR LINE IS TO BE ENTERED.
- D. REMARKS - JUSTIFICATION FOR ANY BUDGET ADJUSTMENTS ARE TO BE NOTED.

NEW SUB LINE ITEMS MAY BE REQUESTED, BUT FULL JUSTIFICATION WILL BE REQUIRED.

SALARY:

1. USE INK.
3. THE AMOUNT OF SALARY ADJUSTMENT YOU DEEM TO BE FAIR. THIS IS NOT TO BE INTERPRETED TO REFLECT THE FINAL 1981-82 SALARY PROPOSAL.

NON-SALARY:

1. USE INK.
2. NEW SUB LINE ITEM MAY BE UTILIZED.
3. SUB-LINE ACCOUNT CONSOLIDATIONS AND/OR TRANSFERS SHOULD FIRST BE REVIEWED WITH FINANCE.

TOTAL 1980-81 BUDGET: \$249,997.00

SIGNATURE:

TOTAL 1981-82 BUDGET PROPOSAL: \$ 254,750

----- 1980-81 -----		----- 1981-82 PROPOSAL -----	
GENERAL ACCOUNT AND DESCRIPTION	SUB A/C BUDGET	MAJOR LINE BUDGET	REMARKS
07 100 SALARIES-STAFF			
01 DIRECTOR, DATA PROCESSING	32,500.00	32,500.00	32,500
07 101 SALARIES NON-STAFF			
01 SUPERVISOR, COMPUTER OPER.	20,220.00		20,220
02 COMPUTER OPERATOR	12,150.00		12,150
03 SENIOR PROGRAMMER/ANALYST	26,000.00		26,000
04 PROGRAMMER	18,180.00		18,180
10 SENIOR DATA ENTRY OPERATOR	13,500.00		13,500
11 DATA ENTRY OPERATOR	12,420.00		12,420
12 DATA ENTRY OPERATOR	.00		-
13 DATA ENTRY OPERATOR	11,820.00		11,820
14 PROGRAMMER/ANALYST	25,200.00		25,200
15 SECRETARY, DATA PROCESSING	14,188.00	153,678.00	14,188 153,678

(CONTINUED ON THE NEXT PAGE)

DEPARTMENT: DATA PROCESSING

DEPT. NO. 27

----- 1980-81 ----- 1981-82 PROPOSAL -----

GENERAL ACCOUNT AND DESCRIPTION	SUB A/C BUDGET	MAJOR LINE BUDGET	SUB A/C BUDGET INCREASE/(DECR.)	SUB A/C BUDGET	MAJOR LINE BUDGET	REMARKS
07 102 SALARIES, OVERTIME/TEMPORARY						
01 SALARIES EMPLOY FEE O.T.	.00	.00	100	100	100	
07 103 STATIONERY AND SUPPLIES						
01 COMPUTER STOCK PAPER	5,619.00		1852	7471		Request 12%
02 PRESSURE SENSITIVE LABELS	5,258.00		525	5783		
03 PUNCH CARDS AND DISKETTES	400.00		-	400		
04 COMPUTER SUPPLIES	1,626.00		162	1788		
05 MISCELLANEOUS OFFICE SUPPLIES	600.00	13,503.00	-	600	16,042	
07 104 POSTAGE AND EXPRESS						
01 MESSENGER AND EXPRESS	300.00	300.00	<200>	100	100	
07 106 MISCELLANEOUS OFFICE						
01 ASSOC DUES AND PD BKS AND MGS	120.00	120.00		120	120	
07 110 TRAVEL						
01 LOCAL TRAVEL AND EXPENSE	1,200.00			1200		
02 CONUS/CANADA	900.00	2,100.00	100	1000	2200	
07 113 PENSION						
01 EMPLOY SHARE PENSION CONT.	.00	.00				
07 178 EQUIPMENT RENTAL AND SERVICE						
01 SYSTEM 3 MAINTENANCE	22,504.00		<1235>	21,269		
02 SYSTEM 3 MAINFRAME (CPU)	.00		-	-		
03 DATA RECORDER (3742)	6,164.00		<1352>	4812		
04 SYSTEM 3 SOFTWARE	2,614.00		620	3234		
05 DATA ENTRY (CRT)	5,220.00		1625	6845		
06 PRINT TRAIN (PRINTER)	1,504.00		227	1731		
07 MANAGEMENT SOFTWARE	3,000.00		-	3000		
08 INSTALLATION CONVERSION	1,500.00		-	1500		
09 OFF-SITE MEDIA STORAGE	640.00		60	700		
10 MAGNETIC TAPE UNIT (3410)	4,650.00	47,796.00	769	5419	48,510	

This budget presumes the savings effected thru capital expenditure of \$11,500 for 128K core storage memory

DEPARTMENT: MAGAZINE

DEPT. NO. 28

GENERAL INSTRUCTIONS: THE 1980-81 BUDGET WILL BE UTILIZED AS THE FOUNDATION FOR THE 1981-82 BUDGET PROPOSAL. EVERY EFFORT SHOULD BE MADE TO REDUCE THE BUDGET AS MUCH AS POSSIBLE. SALARY AND NON-SALARY BUDGET ALLOCATIONS WILL BE TREATED DIFFERENTLY.

PLEASE PROVIDE THE INFORMATION IN YOUR 1981-82 BUDGET PROPOSAL AS FOLLOWS:

- A. SUB A/C BUDGET - THE AMOUNT OF ADJUSTMENT IS TO BE ENTERED.
INCR/(DECREASE)
- B. SUB A/C BUDGET - THE NEW BUDGET AMOUNT IS TO BE ENTERED.
- C. MAJOR LINE ITEM - THE TOTAL OF ALL SUB LINE ITEMS WHICH ARE COMPONENT PARTS OF THE MAJOR LINE IS TO BE ENTERED.
- D. REMARKS - JUSTIFICATION FOR ANY BUDGET ADJUSTMENTS ARE TO BE NOTED.

NEW SUB LINE ITEMS MAY BE REQUESTED, BUT FULL JUSTIFICATION WILL BE REQUIRED.

SALARY:

1. USE INK.
3. THE AMOUNT OF SALARY ADJUSTMENT YOU DEEM TO BE FAIR. THIS IS NOT TO BE INTERPRETED TO REFLECT THE FINAL 1981-82 SALARY PROPOSAL.

NON-SALARY:

1. USE INK.
2. NEW SUB LINE ITEM MAY BE UTILIZED.
3. SUB-LINE ACCOUNT CONSOLIDATIONS AND/OR TRANSFERS SHOULD FIRST BE REVIEWED WITH FINANCE.

TOTAL 1980-81 BUDGET: \$837,322.00

SIGNATURE:

TOTAL 1981-82 BUDGET PROPOSAL: \$

899,345

		----- 1980-81 -----		----- 1981-82 PROPOSAL -----		
GENERAL ACCOUNT AND DESCRIPTION	SUB A/C BUDGET	MAJOR LINE BUDGET	SUB A/C BUDGET INCREASE/(DECR.)	SUB A/C BUDGET	MAJOR LINE BUDGET	REMARKS
08 100 SALARIES-STAFF						
01 DIRECT PUBLICA	35,000.00			35000		
02 EDITOR	21,750.00			21750		
03 ASSOC EDITOR	21,000.00	77,750.00		21000	77,750	
08 101 SALARIES NON-STAFF						
01 PROD EDITOR	22,820.00			22820		
02 ART/DESIGN COORD	21,220.00			21220		
03 ASST EDITOR	15,184.00			15184		
04 ASST EDITOR	13,720.00			13700		
05 PROD KEYLINER COORDINATOR	12,410.00			12410		
06 EDITOR SECY	11,540.00	96,374.00		11040	96,374	
08 102 SALARIES, OVERTIME/TEMPORARY						

DEPARTMENT: MAGAZINE

DEPT. NO. 08

----- 1980-81 -----			----- 1981-82 PROPOSAL -----			
GENERAL ACCOUNT AND DESCRIPTION	SUB A/C BUDGET	MAJOR LINE BUDGET	SUB A/C BUDGET INCREASE/(DECR.)	SUB A/C BUDGET	MAJOR LINE BUDGET	REMARKS
01 OVERTIME	525.00	525.00	<25>	500	500	
08 103 STATIONERY AND SUPPLIES						
01 MISC. OFFICE SUPP	2,000.00	2,000.00	-	2,000	2,000	
08 104 POSTAGE AND EXPRESS						
01 EXPRESS MAIL PRINT ENGRAVER	1,792.00		2468	4260		Postage, Act 25% A
02 MAIL SURVEY	336.00	2,128.00		336	4596	
08 106 MISCELLANEOUS OFFICE						
02 ASSOC DJES AND ED BKS	1,200.00		100	1300		
03 REGIST MAG CPYRT	100.00	1,300.00	-	100	1400	
08 110 TRAVEL						
01 LOCAL TRAV/EXPN	3,400.00			3400		
04 CLOS MAG	2,200.00			2200		
05 EDITORIAL	6,400.00	12,000.00		6400	12000	
08 113 PENSION						
01 EMPLOY CONT.	.00	.00				
08 117 NONCOLLECTIBLE						
01 WRITE/OFF NONCOLLECT. MAG SUBS	6,000.00	6,000.00		6000	6000	
08 144 PUBLICATION POSTAGE						
01 MAIL THE MAG	220,220.00		19780	240,000		
02 POST OFF RETURN	6,500.00	226,720.00	<2000>	4500	244,500	
08 179 READERSHIP PROMOTION						
01 READ SURV PRINTG	200.00			200		
02 MAG WK KIT	1,500.00	1,700.00		1500	1700	
08 180 EDITORIAL						
01 PURCH OF ARTICLES	33,500.00		<500>	33,000		
02 PURCH OF PHOTOS	2,500.00	36,000.00		2500	35,500	
08 181 ART						
01 PURCH ORIG ART	19,000.00	19,000.00		19000	19000	

(CONTINUED ON THE NEXT PAGE)

DEPARTMENT: MAGAZINE

DEPT. NO. 28

----- 1980-81 -----

----- 1981-82 PROPOSAL -----

GENERAL ACCOUNT AND DESCRIPTION	SUB A/C BUDGET	MAJOR LINE BUDGET	SUB A/C BUDGET INCREASE/(DECR.)	SUB A/C BUDGET	MAJOR LINE BUDGET	REMARKS
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08 182 MANUFACTURING

01 PRINTING	131,300.00		18,700	150,000		
02 PAPER	197,275.00		26,725	224,000		
03 COLOR SEPAR	31,700.00		700	31,000		
04 FILM PROC LAYOUT	7,200.00	367,275.20	1,000	6,000	411,000	

08 183 ART AND MECHANICAL SUPPLIES

01 ART SUPPLIES	800.00	800.00	<300>	500	500	
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08 293 ALLOCATED EDITOR SERVICES

01 KEY CLUB	6,250.00-		625	6,875		
02 CIRCLE K	6,000.00-	12,250.00-	600	6,600	13,475	

DEPARTMENT: ADVERTISING

DEPT. NO. 09

GENERAL INSTRUCTIONS: THE 1980-81 BUDGET WILL BE UTILIZED AS THE FOUNDATION FOR THE 1981-82 BUDGET PROPOSAL. EVERY EFFORT SHOULD BE MADE TO REDUCE THE BUDGET AS MUCH AS POSSIBLE. SALARY AND NON-SALARY BUDGET ALLOCATIONS WILL BE TREATED DIFFERENTLY.

PLEASE PROVIDE THE INFORMATION IN YOUR 1981-82 BUDGET PROPOSAL AS FOLLOWS:

- A. SUB A/C BUDGET - THE AMOUNT OF ADJUSTMENT IS TO BE ENTERED.
INCR/(DECREASE)
- B. SUB A/C BUDGET - THE NEW BUDGET AMOUNT IS TO BE ENTERED.
- C. MAJOR LINE ITEM - THE TOTAL OF ALL SUB LINE ITEMS WHICH ARE COMPONENT PARTS OF THE MAJOR LINE IS TO BE ENTERED.
- D. REMARKS - JUSTIFICATION FOR ANY BUDGET ADJUSTMENTS ARE TO BE NOTED.

NEW SUB LINE ITEMS MAY BE REQUESTED, BUT FULL JUSTIFICATION WILL BE REQUIRED.

SALARY:

1. USE INK.
3. THE AMOUNT OF SALARY ADJUSTMENT YOU DEEM TO BE FAIR. THIS IS NOT TO BE INTERPRETED TO REFLECT THE FINAL 1981-82 SALARY PROPOSAL.

NON-SALARY:

1. USE INK.
2. NEW SUB LINE ITEM MAY BE UTILIZED.
3. SUB-LINE ACCOUNT CONSOLIDATIONS AND/OR TRANSFERS SHOULD FIRST BE REVIEWED WITH FINANCE.

TOTAL 1980-81 BUDGET: \$414,554.00

SIGNATURE: 

TOTAL 1981-82 BUDGET PROPOSAL: \$ 444,799

----- 1980-81 -----		----- 1981-82 PROPOSAL -----				
GENERAL ACCOUNT AND DESCRIPTION	SUB A/C BUDGET	MAJOR LINE BUDGET	SUB A/C BUDGET INCREASE/(DECR.)	SUB A/C BUDGET	MAJOR LINE BUDGET	REMARKS
09 100 SALARIES-STAFF						
01 MANAGER	13,000.00	13,000.00	-	13000	13000	
09 101 SALARIES NON-STAFF						
01 AD SECY	12,800.00	12,800.00	-	12800	12800	
09 102 SALARIES, OVERTIME/TEMPORARY						
01 TEMP HELP	3,150.00	3,150.00	(650.00)	2,500.00	2,500.00	
09 103 STATIONERY AND SUPPLIES						
01 MISC OFF SUPP	969.00	969.00	(0)	(0)	969.00	

(CONTINUED ON THE NEXT PAGE)

DEPARTMENT: ADVERTISING

DEPT. NO. 09

1980-81

1981-82 PROPOSAL

GENERAL ACCOUNT AND DESCRIPTION	SUB A/C BUDGET	MAJOR LINE BUDGET	SUB A/C BUDGET INCREASE/(DECR.)	SUB A/C BUDGET	MAJOR LINE BUDGET	REMARKS
09 104 POSTAGE AND EXPRESS						
01 PRGMO MAILS	1,680.00	1,680.00	(500.00)	1,180.00	1,180.00	
09 105 TELEPHONE AND TELEGRAPH						
01 LONG DIST	.00	.00	(0)	(0)	(0)	
09 110 TRAVEL						
02 CONUS/CANADA	7,700.00	7,700.00	(0)	7,700.00	7,700.00	
09 113 PENSION						
01 EMPLOY CONT	.00	.00	(0)	(0)	(0)	
09 117 NONCOLLECTIBLE						
01 WRITEOFF ACCT REC	6,000.00	6,000.00	600.00	6,600.00	6,600.00	
09 144 PUBLICATION POSTAGE						
01 MAIL THE MAG	118,580.00	118,580.00	10,420.00	129,000.00	129,000.00	
09 182 MANUFACTURING						
01 PRINTING	70,700.00		6,300.00	77,000.00		
02 PAPER	106,225.00	176,925.00	4,775.00	111,000.00	188,000.00	
09 185 PROMOTION						
01 STAND RATA/DATA	11,000.00		1,100.00	12,100.00		
02 MAGAZINE RESEARCH	16,500.00		2,200.00	18,700.00		
03 PRINTING	2,000.00	29,500.00	(0)	2,000.00	32,800.00	
09 186 COMMISSIONS						
01 MIDDLE ATLANTIC	11,000.00		(4,000.00)	7,000.00		
02 NEW ENGLAND	10,000.00		4,000.00	14,000.00		
03 MIDWEST	15,000.00		2,000.00	17,000.00		
04 NATIONAL	3,000.00		2,000.00	5,000.00		
05 WEST COAST	3,000.00	42,000.00	2,000.00	3,000.00	48,000.00	
09 188 AUDIT BUREAU OF CIRCULATION						
01 AUDIT FEES	.00					
02 ABC FIELD AUDIT	2,250.00	2,250.00		2,250.00	2,250.00	

DEPARTMENT: SUPPLIES

DEPT. NO. 10

GENERAL INSTRUCTIONS: THE 1980-81 BUDGET WILL BE UTILIZED AS THE FOUNDATION FOR THE 1981-82 BUDGET PROPOSAL. EVERY EFFORT SHOULD BE MADE TO REDUCE THE BUDGET AS MUCH AS POSSIBLE. SALARY AND NON-SALARY BUDGET ALLOCATIONS WILL BE TREATED DIFFERENTLY.

PLEASE PROVIDE THE INFORMATION IN YOUR 1981-82 BUDGET PROPOSAL AS FOLLOWS:

- A. SJB A/C BUDGET - THE AMOUNT OF ADJUSTMENT IS TO BE ENTERED.
INCR/(DECREASE)
- B. SJB A/C BUDGET - THE NEW BUDGET AMOUNT IS TO BE ENTERED.
- C. MAJOR LINE ITEM - THE TOTAL OF ALL SUB LINE ITEMS WHICH ARE COMPONENT PARTS OF THE MAJOR LINE IS TO BE ENTERED.
- D. REMARKS - JUSTIFICATION FOR ANY BUDGET ADJUSTMENTS ARE TO BE NOTED.

NEW SUB LINE ITEMS MAY BE REQUESTED, BUT FULL JUSTIFICATION WILL BE REQUIRED.

SALARY:

1. USE INK.
3. THE AMOUNT OF SALARY ADJUSTMENT YOU DEEM TO BE FAIR. THIS IS NOT TO BE INTERPRETED TO REFLECT THE FINAL 1981-82 SALARY PROPOSAL.

NON-SALARY:

1. USE INK.
2. NEW SUB LINE ITEM MAY BE UTILIZED.
3. SUB-LINE ACCOUNT CONSOLIDATIONS AND/OR TRANSFERS SHOULD FIRST BE REVIEWED WITH FINANCE.

TOTAL 1980-81 BUDGET: \$367,059.00

SIGNATURE:

TOTAL 1981-82 BUDGET PROPOSAL: \$ 391,295

		1980-81		1981-82 PROPOSAL			
GENERAL ACCOUNT AND DESCRIPTION		SUB A/C BUDGET	MAJOR LINE BUDGET	SUB A/C BUDGET INCREASE/(DECR.)	SUB A/C BUDGET	MAJOR LINE BUDGET	REMARKS
10 100 SALARIES-STAFF							
01	MANAGER	26,500.00			26500		
02	PRODUCTION MGR	17,000.00	43,500.00		17000	43500	
10 101 SALARIES NON-STAFF							
01	SUPERVIS ORD ENTRY	17,750.00			17750		
02	SALES CLERK	9,230.00			9030		
03	DATA RECORD ORDER	.00			-		
04	DATA RECORD ORDER	9,300.00			9300		
05	CLERK ORDER ENTRY	9,900.00			9900		
06	CLERK ORDER ENTRY	7,950.00			7950		
07	SUPER STOCK RM	.00			-		
08	PROD CLERK	8,960.00			8960		
09	SHIP CLERK	8,850.00			8850		

(CONTINUED ON THE NEXT PAGE)

DEPARTMENT: SUPPLIES

DEPT. NO. 10

		1980-81		1981-82 PROPOSAL			
GENERAL ACCOUNT AND DESCRIPTION	SUB A/C BUDGET	MAJOR LINE BUDGET	SUB A/C BUDGET INCREASE/(DECR.)	SUB A/C BUDGET	MAJOR LINE BUDGET	REMARKS	
10 SHIP CLERK	9,300.00			9300			
11 SHIP CLERK	9,030.00			9030			
12 SECY FOR MNGR	11,740.00			11740			
13 ORDER CLEPK	10,920.00			10920			
14 SHIP CLERK	14,700.00			14700			
15 CLEPK	.00	127,430.30			127,430		
10 102 SALARIES, OVERTIME/TEMPORARY							
01 OVERTIME	630.00		70	700			
02 TEMP HELP-CONVENTION	.00	630.00	2400	2400	3,100	from Convention	
10 103 STATIONERY AND SUPPLIES							
01 SHIPPING SUPPLIES	19,750.00		-	19750			
02 FORMS AND INVCs	9,789.00		1011	10800			
03 MISC OFFICE SUPP	600.00	30,139.00	200	800	31,350		
10 104 POSTAGE AND EXPRESS							
01 SHIP UPS	44,000.00		11000	55000		25% ↑ Postage	
02 SHIP PARCEL POST	28,000.00		7000	35000			
03 VENDOR POSTAGE	25,200.00	97,200.00	6300	31500	121,600		
10 105 TELEPHONE AND TELEGRAPH							
01 TELEGRAPH	600.00	600.00	-	600	600		
10 106 MISCELLANEOUS OFFICE							
01 FREIGHT RATE BKS	60.00			60			
02 UNIFORMS AND TOWELS	805.00		805	805			
03 CHARGE CARD DISCOUNT	.00	865.00	4000	4000	4060	Effect to SI Act + 10%	
10 110 TRAVEL							
01 LOCAL TRAV/EXPNS	300.00		45	345			
02 CONUS/CANADA	750.00		115	865			
03 INTERNATIONAL	.00						
04 SUPP BOOTHs AT CONVENTIONS	3,000.00		450	3450			
05 CAR ALLOWANCE	300.00	4,350.00	60	360	5,020		
10 113 PENSION							
01 EMPLOY CONT	.00	.00					
10 117 NONCOLLECTIBLE							

(CONTINUED ON THE NEXT PAGE)

DEPARTMENT: SUPPLIES

DEPT. NO. 10

1980-81		1981-82 PROPOSAL				
GENERAL ACCOUNT AND DESCRIPTION	SUB A/C BUDGET	MAJOR LINE BUDGET	SUB A/C BUDGET INCREASE/(DECR.)	SUB A/C BUDGET	MAJOR LINE BUDGET	REMARKS
01 WRITE OFF ACCT REC	500.00	500.00	<500>			
10 131 WORK IN PROGRESS						
01 KIWANIS HISTORY WORK IN PROG.	.00	.00				
10 153 CONVENTION						
01 HOUSING	1,200.00		200	1200		
02 BOOTH SET-UP	1,675.00		170	1845		
03 CASH REGISTERS	170.00	2,845.00	20	190	3235	
10 189 PROMOTION CATALOGS						
01 KIWANIS CATALOG	19,000.00		400	23,100		
02 KEY CLUB/CIR K CATALOG	4,000.00		400	4400		
03 AD IN KIW MAG	17,000.00		1000	18000		
04 MONTH FLYER	19,000.00		<12,000>	7000		
05 MINI-CATALOG	.00	59,000.00			51,500	

DEPARTMENT: CONVENTION ADMINISTRATION

DEPT. NO. 11

GENERAL INSTRUCTIONS: THE 1980-81 BUDGET WILL BE UTILIZED AS THE FOUNDATION FOR THE 1981-82 BUDGET PROPOSAL. EVERY EFFORT SHOULD BE MADE TO REDUCE THE BUDGET AS MUCH AS POSSIBLE. SALARY AND NON-SALARY BUDGET ALLOCATIONS WILL BE TREATED DIFFERENTLY.

PLEASE PROVIDE THE INFORMATION IN YOUR 1981-82 BUDGET PROPOSAL AS FOLLOWS:

- A. SUB A/C BUDGET - THE AMOUNT OF ADJUSTMENT IS TO BE ENTERED.
INCR/(DECREASE)
- B. SUB A/C BUDGET - THE NEW BUDGET AMOUNT IS TO BE ENTERED.
- C. MAJOR LINE ITEM - THE TOTAL OF ALL SUB LINE ITEMS WHICH ARE COMPONENT PARTS OF THE MAJOR LINE IS TO BE ENTERED.
- D. REMARKS - JUSTIFICATION FOR ANY BUDGET ADJUSTMENTS ARE TO BE NOTED.

NEW SUB LINE ITEMS MAY BE REQUESTED, BUT FULL JUSTIFICATION WILL BE REQUIRED.

SALARY:

1. USE INK.
3. THE AMOUNT OF SALARY ADJUSTMENT YOU DEEM TO BE FAIR. THIS IS NOT TO BE INTERPRETED TO REFLECT THE FINAL 1981-82 SALARY PROPOSAL.

NON-SALARY:

1. USE INK.
2. NEW SUB LINE ITEM MAY BE UTILIZED.
3. SUB-LINE ACCOUNT CONSOLIDATIONS AND/OR TRANSFERS SHOULD FIRST BE REVIEWED WITH FINANCE.

TOTAL 1980-81 BUDGET: \$49,280.00

SIGNATURE: _____

TOTAL 1981-82 BUDGET PROPOSAL: \$ 49,740

----- 1980-81 -----		----- 1981-82 PROPOSAL -----			
GENERAL ACCOUNT AND DESCRIPTION	SUB A/C BUDGET	MAJOR LINE BUDGET	SUB A/C BUDGET INCREASE/(DECR.)	SUB A/C BUDGET	MAJOR LINE BUDGET
11 100 SALARIES-STAFF					
01 MANAGER	25,000.00	25,000.00	-	25,000	25,000
11 101 SALARIES NON-STAFF					
01 ASST TO CONV. MGR.	16,500.00	16,500.00	-	16,500	16,500
11 103 STATIONERY AND SUPPLIES					
01 FORM HOUS AGREE	1,500.00		150	1,650	
02 MISC OFF SUPPL	500.00	2,000.00		500	2,150
11 104 POSTAGE AND EXPRESS					
01 DIRECT MAIL	280.00	280.00	70	350	350

(CONTINUED ON THE NEXT PAGE)

DEPARTMENT: CONVENTION ADMINISTRATION

DEPT. NO. 11

		1980-81		1981-82 PROPOSAL		
GENERAL ACCOUNT AND DESCRIPTION	SUB A/C BUDGET	MAJOR LINE BUDGET	SUB A/C BUDGET INCREASE/(DECR.)	SUB A/C BUDGET	MAJOR LINE BUDGET	REMARKS
11 105 TELEPHONE AND TELEGRAPH						
01 LONG DIST SERV	.00	.00				
11 106 MISCELLANEOUS OFFICE						
02 ASSOC DJES/ED MATL	1,000.00	1,000.00	-	1000	1000	
11 110 TRAVEL						
01 LOCAL	750.00		90	840		
02 CONUS/CANADA	1,250.00		150	1400		
03 INTERNATIONAL	2,500.00	4,500.00		2500	4740	
11 113 PENSION						
01 PENSION PLAN	.00	.00				
11 220 CONV CITY CURVEY						
02 PROV ADD SURVEY	.00	.00				

DEPARTMENT: CONVENTION

DEPT. NO. 12

GENERAL INSTRUCTIONS: THE 1980-81 BUDGET WILL BE UTILIZED AS THE FOUNDATION FOR THE 1981-82 BUDGET PROPOSAL. EVERY EFFORT SHOULD BE MADE TO REDUCE THE BUDGET AS MUCH AS POSSIBLE. SALARY AND NON-SALARY BUDGET ALLOCATIONS WILL BE TREATED DIFFERENTLY.

PLEASE PROVIDE THE INFORMATION IN YOUR 1981-82 BUDGET PROPOSAL AS FOLLOWS:

- A. SUB A/C BUDGET - THE AMOUNT OF ADJUSTMENT IS TO BE ENTERED.
INCR/(DECREASE)
- B. SUB A/C BUDGET - THE NEW BUDGET AMOUNT IS TO BE ENTERED.
- C. MAJOR LINE ITEM - THE TOTAL OF ALL SUB LINE ITEMS WHICH ARE COMPONENT PARTS OF THE MAJOR LINE IS TO BE ENTERED.
- D. REMARKS - JUSTIFICATION FOR ANY BUDGET ADJUSTMENTS ARE TO BE NOTED.

NEW SUB LINE ITEMS MAY BE REQUESTED, BUT FULL JUSTIFICATION WILL BE REQUIRED.

SALARY:

1. USE INK.
3. THE AMOUNT OF SALARY ADJUSTMENT YOU DEEM TO BE FAIR. THIS IS NOT TO BE INTERPRETED TO REFLECT THE FINAL 1981-82 SALARY PROPOSAL.

NON-SALARY:

1. USE INK.
2. NEW SUB LINE ITEM MAY BE UTILIZED.
3. SUB-LINE ACCOUNT CONSOLIDATIONS AND/OR TRANSFERS SHOULD FIRST BE REVIEWED WITH FINANCE.

TOTAL 1980-81 BUDGET: \$502,868.00

SIGNATURE: _____

TOTAL 1981-82 BUDGET PROPOSAL: \$ 541,231

		1980-81		1981-82 PROPOSAL			
GENERAL ACCOUNT AND DESCRIPTION	SUB A/C BUDGET	MAJOR LINE BUDGET	SUB A/C BUDGET INCREASE/(DECR.)	SUB A/C BUDGET	MAJOR LINE BUDGET	REMARKS	
12 101 SALARIES NON-STAFF							
01 HOUS SUPERVIS	13,000.00			13000			
02 HOUS CLERK	5,700.00			5700			
03 CONVENT BUREAU	3,200.00			3200			
04 TEMP HELP	2,750.00			2750			
05 CONVENTION SECRETARY	1,500.00			1500			
06 CONVENT RUNNERS	1,000.00			1000			
07 CHAUFFEUR	.00	27,150.00			27,150		
12 103 STATIONERY AND SUPPLIES							
01 REGIST FORM	1,650.00		165	1815			
02 REGIST IN MAG	3,200.00		320	3520			
03 DELEGATE FORMS	925.00		92	1017			
04 REGIST RECEIPT	1,150.00		115	1265			

(CONTINUED ON THE NEXT PAGE)

DEPARTMENT: CONVENTION

DEPT. NO. 12

		1980-81		1981-82 PROPOSAL			
GENERAL ACCOUNT AND DESCRIPTION	SUB A/C BUDGET	MAJOR LINE BUDGET	SUB A/C BUDGET INCREASE/(DECR.)	SUB A/C BUDGET	MAJOR LINE BUDGET	REMARKS	
05 CASH REGIST	720.00		80	800			
06 REGIST MAIL ENVS	3,600.00		360	3960			
07 1ST CLASS NO. 10 ENVS	.00						
08 BROWN CRAFT REGIST ENVELOPES	1,260.00		126	1386			
09 PLAIN WHITE ENVS	.00						
10 SPEECH ENVS	200.00			200			
11 LETTERHEADS	.00						
12 GUEST INVITATIONS	300.00		30	330			
13 BADGE INSERTS	575.00		75	650			
15 OFFICE SUPPLIES	450.00			450			
16 ARTWORK: PRAYER BREAKFAST	125.00		15	140			
17 ARTWORK: L.D.H. LUNCHEON FLYER	125.00		15	140			
18 CONVENTION STATIONERY	2,900.00		290	3190			
19 CONVENTION STATIONERY RERUN	1,000.00			1000			
20 AMEND RESOL/BLLTS	16,500.00		1500	18000			
21 TICKETS	200.00	34,880.00	20	220	38083		
12 104 POSTAGE AND EXPRESS							
01 MAIL REGIST	2,200.00		550	2750			
02 MAIL-RECEIPT FORM	5,040.00		1350	6290			
03 SPEC PROMO	672.00		178	850			
04 SHIP CONVENT MAT CONVENT DEPT	2,016.00		200	2216			
05 TRUCK SHIP	6,200.00		1250	7450			
06 CONVENT CITY	1,120.00			1120			
07 DAILY PACKET	1,120.00		112	1232			
08 MAIL CONVENT SPEECHES	.00	18,368.00			21908		
12 105 TELEPHONE AND TELEGRAPH							
01 GEN CONVENT PHONE SERV	8,305.00		195	8500			
02 HOUS SERV	.00						
03 CONVENT MNGR	.00	8,305.00			8500		
12 108 LITERATURE							
01 CONVENTION PROCEEDINGS	6,000.00	6,000.00	600	6600	6600		
12 110 TRAVEL							
01 MANAGER-CONV.	5,900.00		700	6600			
02 ASST. MANAGER	2,150.00		250	2400			
03 HOUS SUPERVIS	3,450.00		400	3850			
04 HOUS CLERK	2,400.00		280	2680			
05 TEMP HELP HOUS	.00						
06 PRE-CONVENT TRIP OFFICE SET-UP	600.00		70	670			
07 STAFF TRANSPORT	13,500.00		1620	15120			
08 STAFF CONVENT CITY EXPENSE	12,275.00		1470	13745			

(CONTINUED ON THE NEXT PAGE)

Travel ↑ 12%

DEPARTMENT: CONVENTION

DEPT. NO. 12

----- 1980-81 ----- 1981-82 PROPOSAL -----

GENERAL ACCOUNT AND DESCRIPTION	SUB A/C BUDGET	MAJOR LINE BUDGET	SUB A/C BUDGET INCREASE/(DECR.)	SUB A/C BUDGET	MAJOR LINE BUDGET	REMARKS
09 HOUS COSTS	14,000.00		2800	16800		
10 TRAVEL MISC.	.00					
11 GOVERNOR SUITE	4,000.00	58,275.00	1000	5000	66,865	
12 153 CONVENTION						
03 CASH REGISTERS	.00	.00				
12 155 PHOTOS AND GRAPHICS						
01 CONVENTION PHOTO	1,000.00	1,020.00	100	1100	1,100	
12 202 CONV. HOST COMMITTEE						
01 CHAIRMAN EXP.	1,000.00			1000		
02 MEETING EXP.	750.00			750		
03 HOST DESIGN ITEM	1,000.00			1000		
04 GIFTS COMM. CHRMAN	500.00			500		
05 AFTA GLOW	2,000.00		400	2400		
06 ANAHEIM CONV PROMOTION	.00					
07 MINNEAPOLIS CONV PROMOTION	6,000.00		<4000>	2000		
08 GOVERNORS CAR PARKING	.00					
09 GOVERNORS CAR SIGN	.00					
10 NEXT YEARS CHAIRMAN EXPENSES	700.00	11,950.00		700	8350	Food ↑ 15%
12 203 CONV HALL						
01 CLEAN UP	1,500.00		150	1650		
02 SECURITY	3,000.00			3000		
03 HALL LABOR	3,750.00		750	4500		
04 CHAIR RENTAL	1,500.00	9,750.00	150	1650	10,800	Union labor 10% ↑
12 206 TRANSPORTATION						
01 VIP BUSES	.00					
02 LADIES FUNCTIONS	350.00		50	400		
03 YOUTH DANCE	800.00			800		
04 SHUTTLE SER HTL TO CONVENT CTR	35,000.00		3500	38500		
05 CAR RENTAL	1,200.00	37,350.00		1200	40,900	Shuttle ↑ 10%
12 208 PUBLICITY						
01 PHOTOS-PROMOTION	1,400.00		140	1540		
02 PHOTO COV CONVENT	2,750.00		275	3025		
03 PUBLIC RELAT	2,500.00			2500		
04 PRESS KIT MATERLS	550.00	7,200.00	55	605	7,670	
12 211 CONV DAILY						
01 PRINTING	8,500.00		800	9300		

DEPARTMENT: CONVENTION

DEPT. NO. 12

1980-81

1981-82 PROPOSAL

GENERAL ACCOUNT AND DESCRIPTION	SUB A/C BUDGET	MAJOR LINE BUDGET	SUB A/C BUDGET INCREASE/(DECR.)	SUB A/C BUDGET	MAJOR LINE BUDGET	REMARKS
---------------------------------	----------------	-------------------	---------------------------------	----------------	-------------------	---------

02 PHOTOS	300.00			300		
03 MISCELLANEOUS	350.00			350		
04 WFO ISSUE (2 PGS)	.00	9,150.00			9,950	

12 212 ADGES AND RIBBONS

01 SERGT AT ARMS	500.00		50	550		
02 PLASTIC RDGS	2,550.00			2,550		
03 RIBBONS	2,500.00	5,550.00	250	2,750	5,850	

12 213 EXHIBIT AREA AND MTNG HOUSE

01 BOOTH EXHIB FEE (OUTSIDE EXHIB)	3,000.00			3,000		
02 FLOOR PLAN/PHOTO	250.00			250		
03 SERV RENDERED	1,000.00		500	1,500		
04 EXHIBIT DESIGN/CONSTRUCTION	7,500.00		500	8,000		
05 DECORATOR	25,975.00		2500	28,475		
06 ELECTRICAL	1,600.00		160	1,760		
07 SIGNS	3,400.00			3,400		
08 DECORATOR:-FUND RAISER	.00					
09 DECORATOR:-O/SIDE EXHIB	.00					
10 DECORATOR:-INFO AND OUTINGS	.00					
11 DECORATOR:-ALL OTHER BTHS	.00					
12 DECORATOR:-CARPETING	.00					
13 DECORATOR:-RECEPT CANDIDATES	.00					
14 DECORATOR:-MEET RMS, AND MISC	.00					
15 DECORATOR:CREDENTIAL	.00					
16 DECORATOR:REGISTRATION	.00	36,725.00			40,385	

12 214 PRINTED PROGRAMS

01 TYPESET ART/DESIGN	4,000.00		400	4,400		
02 PRINTING	9,500.00	13,500.00	950	10,450	14,850	

12 215 PROGRAMS AND ENTER

01 PRESENT AWARD/PLAQS	1,550.00		150	1,700		
02 PRESENT GIFT/PRES	1,500.00			1,500		
03 PRESENT AUD/VIS SLDE	8,500.00		850	9,350		
04 ENTERTAINERS	20,000.00		2000	22,000		
05 STAGE DIR FEE/EXPNS	16,250.00			16,250		
06 STAGE LABOR	13,250.00		1350	14,600		
07 STAGE SOUND SYST	7,000.00		700	7,700		
08 STAGE DECORATOR	10,000.00		1000	11,000		
09 STAGE ELECTRICAL	1,200.00		100	1,300		
10 CONTEMP ISS SPEAKERS	2,000.00		200	2,200		
11 LADIES' PROGRAM	8,500.00			8,500		
12 CONVENT SPEAKERS	10,000.00		1000	11,000		

(CONTINUED ON THE NEXT PAGE)

DEPARTMENT: CONVENTION

DEPT. NO. 12

		1980-81		1981-82 PROPOSAL		
GENERAL ACCOUNT AND DESCRIPTION	SUB A/C BUDGET	MAJOR LINE BUDGET	SUB A/C BUDGET INCREASE/(DECR.)	SUB A/C BUDGET	MAJOR LINE BUDGET	REMARKS
13 FLOWERS	1,800.00			1800		
14 RECORDER	1,850.00			1850		
15 FORUMS AND WORKSHOPS	800.00		100	900		
16 SIMULTANECUS TRANSLATIONS	10,000.00	114,200.00	<2000>	8000	119,650	
12 217 OFFICE FURN AND FIX						
01 FURNITURE	4,500.00		500	5000		
02 TYPEWRIT/ADD MACH	1,330.00		170	1500		
03 COPY MACHINE	3,400.00			3400		
04 COMMUNIC EQUIP	300.00		50	350		
05 THEFT OF TYPEWRITER	.00	9,530.00			10,250	
12 218 JR. GUEST						
01 PROMO YOUTH TOURS	120.00		30	150		
02 YOUTH LOUNGE EQUIP	1,200.00			1200		
03 PLAY SCHL EQUIP/LBR	675.00			675		
04 YOUTH DANCE:-BAND	750.00			750		
05 YOUTH DANCE:-REFRESHMENTS	500.00			500		
06 SECURITY	50.00			50		
07 BABYSITTING ROOM	500.00	3,795.00		500	3825	
12 221 CONV PLANNING CONF.						
01 TRAVEL BOARD	4,000.00		400	4400		
02 TRAVEL STAFF	4,000.00		<600>	3400		
03 MEETING	8,600.00		860	9460		
04 TRAVEL BOARD-NEW ORLEANS	.00					
05 TRAVEL STAFF	.00					
06 MEETING	.00	16,600.00			17,260	
12 222 BOARD TRAVEL CONVENTION						
01 ADVANCE REGIST FEE	.00					
02 TRANSPORT AND PER DIEM	.00	.00				
12 223 ATTENDANCE PROMOTION CONV.						
01 TENTATIVE PROGRAM/MAP	2,700.00		270	2970		
02 FLYERS	3,665.00		335	4000		
03 STICK ON LOGOS	2,400.00		240	2640		
04 CONVENTION STICK ON LOGOS	.00	8,765.00			9610	
12 225 WORK SHOP, FORUM AND CLINIC CONV.						
01 PRINT LUNCH TICKTS	.00					
02 PANEL LEAD BREAKFAST.	.00					

(CONTINUED ON THE NEXT PAGE)

DEPARTMENT: CONVENTION

DEPT. NO. 12

----- 1980-81 -----

----- 1981-82 PROPOSAL -----

GENERAL ACCOUNT AND DESCRIPTION	SUB A/C BUDGET	MAJOR LINE BUDGET	SUB A/C BUDGET INCREASE/(DECR.)	SUB A/C BUDGET	MAJOR LINE BUDGET	REMARKS
03 LT. GOV LUNCH	.00		5000	5000		(LT GOV. Luncha
04 DIST GOV LUNCH	725.00		110	835		Necessity
05 AWARDS LUNCH	3,250.00		<3250>	0		Cancel
06 LEGION HONOR	.00					
07 DIST SECY'S	.00					
08 LADIES LUNCH (FRI)	900.00		100	1000		
09 CONTINENTAL BREAK	1,650.00		200	1850		
10 OVERSEAS BANQUET	.00					
11 ELECT COMMITTEE	2,500.00		250	2750		
12 LADIES HOSPITALITY	1,800.00		200	2000		
13 PROG PARTICIPANTS	2,750.00		<2750>	0		Cancel
14 RECEPT PAST INT'L OFF	3,500.00		400	3900		
15 DINNER PAST INT'L. OFF	.00					
16 RECEPT GOV-ELECT/WIVES	600.00		100	700		
17 LUNCH GOV-ELECT/WIVES	1,800.00		200	2000		
18 BD. AND WIVES RECEPT	950.00		150	1100		
19 BD. WIVES DINNER	750.00		110	860		
20 BD. AND PAST PRES LUNCH	750.00		110	860		
21 SALE OF LUNCH TKTS	5,000.00		5000	1150		
22 STAFF BREAKFAST	1,000.00		150	800		
23 ACCREDITED REP LUNCHEON	650.00		150	40		
24 PAST PRESIDENTS	40.00			800		
25 PRESIDENT'S SUITE	680.00		120	360		
26 THUR,-LADIES CONT'L BREAKFAST	260.00		100	370		
27 SAT,-LADIES CONT'L BREAKFAST	270.00		100	300		
28 RECEPTION FOR CURRENT GOV.	.00	19,825.00	300			24,675
12 226 MONDAY NIGHT ENTERTAINMENT						
01 MONDAY NIGHT ENTERTAINMENT	45,000.00	45,000.00		45,000	45,000	

DEPARTMENT: PROGRAM DEVELOPMENT

DEPT. NO. 13

GENERAL INSTRUCTIONS: THE 1980-81 BUDGET WILL BE UTILIZED AS THE FOUNDATION FOR THE 1981-82 BUDGET PROPOSAL. EVERY EFFORT SHOULD BE MADE TO REDUCE THE BUDGET AS MUCH AS POSSIBLE. SALARY AND NON-SALARY BUDGET ALLOCATIONS WILL BE TREATED DIFFERENTLY.

PLEASE PROVIDE THE INFORMATION IN YOUR 1981-82 BUDGET PROPOSAL AS FOLLOWS:

- A. SUB A/C BUDGET - THE AMOUNT OF ADJUSTMENT IS TO BE ENTERED.
INCR/(DECREASE)
- B. SUB A/C BUDGET - THE NEW BUDGET AMOUNT IS TO BE ENTERED.
- C. MAJOR LINE ITEM - THE TOTAL OF ALL SUB LINE ITEMS WHICH ARE COMPONENT PARTS OF THE MAJOR LINE IS TO BE ENTERED.
- D. REMARKS - JUSTIFICATION FOR ANY BUDGET ADJUSTMENTS ARE TO BE NOTED.

NEW SUB LINE ITEMS MAY BE REQUESTED, BUT FULL JUSTIFICATION WILL BE REQUIRED.

SALARY:

1. USE INK.
2. THE AMOUNT OF SALARY ADJUSTMENT YOU DEEM TO BE FAIR. THIS IS NOT TO BE INTERPRETED TO REFLECT THE FINAL 1981-82 SALARY PROPOSAL.

NON-SALARY:

1. USE INK.
2. NEW SUB LINE ITEM MAY BE UTILIZED.
3. SUB-LINE ACCOUNT CONSOLIDATIONS AND/OR TRANSFERS SHOULD FIRST BE REVIEWED WITH FINANCE.

TOTAL 1980-81 BUDGET: \$126,751.00

SIGNATURE:

TOTAL 1981-82 BUDGET PROPOSAL: \$ 122,362

----- 1980-81 -----		----- 1981-82 PROPOSAL -----			
GENERAL ACCOUNT AND DESCRIPTION	SUB A/C BUDGET	MAJOR LINE BUDGET	SUB A/C BUDGET INCREASE/(DECR.)	SUB A/C BUDGET	MAJOR LINE BUDGET
13 100 SALARIES-STAFF					
01 DIRECT PROG DEVEL	28,000.00			28,000	
02 DIRECT COMMUN SERV	30,500.00			30,500	
03 MNGR PROJ SERV	19,125.00	77,625.00		19,125	77,625
13 101 SALARIES NON-STAFF					
01 SEC DIRECT PROG DEVELOPMENT	11,520.00			11,520	
02 SEC MNGR PROJ SERV	10,650.00	22,170.00		10,650	22,170
13 102 SALARIES, OVERTIME/TEMPORARY					
02 SALARIES OVERTIME, PART TIME	.00	.00			
13 103 STATIONERY AND SUPPLIES					

(CONTINUED ON THE NEXT PAGE)

DEPARTMENT: PROGRAM DEVELOPMENT

DEPT. NO. 13

1980-81		1981-82 PROPOSAL				
GENERAL ACCOUNT AND DESCRIPTION	SUB A/C BUDGET	MAJOR LINE BUDGET	SUB A/C BUDGET INCREASE/(DECR.)	SUB A/C BUDGET	MAJOR LINE BUDGET	REMARKS
01 MISC OFFICE SUPPL	342.00	342.00		342	342	
13 104 POSTAGE AND EXPRESS						
01 PROMO MAIL	1,344.00	1,344.00	281	1625	1625	
13 105 TELEPHONE AND TELEGRAPH						
01 LONG DISTANCE	.00	.00				
13 106 MISCELLANEOUS OFFICE						
01 ED MTRL AND ASSOC DUE	350.00	350.00	100	450	450	
13 110 TRAVEL						
01 LOCAL	300.00			300		
02 CONUS/CANADA	1,700.00	2,000.00		1700	2,000	
13 113 PENSION						
01 EMPLOY CONT	.00	.00				
13 114 BUILDERS CLUB						
01 BUILDERS CLUB SUPPLIES	.00	.00	3000	3000	3,000	
13 116 PROMOTION						
02 LABEL PROG PLAN KIT	1,060.00			800		
03 1980-81 COMM PROG SHEETS	7,500.00			4500		
04 SLIDE AND TP PRES-DES NW THEME	4,000.00			4800		
05 MEP FACT FOLDER	1,500.00			1650		
06 THEME FOLDER PRINTING	1,360.00	15,420.00		1500	12,650	
13 156 AUDIO-VISUAL						
01 AUDIO VISUAL SUPPORT	10,000.00	10,000.00	<5000>	5000	5000	use existing supplies after sold
13 299 KIDS DAY REIMBURSEMENT						
01 REIMB KID DAY EXPNS FROM FOUND	2,500.00-	2,500.00-		<2500>	<2500>	

DEPARTMENT: CIRCLE K(NON-SUBSIDIZED)

DEPT. NO. 14

GENERAL INSTRUCTIONS: THE 1980-81 BUDGET WILL BE UTILIZED AS THE FOUNDATION FOR THE 1981-82 BUDGET PROPOSAL. EVERY EFFORT SHOULD BE MADE TO REDUCE THE BUDGET AS MUCH AS POSSIBLE. SALARY AND NON-SALARY BUDGET ALLOCATIONS WILL BE TREATED DIFFERENTLY.

PLEASE PROVIDE THE INFORMATION IN YOUR 1981-82 BUDGET PROPOSAL AS FOLLOWS:

- A. SUB A/C BUDGET - THE AMOUNT OF ADJUSTMENT IS TO BE ENTERED.
INCR/(DECREASE)
- B. SUB A/C BUDGET - THE NEW BUDGET AMOUNT IS TO BE ENTERED.
- C. MAJOR LINE ITEM - THE TOTAL OF ALL SUB LINE ITEMS WHICH ARE COMPONENT PARTS OF THE MAJOR LINE IS TO BE ENTERED.
- D. REMARKS - JUSTIFICATION FOR ANY BUDGET ADJUSTMENTS ARE TO BE NOTED.

NEW SUB LINE ITEMS MAY BE REQUESTED, BUT FULL JUSTIFICATION WILL BE REQUIRED.

SALARY:

1. USE INK.
3. THE AMOUNT OF SALARY ADJUSTMENT YOU DEEM TO BE FAIR. THIS IS NOT TO BE INTERPRETED TO REFLECT THE FINAL 1981-82 SALARY PROPOSAL.

NON-SALARY:

1. USE INK.
2. NEW SUB LINE ITEM MAY BE UTILIZED.
3. SUB-LINE ACCOUNT CONSOLIDATIONS AND/OR TRANSFERS SHOULD FIRST BE REVIEWED WITH FINANCE.

TOTAL 1980-81 BUDGET: \$43,725.00

SIGNATURE: _____

TOTAL 1981-82 BUDGET PROPOSAL: \$ 42,600

		1980-81		1981-82 PROPOSAL			
GENERAL ACCOUNT AND DESCRIPTION		SUB A/C BUDGET	MAJOR LINE BUDGET	SUB A/C BUDGET INCREASE/(DECR.)	SUB A/C BUDGET	MAJOR LINE BUDGET	REMARKS
14 100 SALARIES-STAFF							
01 ADMINISTRATOR		17,875.00	17,875.00		17875	17875	
14 101 SALARIES NON-STAFF							
01 ADM SECY		12,000.00			12000		
02 CLERK TYPIST		9,600.00	21,600.00		9600	21,600	
14 102 SALARIES, OVERTIME/TEMPORARY							
01 SALARIES EMPLOY FEE D.T.		.00	.00				
14 103 STATIONERY AND SUPPLIES							
01 CIP K OFF STATION		2,000.00		200	2200		

(CONTINUED ON THE NEXT PAGE)

DEPARTMENT: CIRCLE K(NON-SUBSIDIZED)

DEPT. NO. 14

		1980-81		1981-82 PROPOSAL			
GENERAL ACCOUNT AND DESCRIPTION	SUB A/C BUDGET	MAJOR LINE BUDGET	SUB A/C BUDGET INCREASE/(DECR.)	SUB A/C BUDGET	MAJOR LINE BUDGET	REMARKS	
02 MMRSHIP CARDS	1,250.00		125	1375			
03 PETI FOR CHARTS	150.00		25	175			
04 MISC. OFFICE SUPPLIES	500.00		100	600			
05 CIRCLE K PHOTO LIBRARY	250.00	4,150.00	450	700			
06 Circle K Stationery			500	500			
07 Circle K Charting			-	-	5550		
14 104 POSTAGE AND EXPRESS							
01 REIMB BD. POST EXPN	1,800.00		500	2300			
02 GEN MAIL	2,420.00	4,200.00	4575	6975			
03 Gen Mailings			3500	3500	12,775		
14 105 TELEPHONE AND TELEGRAPH							
01 LONG DISTANCE	3,000.00		<3,000>	0			
02 PRESIDENT (TELEPHONE)	1,500.00	4,500.00	150	1650			
03 Telegraph			100	100	1750		
14 108 LITERATURE							
01 THEME FOLDER	2,000.00		200	2200			
02 DEPTAL. GRAPHICS	300.00		700	1000			
03 SERVICE/PROGRAM LITERATURE	1,000.00	3,300.00	100	1100			
04 Membership Recruitment			1500	1500	5800		
14 110 TRAVEL							
03 ADMINISTRATOR	.00						
04 BOARD-BOARD MEETINGS	8,550.00		3450	12000			
05 BOARD-DIST. CONVENTIONS	6,000.00		2400	8400			
06 STAFF-REG. TRG. CONF.	1,800.00		300	2100			
07 MAG EDITOR	700.00		100	800			
08 STAFF-DISTRICT CONVENTIONS	1,500.00		250	1750			
09 ADMINISTRATOR	1,200.00		350	1550			
10 PRESIDENT	2,500.00		750	3250			
11 PRESIDENT Local	.00	22,250.00	300	300	30,150		
14 111 AUDITING							
01 ANNUAL AUDIT	1,000.00	1,000.00		1000	1000		
14 113 PENSION							
01 EMPLOY CONT	.00	.00					
14 119 BOARD MEETINGS							
01 STAFF EXPNS	375.00		50	425			
02 BD HOUSING	2,100.00		800	2900			
03 MEAL FUNCTIONS	750.00		850	1600			
04 BD. MTG. MATERIALS	250.00	3,475.00	250	500	5425		

(CONTINUED ON THE NEXT PAGE)

DEPARTMENT: CIRCLE K (NON-SUBSIDIZED)

DEPT. NO. 14

----- 1980-81 ----- 1981-82 PROPOSAL -----

GENERAL ACCOUNT AND DESCRIPTION	SUB A/C BUDGET	MAJOR LINE BUDGET	SUB A/C BUDGET INCREASE/(DECR.)	SUB A/C BUDGET	MAJOR LINE BUDGET	REMARKS
14 144 PUBLICATION POSTAGE						
01 MAIL CIR K MAG	2,050.00	2,050.00	550	2600	2600	
14 150 REGIONAL TRAINING CONF.						
01 HOUS/MEALS PARTICI	3,800.00		1600	5400		
02 TRAIN MTRLS AND EQUIP	400.00	4,200.00	50	450	5850	
14 153 CONVENTION						
01 PUBLICITY AND PROMOTION	.00					
02 TRAVEL-STAFF	.00					
03 TRAVEL-NON-STAFF	.00					
04 TRAVEL-BOARD	.00					
05 PRINTING	.00					
06 SUPPLIES	.00					
07 AWARDS	.00					
08 HOUSING-STAFF	.00					
09 HOUSING-NON-STAFF	.00					
10 MEALS-STAFF	.00					
11 MEALS-NON-STAFF	.00					
12 MEALS-BOARD	.00					
13 GROUP MEAL FUNCTIONS	.00					
14 ENTERTAINMENT AND CONTINGENCIE	.00					
15 SPEAKER AND PROGRAM EXPENSE	.00					
16 EQUIPMENT AND SERVICES	.00					
17 HOST COMMITTEE EXPENSE	.00					
18 POSTAGE AND SHIPPING	.00					
19 MISCELLANEOUS	.00	.00	0		0	
14 155 PHOTOS AND GRAPHICS						
01 PHOTO AND GRAPHIC	425.00	425.00	75	500	500	
14 173 TRAVEL EDITORIAL COVERAGE						
01 EDITORIAL COV	.00	.00				
14 176 MAGAZINE MAIL ENVS						
01 ENVS BJLK MAIL	2,200.00	2,200.00	250	2450	2450	
14 177 TYPESETTING						
01 CIR K MAG TYPSET	2,350.00	2,350.00	250	2600	2600	
14 180 EDITORIAL						
01 PURCH ARTICLES	1,250.00		550	1800		

DEPARTMENT: CIRCLE K(NON-SUBSIDIZED)

DEPT. NO. 14

GENERAL ACCOUNT AND DESCRIPTION		1980-81 SUB A/C BUDGET	MAJOR LINE BUDGET	1981-82 PROPOSAL SUB A/C BUDGET INCREASE/(DECR.)	SUB A/C BUDGET	MAJOR LINE BUDGET	REMARKS
02	PHOTOS	500.00	1,750.00	250	750	2550	
14 191	ART						
01	PURCH ORIG ART	1,875.00	1,875.00	125	2000	2000	
14 182	MANUFACTURING						
01	PRINTING	7,000.00		1500	8500		
02	PAPER	4,500.00	11,500.00	1000	5500	14000	
14 184	EDITORIAL SERVICES						
01	ALLOC K.I. MAG ASST. ED SALARY	6,000.00	6,000.00		6000		
14 186	Advertising 01-Standard Rates Data			500	500	6500	
14 310	ADVERTISING REVENUE						
01	SALE AD CIR K MAG	975.00-	975.00-		<975>	<975>	
14 311	REIMB OF EXPENSES CIRCLE K						
01	REIMB CIR K SPON FEES	70,000.00-	70,000.00-	<36525>	<100,525>	<100,525>	

DEPARTMENT: KEY CLUB(NON-SUBSIDIZED)

DEPT. NO. 15

GENERAL INSTRUCTIONS: THE 1980-81 BUDGET WILL BE UTILIZED AS THE FOUNDATION FOR THE 1981-82 BUDGET PROPOSAL. EVERY EFFORT SHOULD BE MADE TO REDUCE THE BUDGET AS MUCH AS POSSIBLE. SALARY AND NON-SALARY BUDGET ALLOCATIONS WILL BE TREATED DIFFERENTLY.

PLEASE PROVIDE THE INFORMATION IN YOUR 1981-82 BUDGET PROPOSAL AS FOLLOWS:

- A. SUB A/C BUDGET - THE AMOUNT OF ADJUSTMENT IS TO BE ENTERED.
INCR/(DECREASE)
- B. SUB A/C BUDGET - THE NEW BUDGET AMOUNT IS TO BE ENTERED.
- C. MAJOR LINE ITEM - THE TOTAL OF ALL SUB LINE ITEMS WHICH ARE COMPONENT PARTS OF THE MAJOR LINE IS TO BE ENTERED.
- D. REMARKS - JUSTIFICATION FOR ANY BUDGET ADJUSTMENTS ARE TO BE NOTED.

NEW SUB LINE ITEMS MAY BE REQUESTED, BUT FULL JUSTIFICATION WILL BE REQUIRED.

SALARY:

1. USE INK.
3. THE AMOUNT OF SALARY ADJUSTMENT YOU DEEM TO BE FAIR. THIS IS NOT TO BE INTERPRETED TO REFLECT THE FINAL 1981-82 SALARY PROPOSAL.

NON-SALARY:

1. USE INK.
2. NEW SUB LINE ITEM MAY BE UTILIZED.
3. SUB-LINE ACCOUNT CONSOLIDATIONS AND/OR TRANSFERS SHOULD FIRST BE REVIEWED WITH FINANCE.

TOTAL 1980-81 BUDGET: \$95,995.00

SIGNATURE:

TOTAL 1981-82 BUDGET PROPOSAL: \$

95995

----- 1980-81 -----		----- 1981-82 PROPOSAL -----				
GENERAL ACCOUNT AND DESCRIPTION	SUB A/C BUDGET	MAJOR LINE BUDGET	SUB A/C BUDGET INCREASE/(DECR.)	SUB A/C BUDGET	MAJOR LINE BUDGET	REMARKS
15 100 SALARIES-STAFF						
01 ADMINISTRATOR	22,500.00			22500		
02 ASSOC ADMIN	15,500.00	38,000.00		15500	38000	
15 111 SALARIES NON-STAFF						
01 ASST ADMIN	15,360.00			15360		
02 DICTAPHONE TYPIST	10,400.00			10400		
03 DICTAPHONE TYPIST	11,100.00			11100		
04 CLERK TYPIST DUES	10,020.00			10020		
05 CLERK TYPIST CHARTER	10,800.00	57,680.00		10800	57680	
15 102 SALARIES, OVERTIME/TEMPORARY						
01 OVERTIME	315.00	315.00		315	315	

(CONTINUED ON THE NEXT PAGE)

DEPARTMENT: KEY CLUB(NON-SUBSIDIZED)

DEPT. NO. 15

		1980-81		1981-82 PROPOSAL		
GENERAL ACCOUNT AND DESCRIPTION	SUB A/C BUDGET	MAJOR LINE BUDGET	SUB A/C BUDGET INCREASE/(DECR.)	SUB A/C BUDGET	MAJOR LINE BUDGET	REMARKS
15 103 STATIONERY AND SUPPLIES						
01 MEMBER CARDS	4,000.00		400	4100		
02 MEMBER FORMS	3,200.00		700	2500		
03 OFF STATION	1,700.00		170	1870		
04 OFF SET PAPER	1,700.00		170	1870		
05 FORMS	300.00	10,900.00	30	330	10,970	
15 104 POSTAGE AND EXPRESS						
01 REIMB BD. POST EXPENSE.	2,800.00		200	3000		
02 GEN MAIL	7,600.00		7400	15000		
03 PUB. POST.	15,000.00	25,430.00	3750	18750	36,750	
15 105 TELEPHONE AND TELEGRAPH						
01 LONG DISTANCE	3,600.00			3600		
02 TELEGRAPH	150.00			150		
03 BOARD REIMBURSEMENT	400.00	4,150.00		400	4150	
15 106 MISCELLANEOUS OFFICE						
02 PHOTO, FILM, PROC PRODUCTS	1,025.00		175	1200		
03 CD MATERIALS-MEETINGS	750.00		100	850		
04 MISC OFF SUPPL	600.00		200	800		
05 SPECIAL AWARDS	1,400.00		-	1400		
06 PROMOTIONAL MATERIALS	750.00		750	1500		
07 KEY CLUB EMBLEM, THEME LOGO	.00					
08 UNIDENTIFIED	.00	4,525.00			5750	
15 108 LITERATURE						
01 BKLT KEY KEY CLB BLD 1 YR COM	1,680.00		170	1850		
02 INFO INTEREST 2ND SCHL PRINC	1,120.00		280	1400		
03 CONSTIT BYLW	1,300.00		872	2172		
04 STAND FORM CLUB BYL	850.00		233	1083		
05 YOUTH SERV YOUTH	4,300.00		480	4780		
06 THEME BK	3,600.00		360	3960		
07 RESOLUTIONS	250.00		25	275		
08 KEY CLUB MANL	5,600.00		862	6462		
09 NEG OFF SET PRINT	125.00		-	125		
10 LT GOV MANL	1,680.00		170	1850		
11 SALE OF LT	100.00		100	-		
12 KEY CLUB EMBLEM, THEME LOGO	.00	21,405.00			23,957	
15 110 TRAVEL						
01 LOCAL	600.00		-	600		

DEPARTMENT: KEY CLUB(NON-SUBSIDIZED)

DEPT. NO. 15

		1980-81		1981-82 PROPOSAL			
GENERAL ACCOUNT AND DESCRIPTION	SUB A/C BUDGET	MAJOR LINE BUDGET	SUB A/C BUDGET INCREASE/(DECR.)	SUB A/C BUDGET	MAJOR LINE BUDGET	REMARKS	
22 DIST CONV (ADMIN)	1,000.00		-	1000			
23 DIST CONV (ASSOC. ADMIN)	700.00		-	700			
24 ED COVER CONV	600.00		-	600			
25 CONOVAC-STAFF	600.00		100	700			
26 BOARD MTG STAFF TO VLY FORGE	850.00		-	850			
27 REGIONAL CONF STAFF AND PRES	2,500.00		1000	3500			
28 CONGVET AND K-FAMILY CONF,PRES	600.00		-	600			
29 DIST. CONV. (PRES)	1,000.00		150	1150			
10 OTHER TRAVELS (PRES)	500.00		-	500			
11 DISTRICT CONVENTION BOARD	8,000.00		<5000>	6000			
12 BD MTG-INT CONVENTION	4,000.00		-	4000			
13 BD MTG-VALLEY FORGE	4,500.00		500	5000			
14 BD MTG-NOVEMBER	4,000.00		<2500>	1500			
15 BD. MTG-FEBRUARY	4,000.00		600	4600			
16 ADMIN CONV SURVEY	600.00		-	600			
17 DISTRICT BOARD MEETING BOARD	.00		5200	5200			
18 DIST CONV (ASST. ADMIN)	600.00		-	600			
19 TRAVEL-BOARD	5,200.00	39,850.00	<5200>	-	37,700		
15 111 AUDITING							
01 ANNUAL AUDIT	1,000.00	1,000.00	-	1000	1000		
15 113 PENSION							
01 EMPLOY CONT	.00	.00					
15 119 BOARD MEETINGS							
01 BD. EXPEN.	500.00		1000	1500			
02 STAFF EXPN	550.00		-	550			
03 HOUSING	.00		-	-			
04 MEAL FUNCTION	.00		-	-			
05 MEET SUPPLIES	.00		-	-			
06 HSG (BD MTG-BD/STAFF VF MTG)	800.00		160	960			
07 HSG (BD MTG-BD AND STAFF NOV)	1,500.00		<1000>	500			
08 HSG (BD MTG-BD AND STAFF FEB)	1,500.00		300	1800			
09 HSG (BD MTG-BD AND STAFF CONV)	2,750.00		550	3300			
10 HSG (BD AND STAFF-PAST CONV)	1,200.00		240	1440			
11 MEALS (BD MTG-VALLEY FORGE)	600.00		90	690			
12 MEALS (BD MTG-NOVEMBER)	850.00		<500>	350			
13 MEALS (BD MTG-FEBRUARY)	850.00		125	975			
14 MEALS (BD MTG-CONV.)	800.00		120	920			
15 MEALS (POST CONV MTG)	720.00		100	820			
16 BD REGISTRATION FEES (INT CON)	640.00	13,260.00	240	880	14,685		

15 121 TRAVEL DISTRICT CONV

(CONTINUED ON THE NEXT PAGE)

DEPARTMENT: KEY CLUB(NON-SUBSIDIZED)

DEPT. NO. 15

----- 1981-81 -----		----- 1981-82 PROPOSAL -----			
GENERAL ACCOUNT AND DESCRIPTION	SUB A/C BUDGET	MAJOR LINE BUDGET	SUB A/C BUDGET INCREASE/(DECR.)	SUB A/C BUDGET	MAJOR LINE BUDGET
01 BOARD TRAVEL	.00	.00			
15 144 PUBLICATION POSTAGE					
01 MAIL KEYNOTER	.00	.00			
15 150 REGIONAL TRAINING CONF.					
01 STAFF EXPN	200.00			200	
02 HOUS PARTICI AND STAFF	3,400.00		700	4100	
03 TRAIN MTRLS AND EQUIP	.00				
04 MEALS	2,740.00	6,340.00	400	3140	7440
15 153 CONVENTION					
01 KICKOFF BRUNCH	.00				
02 FAREWELL LUNCHEON	.00				
03 BOARD LUNCHEON	.00				
04 BOARD DINNER	.00				
05 AWARDS	.00				
06 PROGRAM MATERIALS	.00				
07 ENTERTAINMENT	.00				
08 STAFF EXPENSES	.00				
09 FORMS AND BADGES	.00				
10 PRINTED PROGRAM	.00				
11 HOTEL CHARGES	.00				
12 POSTAGE AND EXPRESS	.00				
13 THEME AND OBJECTIVES	.00				
14 OFFICE SUPPLIES	.00				
15 TELEPHONE AND TELEGRAPH	.00				
16 HOST EXPENSES	.00				
17 OVERTIME AND TEMPORARY HELP	.00				
18 RECEPTIONS	.00				
19 SPEAKERS (FEES AND EXPENSES)	.00	.00			
15 173 TRAVEL EDITORIAL COVERAGE					
01 ED COVER CONV	.00	.00			
15 176 MAGAZINE MAIL ENVS					
01 BULK MAIL ENVS KEYNOTER	9,000.00	9,000.00	<1000>	8000	8000
15 177 TYPESETTING					
01 TYPESET KEYNOTER	3,350.00	3,350.00	<350>	3000	3000
15 180 EDITORIAL					
01 JOUR ARTIC KEYNOTER	1,300.00		<300>	1500	1500

DEPARTMENT: KEY CLUB(NON-SUBSIDIZED)

DEPT. NO. 15

1980-81		1981-82 PROPOSAL				
GENERAL ACCOUNT AND DESCRIPTION	SUB A/C BUDGET	MAJOR LINE BUDGET	SUB A/C BUDGET INCREASE/(DECR.)	SUB A/C BUDGET	MAJOR LINE BUDGET	REMARKS
02 PHOTOS	700.00	2,500.00		700	2500 2500	
15 181 ART						
01 PUR ORIG ART FOR KEYNOTER	4,015.00	4,015.00	<1515>	2500	2500	
15 182 MANUFACTURING						
01 KEYNOTER PAPER	38,000.00		<700>	37300		
02 PRINT KEYNOTER	35,500.00		4500	40000		
03 SALE SUBSCRIPS	145.00-	73,355.00	145		77,155	
15 184 EDITORIAL SERVICES						
01 ALLOC K.I. MAG ASST ED DALARY	6,250.00	6,250.00	625	6875	6875	
15 186 COMMISSIONS						
01 COMMISSION-KEYNOTER	1,200.00	1,200.00	200	1400	1400	
15 310 ADVERTISING REVENUE						
01 SALE AD SPACE KEYNT	500.00-	500.00-		<500>	<500>	
15 312 REIMP OF EXPENSES KEY CLUB						
01 REIMP/KEYCLUB/DUE	225,000.00-	225,000.00-	<18032>	<243,032>	<243,032>	

DEPARTMENT: ACCOUNTING

DEPT. NO. 16

GENERAL INSTRUCTIONS: THE 1980-81 BUDGET WILL BE UTILIZED AS THE FOUNDATION FOR THE 1981-82 BUDGET PROPOSAL. EVERY EFFORT SHOULD BE MADE TO REDUCE THE BUDGET AS MUCH AS POSSIBLE. SALARY AND NON-SALARY BUDGET ALLOCATIONS WILL BE TREATED DIFFERENTLY.

PLEASE PROVIDE THE INFORMATION IN YOUR 1981-82 BUDGET PROPOSAL AS FOLLOWS:

- A. SUB A/C BUDGET - THE AMOUNT OF ADJUSTMENT IS TO BE ENTERED.
INCR/(DECREASE)
- B. SUB A/C BUDGET - THE NEW BUDGET AMOUNT IS TO BE ENTERED.
- C. MAJOR LINE ITEM - THE TOTAL OF ALL SUB LINE ITEMS WHICH ARE COMPONENT PARTS OF THE MAJOR LINE IS TO BE ENTERED.
- D. REMARKS - JUSTIFICATION FOR ANY BUDGET ADJUSTMENTS ARE TO BE NOTED.

NEW SUB LINE ITEMS MAY BE REQUESTED, BUT FULL JUSTIFICATION WILL BE REQUIRED.

SALARY:

1. USE INK.
3. THE AMOUNT OF SALARY ADJUSTMENT YOU DEEM TO BE FAIR. THIS IS NOT TO BE INTERPRETED TO REFLECT THE FINAL 1981-82 SALARY PROPOSAL.

NON-SALARY:

1. USE INK.
2. NEW SUB LINE ITEM MAY BE UTILIZED.
3. SUB-LINE ACCOUNT CONSOLIDATIONS AND/OR TRANSFERS SHOULD FIRST BE REVIEWED WITH FINANCE.

TOTAL 1980-81 BUDGET: \$216,442.00

SIGNATURE:

TOTAL 1981-82 BUDGET PROPOSAL: \$ $\frac{228,287}{+161,517} = 389,804$

① 8% Wage Rate Increase for entire personnel

----- 1980-81 -----		----- 1981-82 PROPOSAL -----				
GENERAL ACCOUNT AND DESCRIPTION	SUB A/C BUDGET	MAJOR LINE BUDGET	SUB A/C BUDGET INCREASE/(DECR.)	SUB A/C BUDGET	MAJOR LINE BUDGET	REMARKS
16 100 SALARIES-STAFF <i>Wage Rate Increase</i>			161,517	161,517	161,517	See Above
01 COMPTROLLER	25,187.00		4813	30,000		
02 PROV STAFF INCNSE	19,625.00		<19625>	-		Actual @ 4/81
03 MANAGER	.00	44,812.00	22000	22000	52,000	
16 101 SALARIES NON-STAFF						
01 ASST COMPT BKKPG	17,500.00		-	17500		
02 ASST COMPT BDGT A/R	11,130.00		-	11130		
03 CORRESP SECY	17,580.00		1284	18864		
04 COMPT SECY	13,920.00		480	14400		
05 CONTROL DECK	12,000.00		-	12000		
06 CASHIER	9,960.00		-	9960		
07 CLERK TYPIST	9,840.00		300	10200		
08 PROV SLRY INCNS FOR OFF CLEP	8,100.00	100,030.00	<8100>	-	94,054	

(CONTINUED ON THE NEXT PAGE)

DEPARTMENT: ACCOUNTING

DEPT. NO. 16

1981-81		1981-82 PROPOSAL				
GENERAL ACCOUNT AND DESCRIPTION	SUB A/C BUDGET	MAJOR LINE BUDGET	SUB A/C BUDGET INCREASE/(DECR.)	SUB A/C BUDGET	MAJOR LINE BUDGET	REMARKS
16 102 SALARIES, OVERTIME/TEMPORARY						
01 TEMP HELP	2,100.00	2,100.00		2100	2100	
16 103 STATIONERY AND SUPPLIES						
01 FORMS AND CHECKS	5,700.00		285	5985		
02 MISC OFF SUPPLS	800.00	6,500.00	40	840	6825	
16 104 POSTAGE AND EXPRESS						
01 DIRECT MAIL (CRED AND COLLECT)	5,000.00	5,000.00	9.50	5950	5950	
16 105 TELEPHONE AND TELEGRAPH						
01 LONG DIST	.00					
02 MAILGM CRED AND COLLECTION	600.00	600.00	150	750	750	
16 106 MISCELLANEOUS OFFICE						
01 MAG AND BK TAX GD	250.00		1000	1250		Fee increase Pamphlet
02 LOCAL TRAVEL AND EXP	.00					
03 COURIER SERVICE	1,750.00	2,000.00	258	2008	3258	
16 110 TRAVEL						
01 LOCAL	1,000.00		150	1150		
02 CONUS	2,000.00	3,000.00	<2000>	0	1150	Drop schooling
16 111 AUDITING						
01 ANNUAL AUDIT FEE	14,000.00		9000	23000		Price 5% ↑
02 ALLOW SPEC FEES	2,400.00	16,400.00	-	2400	25400	+ Actual Now
16 113 PENSION						
01 EMPLOY SHARE PENSIN CONT	.00	.00				
16 115 EXCHANGE						
01 CANADIAN	16,000.00			1600		
02 JAMAICAN DLLRS	2,400.00			2400		
03 ALL OTHER CURPNY	500.00	18,900.00	500	1000	19400	
16 117 NONCOLLECTIBLE						
01 DUES	15,000.00			15000		
02 PROCESSING FEES	500.00			600		

(CONTINUED ON THE NEXT PAGE)

DEPARTMENT: ACCOUNTING

DEPT. NO. 16

	1980-91	1981-82 PROPOSAL	
GENERAL ACCOUNT AND DESCRIPTION	SUB A/C BUDGET	MAJOR LINE BUDGET	SUB A/C BUDGET INCREASE/(DECR.) SUB A/C BUDGET MAJOR LINE BUDGET REMARKS
03 LIABILITY INSUR	1,500.00	17,100.00	1500 17100

DEPARTMENT: CIRCULATION

DEPT. NO. 17

GENERAL INSTRUCTIONS: THE 1980-81 BUDGET WILL BE UTILIZED AS THE FOUNDATION FOR THE 1981-82 BUDGET PROPOSAL. EVERY EFFORT SHOULD BE MADE TO REDUCE THE BUDGET AS MUCH AS POSSIBLE. SALARY AND NON-SALARY BUDGET ALLOCATIONS WILL BE TREATED DIFFERENTLY.

PLEASE PROVIDE THE INFORMATION IN YOUR 1981-82 BUDGET PROPOSAL AS FOLLOWS:

- A. SUB A/C BUDGET - THE AMOUNT OF ADJUSTMENT IS TO BE ENTERED.
INCR/(DECREASE)
- B. SUB A/C BUDGET - THE NEW BUDGET AMOUNT IS TO BE ENTERED.
- C. MAJOR LINE ITEM - THE TOTAL OF ALL SUB LINE ITEMS WHICH ARE COMPONENT PARTS OF THE MAJOR LINE IS TO BE ENTERED.
- D. REMARKS - JUSTIFICATION FOR ANY BUDGET ADJUSTMENTS ARE TO BE NOTED.

NEW SUB LINE ITEMS MAY BE REQUESTED, BUT FULL JUSTIFICATION WILL BE REQUIRED.

SALARY:

1. USE INK.
3. THE AMOUNT OF SALARY ADJUSTMENT YOU DEEM TO BE FAIR. THIS IS NOT TO BE INTERPRETED TO REFLECT THE FINAL 1981-82 SALARY PROPOSAL.

NON-SALARY:

1. USE INK.
2. NEW SUB LINE ITEM MAY BE UTILIZED.
3. SUB-LINE ACCOUNT CONSOLIDATIONS AND/OR TRANSFERS SHOULD FIRST BE REVIEWED WITH FINANCE.

TOTAL 1980-81 BUDGET: \$143,131.00

SIGNATURE:

TOTAL 1981-82 BUDGET PROPOSAL: \$ 145,215

1980-81		1981-82 PROPOSAL				
GENERAL ACCOUNT AND DESCRIPTION	SUB A/C BUDGET	MAJOR LINE BUDGET	SUB A/C BUDGET INCREASE/(DECR.)	SUB A/C BUDGET	MAJOR LINE BUDGET	REMARKS
17 100 SALARIES-STAFF						
01 MANAGER, CIRCULATION	.00					
02 -----	19,000.00	19,000.00	+	19000	19000	
17 101 SALARIES NON-STAFF						
01 CLUB CONTROL DESK	10,560.00			10560		
02 SECRETARY	12,300.00			12300		
03 CLERICAL CLERK	9,435.00			8435		
04 CLERICAL CONTROL CLERK	9,150.00			9150		
05 CLERICAL CLERK	8,520.00	48,965.00		8520	48,965	
17 103 STATIONERY AND SUPPLIES						
01 SEMI-ANNUAL DUES ROSTERS	2,016.00		504	2520		

(CONTINUED ON THE NEXT PAGE)

DEPARTMENT: CIRCULATION

DEPT. NO. 17

----- 1980-81 -----

----- 1981-82 PROPOSAL -----

GENERAL ACCOUNT AND DESCRIPTION	SUB A/C BUDGET	MAJOR LINE BUDGET	SUB A/C BUDGET INCREASE/(DECR.)	SUB A/C BUDGET	MAJOR LINE BUDGET	REMARKS
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02 SEMI-ANNUAL DUES ENVELOPES	1,800.00		500	1800		
03 NEW MEMBER ADD FORMS	2,000.00			2500		
04 MEMBERSHIP CARDS	1,250.00		300	1550		
05 HON AND NON-MBR EXPIR NOTICES	500.00			500		
06 MISCELLANEOUS OFFICE SUPPLIES	300.00	7,866.00	100	400	9270	

17 104 POSTAGE AND EXPRESS

01 SEMI-ANNUAL BILLING	8,060.00		300	8360		
02 MBRSHIP CARDS AND EXPIR NOTICE	6,720.00		500	7220		
03 DISTRICT BULLETIN	670.00	15,450.00	200	870	16,450	

17 110 TRAVEL

01 LOCAL	120.00	120.00	<120>	-	-	
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17 160 DIRECTORY

01 PRINTING	21,500.00		2000	23500		
02 TYPESETTING	10,000.00		1000	11000		
03 DATA ENTRY (OUTSIDE SERVICE)	4,000.00		<4000>	-		
04 PROOFREADERS	4,500.00		-	4500		
05 MANUFACTURE-CLUB ELECTION CARD	475.00		100	575		
06 MANUFACTURE-CLUB ELECTION FORM	955.00		100	1055		
07 MANUFACTURE-ENV FORM AND CARD	1,100.00		-	1100		
08 POSTAGE-DIRECTORY	6,700.00		300	7000		
09 POSTAGE-ELECTION FORM AND CARD	2,500.00	51,730.00	300	2800	51530	

DEPARTMENT: BOARD LEADERSHIP AND COUNCIL

DEPT. NO. 18

GENERAL INSTRUCTIONS: THE 1980-81 BUDGET WILL BE UTILIZED AS THE FOUNDATION FOR THE 1981-82 BUDGET PROPOSAL. EVERY EFFORT SHOULD BE MADE TO REDUCE THE BUDGET AS MUCH AS POSSIBLE. SALARY AND NON-SALARY BUDGET ALLOCATIONS WILL BE TREATED DIFFERENTLY.

PLEASE PROVIDE THE INFORMATION IN YOUR 1981-82 BUDGET PROPOSAL AS FOLLOWS:

- SUB A/C BUDGET - THE AMOUNT OF ADJUSTMENT IS TO BE ENTERED.
INCR/(DECREASE)
- SUB A/C BUDGET - THE NEW BUDGET AMOUNT IS TO BE ENTERED.
- MAJOR LINE ITEM - THE TOTAL OF ALL SUB LINE ITEMS WHICH ARE COMPONENT PARTS OF THE MAJOR LINE IS TO BE ENTERED.
- REMARKS - JUSTIFICATION FOR ANY BUDGET ADJUSTMENTS ARE TO BE NOTED.

NEW SUB LINE ITEMS MAY BE REQUESTED, BUT FULL JUSTIFICATION WILL BE REQUIRED.

SALARY:

- USE INK.
- THE AMOUNT OF SALARY ADJUSTMENT YOU DEEM TO BE FAIR. THIS IS NOT TO BE INTERPRETED TO REFLECT THE FINAL 1981-82 SALARY PROPOSAL.

NON-SALARY:

- USE INK.
- NEW SUB LINE ITEM MAY BE UTILIZED.
- SUB-LINE ACCOUNT CONSOLIDATIONS AND/OR TRANSFERS SHOULD FIRST BE REVIEWED WITH FINANCE.

TOTAL 1980-81 BUDGET: \$214,958.00

SIGNATURE: _____

TOTAL 1981-82 BUDGET PROPOSAL: \$ 192,185

		1980-81		1981-82 PROPOSAL		
GENERAL ACCOUNT AND DESCRIPTION	SUB A/C BUDGET	MAJOR LINE BUDGET	SUB A/C BUDGET INCREASE/(DECR.)	SUB A/C BUDGET	MAJOR LINE BUDGET	REMARKS
18 110 TRAVEL						
04 PROGRAM PLANNING CONFERENCE	17,080.00		<8000>	9080		
05 RESOLUTIONS COMMITTEE	4,000.00		0	4000		
06 GOV ELECT CONF	24,200.00		<1700>	22500		
07 COUNCIL MTG AT CONVENTION	15,625.00			15625		
08 COUNCIL TRAVEL	39,200.00	100,125.00	<5403>	33797	85,002	
18 120 COUNCIL						
01 HUSB RD/WIVES	500.00		75	575		
02 30 WIVES DINNER	530.00		80	610		
03 COFFEE RECEPTION	70.00		-	70		
04 CONT BREAK WIV/PAST PRES.	280.00		55	335		
05 PRES BANQUET	7,200.00		-	7000		
06 BREAK FOR GOB	300.00		300	600		

(CONTINUED ON THE NEXT PAGE)

DEPARTMENT: BOARD LEADERSHIP AND COUNCIL

DEPT. NO. 18

----- 1980-81 -----

----- 1981-82 PROPOSAL -----

GENERAL ACCOUNT AND DESCRIPTION	SUB A/C BUDGET	MAJOR LINE BUDGET	SUB A/C BUDGET INCREASE/(DECR.)	SUB A/C BUDGET	MAJOR LINE BUDGET	REMARKS
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07 COFFEE BREAKS	265.00		283	548		
08 CONT BREAK WIV/GOVS	725.00		22	747		
09 PAST PRES LUNCH	1,900.00			1900		
10 DINNER DANCE	7,200.00		195	7395		
11 AU REVOIR	2,000.00		390	2390		
12 DINNER BD/WIVES	920.00		180	1100		
13 DINNER PAST PRES/WIV	760.00		115	875		
14 LADIES LUNCH	1,570.00		830	2400		
15 PRES RECEPT BD. PAST PRES/WIV	1,670.00			1670		
16 PRINT PROGRAM	5,483.00		2313	3170		
17 SPEAK FEES/EXPNS	800.00		800			
18 MUSIC/ORCHESTRA	2,500.00		580	3080		
19 STAGING	750.00			750		
20 EQUIPMENT	250.00		250	500		
21 DECORATING	2,000.00			2000		
23 TRANSPORTATION	700.00		700			
24 MISCELLANEOUS	1,225.00		1375	2600		
25 STAFF RECEPTION	500.00		500			
26 TRANSLATION	400.00		400			
27 PHOTOS	2,200.00			2200		
28 LUNCH BD AND PAST PRESIDENTS	850.00	43,348.00	130	980		43,495

18 151 PROGRAM PLANNING CONF.

02 MEALS	5,300.00		3500	1800		
03 STAFF EXPS	500.00		500			
04 MATERIALS AND EQUIPMENT	400.00	6,200.00	400			1,800

18 152 RESOLUTION COMMITTEE

01 MATERIALS	50.00	50.00		50		50
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18 161 LEADERSHIP TRAINING

01 COL AND POST CLB PRES PACKAGE	24,900.00			24,900		
02 PRES PKGE ENG/INSTRUC	640.00		640			
03 PRES PKGE FRENCH INSTR	390.00		80	470		
04 PRES PKGE SPAN INSTRUC	365.00		90	455		
05 MAN/DIST SECY	785.00			785		
06 MAN/DIST GOV	340.00			340		
07 LESSON PLAN NO. 1 AND NO. 3	1,625.00		1000	625		
08 MAN/DIST OFF	7,830.00			7830		
09 CLUB OFF MAN	11,870.00		10000	1870		
10 ENVS/PRES PKGE	2,310.00		2310			
11 SLID/TAPES CLUB PRES RESPNS	1,500.00		1500	3000		
12 KIT REQUEST LABELS	1,100.00	53,655.00	1100			
13 PROGRAMMED LEARNING DEVELOPMENT			7500			47,778

18 163 GOV. ELECT CONFERENCE

02 MEAL FUNCTIONS	7,900.00		1185	9085		
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(CONTINUED ON THE NEXT PAGE)

DEPARTMENT: BOARD LEADERSHIP AND COUNCIL

DEPT. NO. 19

----- 1980-81 -----		----- 1981-82 PROPOSAL -----				
GENERAL ACCOUNT AND DESCRIPTION	SUB A/C BUDGET	MAJOR LINE BUDGET	SUB A/C BUDGET INCREASE/(DECR.)	SUB A/C BUDGET	MAJOR LINE BUDGET	REMARKS
03 STAFF EXPNS'S	1,000.00		-	1000		
04 CONF MTRLS/EQUIP	500.00		300	800		
05 TRANSLATIONS	400.00	9,800.00	800	1200	12085	
18 164 COUNCIL MEET. AT CONV.						
02 MEAL FUNCT	1,625.00		175	1800		
03 MEET MTRL AND EQUIP	175.00	1,800.00	-	175	1975	

DEPARTMENT: BOARD MEMBER GROWTH AND EDUCATION

DEPT. NO. 19

GENERAL INSTRUCTIONS: THE 1980-81 BUDGET WILL BE UTILIZED AS THE FOUNDATION FOR THE 1981-82 BUDGET PROPOSAL. EVERY EFFORT SHOULD BE MADE TO REDUCE THE BUDGET AS MUCH AS POSSIBLE. SALARY AND NON-SALARY BUDGET ALLOCATIONS WILL BE TREATED DIFFERENTLY.

PLEASE PROVIDE THE INFORMATION IN YOUR 1981-82 BUDGET PROPOSAL AS FOLLOWS:

- A. SUB A/C BUDGET - THE AMOUNT OF ADJUSTMENT IS TO BE ENTERED.
INCR/(DECREASE)
- B. SUB A/C BUDGET - THE NEW BUDGET AMOUNT IS TO BE ENTERED.
- C. MAJOR LINE ITEM - THE TOTAL OF ALL SUB LINE ITEMS WHICH ARE COMPONENT PARTS OF THE MAJOR LINE IS TO BE ENTERED.
- D. REMARKS - JUSTIFICATION FOR ANY BUDGET ADJUSTMENTS ARE TO BE NOTED.

NEW SUB LINE ITEMS MAY BE REQUESTED, BUT FULL JUSTIFICATION WILL BE REQUIRED.

SALARY:

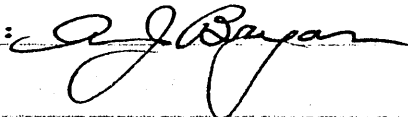
1. USE INK.
3. THE AMOUNT OF SALARY ADJUSTMENT YOU DEEM TO BE FAIR. THIS IS NOT TO BE INTERPRETED TO REFLECT THE FINAL 1981-82 SALARY PROPOSAL.

NON-SALARY:

1. USE INK.
2. NEW SUB LINE ITEM MAY BE UTILIZED.
3. SUB-LINE ACCOUNT CONSOLIDATIONS AND/OR TRANSFERS SHOULD FIRST BE REVIEWED WITH FINANCE.

TOTAL 1980-81 BUDGET: \$55,754.00

SIGNATURE:

 4/15/81

TOTAL 1981-82 BUDGET PROPOSAL: \$ 53,141.00

----- 1980-81 -----		----- 1981-82 PROPOSAL -----				
GENERAL ACCOUNT AND DESCRIPTION	SUB A/C BUDGET	MAJOR LINE BUDGET	SUB A/C BUDGET INCREASE/(DECR.)	SUB A/C BUDGET	MAJOR LINE BUDGET	REMARKS
19 104 POSTAGE AND EXPRESS						
01 POSTAGE AND EXPRESS	1,300.00	1,300.00	325.00	1,625.00	1,625.00	Projected rise in postage of 25%
19 106 MISCELLANEOUS OFFICE						
01 DIR ASSOC MEMBERSHIP AND SUBSC	150.00		-	150.00		
02 DIR COURTESIES TO VISITORS	300.00	450.00	-	300.00	450.00	
19 108 LITERATURE						
01 KIWANIS ED. HAND BOWL	4,800.00		480.00	5,280.00		
02 MEMBER GROWTH AND ED HANDBOOK	4,800.00	9,600.00	480.00	5,280.00	10,560.00	Projected 10% increase in printing costs
19 110 TRAVEL						
01 LOCAL	300.00		-		300.00	

(CONTINUED ON THE NEXT PAGE)

DEPARTMENT: BOARD MEMBER GROWTH AND EDUCATION

DEPT. NO. 19

1980-81

1981-82 PROPOSAL

GENERAL ACCOUNT AND DESCRIPTION	SUB A/C BUDGET	MAJOR LINE BUDGET	SUB A/C BUDGET INCREASE/(DECR.)	SUB A/C BUDGET	MAJOR LINE BUDGET	REMARKS
02 CONUS	1,500.00			1,500.00		
03 REGIONAL WORKSHOPS	9,670.00	11,470.00	1,450.00	11,120.00	12,920.00	03 - Projected increase in air fares 15%
19 138 LIFE MEMBER						
01 PROMO FLYERS AND MATERIALS	11,050.00		<-8,700.00>	2,350.00		01 - decrease due to inventory on hand.
02 MAIL LIFE MEMBER CARD	600.00	11,650.00	150.00	750.00	3,100.00	02 - Projected increase 25%
19 140 AWARDS						
01 MBERSHIP GROW AWRD	8,984.00		1,797.00	10,781.00		01 - Projected 20% increase in costs
03 AWARDS DISPLAY	750.00	9,734.00	75.00	825.00	11,606.00	03 - Printing increase 10%
19 158 PROMOTION						
01 PROMOTION MATERIAL	800.00	800.00	80.00	880.00	880.00	Increase in printing costs of 10%
19 161 LEADERSHIP TRAINING						
01 MBERSHIP BROCH AND CERTIF CRDS	9,000.00	9,000.00	900.00	9,900.00	9,900.00	Increase in printing costs of 10%
19 165 REG. TRAIN CONF. LT. GOV., CLUB PRES.						
01 MATERIAL, EQUIP, RENTAL, ETC.	1,750.00		350.00	2,100.00	2,100.00	20% increase in costs projected.
02 REG WORKSHOPS REGISTRATION	.00	1,750.00				

DEPARTMENT: CLUB SERVICE

DEPT. NO. 20

GENERAL INSTRUCTIONS: THE 1980-81 BUDGET WILL BE UTILIZED AS THE FOUNDATION FOR THE 1981-82 BUDGET PROPOSAL. EVERY EFFORT SHOULD BE MADE TO REDUCE THE BUDGET AS MUCH AS POSSIBLE. SALARY AND NON-SALARY BUDGET ALLOCATIONS WILL BE TREATED DIFFERENTLY.

PLEASE PROVIDE THE INFORMATION IN YOUR 1981-82 BUDGET PROPOSAL AS FOLLOWS:

- A. SUB A/C BUDGET - THE AMOUNT OF ADJUSTMENT IS TO BE ENTERED.
INCR/(DECREASE)
- B. SUB A/C BUDGET - THE NEW BUDGET AMOUNT IS TO BE ENTERED.
- C. MAJOR LINE ITEM - THE TOTAL OF ALL SUB LINE ITEMS WHICH ARE COMPONENT PARTS OF THE MAJOR LINE IS TO BE ENTERED.
- D. REMARKS - JUSTIFICATION FOR ANY BUDGET ADJUSTMENTS ARE TO BE NOTED.

NEW SUB LINE ITEMS MAY BE REQUESTED, BUT FULL JUSTIFICATION WILL BE REQUIRED.

SALARY:

1. USE INK.
3. THE AMOUNT OF SALARY ADJUSTMENT YOU DEEM TO BE FAIR. THIS IS NOT TO BE INTERPRETED TO REFLECT THE FINAL 1981-82 SALARY PROPOSAL.

NON-SALARY:

1. USE INK.
2. NEW SUB LINE ITEM MAY BE UTILIZED.
3. SUB-LINE ACCOUNT CONSOLIDATIONS AND/OR TRANSFERS SHOULD FIRST BE REVIEWED WITH FINANCE.

TOTAL 1980-81 BUDGET: \$135,699.00

SIGNATURE: _____

TOTAL 1981-82 BUDGET PROPOSAL: \$ 140,314

----- 1980-81 -----		----- 1981-82 PROPOSAL -----			
GENERAL ACCOUNT AND DESCRIPTION	SUB A/C BUDGET	MAJOR LINE BUDGET	SUB A/C BUDGET INCREASE/(DECR.)	SUB A/C BUDGET	MAJOR LINE BUDGET
20 100 SALARIES-STAFF					
01 MNGR CLUB SERV	21,250.00	21,250.00		21,250	21,250
20 101 SALARIES NON-STAFF					
01 SEC MNGR CLUB SERV	11,088.00			11,088	
02 CLERK CLUB BYLW	7,680.00			7,680	
03 CLERK TYPIST	9,396.00			9,396	
04 LIT RM CLERK	9,660.00			9,660	
05 LIT RM CLERK	8,400.00	46,224.00		8,400	46,224
20 102 SALARIES, OVERTIME/TEMPORARY					
01 TEMP HELP TYPE DIRECT ADM SERV	6,300.00	6,300.00	504	6,804	6,804

(CONTINUED ON THE NEXT PAGE)

DEPARTMENT: CLUB SERVICE

DEPT. NO. 20

----- 1980-81 ----- 1981-82 PROPOSAL -----

GENERAL ACCOUNT AND DESCRIPTION	SUB A/C BUDGET	MAJOR LINE BUDGET	SUB A/C BUDGET INCREASE/(DECR.)	SUB A/C BUDGET	MAJOR LINE BUDGET	REMARKS
20 103 STATIONERY AND SUPPLIES						
01 MISC OFF SUPPS	684.00	684.00	-	684	684	
20 104 POSTAGE AND EXPRESS						
01 LIT RM AND AWARDS POSTAGE	9,520.00	9,520.00	2380	11,900	11,900	
20 105 TELEPHONE AND TELEGRAPH						
01 LONG DISTANCE	.00	.00	-	-	-	
20 106 MISCELLANEOUS OFFICE						
01 ED. MTRLS	200.00	200.00	-	200	200	
20 108 LITERATURE						
01 ANNUAL CLUB REPORT	5,700.00		570	6270		
02 LT. GOVERNOR REPORTS	1,925.00		193	2118		
03 LT. GOVERNOR REPORTS SAMPLE	576.00		58	634		
04 LT. GOV. DIVISIONAL EVALUATION	.00			-		
05 LT. GOV. DIV EVAL. REPORTS SAM	.00			-		
06 LT. GOVERNOR FILE FOLDERS	.00			-		
07 CLUB CONTACT REPORTS	1,540.00		154	1694		
08 CLUB CONTACT SAMPLE	360.00		36	396		
09 SAVE YOUR MEMBER	3,360.00		336	3696		
10 PROG SUGGESTIONS AND CALENDER	1,120.00	14,581.00	<370>	750	15658	
20 110 TRAVEL						
01 LOCAL	300.00		30	330		
04 ACHIEVEMENT	1,000.00	1,300.00	1015	2015	2345	
20 113 PENSION						
01 EMPLOY SHARE	.00	.00				
20 140 AWARDS						
01 PROJECT 30	1,000.00		150	1150		
02 DISTINGUISHED GOVERNOR	2,550.00		-	2550		
03 DISTINGUISHED LT. GOVERNOR	4,000.00		-	4000		
04 DISTINGUISHED CLUB PRESIDENT	6,000.00		<3000>	3000		
05 ACHIEVEMENT	2,500.00	10,650.00	500	3000	13,700	
20 150 PROMOTION						

(CONTINUED ON THE NEXT PAGE)

DEPARTMENT: CLUB SERVICE

DEPT. NO. 20

----- 1980-81 -----

----- 1981-82 PROPOSAL -----

GENERAL ACCOUNT AND DESCRIPTION

SUB A/C
BUDGETMAJOR LINE
BUDGETSUB A/C BUDGET
INCREASE/(DECR.)SUB A/C
BUDGETMAJOR LINE
BUDGET

REMARKS

01 PROJECT 30

2,000.00

2,000.00

300

2300

2300

20 161 LEADERSHIP TRAINING

01 OFFICIAL MONTHLY REPORTS

16,130.00

1613

17743

02 OFF MONTHLY REPORTS SAMPLE

1,460.00

17,590.00

146

1606

19349

DEPARTMENT: PUBLICATION

DEPT. NO. 21

GENERAL INSTRUCTIONS: THE 1980-81 BUDGET WILL BE UTILIZED AS THE FOUNDATION FOR THE 1981-82 BUDGET PROPOSAL. EVERY EFFORT SHOULD BE MADE TO REDUCE THE BUDGET AS MUCH AS POSSIBLE. SALARY AND NON-SALARY BUDGET ALLOCATIONS WILL BE TREATED DIFFERENTLY.

PLEASE PROVIDE THE INFORMATION IN YOUR 1981-82 BUDGET PROPOSAL AS FOLLOWS:

- A. SUB A/C BUDGET - THE AMOUNT OF ADJUSTMENT IS TO BE ENTERED.
INCR/(DECREASE)
- B. SUB A/C BUDGET - THE NEW BUDGET AMOUNT IS TO BE ENTERED.
- C. MAJOR LINE ITEM - THE TOTAL OF ALL SUB LINE ITEMS WHICH ARE COMPONENT PARTS OF THE MAJOR LINE IS TO BE ENTERED.
- D. REMARKS - JUSTIFICATION FOR ANY BUDGET ADJUSTMENTS ARE TO BE NOTED.

NEW SUB LINE ITEMS MAY BE REQUESTED, BUT FULL JUSTIFICATION WILL BE REQUIRED.

SALARY:

1. USE INK.
3. THE AMOUNT OF SALARY ADJUSTMENT YOU DEEM TO BE FAIR. THIS IS NOT TO BE INTERPRETED TO REFLECT THE FINAL 1981-82 SALARY PROPOSAL.

NON-SALARY:

1. USE INK.
2. NEW SUB LINE ITEM MAY BE UTILIZED.
3. SUB-LINE ACCOUNT CONSOLIDATIONS AND/OR TRANSFERS SHOULD FIRST BE REVIEWED WITH FINANCE.

TOTAL 1980-81 BUDGET: \$1,000.00

SIGNATURE:

TOTAL 1981-82 BUDGET PROPOSAL: \$ 1000

----- 1980-81 ----- 1981-82 PROPOSAL -----

GENERAL ACCOUNT AND DESCRIPTION	SUB A/C BUDGET	MAJOR LINE BUDGET	SUB A/C BUDGET INCREASE/(DECR.)	SUB A/C BUDGET	MAJOR LINE BUDGET	REMARKS
21 183 ART AND MECHANICAL SUPPLIES						
01 ART SUPPLIES	1,000.00	1,000.00	—	1,000	1,000	

REPORT OF THE COMMITTEE OF PAST PRESIDENTS
TO THE MEETING OF THE INTERNATIONAL BOARD OF TRUSTEES

July 2, 1981

Date of Committee Meeting: June 26, 1981

Place of Committee Meeting: Hyatt Regency Hotel, New Orleans, Louisiana

Present: Members - Wes H. Bartlett, Roy W. Davis, William M. Eagles, M.D.,
Edward C. Keefe, James M. Moler, Ted R. Osborn, Stanley E.
Schneider, Charles A. Swain, Merle H. Tucker, Albert J. Tully,
Robert F. Weber, and I. R. Witthuhn.

Chairman - Maurice Gladman

Absent - Reed C. Culp, Donald T. Forsythe, Walter J. L. Ray,
Hilmar L. "Bill" Solberg, Fred G. McAlister, Donald B.
Rice, J. O. Tally, Jr., and O. E. Peterson (Honorary
Member)

The Chairman called the meeting to order, and he gave the invocation.

The Committee requested that appropriate messages be sent to those members who were unable to attend, and the Chairman was asked to thank Past President Solberg for his letter to the Committee which so clearly outlined problems that demand attention.

The minutes of the October 2, 1980 Committee meeting were approved as submitted, and the staff reviewed the highlights of the New Orleans International Convention program. The agenda for the meeting was approved by the Committee.

DISTINGUISHED AWARD PROGRAMS

During its October, 1980 meeting, the Committee recommended that the International Board reconsider the organization's Distinguished Awards for District Governors, Lieutenant Governors, and club presidents. The Committee continues to believe that the awards programs are not serving the best interests of Kiwanis and are causing problems in many instances.

Recommendation #1:

The Committee recommends that the International Board develop other programs which will recognize outstanding service on the part of district leaders and Kiwanis Clubs in fulfilling the purposes and the objectives of the organization.

INTERNATIONAL CONVENTION PROMOTION BUDGET

In October, 1980, the Committee had recommended that the International Convention promotion budget for Host Committees be eliminated from future budgets. The Committee noted that the promotion budget for the Minneapolis Host Committee was

reduced to \$2,000.00 at the May, 1981 Board meeting. However, subsequent to the Past Presidents meeting, it was discovered that the Board, in session in New Orleans, had increased the budget to \$6,000.00. The Committee reiterates its opinion that this budget item should be eliminated.

1983 VIENNA INTERNATIONAL CONVENTION

The Committee was informed that International Travel Service, Inc. will be employed to handle travel details for the official family, staff, and others and that this firm will also be responsible for all housing arrangements with the hotels. The Committee is concerned that there will not be sufficient hotel rooms available even though the Vienna Convention Bureau assures Kiwanis of the necessary 5,000 rooms by 1983. As expenses may run from \$125 to \$150 per day per couple, the Committee hopes that the European Kiwanians attending the Kiwanis International-Europe Convention, prior to the Kiwanis International Convention, will remain in Vienna for our International Convention to provide the necessary support services.

It was agreed that the Committee will consider a group tour in conjunction with the Vienna Convention.

RESTRUCTURE OF THE INTERNATIONAL BOARD

The Committee recognizes the conflict between the amendments proposed by the International Board and those proposed by the Kiwanis Club of North DeKalb, Georgia, and hopes that there will be sufficient time during the House of Delegates session for full deliberation and appropriate action.

FIELD SERVICE OPERATIONS

The staff informed the Committee that there have been additional travel expenses for the Field Service Representatives in order to properly cover their expanded assignments due to a reduction in the number of Field Service staff. The Committee was informed that a request to add a sixth man to the Field Service staff was rejected by the International Board for 1981-82. As there appears to be a decline in new club building, the Committee believes that additional staff is needed by the Field Service Department.

Recommendation #2:

The Committee recommends that a sixth Field Service Representative be employed by the Field Service Department of the General Office and that the International Board reconsider its action in this regard.

The Field Service Department is preparing a study on potential sites for new Kiwanis Clubs in North America, and staff is of the opinion that indepth research needs to be done to determine the reasons for the high deletion rate. The Committee suggested that staff develop statistical information on the cost of establishing new clubs outside of North American districts, with attention to countries that have monetary restrictions.

The Committee believes that the \$1.00 per member from International dues, specified for use in International extension activities be segregated and used only for these purposes, and that extension activities be clearly defined.

Recommendation #3:

The Committee recommends that the International Board review the original intent of the delegates who voted a separate \$1.00 per member for International Extension and that the Board redefine the allocation of those funds. The Committee further recommends that such items as general travel expenses not be included in this budget.

RELOCATION OF THE GENERAL OFFICE

The Committee was informed that an income of \$5,717,000 was anticipated from the sale of the Kiwanis International Building in Chicago, Illinois which also included projected interest income, current building expansion fund, and gifts from the Indianapolis, Indiana area. Without provisions for landscaping, furnishings, and contingency, it is estimated that the cost of a new headquarters building will be \$5,644,000.

The Committee noted that the proposed new building will contain 60,000 square feet, whereas the present General Office provides 45,000 square feet, including the North Pier Terminal Warehouse area, and the Committee was informed that the International Board believes that the planned structure is being designed to meet future needs. In addition, the new headquarters will contain ample meeting room space for meetings and conferences which are currently held in hotels. The Board also believes that gifts from Kiwanis districts may be forthcoming to provide some of the furnishings and decoration.

The Committee is of the opinion that the proposed new headquarters building may be more than what is needed by the organization to care for current and future needs and that projected income will not be sufficient to handle all necessary costs involved in the project.

KIWANIS TRAINING YEAR

The current basic format for the training of district and club leaders was reviewed for the Committee, and there is a concern that training, at all levels, is not adequate nor is properly stressing the community service aspects of club activity. It appears to the Committee that there is no standard system for training being used by Kiwanis districts and that there may be a need to formalize training conference agendas at all levels. In addition, the Committee is of the opinion that too much emphasis is placed on District Governors and that the organization's training programs are not adequately directed to club leaders.

The Committee's special Sub-committee on Kiwanis Training will continue its study and will report again during the forthcoming October, 1981 meeting.

FINANCIAL SUPPORT FOR NON-DISTRICTED KIWANIS CLUBS

As approved by the International Board, districts that attach non-districted Kiwanis clubs are eligible to receive 50¢ per member, plus 50¢ per member of the attached clubs, to assist in providing services and travel expenses for Kiwanians of attached clubs to attend functions of the attaching district. The

Committee understands that funds cannot be used for the travel of Kiwanians from attaching districts and that no reimbursements will be made unless specific criteria are met by attaching districts.

The Committee is of the opinion that this program is ill-advised and not feasible in view of the deficit budget situation that the organization is experiencing. The Committee further believes that the International Board should carefully review the terms of previous International Convention action in order to determine if this program and other International extension expenditures conform to the specifics adopted by the House of Delegates.

The Committee is aware that the organization has problems in utilizing funds that are being held in those Kiwanis countries that have monetary restrictions. However, the Committee suggests that the International Board make every effort to see to it that funds being held in these countries be placed in interest-bearing accounts.

KIWANIS CLUB DELINQUENCIES

The Committee reviewed the listing of Kiwanis Club delinquencies, worldwide, as of June 12, 1981, and noted the balance due to Kiwanis International of over \$71,000. The Committee again urges that delinquencies be given attention at all conferences and meetings involving the leadership of the organization.

The Committee is of the opinion that part of the delinquency problem rests with Kiwanis clubs that were not properly formed.

VISIT OF THE PRESIDENT

International President Merald T. Enstad was welcomed by the Committee. He noted that the International Board had reduced the budget for the non-districted club attachment program to \$25,000 and that plans were being made to reduce Board travel expenses during 1981-82.

The President indicated that he believes there is a lack of appreciation of Kiwanis on the part of the membership and that this may stem from inadequate Kiwanis education programs. He expressed the opinion that it may not have been wise to have eliminated the membership classification system at the club level and that it is necessary to take steps to make membership a matter of prestige.

President Enstad urged the Committee to support the proposed \$2.00 per member increase in International dues as being essential to the economic health of the organization. He also asked the Committee to give their individual support to the amendments proposed by the International Board dealing with the restructure of the Board.

VISIT OF THE PRESIDENT-ELECT

E. B. "Mac" McKittrick, President-elect, told the Committee that he firmly believes that Kiwanis International-Europe must be self-supporting and that any subsidy is both unfair and unfeasible. Whether or not Kiwanis International-Europe maintains its own office, he hopes to see full services provided to Kiwanis clubs in that

federation from the General Office. The President-elect stated that the agreement between Kiwanis International and Kiwanis International-Europe is no longer relative.

The President-elect told the Committee that he understands its concern for the high cost of overseas travel by members of the International Board and that these expenses will be reduced in 1981-82. Members of the Board will be asked to counsel their own districts as well as districts that are close by their own; Board members will be scheduled so more than one district can be covered on any one trip; and the President will also combine visits during his travels. The rotation plan for Presidential visits, previously adopted by the International Board will be followed.

VISIT OF THE TREASURER

The Treasurer, John T. Roberts, was invited by the Committee to discuss the financial situation of the organization, and he noted that a deficit of approximately \$400,000 is anticipated for the current 1980-81 administrative year. He noted the specific items that added to expenses during 1980-81, and he informed the Committee that a balanced budget for 1981-82 was anticipated if the proposed \$2.00 International dues increase per member was adopted by the delegates to the New Orleans Convention. Additional economies are planned in the 1981-82 operating budget, and he indicated that the move of the headquarters to Indianapolis, Indiana will provide opportunity for reduction of expenditures which are not possible at this time.

The Committee is sincerely concerned over the financial condition of the organization and urges the International Board to take all necessary steps to reduce expenditures so that operating costs will not continue to rise out of proportion to growth.

NEW BUSINESS

The Chairman announced that the next meeting of the Committee will be held in conjunction with the Kiwanis International Council, October 1, 1981, in Chicago, Illinois.

The Committee expressed its desire to serve the organization whenever possible and hopes that the International Board will utilize the experience and the talent of its members. The Committee appreciates the arrangements made for its participation in the 1981 New Orleans Convention and thanks the International Board and the General Office staff for their constant courtesy and assistance.

MAURICE GLADMAN, Chairman

MESSAGE OF THE PRESIDENT-DESIGNATE
TO THE
INTERNATIONAL BOARD OF TRUSTEES
July 2, 1981

GENERAL

Whatever our past successes and shortcomings, our organization has, at this point in time, a unique opportunity.

We will, within the next year, have a new International Secretary, new premises, a change of perhaps as much as 90% in our clerical staff, and a number of changes in staff line responsibilities. If we plan now, in an effective manner, we can make these changes result in a modern, efficient service capability to expedite future operations of Kiwanis International.

To accomplish the maximum benefits, we will need a maximum effort, not only from this Board, but also from every member of staff. Full and complete utilization of all our capabilities and input must be achieved.

To start this planning action, I have realigned our Board Committees to attempt to make full use of our time at Board Meetings. First, to have all Board Committee members in session at all times, and second, to request that agendas be completed one month prior to the meeting, so that the position papers for each responsibility area may be completed and distributed, not later than two weeks prior to meeting date by each Board member. Similarly, we will expect staff members to have their recommendations in the form of position papers in your hands at least 30-days prior to each meeting date.

This is going to put considerable strain on both Board members and staff to work in advance of Board Meetings, but we must start anticipating our needs and eliminate as much as possible the crises type management, into which we have allowed ourselves to be trapped.

We must create an atmosphere conducive for staff to share with us their full and honest concerns, in their areas of responsibility and their recommendations for correction of current problems. We should expect, also, futuristic thinking and planning as part of our joint responsibilities as staff and Board members. Frank, open and complete communication between staff and Board members is a must. If we do not have a better mouse trap, let us use the old one. We do not have time for negative thinking - a positive approach is the only approach your president is willing to accept.

BOARD MEETINGS

I am asking, at this time, that the Board consider extending the meeting time of our Board Meetings. It is my personal belief

that we require more time than has been customary in the past.

- 1) Three (3) full days of committee deliberations and report writing
- 2) Two (2) full days of Board Meeting

This time frame should allow us to complete our work in a normal 8 or 9 hour day. It is my opinion that good decisions are not made by tired people, or by people rushing to make airline deadlines. Tell your wives you will be home when your work is done - not before.

I would recommend, also, that this Board meet one less time during the year. We can have meetings in October, late January and at the June International Convention. The April meeting can constitutionally be covered by the Executive Committee, and I would so recommend. Further, I have grave doubts that the Resolutions Committee lends much weight to our convention proceedings, and while I have appointed such a committee, I would recommend that it be a correspondence committee with the chairman finalizing the report with staff.

BOARD COMMITTEES

Realignment of our Board Committees has been done in a manner which, hopefully, will result in less overlapping of responsibilities and a clearer delineation of functional operations. Each Board member is assigned to two committees only, with chairmanship responsibility for functional areas in each committee.

The Finance Committee will meet the constitutional requirement of meeting first by a short meeting just before the full Board meets, but will function in the last group of meetings held. Each committee will be supplied with report forms which must delineate all financial considerations of your actions. These forms must be delivered to the Finance Committee on a runner basis, as each committee action is completed. I would suggest that each committee complete those items which might require funding adjustment before noon of the final committee meeting day, as the Finance Committee will be instructed, as part of their report, to present the composite effect of your actions to the total Board.

There are specific areas of action I would like each committee to consider in their deliberations. The following items are only some of our concerns and should not be considered as all inclusive. Your own discussions will hopefully, lead to many more.

Let me make it perfectly clear, however, that in providing for this input from members of the Board it is not my intention to interfere in any way with the operation of the General Office. This is and will continue to be the responsibility of the International Secretary and of those to whom he has assigned the necessary supervisory authority.

FINANCE

- 1) We need long-term projections as well as better defined current budgets, so we can properly project our dues increase needs in a longer time span.
- 2) We must have, immediately, a capital budget to ascertain whether our available funding is adequate, and if not, what action should be taken.
- 3) We need accurate cash flow projections to maximize our short-term investments.
- 4) Alternative methods of financing should be considered.
- 5) Job descriptions and personnel files must be completed so that clerical hirings may be done in a practical, businesslike manner.
- 6) Preparations for a personnel office and training department in Indianapolis must be planned and organized.

ADMINISTRATION

- 1) Liaison with and supervision of our contractors will need considerable attention, both from our board committee and by staff through Larry Hapgood.
- 2) Data processing priorities need to be more clearly established and paper flow requirements analyzed. There is still room for greater efficiency in our mailings. (E.G., who needs 14 convention registration reports? - some in separate mailings?)
- 3) A thorough study and a written criteria is badly needed on file systems, file retention aging, and criteria for archives material. We need this before we move tons of material that might better be destroyed.
- 4) Are we getting a maximum return from our supplies operation? Is our pricing consistent, competitive and are our buying practices giving us the optimum return?

GROWTH

I expect this International Board to have a "Show and Tell" attitude, not just a "Tell" function. To "Show" your growth concerns, I will be happy to report that each new member of this board has personally been involved in the building of a new Kiwanis club before December 31, 1981. The same request has been made of all 43 Governors and will be made of every Lieutenant Governor. This will simply make our New Club goal automatic. Your president organized

a new club on June 2nd, which was chartered on June 20th. I expect no less of each of you and it matters not whether it be in 1980-81 or 1981-82. Show the way and the job is done.

The same approach is applicable to membership. I expect every member of this board to introduce three (3) new members to Kiwanis during the same time frame.

Retention should be our greatest concern and should receive our greatest attention. It requires a major overhaul of our induction procedures, our education of new and existing members and the dynamics of interesting and satisfying programs. This area should receive the highest priority of 1981-82.

CLUB SERVICES

We need a clearer, more definitive analysis of club reporting requirements, so that we get usable information from clubs. If we do not use what we presently require of them, then changes are in order to assure a more effective system. We need to also capsulize, as much as possible, the material going to club officers so that it is used, rather than discarded.

COMMUNICATIONS

We need more public knowledge of what our clubs are doing. Some improvement will obviously result from an indepth analysis of our present systems.

YOUTH SERVICES

We can be justly proud of these organizations. We need, however, a thorough study of their expansion plans, with a forecast of how this expansion will affect their costs.

LAWS, POLICIES AND STRUCTURE

We are operating with a Constitution which has many inoperative anomalies, and which, in fact, are being circumvented in many areas. I would like a set of amendments proposed which will be in conformity to current practices and current needs.

The question of international representation on this international board is still with us. I would like this question resolved this year, preferably by a formula which indicates to our constituents the criteria for when and how they will be represented to a minimum of one more designated representative from a non-North American district or area.

EDUCATION

This is perhaps, the most important area of concern for 1981-82. I, personally, am convinced that our loss pattern and poor membership growth is a direct result of our lack of education of new Kiwanians.

I would like to see a new pattern of induction ceremonies, pre and post induction education on a mandatory basis, and a new member kit that gives a sense of pride in being a Kiwanian.

SUMMARY

Principles, not personalities or politics, must dominate the considerations of this Board. I would beg of all of you that the polarization of the recent past be forgotten, and that each of us represent the worldwide organization individually and collectively. Let our decisions be on the basis of what is best for all of Kiwanis International, regardless of regional or national prejudices.

A united board will solve our major issues quickly and well, if this attitude can prevail. Let us all resolve that it will be done.

E. B. "Mac" McKitrick
President-designate

1981 District Conventions and 1982 Spring District Conventions

(CORRECTED 7 -81)

District	Convention City	Convention Dates	Date of Conv. Board Meeting	Representative
Nebraska-Iowa	Omaha, Nebraska	5/1-4		Ted R. Osborn
Alabama	Huntsville, Ala.	7/31-8/2	7/30	Warren H. Edwards
Western Canada	Brandon, Manitoba	8/2-4	8/1	E.B. "Mac" McKittrick
E. Canada and the Caribbean	Oranjestad, Aruba, Netherlands Antilles	8/4-7	8/4	Raymond W. Lansford
Minnesota-Dakotas	Rapid City, South Dakota	8/6-9	8/10	Merald T. Enstad
Kansas	Garden City, Ks.	8/7-9	8/7	Mark Arthur, Jr.
Ill.-E. Iowa	Champaign, Illinois	8/13-15	8/13	Donald E. Williams
Missouri-Arkansas	Cape Girardeau, Mo.	8/13-16	8/14	Raymond W. Lansford
Rocky Mountain	Casper, Wyoming	8/13-16	8/13	Mark Arthur, Jr.
Carolinas	Asheville, North Carolina	8/14-16	8/14	Albert L. Cox
Indiana	Merrillville, Ind.	8/14-16	8/14	James B. Richard
La.-Miss.-W. Tenn.	Biloxi, Miss.	8/14-16	8/14	John T. Roberts
Pacific Northwest	Richland, Washington	8/14-16	8/14	Harris G. Hunter
Texas-Oklahoma	Abilene, Texas	8/14-15	8/13	Aubrey E. Irby
West Virginia	Parkersburg, W. Va.	8/14-16	8/14	Gene R. Overholt
Wis.-Upper Michigan	La Crosse, Wisc.	8/14-16	8/15	Henry L. "Les" Myers, Jr.
Montana	Butte, Montana	8/20-22	8/19	Harris G. Hunter
New York	Syracuse, N. Y.	8/20-23	8/20	Anton J. "Tony" Kaiser
Ohio	Dayton, Ohio	8/20-23	8/21	Donald E. Williams
Capital	Richmond, Va.	8/21-23	8/21	Arthur J. DeLorenzo
Georgia	Atlanta, Georgia	8/21-23	8/20	Albert L. Cox

Exhibit #17

District Conventions - 2

District	Convention City	Convention Dates	Date of Conv. Board Meeting	Representative
Michigan	Southfield, Michigan	8/21-23	8/20	Gene R. Overholt
Republic of China	Taipei City, Taiwan, R.O.C.	8/23		E.B. "Mac" McKitrick
Calif.-Nevada-Hawaii	Long Beach, California	8/27-29	8/26	Frank J. Di Noto
Australia	Darwin, Australia	8/27-30	8/27	Aubrey E. Irby
New Zealand	Christchurch, New Zealand	8/27-29	8/27	Aubrey E. Irby
Kentucky-Tenn.	Lexington, Ky.	8/28-30	8/28	Henry L. "Les" Myers, Jr.
Japan	Kobe, Japan	9/1-4	9/2	E.B. "Mac" McKitrick
Philippine South	Cebu City, Philippines	9/3-5		E.B. "Mac" McKitrick
Philippine Luzon	Cebu City, Philippines	9/3-5		E.B. "Mac" McKitrick
Florida	Orlando, Fl.	9/10-13	9/10	Warren H. Edwards
New England	Danvers, Massachusetts	9/10-13	9/11	Anton J. "Tony" Kaiser
New Jersey	McAfee, N. J.	9/11-13	9/10	Arthur J. DeLorenzo
Utah-Idaho	Boise, Idaho	9/11-13	9/10	Frank J. Di Noto
Pennsylvania	Downingtown, Pa.	9/12-16	9/13	James B. Richard
Southwest	Yuma, Arizona	9/17-19	9/20	Aubrey E. Irby
Andean	Cuenca, Ecuador	9/23-27		Warren H. Edwards

1982 SPRING DISTRICT CONVENTIONS

Nebraska-Iowa

(To be determined)

Raymond B. Allen

KIWANIS INTERNATIONAL-EUROPE

District Conventions - 3

1981 and 1982 District Conventions

District	Convention City	Convention Dates	Date of Conv. Board Meeting	Representative
Italy-Malta	Trapani, Italy	3/24-26		C. E. "Pete" Thurston, Jr.
Benelux-France-Monaco	Mons, Belgium	5/1-3		Claude Berr
Austria-Germany	Heidelberg, Germany	5/2		Egon Kuzmany
Switzerland-Liechtenstein	Dudingen, Switzerland	5/8-9		Warren H. Edwards
Iceland	Laugarvant, Iceland	8/21-23		Jean Ed. Friedrich
Norden	Drammon, Norway	9/4-6		Merald T. Enstad

1982 Spring District Conventions

Austria-Germany	Linz, Austria	5/22		John T. Roberts
Benelux-France-Monaco	Marseille, France	5/7-8		Raymond W. Lansford
Italy-Malta				Jean Ed. Freidrich
Switzerland-Liechtenstein				Jean Ed. Freidrich

(Corrected 8/11/81)

1981-82 BOARD COUNSELORS TO DISTRICTS

ALABAMA-----	Warren H. Edwards
ANDEAN-----	Warren H. Edwards
AUSTRALIA-----	Aubrey E. Irby
AUSTRIA-GERMANY-----	John T. Roberts
BENELUX-FRANCE-MONACO-----	Raymond W. Lansford
CALIFORNIA-NEVADA-HAWAII-----	Frank J. Di Noto
CAPITAL-----	Arthur J. DeLorenzo
CAROLINAS-----	Albert L. Cox
EASTERN CANADA AND THE CARIBBEAN-----	Raymond B. Allen
FLORIDA-----	Warren H. Edwards
GEORGIA-----	Albert L. Cox
ICELAND-----	Jean Ed. Friedrich
ILLINOIS-EASTERN IOWA-----	Donald E. Williams
INDIANA-----	James B. Richard
ITALY-MALTA-----	Jean Ed. Friedrich
JAPAN-----	E.B. "Mac" McKittrick
KANSAS-----	Mark Arthur, Jr.
KENTUCKY-TENNESSEE-----	Henry L. "Les" Myers, Jr.
LOUISIANA-MISSISSIPPI-WEST TENNESSEE-----	John T. Roberts
MICHIGAN-----	Gene R. Overholt
MINNESOTA-DAKOTAS-----	Merald T. Enstad
MISSOURI-ARKANSAS-----	Raymond W. Lansford
MONTANA-----	Harris G. Hunter
NEBRASKA-IOWA-----	Raymond B. Allen
NEW ENGLAND-----	Anton J. "Tony" Kaiser
NEW JERSEY-----	Arthur J. DeLorenzo
NEW YORK-----	Anton J. "Tony" Kaiser
NEW ZEALAND-----	Aubrey E. Irby
NORDEN-----	Merald T. Enstad
OHIO-----	Donald E. Williams
PACIFIC NORTHWEST-----	Harris G. Hunter
PENNSYLVANIA-----	James B. Richard
PHILIPPINE LUZON-----	Raymond W. Lansford
PHILIPPINE SOUTH-----	Raymond W. Lansford
REPUBLIC OF CHINA-----	Warren H. Edwards
ROCKY MOUNTAIN-----	Mark Arthur, Jr.
SOUTHWEST-----	Aubrey E. Irby
SWITZERLAND-LIECHTENSTEIN-----	Jean Ed. Friedrich
TEXAS-OKLAHOMA-----	Aubrey E. Irby
UTAH-IDAHO-----	Frank J. Di Noto
WESTERN CANADA-----	E.B. "Mac" McKittrick
WEST VIRGINIA-----	Gene R. Overholt
WISCONSIN-UPPER MICHIGAN-----	Henry L. "Les" Myers, Jr.

BOARD COMMITTEES - 1981-82

Executive

E. B. "Mac" McKittrick, Chairman

Aubrey E. Irby	Raymond W. Lansford
John T. Roberts	Warren H. Edwards
Merald T. Enstad	Donald E. Williams

Administration

Donald E. Williams, Chairman
Jean Ed. Friedrich
Henry L. "Les" Myers, Jr.
James B. Richard

Club Service

James B. Richard, Chairman
Albert L. Cox
Arthur J. DeLorenzo
Harris G. Hunter

Communications

Warren H. Edwards, Chairman
Mark Arthur, Jr.
Frank J. Di Noto
Raymond W. Lansford

Education

Frank J. Di Noto, Chairman
Merald T. Enstad
Henry L. "Les" Myers, Jr.
ECC Representative

Growth

Albert L. Cox, Chairman
Arthur J. DeLorenzo
Merald T. Enstad
Gene R. Overholt

Laws, Policies and Structure

Mark Arthur, Jr., Chairman
Warren H. Edwards
Jean Ed. Friedrich
Anton J. "Tony" Kaiser

Youth

Anton J. "Tony" Kaiser, Chairman
Harris G. Hunter
Aubrey E. Irby
ECC Representative

Finance

Raymond W. Lansford, Chairman
Aubrey E. Irby
Gene R. Overholt
Donald E. Williams

BOARD COMMITTEES BY FUNCTION

with Staff Liaison

ADMINISTRATION

Donald E. Williams	Indianapolis Building liaison and supervision (L. A. Hapgood; W. A. Brown)
James B. Richard	Paper flow and data processing priorities (W. H. Jepson; J. W. Kinkade)
Henry L. "Les" Myers, Jr.	File requirements and systems, paper retention, policies, archives (W. A. Brown)
Jean Ed. Friedrich	Inventory & pricing policies, marketing methods, new product analysis, catalog, etc. (D. C. Shafer)

FINANCE

Raymond W. Lansford	Forecasting and Means Analysis (W. P. Berry)
Aubrey E. Irby	Cash Flow Analysis and Investments (W. P. Berry)
Donald E. Williams	Personnel (organization charts and needs analysis), Staff Concerns, etc. (W. H. Jepson)
Gene R. Overholt	Budget analysis and variance reporting (quarterly) (W. P. Berry)

GROWTH

Albert L. Cox	Proposals for better growth of clubs, analysis of field service, etc. (R. M. Detloff)
Merald T. Enstad	Proposals for extension criteria (B. M. Turnmire)
Gene R. Overholt	Proposals for membership growth (A. J. Bryan)
Arthur J. DeLorenzo	Proposals for membership retention (A. J. Bryan)

CLUB SERVICE

James B. Richard	Club reporting requirements, data applications, etc. (G. W. Deas)
Albert L. Cox	Program development and distribution systems (A. G. Shaffer)
Harris G. Hunter	International and District relationship and improvement (F. H. McDonald)
Arthur J. DeLorenzo	Analysis of Club, District and International awards, with recommendations (G. W. Deas)

Board Committees By Function - continued (2)

COMMUNICATIONS

Warren H. Edwards	Liaison with Kiwanis magazine with reference to worldwide distribution, content and image improvement (N. G. Geannopulos)
Raymond W. Lansford	Liaison with BKO, current releases, KET tapes, etc. (R. S. Christopher)
Frank J. Di Noto	Improvement of our audio-visual capabilities, both short- and long-term (R. S. Christopher)
Mark Arthur, Jr.	Investigate and recommend methods to improve on our press, radio and T.V. exposure to the public (J. L. McGehee)

YOUTH

Anton J. "Tony" Kaiser	Chair Circle K considerations (R. M. Abramson)
Aubrey E. Irby	Chair Key Club considerations (J. P. Tinsley)
Harris G. Hunter	Chair Builders Clubs considerations (R. S. Christopher)
EC&C Representative	Review considerations of international expansion of these three organizations (see above)

LAWS, POLICIES AND STRUCTURE

Mark Arthur, Jr.	Complete revision and update of Constitution and Bylaws (F. H. McDonald)
Anton J. "Tony" Kaiser	Complete update of Board policies to eliminate ambiguities and policies not in accordance with current practices (F. H. McDonald)
Warren H. Edwards	Suggestions concerning possible policies to soften or eliminate political problems (F. H. McDonald)
Jean Ed. Friedrich	Consideration of alternatives for better world representation (F. H. McDonald)

EDUCATION

Frank J. Di Noto	Leadership and Council (P. H. Shue)
Henry L. "Les" Myers, Jr.	Convention (R. G. Jeanes)
Merald T. Enstad	Kiwanis Education (P. H. Shue)
EC&C Representative	Education curriculum, membership kits, etc. (P. H. Shue; A. J. Bryan)